

95-0199
Resolution No. _____**STOCKTON CITY COUNCIL****RESOLUTION APPROVING CITY OF STOCKTON'S
REVISED CITIZEN'S PARTICIPATION PLAN FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT, HOME, AND
EMERGENCY SHELTER GRANT PROGRAMS**

WHEREAS, the City of Stockton is eligible for assistance under Title I of the Housing and Community Development Act of 1974, as amended; and

WHEREAS, the City of Stockton is eligible for assistance under Title II (the Home Investment Partnerships Act) of the National Affordable Housing Act of 1990; and

WHEREAS, said Acts, require an applicant for said funds to provide citizens with an adequate opportunity to participate in an advisory role in planning, implementing and assessing the Program; and

WHEREAS, regulations issued pursuant to said Acts, require the applicant to adopt a written Citizen's Participation Plan that provides procedures for citizens to participate in an advisory role in the planning, implementing and assessing of the Program; now, therefore,

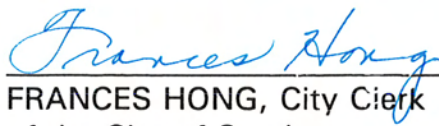
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF STOCKTON AS
FOLLOWS:

That the Citizen's Participation Plan for the Community Development Block Grant, HOME, and Emergency Shelter Grant Programs shall be revised and adopted as shown on attached Exhibit A.

PASSED APPROVED, AND ADOPTED MAY - 1 1995.


JOAN DARRAH, Mayor
of the City of Stockton

ATTEST:


FRANCES HONG, City Clerk
of the City of Stockton

CITY ATTY
REVIEW B.A.
DATE APR 26 1995

95-0199

**CITY OF STOCKTON
CITIZEN'S PARTICIPATION PLAN
FOR THE DEVELOPMENT OF A CONSOLIDATED HOUSING AND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM,
HOME INVESTMENT PARTNERSHIP PROGRAM AND EMERGENCY
SHELTER GRANT PROGRAM**

I. OBJECTIVES

- A. To develop a local process whereby citizens, particularly those who are residents in lower income neighborhoods, who are likely to be affected by proposed community development and housing activities, can participate in the planning, implementation, and evaluation of such programs.
- B. To develop a local process which enables citizens to:
 - 1. Articulate needs
 - 2. Express preferences about proposed activities
 - 3. Assist in the selection of priorities.
 - 4. Be aware of available resources and eligible activities.
 - 5. Generally participate in the development of each application prior to submission and serve in an advisory capacity in policy decisions regarding program implementation.
 - 6. Assess projects and activities to determine whether objectives are achieved.

II. METHODS

- A. There shall continue to exist the Stockton Community Development Committee (hereinafter called CDC), as its membership may be augmented from time to time to assure and increase the broadness of total community representation and as replacement appointments are made. The CDC shall consist of fifteen members. There shall be one member representing each of the eight CDBG neighborhood target areas listed below plus one at large member representing the Mayor and each of the six Councilmembers:

DESIGNATED CDBG NEIGHBORHOOD TARGET AREAS

- Moss Gardens
- McKinley/Taft
- Homestead/Jackson
- Knights Addition/Fairview Terrace
- Fair Oaks
- East Main/Burkett Acres
- Nightingale/Montclair
- Magnolia District

The terms of appointment and appointment criteria for the CDC are as follows:

1. One target neighborhood representative shall be nominated for appointment by official action from each designated target neighborhood organization.
2. Target neighborhood nominees shall be reviewed by the City Councilperson representing the neighborhood who will make a recommendation to the full Council for approval.
3. Targeted neighborhood nominees shall be residents within the neighborhood from which they are nominated.
4. One at large representative shall be nominated by the Mayor and each of six the Councilmembers for full Council approval.
5. Mayoral and Councilmanic at large nominees shall be residents of the City of Stockton.
6. Appointment terms shall be for a period of four years. There shall be no limit to the number of terms served. Terms shall be staggered so that approximately fifty percent (50%) of the terms expire every two years.
7. Terms shall begin on January 1 of the even numbered years (i.e. 1996, 1998, 2000).
8. The term of appointment to fill a vacancy shall be for the unexpired term of the former member. New appointments as a result of expanded committee membership shall be effective from the date of appointment to January 1 of the next even numbered year or the following even numbered year, whichever best maintains the balance of staggered terms as determined by the Council at the time of appointment.

9. Appointments to the CDC shall be made and approved by vote of the City Council.
- B. There shall exist or be created within each residential neighborhood affected, or possibly to be affected, a single neighborhood organization with membership open to every resident or property owner within the area; these groups shall be solicited on a continuous basis by the CDC and staff for input into the community development process as it affects the community at large and their own neighborhood in particular; all major planning proposals affecting them shall be submitted for their consideration, and they shall be involved in constant evaluation of ongoing programs; each shall be encouraged to function principally through a designated representative in its dealings with staff and the CDC to facilitate communication. In order to be recognized by the Council as the official organization for a specific geographic neighborhood the organization must meet the following criteria:
1. The organization shall be formally structured with adopted bi-laws and a board of officers elected by the general membership.
 2. All organizations shall have at least one general membership meeting each year.
 3. All meetings shall be open to the general public as well as all residents and property owners within the area.
 4. All meetings shall be publicized in advance and minutes shall be prepared to record all board decisions.
- C. Technical assistance from City staff shall be continuously available to the CDC so that its Members may adequately participate in planning, implementing and assessing programs. Technical assistance will also be available to other citizen organizations, and particularly those representative of persons of low and moderate income, in developing proposals and statements of views or in organizing neighborhood groups and assisting them in functioning.
- D. Federal regulations places the ultimate responsibility for the development of an application and the execution of a program on the Applicant grantee; hence the CDC constitutes the formal, advisory citizen participation body to the City Council.

The functions of the CDC shall be as follows:

1. To provide a forum and a mechanism whereby citizens, particularly those likely to be affected by community and housing activities in areas where residents are of low and moderate income, have the opportunity to provide meaningful input during all phases of the program.
2. To utilize all possible means of mass media, mailing, telephone, and personal contact to publicize all public hearings, neighborhood meetings and CDC meetings.
3. To provide a means whereby all relevant information may be disseminated to concerned and affected citizens. Such information shall include, but not be limited to, the following:
 - a. Amount of funds available annually under each program;
 - b. The range of eligible activities for each program;
 - c. The identification of various community development and housing programs that become available;
 - d. The processes involved in developing the application and the schedule of meetings and hearings;
 - e. The role of citizens in the program;
 - f. Any other important program requirements
4. Any citizen or citizen group may address the CDC during any scheduled CDC meeting or neighborhood meeting where CDC Members are in attendance, but as the scheduled CDC meetings always have a formal agenda the Chairperson may require that advance agenda time be requested for items that require extended time for meaningful discussion.
5. The CDC shall be involved in development of the Consolidated Plan including the annual applications for the Community Development Block Grant Program, the Home Investment Partnership Program, the Emergency Shelter Grant Program, and similar housing programs or

plans including subsequent amendments or basic changes to any of the above.

- E. During the program year, public hearings will be held as required by federal regulations at times and locations convenient to potential or actual beneficiaries and with accessibility to the handicapped. Hearings may be convened by City staff or by the City Council as appropriate and in conformance with federal regulations to accomplish the following:
1. To obtain the views of citizens, public agencies and other interested parties, relative to community development and housing needs and to comment on the extent to which funds are used for the benefit of lower income households, and what provisions should be taken by the City to minimize displacement of households as a result of assisted activities.
 2. To afford affected citizens an opportunity to comment on proposed applications for federal assistance and plans as may be required by federal regulations, including, but not limited to, the Consolidated Plan for the use of Community Development Block Grant Program, HOME Investment Partnership Program and Emergency Shelter Grant Program.
 3. To afford citizens an opportunity to review the program's progress and performance as described in program reports prepared from time to time pursuant to federal regulations.
- F. Notice of public hearings shall be published once in a local newspaper approximately ten (10) days prior to the date of the public hearing to allow sufficient time for citizens to respond.
- G. A summary of the proposed Consolidated Plan shall be published at least once in a local newspaper and the proposed Consolidated Plan shall be available to the public for review and comment for at least 30 days prior to adoption by the City Council and submission to HUD.
- H. Meetings of the CDC will be scheduled during the program year as the CDC shall deem necessary for the preparation of recommendations to the City Council, for the review of program progress and performance and as needed to consider other than routine matters.

- I. All proceedings before the Stockton City Council are conducted in English, and if an interpreter is needed it is the responsibility of the person(s) needing one to so furnish. At public hearings where a significant number of non-English speaking residents are expected to participate, such groups shall be notified in advance so that bilingual documents may be available and arrangements made to have an interpreter present, if necessary. This may be accomplished through the coordinated efforts of the affected group, the CDC and/or staff.
- J. The citizen participation process shall be followed to the extent required by HUD for amendments to an approved application except those for disaster activities.
- K. Documents relevant to the program, including but not limited to Citizen Participation Plan, pending and approved applications, and annual performance reports shall be available for any citizen's review during normal working hours Monday through Friday at the office of the Housing and Redevelopment Department, 305 North El Dorado Street, Suite 200, Stockton, California, 95202. Consistent with applicable state and local laws regarding personal privacy and obligations of confidentiality, other documents may be made available at the same time and place including mailings, promotional material, records of hearings, copies of the regulations, contracting procedures, environmental policies, fair housing and equal opportunity requirements and relocation provisions.
- L. The City will answer complaints in a timely and responsive manner. The City will make every reasonable effort to provide written responses to complaints within 15 working days. Staff will assist and inform citizens in filing appeals to local appeals bodies such as the Housing Board of Appeals and the Relocation Appeals Board. Complaints received will be handled at the lowest possible staff level affected directly and then will be referred through the normal chain of command: supervisor, division head, department director, City Manager's office. Ultimately, the citizen may address a complaint directly to the City Council if he feels his grievance has not been resolved.