

Cindy Segawa, Chair  
Barry Waite, Vice-Chair  
James Gazeley, Board Member  
Bill Uphoff, Board Member  
Mark A. Waronek, Board Member



**LOMITA CITY HALL  
COUNCIL CHAMBERS**  
24300 Narbonne Avenue  
Lomita, CA 90717  
Phone: (310) 325-7110  
Fax: (310) 325-4024

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## AGENDA

**COMMUNITY DEVELOPMENT ADVISORY BOARD  
TUESDAY, JANUARY 18, 2022  
5:30 P.M.  
24300 NARBONNE AVENUE, LOMITA, CA 90717**

**PURSUANT TO AB-361, THE PUBLIC AND COUNCIL MAY PARTICIPATE IN THIS MEETING VIA TELECONFERENCE, AS SOCIAL DISTANCING MEASURES ARE RECOMMENDED BY STATE AND COUNTY OFFICIALS.**

To participate in the meeting via a computer or smart device log in to ZOOM at the following link: <https://us02web.zoom.us/j/82776473553>.

You may enter your name when prompted do so. If you wish to provide public comment at either the beginning of the meeting or for a particular item, you may either (a) contact the City Clerk's Office before the meeting and provide your name or (b) utilize the "raise hand" option located under the participant's name. Once you click on this option you will be in the rotation to make a public comment.

Please note, if you do not have the audio feature on your device you will need to call (669) 900-6833 and enter ZOOM Meeting ID: 827 7647 3553 then press pound (#). When prompted to enter the participation ID number press pound (#) again. To make a public comment enter "\*\*9". The Clerk's office will be notified, and you will be announced to make a public comment.

Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution via the City of Lomita website or by contacting the Deputy City Clerk at [l.abbott@lomitacity.com](mailto:l.abbott@lomitacity.com).

In compliance with the Americans with Disabilities Act (ADA) if you need special assistance to participate in this meeting, you should contact the office of the City Clerk at (310) 325-7110 (voice) or the California Relay Service. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

This meeting will be conducted in compliance with CDC guidelines and applicable orders of the Los Angeles County Health Officer.

**1. OPENING CEREMONIES**

- a. Call Meeting to Order
- b. Roll Call

**2. ORAL COMMUNICATIONS**

Persons wishing to speak on agenda items or subjects other than those scheduled are requested to do so at this time. In order to conduct a timely meeting, a five minute time limit per person has been established. Amendments to Government Code Section 54954.2 prohibit the Council from taking action or engaging in discussion on a specific item unless it appears on a posted agenda.

**3. APPROVAL OF THE COMMUNITY DEVELOPMENT ADVISORY BOARD MEETING MINUTES OF JANUARY 19, 2021**

**RECOMMENDED ACTION:** Approve Minutes.

**PUBLIC HEARING**

**4. DISCUSSION AND CONSIDERATION TO ADOPT THE PROPOSED ROSTER FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS FOR FISCAL YEAR 2022-2023**

Presented by Juan Ibarra, Administrative Analyst

**RECOMMENDED ACTION:** At the conclusion of the Public Hearing, adopt the proposed roster for Community Development Block Grant (CDBG) programs for Fiscal Year 2022-2023.

**5. CONSIDERATION AND POSSIBLE USE OF UNALLOCATED COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY (LACDA)-MANAGED SMALL BUSINESS GRANT (SBG) PROGRAM**

Presented by Juan Ibarra, Administrative Analyst

**RECOMMENDED ACTION:** At the conclusion of the Public Hearing, allocate Community Development Block Grant (CDBG) funds in the amount of \$175,442 for the Small Business Grant (SBG) Program managed by the LACDA and direct the City Manager to take the necessary steps to implement.

## 6. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted not less than 72 hours prior to the meeting at the following locations: Lomita City Hall lobby and outside bulletin board, Lomita Parks and Recreation, and uploaded to the City of Lomita website <https://lomitacity.com/agendas-minutes/>

Date Posted: January 14, 2022

A handwritten signature in blue ink, appearing to read "Kathleen Horn Gregory", written over a horizontal line.

Kathleen Horn Gregory, MMC, City Clerk

THIS MEETING WAS HELD TELEPHONICALLY PURSUANT TO STATE OF CALIFORNIA EXECUTIVE ORDER N-29-20 ISSUED ON MARCH 17, 2020. ACCORDINGLY, BOARD MEMBERS AND THE PUBLIC WERE PROVIDED WITH A TELECONFERENCE NUMBER AND NO PHYSICAL LOCATION FROM WHICH MEMBERS OF THE PUBLIC COULD OBSERVE THE MEETING AND OFFER PUBLIC COMMENT WAS PROVIDED.

**MINUTES OF THE  
COMMUNITY DEVELOPMENT ADVISORY BOARD MEETING  
TUESDAY, JANUARY 19, 2021**

**1. OPENING CEREMONIES**

a. Call Meeting to Order

The meeting was called to order by Chair Waronek at 5:32 p.m., on Tuesday, January 19, 2021, via Zoom Meeting.

b. Flag Salute

Chair Waronek led the salute to the flag.

c. Roll Call

**Present:** Board Members: Gazeley, Uphoff, Waite, Vice-Chair Segawa and Chair Waronek (all participated via Zoom)

**Absent:** None

**Staff Present:** Executive Director Smoot; General Counsel Rusin, Assistant City Manager Sugano, Administrative Analyst Contreras, and Secretary Gregory

**2. ORAL COMMUNICATIONS**

Chair Waronek announced the time for public comments. There being no requests to speak, Chair Waronek closed oral communications.

**3. APPROVAL OF MINUTES OF JANUARY 20, 2020**

Vice-Chair Segawa made a motion, seconded by Board Member Gazeley that the minutes be approved.

City Attorney Rusin recommended that Board Members Uphoff and Waite abstain from voting on the minutes, as they are new members of the board and were not in attendance at the meeting of January 20, 2020.

**MOTION CARRIED** by the following vote:

AYES: Board Members: Gazeley, Vice-Chair Segawa, and Chair Waronek  
NOES: None  
ABSENT: None  
RECUSE: Uphoff and Waite

### **PUBLIC HEARING**

#### **4. DISCUSSION AND CONSIDERATION TO ADOPT THE PROPOSED ROSTER FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS FOR FISCAL YEAR 2021-2022**

**RECOMMENDED ACTION:** At the conclusion of the Public Hearing, adopt the proposed roster for Community Development Block Grant (CDBG) programs for Fiscal Year 2021-2022.

Analyst Contreras presented the item per the agenda material, giving an overview of the CDBG funding and objectives.

Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds are administered through the Los Angeles County Development Authority (LACDA) (formerly called the CDC) on behalf of the Los Angeles County Board of Supervisors to 48 participating cities throughout the County including Lomita.

The primary objective of the CDBG is to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for low and moderate-income persons. The Residential Rehabilitation Program provides grants to low-income residents to rehabilitate their homes. The program will expect to assist approximately 12 participants during FY 2021-2022. The Lifeline Personal Response System (typically referred to as simply Lifeline) provides participants a medic alert system with small transmitter that when pressed summons immediate medical assistance on a 24-hour basis. The program carries a maximum of 26 clients on an annual basis. The Job Creation and Business Incentive Loan Program (typically referred to as JCBI) is a continuing program that will provide forgivable loans to businesses in the City for the purpose of creating permanent jobs that will be made available to low-income individuals.

The estimated CDBG allocation amount for Fiscal Year 2021-2022 reported by HUD is \$150,666. The CDBG allocation formula is based upon demographic characteristics and the total amount of CDBG funds granted to the LACDA. The annual funding amounts have been relatively stable over the past several years. Any modification that increases or decreases the final allocation will be applied to the Residential Rehabilitation Program.

The Proposed CDBG Program Budget Roster for 2021-2022 utilizes the Total FY 2021-2022 allocation of \$150,666; as follows:

Residential Rehabilitation Program ..... \$30,533.

Lifeline Personal Response System ..... \$30,133.

Job Creation & Business Incentive Loan Program ..... \$90,000.

Staff recommends that at the conclusion of the Public Hearing, the Commission adopts the proposed budget roster for Community Development Block Grant (CDBG) programs for Fiscal Year 2021-2022.

At 5:46 p.m. Mayor Waronek opened the public hearing. As there were no requests to speak, Mayor Waronek closed the public hearing at 5:46 p.m. and brought the item back to the board for a motion.

Board Member Gazeley made a motion, seconded by Board Member Uphoff to adopt the proposed roster for Community Development Block Grant (CDBG) programs for Fiscal Year 2021-2022.

**MOTION CARRIED** by the following vote:

AYES: Board Members: Gazeley, Uphoff, Waite, Vice-Chair Segawa, and  
Chair Waronek

NOES: None

ABSENT: None

## 5. ADJOURNMENT

There being no further business to discuss, Chair Waronek adjourned the meeting at 5:47 p.m.

Respectfully submitted,

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Kathleen Horn Gregory, MMC  
Recording Secretary  
Adopted:



# CITY OF LOMITA COMMUNITY DEVELOPMENT ADVISORY BOARD REPORT

**TO:** Community Development Advisory Board **Item No. PH 4**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Juan Ibarra, Administrative Analyst

**MEETING DATE:** January 18, 2022

**SUBJECT:** Discussion and Consideration to Adopt the Proposed Roster for Community Development Block Grant (CDBG) Programs for Fiscal Year 2022-2023

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## **RECOMMENDATION**

At the conclusion of the Public Hearing, adopt the proposed roster for Community Development Block Grant (CDBG) programs for Fiscal Year 2022-2023.

## **BACKGROUND**

In 1974, the U.S. Congress introduced the Community Development Block Grant (CDBG) Program as part of the Housing and Community Development Act. CDBG is funded by the U.S. Department of Housing and Urban Development (HUD). Although the Act has been amended in recent years, the primary objective continues to be developing viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for low and moderate income persons.

The Los Angeles County Development Authority (LACDA), formerly the Los Angeles County Community Development Commission administers this funding on behalf of the Los Angeles County Board of Supervisors, which oversees the LACDA, and 48 participating cities throughout the County including Lomita.

### **FY 22-23 Funding**

Community Development Block Grant funding is offered by the US Department of Housing & Urban Development (HUD), and because Lomita's population is under 50,000, Lomita is required to maintain an agreement with Los Angeles County Development Authority (LACDA) in order to receive CDBG funds through the HUD-administered Small Cities program.

The CDBG allocation formula is based upon the City's demographic characteristics such as the low to moderate income population and the total amount of CDBG funds granted to LACDA. The annual funding amounts have been relatively stable over the past several years.

The estimated allocation amount of \$148,379 is reported by HUD. It is not unusual for HUD to revise the allocation again, and any modification that increases or decreases the final allocation will be applied to the Residential Rehabilitation program.

The proposed total budget is \$148,379

The Public Service Cap for FY 2022-23 is 15% of the estimated allocation, decreasing the Lifeline Personal Response System budget for FY 2022-23.

Use of HUD's CDBG Allocation for FY 2022-2023

1. Residential Rehabilitation Program serving single-family homes throughout the City. At the time of this report, the program currently has a waiting list of 90 applicants waiting to be mailed applications. The program is expected to assist approximately 5 participants during FY 2022-2023.
2. The Lifeline Personal Response System has ongoing clients that receive medic alert assistance, carrying a maximum of 20 clients on an annual basis.
3. The Job Creation and Business Incentive Loan Program is a continuing program that will provide forgivable loans to businesses in the City for the purpose of creating permanent jobs that will be made available to low and moderate income individuals.

Implementation Process:

Participating cities are required to adopt and submit program budget documents based on the anticipated fiscal year allocation and unallocated balance (estimated total \$148,379). Therefore, below are the program budgets for the estimated FY 2022-2023 allocation (1).

(1) CDBG FY 22-23 Program Budgets as of July 1, 2022: \$148,379.

Residential Rehabilitation Program:	\$ 30,000
Lifeline Personal Response System:	\$ 22,256
Job Creation and Business Incentive Loan Program:	\$ 96,123

**OPTIONS**

1. Adopt the proposed roster for Community Development Block Grant (CDBG) programs for Fiscal Year 2022-2023.
2. Do not approve.
3. Provide staff alternative direction.



**FISCAL IMPACT**

Approved CDBG program expenditures are on a reimbursement basis through funding requests submitted to the LACDA.

Reviewed by:

*Gary Sugano*

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Gary Y. Sugano  
Assistant City Manager

Approved by:

*Ryan Smoot*

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Ryan Smoot  
City Manager

Prepared by:

*Juan Ibarra*

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Juan Ibarra  
Administrative Analyst



## CITY OF LOMITA COMMUNITY DEVELOPMENT ADVISORY BOARD REPORT

**TO:** Community Development Advisory Board **Item No. PH 5**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Juan Ibarra, Administrative Analyst

**MEETING DATE:** January 18, 2022

**SUBJECT:** Consideration and Possible Use of Unallocated Community Development Block Grant (CDBG) Funds for the Los Angeles County Development Authority (LACDA)-Managed Small Business Grant (SBG) Program

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### **RECOMMENDATION**

At the conclusion of the Public Hearing, allocate Community Development Block Grant (CDBG) funds in the amount of \$175,442 for the Small Business Grant (SBG) Program managed by the LACDA and direct the City Manager to take the necessary steps to implement.

### **BACKGROUND**

Community Development Block Grant funding is offered by the US Department of Housing & Urban Development (HUD), and because Lomita's population is under 50,000, Lomita is required to maintain an agreement with Los Angeles County Development Authority (LACDA) in order to receive CDBG funds through the HUD-administered Small Cities program.

The City has received CDBG funds for many years and has built up an unallocated balance through carryover funds from prior years.

The Small Business Grant (SBG) Program would assist local business that have been economically impacted by the COVID-19 pandemic. The SBG will provide grants of \$10,000 to eligible businesses located in the City of Lomita that create or retain job(s) for low and moderate income people. If approved, the SBG program would be managed by LACDA staff which would include receiving application submittals, review, award and implementation of each grant.

As you know, Lomita's small business community has had its challenges navigating during the Covid-19 pandemic and this program will supplement the City's existing American Rescue Plan (ARP) Small Business Assistance Program.

The City of Lomita Community Development Block Grant has \$175,442 in unallocated CDBG funds. It is recommended that the City use these unallocated funds to participate in the Los Angeles County Development Authority (LACDA) Small Business Grant program. As was previously mentioned, by participating in this program, the City will have a minimal administrative burden while being able to provide additional financial assistance to small businesses in Lomita.

It is recommended that the \$175,442 in unallocated CDBG funds be allocated to the following project:

LACDA Small Business Grant Program \$175,442.  
(Would provide approximately 17 grants for eligible small businesses in Lomita)

## **Program Guidelines**

### Eligible Businesses

Small Businesses located in Lomita and meet the criteria below:

- Small Businesses with less than 500 employees that have been impacted by COVID-19
- Restaurants, coffee shops, bakeries, cafés, gastropubs, salons, barbers and other grooming businesses, gyms, day spas, and fitness studios
- Retail and commercial stores such as local markets, consumer goods, electronics, appliances, health and sporting goods, furniture, clothing and shoes, books, and music stores
- Active business license in the City or County, as applicable
- No unresolved City, municipal, or health code violations
- Business in continuous operation in our City for at least two years

### Use of Grant Funds:

Grant funds can be used for operational business expenses such as:

- Employee payroll
- Working capital to continue operations
- Payment of outstanding business expenses
- Adaptive practices needed to remain open (i.e. equipment and supplies for physical distancing)

### Participation and Award:

Eligible businesses would submit an intake form during the 5-day open application period (Date TBD). After the intake period closes, a lottery will be conducted and selected businesses will be requested to complete an application. The Los Angeles County Development Authority (LACDA) will work with the selected businesses on behalf of the

City of Lomita to complete an application, execute an agreement, and provide the grant funds directly to the business owners.

**OPTIONS**

1. Move staff's recommendation.
2. Do not approve.
3. Provide staff alternative direction.

**FISCAL IMPACT**

Unallocated CDBG funding in the amount of \$175,442 will be utilized to carryout the program.

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

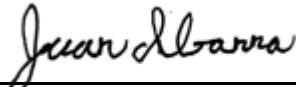
Approved by:



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Ryan Smoot  
City Manager

Prepared by:



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Juan Ibarra  
Administrative Analyst