



COMMUNITY DEVELOPMENT COMMISSION

Thursday, December 6, 2007

REGULAR MEETING

Council Chambers
Vallejo City Hall
555 Santa Clara Street

7:30 P.M.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda

The Commission may adopt the agenda as presented or may rearrange the order of items. Pursuant to the Brown Act, the Commission may not add items to the agenda and the Commission may only discuss items on the agenda.

Requests for disability-related modifications or accommodations, aids, or services may be made by a person with a disability to the Vallejo Housing and Community Development Division office, located at 200 Georgia Street, no less than 72 hours prior to the meeting (as required by Section 202 of the Americans with Disabilities Act of 1990, and the Federal rules and regulations adopted in implementation thereof). The Vallejo Housing and Community Development Division may be contacted as follows: Tel: 707/648-4507, Fax: 707/648-5249, or e-mail: gricca@ci.vallejo.ca.us.

The hearing impaired may call the California Relay Service at (800)735-2922 without TTY/TDD or (800)735-2929 with TTY/TDD.

AFFIDAVIT OF POSTING

I, _____ do hereby certify that I caused to be posted this Meeting Agenda in an area freely accessible to members of the public on _____.

Signature

<p>CHAIR Joedna Bohanon VICE-CHAIR Robert Bryant COMMISSION Kenneth Barden Peggy Cohen- Thompson Richard Eschenburg Phyllis Harrison Earnestine Lawson Kathleen O'Sullivan Naomi Smith Evette Watt</p>

5. Presentations

6. Approval of Minutes

a. Regular Meeting of September 6, 2007

7. Communications

8. Community Concerns

This is an opportunity for residents to discuss items not on the agenda that are within the purview of the Commission. The Commission may not discuss or take actions on these items but may require that they be placed on a future agenda. If an item is not within the purview of the Commission, the person may be referred to the appropriate party.

9. Public Hearings

a. Housing and Community Development Needs

The City of Vallejo has adopted a five-year Consolidated Plan. The Plan includes the period beginning July 1, 2005 and ending June 30, 2010.

The Consolidated Plan is a document which includes a number of elements. It contains a profile of the affordable housing needs in Vallejo. The Consolidated Plan also includes characteristics of the housing stock; a strategy for housing investment; and Annual Plans for applying available resources to the needs identified.

The Plan also includes an analysis and identification of priority community development needs for which Federal Community Development Block Grant (CDBG) Program funds may be used, including such things as housing, public improvements, code enforcement, public facilities, social services, and economic development.

At least once a year, the City is required to hold a public hearing to receive comments on housing and community development needs in Vallejo, and on proposed activities. The purpose of this public hearing is to determine how those needs may have significantly changed from those identified in the Consolidated Plan and what, if any, changes in proposed activities may be appropriate.

For more information, a staff report is also enclosed in the agenda packet.

Recommendation: Conduct a public hearing to receive input. No action required.

10. Committee Reports

11. Chair's Report

12. Staff Report

a. Community Development Block Grant (CDBG) Program Quarterly Report, July through September, 2007

In the current Fiscal Year (FY), (2007/2008), the City of Vallejo has allocated funding to 25 different CDBG projects and activities, for a total operating budget of \$2,933,140. The status of these activities is described in the staff report that is enclosed in the agenda packet.

Recommendation: No action required. Informational item only.

b. Information Bulletin

Enclosed for your information in the agenda packet is a copy of the most recent National Community Development Association (NCDA) Newsletter.

Recommendation: No action required. Informational item only.

13. New Business

a. Proposed Amendment to Fiscal Year (FY) 2007/2008 Agreement By and Between the City of Vallejo and Greater Vallejo Recreation District (GVRD)

The City of Vallejo has executed a CDBG Agreement with Greater Vallejo Recreation District (GVRD) for FY 2007/2008 to provide summer camp activities for low- and moderate-income children in City Park, and at the North Vallejo Community Center. Pursuant to the Agreement, funds are provided based on performance, e. g., the number of clients served or units of service provided.

During the summer of 2007, GVRD provided camp activities that were well-received and successful. However, primarily because this is a new program, GVRD did not serve as many clients as projected, or as specified in the Agreement. GVRD has requested an amendment to the Agreement, lowering the number of clients required to be served. If approved by the City, this will

enable GVRD to be fully reimbursed for its expenses during the summer of 2007.

For more information, a staff report is enclosed with the agenda packet.

Recommendation: Adopt the resolution enclosed in the agenda packet recommending the City Council approve an amendment to the FY 2007/2008 CDBG Agreement by and between the City of Vallejo and GVRD.

b. Rules of Order and Procedure

On an annual basis, the Commission typically reviews its Rules of Order and Procedure. These Rules are developed and adopted by the Commission, and are not subject to approval by the City Council. The Commission may wish to discuss and review its Rules at this time, and make revisions.

A copy of the Rules of Order and Procedure is enclosed with the agenda packet.

Recommendation: Review and discuss the Commission's Rules of Order and Procedure, and make revisions if necessary.

14. Old Business

15. Comments from Commissioners

16. Adjournment

**6.a. Approval of Minutes
Regular meeting of
September 6, 2007**

**6.a. Approval of Minutes
Regular meeting of September 6, 2007**

COMMUNITY DEVELOPMENT COMMISSION
CITY HALL
SEPTEMBER 6, 2007

MINUTES

1. Call to Order

The Community Development Commission of the City of Vallejo met in a regular meeting on September 6, 2007 at 7:30 p.m. in the Council Chambers of the City Hall, 555 Santa Clara Street, Vallejo, California.

2. Pledge of Allegiance

The Pledge was recited.

3. Roll Call

Present: Commissioners: Barden, Bohanon, Bryant, Cohen-Thompson, O'Sullivan, Smith, and Watt

Absent: Commissioners: Eschenburg, Harrison, and Lawson

Staff: Laura Simpson, Housing and Community Development Manager
Guy L. Ricca, Senior Community Development Analyst

4. Approval of Agenda

A motion was made by Commissioner O'Sullivan to approve the agenda. The motion was seconded by Commissioner Bryant. The motion passed unanimously by voice vote, 7-0-0.

5. Presentations

There were no presentations.

6. Approval of Minutes

Commissioner O'Sullivan made a motion to approve the minutes of the special meeting of June 28, 2007. The motion was seconded by Commissioner Bryant. The motion passed unanimously by voice vote, 7-0-0.

7. Communications

Staff reviewed the communications.

8. Community Concerns

There were no community concerns.

9. Public Hearings

a. Fiscal Year (FY) 2006/2007 Consolidated Annual Performance and Evaluation Report (CAPER)

The Chair opened the public hearing. Staff reviewed the Report. There being no speakers, the public hearing was closed. After discussion, a motion was made by Commissioner Bryant to adopt the Resolution in the agenda packet. The motion was seconded by Commissioner Smith.

"BE IT RESOLVED by the Community Development Commission of the City of Vallejo as follows:

THAT WHEREAS, the U. S. Department of Housing and Urban Development (HUD) requires that cities receiving Federal Community Development Block Grant (CDBG) Program, HOME Investment Partnerships Program, and other Federal housing program funds submit a Consolidated Annual Performance and Evaluation Report (CAPER).

WHEREAS, the Commission has reviewed the draft CAPER.

WHEREAS, the Commission has held a public hearing to receive comments on the draft CAPER.

NOW THEREFORE BE IT RESOLVED that the Community Development Commission hereby recommends approval by the Vallejo City Council of the CAPER for Fiscal Year 2006/2007; and

BE IT FURTHER RESOLVED that the Community Development Commission hereby recommends that the City Council authorize the City Manager to forward revisions to the CAPER for Fiscal Year 2006/2007 to the Community Development Commission upon request."

ROLL CALL:

Ayes: Commissioners: Barden, Bohanon, Bryant, Cohen-Thompson, O'Sullivan, Smith, and Watt

Noes: Commissioners: None

Abstentions: Commissioners: None

Absent: Commissioners: Eschenburg, Harrison, and Lawson

The motion passed unanimously, 7-0-0.

10. Committee Reports

There were no reports.

11. Chair's Report

There was no report.

12. Staff Report

a. Information Bulletin

b. Commission Roster

Staff reviewed the above items.

13. New Business

a. Carry Over, Close Out, and Reallocation of Fiscal Year (FY) 2006/2007 Federal Community Development Block Grant (CDBG) Program Activities

Staff reviewed the item. After discussion, a motion was made by Commissioner Bryant to adopt the Resolution in the agenda packet. The motion was seconded by Commissioner Watt.

"BE IT RESOLVED by the Community Development Commission of the City of Vallejo as follows:

THAT WHEREAS, certain Federal Community Development Block Grant (CDBG) Program activities funded in Fiscal Year (FY) 2006/2007 have been completed.

WHEREAS, certain FY 2006/2007 CDBG activities have not been completed, and the funds allocated to these activities should be carried over and approved for expenditure in FY 2007/2008.

NOW THEREFORE BE IT RESOLVED that the Community Development Commission hereby recommends the carry over, close out, and reallocation of FY 2006/2007 CDBG activities, and the allocation of unallocated CDBG funds, as shown in Attachment 'B'.

ROLL CALL:

Ayes: Commissioners: Barden, Bohanon, Bryant, Cohen-Thompson,
O'Sullivan, Smith, and Watt

Noes: Commissioners: None

Abstentions: Commissioners: None

Absent: Commissioners: Eschenburg, Harrison, and Lawson

The motion passed unanimously, 7-0-0.

14. Old Business

There was no Old Business.

15. Comments from Commissioners

Commissioners made comments.

16. Adjournment

The meeting adjourned at 8:10 p.m.

9.a. Public Hearings
Housing & Community
Development Needs

9.a. Public Hearings
Housing and Community Development
Needs



CITY OF VALLEJO

Agenda Item No.

COMMUNITY DEVELOPMENT COMMISSION

Date: December 6, 2007

TO: Chair and Commissioners

FROM: Laura J. Simpson, Housing and Community Development Manager
Guy L. Ricca, Senior Community Development Analyst

SUBJECT: PUBLIC HEARING: HOUSING AND COMMUNITY DEVELOPMENT
NEEDS

BACKGROUND AND DISCUSSION

The City has adopted a five-year Consolidated Plan. The Plan includes the period beginning July 1, 2005 and ending June 30, 2010.

The Consolidated Plan is a document which includes a number of elements. It contains a profile of the affordable housing needs in Vallejo. The Consolidated Plan also includes characteristics of the housing stock; a strategy for housing investment; and Annual Plans for applying available resources to the needs identified.

The Plan also includes an analysis and identification of priority community development needs for which Federal Community Development Block Grant (CDBG) Program funds may be used, including such things as housing, public improvements, code enforcement, public facilities, social services, and economic development.

At least once a year, the City is required to hold a public hearing to receive comments on housing and community development needs in Vallejo, and on proposed activities. The purpose of this public hearing is to determine how those needs may have significantly changed from those identified in the Consolidated Plan and what, if any, changes in proposed activities may be appropriate.

Needs Assessment and Analysis

The Consolidated Plan includes characteristics of the housing market and the existing housing stock; an assessment of affordable housing needs; and a description of the resources available to meet these needs. The Needs Assessment and Analysis section includes several findings. The sources of these findings are primarily special tabulations of U. S. Census data provided by HUD, and the City's Housing Element. They include:

- there are over 5,400 very low-income households experiencing a housing problem, (in the majority of cases, one of affordability);
- 1,939 housing units are in need of rehabilitation;
- there are over 200 homeless people in Vallejo in any given month. This estimate includes persons who are incarcerated;
- the need for homeownership by very low-income and low-income renters appears to be high;
- there is a need for affordable rental housing for the elderly;
- persons with substance abuse addictions have the highest incidence of unsheltered homelessness;
- there is a need for transitional housing for homeless families, and sober living residency for persons in recovery from substance abuse;
- special needs populations who are in need of supportive housing and supportive services are: persons with HIV/AIDS, several mental illness, or substance abuse addictions; and
- there is a need for curb ramps throughout Vallejo, and for basic public and facility improvements in CDBG neighborhood target areas. Specifically, the City has established the installation of curb ramps throughout Vallejo as a high priority, until all needed curb ramps are installed.

Priorities for Assistance

According to the Consolidated Plan, the top priority needs in Vallejo are those of very low-income renters; very low- and low-income existing homeowners; homeless persons; and non-homeless persons with special needs. The group with the second highest priority need is very low- and low-income first time homebuyers.

The types of assistance proposed in the Consolidated Plan for these priority groups are: (1) rental assistance, housing rehabilitation, and new housing construction for very low-income renters; (2) the preservation and rehabilitation of housing for very low- and low-income existing homeowners, (3) facility rehabilitation and emergency support facilities/services for homeless persons, (4) facility rehabilitation, emergency support facilities/services, and rental assistance for non-homeless persons with special needs; and

(5) first time homebuyer assistance and new housing construction for very low- and low-income first time homebuyers.

The Consolidated Plan has also established non-housing community development objectives. They are: (1) public infrastructure and facility improvements in the lowest income neighborhood target areas; (2) curb ramps, City-wide; and (3) social services.

In October 2006, after receiving input from the Community Development Commission and staff, the Vallejo City Council which established housing and community development funding guidelines, and an application process, (for certain CDBG and Federal HOME Investment Partnerships Program funds), for the next two fiscal years. One of the policies approved by the City Council included the designation of two neighborhood preservation areas over the next two Fiscal Years as eligible for a variety of CDBG activities. These areas are (1) City Park, (Marin and Alabama Streets), Central City Target Area, in FY 2007/2008; and (2) the Country Club Crest Target Area, (to include Fairgrounds Plaza Shopping Center), in FY 2008/2009.

Funding Allocations

CDBG and HOME funds for FYs 2007/2008 and 2008/2009 were allocated to activities by the City Council on May 1, 2007. For a list of the City's CDBG-funded activities, please refer to Attachment "A". HOME funds may be used specifically to provide affordable housing.

Revisions to Activities and Projects

If the public input received indicates that the most critical needs in the community have changed markedly compared to those identified in the Consolidated Plan, changes in proposed activities may be made.

Public Notice

A copy of the public notice, and public notice mailing list, for this public hearing is provided as Attachment "B". The notice appeared in the local newspaper on November 22, November 29, and December 6, 2007. The public notice also invited written comments until December 6, 2007. This notice was mailed to 154 different individuals and organizations.

Fiscal Impact

Conducting an annual public hearing to receive input on housing and community development needs, and possible new projects for funding, is one of the requirements associated with the CDBG and other Federal programs. By conducting the hearing, the

City meets this requirement, and maintains its eligibility for CDBG, HOME, and other Federal housing program funding.

If comments received at the public hearing or in writing indicate that needs have significantly changed from those identified in the Consolidated Plan, changes in proposed activities may be appropriate

RECOMMENDATION

Conduct a public hearing to receive input. No action required.

ALTERNATIVES CONSIDERED

This public hearing is a requirement of the U. S. Department of Housing and Urban Development (HUD). Therefore, no other alternatives were considered.

ENVIRONMENTAL REVIEW

An environmental review is not required for this action.

PROPOSED ACTION

None.

DOCUMENTS ATTACHED

Attachment "A" – Fiscal Years (FYs) 2007/2008 and 2008/2009 CDBG-Funded Activities, City of Vallejo

Attachment "B" – Public Notice and Public Notice Mailing List

PREPARED BY/CONTACT:

Guy L. Ricca, Senior Community Development Analyst, (707) 648-4395, or gricca@ci.vallejo.ca.us.

ATTACHMENT "A"
CITY OF VALLEJO
FISCAL YEARS (FYs) 2007/2008 AND 2008/2009 CDBG-FUNDED ACTIVITIES

a. ACTIVITY	b. 2007/2008 APPROPRIATION	c. 2008/2009 APPROPRIATION
Facilities		
Continentials of Omega	20,000	
Reynaissance Family Center	393,415	
Vallejo Senior Citizens Council	6,318	
Total, Public Facilities	419,733	
Public Improvements		
Benson Avenue	730,464	
Project Delivery, Benson Avenue	169,503	
City Park Neighborhood Preserv.		
Grounds/Landscaping/Trees	90,000	
Project Delivery, Grounds/ Landscaping/Trees	27,000	
Community Building	150,000	
Project Delivery, Community Building	45,000	
Play Structure	75,000	
Internet Enhanced Security Cameras	20,000	
Code Enforcement Officer	50,000	
Civil Prosecutions	10,000	
Subtotal, City Park	467,000	
Country Club Crest Neighborhood Preserv.		
Lighting		100,000
Project Delivery, Lighting		30,000
Curb/Gutters/Sidewalks, Curb Ramps		160,000
Project Delivery, Curbs/Gutters/Sidewalks, Curb Ramps		48,000
Code Enforcement Officer		50,000
Neighborhood Clean-ups		17,000
Vallejo Neighborhood Housing Services		
Paint Grants		50,000
Paint the Town		37,993
Subtotal, Country Club Crest		492,993
Total, Public Improvements	1,366,967	492,993
Housing		
Rental Housing Development		422,565
Vallejo Neighborhood Housing Services		
Closing Cost Grants	48,975	
Homebuyer Education	35,000	
Homebuyer Loans	437,957	
Paint Grants	33,701	
Rehabilitation Loans	24,000	
Subtotal, VNHS	579,633	
Total, Housing	579,633	422,565
Social Services		
Area Agency on Aging	20,000	20,000
Catholic Social Service	20,000	20,000
Christian Help Center	20,000	20,000
Fighting Back Partnership		43,000
Global Center for Success	25,000	25,000
Greater Vallejo Recreation District	43,000	
Hope Haven Transitional Shelter	30,000	30,000
House of Acts	22,000	22,000
Meals on Wheels	31,282	31,282
Total, Social Services	211,282	211,282
Contingency	73,815	
Program Administration	281,710	281,710
TOTAL	2,933,140	1,408,550



CITY OF VALLEJO

COMMUNITY DEVELOPMENT DEPARTMENT
Housing and Community Development Division

200 GEORGIA STREET • P.O. BOX 1432 • VALLEJO • CALIFORNIA • 94590-5905 • (707) 648-4507
FAX (707) 648-5249

November 27, 2007

Dear Sir/Madam:

Periodically our office will forward public notices to you or your organization to inform you of upcoming events within City of Vallejo.

Please read the enclosed notice regarding the public hearing being held on the Consolidated Plan. The City of Vallejo has adopted a five-year Consolidated Plan. The Plan includes the period beginning July 1, 2005 and ending June 30, 2010. For more detailed information, please read the enclosed Public Notice.

Should you have any questions, or would like further information, please call the Housing and Community Development Division office at 707/648-4507.

Also, if the contact person, address, and/or telephone number for you or your organization has changed, please provide us with the update.

Thank you for your continued interest.

Sincerely,

A handwritten signature in black ink, appearing to read "Michele D. Lewis-Adamou".

MICHELE D. LEWIS-ADAMO, Secretary

enclosure

cc: G. Ricca

PUBLIC HEARING ON
HOUSING AND COMMUNITY NEEDS
IN THE CITY OF VALLEJO

The City of Vallejo has adopted a five-year Consolidated Plan. The Plan includes the period beginning July 1, 2005 and ending June 30, 2010.

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At least once a year, the City is required to hold a public hearing to receive comments on housing and community development needs in Vallejo, and on proposed activities. The purpose of this public hearing is to determine how those needs may have significantly changed from those identified in the Consolidated Plan and what, if any, changes in proposed activities may be appropriate.

Therefore, on Thursday, December 6, 2007 after 7:30 p. m. in the Council Chambers of City Hall, at 555 Santa Clara Street, the Community Development Commission of the City of Vallejo, at its regular meeting, will hold a public hearing on housing and community development needs.

Anyone interested in commenting on these topics is invited to attend the public hearing. Written comments may also be submitted until close of business (by 4:00 p. m. PST) on Thursday, December 6, 2007 to: Guy L. Ricca, Senior Community Development Analyst, City of Vallejo, P. O. Box 1432, 200 Georgia Street, Vallejo, CA 94590, or sent via e-mail to gricca@ci.vallejo.ca.us.

If you have any questions concerning this public notice, please call the City of Vallejo Housing and Community Development Division at (707) 648-4507.

The City of Vallejo provides its programs and services in a non-discriminatory manner, and is an Equal Opportunity Employer. The City also encourages minority and women-owned businesses to submit bids and proposals for CDBG contracts. For further information, please contact the Housing and Community Development Division at (707) 648-4507. For further information on this public notice, the hearing-impaired may call the California Relay Service at 1-800-735-2922 without a TTY/TDD, or 1-800-735-2929 with a TTY/TDD.

Affordable Housing Affiliation
110 East D. St.
Benicia, Ca. 94510

American Red Cross
1545 N. Texas St.
Fairfield, CA 94533

Leanne Martinsen
Area Agency on Aging
601 Sacramento, Ste #1401
Vallejo, CA 94590

Teresita Bautista
165 Claxton Court
Vallejo, CA 94589

Al Berenguer
186 Stanmore Circle
Vallejo, CA 94591

Todd Bishop
318 Kentucky St.
Vallejo, CA 94590

Employment Development Dept.
1440 Marin Street
Vallejo, CA 94590

Juwana Joseph
500 Old River Court
Vallejo, CA 94589

Margaret Walther, Project Mgr
Career Mobility Program Patient Care
KP Northern California Regional Ofc
1800 Harrison Street, 17th Floor
Oakland, CA 94612

Chuck Eason
Small Business Development Center
Solano College
424 Executive Court, Ste. C
Fairfield, CA 94533

Robert Stalker
Legal Services of No. Ca.
1810 Capitol St.
Vallejo, CA 94590

Canal Human & Economic
Development Association
Attn: John Ortega
50 Sonoma St., #6
San Rafael, CA 94901

Kurt Chismark
Catholic Social Service
125 Corporate Place, Suite A
Vallejo, CA 94590

Serafin Celones
205 Peppercorn Court
Vallejo, CA 94591

Central Core Restoration
Corporation
401 Georgia St.
Vallejo, CA 94590

Rev. Rey Bernardes
Christian Help Center
2166 Sacramento St.
Vallejo, CA 94590

Rev. Scott Peterson
Church on the Hill
210 Locust Drive
Vallejo, CA 94591

Pelton Stewart
Continental of Omega
#1 Positive Place
Vallejo, CA 94589

County of Solano Health/
Human Services Center
1680 Fairgrounds Dr.
Vallejo, CA 94589

Vallejo Architectural
Heritage Foundation
PO Box 1129
Vallejo, CA 94590

Joy Thompson
~~The House of Joy~~
~~115 Bluebird Court~~
~~Vallejo, CA 94590~~
(Deleted 8/7/07 per G.Ricca)

Filipino American Chamber
Of Commerce, Inc.
2614 Springs Road
Vallejo, CA 94591

Jack Hanstein
Episcopal Community
P.O. Box 161268
Sacramento, CA 95816

John Gianola, Mng Atty
Fair Hsg Hotline Project
619 North St.
Woodland, CA 95695

Firma Lodge #27
F. AND A.M.
c/o 101 Diamond Springs Ct.
Vallejo, CA 94589

Filipino American Social
Svc's of Solano County
C/O Bayanihan Center
3495 Sonoma Blvd
Vallejo, CA 94590

Filipino Community of
Solano County
820 Sonoma Blvd
Vallejo, CA 94590

Lorraine Gaines
1475 Ohio Street
Vallejo, CA 94590

Renee Walton
VNHS, Inc.
610 Lemon Street
Vallejo, CA 94590

Vicki Conrad
Florence Douglas Senior Ctr
333 Amador St.
Vallejo, CA 94590

Leon Green
738 Valle Vista Ave.
Vallejo, CA 94590

Betty Lee
Rehoboth Comm Transformation Ctr
245 Holly Street
Vallejo, CA 94589

Ralbert Brooks, President
Brooks Hamilton & Associates
5552 Fremont Street
Oakland, CA 94608

KDYA
3260 Blume Dr., #520
Richmond, CA 94006

Marie LeDuff
Burns Group
419 Georgia St., #215
Vallejo, CA 94590

Velma Harding
P.O. Box 5403
Vallejo, CA 94590

Hattie Smith-Miles
The House of Acts
627 Grant St.
Vallejo, CA 94590

Don Isaac
1085 Sandhurst Drive
Vallejo, CA 94591

Rev. Harold Young
AGAPE Ministries
101 Nugent Drive
Vallejo, CA 94589

Jackie Johnson
208 Serramo Drive
Fairfield, CA 94533

Food Bank
P.O. Box 271966
Concord, CA 94527

Vanita Finney
VCUSD
211 Valle Vista Avenue
Vallejo, CA 94590

Michael Parker, CEO
Stellar Enterprise
137 Gateway Plaza, Ste. 321
Vallejo, CA 94591

~~Western Pacific Housing
Attn: Fred Musser
6658 Owens Drive
Pleasanton, CA 94588~~
(8/29/07 - Deleted per G.Ricca)

Cathleen Reid
231 Cabrillo Avenue
Vallejo, CA 94591

J. Theodouros & M. Baldes
M&M Construction
500 Jessie Lane
Petaluma, CA 94952

Frankie Masangkay
160 Aberdeen Court
Vallejo, CA 94591

Ellen McBride
925 Sacramento St.
Vallejo, CA 94590

Dr. Jack Clemes
614 Ohio Street
Vallejo, CA 94590

Giovanni Gianbastiani
625 Pennsylvania St
Vallejo, CA 94590

Kenneth Jones
AMCAL
2124 Bedrock Way
Antioch, CA 94509

Norman King Center
545 Magazine St.
Vallejo, CA 94590

Rick Johnson
North Bay Vineyard Christ. Fellowship
1 Rancho Square
Vallejo, CA 94589

Hispanic Chamber of Commerce
Solano/Napa County
P.O. Box 3400
Vallejo, CA 94590

Ken Odiwe
332 Devonshire Ct.
Vallejo, CA 94591

Napa Solano Health Project
3467 Sonoma Blvd., Suite 10
Vallejo, CA 94590

Gerald Pitts
909 Tuolumne Street
Vallejo, CA 94590

Robert LeGresley
Independent Living Resource
3200 Clayton Road
Concord, CA 94519

Saskia Lembesis
Meals On Wheels
95 Marina Center
Suisun, CA 94585

Kay Bosick
Youth and Family Services
1017 Tennessee Street
Vallejo, CA 94590

Dean Ahlberg
1109 Sacramento Street
Vallejo, CA 94590

Carol Roberts
Southern Solano Alcohol Council
419 Pennsylvania St
Vallejo, CA 94590

Cedric Johnson
P. O. Box 7321
Vallejo, CA 94590

Jerry Rothfeld
931 Branciforte Street
Vallejo, CA 94590

J. C. Hicks
Florida – Hilton N. A.
57 Chesley Court
Vallejo, CA 94591

P. J. Davis
SSNC
1545 N. Texas St., Suite 301
Fairfield, CA 94533

Cheryl Franklin-Golden
Safequest Solano
1745 Enterprise Dr., Ste 2-D
Fairfield, CA 94533

Darvin Peterson
6242 Pebble Beach Dr.
Vallejo, CA 94591

Betty Frank
Concerned Citizens of CCC
1624 Fairgrounds Dr., Ste C & D
Vallejo, CA 94589

True Light Christian Youth Center
403 Robin Circle
Vacaville, CA 95687

June Cummings
Emani, Inc.
P. O. Box 4156
Vallejo, CA 94590

Anne Shapiro, PHN
Sol. Cty Health & Soc Svcs
355 Tuolumne St.
Vallejo, CA 94590

Bob Deluca
Child Start
439 Devlin Rd.
Napa, CA 94558

Springstowne Library
1003 Oakwood Ave.
Vallejo, CA 94590

Rev. Carieta Cain-Grizzell
St. Paul A.M.E.
1901 Carolina St
Vallejo, CA 94590

Sister Claire
St. Vincent's
400 Florida Street
Vallejo, CA 94590

Elvira DeLeon
The Success Center
1055 Azuar Drive, Mare Island
Vallejo, CA 94592

Linda Brown
True Pentecostal COGIC
131 Mendocino St.
Vallejo, CA 94590

Wayne Williams
Vallejo Aquatic Club
1065 Orchard Ave
Vallejo, CA 94591-7532

Vjo Chamber of Commerce
427 York St.
Vallejo, CA 94590

Bay Area Family Services
Attn: Sue Wiggins
3272 Sonoma Blvd.
Vallejo, CA 94590

Patrice Bolton
P. O. Box 670
Vallejo, CA 94591

Mildred Wagner
Vallejo Inter-Tribal Council
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UPPER 301
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JOEDNA BOHANON
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VALLEJO, CA 94591

ROBERT BRYANT
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RICHARD ESCHENBURG
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(Deleted 9/7/07 per G. Ricca)

~~Cheryl Williams~~
~~313 Mobile Lane~~
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(Deleted 9/7/07 per G. Ricca)

City Clerk's Office

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Councilmember Cloutier
(c/o City Mgr's Ofc)

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12.a. Staff Report
Community Development Block Grant
(CDBG) Program Quarterly Report,
July through September, 2007



CITY OF VALLEJO

Agenda Item No.

COMMUNITY DEVELOPMENT COMMISSION

Date: December 6, 2007

TO: Chair and Commissioners

FROM: Laura J. Simpson, Housing and Community Development Manager
Guy L. Ricca, Senior Community Development Analyst

SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
QUARTERLY REPORT, JULY THROUGH SEPTEMBER 2007

BACKGROUND AND DISCUSSION

In the current Fiscal Year (FY), (2007/2008), the City of Vallejo has allocated funding to 25 different CDBG projects and activities, for a total operating budget of \$2,933,140. The status of these activities is described below.

The City of Vallejo's CDBG budget of \$2.9 million consists of the following:

	<u>Amount</u>
FY 2007/2008 Entitlement Funds	\$ 1,208,550
Estimated FY 2007/2008 Program Income	\$ 200,000
FY 2006/2007 Funds Carried Over	<u>\$ 1,524,590</u>
 Total FY 2007/2008 Budget	 \$ 2,933,140

The City receives Entitlement Funds from the U. S. Department of Housing and Urban Development (HUD). For a list of budgeted CDBG activities; the amount of funds appropriated to each activity; expenditures by activity as of September 30, 2007; and the balance of funds remaining by activity, please refer to Attachment "A".

As of September 30, 2007, the City has received \$50,149 in CDBG program income.

Facilities – Funds are allocated to three facility improvement projects. They are:

- (1) Continentals of Omega Boys and Girls Club – A total of \$20,000 is available for minor improvements to the facility. These funds are available to Continentals until June 30, 2008.

- (2) **Reynnaissance Family Center (RFC)** – A total of \$657,862 was provided, in the form of a loan, toward the renovation of the Reynnaissance Family Center, a transitional housing facility for homeless families located at 2160 Sacramento Street. RFC has also received funds directly from HUD for this project. This facility opened in October.
- (3) **Florence Douglas Senior Center** – A total of \$150,000 was allocated to the Vallejo Senior Citizens' Council, Inc. to replace the roof at its facility located at 333 Amador Street. The roof work was completed in a prior fiscal year. There is a small unspent balance, which will be used toward painting the exterior of the building in FY 2007/2008.

These projects were approved in prior fiscal years.

Public improvements – The City has allocated \$730,464 for basic public improvements on the 100 Block of **Benson Avenue** (between “B” and “C” Streets) in the Vallejo Heights Target Area Neighborhood. Construction of these improvements is scheduled to begin in the summer of 2008. Funding for the delivery of this project has also been allocated, in the amount of \$169,503. The preliminary design for Benson Avenue has been completed.

In May 2007, the City Council also allocated \$467,000 to the **City Park Neighborhood Preservation Project** in the Central City Target Area Neighborhood. Planned activities and improvements include: grounds, landscaping, and trees; the construction of a community building; the installation of a new play structure; installing Internet-enhanced (Web-based) security cameras; and dedicated code enforcement and civil prosecutions in the City Park neighborhood. In addition, funds are available for exterior house paint grants in the City Park Neighborhood through **Vallejo Neighborhood Housing Services (VNHS)**. A summer camp program was also provided in City Park by Greater Vallejo Recreation District with CDBG funds.

Housing - The City has awarded \$579,633 funds to VNHS to operate five affordable housing programs: rehabilitation loans, paint grants, home buyer loans, closing cost grants, and homebuyer education. VNHS has executed an Agreement with the City, and these activities are underway. In the first quarter of FY 2007/2008, eight homeowners received paint grants, 34 residents received homebuyer training, and four down payment assistance loans were closed.

Social Services – Nine social service agencies have received a total of \$211,282 in CDBG funds. Activities are in progress.

Contingency – This Account is used when additional funds are needed to complete previously-approved public or facility improvement projects. There is currently \$73,815 allocated.

Program Administration – CDBG funds can be used to pay for staff to administer the CDBG Program. In FY 2007/2008, the staff budgeted consists of 1.55 Full Time Equivalents. The cost of 1.55 employees, fringe benefits, supplies, services, and equipment is \$281,710. This amount includes services provided by other City departments to support the CDBG Program.

Fiscal Impact

None at this time. The City is on schedule to expend its CDBG funds in compliance with HUD's spending deadlines.

RECOMMENDATION

No action required. Informational item only.

ALTERNATIVES CONSIDERED

None.

ENVIRONMENTAL REVIEW

Not applicable.

PROPOSED ACTION

None.

DOCUMENTS ATTACHED

Attachment "A" – CDBG Quarterly Report, July – September 2007

PREPARED BY/CONTACT:

Guy L. Ricca, Senior Community Development Analyst, (707) 648-4395, or gricca@ci.vallejo.ca.us

ATTACHMENT "A"
CITY OF VALLEJO
CDBG QUARTERLY REPORT, JULY - SEPTEMBER 2007

a. ACTIVITY	b. 2007/2008 APPROPRIATION	c. EXPENDED AS OF 9/30/2007	d. BALANCE
Facilities			
Continental of Omega	20,000	0	20,000
Reynnaissance Family Center	393,415	371,213	22,202
Vallejo Senior Citizens Council	6,318	0	6,318
Total, Public Facilities	419,733	371,213	48,520
Public Improvements			
Benson Avenue	730,464	0	730,464
Project Delivery, Benson Avenue	169,503	0	169,503
City Park Neighborhood Preserv.			
Grounds/Landscaping/Trees	90,000	0	90,000
Project Delivery, Grounds/ Landscaping/Trees	27,000	0	27,000
Community Building	150,000	0	150,000
Project Delivery, Community Building	45,000	0	45,000
Play Structure	75,000	0	75,000
Internet Enhanced Security Cameras	20,000	0	20,000
Code Enforcement Officer	50,000	0	50,000
Civil Prosecutions	10,000	0	10,000
Subtotal, City Park	467,000	0	467,000
Total, Public Improvements	1,366,967	0	1,366,967
Housing			
Vallejo Neighborhood Housing Services			
Closing Cost Grants	48,975	26,820	22,155
Homebuyer Education	35,000	0	35,000
Homebuyer Loans	437,957	166,295	271,662
Paint Grants	33,701	23,134	10,567
Rehabilitation Loans	24,000	135	23,865
Subtotal, VNHS	579,633	216,384	363,249
Total, Housing	579,633	216,384	363,249
Social Services			
Area Agency on Aging	20,000	0	20,000
Catholic Social Service	20,000	0	20,000
Christian Help Center	20,000	0	20,000
Global Center for Success	25,000	0	25,000
Greater Vallejo Recreation District	43,000	0	43,000
Hope Haven Transitional Shelter	30,000	4,569	25,431
House of Acts	22,000	0	22,000
Meals on Wheels	31,282	0	31,282
Total, Social Services	211,282	4,569	206,713
Contingency	73,815	0	73,815
Program Administration	281,710	58,941	222,769
TOTAL	2,933,140	651,107	2,282,033

12.b. Staff Report
Information Bulletin

12.b. Staff Report
Information Bulletin

NCDA

WASHINGTON REPORT

**FROM: CARDELL COOPER
VICKI WATSON
KAREN PARKER**

DATE: November 20, 2007

NCDA Winter Conference – January 23-25, 2008 – Westin Hotel, Washington, DC

FEATURED ARTICLES

- *Congress Completes Conference Report on the FY 2008 Transportation-Treasury-HUD Spending Bill; CDBG Formula Funding Increased Slightly*
- *Congress Passes 2nd Continuing Resolution; Omnibus Package Likely*
- *House Passes Mortgage Reform Legislation*
- *HUD NEWS – Guidance for Improving the Quality of CDBG Accomplishment Data in IDIS*
- *NCDA NEWS – 2008 Winter Legislative and Policy Conference; Terrence R. Duvernay HOME Program Awards of Excellence; 2008 CD Week Brochure; NCDA Membership Directory Update Form; New Members Corner; New National Urban Initiatives Competition; Attachments; HUD Budget Chart*

House and Senate Complete Conference Report on FY 2008 Transportation-Treasury-HUD Spending Bill; CDBG Formula-Funding Increased

The House and Senate completed the conference report for the FY 2008 Transportation-Treasury-HUD bill on November 8, 2007. The House approved the report on November 14. The Senate is expected to approve the report when it returns from its Thanksgiving recess the week of December 3. The President has vowed to veto the bill because it exceeds his spending request by nearly \$3 billion dollars and includes nearly 2,000 earmarks. The HUD bill contains \$183.5 million in Economic Development Initiative (EDI) set-asides (earmarks – or pork projects as they are fondly known on Capitol Hill), down from \$307 million in FY 2006. The measure provides \$38.66 billion for HUD's programs in FY 2008, \$3.1 billion above the President's request.

CDBG Formula Funding Increased

The conference report provides \$4 billion for the Community Development Fund. Of this amount, \$3.790 billion is allocated to formula funding, an increase of \$80 million from last year's formula level of \$3.710 billion. Even though this is a small increase, it is a victory for NCDA and the other CDBG stakeholders who worked all year to increase program funding. Given the absolutely

dismal federal budget climate and the fact that we started the year with a \$700 million reduction in the program with the release of the Administration's budget in February, it is quite a victory to have \$777 million restored to the program in a single year. In another victory, the conference report includes \$3 million in technical assistance funding for CDBG in FY 2008. Congress has not approved technical assistance funding for the program in the last several years. This funding is used by NCDA and other national groups to deliver CDBG training to its members. NCDA is currently using CDBG TA funds to provide CDBG Subrecipient Management training to its members.

HOME Funding Remains Stable

Congress provided \$1.767 billion for the HOME program in FY 2008. Of this amount, \$1.68 billion is appropriated for formula funding to grantees, the same level as last year. Set-asides within the HOME program include: \$15 million for the American Dream Downpayment Initiative (ADDI) and \$50 million for housing counseling. Congress also provided \$12.5 million in technical assistance funds. NCDA and other national interest groups use this funding to provide HOME training to their members.

BEDI, Section 108

The Administration's budget had proposed the elimination of both the Brownfields Economic Development Initiative (BEDI) and the Section 108 Loan Guarantee Program. However, the conference report provides \$10 million to BEDI, the same level as last year, and provides \$4.5 million to Section 108, which will subsidize approximately \$202 million in loan guarantees, up from \$137.5 million in FY 2007.

Other Programs

The conference report provides adequate funding to renew all existing Section 8 tenant-

based vouchers, according to advocates. The report also includes \$50 million to adjust the voucher allocations for PHAs that experienced a significant increase in renewal costs due to portability or for PHAs with a higher leasing rate at the end of the federal fiscal year than the average for the entire year.

The conference report includes the first new incremental vouchers in five years. The report provides 15,500 new vouchers designated to the following populations:

- 7,500 new vouchers for homeless veterans through the HUD-Veterans Administration Supportive Housing Program. Vouchers will be awarded to PHAs that partner with eligible VA medical centers.
- 4,000 new vouchers to non-elderly, disabled individuals and families.
- 4,000 new vouchers for the Family Unification Program to keep families together.

The conference report includes \$6.138 billion to renew existing Section 8 project-based contracts, well short of the additional \$2 billion needed, according to advocates.

The conference report includes \$500,000 for HUD to establish an interagency working group with the Federal Transit Administration (FTA) and directs HUD and FTA to develop a best practices manual to assist communities seeking to establish mixed-income, transit-oriented developments. HUD and FTA are to report back to the appropriations committees within six months of enactment on how they can better coordinate transportation and housing programs.

The conference report also includes \$200 million

in funding through the Neighborhood Reinvestment Corporation for mortgage foreclosure counseling. The funds will be distributed through a competitive process to areas and states with high rates of default and foreclosures. Counseling intermediaries with demonstrated experience and expertise will assist borrowers with mortgage modification and restructuring.

A complete listing of the funding level for each of HUD's programs is provided in the attached budget chart.

Congress Passes 2nd Continuing Resolution; Omnibus Package Likely

Congress passed a second Continuing Resolution (CR) last week to keep federal agencies operating through December 14, 2007. Only one appropriations bill – the Defense spending bill – has been signed by the President. Congress forwarded the Labor-HHS-Education appropriations bill to the President last week, but he quickly vetoed the measure because it exceeds his budget request by \$6 billion. The House failed to override the veto by a vote of 277-141.

In a statement following the President's veto of the bill, Senator Robert Byrd (D-WV), Chairman of the Senate Appropriations Committee, said "Earlier today, President Bush vetoed the Labor, Health and Human Services, and Education Appropriations bill. The bill contains critical funding for education, health care, life saving medical research, job training, mine safety, homeless veterans, mental health services for returning veterans, and families who will be struggling to pay increased heating costs this winter. What a shame. What a cavalier and heartless act by a President who claims to represent all of the people. I am flabbergasted

that while he signed a Department of Defense bill that was \$40 billion more than last year's spending level, he vetoed a bill that was one-third the size of the Department of Defense bill and that would provide health security, income security, and education security to millions of Americans."

When Congress returns from its Thanksgiving recess the week of December 3, they will begin their strategy to try to enact the remaining appropriations bill. With the limited time remaining in the congressional session, rumor has it that appropriators will likely try to package all of the 11 remaining spending bills into one bill and forward it to the President. If he vetoes the package, then Congress will likely rely on a continuing resolution (like last year) to fund federal programs through September 30, 2008. If this occurs, then CDBG and other programs will be funded at their FY 2007 level.

The last time all appropriations measures were completed and enacted prior to the October 1 start date of the fiscal year was 1994 when Democrats controlled both the White House and the Congress. Since that time, the appropriation bills have taken longer and longer to complete. Most recently, Congress and the White House never reached agreement on all of the FY 2007 spending bills (only the Defense bill and the Homeland Security bills were enacted) and a CR was enacted in February 2007 to keep federal agencies operating through the fiscal year.

House Passes Mortgage Reform Legislation

On November 15, 2007, the House passed H.R. 3915 – The Mortgage Reform and Anti-Predatory Lending Act of 2007 – aimed at curbing abusive lending practices nationwide.

The legislation passed on a bi-partisan vote of 291-167, with 64 Republicans voting in favor of the measure. A majority of Republicans in states such as Ohio and Michigan – both hard hit by mortgage troubles – voted for the measure. The Senate is working on a similar measure.

The bi-partisan legislation will create a national licensing system for residential mortgage loan originators, establish a minimum standard requiring that borrowers have the ability to repay a mortgage loan, and will attach a limited liability to secondary market securitizers. It will also create an Office of Housing Counseling within HUD, include protections for renters of foreclosed homes, and expand and enhance consumer protections for high-cost loans. “We are dealing with legislation that seeks to prevent a repetition of events that caused one of the most serious financial crises in recent times. There is no debate about what is the largest single cause of that. Innovations in the mortgage industry in themselves are good and useful, but were conducted in such a completely unregulated manner and led to this crisis,” said Rep. Barney Frank, Chairman of the House Financial Services Committee.

The specific provisions of the bill include:

- **Registering Mortgage Originators to Prevent Abuse.** H.R. 3915 will require originators to be part of a national registration system, either through the states or through HUD and will require originators to meet minimum education and certification standards.
- **Tighter Lending Standards.** Mortgage originators will be required to provide full disclosures and present consumers with appropriate mortgage products. The originator will have to ensure that a consumer (1) has the ability to repay the

loan; and (2) will receive a net tangible benefit from the loan in the case of a refinancing.

- **Secondary Market Protections.** Because mortgage companies can sell loans on the secondary market, they are often bought by large Wall Street firms and turned into securities for investors. H.R. 3915 will subject Wall Street firms to liability if they buy, sell and securitize loans that consumers cannot repay.
- **Protection for Renters:** H.R. 3915 will ensure renters receive proper notification and are given time to relocate before the home they rent is foreclosed.
- **Providing Consumer Protections for High-Cost Loans:** H.R. 3915 expands the scope and enhances consumer protections for high-cost loans under the Home Owners Equity Protection Act by lowering points and fees and interest rate triggers prohibiting the practices that increase the risk of foreclosure. Many home purchasers were lured into loans that offered low teaser rates that reset as much as 50 percent within a few years, making the monthly payment unaffordable. More than \$150 billion in these loans have been reset, and an additional \$300 billion will do so before the end of 2008, according to the Federal Deposit Insurance Corporation.

The Senate is lagging far behind the House in passing various housing legislation this year and it is unlikely that any legislation will be forwarded to the President this session.

HUD NEWS

Guidance for Improving the Quality of CDBG Accomplishment Data in IDIS

HUD's Office of Block Grant Assistance has issued draft guidance on improving the quality of CDBG data in IDIS. Missing, incomplete, and inaccurate data reflects negatively on the CDBG program because it does not tell the full story of the program's accomplishments nationwide. Accurate data serves to promote the program during the budget and appropriation processes.

The attached draft guidance addresses the types of errors that edits cannot prevent and identifies the steps that should be taken to correct them. It instructs grantees on how to improve the reporting of accomplishment data, unresolved errors on Data Cleanup worksheets, incorrect matrix codes, missing or incomplete performance measurement data, missing income data, and other areas where most data errors occur. Please use the guidance as a resource when entering CDBG accomplishment data into IDIS.

NCDA NEWS

2008 Winter Legislative and Policy Conference

NCDA will hold its 2008 Winter Legislative and Policy Conference in Washington, DC on January 23-25. The draft conference agenda, hotel information, and registration information are attached. You can also access this information through NCDA's website at <http://www.ncdaonline.org>. The Winter Legislative and Policy Conference provides participants with the opportunity to visit their congressional members to advocate for CDBG and HOME funding, hear timely program updates from congressional and HUD staff, learn best practices from your peers, and network with community development professionals from across the country. The Winter Conference will also be the venue for the Terrence R. Duvernay HOME Program Awards of Excellence, which will be awarded during a ceremony on Capitol

Hill. A block of rooms has been reserved at the Westin Washington, DC City Center Hotel (formerly the Wyndham Hotel) at the rate of \$175 per night. Register early, the room block is limited!

Terrence R. Duvernay HOME Program Awards of Excellence; Deadline Extended Until December 15, 2007

NCDA will honor the memory of its good friend and Past-President, Terrence (Terry) Duvernay, by establishing an award in his name. The Terrence R. Duvernay HOME Program Awards of Excellence will recognize member jurisdictions for outstanding work in the HOME Program. The awards will be presented during NCDA's Winter Conference in January. We encourage our members to apply for this prestigious award by completing the short application form that is attached to this newsletter and return it to NCDA **no later than December 15, 2007.**

2008 CD Week Brochure

National Community Development Week will be celebrated the week of March 24-30, 2008. To help you begin planning your CD Week activities, NCDA has developed a CD Week Planning Guide brochure (attached). It is vital that all CDBG grantees celebrate and raise awareness of the good work that CDBG provides to communities nationwide during the 2008 CD Week. It is also vital that grantees begin to plan their CD Week activities now. This year we are asking all CDBG grantees to meet with their congressional members at their district offices during CD Week. With the continued assault on program funding by the Administration, it is vital that congressional members hear from all CDBG grantees on the need for increased funding for the program. The attached brochure provides specific guidance to grantees in meeting with congressional members. We hope you will find this brochure useful as

you develop and implement your CD Week activities.

NCDA Membership Directory

NCDA is in the process of compiling its 2007-2008 Membership Directory. If any of your information has changed (name, address, phone number, fax number, e-mail address), please complete the enclosed membership update form and fax it back to us at 202-887-5546.

New Members Corner

NCDA would like to welcome the following new members to the association.

Borough of Danielson, CT
Borough of Naugatuck, CT
Town of East Haven, CT
Town of Winchester, CT
Torrington, CT
North Little Rock, AR

New National Urban Initiatives Competition Focuses on Problems in American Cities

Clark University (Worcester, MA), Community Development Training Institute (Newport, RI), Freddie Mac (Washington, DC), University of Massachusetts Amherst and the National Community Development Association are working together on a National Urban Initiatives

Competition. Proposals (policy papers) will be accepted in each of the following categories: (1) affordable and sustainable housing; (2) neighborhood-based economic development; and (3) financial services to low-income communities. Cash awards in the amount of \$25,000 will be given to the winners in each category. Second place winners will receive cash awards of \$2,500. Proposals will be evaluated in three key categories: (1) originality/creativity; (2) practicality; and (3) financial feasibility for legislative implementation.

All applicants must include a representative from an institution of higher education (junior colleges included), along with a local government entity and/or a non-profit organization. The evaluation process will involve two steps. Step I will include a desk review of the proposal (an abstract proposal) by selected experts in the field of community development who will cull down the proposals to three in each category. Step II – a panel of judges will review the proposals (policy paper) and decide upon a winner in each category. Winners will be asked to present their papers at a two-day National Urban Initiatives Conference at Clark University on September 18-19, 2008. The call for papers was issued in September 2007 and the submission of Step I abstracts will be due on January 25, 2008. Step I of judging will be completed February 1, 2008 to March 14, 2008 and all applicants will be notified of the Step I decisions by March 15, 2008. The Step II papers for the finalists will be due by June 30, 2008. For more information, contact Dr. Mark Tigan or Megan Reagon at mtigan@clarku.edu or mreagon@clarku.edu or go to the following website www.clarku.edu/departments/idce/researchActivities_CDTI.cfm

Attachments:

- **2008 Draft Winter Conference Agenda and Registration Form**
- **Terrence R. Duvernay HOME Awards of Excellence Application**
- **2008 CD Week Brochure**
- **Membership Update Form**
- **Guidance for Improving the Quality of CDBG Accomplishment Data in IDIS**

**U. S. Department of Housing and Urban Development
Budget Chart**

Program	FY07 Enacted Level	FY08 President's Request	FY08 Conference Report
Community Development Fund	\$3.77 billion	\$3.0 billion	\$4.00 billion
<i>Set-Asides:</i>			
Native American Housing	[\$60 million]	[\$57 million]	\$0
EDI Special Purpose Grants	\$0	\$0	[\$183.5 million]
Technical Assistance	\$0	[\$3 million]	\$0
Neighborhood Initiatives	\$0	\$0	[\$26.5 million]
Working Capital Fund	[\$1.6 million]	[\$2 million]	\$0
<i>Total Set-Asides</i>	<i>\$68.6 million</i>	<i>\$62 million</i>	<i>\$210 million</i>
Formula Grants	\$3.71 billion	\$2.931 billion	\$3.790 billion
Sect. 108 Loan Guarantees	\$137.5 million	\$0	\$205 million
Brownfields	\$9.9 million	\$0	\$10 million
HOME Program	\$1.757 billion	\$1.967 billion	\$1.767 billion
<i>Set-Asides:</i>			
Housing Counseling	[\$41.6 million]	funded separately	[\$50 million]
Technical Assistance	[\$9.9 million]	[\$10 million]	[\$12.5 million]
Working Capital Fund	[\$990 thousand]	[\$3 million]	[\$1 million]
ADDI	[\$24.7 million]	[\$50 million]	[\$15 million]
<i>Total Set-Asides</i>	<i>\$77 million</i>	<i>\$63 million</i>	<i>\$78.5 million</i>
Formula Grants	\$1.68 billion	\$1.904 billion	\$1.68 billion
Homeless Programs	\$1.472 billion	\$1.586 billion	\$1.586 billion
Lead Hazard Control	\$151 million	\$116 million	\$145 million
Section 202	\$735 million	\$575 million	\$735 million
Section 811	\$236 million	\$125 million	\$237 million
HOPWA	\$286 million	\$300 million	\$300 million

Program	FY07 Enacted Level	FY08 President's Request	FY08 Conference Report
Self-Help/Asst. Homeowner Opportunity Program	\$49 million	\$70 million	\$60 million
SHOP	\$20 million	\$39 million	\$26.5 million
NCDI	\$28 million	\$30 million	\$33.5 million
Housing Assistance Council	\$0	\$0	\$0
La Raza	\$0	\$0	\$0
Housing Partnership Network	\$0	\$0	\$0
Native Am. Ind. Hsg.	\$0	\$0	\$0
Habitat for Humanity	\$0	\$0	\$0
Tenant-Based Rental Assist.	\$15.920 billion	\$16 billion	\$16.436 billion
Project-Based Rental Assist.	\$5.976 billion	\$5.813 billion	\$6.381 billion
PH Capital Fund	\$2.44 billion	\$2.024 billion	\$2.438 billion
PH Operating Fund	\$3.864 billion	\$4.0 billion	\$4.2 billion
HOPE VI	\$99 million	\$0	\$120 million
Native American Housing Block Grant	\$624 million	\$627 million	\$630 million
Native Hawaiian Housing Block Grant	\$8.7 million	\$6 million	\$9 million
Indian Housing Loan Guarantee (credit subsidy)	\$6 million	\$7.45 million	\$7.45 million
Native Hawaiian Loan Guarantee	\$891 thousand	\$1 million	\$1 million
Rural Housing & Economic Development	\$16.83 million	\$0	\$17 million
Fair Housing	\$45.5 million	\$45 million	\$50 million
University Programs*	\$21 million	\$29 million	\$23 million

*grants to institutions of higher education funded under Section 107 including HBCUs, Alaska Native Serving Institutions, Native Hawaiian Serving Institutions, tribal colleges and universities, and Hispanic Servicing Institutions.

**13.a. New Business
Proposed Amendment
To FY 2007/2008
Agreement By and
Between the City of
Vallejo and Greater
Vallejo Recreation
District**

**13.a. New Business
Proposed Amendment to Fiscal Year
2007/2008 Agreement By and Between
the City of Vallejo and Greater Vallejo
Recreation District (GVRD)**



CITY OF VALLEJO

COMMUNITY DEVELOPMENT COMMISSION Date: December 6, 2007

TO: Chair and Commissioners

FROM: Laura J. Simpson, Housing and Community Development Manager
Guy L. Ricca, Senior Community Development Analyst *Guy L. Ricca*

SUBJECT: PROPOSED AMENDMENT TO FISCAL YEAR (FY) 2007/2008
AGREEMENT BY AND BETWEEN THE CITY OF VALLEJO AND
GREATER VALLEJO RECREATION DISTRICT (GVRD)

BACKGROUND AND DISCUSSION

The City of Vallejo has executed a CDBG Agreement with Greater Vallejo Recreation District (GVRD) for FY 2007/2008 to provide summer camp activities for low- and moderate-income children in City Park, and at the North Vallejo Community Center. Pursuant to the Agreement, funds are provided based on performance, e. g., the number of clients served or units of service provided.

During the summer of 2007, GVRD provided camp activities that were well-received and successful. However, primarily because this is a new program, GVRD did not serve as many clients as projected, or as specified in the Agreement. GVRD has requested an amendment to the Agreement, lowering the number of clients required to be served. If approved by the City, this will enable GVRD to be fully reimbursed for its expenses during the summer of 2007.

A total of \$43,000 in FY 2007/2008 CDBG social services funds was allocated to GVRD to provide summer camp activities. Some of this funding was provided as part of the City Park Neighborhood Preservation Project, which totals \$467,000 in funding, and includes such things as infrastructure improvements, crime prevention, and code enforcement.

As of September 30, 2007, GVRD has incurred \$20,931.80 in expenses for this program. The Agreement requires GVRD to serve 160 clients in order to be fully reimbursed. A total of 42 clients were served, 97 percent of whom were children from very low-income families. Pursuant to the Agreement's current terms, i. e., based on 42 clients served, GVRD is eligible for \$11,287.50 in reimbursement at this time.

While GVRD's request is a large reduction in the project objective, staff recommends this amendment request be approved, because: (1) amending the project objective will reflect reality. Because this was a new service, and in the case of City Park, in a new and previously under-served location, the level of usage of this program was a projection by GVRD and the City, and was difficult to predict with certainty; and (2) the City has received valuable services to very low-income children from GVRD through this program.

Fiscal Impact

The Commission's recommendation may result in GVRD receiving an additional reimbursement of \$9,644.30 for CDBG-funded services it provided in the summer of 2007.

RECOMMENDATION

Adopt the enclosed resolution recommending the City Council approve an amendment to the FY 2007/2008 CDBG Agreement by and between the City of Vallejo and GVRD.

ALTERNATIVES CONSIDERED

The City may choose to deny GVRD's request for an amendment to the CDBG Agreement, lowering the number of clients required to be served in FY 2007/2008 from 160 clients, to 42 clients. However, staff believes this amendment is justified, since this was a pilot program, which provided a valuable service to residents of CDBG Target Area Neighborhoods. GVRD has partnered with the City as part of a larger effort to preserve and revitalize Target Area Neighborhoods. Therefore, no other alternatives were considered.

ENVIRONMENTAL REVIEW

Not applicable.

PROPOSED ACTION

Recommend to the City Council that it approve an amendment to the Agreement by and between the City of Vallejo and GVRD for summer camp activities.

DOCUMENTS ATTACHED

Attachment "A" – Resolution

Attachment "B" – Letter from GVRD dated November 9, 2007

PREPARED BY/CONTACT:

Guy L. Ricca, Senior Community Development Analyst, (707) 648-4395, or gricca@ci.vallejo.ca.us.

RESOLUTION

BE IT RESOLVED by the Community Development Commission of the City of Vallejo as follows:

THAT WHEREAS, for Fiscal Year (FY) 2007/2008 the City allocated Federal Community Development Block Grant (CDBG) Program funds to Greater Vallejo Recreation District (GVRD) to provide summer camp activities in City Park and at North Vallejo Community Center.

WHEREAS, because this was a pilot program, the number of clients served was lower than projected, or as specified in the executed CDBG Agreement.

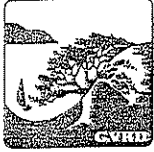
WHEREAS, GVRD has requested an amendment to the Agreement, lowering the number of clients required to be served.

WHEREAS, approval of this amendment by the City will enable GVRD to be fully reimbursed for its expenses during the summer of 2007.

WHEREAS, GVRD has partnered with the City as part of a larger effort to preserve and revitalize Target Area Neighborhoods.

WHEREAS, staff recommends the City amend the Agreement per GVRD's request.

NOW THEREFORE BE IT RESOLVED that the Community Development Commission of the City of Vallejo hereby recommends that the Vallejo City Council amend the CDBG Agreement with GVRD for summer camp services during FY 2007/2008 as described in the attached staff report to the Community Development Commission regarding GVRD dated December 6, 2007.



GREATER VALLEJO RECREATION DISTRICT

Board of Directors
Janet Laine
Liat Meitzenheimer
Michael Palmaffy
William Pendergast III
Dale Welsh

General Manager
Shane McAfee

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

November 9, 2007

Mr. Guy Ricca,
Sr. Community Development Analyst
City of Vallejo
CDBG Program
200 Georgia Street
Vallejo, CA 94590

Dear Mr. Ricca:


This letter is in reference to the CDBG funded summer camp programs provided last summer by GVRD at the City Park and North Vallejo Community Center day campsites. This seven-week program was conducted at each campsite from June 25 to August 10, 2007. The uniqueness of this program consisted of seven theme weeks providing a new theme with new field trips and programming each week, thus, providing participants an extended variety of fun cognitive-learning experiences.

A total of 42 unduplicated youth attended the program last summer, many of whom registered to attend several weekly sessions due to the popularity of the program. As a pilot program, we are requesting to use this year's program attendance number as the sample mean for the future. Also, it is requested that Exhibit A of the agreement be amended from the unrealistic projected number of 80 unduplicated participants per summer to the actual number served last summer.

GVRD was reimbursed in the amount of \$11,287.50 based on the projected cost of \$268.75 per unduplicated participant as projected in Exhibit A of the agreement. The approved program cost to GVRD was \$20,931.80, and we therefore request reimbursement for the difference in the amount of \$9,644.30.

Should you have any questions, please contact me at 648-4646.

Sincerely,


Phillip McCoy
Recreation Superintendent

RECEIVED
City of Vallejo
Housing and Community
Development Division

NOV 10 2007

Referred to _____

Mission Statement:

Building community and enhancing quality of life through people, parks, and programs.

web site: www.gvrd.org

**13.b. New Business
Rules of Order
And Procedure**

**13.b. New Business
Rules of Order and Procedure**

CITY OF VALLEJO
COMMUNITY DEVELOPMENT COMMISSION
RULES OF ORDER AND PROCEDURE

BE IT RESOLVED by the Community Development Commission of the City of Vallejo, California, hereinafter referred to as the Commission, that the following rules of order and procedure are adopted for the transaction of business and conduct of the meetings of the Commission pursuant to the ordinance establishing the Community Development Commission (No. 557 N.C. (2d), Chapter 2.47).

RULES OF ORDER AND PROCEDURE

SECTION 1. ELECTION AND TERMS OF OFFICE

- 1.01. Election of Chairman/Chairwoman and Vice Chairman/Vice Chairman. At the regular meeting of the Commission held in June of each year, the Commission shall elect a Chairman/Chairwoman and Vice Chairman/Chairwoman who shall not serve more than two one-year consecutive terms. The Chairman-/Chairwoman and Vice Chairman/Vice Chairwoman elected at the June meeting shall begin their term of office at the next regular meeting of the Commission.
- a. At the regular meeting of the Commission held in March of each year, the Presiding Officer (Chairman/Chairwoman) shall announce to the Commission that there will be an election of officers in June. The Presiding Officer shall then ask for nominations for Chairman/Chairwoman and Vice Chairman/Vice Chairwoman. The nominations received at the March meeting shall be placed before the Commission for consideration during the election of officers in June.

- b. The Presiding Officer and the Commission may consider, at the June meeting, nominations other than those obtained through the process outlined in 'a' above.
- 1.02. Filling Vacancies in Office. In case of a vacancy in any office, it shall be filled by an election held in the first quarter subsequent, and such replacement shall be for the duration of the unexpired term of such office.
 - 1.03. Conduct of Election. Elections shall be by nomination. The member receiving votes in an amount equal to or greater than the majority (51%) of the members present where at least a quorum exists shall be declared elected.
 - 1.04. Initial Election. The initial election of a Chairman/Chairwoman and a Vice Chairman/Vice Chairwoman shall be conducted prior to the first regularly scheduled meeting of January 1, 1981. The term of office for those elected at this meeting shall be six (6) months.
 - 1.05. Terms of Office. No Commissioner shall serve more than two one-year consecutive terms as Chairman/Chairwoman and Vice Chairman/Chairwoman.

SECTION 2. DUTIES

- 2.01. Officers
 - a. The Chairman/Chairwoman. The Chairman/Chairwoman, or in his/her absence, the Vice Chairman/Vice Chairwoman, shall preside at all meetings of the Commission. They shall perform the duties necessary or incidental to their offices.
 - b. Vice Chairman/Vice Chairwoman. In the event of the absence of the Chairman/Chairwoman or his/her inability to act, the Vice Chairman/Vice Chairwoman shall take his/her place and perform his/her duties.

- c. Parliamentarian. The Chairman/Chairwoman shall appoint a Parliamentarian who shall be responsible for providing the Chair recommendations with regards to the interpretation and proper application of the Rules of Order.
- d. Presiding Officer. The Chairman/Chairwoman shall call the Commission to order. Upon the late arrival of the Chairman/Chairwoman, the Vice Chairman/Vice Chairwoman shall immediately relinquish the Chair at the conclusion of the business immediately before the Commission. In the absence of the Chairman/Chairwoman and Vice Chairman/Vice Chairwoman, the senior member of the Commission shall call the Commission to order, and act as temporary Presiding Officer. If no one senior member exists, then in the absence of the Chairman/Chairman or Vice Chairman/Vice Chairwoman, the member whose name (last name first) is alphabetically first shall call the Commission to order, and act as temporary Presiding Officer. Upon the arrival of the Chairman/Chairwoman or Vice Chairman/Vice Chairwoman, the temporary presiding Officer shall immediately relinquish the Chair at the conclusion of the business immediately before the Commission. The person holding the Chair in accordance with this rule is designated the Presiding Officer. With consent of the Commission, the Presiding Officer may make decisions concerning the conduct of the meeting, including extensions of time as requested.
- e. Officers of the Commission will consult with assigned Community Development staff, other Officers, and other Commissioners in a mutually respectful and timely manner to obtain additional information which may be desired.

2.02. Staff

- a. Secretary. The Community Development Director or his/her designee shall serve as Secretary to the Commission. The Secretary shall keep minutes of each meeting and shall record the official actions taken. On all official actions where a vote is taken,

the Secretary shall take the vote by roll call, in alphabetical order, with the Chairman/Chairwoman voting last. The Secretary shall certify each official document and resolution of the Commission, maintain records of operation, and perform such other duties as the Commission assigns or prescribes.

- b. Administrative Officer. The Director of Community Development or his/her designee shall be the Administrative Officer of the Commission. He/She shall furnish professional and technical advice to the Commission and shall assist the Commission in the discharge of its duties and responsibilities.

2.03. Commissioners. The duties and responsibilities of Commissioners include:

- a. Attending the meetings of the Commission.
- b. Reviewing the reports and information in Community Development Commission monthly agenda packets in a timely manner.
- c. Participating on committees.
- d. Maintaining a working understanding of the governmental regulations and requirements for eligibility for activities and the funding of activities within the Community Development Program.
- e. Consulting with assigned Community Development staff in a mutually respectful and timely manner to obtain additional information which may be desired.
- f. Promoting communication with the assigned City Council Liaison to promote understanding of issues and concerns for activities and programs affecting neighborhoods and the community to achieve funding support and solutions.
- g. Acting as a liaison to neighborhoods and groups to promote:

- (1) knowledge of the Community Development Program; and

- (2) understanding of eligibility requirements for program funding.
- h. Acting as a liaison between the neighborhoods/groups and the Commission to promote:
 - (1) knowledge of how to achieve solutions to problems affecting quality of life by working with various city agencies and departments; and
 - (2) a platform or channel of communication whereby the issues, concerns, and needs of neighborhoods and their residents may be heard/voiced.
- i. Promoting an overall assessment of the needs of the community and making recommendations as to how Community Development funding can best be utilized to fit/interrelate to fulfill community needs.
- j. Monitoring and evaluating the effectiveness of Community Development funded programs.
- k. Promoting continued governmental funding for Community Development programs.
- l. Promoting knowledge of and participation in Community Development programs.
- m. Promoting interactions and communication with other City Commissions, departments, and community agencies/organizations to plan and fund programs/activities.

SECTION 3.

MEETINGS OF THE COMMISSION

- 3.01. Regular Meetings. The Commission shall hold regular meetings on the first Thursday at 7:30 p.m. in the months of September, December, March, and June.

Should important business require the action of the Commission in July, August, October, November,

January, February, April, or May, a special meeting may be held.

3.02. Special Meetings.

- a. The Commission shall hold special meetings at such times and places as the Commission may determine, and such meetings shall be in sessions which are open to the public. Special meetings may be called by the Chairman/Chairwoman for any time, and must be called by him/her upon the written request of three or more members of the Commission filed with the Secretary.
- b. Written notice of every special meeting shall be delivered to each member of the Commission, and to each local newspaper of general circulation, radio or television station requesting notice in writing, at least seventy-two (72) hours before the time of such meeting as specified in the notice.
- c. The call and notice shall specify the business to be transacted at the special meeting. No other business shall be considered at such meeting by the Commission.

3.03. Closed Sessions. The Commission may not hold closed sessions.

3.04. Adjournment of Meetings. The Commission may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum of the Commission may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary of the Commission may declare the meeting adjourned to a stated time and place, and shall cause a written notice of the adjournment to be given in the same manner as provided in Section 3.02.b for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of adjournment.

- 3.05. Quorum. A quorum for conducting business shall be a majority of the members of the Commission seated (vacant and unfilled positions are unseated).
- 3.06. Official Action. Except as noted below in subsection 3.06(a), every official action taken by the Commission shall be by motion or resolution adopted by the affirmative vote of a majority of the quorum present of the Commission. Each member when present must vote upon all propositions, except on matters involving the consideration of his/her own official conduct, or in which his/her own personal business interests are involved.
- a. A two-thirds affirmative vote of the Commission shall be necessary to either: (1) change the priority, as indicated on the City's approved annual Block Grant application, in which projects are funded, or (2) to delete projects included on the approved annual Block Grant application.
- 3.07. a. Order of Business. At regular meetings the order of business shall be as follows:
- (1) Call to Order
 - (2) Pledge of Allegiance
 - (3) Roll Call
 - (4) Approval of Agenda
 - (5) Presentations
 - (6) Approval of Minutes
 - (7) Communications
 - (8) Community Concerns
 - (9) Public Hearings
 - (10) Committee Reports

- (11) Chairman's/Chairwoman's Report
- (12) Staff Report
- (13) New Business
- (14) Old Business
- (15) Comments from Commissioners
- (16) Adjournment

With the consent of a majority of the Commission, the above regular order of business may be suspended or varied at any time upon order of the Presiding Officer.

- b. Additions to Agenda. To have an item placed on the agenda, Commissioners shall contact the Chairman/Chairwoman at least fourteen (14) calendar days prior to the meeting.
- 3.08. Roll Call. Before the Commission shall proceed with the business of the Commission, the Secretary shall call the roll of the members and the names of those present shall be entered in the minutes. The later arrival of any absentee shall also be entered in the minutes with the time of arrival to be noted.
- 3.09. Reading of Minutes. Unless the reading of the minutes of a Commission meeting is requested by a member of the Commission, such minutes may be adopted without reading, by order of the Presiding Officer.
- 3.10. Manner of Addressing Commission.
- a. Protocol. Each person addressing the Commission shall give his or her name and address in an audible tone of voice for the record. All remarks shall be addressed to the Commission as a body and not to any member thereof. No person, other than the Commissioners and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Commission, without the permission of the Presiding Officer. No question shall be asked of

the Commission or member of the staff except through the Presiding Officer. No person shall be allowed to speak twice until others desiring to do so have had the opportunity to speak.

- b. Spokesman/Spokeswoman for a Group of Persons. Whenever any group of persons wishes to address the Commission on the same subject matter, it shall be proper for the Presiding Officer to request that a spokesman/spokeswoman be chosen by the group to address the Commission, and in case additional data or argument is to be presented at the time by any other member of said group, to limit the number of persons so addressing the Commission and the scope of their remarks so as to avoid unnecessary repetition.
- c. Citizen Participation Encouraged. The Commission shall encourage citizen participation in all matters of Old and New Business before it. In the course of conducting Old and/or New Business other than public hearings, the Presiding Officer shall canvass the audience in an orderly manner to receive questions and comments pro or con. Citizen participation in other parts of the agenda shall be at the discretion of the Presiding Officer.
- d. Community Development Staff. Assigned Community Development staff may address Commissioners through the Presiding Officer.

3.11. Decorum of Commission Members. While the Commission is in session, the members must preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission, nor disturb any member, nor refuse to obey the orders of the Commission or the Presiding Officer. Commissioners may address assigned Community Development staff through the Presiding Officer.

The Chairman/Chairwoman of the Community Development Commission may censure any member for violating the approved Rules of Order and Procedure. Staff

or the Parliamentarian may also recommend to the Chairman/Chairwoman that a member be censured for Violating the Rules of Order. Any member may be censured regarding a particular item or issue before the Commission, if he/she is a Board member or representative of an organization requesting or receiving Community Development Block Grant (CDBG) funds, and refuses to declare his/her involvement.

3.12. Public Hearings. In the conduct of any public hearing, the procedure shall be as follows:

- a. Presiding Officer declares the public hearing open;
- b. Secretary reads the item of business;
- c. Secretary reads communications, if any;
- d. Staff report is given;
- e. Commission hears those present;
 - (1) Chairman/Chairwoman is to canvass the audience in orderly sequence to determine who would like to speak. All speakers and Commissioners are to abide by the rules of the Commission which govern the "Manner of Addressing Commission" (Section 3.10);
 - (2) There shall be a five minute time limit for the presentations of organizations and citizens at public hearings. This limitation does not apply to questions by Commissioners and responses by the speaker. The time limit may be revised for all participants upon the majority approval of the Commission.
 - (3) During the public hearing, Commissioners may ask speakers questions to obtain a better understanding of their comments, concerns, and/or proposal. Commissioners shall not provide their personal opinions, ideas, or comments until after the Public Hearing has been closed.

- f. Secretary presents summary and makes recommendation;
- g. Questions by the Commissioners are allowed at all stages of the hearing. Final discussion and questions by Commissioners after Secretary's summary;
- h. The Presiding Officer closes the hearing;
- i. Commission action by resolution, if necessary, including any necessary findings;
- j. Discussion of resolution and amendments, if any; and
- k. Vote by roll call.

3.13. Recording of Meetings. Subject to the conditions and limitations set forth herein, any person may make a recording of, and radio and television stations shall be permitted to broadcast and telecast, either directly or by means of transcription and film, public sessions of regular or special meetings of the Commission. No recording machine, or other equipment capable of making a recording, shall be set up or activated without the Commission having received prior notice that such will be done. If the recording machine, or other equipment requires the use of electricity, other utilities, or extra space, arrangements shall be made with the Community Development Director a reasonable period of time prior to the meeting at which such recording, broadcast or telecast is to be made. Cameras and other equipment must operate silently, and not require auxiliary lighting, unless otherwise approved by the Commission. The Commission may deny any person the right to make a recording of its meeting if it determines that such will unreasonably impede the conduct of the meeting, or unreasonably interfere with the rights of other citizens in attendance.

3.14. Breaks. The Chairman/Chairwoman shall be responsible for adjourning and convening the Commission for breaks.

- 3.15. Attendance. Commissioners are to attend all meetings of the Community Development Commission.

SECTION 4. DUTIES AND PRIVILEGES OF COMMISSION MEMBERS

4.01. Rules of Debate:

- a. Presiding Officer. The Presiding Officer may debate and vote. The Presiding Officer shall not be deprived of any of the rights and privileges of a Commissioner by reason of acting as the Presiding Officer. Prior to making a motion or resolution, the Presiding Officer shall relinquish the Chair. Upon the completion of the vote on the motion, the Presiding Officer will automatically regain the gavel and continue to Chair the meeting.
- b. Obtaining the Floor; Improper References to be Avoided. Every Commissioner desiring to speak shall address the Chair, and upon recognition by the Presiding Officer shall confine himself or herself to the question under debate, avoiding all improper language.
- c. Interruptions. A Commissioner, once recognized, shall not be interrupted when speaking unless it is to call the Commissioner to order. If a Commissioner is called to order while speaking, he/she shall cease speaking until the question of order is determined and, if in order, shall be permitted to proceed.
- d. Restriction of Discussion. Except for purposes of inquiry or furnishing information to the Commission, Commissioners shall speak only to a duly introduced motion or resolution and then only when recognized by the Presiding Officer.
- e. Limitation of Debate. No Commissioner shall speak more than once upon any one subject until every other Commissioner wishing to speak thereon has spoken.

- f. Speaking to Topic. Commissioners shall only speak to the topic. The Chairman/Chairwoman shall rule any Commissioner not speaking to the topic out of order.

4.02. Voting

- a. Quorum. A quorum shall be a majority of the seated members.
- b. Abstention. A Commissioner excused from voting has forfeited his/her right to vote and it shall not be counted for any purpose.
- c. Vote; Tie Vote. Except as otherwise provided by these Rules of Order and Procedure, the City Charter or by general law, the vote of the majority of a quorum of the members of the Commission shall be necessary to adopt any resolution or motion. Any question on which the vote is tied, is lost.
- d. Demand for Roll Call. Upon demand of any Commissioner, or by direction of the Presiding Officer, the roll shall be called for yeas and nays upon any motion before the Commission. A Commissioner shall not explain or comment on his/her vote during or after roll call, except upon consent of the Presiding Officer.

4.03. Personal Privilege. The right of a Commission member to address the Commission on a question of privilege shall be limited to cases in which the Commissioner's integrity, character or motives are assailed, questioned or impugned.

4.04. Dissents and Protests. Any Commissioner shall have the right to dissent from any action of the Commission or ruling of the Presiding Officer and have the reason therefore entered in the minutes. Such dissent shall be in writing, couched in respectful terms, and presented to the Commission not later than the next regular meeting following the date of said action.

- 4.05. Excused During Meeting. A Commissioner shall leave the Chamber while the Commission is in session only with the permission of the Presiding officer.

SECTION 5. COMMISSION PROCEDURES

- 5.01. Second Required. Commission procedure requires a second to any resolution or motion made by a Commissioner. There shall be no discussion on the motion until a second has been made.

- 5.02. Precedence of Motions. When a question is before the Commission, no motion shall be entertained except:

- a. to adjourn
- b. to fix the hour of adjournment
- c. to lay on the table
- d. to call the previous question
- e. to postpone to a certain day
- f. to refer
- g. to amend
- h. to substitute
- i. to postpone indefinitely

These motions shall have the precedence in the descending order indicated. Any such motion, except a motion to adjourn, amend, or substitute, shall be put to a vote without debate.

- 5.03. Motions and Resolutions to be Stated by Chair. When a motion or resolution is made, it shall, upon the request of any Commissioner, be stated by the Presiding Officer before debate. Any Commissioner may demand that it be put in writing.

- 5.04. Motions Out of Order. The Commission, by majority vote of a quorum of members, may permit a member to

introduce a resolution or motion out of the regular order of the agenda.

- 5.05. Motion to Adjourn - When Not in Order - When Debatable. A motion to adjourn shall be in order at any time, except as follows:
- a. When repeated without intervening business or discussion
 - b. When made as an interruption of a member speaking
 - c. When the previous question has been ordered
 - d. While a vote is being taken, a motion to adjourn is debatable only as to the time to which the meeting is to be adjourned.
- 5.06. Motion to Lay on Table. A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion prevails, consideration of the subject may be resumed only upon motion of a member voting with the majority.
- 5.07. Motion to Call the Previous Question. When a Commissioner makes a motion to call the previous question, the Presiding Officer shall allow no further debate and shall ask, "Shall the main motion now be put?" If the motion carries, the Presiding Officer shall put pending amendments to vote, without debate, in the inverse order of their introduction, before putting the main question to vote. If the question, "Shall the main question now be put?" is decided negatively, the main question and its amendments shall remain before the Commission.
- 5.08. Division of Question. If a question put before the Commission contains two or more separable propositions, the Presiding Officer may, and upon request of a Commissioner, shall, divide the question.
- 5.09. Amendments. When a motion to amend a motion is made, the Presiding officer shall first cause the question to be read as it stands, then the words proposed to be

stricken and added, and finally, the question as it would stand if so amended.

- 5.10. Amend an Amendment. When a motion to amend an amendment has been installed for debate, a motion to amend the same amendment further shall not be in order.
- 5.11. Motion to Postpone. A motion to postpone, except one to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely carries, the main motion is lost.
- 5.12. Reconsideration. Any Commissioner who voted with the majority on a question may move a reconsideration of that question at the same meeting in which the decision was made; provided, however, that a resolution authorizing or relating to a contract may be reconsidered at any time prior to execution of the contract. After a motion for reconsideration has been acted on, no other such motion on the same question shall be made without unanimous consent.
- 5.13. Addition of New Project or Deletion of Existing Project. Any proposed reallocation of CDBG funds requiring an amendment that deletes or adds an activity to the City's Action Plan shall be advertised through the newspaper prior to the meeting. Affected citizens shall be given an opportunity to comment on the proposed changes.
- 5.14. Procedure in Absence of Rule. In the absence of a rule to govern a point of procedure, "Robert's Rules of Order, Revised" shall be used to decide a point of procedure.

SECTION 6. RECORD OF PROCEEDINGS

- 6.01. Contents of Commission Record. The record of any matter brought before the Commission shall include such of the following as pertains to the case:
 - a. Item of business, including all information submitted therewith;

- b. Report of the Community Development Director and other reports on the item as presented to the Commission at a meeting thereof;
- c. All communications received concerning the item;
- d. All significant facts brought out at any meeting of the Commission; and
- e. The record of all actions taken by the Commission on the item.

SECTION 7. COMMITTEES

- 7.01. Standing Committees. When desirable, the Chairman/Chairwoman, with the approval of the Commission, shall appoint standing committees and may, when necessary for the conduct of the Commission business, establish special committees. The following are standing committees: Community Information, Education, and Involvement; Liaison; Social Services; and Procedures.
- 7.02. Ad Hoc Committees. Ad Hoc committees shall be discharged at the conclusion of their assignment.

SECTION 8. POLICIES

- 8.01. Review of Procedures: It shall be the policy of the Commission to review the Community Development Ordinance and the Rules of Order and Procedure at least once a year.
- 8.02. Publicity: The Chairman/Chairwoman, Community Development Director, or Secretary shall make public all official information regarding Commission actions.
- 8.03. Visitation of Sites: It shall be the policy of the Commission to visit sites, either individually or as a body, where it is deemed necessary or advisable.
- 8.04. Travel: Commissioners shall be reimbursed for travel expenses within the guidelines established by City ordinance and City procedures, and within budget

restrictions. Commissioners are encouraged to attend events that are related to Community Development issues. The Commission shall consider requests for travel expenses and forward approved requests to the City Council with a recommendation.

SECTION 9. AMENDMENTS

- 9.01. These rules may be amended by the Commission at any regular meeting; or at any special meeting provided that the proposed amendment is included in the written notice of such meeting.

(Revised August 5, 2004)