

Meeting Minutes

Housing & Community Development Advisory Council
Wednesday, March 6, 2024, at 4:00 pm
Location: 2101 O'Neil Avenue, Room 104

Attendees:

- Chair: Wendy Soto
- Councilman: Joseph Bainbridge
- Councilman: Ramon Moya
- Councilman: J.C. Manalo
- Councilman: Justin Huntley
- Councilman Ganison (Attended via Zoom)
- City Councilman Ken Esquibel

City Staff Present:

- Community Development Manager: Amy Gorbey
- After the meeting was called to order, there were issues with the sound for the Zoom meeting participants. Councilman Ganison and City Representative Smith were unable to attend via Zoom. The Zoom meeting recording does not have sound.

I. Call to Order

- Chair Soto called the meeting to order at 4:00 pm.

II. Approval of the Minutes for February 2024

- The minutes for February 2024 were approved as written at 4:05 pm.
 - Motion: Councilman Moya
 - Second: Councilman Manalo
 - Discussion: None

III. Annual Action Plan

The Community Development Manager (CDM) gave the Council a brief update on the Program Year 2024 Annual Action Plan (AAP) timeline for public hearings and city council resolution dates. City staff is completing a draft to email to the Advisory Council for review on Wednesday, March 20, 2024. Comments from the Council were requested by Friday, March 29th. A 30-day comment period for the AAP will begin on April 6, 2024. A Public Hearing will be held at the City Council meeting on April 22nd at 6:00 pm. City staff will provide the council with a report at this meeting, and the public will have the opportunity to speak after the staff report. The resolution for the AAP will be heard at the Finance Committee at noon in Room 104 on May 6th, and the resolution will be on the City Council agenda on May 13th and will, hopefully, be approved. The deadline to submit the AAP to HUD is May 17, 2024.

Subrecipient Project

The CDM gave the council a quick update on all CDBG active grants. The council was provided copies of a staff report that broke down the subrecipient activity for January and February 2024. The Subrecipient Progress (Monitoring) Reports were submitted before the February 28th deadline. A new monitoring compliance policy was created and will be sent to subrecipients pending council discussion and approval. The council decided to discuss the monitoring compliance policy during the April meeting.

Financial Report

The CDM explained that she was working with the city Accountant to verify the Program Administration expenditures from Program Year 2020 CDBG-CV. To meet HUD's timeliness goal, the city must spend grant funds down to \$607,017 by the end of April. The HUD Allocation letter for Program Year 2024 is expected to arrive in April.

Other Business

The CDM updated the Council about the Sam.gov Registration event that afternoon, hosted by Habitat for Humanity at Blacktooth Brewery. Councilman Manolo caught an error on the agenda for the April meeting, so the CDM made a note to correct the date.

Adjournment

There was a motion by Councilman Moya and a second by Councilman Bainbridge. The meeting was adjourned at 4:24 pm.

- Motion: Councilman Moya
- Second: Councilman Bainbridge

Next Meeting

- The next meeting is scheduled for April 3, 2024, at 4:00 p.m.