



COMMUNITY DEVELOPMENT COMMISSION

MINUTES

June 17, 2024

12:00 p.m.

Hybrid – Santiam Room

Approved: August 19, 2024

Call to Order

Chair Courtney Stubbs called the meeting to order at 12:00 p.m.

Roll Call

Members present: Jim Cole, Larry Timm, Bessie Johnson, Ron Green, Courtney Stubbs, John Robledo, Robyn Davis, Alex Johnson II, Skylar Bailey

Members absent: Emma Deane (excused)

Approval of Minutes:

12:00 p.m.

Motion: Commissioner Bessie Johnson moved to approve the May 21, 2024, minutes as presented. Commissioner Jim Cole seconded the motion which passed 9-0.

Scheduled Business:

12:01 p.m.

Motion: Prior to beginning the business on the agenda, there was a motion from the May 21, 2024 meeting that was incomplete regarding the allocation of non-public service funds. Commissioner Timm affirmed his motion allocating the additional non-public service funds totaling \$9,143 to Family Connections. Commissioner Cole seconded the motion, which passed 9-0.

2024 CDBG Funding Allocation

12:02 p.m.

Planner II, Beth Frelander introduced the discussion asking the Commission if, based on the 2023 application process, they had any suggestions for changes to the application packet for clarity or other information that may be helpful to applicants. Commissioner Alex Johnson II suggested that language be added to the cover page that "Applications received after the deadline will not be considered" also, "Incomplete applications will not be considered".

Commissioner Cole noted that the application criteria spreadsheet ideally should align with the application narrative.

Commissioner Timm called attention to the proposed activity budget summary and specifically the cost per person/unit and number of households served as a good valuation factor to consider when weighing the application benefits. He suggested that a high ratio of the amount of people served per dollar should receive a higher score.

Review of 2024 Application Process

12:11 p.m.

Comprehensive Planning Manager, Anne Catlin wanted to discuss the option of creating a cap on the public service award amounts. Commissioner Cole suggested that it could be capped at a percentage of the total funds available. Frelander agreed that a cap is beneficial to ensure equity and create a more realistic expectation of available funds. She noted that an agency's total ask may be well beyond the total funds available and reducing the ask may affect an agency's ability to complete a given project or activity if not fully funded. She suggested a cap of 50

to 60 percent which usually would equate to \$25,000 to \$30,000 per ask. Commissioners discussed the situation where the Commission is uncertain of the impacts to a project if award amounts are reduced. It was assumed that most organizations wouldn't base their funding solely on the Community Development Block Grant (CDBG) award. However, an organization's true need may not be known until later in the process. Commissioner Cole suggested it just be a question on the application but not part of the scoring criteria.

Commissioner Timm offered for the discussion that the agency presentations didn't always match up with the applications and he wasn't sure why the Commission was listening to presentations that were not applicable to the applications they received. Catlin emphasized that the agency presentations are required for consultation but also useful to inform the Commission regarding what pressing needs or trends they should be prioritizing in the five-year planning process these consultations are useful regardless of whether an agency/organization are applying for CDBG funds. Catlin suggested there may be an opportunity to include the City Council in these consultations as some needs can't be met solely through CDBG funds.

Review of CDBG Eligible Activities

12:50 p.m.

There was discussion regarding rehab activities and the problems of funding of new construction. Also, the situation where a large project using the majority of available funds could in the long run provide more benefits to the community than a series of smaller projects. Freelander noted that there is a full list of eligible activities on the website.

Business from the Public

None.

Business from the Commission

Commissioner Davis asked about funding sources for new construction efforts similar to what larger cities do. Staff noted that the City is unable to manage a housing development program but there are other organizations that market to foundations to fund those efforts.

Next Meeting Date

The Commission agreed to take a break in July and schedule the next meeting on August 19, 2024, at 12:00 p.m.

Adjournment

Chair Stubbs adjourned the meeting at 1:21 p.m.

Respectfully submitted,

Signature on file

Susan Muniz
Recorder

Reviewed by,

Signature on file

Beth Freelander
Planner II

**Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing cdaa@albanyoregon.gov.*