

**Chapter 63 - HOUSING AND HUMAN SERVICES** <sup>[134]</sup>

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**Sec. 63-1. - Housing and human services department created; composition; appointment of officers.**

There is hereby established the City of Irving Housing and Human Services Department which shall have a board of directors, hereinafter referred to as the housing and human services board. The housing and human services board shall consist of nine (9) members.

One (1) of said members shall be elected by the board as the chair and one (1) member shall be elected by the board as the vice-chair, and one (1) of said members shall be elected by the board as secretary.

(Ord. No. 8383, § 1, 8-5-04)

**Sec 63-2. - Qualifications and appointment of members; term of office and removal from office; filling vacancies.**

(a) *Qualifications.* All voting members of the housing and human services board shall be citizens of the City of Irving. Citizen shall be defined to mean a resident of the city who is eligible to vote in city elections.

(b) *Appointment of members.*

(1) All members of the housing and human services board shall be appointed by the city council.

(2) Regular appointments shall be made on the date of the first official city council meeting in November and the expiration of each term of office shall fall on the date of the first official city council meeting in November during the year in which the term shall expire.

(3) Any member of the board may be removed from office by the city council for any cause deemed by the city council as sufficient for their removal.

(4) Any vacancy in the membership of the board shall be filled by the city council for the unexpired term of the member whose place has, by removal or otherwise, become vacant.

(c) *Term of office.* All members of the board shall serve for a period of two (2) years, unless sooner removed.

(1) The nine (9) members shall occupy places numbered 1, 2, 3, 4, 5, 6, 7, 8, and 9, respectively. The terms of office for places 1, 3, 5, 7, and 9 shall expire on odd-numbered years and the terms of office for places 2, 4, 6, and 8 shall expire on even-numbered years.

(2) Terms of office shall commence and expire on the first official city council meeting in November as set out above.

(3) If any member is unable to complete his or her term, a successor will be appointed to that place to complete that term of office.

(4) Members of the board shall serve no more than three (3) full consecutive terms. When a member is appointed to complete a partial term, that partial term shall not count in computing the three (3) full consecutive terms.

(Ord. No. 8383, § 1, 8-5-04)

**Sec. 63-3. - Powers, duties and responsibilities.**

The City of Irving Housing and Human Services Board shall be responsible only to the city council and shall have the following powers, duties, and responsibilities:

(1) The housing and human services board will assist in the implementation and administration of all programs funded through the Community Development Block Grant, HOME Investment Partnerships Grant, and Emergency Shelter Grant programs. This shall include a recommendation on the consolidated plan.

(2) The board will review proposed policies and procedures for implementation of city-administered programs to be funded through the Community Development Block Grant, HOME Investment Partnerships Grant, and Emergency Shelter Grant programs. These policies and procedures shall include, but not be limited to, the following programs: housing rehabilitation grants and loans, homeownership assistance, human services sub-recipient funding, and other programs. The board may consult with and seek the advice of the city attorney's office and legal counsel or other appropriate expert opinion regarding any legal, liability, financial, or other such issues that may be involved in the implementation of these programs. All such policies will be developed in accordance and consistent with all relevant HUD regulations, guidelines, and requirements. The board will recommend for the city council's review and approval a policy and procedures document for each major program to be implemented by a city department and funded with the above-listed grant funds. As determined by the needs of the program, the board will also develop and recommend amendments to all such policies and procedure documents.

(3) The board will act as an appeals board for city-implemented programs funded through the above-listed grant programs. The board will develop appropriate procedures by which citizens and customers of housing rehabilitation, homeownership assistance, and other programs can address and resolve grievances and complaints. In developing these procedures, the board may consult with and seek the advice of the city attorney's office and legal counsel or other appropriate expert opinion. The board may hold such meetings or hearings as are deemed necessary as a part of this responsibility. Upon receiving and reviewing grievances and complaints, the decisions of the board resolving such grievances shall be final.

(Ord. No. 8383, § 1, 8-5-04; Ord. No. 8603, § 1, 1-26-06; Ord. No. 2009-9121, § 1, 9-24-09)

**Sec 63-4. - Budget appropriations, audit of expenditures, project approval.**

(a) *Budget process.*

(1) The city manager serves as the budget officer for the City of Irving.

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(2) In order to aid the city manager in his or her statutory duty to prepare a budget and to present the budget to the city council, the city manager may require the board to furnish information necessary for the city manager to properly prepare the budget. The board shall prepare and submit an annual budget to the city manager in the format directed by the city manager or designee.

(3) A budget presentation to the city council may also be done by the board chair or designee.

(4) The final budget for the housing and human services department will be approved by the city council. The housing and human services board may request amendments at any time. The city council may amend said budget at any time by its own actions.

(b) All contracts recommended by the board must be approved by the city council or meet the requirements of section 16-27 of the Code of Civil and Criminal Ordinances of the City of Irving, Texas, to be effective. The city council may decline to approve a contract, in which case the contract will not be effective.

(c) The financial records of the board are subject to audit as required by law, the city council, the city treasurer, the city auditor, the chief financial officer or designee.

(Ord. No. 8383, § 1, 8-5-04; Ord. No. 8603, § 2, 1-26-06)

**Sec. 63-5. - Council oversight.**

The board will report its activities to the city council as requested. Any action or inaction of the board may be approved, amended, reversed, or overruled by the city council. Nothing in this chapter limits the power of the city council in regard to this board.

(Ord. No. 8603, § 3, 1-26-06)