

Motion was then made by Councilman Matthews, seconded by Councilman Hulsey, to table the item until the full Council is present. Motion carried unanimously.

(PC-251) Motion was made by Councilman Child, seconded by Councilman Matthews, to continue the public hearing on redistricting from R-1 Single Family Residential to C-1 Commercial for the property described above, to the next regular Council meeting on March 11, 1975. Motion carried unanimously.

Motion was made by Councilman Matthews, seconded by Councilman Hulsey to amend the motion to table the public hearing on changing the General Plan on the above described property, to March 11, 1975. Motion carried unanimously.

(PC-252) Public hearing was held on redistricting from R-1 Single Family Residential to I-3 Heavy Industrial for a part of the Southwest Quarter, Southwest Quarter of Section 28, Township 12 North, Range 2 West, located at the corner of Sooner Road and N. E. 10th Street. There being no protests, either written or verbal, motion was made by Councilman Child, seconded by Councilman Hulsey, to pass Ordinance No. 1343 zoning the property for I-3 Heavy Industrial use. Motion carried unanimously. Motion was then made by Councilman Matthews, seconded by Councilman Child, to adopt emergency clause to Ordinance No. 1343. Motion carried unanimously.

Public hearing was held on a Pre-Application for Funding from the Department of Housing and Urban Development under the provisions of the Housing and Community Development Act of 1974. Motion was made by Councilman Child, seconded by Councilman Almon, to confirm the appointment of Robert Larkin, Mary Clements, Jimmy Allen, Charles Snyder, Rita Andrews, Fannie Luster and Don Killough to the Citizens' Advisory Committee. Motion carried unanimously.

Motion was made by Councilman Hulsey, seconded by Councilman Child, to accept the recommendations of the Citizens' Advisory Committee and to make the Pre-Application a matter of record. Motion carried unanimously.

Motion was made by Councilman Child, seconded by Councilman Reiter, to submit the Pre-Application for the Metropolitan Discretionary Balance Program. Motion carried unanimously.

Motion was made by Councilman Child, seconded by Councilman Almon, to also submit a Pre-Application under the requirements of the Secretary's Fund Program, alleging funding allocation inequities. Motion carried unanimously.



City of Midwest City

GRANTS MANAGEMENT DEPARTMENT

TO: Honorable Mayor and City Council

FROM: Terri L. Craft, Grants Manager

DATE: January 14, 2014

SUBJECT: Discussion and consideration of amending the bylaws of the Citizens' Advisory Committee on Housing and Community Development and amending the Citizen Participation Plan for Community Planning and Development Programs.

At their September 23, 2013 meeting, the Citizens' Advisory Committee on Housing and Community Development recommended changes to their bylaws to reduce membership of the committee to (7) persons. In effect, the Neighborhood Representative positions would be dissolved and those appointees moved to current vacancies. Changes to the composition of the committee also requires a modification to the Citizen Participation Plan for Community Planning and Development Programs that was certified to in the 2010 – 2014 Consolidated Plan and Strategy submitted to the Department of Housing and Urban Development. Attached are the changes and amended versions of both documents for your review.

Staff recommends approval.

Terri L. Craft
Grants Manager

CITY OF MIDWEST CITY

CITIZEN PARTICIPATION IN COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS (Certified as part of the Consolidated Plan and Strategy 2010-2014)

The Department of Housing and Urban Development (HUD) requires citizen participation in the Consolidated Submission for Community Planning and Development Programs – Final Rule, 24 CFR Part 91, Subpart B. The rule combines into a single consolidated submission the planning and application aspects of the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) formula programs. The consolidated submission replaces the Comprehensive Housing Affordability Strategies (CHAS), the HOME program description, the Community Development Plan and the CDBG final statement, and the ESG and HOPWA applications. The rule also consolidates the reporting requirements for these programs, replacing the general performance reports with one performance report.

The City of Midwest City is a formula entitlement recipient of Community Development Block Grant (CDBG) funds only. With respect to the consolidated planning process, the City of Midwest City solicits and encourages comment on all housing and community development needs within the community. The following plan provides for and encourages citizens to participate in the development of the consolidated plan/annual action plan, any substantial amendments to the consolidated plan/annual action plan, and the performance report. In compliance with the above, the following represents the City of Midwest City's Citizen Participation Plan.

The Community Development Block Grant (CDBG) Program was established through the Housing and Community Development Act of 1974, as amended, to assist in the development of viable urban communities, including decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. In order to qualify for CDBG funding, a proposed activity or program must meet one of the three national objectives of the program: benefiting low- and moderate-income persons, aiding in the prevention of slums or blight, or meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Citizen participation in all stages of the consolidated planning process is essential in developing and maintaining a program that reflects the needs of the citizens, with particular emphasis on persons of low and moderate income. In an effort to provide for and encourage the facilitation of communication, the dissemination of information, and citizen participation in the consolidated planning process to all its

citizens, including minorities, non-English speaking persons, mobility-, visually-, and hearing-impaired persons, the city sets forth the following:

1. Citizens' Advisory Committee on Housing and Community Development. This committee acts as an advisory body to the Midwest City Council on matters concerning housing and community development related grant programs. The committee consists of appointees by councilpersons representing all six (6) wards and one (1) mayoral appointee. Every effort will be made to provide committee representation of low- and moderate-income persons, particularly those living in areas where CDBG funds are proposed to be used or have been used, by residents of predominantly low- and moderate-income neighborhoods, minorities, non-English speaking persons, and persons with disabilities. The committee meets on call, generally on Monday evenings, at 6:30 p.m. in the Council Chambers, 100 North Midwest Boulevard, Midwest City, Oklahoma. Agendas of the meetings are posted in the lobby of city hall at least 24 hours in advance of the meetings. All meetings of the Citizens' Advisory Committee are public meetings and interested individuals are encouraged to attend. During the year, the committee shall review proposed housing and community development projects and activities to be funded with grant funds, funding allocations, the current program progress and performance, and shall seek to identify the community development and housing needs of Midwest City. Grant applications that due to time constraints do not allow for prior review by the Citizens' Advisory Committee will be reviewed directly by the Midwest City Council.

2. Public Hearings. A minimum of two (2) public hearings will be held, at different stages during the program year, for the purpose of obtaining the views of citizens, public agencies, and other interested parties and to respond to proposals and comments at all stages of the consolidated submission process by: 1) identifying housing and community development needs; 2) reviewing proposed uses of funds; and 3) reviewing program performance. At least one public hearing will take place during the development of the consolidated plan/action plan. At least 10 days prior to the hearings, notice of the public hearings will be published in a local newspaper, such as but not exclusively, the Oklahoman or the Journal Record. Special efforts will be made to reach low- and moderate-income persons and other interested parties through advertisements in local newspapers, city newsletters, city web site, flyers at public places, notices to neighborhood block captains, and direct notice to organizations and agencies serving the low- and moderate-income community.

In preparing the proposed and final consolidated plan/action plan(s), the city will consider any comments or views of citizens identified at a public hearing. A summary of these comments or views and a summary of any comments or views not accepted and the reasons thereof shall be attached to the final consolidated plan/action plan(s).

The hearings are open to the public and are held early in the evenings. The hearings during a Citizens' Advisory Committee meeting and/or a Midwest City Council meeting are held in the Council Chambers, 100 North Midwest Boulevard, Midwest City, Oklahoma. The Council Chambers provides a convenient meeting facility due to its community familiarity, central location, and handicapped accommodations. It has been determined that there are not significant numbers of non-English speaking residents expected to participate in the hearings, and no special arrangements will be made unless otherwise requested one (1) week in advance of a hearing.

3. **Public Information Methods.** It shall be the policy of the City of Midwest City to provide full public access to program information. Upon request, the city will provide reasonable accommodation to provide materials in a form accessible to persons with disabilities. Program information, prior year and current applications for Community Development Block Grant (CDBG) funding, proposed and final consolidated plan/action plan and amendments, performance reports, and citizen participation plan will be made available during business hours at the Grants Management Office, City Hall, 100 North Midwest Boulevard, Midwest City, Oklahoma.

In addition, proposed and final consolidated plan/action plan and amendments will be available during business hours at the following locations:

Midwest City Library, 8143 East Reno Avenue, Midwest City, Oklahoma
Midwest City Senior Center, 8251 East Reno Avenue, Midwest City, Oklahoma
Neighborhood Services Office, 8726 S.E. 15th St., Midwest City, Oklahoma
Neighborhoods in Action Office, 1124 N. Douglas Blvd., Midwest City, Oklahoma

Other documents relevant to the City of Midwest City's housing and community development programs shall also be available to the public at the aforementioned city hall address. Such documents may include and are not limited to the following:

- a. Mailings and promotional material;
- b. Records of Citizens' Advisory Committee meetings and public hearings;
- c. Evaluation reports, environmental review records, and other reports required by HUD;
- d. Copies of federal regulations covering the programs governed by the consolidated plan; and
- e. Documents regarding other program requirements.

Midwest City's latest HUD-approved Consolidated Plan/Action Plan will also be available for review on the U.S. Department of Housing and Urban Development's website at www.hud.gov and the City of Midwest City's website at www.midwestcityok.org/grants-management.

Additional public information methods include the publishing of notices and advertisements in local newspapers. The following information is provided in the public notices and advertisements:

- a. The total amount or projected amount of Community Development Block Grant funds and other housing and community development grant funds available to the city, and the amount to benefit low- and moderate-income persons;
- b. The range of eligible activities that may be undertaken with these funds and those previously funded;
- c. The time and place of the Citizens' Advisory Committee meeting(s) to be held concerning the review of projects and programs to be recommended to the Midwest City Council for the program year;
- d. A summary of the city's proposed Consolidated Plan/Action Plan published after Citizens' Advisory Committee review and a minimum of thirty (30) days prior to the Midwest City Council's review, to allow for citizen comment. The notice will give the locations at which to review the proposed plan and/or to obtain a copy.
- e. A notice that Midwest City's Consolidated Plan/Action Plan has been finalized, after citizen comments have been received and considered in response to the proposed plan. A summary of all comments received, those considered and accepted, and reasons for those not accepted will be included in the plan;
- f. Notice will be published of completion of the city's Consolidated Annual Performance and Evaluation Report that documents program progress and actual use of funds during the prior program year. The notice will give the locations at which to review the report and/or obtain a copy. A 15-day public comment period will be identified in the published notice. Any comments or views of citizens received in writing concerning the performance report will be summarized and attached to the performance report prior to submittal to HUD.
- g. Any proposed substantial amendment, under development or consideration, to the city's Consolidated Plan/Action Plan shall be published a minimum of thirty (30) days prior to the City Council's review to provide for public comment. A substantial amendment to the plan shall be made only when approved activity(ies) are to be added or substantially changed in terms of purpose, scope, or beneficiaries. A substantial amendment is necessary when CDBG funds are redirected from an existing approved activity to a new activity not identified in the current year's action plan. Upon consideration of citizen comments to the proposed amendment, the actual amendment to the Consolidated Plan/Action Plan shall be published. A summary of all comments received, those accepted, and reasons for those not accepted will be included in the plan amendment. The notice will also give the location for access/records/information relating to the plan amendment.

The City of Midwest City will minimize displacement of persons and assist those displaced as a result of assisted activities as indicated in the city's Anti-displacement Plan. The city anticipates no displacement of persons as a result of current and future assisted activities. The anti-displacement plan is available for review in the city's Grants Management office during regular office hours.

It shall be the policy of the City of Midwest City to make technical assistance available to groups representative of persons of low and moderate income and other citizen organizations that request assistance in developing proposals. Technical assistance may include, but not be limited to, the formulation of surveys, determination of neighborhood eligibility, and proposed activity eligibility. Citizens are encouraged to submit their views and proposals regarding CDBG and other grant programs directly to the Grants Management office at any time during the year. Mailing address is City of Midwest City, 100 North Midwest Boulevard, Midwest City, Oklahoma 73110. E-mail comments can be made to grantsmgmt@midwestcityok.org. In particular, citizens are asked to provide comments during the planning period prior to the initiation of City Council hearings on the subject. Personnel of the Grants Management office will be available to discuss the Consolidated Plan/Action Plan and CDBG program with interested citizen organizations within the community.

The Grants Management office and any other appropriate city departments will respond to complaints made in regard to the consolidated planning process and/or the Community Development Block Grant Program. Every reasonable effort will be made to respond in writing to written complaints within fifteen (15) days of receipt.

The City of Midwest City will provide reasonable accommodations to make the Citizen Participation Plan in a format accessible to persons with disabilities, upon request. Request shall be made via telephone, email, in person or in writing to the City's Grants Management office, 100 North Midwest Boulevard, Midwest City, Oklahoma 73110, 405/739-1216, grantsmgmt@midwestcityok.org.

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**BY-LAWS
CITIZENS' ADVISORY COMMITTEE ON
HOUSING AND COMMUNITY DEVELOPMENT
MIDWEST CITY, OKLAHOMA**

ARTICLE 1. NAME

The Midwest City Citizens' Advisory Committee on Housing and Community Development, hereinafter referred to as the Committee, was established by the Council of the City of Midwest City in February of 1975 pursuant to requirements of the Housing and Community Development Act of 1974.

ARTICLE II. DEFINITIONS.

Committee means the Midwest City Citizens' Advisory Committee on Housing and Community Development. Business year means July 1 of one year to June 30 of the next year.

ARTICLE III. PURPOSES AND POWERS

The purposes and powers of the Committee are set forth in the Citizen Participation Plan of the Community Development Block Grant Program, Midwest City, Oklahoma, June, 1978, and as subsequently amended.

ARTICLE IV. MEMBERSHIP

Section 1. Members

- (a) **Membership.** The Committee shall be composed of seven (7) members.
- (b) **Appointment.** Each member of the Midwest City Council shall select one Midwest City resident to serve on the Committee and the Mayor shall select one resident to serve, providing for seven (7) members. The Council shall make every effort to have all wards represented on the committee.
- (c) **Qualifications.** Members shall reside within the city limits of Midwest City.

Section 2. Code of Ethics

Any member to whom private benefit, direct or indirect, financial or otherwise, may come as a result of a public action concerning the Committee, shall not be a participant in that action. The possibility, not the actuality of a conflict, shall govern.

The individual experiencing a conflict of interest shall declare his interest, abstain from voting on the matter, and refrain from any deliberations on the matter. The individual shall not discuss the matter with a fellow member for the purpose of influencing a decision thereof.

Section 3. Terms; removal.

The term of office for all Committee members shall be four (4) years unless otherwise determined by the Council. All members shall hold office until their successors are appointed. Members may be removed for cause by the Mayor with approval by the City Council. Vacancies shall be filled for an unexpired term in the same manner as appointment. All appointees shall serve at the pleasure of the Council.

ARTICLE V. OFFICERS

Section 1. Officers

There shall be the following officers: Chairman, Vice-Chairman, Interim Chairman.

Section 2. Election of Officers

Election of said officers shall be held annually at the first meeting of the Committee after September 1 of each year. The term of each office shall commence immediately upon the election of each officer. In absence of both the Chairman and Vice-Chairman, the Committee member with the most seniority in attendance at the meeting shall assume the position as Interim Chairman.

Section 2. Duties and Powers

(a) Chairman. The Chairman shall have the following duties:

1. Preside at all meetings, except when absent;
2. Assist in preparing agenda;
3. Follow the agenda;
4. Allow all sides of a case to be heard in a manner which he determines;
5. Issue calls or notices of unscheduled meetings.

(b) Vice-Chairman. The Vice-Chairman shall preside at all meetings in the absence of the Chairman.

- (c) Secretary. The Grants Manager or his/her designated representative shall serve as the secretary for the Committee. The secretary shall have the following duties:
1. Bring to each meeting copies of the by-laws, standing rules, and a list of unfinished business;
 2. Keep minutes and a minute book which contain the following:
 - a) date, place, time of meeting
 - b) Whether it is a regular or special meeting
 - c) Name of person presiding
 - d) Name of secretary
 - e) Name of staff members present
 - f) Members absent and present by name
 - g) Name and address of each person speaking before the Committee and his position on the matter before the Committee
 - h) Name and recommendation of staff members given on each matter
 - i) All main motions, whether adopted or rejected
 - j) Names of persons making the motions and their seconds
 - k) Names of members and how they voted on any motion
 - l) A motion withdrawn shall not be recorded
 - m) Copy of staff recommendation on all matters before the Committee and a copy of any written statements presented by the Committee by a concerned individual or party of individuals
 - n) Past actions of the Committee for reference purposes shall be kept in a minute book.

ARTICLE VI. SUBCOMMITTEES

The Committee shall establish any, and as many, special subcommittees as it deems necessary. A motion to establish a special subcommittee and its membership shall receive an affirmative vote of the majority of those present. The duties and responsibilities of the subcommittee should be outlined and passed by an affirmative vote of a majority of those present.

ARTICLE VII. MEETINGS

Section 1. Time and Place

The meetings of the Committee shall be held in the Council Chambers, Municipal Complex, unless otherwise provided by the Committee for particular meetings. The

meetings shall be held on call. All meetings shall be in compliance with the Oklahoma Open Meeting Act.

Section 2. Quorum.

Four members shall constitute a quorum.

ARTICLE VIII. VOTES

In any matter before the Committee, action shall be taken by not less than four (4) members of the seven (7) members, regardless of the numbers of members present. With tie votes, statements of recommendation for each side may be forwarded to the City Council.

ARTICLE IX. PROCEDURE

For the purposes of rulings from the chair of other parliamentary decisions, Robert's Rules of Order Revised shall be controlling.

ARTICLE X. ABSENCE OF MEMBERS

Absences from meetings by Committee members shall be governed by Section 2-28 of the Municipal Code.

ARTICLE XI. AMENDMENT OF BY-LAWS

Any proposed amendment to these by-laws shall be presented in writing to the members of the Committee at a meeting. The Committee shall review the proposal. A vote of four (4) members is necessary to approve the proposal. The proposed amendment shall then be forwarded to the City Council for review and approval.

**BY-LAWS
CITIZENS' ADVISORY COMMITTEE ON
HOUSING AND COMMUNITY DEVELOPMENT
MIDWEST CITY, OKLAHOMA**

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(b) Appointment. Each member of the Midwest City Council shall select one Midwest City resident to serve on the Committee and the Mayor shall select one resident person to serve, providing for seven (7) members. ~~Two (2) members at large shall be nominated by the Mayor and confirmed by the Council.~~ The Council shall make every effort to have all wards represented on the committee.

(c) Qualifications. Members shall reside within the city limits of Midwest City.

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Any member to whom private benefit, direct or indirect, financial or otherwise, may come as a result of a public action concerning the Committee, shall not be a participant in that action. The possibility, not the actuality of a conflict, shall govern. The individual experiencing a conflict of interest shall declare his interest, abstain from voting on the matter, and refrain from any deliberations on the matter. The individual shall not discuss the matter with a fellow member for the purpose of influencing a decision thereof.

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(a) Chairman. The Chairman shall have the following duties:

1. Preside at all meetings, except when absent;
2. Assist in preparing agenda;
3. Follow the agenda;
4. Allow all sides of a case to be heard in a manner which he determines;
5. Issue calls or notices of unscheduled meetings.

- (b) Vice-Chairman. The Vice-Chairman shall preside at all meetings in the absence of the Chairman.
- (c) Secretary. The Grants Manager or his/her designated representative shall serve as the secretary for the Committee. The secretary shall have the following duties:
 - 1. Bring to each meeting copies of the by-laws, standing rules, and a list of unfinished business;
 - 2. Keep minutes and a minute book which contain the following:
 - a) date, place, time of meeting
 - b) Whether it is a regular or special meeting
 - c) Name of person presiding
 - d) Name of secretary
 - e) Name of staff members present
 - f) Members absent and present by name
 - g) Name and address of each person speaking before the Committee and his position on the matter before the Committee
 - h) Name and recommendation of staff members given on each matter
 - i) All main motions, whether adopted or rejected
 - j) Names of persons making the motions and their seconds
 - k) Names of members and how they voted on any motion
 - l) A motion withdrawn shall not be recorded
 - m) Copy of staff recommendation on all matters before the Committee and a copy of any written statements presented by the Committee by a concerned individual or party of individuals
 - n) Past actions of the Committee for reference purposes shall be kept in a minute book.

ARTICLE VI. SUBCOMMITTEES

The Committee shall establish any, and as many, special subcommittees as it deems necessary. A motion to establish a special subcommittee and its membership shall receive an affirmative vote of the majority of those present. The duties and responsibilities of the subcommittee should be outlined and passed by an affirmative vote of a majority of those present.

ARTICLE VII. MEETINGS

Section 1. Time and Place

The meetings of the Committee shall be held in the Council Chambers, Municipal Complex, unless otherwise provided by the Committee for particular meetings. The meetings shall be held on call. All meetings shall be in compliance with the Oklahoma Open Meeting Act.

Section 2. Quorum.

Four ~~Five~~ members shall constitute a quorum.

ARTICLE VIII. VOTES

In any matter before the Committee, action shall be taken by not less than four~~five~~ (4~~5~~) members of the ~~seven~~nine (~~7~~9) members, regardless of the numbers of members present. With tie votes, statements of recommendation for each side may be forwarded to the City Council.

ARTICLE IX. PROCEDURE

For the purposes of rulings from the chair of other parliamentary decisions, Robert's Rules of Order Revised shall be controlling.

ARTICLE X. ABSENCE OF MEMBERS

Absences from meetings by Committee members shall be governed by Section 2-28 of the Municipal Code.

ARTICLE XI. AMENDMENT OF BY-LAWS

Any proposed amendment to these by-laws shall be presented in writing to the members of the Committee at a meeting. The Committee shall review the proposal. A vote of four~~five~~ (4~~5~~) members is necessary to approve the proposal. The proposed amendment shall then be forwarded to the City Council for review and approval.