



Office of the City Clerk
BOARDS, COMMITTEES & COMMISSIONS

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
(CDAC)**

CREATED BY:

Resolution 10582, adopted September 5, 1978
Resolution 11251, adopted August 4, 1980
Resolution 14654, adopted October 17, 1988
Resolution 16392, adopted September 7, 1993
Resolution 17826, adopted October 20, 1997

MEMBERSHIP / QUALIFICATIONS:

Membership shall consist of 15 members who shall serve without compensation and are appointed as follows:

- 1) The Mayor and each Council Member shall appoint two members each:
 - one of the Mayor's appointees shall be a City resident, and
 - one of each of the Council Member's appointees shall be from the respective Council Member's ward.

- 2) The remaining Mayor and Council appointments must be City residents and shall represent the following categories:
 - 1 - Representative who is of low to moderate income
 - 1 - Representative who is a senior citizen
 - 1 - Representative who is disabled
 - 1 - Representative who is a youth
 - 1 - Representative who is a minority
 - 1 - Representative of the housing construction industry
 - 1 - Representative of a financial institution

- 3) The Housing and Community Development Director shall appoint one (1) member.

Community Development Advisory Committee (CDAC)

Page 2

FUNCTIONS:

- a) The development of a comprehensive Community Development Plan (CDP) for consideration by the Community Services Department (CSD) and the Mayor and Council through the utilization of records of past performances, proposal submissions, and an assessment of citizen needs.
- b) Consistent with the CDP, the consideration an evaluation of project proposal submissions and the formulation of recommendations to the Mayor and Council in regard to proposed program year funding requirements.
- c) Recommendations to the Mayor and Council and CSD regarding the allocation of current program year contingency funds and/or unspecified local option funds.
- d) Recommendation to the Mayor and Council and CSD regarding the re-programming of funds declared excess to the requirements of past program years as a result of project completions or eliminations or through the reduction in scope of previously approved projects.
- e) Oversight activity regarding the usage of funds in approved projects to ensure that all requested funding be utilized within the program year for which requested. All multiple year project proposals to be conditioned on this program year funding concept and proposed year funding requests are to be adjusted as necessary.
- f) Project amendments and other changes consistent with current directives and the established CDP.
- g) Such other responsibilities as may be designated by the Mayor and Council.

QUORUM:

A quorum shall consist of eight (8) members.

TERMS OF OFFICE:

Members appointed by the Mayor and each Council Member shall be coterminous with the appointing official. The member appointed by the Housing

and Community Development Director shall serve a two-year term, not to exceed more than four consecutive terms.

APPLICABILITY OF TUCSON CODE CHAPTER 10A, ARTICLE XIII:

All provisions of TCC Chapter 10A, Article XIII are applicable.

OPEN PUBLIC MEETING LAW REQUIREMENTS:

This public body is defined as an advisory committee and must comply with all of the provisions of the Open Public Meeting Law.

OTHER PERTINENT INFORMATION:

Conflict of Interest:

Anyone who should reasonably know that he or she may or will receive a proprietary or pecuniary benefit (other than merely as a member of the general public or as an equal member of a class of persons) as a direct or indirect result of the activities of the CDAC shall not be a member of the committee. After an individual becomes a member of the CDAC, it will be their responsibility to determine whether they have a personal part-in-interest conflict and either abstain from voting in regard to a specific matter under discussion, or where the defined conflict is broad-based, submit their resignation. In either case, the chair shall be advised of the recognized conflict.

Complaints:

All complaints regarding the CDP should be made in writing to the Housing and Community Development (HCD) Director. HCD will make every reasonable effort to provide written responses within 15 working days from receipt of the complaint. If it is anticipated that a response cannot be given within that time, the party making the complaint will be notified in writing of the projected date on which a response can be provided. HCD shall inform CDAC of such comments and responses thereto.

Public Hearings:

Public Hearings shall be held to obtain citizen views and to respond to citizen proposals and questions at different stages of the program. To encourage broad participation, such hearings shall be held on weekdays during evening hours at

Community Development Advisory Committee (CDAC)

Page 4

readily-accessible locations. Records of public hearings shall be maintained and made available by HCD during normal working hours for citizen review upon request.

Two or more pre-submission public hearings shall be held conforming to the following:

Prior to the approval of the submission to HUD by the Mayor and Council, at least one hearing shall be held by the Mayor and Council to obtain views of citizens relative to the proposed statement prior to the final adoption by the Mayor and Council.

SUPPORTING DEPARTMENT:

Housing and Community Development
Andrea Ibanez 791-4171

Historical Notes:

Resolution 10582, adopted September 5, 1978, relating to Community Services Development; Approving and Adopting a written plan for citizen participation in the Community Development Block Grant Program; and Establishing the CDAC Special Purpose Task Force.

Resolution 11251, adopted August 4, 1980, establishes CDAC as a permanent citizen advisory committee.

Resolution 14654, adopted October 17, 1988, approving and adopting a revised written plan for citizen participation in the Community Development Block Grant Program.

Resolution 16392, adopted September 7, 1993, approving and adopting a revised written plan for citizen participation in the Community Development Block Grant Program.

Resolution 17826, adopted October 20, 1997, relating to Community Development Services Department; to Community Development Block Grant citizen participation plan and representation on the CDAC.

July 2010 – Community Development Services Department is renamed to Housing and Community Development Services Department.