

ORDINANCE NO. 2013-09-____

**AN ORDINANCE OF THE CITY OF MCKINNEY, TEXAS, AMENDING
ORDINANCE 2006-06-067 ESTABLISHING MEETING
REQUIREMENTS; ESTABLISHING A TERM OF OFFICE;
ESTABLISHING DUTIES AND RESPONSIBILITIES; PROVIDING FOR
SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Community Grants Advisory Commission (CGAC) was created for the purpose of advising the City Council on CDBG and Community Support Grant funding for the City and related matters; and

WHEREAS, the City Council finds that it is in the best interest of the citizens of McKinney to amend Ordinance 2006-06-067 to align with the City Council Policy on Board and Commission Appointment and Eligibility.

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF MCKINNEY, TEXAS:

Section I. Community Grants Advisory Commission.

1. *Creation; establishment.* The City Council hereby changes the name of the CDBG Advisory Commission to the Community Grants Advisory Commission (hereinafter "CGAC"). CGAC is created for the purpose of advising the City Council on CDBG and Community Support Grant funding for the City and related matters. The CGAC shall be governed by the Board and Commissions Guidelines and Policies established by the City.
2. *Membership.*
 - (a) *Composition.* The CGAC shall consist of seven (7) members appointed by the City Council. The CGAC shall be demographically balanced with representatives from all parts of the City. Members of CGAC shall serve at the pleasure of the City Council without compensation.
 - (b) *Removal from office.* Any member may be removed from office by the City Council at any time and for any cause deemed by the City Council as sufficient for removal or for no cause. In the event of a vacancy, the City Council shall appoint a member to serve for the unexpired term.
 - (c) *Qualifications.* To be considered for service on the Community Grants Advisory Commission, a person must:
 - i. Reside in the city limits of McKinney.
 - ii. Have knowledge of the community and matters pertaining to community development, including social services, housing assistance services and programs, City services and other programs designed to address the needs of the residents of McKinney.
 - iii. Not be a member, board member, employee or officer of any organization which has an application pending before the CGAC or which is a current recipient of CDBG funding (in the then current budget year). Any seated member shall not vote on any matter involving any organization of which he or she is a member, employee, board member or officer.

- iv. Not be an elected or appointed official of any other local government.
 - v. Have an interest in directing and promoting the City's growth by the use of CDBG and Community Support Grant funds.
 - vi. Commit to attend all officially called commission meetings, requisite training and community outreach programs and events associated with CGAC.
 - vii. Commit to support and fulfill the duties and responsibilities of CGAC.
3. *Term of office.* CGAC members shall serve two-year staggered terms. A member shall serve in accordance with the City Council policy on Board and Commission Member Appointment and Eligibility..
 4. *Meetings.* The Community Grants Advisory Commission shall meet at least six (6) times annually, on an on-call basis, or at such times as may be deemed necessary by CGAC for purposes of, but not limited to, developing work plans for the annual request for proposal process, receiving requisite training, attending community outreach programs, and performing all tasks necessary to fulfill its responsibilities.
 5. *Attendance:* Attendance at the Board meetings is required in accordance with the City Council Policy on Board and Commission Member Appointment and Eligibility.
 6. *Duties and Responsibilities.* The Community Grants Advisory Commission shall have the following duties and responsibilities:
 - (a) Serve in an advisory capacity to the City Council in all matters pertaining to the use of United States Department of Housing and Urban Development ("HUD") CDBG funding for the City as well as City-funded Community Support Grant money;
 - (b) Assist City staff with review and management of the annual request for proposals process for organizations and agencies applying for CDBG and Community Support Grant funds;
 - (c) Advise and make recommendations to the City Council on projects and activities eligible for CDBG and Community Support Grant funding and participate in the CDBG and/or Community Support Grant fund project selection process;
 - (d) Prepare the CDBG Annual Action Plan and make recommendations to the City Council for the use of allocated CDBG funds and prepare the annual Community Support Grant funding allocations and make recommendations to the City Council;
 - (e) Review Consolidated Annual Performance and Evaluation Report and make recommendations to the City Council;

- (f) Participate in public hearings on Annual Action Plan and applications for CDBG funding as well as public hearings and applications for Community Support Grant funds;
- (g) Work with City staff to provide outreach to potential organizations interested in applying for CDBG and Community Support Grant funds;
- (h) Participate in the annual Community Development Week celebration;
- (i) Attend all regular and special called meetings of the CGAC, required training and community outreach programs; and
- (j) Perform such other duties as the City Council may prescribe by ordinance.

Section II. Severability.

If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional, such holding shall not affect validity of the remaining portions of this ordinance.

Section III. Effective Date.

This Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

DULY PASSED BY THE CITY OF MCKINNEY, TEXAS, ON THE 17th DAY OF SEPTEMBER, 2013.

CITY OF MCKINNEY, TEXAS

BRIAN LOUGHMILLER
Mayor

ATTESTED TO:

SANDY HART, TRMC, MMC
City Secretary
BLANCA I. GARCIA
Assistant City Secretary

APPROVED AS TO FORM:

MARK S. HOUSER
City Attorney