

**ADMINISTRATIVE REGULATION 2024-03
MAYOR BLESSING "YEMI" MOBOLADE**

DATE: May 16, 2024

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 ("CDAC") 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. **"HCVD"** - City of Colorado Springs Housing and Community Vitality Department
- 2.3. **"Action Plan"** - City of Colorado Springs Consolidated Plan and Annual Action Plan for housing and community development
- 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 the 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:** CDAC was established by Administrative Regulation 2023-04 effective February 23, 2023 pursuant to City Code § 1.2.307. CDAC's purpose, scope, rules, and procedures were set forth in Exhibit A to Administrative Regulation 2023-04, where said exhibit shall now be deleted in its entirety and replaced with the Exhibit A attached hereto and incorporated herein.

4.0 Miscellaneous

- 4.1. This Administrative Regulation and its Exhibit A shall be effective as of the date listed above, and shall remain in effect until amended or rescinded.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.

Blessing A. Mobolade

Blessing A. Mobolade, Mayor

APPROVED AS TO FORM:

Yvonne Glass

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 the Housing and Community Vitality Department on matters related to housing, homelessness, and neighborhood revitalization, and to identify priorities for spending federal grant funds made available by the U.S. Department of Housing and Urban Development ("HUD"). CDAC does not have legislative or quasi-judicial authority.

Membership and Rules

1. **Members:** The Mayor shall appoint seven (7) voting members to CDAC to serve staggered terms, who each 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. **Quorum:** A quorum of voting members shall be required for the taking of action or voting, where said quorum shall be a simple majority of current members.
3. **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 regular term of any CDAC member following the initial term shall be three (3) years.
 - c. No person shall be appointed to CDAC for more than two (2) consecutive terms.
 - d. Any person who has served for one-half (1/2) or more of a term to which some other person was appointed shall have completed one term towards the maximum number of consecutive terms. Any person who is appointed for less than one-half (1/2) of an unexpired term may be appointed for the maximum number of consecutive terms. Notwithstanding any other provision of this part, if the Mayor has failed to appoint a member prior to the expiration of a term, the incumbent member may continue to serve for up to ninety (90) days past the expiration of their term or until the Mayor appoints a new member, whichever period is shorter.

4. Alternates: The Mayor may appoint two (2) alternate members to CDAC to gain experience by observing the committee. Alternates shall be appointed for a definite term of no more than three years. Alternates may:
 - a. Substitute in the absence of a regular member when necessary to achieve a quorum;
 - b. Vote in any matter in which the alternate is needed to achieve a quorum; and
 - c. Participate in the discussion of the committee even when not necessary for a quorum.
5. Compensation: Members of CDAC shall be volunteers and shall serve without compensation.
6. Selection and At Will: The Mayor may select whoever he or she desires and deems a suitable candidate for CDAC. Each member of CDAC shall serve at the pleasure of the Mayor and may be dismissed with or without cause.
7. City Council Liaisons: Two (2) City Council liaisons will be selected to coordinate with CDAC, separate from CDAC's seven (7) voting members. Said liaisons may not direct meetings nor vote on items.
8. 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.
9. Majority Vote: CDAC shall make advisory recommendations to the Mayor and/or the Housing and Community Vitality Department based upon a majority vote.

Meetings

1. The Housing and Community Vitality Department will provide staff support to CDAC.
2. CDAC will meet on a regular basis. The dates, times, and locations of such meetings will be determined by Housing and Community Vitality Department (HCVD) staff in consultation with the Chair and Vice Chair of CDAC.
3. HCVD, in consultation with the Chair and Vice Chair of CDAC, will create agendas for CDAC meetings. Subject matter topics for CDAC meetings may include but are not limited to: 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 HCVD. CDAC will provide input and make recommendations for the Consolidated Plan and 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 Consolidated Plan and Annual Action Plan for use of HUD funds.