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| <b>Title:</b> Periodic Review of CDC Geographic Areas and Responsible Organizations  |  |
| <b>Type:</b> Administrative  |  |
| <b>Approved:</b><br>Department Director: _____<br>Division Asst. Director: _____<br>Unit Manager: _____  |  |
| <b>Attachments:</b> Agenda Template (English and Spanish); Meeting Sign In Log; Community Development Commission Summary; Meeting Script; Flyer Template (English and Spanish); Ballot Template (English and Spanish); Application for Appointment to Boards and Commissions |  |
| <b>Effective Date:</b> September 1, 2010   | <b>Revision/Reviewed Dates:</b> September 13, 2012; June 14, 2013; January 2, 2019 |

- I. Background:** Federal and State regulations require each sub-recipient to administer its Community Services Block Grant (CSBG) funds through either a board or another approved mechanism. The City of Austin has designated the Community Development Commission (CDC) to advise the City Council in the development and implementation of programs designed to serve the poor and the community at large.

The City Code requires the City Council to 1) designate 8 geographic areas and a seat on the CDC and 2) designate an organization that actively represents the residents of each geographic area to facilitate a nomination/selection meeting to democratically select a member to the CDC.

The City Code also allows for the City Council to change the boundaries/name of a designated geographic area and the responsible organization.

- II. Purpose:** To provide a consistent system for the 1) designation and periodic review of the Community Development Commission (CDC) geographic areas and the responsible organizations of a geographic area and 2) democratic selection of a CDC member representing low-income communities.

### **III. Scope:**

  X   Neighborhood Services Unit Program Managers and Supervisors

### **IV. Procedure for Periodic Review of Geographic Areas:**

1. As required by Federal and State regulations, a Community Needs Assessment is conducted every three (3) years to determine unmet needs of low-income individuals, families and communities. The Neighborhood Services Unit Manager is responsible for the completion of the assessment.
2. Neighborhood Services Unit designated staff will analyze the results of the assessment and the most current available American Community Survey census tract data to determine if the existing geographic areas have experienced a significant shift in being identified as low-income and compare the data with other Travis County census tracts.
3. If necessary, APH staff will provide a recommendation to the members of the CDC and then to City Council if a geographic area should be changed to more effectively further the purposes of the CSBG program, or if a geographic area's name should be changed to more accurately reflect the area. For example, if an area experiences a rise in income to such a degree that it is no longer characterized as a low-income area. Or, if the name of a geographic area represents only a portion of the community in the area.
4. CDC may forward a recommendation to City Council for amendment of the resolution.

### **V. Procedure for Periodic Review of Responsible Organizations:**

The City Code charges the City Council with designating an organization that will actively represent the residents of each respective geographic area to effectively facilitate the democratic selection process required to fulfill City, State, and Federal requirements. Organizations can be a neighborhood center advisory board, neighborhood association, community organization or non-profit.

1. Designated APH staff will conduct a review of the designated responsible organizations in conjunction with the periodic review of geographic areas at least once every three years or sooner if needed.
2. Designated APH staff will utilize the criteria set forth below when conducting a review of the responsible organizations -

- Has approved by-laws and other relevant organizational documents. The by-laws or approved organizational minutes must indicate the organization' has agreed to serve as the responsible organization and conduct an election for a CDC nomination;
  - Has representation of residents of the designated geographic area as members of the organization's Board, as appropriate
  - Adheres to term limits and attendance policies;
  - Holds public meetings at a public facility located in the designated area together with the elected Community Development Commissioner for the geographic area which they represent on a regular basis, so they are current with neighborhood issues;
  - Notifies community residents within the designated geographic area of any public meeting(s) using available resources such as public postings, flyers, email listservs, community websites/newsletters and phone calls.
  - Records meeting minutes;
  - Complies with Open Meeting regulations as far as posting their meeting notices 72 hours in advance in City buildings;
  - Follows the election process created by APH staff when conducting the nomination/selection meeting, including notifying the Office of the City Clerk with the name of the person receiving the plurality of the votes.
3. If necessary, APH staff will provide a recommendation to the CDC and then to City Council for removal/replacement of a responsible organization based on results of the review or an organization's decision to discontinue its role of a "responsible organization". During this process, APH staff will provide to the CDC the name(s) of other organization(s) within the geographic area that are interested and meet the established criteria
  4. CDC may forward a recommendation to the City Council for amendment of the resolution.

#### **IV. Nomination/Selection Process to be Followed by Responsible Organizations:**

1. If a geographic area member of the CDC resigns his or her position prior to the term's expiration, APH or the City Clerk will notify the respective responsible organization of the date that the member's term is set to expire. In the notice, the City Clerk will request that the responsible organization conduct a nomination and selection meeting to fill the expiring term.
2. Upon receipt of the notice from APH or the City Clerk, the Responsible Organization shall:

- a. Schedule a nomination and selection meeting within 60 calendar days following receipt of the City Clerk's notice, provided the nomination and selection meeting occurs no sooner than 14 calendar days following the first announcement of the meeting;
- b. Announce through newsletters, fliers, social media and other methods that anyone residing in the designated geographic area interested in serving as a representative of the community on the CDC that meets the following criteria may be nominated and selected at the nomination and selection meeting. A nominee is not required to be a member of the responsible organization charged with facilitating the nomination/selection process. The announcement must also include the date, time and location of the nomination and selection meeting.

A nominee must:

- Be a resident of the City of Austin or Travis County (City Code §2-1-21(B); and
  - Must be a resident of the designated geographic area that the nominee wishes to represent; and
  - Must not have been registered as a lobbyist under City Code chapter 4-8 at any time three years prior to the individuals selection to the CDC (City Code §2-1-21(D).
- c. The notice of a nomination and selection meeting shall specify that a nominee must complete an informational form (Boards and Commissions Application) to be nominated. The notice must further specify that the Boards and Commission Application may be either completed and submitted online via the City Clerk's website, or may be printed and filled out prior to or at the nomination and selection meeting.
- The Boards and Commissions Application must be completed prior to, at the nomination and selection meeting, or within ten business after a candidate has been nominated and selected by a CDC designated area. Any deadlines for completing the Application specified by the City Clerk take precedence over the deadlines set forth in this procedure.
- d. The notice of a nomination and selection meeting shall specify that a nominee must be present at the nomination and selection meeting to be nominated and selected as a member of the CDC.
  - e. The responsible organization shall facilitate the democratic selection of a community representative to the CDC at the nomination/selection meeting.

- f. The responsible organization shall work with APH staff to ensure that people voting on the selection of a CDC member reside in the respective designated geographic area.
- g. The selected CDC member shall be the nominee winning a plurality of the vote.
- h. Immediately following the conclusion of the nomination and selection process, the responsible organization will record the vote and work with APH staff to submit in writing the name of the person receiving a plurality of the vote to the City Clerk for final affirmation by City Council to serve as the member representing the designated area.
- i. Designated APH staff will monitor the responsible organization to ensure it conducts the nomination/selection meeting and forwards the name of the person receiving the plurality of the votes to the Office of the City Clerk.