



LAKWOOD CITY COUNCIL STUDY SESSION AGENDA

Monday, September 22, 2014

7:00 P.M.

City of Lakewood
City Council Chambers
6000 Main Street SW
Lakewood, WA 98499

Page No.

CALL TO ORDER

ITEMS FOR DISCUSSION:

- (4) 1. Joint Community Development Block Grant Citizens' Advisory Board meeting.
- (5) 2. Review of the Fiscal Year 2015 Community Development Block Grant and HOME Investment Partnership Act funding policies. – (Memorandum)
- (13) 3. Presentation on Officer Involved Shootings. – (Memorandum)

BRIEFING BY THE CITY MANAGER

ITEMS TENTATIVELY SCHEDULED FOR THE OCTOBER 6, 2014 REGULAR CITY COUNCIL MEETING:

- 1. Item No. 2 above.
- 2. Presentation of the 2014-2015 Stormwater Pollution Prevention and Water Conservation Calendar. – *Lakeview Hope Academy and Oakbrook Elementary School*
- 3. Proclamation declaring the month of October as Domestic Violence Awareness Month. – *Ms. Karin White, Deputy Director, YWCA*
- 4. Setting Monday, November 3, 2014, at approximately 7:00 p.m., as the date for a public hearing on the 2015-2016 Biennial Budget and 2015 property tax levy. – (Motion - Consent Agenda)
- 5. Setting Monday, November 3, 2014, at approximately 7:00 p.m., as the date for a public hearing on the amendment to the 2014 budget. – (Motion – Consent Agenda)

The City Council Chambers is accessible to persons with disabilities. Equipment is available for the hearing impaired. Persons requesting special accommodations or language interpreters should contact the City Clerk's Office, 589-2489, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

<http://www.cityoflakewood.us>

The Council Chambers will be closed 15 minutes after adjournment of the meeting.

6. Appointing members to the Arts Commission. – (Motion – Regular Agenda)
7. Review of the Six-Year 2015-2020 Financial Forecast.
8. Presentation of the 2015-2016 Draft Biennial Budget.

CITY COUNCIL COMMENTS

ADJOURNMENT

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CITY OF LAKEWOOD (CITY HALL)
 6000 Main Street SW, Lakewood, WA 98499-5027
 (253) 589-2489

WEEKLY MEETING SCHEDULE
September 22, 2014 – September 26, 2014

Date	Time	Meeting	Location
Sept 22	7:00 P.M.	City Council Study Session	Lakewood City Hall Council Chambers
Sept 23	5:30 P.M.	Parks and Recreation Advisory Board	Lakewood City Hall 1st Floor, Conference Room 1D
	5:30 P.M.	Citizens' Transportation Advisory Committee	Lakewood City Hall 1 st Floor, Conference Room 1E
	6:00 P.M.	Lakewood Community Vision Plan Workshop	Sharon McGavick Conference Center Clover Park Technical College 4500 Steilacoom Blvd
Sept 24	5:30 P.M.	Community Development Block Grant Citizen's Advisory Board	Lakewood City Hall 3 rd Floor, Conference Room 3A
Sept 25	3:30 P.M.	City Talk with the Mayor or another Councilmember. Please call 253-589-2489 for an appointment.	Lakewood City Hall 3 rd Floor, Mayor's Office
	6:00 P.M.	Landmarks & Heritage Advisory Board	Lakewood City Hall 3 rd Floor, Conference Room 3A
Sept 26	No Meetings Scheduled		

TENTATIVE WEEKLY MEETING SCHEDULE
September 29, 2014 – October 3, 2014

Date	Time	Meeting	Location
Sept 29	6:00 P.M.	Youth Council	Lakewood City Hall 3 rd Floor, Conference Room 3A
Sept 30	6:00 P.M.	Pacific Neighborhood Association	Children of the Light Ministries 5105 Solberg Drive SW
Oct 1	5:15 P.M.	Public Safety Advisory Committee	Lakewood Police Station Mult-Purpose Room 9401 Lakewood Drive SW
	6:30 P.M.	Planning Advisory Board	Lakewood City Hall Council Chambers
Oct 2	9:30 A.M.	Civil Service Commission	Lakewood City Hall 1 st Floor, Conference Room 1E
	4:00 P.M.	Human Services Funding Advisory Board – Funding Application Review	Lakewood City Hall 3 rd Floor, Conference Room 3A
	6:00 P.M.	Community Development Block Grant Citizen's Advisory Board – Public Hearing	Lakewood City Hall Council Chambers
Oct 3	No Meetings Scheduled		

NOTE: The City Clerk's Office has made every effort to ensure the accuracy of this information. Please confirm any meeting with the sponsoring City department or entity.

DRAFT WORK PLAN
FY 2105
Community Development Block Grant
Citizens Advisory Board

Members:

Edith Owen Wallace, Chair
Laurie Maus
Sharon Taylor
Kathleen Lind
Mumbi Ngari-Turner
Helen Bloodsaw
Vacant Position

Council Liaison:

Marie Barth

Meeting Schedule:

Meets as needed, primarily from August – February and May.

Work Plan

- Conduct a Public Hearing on community development, housing, and public services needs for FY 2015-2019 Consolidated Plan and 2015 Annual Action Plan and proposed use of funds. – (October 2, 2014)
- Seek Council direction on funding policies and priorities on the proposed use of FY 2015 CDBG and HOME funds in meeting HUD’s national objectives. – (Council Action – October 20, 2014)
- Review and approve the Five-Year FY 2015 – 2019 Consolidated Plan for Housing and Community Development and the Analysis of Impediments to Fair Housing for submission to the U.S. Department of Housing and Urban Development (HUD). – (Council Review- March 9, 2015; Council Action- May 4, 2015)
- Review, rate and make funding recommendations in accordance with Council policies and priorities and on the FY 2015 Consolidated Annual Action Plan and proposed use of CDBG and HOME funds for submission to HUD. – (Council Review- March 9, 2015; Council Action- May 4, 2015)
- Submit FY 2014 Consolidated Performance Evaluation Report to HUD. – (September, 2015)



TO: Mayor and City Councilmembers

FROM: Jeff Gumm, Program Manager

THROUGH: John J. Caulfield, City Manager 

DATE: September 22, 2014 (Council Study Session)

SUBJECT: Five Year Consolidated Plan (FY 2015-2019) and FY 2015 Annual Action Plan Funding Policy Statement and Proposed Use of Funds

Introduction: The purpose of this memorandum is to provide a framework for the Five Year Consolidated Plan and Annual Action Plan processes, including the development of the FY 2015 Policy Statement as it pertains to CDBG and HOME program funding priorities.

5-YR Consolidated Plan: The Department of Housing and Urban Development (HUD) requires state and local governments to produce a Five Year Consolidated Plan and Annual Action Plan to receive federal funding from the Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME). The 2015-2019 Consolidated Plan for Housing and Community Development is a joint plan (consortium) between Lakewood and the City of Tacoma. The Plan provides a framework for addressing housing, community and economic development, and public service needs over the next five years. This plan will constitute Lakewood's fourth such plan for CDBG and HOME funding consideration.

Through the planning process that leads to the development of the Five Year Consolidated Plan, the cities, both individually and together, identify their priorities for addressing blight, making investments in infrastructure and public facilities, eliminating threats to public health and safety, conserving and expanding their inventories of affordable and decent housing, expanding economic opportunities, and addressing human and public service needs. As a joint plan, it allows both communities to identify shared housing and community development needs and resources, and consideration of regional assets and strategies to meet the needs of low and moderate income households. These priorities are then funded over the corresponding five year period through a combination of CDBG and HOME investments.

The process to complete the Five Year Plan began with the letting of a joint RFP in June 2014 followed by a joint Tacoma-Lakewood award of contract to Linda Rinaldi in August. The planning process to be conducted will involve opportunities for public participation, the analysis of various market, housing and community demographics, the analysis of

impediments to fair housing, and Council and committee review of the planning process and funding recommendations. Submittal of the Five Year Plan and 2015 Annual Action Plan to HUD must occur no later than May 15, 2015.

FY 2015 CDBG & HOME Funding Process: The City is to establish policies setting funding guidelines and priorities concerning the City's utilization of its CDBG and HOME funds on an annual basis. Once established, these funding policies and priorities will be used to drive funding decisions for the FY 2015 Annual Action Plan and proposed use of funds in compliance with HUD's three national objectives, which are to: 1) benefit low and moderate income citizens, 2) remove slums and blight, and 3) meet an urgent need.

Actions to Date:

- August 13, 2014 - The CDBG CAB met to review the Draft FY 2015 Work Plan and Draft Policy Statement outlining funding policies and proposed use of funds based on the strategies already established in the current Five-Year Plan and the goals and priorities identified by the Council for FY 2014 CDBG & HOME funding.
- **September 22, 2014** - In preparation of the application and funding process for FY 2015 (July 1, 2015 - June 30, 2016) CDBG and HOME projects, the Council and the CDBG CAB begin a process to establish program policies and funding guidelines for the proposed use of CDBG & HOME funds. In accordance with HUD funding procedures, funding for FY 2015 is to be divided into four distinct HUD categories- 1) Physical/Infrastructure Improvements; 2) Public Service; 3) Housing; and 4) Economic Development (*listed in order of priority per FY 2014 Council priorities*).

Actions Pending:

- October 2, 2014 - Consolidated planning process to begin with a public hearing to receive citizen input on community development, economic development, housing, and public services needs to benefit Lakewood's low and moderate income citizens.
- October 8, 2014 – The CDBG CAB meets to review public hearing testimony and to tentatively approve the Work Plan and Policy Statement.
- October 20, 2014 – Council's consideration to adopt the FY 2015 Work Plan and Policy Statement in preparation for making applications for funding available by November 17, 2014.
- November 17 – December 19, 2014 – Application filing period.
- March 9, 2015 – Council review of the Five Year Consolidated Plan (2015-2019) and FY 2015 Annual Action Plan (proposed use of funds).
- April 20, 2015 – Public Hearing on the Five Year Consolidated Plan (2015-2019) and FY 2015 Annual Action Plan.
- May 4, 2015 – Council's consideration to adopt the Five Year Consolidated Plan (2015-2019) and FY 2015 Annual Action Plan.
- May 15, 2015 – Submittal of Plans to HUD.

FY 2015 Program Funding: For fiscal year 2015, it is anticipated the City will receive approximately \$450,000 in CDBG funds and \$230,000 in HOME Investment Partnership funds through the City of Tacoma-Lakewood Home consortium. Staffing for the program consists of two full-time employees, both of which are fully funded through CDBG/HOME administration and direct project charges.

FY 2015 Policy Statement and HUD Funding Categories: In accordance with HUD's annual consolidated planning process for CDBG and HOME, eligible jurisdictions should develop a policy statement outlining funding guidelines and policies used to prioritize the use of CDBG and HOME funds. The prioritization of funding is to be divided into four primary HUD categories- 1) Physical/Infrastructure Improvements; 2) Public Service; 3) Housing; and 4) Economic Development.

Funding categories are defined by HUD as follows:

1. Physical/Infrastructure Improvement – Acquisition, construction, reconstruction, rehabilitation or installation of publically owned facilities, or that are owned by a nonprofit and open to the general public for the purpose of benefitting low- and moderate- income (LMI) individuals. Typical activities include roads, sidewalks, sewers, street lighting, park or recreational facility improvements, and improvements to special needs or client services type facilities.
2. Public Service – Providing assistance and/or services to LMI individuals. Typical funding includes activities such as employment and education services, health care and substance abuse services, services for seniors, fair housing counseling, job training or counseling services, recreational services, and services for homeless persons.
3. Housing – Housing activities directed toward homeownership and rental activities for LMI individuals. Typical activities include homeowner rehabilitation, down payment assistance, rental acquisition and rehabilitation, lead paint activities, and new construction, if carried out by a Community Based Development Organization (CBDO).
4. Economic Development – Creating economic opportunities and jobs for LMI individuals. Economic development requires “direct” assistance to a business or development organization, most typically for full-time job creation.

FY 2015 Work Plan:

The CDBG CAB Work Plan identifies major action items and programmatic requirements for the upcoming CDBG and HOME program year.

DRAFT POLICY STATEMENT
FY 2015
CDBG and HOME Programs

GENERAL

1. All programs and projects will be consistent with the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) program regulations as applicable.

CDBG projects must meet one of the three U. S. Department of Housing and Urban Development national objectives: (a) benefiting low and moderate income persons, (b) removing slums or blights or (c) meeting an urgent need.

HOME projects must provide housing or assist in housing for low-income persons.

2. Priority consideration (not necessarily in the following order) will be given to projects which:
 - a. Are consistent with the Consolidated Plan.
 - b. Use CDBG and HOME funds to leverage funds from other sources.
 - c. Demonstrate collaboration and cooperation with community residents and other community organizations that will improve service delivery and/or cost effectiveness.
 - d. Promote or facilitate self-sufficiency.
 - e. Are prioritized consistent with Lakewood City Council goals, subject to CDBG and HOME regulations.
 - f. Can be implemented within twelve months.
 - g. Do not require General Fund allocations for continuing operation and maintenance or which reduce current operation and maintenance costs. (Note: It is recognized, that to address community needs, some federal funded projects may require support from the General Fund for operation and maintenance costs, however, these projects must have a commitment from the General Fund prior to being recommended for federal funding.)
5. CDBG funds will be set aside in the Contingency category to cover unanticipated cost overruns on projects, for use as matching funds for grants, or to take advantage of unforeseen opportunities during the program year. Funds in the Contingency category will not exceed five (5) percent of the total grant.
6. A maximum of 20 percent of the total CDBG grant may be set aside for administration.

7. Up to 15 percent of the total CDBG grant may be set aside for public service programs.
8. The CDBG Citizens Advisory Board (CDBG/CAB) will review and make recommendations for the programming and reprogramming of CDBG and HOME funding.
9. The CDBG/CAB will review funding proposals for CDBG and HOME projects and will recommend projects for CDBG and HOME funding from new and reprogrammed allocations.
10. The CDBG/CAB will recommend annual funding policies and will recommend CDBG and HOME funding allocations by applicable categories (i.e. economic development, public service, community development (physical/infrastructure improvement), and housing in the Consolidated Annual Action Plan for consideration by the City Council.
11. The Tacoma Community Redevelopment Authority (TCRA) will review loan and grant applications for housing development projects funded by HOME Investment Partnership Act funds and make funding decisions based on projects meeting the lending criteria of the TCRA in accordance with the allocations to specific housing categories as approved by the Lakewood City Council.

CITY COUNCIL GOAL & PRIORITIES:

The Lakewood City Council overarching goals for the use of CDBG funds for FY 2015 is to enable economic development. The following areas are prioritized in order: physical/infrastructure improvements, public service, housing, and economic development.

PRIORITY 1 – PHYSICAL/INFRASTRUCTURE IMPROVEMENTS (COMMUNITY DEVELOPMENT)

The policy for physical/infrastructure improvements is to support neighborhood revitalization and improvements to spur economic development activities and improve living conditions for lower income persons. Activities that support this policy include:

1. Construction or improvement of public facilities (i.e. sewers, streets, sidewalks, alleys, lighting or related public improvements) in lower income residential neighborhoods or for business that create and/or retain jobs for lower-income persons.
2. Construction or rehabilitation of public or privately-owned, community service facilities (i.e. community, senior and youth centers) that will provide a public service benefiting low-income citizens.
3. Acquisition, development and improvement of parks, playgrounds and open space in lower-income residential neighborhoods.

PRIORITY 2 - PUBLIC SERVICE

The policy for CDBG funded public service activities is to target low-income clientele. Most of the City's human services activities are supported through 1% of the City's General Fund.

PRIORITY 3 - HOUSING

The policy for housing is to support economic development and job development/retention by improving neighborhoods to expand opportunities for affordable housing for lower-income individuals, and to preserve affordable housing to prevent homelessness and to improve property values and neighborhood characteristics. Activities that support this policy include:

1. Projects that develop or renovate housing to create housing near jobs and promote economic viability.
2. Projects that conserve existing housing by making home repairs or rehabilitating homes to meet building and housing codes.
3. Projects that provide affordable housing and homeownership and rental housing opportunities.
4. Projects that support housing to accommodate persons with special needs.
5. Projects that provide housing for homeless or transitional shelter for homeless persons.
6. Projects that coordinate housing efforts in the city, county and neighboring jurisdictions to assess housing needs and create affordable housing opportunities.

PRIORITY 4 - ECONOMIC DEVELOPMENT

The policy for economic development is to create viable businesses in targeted areas and to create and/or retain jobs for lower income persons.

Activities that support this policy include, not necessarily in priority order.

1. Assistance to businesses to make exterior improvements to facilities.
2. Assistance for microenterprise businesses.
3. Loans to businesses expanding jobs for lower-income persons.
4. Infrastructure to support businesses.

**DRAFT WORK PLAN
FY 2015
Community Development Block Grant
Citizens Advisory Board**

Members:

Edith Owen Wallace, Chair
Laurie Maus
Sharon Taylor
Kathleen Lind
Mumbi Ngari-Turner
Helen Bloodsaw
Vacant Position

Council Liaison:

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To: Mayor and City Councilmembers
From: Asst. Chief Michael Zaro
Through: John J. Caulfield, City Manager 
Date: 9-15-14
Subject: Officer Involved Shooting presentation.

Officer Involved Shootings are among the most critical incidents a police department can be involved in. These are life and death situations where officers make split second decisions that impact the rest of their lives and the lives of the suspects involved. These incidents also test the relationship between the police and the community and bring a heightened level of scrutiny into the practices of police investigations.

The purpose of this presentation is to provide the City Council with an explanation of the process for investigating Officer Involved Shootings and what they can expect to see from released publicly and when.

Respectfully,



Michael Zaro