

**The Community Development Committee held a meeting on
Monday, October 28th, 2024 beginning at 6:00 P.M.**

Committee Members Present:

CD: Chair Callahan, Mitchell, Schneider, Oswald, Lipian
Finance: Chair Tollett, Schneider, Cerra, Siwierka, Davis
Others: Armstrong, Pres. Stewart
Excused Absence:

Administration and Department Heads Present:

Mayor Brubaker, Law Dir Deery, Safety Service Dir Pyanowski, Finance Dir Pileski,
Asst. Finance Dir Farrell, CD Manager Almobayyed, CD Director Scott

1. The matter of approval of the October 15th, 2024 CD Meeting Minutes as circulated.

Motion made by Mrs. Mitchell and second by Mr. Oswald to approve as circulated.

MOTION CARRIED

2. The matter of the adoption of the CDBG Policy and Procedure Manual Updates.

Referred By: Community Development Mgr. Almobayyed

Mgr. Almobayyed said they are proposing to change the grant start date from March 1st to October 1st. The reason is to extend the program year. They have to submit the Annual Action to HUD every year and the plan is due 45 days before the start of the program year. So, it would have to be submitted January 15th and then HUD has 45 days to review the plan. However, HUD has waited to delay the funding allocation announcement. So, they have said we have to wait until HUD gives the funding allocation in order to submit the Annual Action Plan. This has been happening where HUD has been releasing them in June and July so we are missing out on January thru July. Essentially they have only 4 or 5 months for the CDBG Programming so all of the nonprofits enter into agreements in August or September and then their grant agreements only go to the end of the year, Dec. 31st. Essentially, public facility projects are supposed to be following that same time frame.

If we change the program start date to October 1st, HUD will have already released the funding allocations, we will have already submitted the plan and they will have already had 45 days to review the plan. Programming should be able to begin on October 1st and then it would run until July 31st of the following year, there would be 10 months of programming instead of 4 or 5 months.

Once this passes thru council the department will submit a letter to HUD to formally request to change the Grant Agreement.

The department is also in the process of updating the 5-year consolidated plan. This matter of the policy change will be a part of that consolidated plan and they won't have to do a substantial amendment to change that.

They have notified their non-profit partners and the City's Engineering and Parks Departments to let them know they are putting this on the table, so they are aware of it. The non-profits are excited about having this extended program time and not having to rush to get everything done in those 4 or 5 months. They don't anticipate this being a burden on anyone and also this will change some CDBG application time lines. They will start next years application time-line in March, April and May of next year. Emergency clause is request due to deadline.

**Motion made by Mr. Oswald and second by Mr. Schneider to authorize an ordinance authorizing the CDBG Policy & Procedure Updates.
MOTION CARRIED**

The evening's meeting continued with the Joint CD/Finance Meeting and Chair Tollett called Finance to order at 6:10 P.M.

CD Chair asked for a motion to adjourn the Community Development portion of this evening's meetings.

**Motion was made by Mr. Lipian and second by Mr. Schneider to adjourn the Community Development portion of this evening's meeting at 6:38 P.M.
MOTION CARRIES**

The evening's meetings continued with the FINANCE MEETING which began at 6:40 P.M.

*Respectfully Submitted by,
Colleen Rosado, Secretary/Administrative Assistant*