

# **Community Development Commission Summary**

## ***Purpose of the commission***

The Community Development Commission advises the City Council in the development and implementation of programs designed to serve the poor and the community at large with emphasis on federally funded programs (Community Development Block Grant and the Community Services Block Grant).

## ***Membership on the commission***

The commission is composed of 15 members –

- 8 members nominated by residents from each of the identified geographic areas that have been designated by the City Council;
- 7 members appointed by the Mayor

## ***Geographic Areas***

The City Council designates the 8 geographic areas. A geographic area must have either Health and Human Services Department neighborhood center or a Parks and Recreation Department recreation center. The City Council also designates a seat on the commission to represent the poor in each designated area.

City establishes the method for residents in each designated geographic area to follow in order to nominate a person to serve on the commission.

## ***Membership Term***

Commissioners are generally appointed for a term of 4 years.

# City Council Rule Summary

## ***Purpose of the Rule***

- Designates the 8 geographic areas that will have a seat on the Community Development Commission.
- Establishes a method for the residents in each of the 8 designated areas to follow in nominating a representative to fill a vacant seat on the commission.
- Ensures compliance with the federal requirements of the Community Services Block Grant which requires decision-making and participation by low-income individuals in the development, planning, implementation and the evaluation of programs funded under the grant.

## ***Designated Geographic Areas and Responsible Organizations***

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 Neighborhood Association
7. South Austin – Dawson Neighborhood Association
8. North Austin – Austin Voices for Education and Youth

\*Each of these areas have either a neighborhood center or recreation center

## ***Selection Procedures for Appointment***

- When the expiration of the term of a Commissioner representing a designated area occurs or the resignation of a Commissioner, the City Clerk will send a written notice to the organization responsible for carrying out the nomination process for the designated area and requesting that the organization conduct a nomination/election meeting to fill the vacancy.
- The responsible organization will schedule a date for holding a nomination/election meeting and will announce this meeting through newsletters, fliers and other means of communication. Organization will make a good faith effort to conduct the meeting within 60 calendar days of

the notice from the City Clerk's Office but the meeting cannot occur sooner than 14 calendars following the first announcement.

- The announcement needs to include the following information -
  - Seeking nominations for vacant seat
  - Eligibility requirements for nomination
  - Date, location and time of the meeting
  - Verification of age and residency
- Any person 18 years of age or older and residing in the designated area may nominate or vote at the meeting.
- There are two ways to become a nominee –
  - Nominate yourself by applying at the Office of the City Clerk's website. Applications will be forwarded to the responsible organization. Organization will review for eligibility. Individuals nominating themselves must be present at the meeting.
  - A person can nominate themselves or someone else can nominate them at the meeting.
- Those who are nominated must be a resident of the geographic area.
- 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 appointment by the City Council.

