

## CITY COUNCIL MEMORANDUM

### AGENDA ITEM

**Amendment to Killeen Citizen Participation Plan**

### ORIGINATING DEPARTMENT

**Community Development Department**

### BACKGROUND INFORMATION

The U.S. Department of Housing and Urban Development requires recipient jurisdictions of formula grant programs to adopt and maintain a plan and process that encourages participation of low- and moderate-income persons and residents of predominantly low- and moderate-income neighborhoods, including minorities, non-English speaking persons, and persons with disabilities, in areas where CDBG funds are proposed for use. The plan shall also encourage participation of local and regional institutions and other interested organizations in the process of developing and implementing the 3-5 year Consolidated Strategic Plan (Con Plan), substantial plan amendments, and the annual performance report. This is the City of Killeen Citizen Participation Plan (CPP); initial adoption July 1988 with the latest revision as January 2011 (12-025R).

The CPP is a document that emphasizes involvement of all stakeholders in consideration of utilizing the HUD funds; outlines the processes in which the public can participate; access general information; receive technical assistance; comment on the plans, amendments, and annual performance reports; and identifies the process of the Con Plan and Annual Action Plans as well as the Community Development Advisory Committee (CDAC) and its composition.

### DISCUSSION/CONCLUSION

The Community Development Staff briefed the Community Development Advisory Committee ("CDAC") on needed revisions to the CPP regarding changes to:

- Public Notices - changes to the language with reference to when, how, and how much advance notice; update the percent of the Hispanic population in Killeen;
- Meetings - a change from "neighborhood" to "community" planning meetings and an addition of advance notice for translators for meetings;
- Public Hearings - changes to the language in reference to the revised method for conducting the public hearings as well as when, how, and how much advance notice;
- Con Plan/Action Plan - Notice of community planning meetings - publishing of notices, providing two options, a change associated in the 30-day comment period;
- Displacement - annotation of the Code of Federal Regulations reference; and
- Complaints - a change in the protocol for complaint/grievance resolution. There are other minor "housekeeping" changes of language reference and grammatical corrections.

The CDAC collectively reviewed and discussed the changed contents and provided final recommendations for the revised document on February 11, 2015. All revisions and recommendations meet statutory and regulatory requirements for the HUD required citizen

participation plan process. Citizens will have 15-days to review and amend the CPP and submit comments to the City of Killeen through the Community Development Department.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Recommend adoption of the Citizen Participation Plan dated January 2015, as appropriate, with citizen comments to be presented to City Council.