

ADMINISTRATIVE REGULATION 2023-04
MAYOR JOHN W. SUTHERS

DATE: February 23,2023

TOPIC: Community Development Advisory Committee

LEGAL AUTHORITY: City Charter §§ 3-10(b), 4-10 and 4-40(k)
City Code §§ 1.2.307 and 1.2.314

1.0 Purpose and Scope: This Administrative Regulation establishes the Community Development Advisory Committee and sets forth the appointment of members and the Committee's purpose and scope.

2.0 Terms Defined:

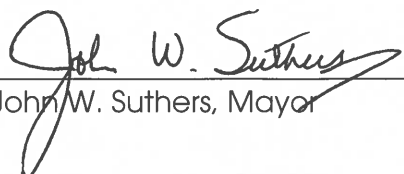
- 2.1. **"CDAC"** - City of Colorado Springs Community Development Advisory Committee
- 2.2. **"Community Development"** - City of Colorado Springs Community Development Division
- 2.3. **"Action Plan"** - City of Colorado Springs Community Development Action Plan
- 2.4. **"HUD"** - United States Department of Housing and Urban Development

3.0 Procedures

- 3.1. **In General:** Pursuant to City Charter § 3-10(b), the Mayor shall perform all executive and administrative functions of the City, including designation of administrative guidelines. Appointment of administrative committees is an executive and administrative function of the City government in accord with City Code § 1.2.307.
- 3.2. **Establishment of CDAC:** The establishment of CDAC is made pursuant to City Code § 1.2.307, and its purpose, scope and procedures are set forth in Exhibit A, attached hereto and incorporated herein.

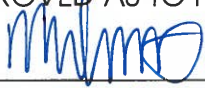
4.0 Miscellaneous

- 4.1. This Administrative Regulation and Exhibit A shall be effective as of the date listed above and shall remain in effect until amended or rescinded.
- 4.2. This Administrative Regulation shall be filed with the City Attorney and made available for public inspection on the City's website.



John W. Suthers, Mayor

APPROVED AS TO FORM:

A handwritten signature in blue ink, consisting of several loops and a final flourish, positioned above a horizontal line.

Office of the City Attorney

Exhibit A

CITY OF COLORADO SPRINGS COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Purpose

There is hereby created a City of Colorado Springs Community Development Advisory Committee ("CDAC"). The purpose of CDAC shall be to advise the Mayor and Community Development on matters related to housing, homelessness, and neighborhood revitalization, and to identify priorities for spending federal grant funds made available by U.S. Department of Housing and Urban Development ("HUD").

Membership

1. Members: The Mayor shall appoint seven (7) members to CDAC to serve staggered terms, who shall have a background in policy, housing, homelessness, community engagement, and/or a closely related field. Membership of CDAC should reflect the geographic diversity of the City.
2. Term of Appointment:
 - a. Each member of the initial CDAC shall serve at least one (1) term and those initial terms shall be one (1), two (2) and three (3) years. Three (3) members shall serve an initial term of three (3) years; two (2) members shall serve an initial term of (2) years; and two (2) members shall serve an initial term of one (1) year.
 - b. The term of a CDAC member following the initial term shall be three (3) years.
3. Compensation: Members of CDAC shall be volunteers and shall serve without compensation.
4. At Will: Each member of CDAC shall serve at the pleasure of the Mayor.
5. City Council liaisons: Two (2) City Council liaisons will be selected to coordinate with CDAC.
6. Chair/Vice Chair: During the first meeting of the year, CDAC shall choose from its membership a Chair and a Vice Chair who shall serve a term of one (1) year. There is no term limit to the number of consecutive terms the Chair or Vice Chair may serve.
7. Majority Vote: CDAC shall make advisory recommendations to the Mayor and/or Community Development based upon a majority vote.

Meetings

1. Community Development will provide staff support to CDAC.
2. CDAC will meet on a regular basis. The number, time, and location of meetings will be determined by Community Development staff in consultation with the Chair and Vice Chair of CDAC.
3. Community Development in consultation with the Chair and Vice Chair of CDAC will create agendas for CDAC meetings. Subject matter topics for CDAC meetings may include: factors underlying homelessness and housing instability such as mental health, substance abuse, domestic violence, and elder abuse; environmental justice (as defined by HUD or general review); veteran homelessness; affordable housing; racial disparities in the homeless population; neighborhood revitalization; and economic development opportunities for low-income businesses.

Responsibilities

1. CDAC serves as an advisory committee to the Mayor and Community Development. CDAC will provide input and make recommendations for the annual Action Plan for the use of HUD funds, as well as strategic neighborhood plans that impact future development.
2. In its advisory role, CDAC will consider issues related to homelessness and housing; neighborhood revitalization; and equal opportunity for people in employment, education, medical care, and other areas that impact the social well-being of the community.
3. CDAC's recommendations should align with the priorities established in the Action Plan for the use of HUD funds.