

**LODI CITY COUNCIL
SHIRTSLEEVE SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, MARCH 6, 2012**

A. Roll Call by City Clerk

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, March 6, 2012, commencing at 7:00 a.m.

Present: Council Member Hansen, Council Member Johnson, Council Member Katzakian, Mayor Pro Tempore Nakanishi, and Mayor Mounce

Absent: None

Also Present: City Manager Bartlam, Deputy City Attorney Magdich, and City Clerk Johl

B. Topic(s)

B-1 Review of the Annual Community Development Block Grant Funding Requests in the 2012/13 Action Plan (CD)

City Manager Rad Bartlam briefly introduced the subject matter of the 2012/13 Community Development Block Grant (CDBG) funding requests.

Neighborhood Services Manager Joseph Wood provided a PowerPoint presentation regarding CDBG funding requests. Specific topics of discussion included the annual allocation process, federal reductions in the CDBG program, application process, City projects and services, factors to be considered for review, funding availability, public service funding and requests, and CDBG process for current year allocations.

In response to Council Member Johnson, Mr. Wood stated the supplemental County money was a part of the separation process and one-time funds.

In response to Council Member Hansen, Mr. Wood stated there is a concern about losing funds if there is balance left over from a project that is not reallocated because the May 30 snapshot of the fund balance cannot exceed one and a half times the total allocation for the year.

In response to Council Member Hansen, Mr. Wood stated the 7.5% for Fair Housing Services is based on the number of clients it has in Lodi in comparison to the rest of San Joaquin County including Stockton.

In response to Mayor Mounce, Mr. Wood stated the results of the scoring matrix, including the final numbers for each project, will be provided at the public hearing.

In response to Mayor Pro Tempore Nakanishi, Mr. Wood stated the Second Harvest Food Bank is a stable non-profit organization that continues to increase its services despite the City's allocation remaining the same or decreasing because its funding comes from a variety of sources.

In response to Council Member Johnson, Mr. Wood stated the Meals on Wheels program is still operated through the County and an application for CDBG funding was not received this year. Mr. Wood stated the Loel Center is still working on taking over the program from the County.

In response to Council Member Hansen, Mr. Wood stated he will forward to the City Council a list showing an inventory of services available in the community, including food and shelter, as

requested.

In response to Council Member Johnson, Mr. Wood confirmed that Community Partnership for Families is located in the same building as the Human Services Agency.

In response to Council Member Johnson, Mr. Wood stated the El Concilio program is an expansion of the existing program indicating organizational experience with youth programs.

In response to Mayor Mounce, Mr. Wood stated the family reunification service is designed to keep families together to ensure children are not placed into the foster care program.

In response to Council Member Hansen, Mr. Wood stated the Loel Center would like to demolish the building on Washington Street because it is becoming costly to keep up the utilities and insurance and the demolition would be in furtherance of its future goals for that property.

In response to Mayor Mounce, Suzanne Mangum representing Lodi House, stated the newly-acquired triplex for transitional housing has 21 to 26 windows that need to be replaced.

In response to Council Member Johnson, Mr. Wood stated the Housing Authority is now aware of the process for certification to become eligible to receive CDBG funding and will likely be pursuing the same in the near future.

In response to Council Member Hansen, Mr. Wood stated the Housing Authority request is approximately 80% of the \$201,618 total project cost for one house.

In response to Council Member Johnson, Mr. Wood stated the final recommendation on this allocation will reflect that the Housing Authority is not eligible to receive funds at the current time.

In response to Mayor Mounce, Mr. Wood confirmed that the 60/40 split for City and community based projects is Council policy and not a binding mandate.

In response to Council Member Johnson, Mr. Bartlam and Mr. Wood confirmed that there are other Americans with Disabilities Act (ADA) issues other than curb cuts listed in the Transition Plan, which may be eligible for CDBG funding.

In response to Council Member Katzakian, Mr. Bartlam stated CDBG funds were used to address ADA improvements at the Grape Bowl facility.

In response to Mayor Mounce, Mr. Bartlam stated the Council previously provided direction on a 15-year loan in connection with ADA improvements at the Grape Bowl and formal application and approval is pending.

In response to Council Member Hansen, Mr. Wood stated the \$246,216 figure includes public facilities and services for community based organizations.

In response to Mayor Pro Tempore Nakanishi, Mr. Bartlam stated the scoring matrix will provide the City Council with the background and project readiness of the specific requests.

In response to Council Member Hansen, Mr. Bartlam provided a brief overview of the 60/40 split policy previously approved by the City Council, stating facility projects come before service projects.

Dan Crowne spoke in support of an ongoing allocation for the spay and neuter program.

Suzanne Mangum spoke in support of an allocation for the Lodi House transitional housing project.

Dale Gillespie spoke in support of the County Meals on Wheels program being administered by the Loel Center and the efforts to date regarding taking over the program prior to the existing contract expiration in September 2013. In response to Council Member Hansen, Mr. Gillespie stated the County grant covers approximately 70% of the program administration including meals and delivery. Mr. Gillespie also spoke in support of the demolition of the Washington Street property in furtherance of the future goals of the Loel Center.

In response to Council Member Johnson, Mr. Bartlam stated he will provide the City Council with an update regarding the affordable senior housing project by Eden Housing.

In response to Mayor Pro Tempore Nakanishi, Mr. Wood stated the \$111,000 is one-time program income from two outstanding loans from the County.

C. Comments by Public on Non-Agenda Items

None.

D. Adjournment

No action was taken by the City Council. The meeting was adjourned at 8:05 a.m.

ATTEST:

Randi Johl
City Clerk



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Review of the Annual Community Development Block Grant Funding Requests in the 2012/13 Action Plan

MEETING DATE: March 6, 2012

PREPARED BY: Community Development Department

RECOMMENDED ACTION: Review the annual Community Development Block Grant (CDBG) Program funding requests in the 2012/13 Action Plan.

BACKGROUND INFORMATION: A public hearing has been set for March 21, 2012, for the City Council to review and approve the City Manager's recommendations for funding for the 2012/13 CDBG Program.

The City will receive \$630,001 in CDBG funds for 2012/13, a 6.7 percent reduction from 2011/12. That annual allocation is being supplemented with an additional \$111,540 in Program Income, for a total funding amount for 2012/13 of \$741,541. The City Council has a policy of allocating 40 percent of the annual CDBG award (net of administrative costs) to community-based organizations (CBOs), with the remainder going to City projects. There is a 15 percent Public Service Cap on the combined allocation for 2012/13.

The distribution of funds will be as follows:

City projects	\$369,325
CBO projects	\$246,216
<u>Administration</u>	<u>\$126,000 (20% of the 2012/13 Annual allocation)</u>
TOTAL	\$741,541

15% Service Cap \$115,414

At the completion of an application period that ran from January 11 to February 8, 2012, the City received a total of 11 applications from community-based organizations (CBO's) requesting a total of \$389,865.

HUD regulations also place a 15 percent cap on the amount of funding that can be allocated to Public Service activities, whether that be by the City or by a CBO. The City has a total of \$174,500 requested in Public Services (\$104,500 – CBO, \$70,000 – City) and a Service Cap for 2012/13 of \$115,414.

APPROVED:

Konradt Bartlam, City Manager

For the past few years, the City has used a grading/scoring matrix for all CBO funding requests. This was intended to provide a standard of measurement to allow for an empirical rating of applicants. Each application is rated on a grading scale that allows a maximum of 100 points. As staff is still in the process of reviewing the applications and receiving follow up information on many of the funding requests, not all applications have been reviewed through the grading matrix and therefore those comparative scores will not be available until the public hearing on March 21st.

Tables listing the applicants, their funding requests, and activity type are attached as Exhibits A (CBO) and B (City). Comments made at this meeting will be factored into the final recommendations presented by the City Manager.

FISCAL IMPACT: Not Applicable

FUNDING AVAILABLE: 2012/13 CDBG Program



Jordan Ayers, Deputy City Manager

Konrad Bartlam
Community Development Director

Attachments

City of Lodi 2012-13 CBO Applications Received

Project - Organization	Project Description	Activity Type	Fund Request
Fair Housing Services San Joaquin Fair Housing	Provide required fair housing services, including telephone hotline for tenants and landlords, investigation of complaints, and fair housing testing.	Public Service	\$18,000
Food Distribution Programs Second Harvest Food Bank	Provide support for the administration of the Food Assistance and Senior Brown Bag Programs.	Public Service	\$10,000
Farm to Family Program Collaborative of Hunger (Emergency Food Bank & Family Services)	Provide fresh fruit and produce to needy families.	Public Service	\$5,000
Mobile Farmer's Market Emergency Food Bank of Greater Stockton	Offer a mobile farmer's market once a month in Lodi, which includes distribution of free fruits and vegetables, nutrition education, and cooking demonstrations.	Public Service	\$1,500
Family Support Services Community Partnership for Families	Expansion of the existing Service Integration Program for low-income families that need counseling and coordination of service delivery from multiple agencies.	Public Service	\$15,000
Sunrise Program El Concilio	New youth activities program at the Lodi Boy's and Girl's Club for LUSD students on the modified traditional school year calendar who are off-track.	Public Service	\$15,000
Food Programs Salvation Army - Lodi	Expansion of services to needy families and individuals through the Community Dining Hall and the Emergency Food Distribution, Christmas Boxes, and No Child Left Hungry Programs.	Public Service	\$20,000
Family Reunification Services Share Homes Family Services	Funding for Court-ordered supervised visitations and counseling services with the goal of increasing the chances for family reunification.	Public Service	\$20,000
	TOTAL CBO PUBLIC SERVICE FUNDING		\$104,500

City of Lodi 2012-13 CBO Applications Received

Project - Organization	Project Description	Activity Type	Fund Request
Demolition of Adjacent Building - 125 S. Washington LOEL Center & Gardens	Demolition, grading and fencing of site. Interim use will be vegetable garden for LOEL Center. Next phase of development to include either additional parking for LOEL facility or a senior housing project.	Public Facility	\$105,000
Window Replacement at Transitional Housing Facility Lodi House	Retrofit of new energy-efficient windows at transitional housing facility.	Rehabilitation	\$13,000
Affordable Housing Infill Development Housing Authority of the County of San Joaquin	Construction of a new single-family dwelling for affordable housing on a parcel owned by the Housing Authority (418 1/2 Eden).	New Construction	\$167,365
TOTAL CBO PROJECT FUNDING			\$285,365

City of Lodi 2012-13 Internal Applications Received

Project - Department	Project Description	Activity Type	Fund Request	Timeliness
ADA Curb Ramps Public Works	Install ADA-accessible curb ramps at City-owned facilities and at various intersections to comply with ADA standards.	Public Facility	\$199,325	These funds would supplement the \$150,000 allocated through the Separation Agreement with SJC. Project will need to start in 2012 and be completed by Spring of 2013.
Housing Rehabilitation Program Community Development	Provide financial assistance to low-income owner-occupants to rehabilitate their homes.	Rehabilitation	\$120,000	These funds would supplement the \$100,000 allocated through the Separation Agreement with SJC.
Hale Park Sport Court Resurfacing Parks and Recreation	Renovation and resurfacing of existing sport court surface at Hale Park.	Public Facility	\$75,000	We would push to get this project completed in Fall of 2012.
TOTAL CITY PROJECTS REQUESTED			\$394,325	
Spay and Neuter Program Animal Services	Continue the Spay/Neuter Program that offers free spay/neuter services to feral cats and cats and pit bulls owned by low-income households. Animals are also given a rabies shot if needed.	Public Service	\$25,000	Funding would be expended by June 30, 2013.
Graffiti Abatement Public Works	Abate graffiti on public and private properties in the CDBG target areas.	Public Service	\$45,000	Funding would be expended by June 30, 2013.
TOTAL CITY SERVICES REQUESTED			\$70,000	

City of Lodi 2012-13 Internal Applications Received

Project - Department	Project Description	Activity Type	Fund Request	Timeliness
ADA Curb Ramps Public Works	Install ADA-accessible curb ramps at City-owned facilities and at various intersections to comply with ADA standards.	Public Facility	\$199,325 \$224,325	These funds would supplement the \$150,000 allocated through the Separation Agreement with SJC. Project will need to start in 2012 and be completed by Spring of 2013.
Housing Rehabilitation Program Community Development	Provide financial assistance to low-income owner-occupants to rehabilitate their homes.	Rehabilitation	\$120,000	These funds would supplement the \$100,000 allocated through the Separation Agreement with SJC.
Hale Park Sport Court Resurfacing Parks and Recreation	Renovation and resurfacing of existing sport court surface at Hale Park.	Public Facility	\$75,000	We would push to get this project completed in Fall of 2012.
TOTAL CITY PROJECTS REQUESTED			\$195,000 \$299,325	
Spay and Neuter Program Animal Services	Continue the Spay/Neuter Program that offers free spay/neuter services to feral cats and cats and pit bulls owned by low-income households. Animals are also given a rabies shot if needed.	Public Service	\$25,000	Funding would be expended by June 30, 2013.
Graffiti Abatement Public Works	Abate graffiti on public and private properties in the CDBG target areas.	Public Service	\$45,000 \$50,000	Funding would be expended by June 30, 2013.
TOTAL CITY SERVICES REQUESTED			\$70,000 \$75,000	

2012/13

CDBG Funding Requests

Presented by
Community Development Department

March 2012

CDBG Funding Requests 2012/13

- Annual Allocation Process
 - 4rd Year as an Entitlement Community
 - Receiving CDBG Funds Directly From U.S. Department of Housing and Urban Development (HUD)
 - 5-Year Consolidated Plan

 - Federal Budget Includes Reductions in CDBG Program
 - Confirmed allocation amount of \$630,001.
 - 6.7% Reduction from 2011/12.
 - Supplemented with \$111,540 Program Income

 - Total Funding Amount for 2012/13 - \$741,541
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CDBG Funding Requests 2012/13

- Application Process

- 11 applications received from Community-Based Organizations (CBO) totaling \$389,865.
 - 8 of those were for Public Service activities requesting \$104,500.
 - 3 for Capital Improvement/Housing Projects requesting \$285,365.
 - 4 City Projects/Services identified.
 - 2 Public Services – \$75,000.
 - 2 Capital Projects – \$299,325.
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CDBG Funding Requests 2012/13

- Factors to consider during review.
 - HUD Regulations
 - Program Administration Cap of 20%
 - Public Service Cap of 15%
 - Timely Expenditure of CDBG Funds
 - Council Policies
 - Preference for Projects over Services.
 - 60% Set-aside for City – 40% for CBO's.
 - Scoring Matrix
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2012/13 CDBG Funding Availability

2012/13 CDBG Allocation	\$630,001
Program Income	\$111,540
Combined Allocation Amount	\$741,541
Program Administration <i>20% of 2012/13 Allocation</i>	(\$126,000)
Adjusted Balance Available for Distribution	\$615,541
60% Set-aside for City Projects/Services	\$369,325
40% Set-aside for CBO Projects/Services	\$246,216

Service/Project Agency/Organization	Activity Type	Funding Request
Fair Housing Services SJC Fair Housing	Public Service	\$18,000
Food Distribution Programs Second Harvest Food Bank	Public Service	\$10,000
Farm to Family Program Collaborative of Hunger	Public Service	\$5,000
Mobile Farmer's Market Emergency Food Bank	Public Service	\$1,500
Family Support Services Community Partnership for Families	Public Service	\$15,000
Sunrise Program El Concilio	Public Service	\$15,000
Food Programs Salvation Army	Public Service	\$20,000
Family Reunification Services Share Homes Family Services	Public Service	\$20,000

Service/Project Agency/Organization	Activity Type	Funding Request
Demolition of 125 S. Washington LOEL Center & Gardens	Public Facility	\$105,000
Window Retrofit at Transitional Housing Lodi House	Public Facility	\$13,000
Affordable Housing Infill Development Housing Authority	New Construction	\$167,365

Service/Project Agency/Organization	Activity Type	Funding Request
ADA Curb Ramps Public Works	Public Facility	\$224,325
Hale Park Sport Court Resurfacing Parks & Recreation	Public Facility	\$75,000
Spay and Neuter Program LPD – Animal Services	Public Service	\$25,000
Graffiti Abatement Public Works	Public Service	\$50,000

2012/13 CDBG Funding

- **Public Service Funding**

- Capped at \$115,414.

- Graffiti Abatement - \$50,000
- Spay/Neuter Program - \$25,000

- Leaves only \$40,414 for remaining Public Service requests.

- Fair Housing - \$18,000
 - Second Harvest - \$10,000
 - Farm to Family Program - \$5,000
 - Mobile Farmer's Market - \$1,500
 - Community Partnership - \$15,000
 - El Concilio - \$15,000
 - Salvation Army - \$20,000
 - Share Home Family Services - \$20,000
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2012/13 CDBG Funding

- Public Hearing – March 21st.
 - Action Plan 2012/13.
 - Draft Action Plan Document.
 - 30 Day Public Review/Comment Period.
 - Final Document to Council on May 2nd.
 - Submittal to HUD by May 15th.
 - Questions or Comments?
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