

**RESTORE RUNDBERG PROGRAM**  
**RESTORE RUNDBERG REVITALIZATION TEAM POLICIES AND PROCEDURES**  
**AMENDED JANUARY 28, 2016**

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**ARTICLE I**  
**NAME**

The name of this group shall be the Restore Rundberg Revitalization Team (RRRT), 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 Team, has been slightly expanded to include three council-adopted neighborhood plans. The three planning areas are the Heritage Hills/Windsor Hills Combined Neighborhood Plan, North Austin Civic Association Neighborhood Plan, and the North Lamar Combined Neighborhood Plan. The boundaries for project activities are defined in Article III.

## **Section 2: Purpose**

The purpose of the Rundberg Revitalization Team is to increase partnerships and alliances in the Rundberg area, leveraging social and economic capital to build a stronger and safer community.

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 (identified in Article II, Section 1):

- 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 Rundberg Revitalization Team meetings
- B. Attend RRRT Community meetings
- C. 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 RRRT Priority Committees
- D. Work closely with the RRRT Priority Committees to collectively achieve the objectives outlined in the three Rundberg 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;
- E. Receive updates on the research and community engagement components and listen to community input;
- F. Utilize the individual talents and associations of individual members of the Team to promote and advocate on behalf of the program;
- G. 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**

Note: this is commitment of each Team member

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 regularly and working closely with the Restore Rundberg Revitalization Team (RRRT) Priority Workgroups to collectively achieve Team-identified priority objectives selected from the three Rundberg 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 30, 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 which shall be elected from the application process. 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 member is allowed 2 designees who must meet the same criteria as the position of that team member. Each Team member 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: African/African American; Asian/Asian American; Hispanic/Latino; or Indigenous Leadership Representative*

This Leadership Representative will provide guidance on culturally relevant topics and will represent the interests of Rundberg community members in collaboration with the Place 14 and Place 15 members.

*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: African/African American; Asian/Asian American; Hispanic/Latino; or Indigenous Leadership Representative*

This Leadership Representative will provide guidance on culturally relevant topics and will represent the interests of Rundberg community members in collaboration with the Place 7 and Place 15 members.

*Place 15: African/African American; Asian/Asian American; Hispanic/Latino; or Indigenous Leadership Representative*

This Leadership Representative will provide guidance on culturally relevant topics and will represent the interests of Rundberg community members in collaboration with the Place 7 and Place 14 members.

**Section 2: Designees**

Each member shall identify up to two designees in writing using a standard form. These individuals will serve as designee when the member is unable to attend a monthly Team or RRRT Community meeting. In the absence of the Team member, one 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 initial term lengths are described in Appendix B. Beginning with new member selection in December 2014, the length of a term will be three years.

**Section 4: Attendance of Members**

The APD Region II District Representative Sergeant shall notify the Chair in the event that a member has had three or more absences from regularly scheduled monthly meetings within the previous twelve (12) months. The Chair will discuss the time commitment with the member.

**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 and RRRT Community meetings.
- B. The Chair shall work with City support staff to set the agenda for Team and RRRT Community meetings.
- C. The Chair shall sign and speak on behalf of the Team.
- D. The Co-Chair shall assume the Chair's responsibilities if the Chair is unable to fulfill his/her duties.
- E. The Parliamentarian shall ensure that each meeting follows procedures and rules, that participants are recognized to speak, and that timeframes for speaking and discussions are followed.

## **Section 3: Elections**

All candidates must be current members of the Team, not designees. 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 Team or RRRT Community meeting.

## **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 February 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 Team or RRRT Community meetings within the previous twelve (12) months, without sending an approved designee, may be subject to removal as a Team member.
- B. Any Team member shall recommend that the Chair include a call for a vote to remove the member during an Executive Session of the next regularly scheduled Team or RRRT Community meeting, provided that written notice has been furnished to the voting membership at least one (1) week 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 Team or RRRT Community meeting by a majority of the voting members present and voting. This action may be taken provided that written notice has been furnished to the voting membership at least one (1) week prior to said meeting. Voting for removal will be conducted within Executive session.

## **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 and Members**

- 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 or place on the Team, 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.
- D. Notice must be given in advance of Election to be placed on the posted agenda.

# **ARTICLE VIII MEETINGS**

## **Section 1: Open Meeting**

An organizational Team meeting combined with an RRRT Community meeting shall be held 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: Executive Session**

Executive sessions may be called by the Chair, posted as an agenda item, and will be closed to the public.

## **Section 3: Posting**

A meeting agenda giving the date, hour and place for each Team and RRRT Community meeting shall be posted online 48 hours before the meeting time. Executive session items shall be included with the posting language.

#### **Section 4: Record Keeping**

A permanent record shall be kept of all Team and RRRT Community 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 5: 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 6: 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. A simple majority vote of those present shall validate Team action.

#### **Section 7: Electronic Voting**

Notification of an electronic vote will be sent to all Team members via email by the Chair or the Chair's designee. The Team may have discussion about any and all issues regarding the electronic vote by email provided all Team members are copied. Notification and discussion must begin at least 3 days prior to the deadline for the vote. Each Team member has one vote. The electronic vote will be valid when a majority of members have responded with their vote via email. Electronic votes will be reported at the following monthly meeting.

#### **Section 8: Quorum**

At any Team or RRRT Community meeting, 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.

#### **Section 9: Requests for Project Support**

The Team will accept requests for written support of, or commitment to, projects and/or grant applications that may potentially bring needed resources and/or funding to the Restore Rundberg area (see Appendix A map). The guidelines for such requests are detailed in Appendix C.

Requests will be reviewed during the monthly meeting that follows the submission of Appendix C requirements. A request will be approved or declined with a simple majority vote of those present. Approved letters of support will be signed by the Chair.

If the Team is presented with a quick turnaround request, the Chair has the option to call for an electronic vote (see Article VIII, Section 7).

## **ARTICLE IX DEVELOPMENT & SUSTAINABILITY WORKGROUP AND COMMITTEES**

### **Section 1: Restore Rundberg Development and Sustainability Workgroup Membership**

The Development & Sustainability workgroup shall 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. Workgroup members shall be volunteers who join based on their expertise and/or willingness to take a leadership or hands on-role in completing Team directed project objectives and activities.

Workgroup members shall focus on achieving the Team purpose (Article II, Section 2). The Workgroup shall be divided into Committees, with each Committee addressing one or more of the Team priorities. Team members are not required to be Workgroup members.

### **Section 2: Committee Membership**

The Development and Sustainability Workgroup shall form Committees to tackle specific priority objectives and related outcomes identified by the Team. Each Committee shall have Team-appointed lead members who will act as liaisons to, and request assistance as needed from, Team members. The Committee members will form their own meeting schedule and timelines.

### **Section 3: Committee Responsibilities**

After the Team identifies priority objectives and related outcomes, Committee responsibilities will be defined by each Committee itself. An unlimited number of Committees may be developed; however, the Team shall 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
- 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

- 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
- A development and sustainability workgroup will be composed of the team leaders of each of the priorities made up of current RRT members or their designees.
- Collaboration with Neighborhood Contact Teams

## **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 publicly disclose the nature of such interest in the official records of the Team prior to any discussion of the matter, and they shall abstain from voting.

## **ARTICLE XI POLICIES AND PROCEDURES**

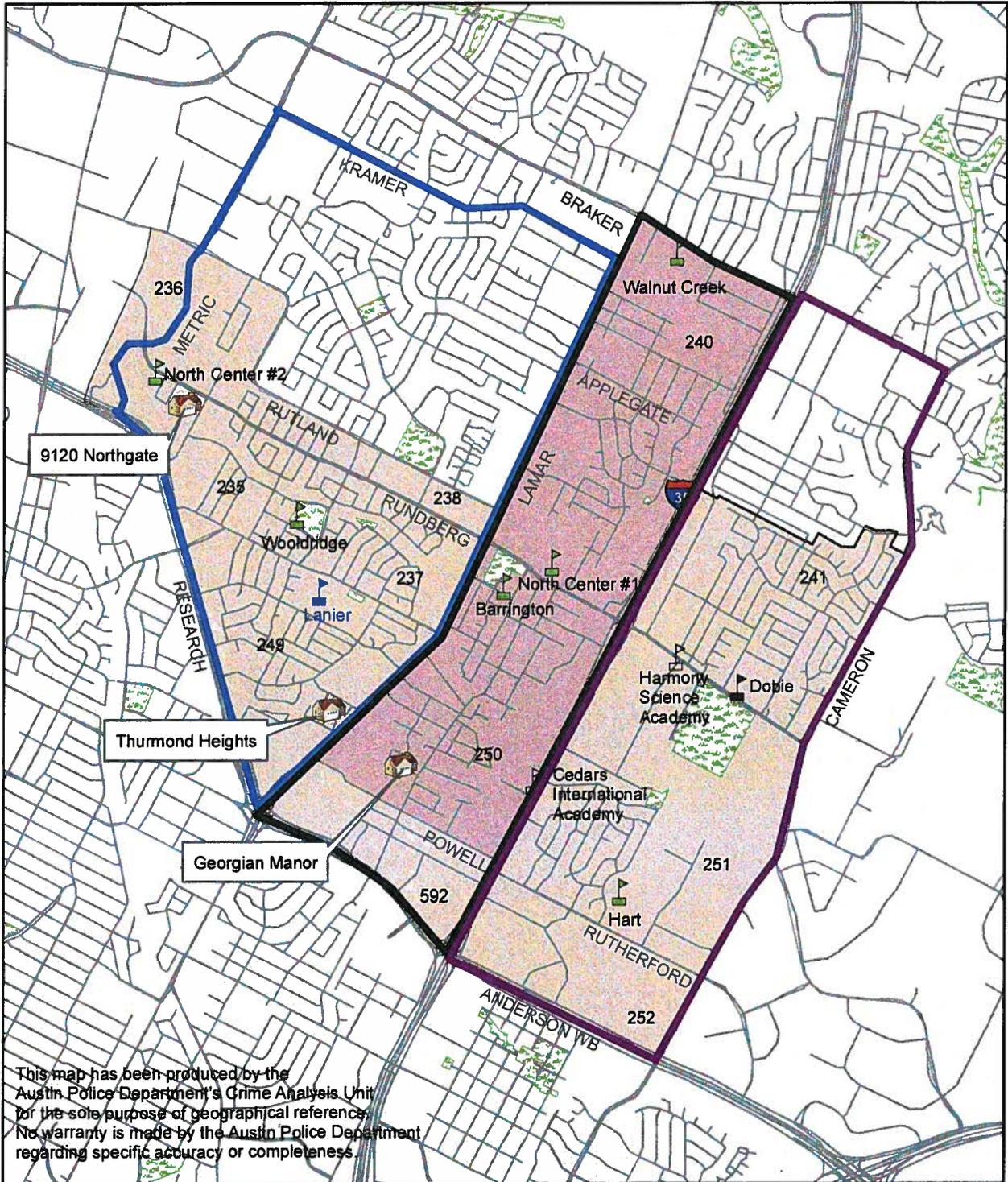
The rules contained in Robert's Rules of Order Revised govern the Team in all cases in which they are applicable and in which they are consistent with these Policies and Procedures.

### **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 a simple majority vote.

### **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.



North Lamar



North Austin Civic Association



Heritage Hills/Windsor Hills



### Restore Rundberg - March 2013 Region 2 - Edward



## **APPENDIX B: Restore Rundberg Revitalization Team Membership Plan**

All members of the Team are highly valued and serve on a voluntary basis.

***Two Team positions are permanent.*** The Place 1 Team member is selected by management personnel from City of Austin Neighborhood Planning and Development Review Department. The Place 11 Team member will always be the Region II Commander.

### Place 1: City of Austin Neighborhood Planning Representative

- provides guidance and direction on the City's planning process

### Place 11: Public Safety Representative

- provides guidance and direction on public safety issues, concerns, partnerships, and initiatives

***Twelve Team positions are filled by community volunteers serving staggered terms.***

The following term end dates were determined by random selection. To fill vacated positions, the Team will post an application form online through various means and vote collectively (majority rules) to select the new members at the January Team meeting.

### Place 2: Heritage Hills/Windsor Hills Neighborhood Planning Area Representative

- represents the interests of those living within the Heritage Hills/Windsor Hills neighborhood planning area (defined by the neighborhoods prior to Council adoption of the neighborhood plans)
- **End of term: December 31, 2018**

### Place 3: North Lamar/Georgian Acres Neighborhood Planning Area Representative

- represents the interests of those living within the North Lamar neighborhood planning area (defined by the neighborhoods prior to Council adoption of the neighborhood plans)
- **End of term: December 31, 2017**

### Place 4: North Austin Civic Association Neighborhood Planning Area Representative

- represents the interests of those living within the North Austin Civic Association neighborhood planning area (defined by the neighborhoods prior to Council adoption of the neighborhood plans)
- **End of term: December 31, 2018**

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

- provides guidance and insight into elementary, middle, and high school level academic issues and related challenges within the entire revitalization area
- **End of term: December 31, 2016**

### Place 6: Education Representative (higher education)

- provides knowledge, insight and guidance into higher education and trade-related issues and challenges within the entire revitalization area

- **End of term: December 31, 2016**

Place 7: African/African American; Asian/Asian American; Hispanic/Latino; or Indigenous Leadership Representative

- provides guidance on culturally relevant topics and will represent interests of Rundberg community members in collaboration with the Place 14 and Place 15 members.
- **End of term: December 31, 2017**
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Place 8: Immigrant Community Representative

- provides guidance on culturally relevant topics and will represent the interests of the Rundberg Neighborhood's immigrant community
- **End of term: December 31, 2017**

Place 9: Faith-Based Community Representative

- provides assistance in networking within and representing the interests of the Rundberg Neighborhood's faith-based community
- **End of term: December 31, 2018**

Place 10: Affordable Housing/Homelessness Prevention Representative

- provides guidance and insight into affordable housing and homelessness issues and challenges
- **End of term: December 31, 2016**

Place 12: Economic Development Representative

- provide guidance and insight into private sector, business, and related challenges currently faced by the Rundberg Neighborhood
- **End of term: December 31, 2016**

Place 13: Community Health Representative

- provides guidance on and assistance with resolving health-related challenges within the Rundberg Neighborhood
- **End of term: December 31, 2017**

Place 14: African/African American; Asian/Asian American; Hispanic/Latino; or Indigenous Leadership Representative

- provides guidance on culturally relevant topics and will represent the interests of Rundberg community members in collaboration with the Place 7 and Place 15 members.
- **End of term: December 31, 2018**

Place 15: African/African American; Asian/Asian American; Hispanic/Latino; or Indigenous Leadership Representative

- provides guidance on culturally relevant topics and will represent the interests of Rundberg community members in collaboration with the Place 7 and Place 14 members.
- **End of term: December 31, 2018**

## **Restore Rundberg Revitalization Team Policies & Procedures – Appendix C**

The Restore Rundberg Revitalization Team (RRRT) will accept requests for written support of, or commitment to, projects and/or grant applications that may potentially bring needed resources and/or funding to the Rundberg area (see Appendix A map).

Ideally, Team members would like to review your request and meet you in person at a Team meeting prior to approving or declining support. Team meetings are held on the fourth Thursday of each month, with the possible exception of the winter holidays (November/December meetings are typically combined). All requests for letters of support (LOS) must be submitted in writing, electronically, to [restorerundberg@austintexas.gov](mailto:restorerundberg@austintexas.gov), a minimum 30 days prior to the next available Team meeting. LOS requests that do not include all required information will not be reviewed. Once the Team processes your request, you will receive an invitation to attend the next monthly meeting. Barring unforeseen circumstances, the Team will vote on your request following discussion.

If you have a quick turnaround request, please contact the Team via [restorerundberg@austintexas.gov](mailto:restorerundberg@austintexas.gov) and describe your situation. You will be advised if the Team will consider your request within a different time frame and vote electronically.

A request for a letter of support must include:

- Purpose of the letter (general support, resource commitment, grant application, nomination, etc.)
- Recipient of the letter
- Requestor's deadline for receipt of the LOS
- Project Abstract
  - Requestor's name and contact information (only one contact name per project)
  - Key project personnel (names / organizations)
  - Project budget with match requirements
  - Project summary (goals, objectives, impacts, population served, locations, deliverables)
  - Full description of the level of commitment requested of the RRRT
  - Solicitation name (if grant application)
  - Proposed start and end dates
- LOS draft letter (Microsoft Word)
  - all mandatory language must be noted

Letters approved by the RRRT for signature will be provided to the requestor in PDF format on an agreed date. The RRRT reserves the right to decline support for a request without providing additional detail.