City Council Communication

AGENDA DATE: December 1, 2025 **LEGISTAR ITEM #:** 2025-141

SUBMITTED BY: George Lewis **DEPARTMENT:** Community Development

☐Ordinance	☒Resolution	☐Presentation
☐Admin Business	☐Public Hearing	☐Other

REQUEST

Per the City's Citizen Participation Plan, the following steps need to be taken:

1. Draft the 2024 CAPER
2. Publish the 2024 CAPER on the City's CDBG webpage and provide physical copies around the Core City for public review. Consider any comments submitted.
3. Publish in the newspaper, newsletter, website and others a notice to review and comment on the draft 2024 CAPER. This starts the required minimum 15-day public comment period which will end of December 1st, 2025 at 4pm.
4. Hold a Public hearing on the draft 2024 CAPER and consider any additional comments from the public.
5. Present the 2024 CAPER to the City Council for submittal to HUD – scheduled for December 1st, 2025.
6. Post the approved 2024 CAPER on the City's website.
7. Submit the 2024 CAPER to HUD in the IDIS software by December 27, 2025.

Staff will make a visual presentation at CC meeting. The purpose of the presentation is to:

1. Review the progress of all active CDBG projects described within the draft 2024 CAPER
2. Consider any public input on the 2024 CAPER
3. Answer any questions

BACKGROUND

In 2016, the City became an Entitlement Community and now directly receives funding from the Community Development Block Grant (CDBG) program. As required by HUD, the City must submit an annual CAPER to publicly account for how the CDBG funds were utilized in the prior Program Year.

Each year, the CAPER is due to HUD 90-days after the end of each CDBG Program Year. This equates to December 27, 2025.

FINANCIAL IMPACT

Contractor	Name of contractor or N/A
Amount of Request/Contract	$Total amount of contract or N/A
Amount Not To Exceed	$Maximum amount Council is authorizing for this contract or N/A
Amount Budgeted	$Amount budgeted or N/A
Budget Year	FYYear of the budget e.g 2025 or N/A
Funding Source	Fund name e.g. General Fund, CIP Fund, etc or N/A
Additional Funds Needed	$Identify if there is a gap in funding and what additional funds are needed or N/A
Funding Source (if funds needed)	Budget account # where additional funds will come from or N/A

PROJECT TIMELINE

Estimated Start Date	**Estimated End Date**
December 1, 2025	November 27, 2025
Years and Months of Contract	**Number of Times Renewable**
e.g. 3 years 0 months or N/A	e.g. 3 optional renewals or N/A

JUSTIFICATION

☐Council Goal	☐Strategic Plan	☐Work Plan	☒Legal

Citation	As required by HUD, the City must submit an annual CAPER to publicly account for how the CDBG funds were utilized in the prior Program Year. Each year, the CAPER is due to HUD 90-days after the end of each CDBG Program Year. This equates to December 27, 2025.

BOARDS & COMMISSIONS ASSIGNED

Board or Commission	e.g. Planning Commission
Recommendation	e.g. 5-0 Approval
Date of Recommendation	e.g. December 3, 2024.

PUBLIC OUTREACH

- 15 Day Public comment period: November 16, 2025, through December 1, 2025.

AVAILABLE ACTIONS

- Available Action #1 Approve the resolution for the submission of the 2024 CAPER as submitted.

STAFF RECOMMENDATION

Staff recommends action#1, approval of the item.