



City of Austin

MEMO

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Neighborhood Housing and Community Development

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Date: November 14, 2008

To: Anthony Snipes, Chief of Staff
Bert Lumbreras, Assistant City Manager

From: Margaret Shaw, Director, NHCD
David Lurie, Director, ATCHHSD

Subject: Revised City Manager Rule

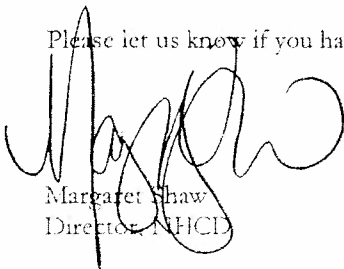
Attached for your signature is the revised "City Manager Rule." As you know, the City Council passed an ordinance on November 29, 2007 regarding the Boards and Commissions process and amending the City Code. The changes to the process require a revision of the "City Manager Rule," regarding the geographic designation of some seats on the Community Development Commission (CDC).

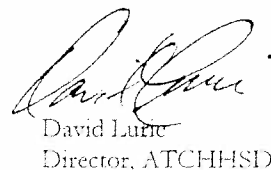
The CDC, in addition to municipal regulations, also follows Community Services Block Grant (CSBG) federal regulations in relation to the number and designation of seats required on the Commission representing the community at large and the poor. The "City Manager Rule," designates seven of the fifteen total CDC seats as representing seven geographic areas of Austin having either an ATCHHSD neighborhood center or a Parks and Recreation Department recreation center. This geographic designation ensures compliance with CSBG federal regulations.

We have worked with the Law Department to revise the "City Manager Rule" so that it complies with current City Code regarding Boards and Commissions. The changes relate to:

1. Document has been recodified to match the City Code.
2. Section IV, "Selection Procedures for appointment of Commissioners to the Community Development Commission in accordance with Section 2-1-191 (B)(1) of the City Code by the City Council," the second paragraph has been struck to read that the selection process is determined in accordance with Texas Department of Housing and Community Affairs regulations, and the City Code.
3. Section IV, number 1, the organization responsible for carrying out the nomination process will be notified on June 1, rather than December 1 of an occurring vacancy.

Please let us know if you have any questions or need additional information.


Margaret Shaw
Director, NHCD


David Lurie
Director, ATCHHSD

CITY OF AUSTIN
CITY MANAGER RULE
FOR
DESIGNATING COMMUNITY DEVELOPMENT COMMISSION
GEOGRAPHIC AREAS AND COMMISSIONER SELECTION PROCESS

I. Purpose:

As required by Section 2-1-127(B) of the City Code this rule designates seven geographic areas of Austin having either a Health & Human Services Department neighborhood center or a Parks and Recreation Department recreation center, which will have a seat on the Community Development Commission to represent the poor in each designated area. In addition this rule establishes a method for residents in each of the seven designated areas to nominate a person to serve on the Community Development Commission in the seat designated to represent that area as required by Section 2-1-191(C) of the City Code.

II. Scope:

This rule applies to the seven members of the Community Development Commission appointed by the City Council under Section 2-1-127(A)(1) of the City Code.

III. Policy:

The Community Development Commission is responsible for advising the City Council in the development and implementation of programs designed to serve the poor and the community at large with an emphasis on federally funded programs. This rule ensures that the Community Development Commission board membership complies with the federal requirements of the Community Services Block Grant Program. The federal requirements require that the administration of the grant program assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs funded under the Community Services Block Grant Program.

IV. Procedure:

Designation of geographic areas:

In accordance with Section 2-1-127(B) of the City Code the following geographic areas which have either a Health & Human Services Department neighborhood center or a Parks and Recreation Department recreation center are designated to have a Commissioner on the Community Development Commission to represent the poor residing in the designated area:

1. Colony Park - as set forth on the Map attached as **Attachment "1"**.
2. Dove Springs - as set forth on the Map attached as **Attachment "2"**.

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3. East Austin - as set forth on the Map attached as **Attachment "3"**.
4. Montopolis - as set forth on the Map attached as **Attachment "4"**.
5. Rosewood-Zaragoza/Blackland - as set forth on the Map attached as **Attachment "5"**.
6. St. John's - as set forth on the Map attached as **Attachment "6"**.
7. South Austin - as set forth on the Map attached as **Attachment "7"**.

Selection Procedures for appointment of Commissioners to the Community Development Commission in accordance with Section 2-1-191(B)(1) of the City Code by the City Council.

In accordance with Section 2-1-191(C) of the City Code, the following democratic selection method for residents in each of the seven designated areas to nominate a person to serve on the Community Development Commission in the seat designated to represent that particular area is established. This method will ensure that the members appointed by the City Council: (a) are representative of low-income individuals and families in the neighborhood served, (b) reside in the neighborhood served, and (c) are able to participate actively in the development, planning, implementation and evaluation of programs funded with federal funds, including the Community Services Block Grant Program.

The term of office of each representative selected by this process is determined in accordance with Texas Department of Housing and Community Affairs regulations and the City Code.

Each person nominated must meet the requirements of Section 2-1-21 (B) of the City Code and also reside in the designated area that nominates the person to the Commission. No person prohibited from serving pursuant to Sections 2-1-26, 2-1-21 (C) or 2-1-21 (H) of the City Code or who is an employee of the Health & Human Services Department of the City of Austin or the Texas Department of Housing and Community Affairs may serve as a Commissioner representing a designated area.

Residents of each of the seven designated areas will be asked to nominate a person as follows:

1. On June 1 of even-numbered years when the expiration of the term of a Commissioner representing a designated area described above will occur (or upon resignation if the Commissioner resigns prior to the end of the Commissioner's term), the City Clerk will send a written notice to the organization responsible for carrying out the nomination process for the designated area defined below (the "Responsible Organization") indicating the date the Commissioner's term for the designated area expires (or the date the Commissioner resigned) and requesting that

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- the Responsible Organization conduct a nomination and election meeting to fill the office.
2. Upon receipt of the City Clerk's notice the Responsible Organization will schedule a date for holding a nomination election, and announce through newsletters, fliers and other means of communications that anyone residing in the designated area interested in being nominated for consideration by the City Council to serve as the designated area's Community Development Commission Commissioner may be nominated and elected at a nomination and election meeting of the Responsible Organization. The announcement will provide information on eligibility for nomination, as well as the date, location and time of the nomination and election meeting. The Responsible Organization will make a good faith effort to conduct the meeting within 60 calendar days following receipt of the City Clerk's notice, provided the nomination and election meeting occurs no sooner than 14 calendar days following the first announcement by the Responsible Organization of the meeting.
 3. The Responsible Organization will conduct the nomination and election meeting at the announced time. Any person eligible for a Travis County voter registration certificate and residing in the designated area may nominate or vote at the meeting. The Responsible Organization will take appropriate steps to ensure voter eligibility.
 4. Immediately following the conclusion of the nomination and election process, the Responsible Organization will tabulate the vote and submit in writing the name of the person receiving a plurality of the vote to the City Clerk for final consideration by the City Council to serve as the Commissioner representing the designated area.
 5. In the event the City Council does not approve the nomination to the Community Development Commission of the person receiving a plurality of the vote, the process defined in section 1 through 4 above will be repeated and the person previously nominated will be ineligible for nomination for this term of office.

Responsible Organizations:

The Responsible Organization for each of the seven designated areas is:

1. Colony Park - Colony Park Neighborhood Association
2. Dove Springs - River City Youth Foundation
3. East Austin - East Austin Neighborhood Advisory Board
4. Montopolis - Montopolis Neighborhood Advisory Board
5. Rosewood-Zaragosa/Blackland - Rosewood-Zaragosa Blackland Advisory Board
6. St. John's - St. John's Advisory Board
7. South Austin - Dawson Neighborhood Association

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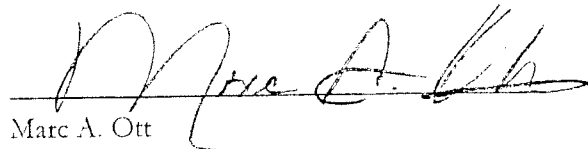
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Each Community Development Commissioner appointed in accordance with Section 2-1-127(A)(1) for each geographic area listed above is identified on the Community Development Commission website (<http://malford.ci.austin.tx.us/boards/results.cfm>)

Approved by:

Name:

Title:



Marc A. Ott

City Manager

Effective Date:

_____ 2008