



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor, City of Urbana

FROM: Elizabeth H. Tyler, FAICP, Community Development Director

DATE: October 3, 2008

SUBJECT: AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT - (Disabled Citizens Foundation - Developmental Services Center PROJECT NO. 0708-AAP-02)

Description

Included on the agenda of the October 6, 2008 meeting of the Urbana City Council is an Ordinance approving an amendment to an agreement for the 2007-2008 Community Development Block Grant (CDBG) Public Facilities grant project with Disabled Citizens Foundation – Developmental Services Center.

Issues

The issue is whether the Urbana City Council should approve the proposed Ordinance approving an Amendment to an Agreement with Disabled Citizens Foundation – Developmental Services Center.

Background

On July 16, 2007, the Urbana City Council passed Ordinance No. 2007-07-074 approving an agreement with Disabled Citizens Foundation (DCF) for Developmental Services Center's (DSC) expansion of its Clark Road training facility, a project that was included in the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2007-2008. The agreement with DCF provided funding for the expansion of the DSC's Clark Road training facility, as part of the Phase I Expansion. The proposed expansion project included repair of the roof of the existing Clark Road building, and the construction of an addition to the building, in order to consolidate the business operations undertaken at the DSC Bradley Avenue location with similar operations at the Clark Road facility. The project budget included funding projected to be received from other sources, but was not finalized at the time of application to the City. Due to the inability to secure other needed funding for the addition, DCF requested that the project scope be amended to include only the roof repair project (in a letter dated June 5, 2008).

On July 14, 2008, an amendment to the FY 2007-2008 Annual Action Plan that reduced the scope of the project was approved by City Council . On July 16, 2008, the amendment was submitted to HUD, who notified the City on September 3, 2008 that the amendment was approved. The next step in the process is to amend the contract with DCF to reflect the approved change in the scope of work. The amendment also extends the date of contract termination from June 30, 2008 to December 31, 2008. At its September 23, 2008 meeting, the Community Development Commission voted unanimously to forward the ordinance approving the agreement amendment to the Urbana City Council with a recommendation for approval.

Options

1. Approve the Ordinance approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement with Disabled Citizens Foundation – Developmental Services Center.
2. Approve the Ordinance approving the Amendment to the Agreement, with changes.
3. Do not approve the Ordinance.

Fiscal Impacts

There is no fiscal impact to the City, as the funding for this project was identified and approved in the FY 2007-2008 Annual Action Plan. Because this project is from FY 2007-2008, approval of this agreement amendment would allow the funds to be expended soon, in order to meet HUD timeliness requirements.

Recommendations

Staff and the Community Development Commission recommend that the Urbana City Council approve the Ordinance.

Memorandum Prepared By:

Kelly Hartford
Grants Coordinator
Grants Management Division

Attachments

1. An Ordinance Approving An Amendment to a City of Urbana Community Development Block Grant Program Agreement (Disabled Citizens Foundation - Developmental Services Center) Project No. 0708-AAP-02
2. An Amendment to a Certain Agreement between the City of Urbana and Disabled Citizens Foundation – Developmental Services Center
3. Unapproved Minutes of the September 23, 2008 Community Development Commission

ORDINANCE NO. 2008-10-121

AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT

(Disabled Citizens Foundation - Developmental Services Center
PROJECT NO. 0708-AAP-02)

WHEREAS, the City and Subgrantee entered into an agreement for assistance to the Subgrantee during the period July 1, 2007 - June 30, 2008 (hereinafter referred to as the "Agreement");

WHEREAS, on April 16, 2007, the Urbana City Council passed Ordinance No. 2007-04-034 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan for Program Year 2007-2008 authorizing certain activities under the Public Facilities and Improvements Program; and

WHEREAS, on July 16, 2007, the Urbana City Council passed Ordinance No. 2007-07-074 approving said Agreement with the Subgrantee; and

WHEREAS, on July 14, 2008 the Urbana City Council passed Ordinance No. 2008-07-074 approving modifications to the City of Urbana and Urbana HOME Consortium Annual Action Plan for Program Year 2007-2008; and

WHEREAS, the City and the AGENCY desire to amend said Agreement to clarify certain conditions of said Agreement.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the City of Urbana hereby approves AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT SUBRECIPIENT AGREEMENT (DISABLED CITIZENS FOUNDATION - DEVELOPMENTAL SERVICES CENTER PROJECT NO. 0708-AAP-02), in substantially the same form of copy of said Amendment to Agreement which is attached hereto and incorporated herein by reference, and authorizes the Mayor of the City of Urbana to execute the same on behalf of the City of Urbana.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED by the City Council this _____ day of _____,
_____.

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____,
_____.

Laurel Lunt Prussing, Mayor

SUBRECIPIENT NAME: Disabled Citizens Foundation
14.218
PROJECT NO. 0708-AAP-02

CFDA No.

AMENDMENT TO A CERTAIN AGREEMENT
BETWEEN THE CITY OF URBANA AND DISABLED CITIZENS FOUNDATION

THIS AGREEMENT, is made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation, hereinafter referred to as the "City"), and DISABLED CITIZENS FOUNDATION, (hereinafter referred to as the "Subgrantee").

WHEREAS, the City has been designated as an entitlement community by the U. S. Department of Housing and Urban Development (hereinafter "HUD") under provisions of the Housing and Community Development Act of 1974, as amended, and, as an entitlement community, the City will receive an entitlement of Community Development Block Grant (hereinafter "CDBG") funds for the period beginning July 1, 2007 and ending June 30, 2008, pursuant to the CDBG Program; and,

WHEREAS, the Urbana City Council has adopted an Annual Action Plan for the year beginning July 1, 2007 and ending June 30, 2008 which allocates a CDBG budget and authorizes establishment of public facilities & improvement activities to be sponsored by non-profit agencies in the area; and,

WHEREAS, on July 25, 2007, the City and Subgrantee entered into an agreement for such assistance during the period July 1, 2007 through June 30, 2008 (hereinafter referred to as the "Agreement"); and

WHEREAS, the City and Subgrantee desire to amend said Agreement to change the scope of work for this project;

NOW, THEREFORE, for and in consideration of the premises and of the mutual covenants and agreements herein contained, the parties agree as follows.

A. Page 1, No. 2 is hereby changed to read:

“The purpose of this Subrecipient Agreement is to pledge FY 2007-2008 CDBG program funds to: repair the roof of DSC’s Clark Road vocational training site.” *Note: This reduces the overall scope of project from construction of an addition to roof repair only.*

B. The date of termination of this agreement (page 2. No. 10) is changed and extended from “shall terminate June 30, 2008” to, “shall terminate December 31, 2008.”

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, and have caused this instrument to be executed by their duly authorized officials and corporate seals affixed hereto, all on the day and year first written below.

CITY:

SUBGRANTEE:

By: _____
Laurel Lunt Prussing, Mayor

By: _____

Attest: _____
City Clerk

Attest: _____

Date: _____



UNAPPROVED - INCOMPLETE
MINUTES
COMMUNITY DEVELOPMENT COMMISSION
Tuesday, September 23, 2008, City Council Chambers
400 South Vine Street, Urbana, IL 61801

Call to Order: Chairperson Cobb called the meeting to order at 7:01 p.m.

Roll Call: Connie Eldridge called the roll. A quorum was present.

Commission Members Present: Fred Cobb, Janice Bengtson, Chris Diana, George Francis, Jerry Moreland, Brad Roof, Anne Heinze Silvis, Dennis Vidoni

Commission Members Absent: Theresa Michelson

Others Present: John Schneider and Connie Eldridge, Community Development Services
Anne Schilli, Developmental Services Center.

Approval of Minutes: *Chairperson Cobb asked for approval or corrections to the August 26, 2008 minutes. Referencing page 6, item 3, Commissioner Roof clarified that his concern was about the cost of the appraised value to the value of the property. Commissioner Bengtson moved to approve the minutes as clarified, and Commissioner Vidoni seconded the motion. The motion carried unanimously.*

Petitions and Communications: None.

Staff Report: Mr. Schneider provided updates and distributed the following: a staff briefing memorandum dated September 23, 2008 and the Fall 2008 *Neighborhood News*. The Department of Housing and Urban Development (HUD) has approved the City of Urbana's Amendment to the Fiscal Year (FY) 2007-2008 Annual Action Plan (AAP). Grants Management Division staff is concentrating on HUD's Consolidated Annual Performance and Evaluation Report (CAPER). Community Development (CD) Commissioners may request either a paper or an electronic copy of the CAPER.

Commissioner Vidoni asked if City Council discussed the property sales that the CD Commission approved last month. Mr. Schneider noted that Council received the unapproved minutes from the August 26, 2008 CD Commission meeting. Council's only question concerned the cost of the demolition (\$12,500) at 1302 West Dublin Street. Council passed all ordinances concerning property acquisition.

Old Business: Commissioner Roof wondered when a mortgage lender would discuss the City's first time homebuyer programs. Mr. Schneider answered that David Gillon, Busey Bank, was scheduled to attend the June CD Commission meeting, which was cancelled due to lack of a quorum. He will reschedule this. There have been 25 loans through *AssistUrbana* to date. However, there has been no recent report of activity in the Illinois Housing Development Association (IHDA) programs.

New Business: An Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant (CDBG) Program Agreement – Disabled Citizens Foundation – Developmental Services Center (DSC) Project No. 0708-AAP-02 – Mr. Schneider explained this was the final step in the process of approving this change. Because DSC could not secure additional financing due to other issues, they asked if the City of Urbana would reduce the scope of work. The CD Commission, City Council, and HUD approved this change, and now the actual agreement needs to be amended to reflect the change.

Chairperson Cobb asked if this reduced the amount of funds. Mr. Schneider answered that the City dedicated \$25,000 in CDBG funds to DSC's \$500,000 project. Because DSC could not secure funding to build the addition, they requested the CDBG funds be used for their roof project, which cost \$52,000 and leveraged \$27,000 of other project funding.

Commissioner Vidoni questioned the process. Mr. Schneider clarified that this amendment changed the original contract to read, "...CDBG funds to repair the roof of DSC's Clark Road vocational training site." The City of Urbana's Consolidated Plan (Con Plan) requires a substantial amendment process whenever the City changes funds or the scope of work by more than 10%. This requires advertisement of a 30 day comment period and a public hearing. There was discussion on whether the contract could be amended at the same time the CD Commission approved an amendment to the AAP. Mr. Schneider stated that the contract should not be changed until HUD approves the amendment. Commissioner Roof suggested including a "trigger" to approve the contract, pending approval by the City Council and HUD. City staff will look into this.

Commissioner Diana moved to recommend to City Council approval of an Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement – Disabled Citizens Foundation – Developmental Services Center Project No. 0708-AAP-02. Commissioner Roof seconded the motion, and the motion carried unanimously.

Request for Comment on the proposed Crystal Lake Neighborhood Plan – Mr. Schneider introduced Jeff Engstrom, Planner I, and Robert Myers, Planning Division Manager. Mr. Engstrom stated the Urbana Zoning Administrator is requesting City Council adopt the Crystal Lake Neighborhood Plan as an amendment to the 2005 Comprehensive Plan (Comp Plan). This plan includes goals and strategies for the area surrounding Crystal Lake Park and will be the guiding document for policy and planning in that area. He reviewed the boundaries and noted it was similar to other neighborhood plans. The Crystal Lake Neighborhood Plan does not recommend specific zoning map or future land use map changes but contains the general goals and policies that will justify such changes in the future.

The 30 day public review period for the Draft Plan began September 9, 2008 and a public hearing will be held at the Urbana Plan Commission meeting on October 9, 2008 at 7:30 p.m. in the Urbana City Building. The Plan Commission will make recommendations and forward the Plan to City Council.

Mr. Engstrom reviewed the planning process: Background Research Phase, Visioning Phase, Plan Concepts Phase, Draft Plan Preparation Phase, Final Plan Preparation Phase, and the

Implementation Phase. Various Commissioners provided comments, which will be included in information forwarded to Council with the Plan.

Adjournment: Chairperson Cobb adjourned the meeting at 9:07 p.m.

Recorded by Connie Eldridge

C:\word\minutes.cdc.September 23, 2008.min

UNAPPROVED - INCOMPLETE