

Meeting Minutes

Housing & Community Development Advisory Council
Wednesday, July 3, 2024, at 4:00 pm
Location: 2101 O'Neil Avenue, Room 104

Attendees:

- Chair Wendy Soto
- Secretary Liz Haigler
- Councilman Joseph Bainbridge
- Councilman J.C. Manalo
- Councilman Justin Huntley
- City Councilman Ken Esquibel
- Councilman Josh Fillbrandt (Zoom)

Absent:

- Vice Chair Steve Ganison
- Councilman Ramon Moya

City Staff Present:

- Community Development Manager Amy Gorbey, Jason Sanchez, Director of CRE, Erin Gates, Planning & Engineering.

Citizen's Present:

- Jen Solis (Zoom) and Angela Sylvester (Zoom)

I. Call to Order

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

II. Approval of the Minutes for June 2024

- Chair Soto requested a motion to approve the minutes at 4:01 pm.
- Motion: Secretary Haigler
- Second: Councilman Manalo
- Discussion: None

III. Annual Action Plan Amendment to Include the Lincoln Park Project

- **Overview:** The Community Development Manager updated the staff that Jason Sanchez, the Director of Community, Recreation, and Events, had submitted an application for the Lincoln Park Project per the council's directive. The Project Eligibility and Application Review forms were completed.

- The project meets the Consolidated Plan Goal of Preserving and Improving Low-Income Neighborhoods. (The Priority Needs are neighborhood Improvements and Infrastructure.)
 - HUD National Object: Provide an Area Benefit Project for Low-To-Moderate Income Residents.
 - The project is in Census Tract 2, Block Group 2: an LMI Block Group with a 62% LMI population.
 - Eligible Activity: Public Improvements.
- **Public Comment:** Chair Soto opened the floor for Public Comments on the Lincoln Park Sidewalk Installation and ADA Upgrade Project
 - Jason Sanchez, Director of the Department of Community, Recreation, and Events, and Erin Gates from the Engineering Department updated the Council on past improvements, the park's future projects, and the scope of work for the proposed project. Director Sanchez stated that this project would provide access to the park's amenities. There is a great need for the project, and no funding is available for the improvement. Ms. Gates and Director Sanchez assured the Council that the park would meet all ADA requirements.
 - Jen Solis, a Board Member of the Wyoming Independent Citizens Council (WICC), enthusiastically supported the project. Ms. Solis said that sidewalk improvements were a priority for South Cheyenne and would improve accessibility for this great community park.
 - Angela Silvester (resident who lives next to Lincoln Park) stated that she thinks it's great that the City has proposed to add sidewalks to this park, that she has provided public comment before on the need for sidewalks on the southside, and that she is happy to support this project.
 - The Community Development Manager commented that Ms. Silvester had recommended the project to city H&CD staff and updated the Council that Carla Grigoria (WICC) had received a letter of support for the project and that WICC's Beautification Committee had requested a copy of the Amended Annual Action Plan to review.
- **Project Timeline:** The project meets the definition of a "substantial change" to the Program Year 2023 Annual Action and requires a public comment period, approval by the City Council to amend the plan, and final approval by HUD.
 - The anticipated start date for the project is late September 2024.
 - The goal is to complete the Sidewalk Installation and ADA Upgrades by the end of September 2024.
- **Discussion:** Secretary Haigler commended the Council's discussion from the previous month's meeting and expressed enthusiasm for the project but explained the need to ensure it met the HUD eligibility requirements before approving it.
 - Chair Soto requested a motion to approve the Lincoln Park Sidewalk and ADA Improvement project at 4:12 pm.
 - Motion: Councilman J.C. Manalo
 - Second: Secretary Haigler

IV. Staff Updates

- **Public Service Grants, Program Year 2023 Update:** All Public Service Subrecipients expended their funds by the June 15, 2024, deadline
 - The Comea Journey's Program Utility Reimbursement for the Shelter Project served 620, 106 seniors, and 240 disabled clients.
 - The Safehouse Victim's Fund Project served 48 clients, all below 30% AMI.
 - The Needs Inc. Food Pantry Project served 3,011 clients, most of whom were below 30% AMI.
- **General Service Grants, Program Year 2023 Update:** Both the Comea Shelter Women's Dorm project and the Habitat for Humanity of Laramie County (HFHLC) 10th Street Rehabilitation Project are behind schedule. H&CD Staff met with both organizations to discuss the delays. Comea Shelter requested an extension because they were undertaking different projects. HFHLC discovered they needed additional remediation on the 10th Street house.
 - Comea and HFHLC anticipate completing the projects by December 31, 2024.
 - Chair Soto explained that to extend the project deadline, Comea must submit a written request for the Council to review at the next meeting.
 - The secretary asked for staff input on the extension request. The Community Development Manager recommended approving the extension and updated the Council that the project cost had decreased, making them eligible for a BABA waiver.
 - The total available funding for the Comea Women's Dorm project is \$197,250 (CDBG-CV award \$47,250, PY 23 award \$150,00). If the funds are not spent, they will be reallocated to other projects.

V. Financial Report

- The Community Development Manager gave an overview of the balances of each sub-recipient award for Program Year 2023 and verified that there are no HUD timeliness issues. She explained that several Habitat Rehabilitation for LMI Homeowners projects were not eligible for CDBG. Many properties have led to Habitat's inability to do an extensive remediation on a repair project. They are concerned that they don't have enough staff capacity or available sub-recipients to do the work.

VI. Policy and Procedure Review

- The Community Development Manager (CDM) explained that the best practice was to review policies annually and include a revision history and that the Citizen's Participation Plan needed updates. Chair Soto recommended forming a Policy and Procedure committee. Secretary Haigler and City Councilman Esquibel volunteered to serve on the committee. After running the changes through the City Attorney's Office, the council would have final approval. Chair Soto asked if the City had general policies for Councils.

VII. Consolidated Plan

- **Con Plan Presentation:** The CDM presented a PowerPoint on developing the Consolidated Plan Priority Needs, which the Con Plan Subcommittee developed. The purpose of the Con Plan Subcommittee is to assist H&CD staff with developing goals and prioritizing the needs of the following plan.
 - Current (2020-2024) Con Plan Goals include 6 Goals with 7 Priority Needs:
 1. **Goal:** Provide Safe, Decent Affordable Housing.
 - **High Priority Need:** Housing Rehabilitation
 - **Low Priority Need:** First-Time Homebuyer Assistance
 2. **Goal:** Promote Self Sufficiency Through Service Provision (Public Service Projects)
 - **High Priority Need:** Supportive Services for low-income and Special Needs Populations
 3. **Goal:** Public Facilities
 - **High Priority Need:** Public Facility Assistance
 4. **Goal:** Job Training and Opportunities
 - **High Priority Need:** Job Training and Opportunities
 5. **Goal:** Preserve and Improve Low-Income Neighborhoods.
 - **High Priority Need:** Neighborhood Improvements and Infrastructure
 6. **Goal:** Program Administration
 - **Priority Need:** Program Administration
- The Con Plan Subcommittee Update:
 - Currently, the only “priority need” that the sub-committee recommends dropping from the next Con plan is “First-Time Homebuyer Assistance” because the city had to write off the debts from past loans.
 - Chair Soto commented that ranking needs to be better defined as High, Moderate, and Low Priorities.
 - Chair Soto recommended surveying City Council Members, the Mayor, and other community agencies.
 - The Community Development Manager gave the council an update on Con Plan consultations and will continue to consult with agencies on priority needs through the end of September.
 - The Community Development Manager will work on a Priority Needs Survey with the Economic Resource Administrator.
- The Goals and Priority Needs being considered for the 2025-2027 Con Plan Goals are:

1. **Goal:** Provide Safe, Decent Affordable Housing.
 - **High Priority Need:** Housing Rehabilitation
2. **Goal:** Promote Self Sufficiency Through Service Provision (Public Service Projects)
 - **High Priority Need:** Supportive Services for low-income and Special Needs Populations
3. **Goal:** Public Facilities Assistance
 - **High Priority Need:** Public Facility Assistance
4. **Goal:** Job Training and Opportunities (The Subcommittee determined more information was needed to determine if this goal should be included in the next plan.)
 - **High Priority Need:** Job Training and Opportunities
5. **Goal:** Preserve and Improve Low-Income Neighborhoods.
 - **High Priority Need:** Neighborhood Improvements and Infrastructure
6. **Goal:** Program Administration
 - **Priority Need:** Program Administration

II. Other Business

- **Change in Meeting Time:** The August 7, 2024, Council meeting will be a Zoom meeting to elect officers and accommodate the Community Development Manager's Region 8 Environmental Review Training in Denver.
- **Election of Officers and Board Appointments:** Both Councilmen Huntley and Bainbridge plan to reapply as their terms are up. Two positions still need to be filled, as there is a vacancy, and Councilman Fillbrandt will not be reapplying. The council agreed to help spread the opportunity to potential applicants.

III. Adjournment

- Chair Soto requested a motion to adjourn the meeting at 5:16 pm.
 - Motion: Secretary Haigler
 - Second: Councilman Huntley

Next Meeting: The next meeting on ZOOM (not in person) is scheduled for August 7, 2024, at 4:00 p.m.