

**RESTORE RUNDBERG PROGRAM
REVITALIZATION TEAM POLICIES AND PROCEDURES
(ADOPTED FEBRUARY 27, 2014)**

**ARTICLE I
NAME**

The name of this group shall be the Restore Rundberg Revitalization Team, hereinafter referred to as the Team. The Team shall serve as the principal representative and body of the Restore Rundberg Program's Revitalization Component in Austin, Texas, and shall be governed by these Policies and Procedures, as well as any written rules and regulations agreed upon by the Team to effectively accomplish the purpose of the program.

**ARTICLE II
DESCRIPTION AND PURPOSE**

Section 1: Description

Crime within the Rundberg area of Austin is historically significant and remains at the forefront, with high levels of poverty, disinvestment, and unemployment – all of which are indicative of the deep-rooted criminal element, discouraging redevelopment and economic growth.

The Restore Rundberg Program was presented to the U.S. Department of Justice as part of a competitive criminal justice grant program process in June of 2012. In brief, the Obama Administration established a Neighborhood Revitalization Initiative to help communities develop place-based, community-oriented strategies with coordinated federal support to change neighborhoods of distress into neighborhoods of opportunity. The Department of Justice (DOJ) arm of the Neighborhood Revitalization Initiative is termed the Byrne Criminal Justice Innovation (BCJI) Program. The goals of BCJI are to improve public safety; to address social impacts (such as physical disorder, social economic status and resources, and collective efficacy); and, to ensure the long-term planning and implementation of revitalization strategies within target areas.

In September 2012, the City of Austin received \$1 million for the planning and implementation of the Restore Rundberg Program. The funds will allow the Austin Police Department and the City's research partner, the University of Texas at Austin, to study, plan, and innovatively address crime and social impacts within the grant-defined boundaries. While all grant funding must remain within the grant-defined boundaries, the scope of work for the Restore Rundberg Program's Revitalization Component, led by the Rundberg Revitalization Team, has been slightly expanded to include three council-adopted neighborhood plans. The boundaries for project activities are defined in Article III.

Section 2: Purpose

The purpose of the Rundberg Revitalization Team is as follows:

The Rundberg Revitalization Team will act as the primary advisory group and sounding board for the Restore Rundberg Program’s Revitalization Component. The Team will be primarily comprised of stakeholders living and working within the revitalization boundaries as described in Article III. The Team will collaborate with the City, community and stakeholder groups to achieve two goals of the BCJI program: to address social impacts (such as physical disorder, social economic status and resources, and collective efficacy) and to ensure the long-term planning and implementation of revitalization strategies within the target area.

ARTICLE III BOUNDARIES

There are two distinct sets of boundaries for the Restore Rundberg Program. A map of boundary layers is included as Appendix A.

The boundaries for the Restore Rundberg Department of Justice grant funding are:

- Research Boulevard/Anderson Lane to the south; railroad tracks (just west of Metric) and Lamar to the west; Interstate 35 and Cameron Road to the east; and, Rutland Drive, Braker Lane, Floradale Drive, and Applegate Drive to the north
- Shaded light and dark pink on the map (Appendix A).

The boundaries of the Restore Rundberg Program Revitalization Component – and primary focus of the Team – encompass three neighborhood plan areas:

- With the boundaries of: Research Boulevard/Anderson Lane to the south; Metric to the west; Cameron and Dessau Roads to the east; and, Kramer and Braker Lanes to the north
- Outlined blue, black and purple on the map (Appendix A).

ARTICLE IV RESPONSIBILITIES AND COMMITMENT

Section 1: Responsibilities

The function of each Team member shall include, but not be limited to, the following:

- A. Attend monthly Rundberg Revitalization Team and Community meetings
- B. Identify priority objectives within the three neighborhood plans
 - a. Identify short-term outcome measures
 - b. Identify long-term outcome measures
 - c. Use identified outcomes to define projects for the Restore Rundberg Development & Sustainability Workgroup

- C. Work closely with the Restore Rundberg Development & Sustainability Workgroup to collectively achieve the objectives outlined in the three neighborhood plans adopted by Austin City Council.
 - a. Volunteer to assist with activities
 - b. Develop a resource and asset inventory for the 3-plan area
 - c. Assist with identifying opportunities for additional funding sources and in-kind donations to ensure the sustainability of the program;
- D. Receive updates on the research and community engagement components and listen to community input;
- E. Utilize the individual talents and associations of individual members of the Team to promote and advocate on behalf of the program;
- F. Work with community stakeholders and City personnel to facilitate the smooth operation of funded and resourced projects within the Restore Rundberg Program Revitalization boundaries.

Section 2: Commitment

Each Team member commits to using his or her talents, connections, and resources in a way that is supportive of the overall goals of the Restore Rundberg Program. Team members commit to meeting on a monthly basis and working closely with the Restore Rundberg Development & Sustainability Workgroup to collectively achieve Team-identified priority objectives selected from the three neighborhood plans. The Austin Police Department, in cooperation with other City departments, commits to managing the program for a four-year period, October 1, 2012 – September 31, 2016, in accordance with the policies and procedures of the department.

ARTICLE V TEAM MEMBERSHIP

Section 1: Membership

The membership of the Rundberg Revitalization Team shall not exceed seventeen (17) members and shall maintain a minimum of fourteen (14) members. Membership may include community members, representatives of non-profit, faith-based, fraternal and civic organizations; businesses; neighborhood associations; schools; and, local, state and federal governments and law enforcement agencies. Each Team member is a designated representative and signator. Every member of the Team is a voting member.

No individual shall be discriminated against for reasons to include age, race, religion, marital status, physical ability, political beliefs or economic status.

Place 1: City of Austin Neighborhood Planning Representative

The Team representative for Neighborhood Planning will provide guidance and direction on the City's planning process.

Place 2: Heritage Hills/Windsor Hills Combined Contact Team Area Representative

Place 3: North Lamar Combined Contact Team Area Representative

Place 4: North Austin Civic Association Contact Team Area Representative

The Team members for Places 2, 3 and 4 will represent the interests of those living within the three contact team areas. The three contact team areas were defined by the neighborhoods prior to Council adoption of the neighborhood plans. The area boundaries are described in Article III and included with the Appendix A map.

Place 5: Education Representative (elementary, middle and high school levels)

The Place 5 Education Representative will provide guidance and insight into elementary, middle, and high school level academic issues and related challenges within the entire revitalization area.

Place 6: Education Representative (higher education)

The Place 6 Education Representative will provide knowledge, insight and guidance into higher education and trade-related issues and challenges within the entire revitalization area.

Place 7: Hispanic Leadership Representative

The Hispanic Leadership Representative will provide guidance on culturally relevant topics and will represent the interests of the Rundberg Neighborhood's Hispanic community.

Place 8: Immigrant Community Representative

The Immigrant Community representative will provide guidance on culturally relevant topics and will represent the interests of the Rundberg Neighborhood's immigrant community.

Place 9: Faith-Based Community Representative

The Faith-Based Community Representative will provide assistance in networking within and representing the interests of the Rundberg Neighborhood's faith-based community.

Place 10: Affordable Housing/Homelessness Prevention Representative

The Affordable Housing/Homelessness Prevention Representative will provide guidance and insight into affordable housing and homelessness issues and challenges.

Place 11: Public Safety Representative

The Public Safety Representative will provide guidance and direction on public safety issues, concerns, partnerships, and initiatives.

Place 12: Economic Development Representative

The Economic Development Representative will provide guidance and insight into private sector, business, and related challenges currently faced by the Rundberg Neighborhood.

Place 13: Community Health Representative

The Community Health Representative will provide guidance on and assistance with resolving health-related challenges within the Rundberg Neighborhood.

Place 14: Hispanic Leadership Representative

The Hispanic Leadership Representative will provide guidance on culturally relevant topics and will represent the interests of the Rundberg Neighborhood's Hispanic community.

Section 2: Designated Representative

Each member shall designate two alternates in writing using a standard form. These individuals will serve as alternate when the member is unable to attend a monthly meeting of the Team or a related program meeting. In the absence of the Team member, the designee shall act as the official representative and shall abide by the Team Policies and Procedures. Designees for Places 2, 3, and 4 must also live within the designated contact team area represented. Designees shall be voting members when acting in the capacity of a Team member.

Section 3: Length of Membership

The length of a term is two years.

Section 4: Attendance of Members

The APD Region II District Representative Sergeant shall notify the Chair or Co-Chair in the event that a member has had three or more absences from regularly scheduled Team meetings within the previous twelve (12) months.

ARTICLE VI OFFICERS

Section 1: Officers

The officers shall be the Chair, Co-Chair, and Parliamentarian. Officers shall be selected annually by a majority vote of the Team. The Chair shall be considered the principal representative of the Team and shall be subject to the oversight of the Team.

Section 2: Duties

- A. The Chair shall call and conduct Team meetings.
- B. The Chair shall work with City support staff to set the agenda for Team meetings.
- C. The Chair shall sign on behalf of the Team.
- D. The Co-Chair shall assume the Chair's responsibilities and conduct the Team meetings if the Chair is unable to attend.
- E. The Parliamentarian shall ensure that the meeting follows procedures and rules, that participants are recognized to speak, and that timeframes for speaking and discussions are followed.

Section 3: Elections

The election of officers shall take place at the Team meeting in November of each year. Nominations shall come from the Team or from the floor, with the prior consent of the nominee. Secret balloting for a particular office is required if two or more names are proposed. A majority ballot is required for election. Elections to fill an office with an unexpired term may be held at any meeting of the Team. All candidates must be current members of the Team, not designees.

Section 4: Term of Office

Officers of the Team shall serve for a term of one year. Officers may be elected to any number of terms. The new officers shall formally take office on December 1 and shall be installed at the first meeting following their election.

ARTICLE VII REMOVAL OR RESIGNATION AND REPLACEMENT OF TEAM MEMBERS AND/OR OFFICERS

Section 1: Removal for Absence

- A. A Team member who misses three (3) regular meetings of the Team within the previous twelve (12) months, without notice to designated City support staff and sending an approved designee, may be subject to removal as a Team member in accordance with this Article.
- B. Any Team member shall recommend that the Chair include a call for a vote to remove the member during the next regularly scheduled meeting, provided that written notice has been furnished to the voting membership at least two (2) weeks prior to said meeting.
- C. If a vote for the removal of a member is called, a majority vote of the Team present at a meeting where a quorum exists is required to remove the member.

Section 2: Removal for Cause

Any Team member may be removed for cause at any meeting of the Team by a majority of the voting members present and voting, provided that written notice has been furnished to the voting membership at least two (2) weeks prior to said meeting.

Section 3: Resignation

Any Team member or officer may resign at any time by delivering a written letter of said decision to the Chair of the Team.

Section 4: Replacement of Officials

- A. The Co-Chair shall assume the office of Chair in the event that office becomes vacant.
- B. In the event of vacancy of any other office, the unexpired term shall be filled by an election.
- C. Vacancy of committee chairs shall be filled by nominations from the Team at large and subsequent election. Nominees must state their willingness to accept the position before the nomination is made.

ARTICLE VIII MEETINGS

Section 1: Open Meeting

FOR TEAM DISCUSSION

Options for open/closed Team meetings:

Organizational meetings of the Team shall be held on the second Thursday of each month, unless the Team determines a particular meeting should be rescheduled, and shall be open to the public.

Organizational meetings of the Team shall be held on the second Thursday of each month, unless the Team determines a particular meeting should be rescheduled. Team meetings will not be open to the public.

Community meetings shall be hosted by the Team on the fourth Thursday of each month, unless the Team determines a particular meeting should be rescheduled, and shall be open to the public.

Section 2: Posting

A meeting agenda giving the date, hour and place for each public meeting may be posted online 72 hours before the meeting time.

Section 3: Record Keeping

A permanent record shall be kept of all Team meetings. Official records of the Team shall be maintained in the City of Austin Public Information Office and will constitute a public record, open to public inspection.

Section 4: Provision for Emergency Meetings

An emergency meeting may be called by the Chair or Co-Chair. Emergency meetings must coincide with issues that present an immediate obstacle to the welfare and operation of the program. The agenda shall be limited to the specific items for which the meeting was called.

Section 5: Voting

Each Team member has one vote. Team members or their designee (in the absence of the Team member) must be present to vote. The majority vote shall govern the implementation of policies, funding recommendation, programs and changes of the Team, except as otherwise provided by the policies and procedures.

Section 6: Quorum

At any meeting of the Team, a simple majority of the entire number of members shall comprise a quorum for the transaction of business. A quorum may be reached by a designee attending in place of a Team member. A simple majority vote of those present shall validate Team action.

ARTICLE IX
DEVELOPMENT & SUSTAINABILITY WORKGROUP AND COMMITTEES

Section 1: Restore Rundberg Development and Sustainability Workgroup Membership

The Development & Sustainability workgroup of volunteers will be composed of members and affiliates of the Rundberg Revitalization Team, community members, stakeholder groups, and subject matter experts – all with varying levels of responsibility.

Section 2: Development & Sustainability Responsibilities

The responsibilities of the Development & Sustainability Workgroup may include the following functions:

- Assist the Team with documenting all known revitalization projects, conducting research to identify unknown efforts, and identifying any overlap
- Engage individuals/entities involved with existing revitalization projects
- Determine where those in control stand on Rundberg crime and social issues, identify stakeholders, and determine the best means to recruit each
- Identify the knowledge and skills needed to complete program activities, identify partners' knowledge and skills, identify gaps and provide corresponding training and technical assistance, and ensure that facilitation skills are present
- Pool language resources among project partners
- Identify, engage and train bilingual team members
- Provide ongoing and varied opportunities for community engagement
- Ensure that community members are ready to respond to a changing environment
- Update policies and procedures
- Train workgroup members to properly leverage resources and funding

Section 3: Committee Membership

The Development and Sustainability Workgroup will form committees to tackle specific priority objectives and related outcomes identified by the Team. The committees will be staffed by volunteers who join based on their expertise and/or willingness to take a leadership or hands on-role in completing project objectives and activities. The committees (also volunteers) will form their own meeting schedule and timelines. Committee leaders will act as liaisons to, and request assistance (as needed) from, the Team and Development and Sustainability Workgroup.

Section 4: Committee Responsibilities

After the Team identifies priority objectives and related outcomes, Committee responsibilities will be defined by the Committee itself, with assistance from the Workgroup. An indefinite number of Committees may be developed; however, the Team may merge or split Committees to improve the chances of success. Committee responsibilities may include:

- Create asset and resource inventories, document the capacities under neighborhood control, the resources within the community but outside of neighborhood control, and potential building blocks not located in the neighborhood and controlled by people outside of the community
- Identify stakeholders and secure support
- Seek out resources and in-kind donations
- Plan and implement community-driven activities within the revitalization area
- Create, maintain and expand volunteer base
- Report activity performance measures to the Workgroup on a monthly basis

ARTICLE X STANDARD OF CONDUCT

Section 1: Lobbying

No Team member shall lobby before the Team on behalf of any other person, group, association, partnership, corporation, interest, or entity.

Section 2: Conflict of Interest

If a Team member, family, household members and/or business partner has the appearance of personal gain, indirect or direct, in any decision pending before the Team, they shall not vote and shall publicly disclose the nature of such interest in the official records of the Team prior to any discussion of the matter.

Section 3: Designees

Sections 1 and 2 hold true for designees of Team members.

ARTICLE XI POLICIES AND PROCEDURES

The rules contained in Robert's Rules of Order Revised govern the Team in all cases in which they are applicable and in which they are consistent with these Policies and Procedures.

Section 1: Amendments

Notice of intent to amend these Policies and Procedures and/or attachments must be placed on the Team agenda for considering such action prior to the deadline for posting. These Policies and Procedures and attachments may be amended by an affirmative vote of a majority of voting members of the Team.

Section 2: Suspension of Policies and Procedures

The Policies and Procedures may be suspended by two-thirds (2/3) vote of the members present and voting.