CALL TO ORDER:

Community Development Interim Planning Division Manager/Hearing Officer Iain Holt called the meeting to order at 6:01 p.m. in the Civic Arts Plaza Boardroom, 3rd Floor, City Hall, 2100 Thousand Oaks Boulevard, Thousand Oaks, California and via videoconference / teleconference. After a brief welcome, Mr. Holt recognized Community Development Analyst Lynn Oshita for staff comments. Assistant City Attorney Tracy Friedl was available for questions via videoconference; Office Supervisor Michelle McMurtry was present via videoconference; and Recording Secretary Lori Goor was also present. In addition to staff, 17 persons were present in-person and via Zoom.

STAFF COMMENTS:

The City of Thousand Oaks annually receives an entitlement grant from the Federal government known as the Community Development Block Grant or CDBG. These funds are provided by the U.S. Department of Housing and Urban Development or HUD. CDBG funding must be used to primarily benefit lower-income persons or households.

- The July 1, 2023 CDBG grant is estimated to be approximately $557,972. Sixty-Five percent of this amount, $377,108 will be available for community development projects. In addition, there are approximately $92,892 available from prior year for a total community development project budget of $470,000.

- The City expects an approximate budget of $100,000 for City administration with $81,000 for public services that primarily benefit lower-income households.
Now through Wednesday, January 11, 2023, the City is soliciting CDBG funding applications from non-profit agencies seeking an award of CDBG funds to address an unmet need of the lower-income households of Thousand Oaks. The application can be found on the City’s website www.toaks.org on the Community Development page.

After the CDBG Review Committee evaluates the 2023 CDBG proposals, City staff will prepare a proposed spending plan that is expected to be available for 30 days of public review, as soon as the US Department of Housing and Urban Development advises the City of the actual dollar amount of the City’s CDBG entitlement grant. The City’s CDBG funding year begins in July 2023 and ends in June 2024.

In compliance with the City’s “Citizen Participation Plan,” under City Council Resolution 2020-013, this administrative hearing is being held to receive public comment on the needs of the City’s lower-income persons. These needs may potentially be addressed by the City using CDBG funds or another funding resource.

PUBLIC COMMENTS:

Community Development Interim Planning Manager/Hearing Officer Iain Holt opened the Public Hearing. He invited those present to provide comments on the needs of low-income Thousand Oaks residents. There were five speakers whose comments are summarized below and on page four.

Speaker In-person:

Sheri Groenveld, Harbor House, Director of Operations, noted they work with homeless persons and those living in poverty with affordable housing being a significant concern.

Speakers via Zoom:

Janet Young, Conejo Valley Senior Concerns, Director of Development, reviewed senior needs in Thousand Oaks including chronic health conditions, cognitive challenges, limited financial resources, and food insecurity. She noted they are serving 3,000 meals per week through the Meals-On-Wheels program funded by the City of Thousand Oaks, and a separate program funded by the Area Agency on Aging. She commented on their Adult Day Program, Caregiver Support Program, and Senior Advocacy Program, and other issues of concern to seniors. Note: following the meeting, Ms. Young submitted her comments in writing for the record.
Leanne Portzel, Manna Conejo Valley Food Bank, commented on increasing needs with a tripling of new clients this October compared to last October, and a doubling of new clients in the last six-month period. She noted they work in partnership with Meals on Wheels.

Present, but did not speak:

- Doug Menges, Many Mansions

Present via Zoom, but declined to speak:

- Rena Sepulveda, Turning Point Foundation
- Katie Norris, Habitat for Humanity of Ventura County
- Karen Escalante-Dalton, Westminster Free Clinic
- Anne Vollmer, St. Paschal Baylon Conference 329 Society of Vincent de Paul
- Sylvia Schnopp, Ventura County Community Development Corporation
- Amy Simons, Momentum
- Rosalinda Vint, Women of Substance & Men of Honor
- Lisa Smith, Livingston Memorial Visiting Nurse Association
- Natalie Helton, Many Mansions
- Stephanie Sullivan, Lutheran Social Services of Southern California

The following organizations were represented via the webinar registration, but did not join the meeting:

- Clyde Reynolds, Vulnerable Populations Housing Advocacy Network
- Jamie Chen, Habitat for Humanity of Ventura County
- Denise Cortes, Harbor House
- Susan Murata, Hospice of the Conejo
- Michael Williams, Grey Law of Ventura County
- Rich Sauer, Senior Alliance for Empowerment (SAFE)
- George McGehee, Area Housing Authority of the County of Ventura

It was noted that written comments may also be submitted to Lynn Oshita in the Community Development Department any time by 5:00 p.m. Wednesday, January 11, 2023

CDBG WORKSHOP:

Community Development Analyst Lynn Oshita provided a presentation on the CDBG Application Workshop, followed by a question and answer period. The following asked questions:

Questions via Zoom from: Janet Young, Conejo Valley Senior Concerns, Director of Development:
• **Question 1:** In Item A in the attachments, what does the City mean by the CDBG line-item budget?

  **Answer to Question 1:** For the CDBG line-item budget, the City needs to know specifically in the proposal what the CDBG will be paying for. For example, if the CDBG grant is paying for salaries, what is the amount the CDBG grant that will be used for salaries? Or if the CDBG grant is paying for food, what is the CDBG line-item budget for food? The City needs a specific CDBG grant budget.

• **Question 2:** Does the City want a copy of our program intake form?

  **Answer to Question 2:** Yes, please submit a blank in-take form with the application.

Comments, no questions, via Zoom:

Jim Wolf and Kathryn Goodspeed, from SAFE Senior Alliance for Empowerment noted their goal is to keep seniors in their own homes and thanked the City for their support.

Comments, no questions in-person:

Lynda Karl, Adelante Communidad Conejo, President, reported on their activities to address food insecurity and housing needs which she stated have reached crisis levels.

Hearing Officer Iain Holt closed the Public Hearing.

**ADJOURNMENT:**

There being no further business, Hearing Officer Iain Holt adjourned the meeting at 6:49 p.m.

Summary notes approved on November 18, 2022 by:

Iain Holt, Hearing Officer
Community Development Department