



Department of Planning and Community & Economic Development

Community Development Division

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Child Care
Community Resources
Community Development Block Grant
Madison Senior Center

Memo

To: CDBG Committee

From: Jim O'Keefe and Linette Rhodes (Community Development Division)

Date: 1/29/2024

Re: Madison General Ordinances (MGO) CDBG Committee

The Community Development Division (CDD) is completing a review of all Madison General Ordinances (MGO) narrative as it pertains to composition and responsibilities of current committees staffed and supported by CDD. The powers and duties of committees have changed overtime with the addition of new budget items, programs and policies. The purpose of this update is to gain clarity withing the MGOs of the current powers and duties of each committee. Included below is the current MGO language for the CDBG Committee, changes suggested by CDD staff in track changes and a final version with track changes accepted.

Once changes are reviewed by each committee, the Attorney's Office will draft proposed Ordinance change to be approved by Madison Common Council.

(Current MGO Language)

33.15 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) COMMITTEE.

(Am. by ORD-09-00052, Pub. 4-2-09, Eff. 8-1-09)

- (1) Organization. There is created for the City of Madison a Community Development Block Grant (CDBG) Committee.
- (2)
 - (a) Membership. The Committee shall consist of nine (9) members and two (2) alternate members, appointed by the Mayor, subject to the approval of the Common Council. Two (2) members shall be alderpersons. The other members shall be resident members. At least three resident members shall be persons of low or moderate income, as low or moderate income is defined by the CDBG regulations, and at least one resident member shall be a member of a minority as defined in Sec. 39.02(9)(a)7. of these ordinances. One position may be filled by either an alderperson or a resident member. (Am. by ORD-17-00030, 3-8-17)
 - (b) Alternate Members. In addition to the nine (9) members, as provided in Subdivision (a) above, the Mayor shall appoint a first alternate and a second alternate member. Alternate members shall serve a term of one (1) year, and may be re-appointed. The first alternate shall act with full power when any other member of the Committee is absent or refuses to act because of a conflict of interest. The second alternate shall act only when the first alternate is absent or refuses to act, or when more than one (1) Committee member is absent or refuses to act because of a conflict of interest. Alternates may serve as the CDBG Committee representative on other City committees at any time. (Am. by ORD-08-00128, 11-22-08)
- (3) Terms. All members except alternate members shall be appointed for two (2) year terms. The terms of alderpersons shall expire with the expiration of their terms as alderpersons.

- (4) Powers and Duties. The Community Development Block Grant (CDBG) Committee shall have the following powers and duties:
- (a) Recommend policies, goals, and objectives of the CDBG program, after consultation with the Mayor, to be approved by the Common Council.
 - (b) Evaluate performance of contractors performing CDBG-funded activities, including obtaining such information as is reasonably necessary for such evaluation; and, at the discretion of the Committee, make recommendations to the Mayor and Common Council regarding contract revisions, enforcement or terminations.
 - (c) Review project and Local Options proposals for CDBG funding.
 - (d) Recommend to the Mayor and Common Council a budget for CDBG funding, based upon assessment of the proposals, evaluation of performance on other projects, City policies, goals, objectives, financial needs and commitments, and upon the needs assessment by the Clearinghouse for Citizen Participation.
 - (e) Recommend to the Mayor and Common Council the allocation of any reprogrammed funds.
 - (f) Perform those functions delineated in Sec. 4.22 as regards the Affordable Housing Trust Fund. (Cr. by Ord. 13,476, 12-23-03)
 - (g) The Community Development Block Grant Committee (CDBGC) shall recommend to the Mayor three (3) of its regular members (not alternate members), including one alderperson, to serve as members of the Community Development Division Conference Committee. The term of each appointment shall be one year. (Cr. by ORD-14-00010, 1-14-14)
- (5) Mayor's Role. Nothing herein shall be deemed to limit the obligations, duties, and discretion of the Mayor pursuant to his or her position as the Chief Executive of the City and pursuant to the rules and regulations of the Department of Housing and Urban Development (HUD).
- (6) Meetings. The Committee shall meet at least once each month, shall elect officers, and otherwise conduct its business in accordance with rules it may establish. The Community Development Block Grant Supervisor, under the direction of the Mayor, shall provide necessary staff services to the Committee but the Committee may request and receive necessary staff services from other City agencies.

(Renumbered from Sec. 3.70 by ORD-07-00047, 4-12-07; Sec. 3.70 Am. by Ord. 11,182, 3-3-95; Ord. 13,476, 12-23-03; ORD-09-00052, Pub. 4-2-09, Eff. 8-1-09)

(Suggested Track Changes to MGO)

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- (2) Membership; Terms.
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 - (b) Terms. All members shall be appointed for terms of three (3) years, except that the terms of alderpersons shall end with the expiration of their terms as alders.

- (c) Chairperson. The committee members shall choose from among their resident members a chairperson and vice chairperson.

(4) Roles and Responsibilities.:

- (a) Work with the Community Development Division to develop 5-year consolidated plans, annual action plans, and consolidated annual performance evaluation reports, for review and approval by the Mayor and Common Council, and as required by the U.S. Department of Housing and Urban Development, that set forth policies, goals and objectives regarding the use of City-administered resources devoted to housing and community development activities, details how those funds are to be used each year, and compiles and describes the outcomes of their use.
 - (b) Review, provide input on and approve program and policy changes recommended by Community Development Division staff pertaining to the range of City-administered programs that help develop or improve affordable housing, promote home ownership, fund housing services, support the network of local providers that serve persons experiencing homelessness, make investments in community facilities that provide public benefit, initiate and implement neighborhood plans, support small businesses and entrepreneurs, and related activities.
 - (c) Work with Community Development Division staff to develop recommendations to the Mayor and Common Council regarding the allocation of Federal funds awarded to the City of Madison including through the Community Development Block Grant, HOME Investment Partnerships Program, and Emergency Solutions Grant programs based upon established City policies, goals and objectives, financial needs and ongoing commitments, input for the Citizen Participation Plan and assessment of performances and impacts of previously funded projects.
 - (d) Review funding allocation recommendations developed by Community Development Division staff regarding any other funds made available for projects, programs or activities related to housing, homeless services, community facilities, neighborhood improvements, small business assistance, etc., and make any modifications the Committee deems appropriate for consideration by the Common Council.
- (5) Mayor's Role. Nothing herein shall be deemed to limit the obligations, duties, and discretion of the Mayor pursuant to his or her position as the Chief Executive of the City and pursuant to the rules and regulations of the Department of Housing and Urban Development (HUD).

- (6) Meetings and Staffing. The Committee shall meet as needed, typically once per month. The Community Development Division shall provide necessary staff services to the Committee.

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(Final Draft Version, Track Changes Accepted)33.15 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) COMMITTEE.

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