

**CITY OF THORNTON  
CITY MANAGER'S OFFICE**

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**COUNCIL UPDATE**

**December 1, 2009**

**5:45 p.m.**

**Training Room**

**I. DISCUSSION ITEMS**

- |  |      |
|--|------|
| A. Submission of the Consolidated Plan for CDBG Status | 5:45 |
| B. Flatrock Intergovernmental Agreement                | 6:15 |
| C. 2010 Council Calendar                               | 6:30 |

**II. COUNCIL MEETING AGENDA ITEMS**

**III. COUNCIL INFORMATION SHARING**

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# CITY OF THORNTON

## COUNCIL UPDATE

December 1, 2009

### **ITEM TITLE**

Submission of the Consolidated Plan for  
Community Development Block Grant Entitlement Status

### **ISSUE:**

The City of Thornton will become its own entitlement jurisdiction in 2010, per Council direction on May 26, 2009. The entitlement status requires the submission of specific documentation to the U.S. Department of Housing and Urban Development (HUD) including a five-year Consolidated Plan and an annual Action Plan. On December 1, the City will hold a public hearing on the Consolidated Plan and the City Council will be asked to authorize the submission of the 2010-2014 Consolidated Plan to HUD. City Council approved the submittal of the 2010 Action Plan to HUD on October 27, 2009.

The purpose of the Consolidated Plan is to identify a city's housing and community development needs, priorities, goals and strategies and to stipulate how Community Development Block Grant (CDBG) funds will be focused toward these housing and community development activities for the next five years. The City of Thornton's Consolidated Plan was prepared in accordance with Sections 91.100 through 91.230 of HUD's Consolidated Plan regulations. The Consolidated Plan was developed with assistance from BBC Research and Consulting, a marketing and research company based in Denver.

To develop the Consolidated Plan, information was gathered through a public input process and data collected from the Thornton Housing Needs Assessment, the Analysis of Impediments to Fair Housing report, the Colorado Civil Rights Division, Adams County Housing Authority (ACHA), the U.S. Department of Housing and Urban Development, and City policies and codes. (The Thornton Housing Needs Assessment and the Analysis of Impediments to Fair Housing report are available on the City's website at [www.cityofthornton.net/Neighbor/HousingAssistance/home.asp](http://www.cityofthornton.net/Neighbor/HousingAssistance/home.asp).) The Consolidated Plan, which is attached to public hearing agenda item 9A, includes the following sections as required by HUD:

- Executive summary,
- Introduction to background and purpose of the Consolidated Plan,
- Community profile,
- Local housing market analysis,
- Identified housing and non-housing needs for special needs populations,
- Report on the public input process completed to develop the Plan including a summary of community needs and priorities identified by the public,
- Strategic plan for use of funding,

- Citizen Participation Plan which defines policies and procedures the City of Thornton will follow to encourage citizens to participate in the planning process for the use of CDBG funding, and
- Associated appendices.

HUD has requested the City submit Thornton's Consolidated Plan and the First Program Year Action Plan no later than the first week of December. HUD will then review the plans and notify the City if there are necessary changes to the plans prior to the approval deadline for the Consolidated Plan of January 15, 2010.

**RECOMMENDATION:** Staff recommends approving the attached Consolidated Plan for submission to the U.S. Department of Housing and Urban Development because the plan was prepared in accordance with HUD's regulations and its submission to HUD is a requirement to become an entitlement jurisdiction and receive Community Development Block Grant funds. Submitting the Consolidated Plan to HUD is in accordance with Council's direction for the City to become an entitlement jurisdiction.

**CHRONOLOGY:**

- May 26, 2009 - Council approved a resolution authorizing the City of Thornton to request the U.S. Department of Housing and Urban Development to designate the City of Thornton as a CDBG entitlement jurisdiction for the three-year period of 2010-2012.
- May 29, 2009 - City notified HUD of the City's request.
- July-August 2009, the City held community meetings with residents and nonprofits that provide housing and basic services to low- to moderate-income residents to identify community needs and activities for CDBG funds.
- August 2009 – City accepted applications for the 2010 CDBG funding.
- June-September 2009 – Development of the Consolidated Plan and Action Plan.
- October 27, 2009 – Council approved a Resolution authorizing the submission of First Program Year Action Plan for 2010 CDBG funding.
- December 1, 2009 – Public Hearing on the Consolidated Plan.
- December 4, 2009 – Consolidated Plan and Action Plan are submitted to HUD.
- January 15, 2010 – Deadline for HUD to determine acceptance of Thornton's Consolidated Plan and entitlement status for the March 1 start date.
- February 28, 2010 - IGA which governs projects from 2007–2009 expires.
- March 1, 2009 – Thornton officially becomes an entitlement jurisdiction, if Consolidated Plan is approved.

## Attachment A

### Overview of Community Development Block Grant (CDBG) Program

#### **What is an Entitlement Jurisdiction or Community?**

An entitlement jurisdiction is a city or county that receives CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD) and administers the grant, ensuring the funds are used in compliance with the CDBG requirements. Cities with populations of at least 50,000 and urban counties with populations of at least 200,000 are eligible to apply to become a CDBG entitlement jurisdiction.

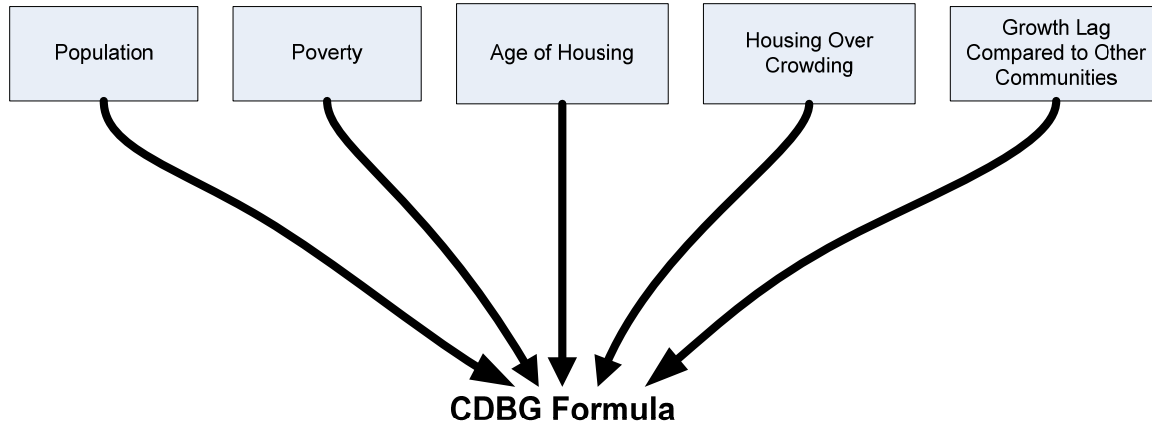
Every three years, the U.S. Department of Housing and Urban Development (HUD) requests that each city within an urban county entitlement jurisdiction determine whether they want to continue with the local county entitlement or, if eligible, become their own entitlement community. The City of Thornton has been a member of the Adams County Urban Entitlement Community since 1986 and has received CDBG funds as a pass-through from Adams County. On May 26, the Thornton City Council choose to become an entitlement jurisdiction, starting in 2010.

To receive entitlement status, an eligible city or county must submit required entitlement plans (Consolidated Plan and Annual Action Plan) and provide a public comment period on the documents. The Consolidated Plan is completed every five years; an Action Plan with the proposed CDBG-funded projects is submitted each year.

#### **CDBG Program Summary**

The Community Development Block Grant (CDBG) was established through the Housing and Community Development Act of 1974. The primary purpose of the CDBG program is the development of viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low and moderate income.

Each year Congress appropriates a total amount for the nation's Community Development Block Grant funds. Then the U. S. Department of Housing and Urban Development provides annual grants on a formula basis to each entitlement jurisdiction. CDBG allocations are determined each year by a formula that considers population and measures of distress that include poverty, age of housing, housing overcrowding and growth lag in relationship to other metropolitan areas.



### **Determining CDBG-Funded Projects**

Entitlement jurisdictions accept applications for proposed projects. Each entitlement receiving CDBG funds is free to determine what activities it will fund as long as CDBG requirements are met. Each activity must be eligible under CDBG guidelines and meet one of the following national objectives:

- Benefit low- and moderate-income persons; or
- Aid in the prevention or elimination of slums and blight (as pre-approved by HUD); or
- Other urgent needs (i.e. a national disaster declared by the President or state declared disaster).

Once the projects are selected, the entitlement jurisdiction develops an Action Plan with the proposed CDBG-funded projects for the next year and submits it to HUD. The Action Plan serves as an annual application for CDBG funds.

**Attachment B – History of CDBG Funding**

<b>YEAR</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>ALLOCATION</b>	<b>\$540,841</b>	<b>\$629,242</b>	<b>\$546,443</b>	<b>\$495,770</b>	<b>\$544,282</b>	<b>\$530,228</b>	<b>\$538,488</b>
<b>REVITALIZATION</b>	Streetscape - Russell Blvd  \$405,841					Streetscape - Hoffman / Eppinger \$130,000	Streetscape - Hoffman / Eppinger \$298,500
<b>HOUSING</b>	Homeowner Rehab \$40,000	Homeowner Rehab \$75,000	Homeowner Rehab \$75,000	Homeowner Rehab \$55,000		Homeowner Rehab \$70,000	Homeowner Rehab \$65,000
	Volunteer Home Improvement \$45,000	Volunteer Home Improvement \$50,000	Volunteer Home Improvement \$50,000	Volunteer Home Improvement \$25,000	* Volunteer Home Improvement \$86,282	Volunteer Home Improvement \$50,000	Volunteer Home Improvement \$143,988
<b>PUBLIC FACILITY IMPROVEMENTS</b>		Senior Center Expansion  \$351,000	Senior Center Expansion  \$200,000	Senior Center Expansion  \$250,000			
<b>INFRASTRUCTURE IMPROVEMENTS</b>	*Clinica Campesina Expansion  \$50,000	* Eastlake Water Main  \$140,742	Fire Protection Improvements  \$221,443		Fire Protection Improvements  \$230,000		
			*Creekside Improvements -Transfer \$)  \$200,000	Accessibility Improvements  \$165,770	Accessibility Improvements  \$146,000	Accessibility Improvements  \$211,728	
<b>PUBLIC SERVICES</b>					* Clinica Dental Equip. \$82,000		
<b>ADMINISTRATIVE</b>		CDBG Planning Study \$12,500				Foreclosure Prevention  \$20,000	Neighborhood Improvement Projects \$31,000
						Neighborhood Group Dev. \$48,500	

\* Note: Sometimes total amounts are not used. Remaining funds from previous years' projects may be re-programmed into projects.

## Attachment B – History of CDBG Funding

YEAR	1996	1997	1998	1999	2000	2001	2002
<b>ALLOCATION</b>	<b>\$483,746</b>	<b>\$482,676</b>	<b>\$475,436</b>	<b>\$478,574</b>	<b>\$483,883</b>	<b>\$535,326</b>	<b>\$502,466</b>
<b>REVITALIZATION</b>	Streetscape - Dorothy \$30,000	Streetscape - Dorothy/Bertha Heid \$145,000	Streetscape - Bertha Heid \$100,000		Streetscape - Russell Blvd. \$75,000	Streetscape - Russell Blvd. \$393,326	Streetscape - Russell Blvd. \$367,466
	Streetscape - York/Clayton \$25,000	Streetscape - York/Clayton \$100,000	Streetscape - York/Clayton \$100,000	Streetscape - York/Clayton \$341,574	Streetscape - York/Clayton \$248,883		
	Streetscape - Yucca Way \$40,000	Streetscape - Yucca Way \$150,000	Streetscape - Yucca Way \$150,000	Streetscape - Yucca Way \$12,000	ROW Tree Distribution \$9,000		
<b>HOUSING</b>	Homeowner Rehab \$50,000	Homeowner Rehab \$7,676		Homeowner Rehab \$125,000	Homeowner Rehab \$150,000	Homeowner Rehab \$137,000	Aztec Villa Roof Repair \$50,000
					Paint-a-thon \$1,000	Paint-a-thon \$5,000	Volunteer Home Improvement \$85,000
<b>PUBLIC FACILITY IMPROVEMENTS</b>							
<b>INFRASTRUCTURE IMPROVEMENTS</b>	Eastlake Improvements \$275,000	Eastlake Improvements \$30,000	Eastlake Improvements \$125,436				
	Accessibility Improvements \$63,746	Accessibility Improvements \$50,000					
<b>PUBLIC SERVICES</b>							
<b>ADMINISTRATIVE</b>							

Note: Project funds may be re-programmed, if total funds are not used.

CITY OF THORNTON

COUNCIL UPDATE

December 1, 2009

**ITEM TITLE:**

Flatrock Intergovernmental Agreement

**ISSUE:**

Please refer to agenda item 10A for information regarding this topic.

CITY OF THORNTON

COUNCIL UPDATE

December 1, 2009

**ITEM TITLE:** 2010 Council Calendar

**ISSUE:** Each year, Council establishes, by resolution, the meeting schedule for its Regular Meetings as well as Planning Sessions, Updates, Council Advances, the Evaluations of its three direct reports (City Manager, City Attorney, and Municipal Judge), and other events. After discussion this evening, the resolution and accompanying calendar will be brought forward for Council's action at the December 15 Council Meeting.

The attached draft calendar establishes the following:

- Council Meetings for the second and fourth Tuesdays of each month, with the exception of the months of June, August, and December.
  - In June, the second Council Meeting is held on the fifth Tuesday to accommodate the CML conference.
  - In August, the combination of National Night Out and Primary Election move the Council Meetings to the third and fifth Tuesdays.
  - In December, the Council Meetings fall on the first and third Tuesday to best accommodate the end of year schedule.
- Planning Sessions are established for the remainder of each month's Tuesdays, with the following exceptions:
  - In March, the NLC Conference in Washington D.C. replaces the third Tuesday Planning Session.
  - In August, there is only one Planning Session due to National Night Out and the Primary Election.
  - In November, there is only one Planning Session due to the General Election and the NLC Conference.
- The Annual Council "Advance" is tentatively scheduled for the weekend of Friday, February 26 through Sunday, February 28.
- The mid-year, one day Council Advance follow-up is tentatively scheduled for Saturday, August 21.
- October sees two opportunities for Council to review the Budget: Thursday, October 14 and Saturday, October 16.

- Government Dinners with other cities and school districts are reserved for the first Thursday evening February through May and September.
- Evaluations are scheduled for September 16 and 30.
- Potential Ward Meetings and Ice Cream Social dates for 2010 are identified in pink on the attached calendar and below. Each ward has one spring and one fall Ward Meeting, as well as one Ice Cream Social in the summer.

**Councilmembers are asked to coordinate with their Ward-mate to identify and sign up for their preferred meeting dates. A poster will be available in the Training Room for Tuesday’s Planning Session to indicate your preferred days on a first come, first serve basis.** Available dates include:

<b>Spring – Ward Meeting Options</b>	<b>Summer – Ice Cream Social Options</b>	<b>Fall – Ward Meeting Options</b>
March 11	June 10	September 23
March 25	June 17	October 7
April 8	July 1	October 21
April 15	July 8	October 28
April 22	July 15	November 4
April 29	July 22	
	July 29	

**RECOMMENDATION:**

Staff recommends that Council agree on any changes to the draft calendar and direct staff to bring it forward for action in a resolution at next week’s December 15 Council Meeting.

**BACKGROUND/HISTORY:**

- Council has adopted an annual meeting schedule since 1988.

# 2010 Monthly Council Calendar

## DRAFT

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	1	2	3	4	5	6					1	2	3		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26*	27	21	22	23	24	25	26*	27	18	19	20	21	22	23	24
24	25	26	27	28	29*	30	28							28	29	30	31				25	26	27	28	29	30*	
31																											
25	Legislative Breakfast (tentative)						4	MMCYA Banquet						4	Government Dinner						1	Government Dinner					
27	ADCOG Dinner						19-21	CCCMA Conf. (19-21)						19-21	NLC Conference - D.C.						1	Business Expo (date TBD)					
30	Chamber Gala						26-28	Council Advance (26-28) not set						26-28	Ward Mtgs (not set)						28	ADCOG Quarterly Dinner					
																					28	Ward Mtgs (not set)					

MAY							JUNE							JULY							AUGUST							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5						1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20*	21	
16	17	18	19	20	21	22	20	21	22	23	24	25*	26	18	19	20	21	22	23*	24	22	23	24	25	26	27	28	
23	24	25	26	27	28*	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31					
30	31																											
6	Government Dinner						6	Ice Cream Social (not set)						4	Annual 4th of July Celebration						3	National Night Out						
22	Thorntonfest						6	CML Conference - Vail						28	ADCOG Quarterly Dinner						10	Primary Election Day						
														6	Ice Cream Socials (not set)						21	Council Advance (not set)						

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2			2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17*	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26*	27	19	20	21	22	23	24*	25
26	27	28	29	30			24	25	26	27	28	29*	30	28	29	30					26	27	28	29	30	31	
2	Government Dinner						6	Taste of the Chamber						2	General Election Day						10-12	NLC Conference - Denver					
9	Chamber Challenge						7	Government Dinner													10-12	WinterFest (10-12)					
11	Harvest Fest							Budget Review (14 & 16)																			
16	City Manager Evaluation						17-20	ICMA Conf. (San Jose: 17-20)																			
30	Attorney/Judge Evaluations						27	Ward Mtgs																			
30	Ward Mtgs - not set						27	ADCOG Quarterly Dinner																			

- Council Meetings
  - City or Council Events
  - Partner Organization Events
  - DRCOG Metro Vision (1st) & Board (3rd week)
  - Planning Sessions
  - Council Evaluations
  - Council Conferences
  - National Holidays
  - Ward Meetings
  - Staff Conferences
- \* Paydays

2010 CITY COUNCIL MEETING SCHEDULE

TUESDAY  
PLANNING SESSIONS <sup>1)</sup>

January 5  
January 19  
February 2  
February 16  
March 2  
March 30  
April 6  
April 20  
May 4  
May 18  
June 1  
June 15  
July 6  
July 20  
August 24  
September 7  
September 21  
October 5  
October 19  
November 16  
December 14  
December 28

COUNCIL UPDATES <sup>1)</sup> AND  
COUNCIL MEETINGS <sup>2)</sup>

January 12  
January 26  
February 9  
February 23  
March 9  
March 23  
April 13  
April 27  
May 11  
May 25  
June 8  
June 29  
July 13  
July 27  
August 17  
August 31  
September 14  
September 28  
October 12  
October 26  
November 9  
November 23  
December 7  
December 21

<sup>1)</sup> scheduled to begin at 5:45 p.m. (Training Room)

<sup>2)</sup> scheduled to begin at 7:00 p.m. (Council Chambers)

Council Advance  
Thorntonfest  
Primary Election  
Council Advance  
City Manager Evaluation  
City Attorney & Municipal Judge Evaluations  
Harvest Fest  
Budget Review  
General Election  
WinterFest

February 26-28 (Friday-Sunday)  
May 22 (Saturday)  
August 10 (Tuesday)  
August 21 (Saturday)  
September 16 (Thursday)  
September 30 (Thursday)  
September 11 (Saturday)  
October 14 & 16 (Thursday & Saturday)  
November 2 (Tuesday)  
December 10-12 (Friday-Sunday)