



City of Culver City

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Staff Report

File #: 23-669, **Version:** 1

Item #: C-16.

CC - CONSENT ITEM: (1) Approval of the Community Development Block Grant Fund Allocation for Fiscal Year 2023/2024; and (2) Adoption of a Resolution Authorizing the Filing of the Application for Funding.

Meeting Date: February 27, 2023

Contact Person/Dept: Elaine Warner / Office of Economic and Cultural Development

Phone Number: (310) 253-5777

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☐ No ☒

Attachments: Yes ☒ No ☐

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (02/22/2023); Posted at City Hall (02/02/2023).

Department Approval: Jesse Mays, Assistant City Manager (02/17/2023)

RECOMMENDATION:

Staff recommends the City Council (1) approve allocation of Community Development Block Grant (CDBG) funds for Fiscal Year (FY) 2023/2024; and (2) adopt a resolution authorizing the filing of the FY 2023/2024 application for funding from the CDBG program (Attachment No. 1).

BACKGROUND/DISCUSSION:

On November 14, 2022, the City Council approved CDBG funding for FY 2023/2024. In January 2023, it was determined that the required noticing, per CDBG guidelines, was not fully met and that the item required additional noticing and re-approval. The CDBG funding for FY 2023/2024 is anticipated to be approximately \$187,945. The actual amount of FY 2023/2024 funding will be determined by the County in March 2023 after remittance of the City's CDBG application.

In order to receive CDBG funds, participating cities must enter into a Cooperation Agreement with the County every three years. The agreement states that cities will participate in receiving a percentage of the County's allocation of CDBG funds. Culver City last signed a three-year Cooperation

Agreement in 2020 (Attachment 2), and the agreement automatically renews for three-year terms.

CDBG rules allow for up to 20% of the total available CDBG funds to be allocated for funding salaries of eligible public service staff positions. The Recreation & Community Services Coordinator (the former Disability and Social Services Specialist) position in the Parks, Recreation & Community Services Department has been partially funded with CDBG funds for more than thirty years.

The remaining funds must be used for eligible capital improvement projects. Due to the CDBG program requirements and Culver City's demographics, eligible capital improvement projects are limited to projects serving the elderly and disabled, such as sidewalk and curb ramp repairs to meet compliance requirements of the Americans with Disabilities Act (ADA). Funds therefore may be used for the City's ADA Transition Plan and similar ADA-compliance projects, but not to construct playgrounds, recreational facilities or to fund after-school programs for youths from income eligible families.

Staff recommends that the City Council allocate available CDBG funding for FY 2023/2024 in the order prioritized below. The City's Public Works Department and Parks, Recreation and Community Services Department support these recommendations.

Ongoing Social Service Project:

Priority No. 1: Recreation & Community Services Coordinator Salary (\$37,600)

The Recreation & Community Services Coordinator (the former Disability and Social Services Specialist) position in the Parks, Recreation & Community Services Department has been partially funded with CDBG funds for the past thirty-three years. This staff member assist residents with disabilities by identifying, implementing, conducting, and facilitating available community resources and services. Funding this staff position to the maximum amount allowed by CDBG rules is supported and recommended by the Culver City Disability Advisory Committee and the Parks, Recreation & Community Services Department.

Staff recommends that if the actual CDBG funding amount is more or less than the amount anticipated, the maximum permissible amount (20% of total CDBG funding) shall be allocated to this position. The remaining amount (\$150,345) shall be allocated to the capital improvement projects (CIP).

Proposed Capital Improvement Projects:

Priority No. 2: ADA Transition Project (approx. \$150,345)

The City is required to upgrade curb ramps to meet current ADA standards whenever the City overlays or resurfaces an adjacent roadway. This proposed project will upgrade curb ramps that are not compliant with current ADA standards at the following locations:

- Along Fairbanks Way between Ocean Drive and Virginia Ave.
- Southwest corner of Elenda Street and Braddock Drive.
- 11038 Braddock Drive.

The total estimated project cost is \$162,000, which will be funded via CDBG funds (available after funding a portion of the Recreation & Community Services Coordinator Salary), and City funds allocated to this project (approximately \$11,655).

FISCAL ANALYSIS:

The use of CDBG funding reduces the demand on the General Fund in a dollar-for-dollar amount. Funding for the Recreation & Community Services Coordinator staff position and capital improvement projects will be supplemented by the General Fund as necessary.

ATTACHMENTS:

1. Proposed Resolution authorizing the City's FY 2023/2024 CDBG application.
2. 2020 Cooperation Agreement.

MOTION:

That the City Council:

1. Approve funding for the proposed FY 2023/2024 CDBG projects;
2. Adopt a resolution authorizing the filing of the FY 2023/2024 application for funding from the CDBG Program, including all certifications;
3. Designate the City Manager as the authorized City official to execute and file all documents pertaining to the CDBG program, including making minor adjustments to project funding to address the actual FY 2023/2024 CDBG Allocation;
4. Authorize the City Attorney to review/prepare any necessary documents; and,
5. Authorize the City Manager to execute such documents on behalf of the City.