



OFFICE OF THE CITY CLERK  
CITY OF OAKLAND

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# AGENDA REPORT

**TO:** DEANNA J. SANTANA  
CITY ADMINISTRATOR

**FROM:** Fred Blackwell

**SUBJECT:** Supplemental Report on  
Restructuring of CDBG District Boards

**DATE:** October 25, 2012

City Administrator  
Approval

Date

10/30/12

**COUNCIL DISTRICT:** Citywide

## RECOMMENDATION

Staff recommends that the City Council accept this supplemental report regarding:

**A Resolution Authorizing The City Administrator To Restructure the Community Development Block Grant District Boards; and Rescinding Any Inconsistent Provisions Of Resolutions No. 76276 And 78102**

## REASON FOR SUPPLEMENTAL

During its October 23, 2012 meeting, the Community and Economic Development (CED) Committee approved a revised recommendation, described by staff as "Option 1," regarding the restructuring of the City's CDBG District Boards. This recommendation, prepared in consultation with Council members as requested at a previous CED Committee meeting, would retain District Boards at the option of each Council member, with reduced staffing support, although City staff would continue to provide technical assistance.

The CED Committee recommended approval of staff's recommendation, with a clarifying revision to the third bullet point within that recommendation. This revision is reflected in Option 1 of **Attachment A**, which describes all of the Options put forward by staff at the October 23 CED Committee meeting.

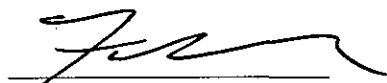
After subsequent consultation, the City Attorney's Office informed staff that if the Council wishes to adopt Option 1, no action by resolution is required, since no formal restructuring of the seven District Boards into a 15-member Citywide Advisory Board would take place as originally proposed. Accordingly, to adopt the recommendations of the CED Committee, staff now recommends that the Council direct staff to implement Option 1 as shown in **Attachment A** to

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this supplemental report, and not to adopt the resolution which was published with the original staff report.

For questions regarding this report, please contact Lisa Brown, CDBG/Commercial Lending Manager, at (510) 238-2064.

Respectfully submitted,



Fred Blackwell  
Assistant City Administrator

Reviewed by:  
Michele A. Byrd, Director  
Department of Housing and Community Development

Prepared by:  
Lisa D. Brown, Manager  
Community Development Block Grant Programs

Attachment A: Staff recommendations to the CED Committee, October 23, 2012.

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Additional Information to Supplemental Report:Staff's recommendations how to structure – OPTION 1

- **MAINTAIN THE 7 CD DISTRICT BOARDS AT THE RESPONSIBILITY OF EACH COUNCILMEMBER**
  - Effective January 2013, CDBG Staff will conduct a joint training/review on the CDBG funding process for all contract development/funding recommendation process of all *current* CD District Boardmembers.
  - All approved CDBG proposal recipients will present their proposal to the seven CD District Boardmembers at a joint meeting.
  - *Each Councilmember will have the responsibility to organize his/her District Board and each District Boards prepares final recommendations for submission to City Council for final approval with technical assistance from CDBG staff.*
  - The final recommendations will be reported back in a staff report to CD District Boardmembers and City Council respectively.
  - After the FY 13-15 contract development process; CDBG will conduct a joint needs assessment for the entire City and each District.
  - Beyond this CDBG process, the Councilmembers will be responsible for his/her District meeting.

Staff's recommendations how to structure – OPTION 2

- **CREATE A FIFTEEN (15) MEMBER BOARD VIA APPOINTMENT OR ELECTION BY THE COUNCIL**
  - The City Council appoints/ elects a community representative of each of the seven CD districts to serve as a member of the Citywide Advisory Board.
  - The roles and responsibilities of the Citywide Advisory Board representative from each district will focus on the CDBG proposal presentations and recommendations.

- Technical assistance will be provided by staff in managing the Citywide Advisory Board. A training session could be scheduled to provide an overview of the role and responsibilities of the board and could include the following: board mission and goals, Rules and Procedures, review of the CDBG application process and City wide Advisory Board member responsibilities and a clear standardized citywide citizen participation process for overseeing the review of proposals.
- The Citywide Advisory Board would convene no more than 6 monthly meetings each year and include at least 1 training meeting to discuss the role and responsibility of the board members, the proposal application process and procedures and citizen input from each respective district on the final CDBG recommendations.
- The proposal recommendations will be determined by the Citywide Advisory Board and presented at a regular scheduled meeting or a special meeting.
- The Citywide Advisory Board final proposal recommendations would be presented to the respective Council Member for council approval.

**Staff's recommendations how to structure OPTION 3:**

- **CITY COUNCIL STAFF RESTRUCTURING OR REPLACEMENT OF THE CURRENT COMMUNITY DEVELOPMENT DISTRICT BOARDS:**
  - The Council Districts would appoint or elect residents of the community to serve as the newly created Community Development District Working Group, Community Development District Citizen Participation Meeting or Group, or any other title that each District Council Member chooses.  
*(Using the word "Board" could be confused with the CD District Board and associated with CDBG).*
  - The CDBG staff would not be responsible for any of the community meetings. The CDBG staff would attend no more than 2 of the community meetings to assist in the conduct of proposal presentations by applicants, and to attend the final recommendations meetings.
  - The City Council responsibility would be to assign City Council Staff to service the newly created Community Development District participation meetings. Some

responsibilities would include scheduling meeting space, creating agendas, assist Chairperson and board members in the conduct of the meetings.

- The CDBG staff may provide the City Council member and Council Staff of each district a seven (7) Council District – HUD/CDBG informational training in understanding the CDBG guidelines and CDBG Development Process of the proposals, grant agreements, monitoring and reporting.
- The CDBG Staff responsibility to the City Council and their appointed staff will be limited to the CDBG process only. This may include, list of eligible applicants, summary reports, and any descriptive input of the process. Provide copies of the proposals and summary sheets to the Council Office for review and distribution to their Community Development District Meeting group's review prior to proposal presentations.
- The CDBG Staff responsibility to the City Council and their appointed staff will be to provide the final copy of the decisions of each Council District recommendations of the CDBG grant awards.