

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
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CALL AND NOTICE OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that pursuant to Government Code Section 54956, by delivery of this written notice as provided by law, the Chair has called a special meeting of the Lomita City Council.

AGENDA SPECIAL MEETING

COMMUNITY DEVELOPMENT ADVISORY BOARD
TUESDAY, JUNE 21, 2022
5:45 P.M.
24300 NARBONNE AVENUE, LOMITA, CA 90717
HYBRID MEETING

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/84876559189>.

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 18, 2022

RECOMMENDED ACTION: Approve Minutes.

SCHEDULED ITEM

4. APPROVAL OF AN AMENDMENT TO THE ADOPTED ROSTER FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS FOR FISCAL YEAR 2022-2023

Presented by Juan Ibarra, Administrative Analyst

RECOMMENDED ACTION: Approve the Amendment to the Adopted roster for Community Development Block Grant (CDBG) programs for Fiscal Year 2022-2023.

5. 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: June 17, 2022



Kathleen Horn Gregory, MMC, City Clerk

MINUTES
MEETING OF THE COMMUNITY DEVELOPMENT ADVISORY BOARD
TUESDAY, JANUARY 18, 2022

1. OPENING CEREMONIES

a. Call Meeting to Order

The meeting was called to order by Chair Segawa at 5:37 p.m. on Tuesday, January 18, 2022, in the Council Chambers, at Lomita City Hall, 24300 Narbonne Avenue, Lomita, CA and via Zoom Meeting.

b. Roll Call

Present: Board Members: Uphoff and Gazeley participated via Zoom, Board Member Waronek, Vice Chair Waite and Chair Segawa were present in the Council Chambers

Absent: None

Staff Present: Executive Director Smoot, Assistant City Manager Sugano, Administrative Analyst Ibarra, and Secretary Gregory participated via Zoom and General Counsel Rusin was present in the Council Chambers

2. ORAL COMMUNICATIONS

There were no oral comments received.

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

Board Member Waronek made a motion, seconded by Board Member Uphoff that the minutes of January 19, 2021, be approved.

MOTION CARRIED by the following vote:

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

NOES: None

ABSENT: None

PUBLIC HEARING

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

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.

Analyst Ibarra presented the staff report per the agenda material. Consultant Michael Neal responded to a question by Board Member Uphoff that the allocation for the CDBG program for fiscal year 2021-2022 is the same as 2022-2023, which is \$148,379. He also stated that he received notification that the Lifeline program CAP is at a maximum of 20 percent vs. the previously stated 15 percent. In response to Vice-Chair Waite, Mr. Neal stated that there are currently just enough funds in the Lifeline program to add one additional client if there was a need. If funded at the max of 20 percent, it would take the funding up approximately \$3000, which would allow an additional one or two clients.

The public hearing was opened at 5:44 pm. As there were no requests to speak, Chair Segawa closed the public hearing and brought the item back to the board for a motion.

Board Member Gazeley made a motion, seconded by Board Member Uphoff to increase the funds in the Lifeline program by 20 percent by taking the funds from the Job Creation and Business Incentive Loan Program.

MOTION CARRIED by the following vote:

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

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

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.

Analyst Ibarra presented the staff report per the agenda material. Consultant Michael Neal responded to a question by Board Member Gazeley regarding how small businesses are chosen. Mr. Neal stated that it is done through a lottery system.

Board members mentioned the resources available to small businesses to assist with completing the paperwork and outreach efforts via the Lomita website and social media.

The public hearing was opened at 5:57pm. As there were no requests to speak, Chair Segawa closed the public hearing and brought the item back to the board for a motion.

Board Member Uphoff made a motion, seconded by Board Member Gazeley to approve the recommended action.

MOTION CARRIED by the following vote:

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

NOES: None

ABSENT: None

6. ADJOURNMENT

There being no further business to discuss, Chair Segawa adjourned the meeting at 5:59 p.m.

Respectfully submitted,

Kathleen Horn Gregory, MMC
Recording Secretary
Approved:



CITY OF LOMITA COMMUNITY DEVELOPMENT ADVISORY BOARD REPORT

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

FROM: Ryan Smoot, City Manager

PREPARED BY: Juan Ibarra, Administrative Analyst

MEETING DATE: June 21, 2022

SUBJECT: Approval of an Amendment to the Adopted Roster for Community Development Block Grant (CDBG) Programs for Fiscal Year 2022-2023

RECOMMENDATION

Approve the amendment to the adopted roster for Community Development Block Grant (CDBG) programs for Fiscal Year 2022-2023.

BACKGROUND

On January 18, 2022, the Community Development Advisory Board approved the Roster for the Community Development Block Grant (CDBG) Programs that consist of the following programs Residential Rehabilitation Program, the Lifeline Personal Response System, and the Job Creation and Business Incentive Loan Program (JCBI). Below is the approved CDBG programs budget;

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

Residential Rehabilitation Program:	\$ 30,000
Lifeline Personal Response System:	\$ 29,675
Job Creation and Business Incentive Loan Program:	\$ 88,704

Originally the Residential Rehabilitation Program was intended to assist five (5) participants (\$5,000 per project) however, due to rising administrative costs the project amounts are not adequate for CDBG funding to cover all administrative costs. In order to ensure that CDBG funding covers all administrative costs associated with the Residential Rehabilitation Program it is recommended that the award grant amount be increased to \$15,000 per project. By increasing the grant award amount the administrative costs associated with implementing the programs will be covered and no additional funds would be required outside of the CDBG funds. Additionally, the

increased amounts will greatly benefit the participants of the program as construction costs, construction materials, and construction services have been rising drastically with inflation. To increase the Residential Rehabilitation Program, funds would be transferred from the JCBI program. The proposed amended program budget is listed below (the original allocation of \$148,379 was revised by HUD and the new allocation is now \$142,935). The JCBI program has also been reduced by an additional \$5,444 based on the final allocation amount from HUD.

CDBG FY 22-23 Program Budgets as of July 1, 2022: \$142,935.

Residential Rehabilitation Program:	\$ 37,500
Lifeline Personal Response System:	\$ 29,675
Job Creation and Business Incentive Loan Program:	\$ 75,760

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 two (2) participants during FY 2022-2023.
2. The Lifeline Personal Response System has ongoing clients that receive medic alert assistance, carrying a maximum of twenty (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.

OPTIONS

1. Approved amendment for the 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. By approving the proposed amendment to the adopted roster all expenditures will qualify for reimbursement through LACDA.

Reviewed by:

Gary Sugano

Gary Y. Sugano
Assistant City Manager

Approved by:

Ryan Smoot

Ryan Smoot
City Manager

Prepared by:

Juan Ibarra

Juan Ibarra
Administrative Analyst