

**CITY OF ALBANY
COMMUNITY DEVELOPMENT COMMISSION
City Council chambers, 333 Broadalbin Street
Monday, October 21, 2013
12:00 p.m.**

MINUTES

Community Development Commissioners Present: Sharon Konopa; Ray Kopczynski; Wanda Kinney; Iris Carrasco; Tara Dixson; Jenny Wells-Whitney for Terry Knoll; Danon Kroessin; Joann Zimmer

Community Development Commissioners Excused: Javier Cerventes

Staff present: Mark Shepard, Public Works Director and Community Development Director; Anne Catlin, Lead Long Range Planner; Edene Rice, Administrative Assistant;

Others present: None

CALL TO ORDER

Mayor Konopa called the meeting Community Development Commission (CDC) meeting to order at 12:02 PM.

ELECTION OF OFFICERS

Mayor Konopa nominated Joann Zimmer for Chair, Kopczynski seconded. Passed unanimously

Mayor Konopa nominated Terry Knoll for Vice Chair. Kinney seconded the motion, which passed unanimously.

ANNUAL ACTION PLAN

Zimmer began with the first item on the Agenda, the Annual Action Plan Review and asked Catlin to start with the information she had.

Catlin began with the three general goals of the Community Development Block Grant program and programs outlined in the Action Plan to address Albany's needs in Fiscal Year 2013-2014:

1. Decent Affordable Housing: housing rehabilitation and housing for homeless
2. Safe Communities: Accessibility improvements, Sunrise Park redesign and Periwinkle Path repairs
3. Economic Development: microenterprise assistance and assistance to businesses for job creation

Catlin then asked the Commission for direction on Public Service needs (Attachment C) and then reviewed the eligible public service activities. Staff recommends targeting funds in this first fiscal year to address the following needs:

- Emergency shelter for youth or families
- Homeless and at-risk needs
- Senior and disabled citizen support to stay in their homes
- Substance abuse recovery
- Domestic violence and child abuse services

Konopa said there was a need to put some chronically homeless residents into detox facilities rather than in jail.

Kroessin asked Catlin if the Community Development Block Grant (CDBG) required matching funds and Catlin responded that not at the federal level but it is a decision that can be made at the local level.

Discussion then took place regarding priorities for Public Service needs. There was support for prioritizing funding awards, however, ensure that we don't exclude eligible activities.

Catlin discussed an application scoring system based on evaluation criteria. Kopczynski stated that Kate Porsche, Economic Development Director had created a good scoring system for Central Albany Revitalization Area (CARA), Konopa seconded this thought, Catlin will review this with Porsche.

Catlin reviewed some draft evaluation criteria:

- Agency capacity
- Experience with federal funds
- Project need and ability to complete the project
- Ability to leverage other funds

Discussion took place regarding minimum and maximum grant awards.

Regarding the preference to award funding to experienced agencies, Kinney asked how do we "wean" ourselves from those with experience in order to open the funding up to those without. Catlin explained that the preference for experienced applicants is a suggestion for the first round of funding only until the city gains more experience with regulations and monitoring. She noted that there would be training for subrecipients.

Kroessin inquired if city services can apply for this funding. Catlin said yes CDBG funding can go to the city for eligible projects, such as ADA improvements. Kopczynski asked if improvements to Sunrise Park would qualify and Catlin said yes that funds are allocated for the project.

Catlin explained the proposed timeline to seek applications for the FY 13-14 as soon as possible, followed by a second round of funding for FY 14-15 applications, in order to be included in the 2104-15 action plan due that has to be ready for public comment by April 15, 2014 and is due to HUD by May 15, 2014. It has to be adopted by City Council before it goes to HUD.

Catlin also explained that the CD Commission will create the review criteria for the applications, will then review the applications when they are received and make recommendations but then they go before City Council for final decision.

Catlin suggested that the city could seek applications for the current year and next fiscal year at the same time. Applications could be due in January and reviewed by the CD Commission and Council in February and March. Projects that are ready to start could be funded immediately in order to spend some of the FY 13-14 funds before June 30, 2014.

Kopczynski asked if applicants could apply in both rounds. Catlin responded affirmatively.

Zimmerman asked if it would be gradient scoring and Catlin said yes.

The CD Commission preferred the alternative proposal to review two years of applications in early 2014.

Discussion returned to the number of agencies that can apply and if there will be a cap on funding. Catlin said she would like to see a \$10,000 minimum, Konopa agreed with this along with a \$30,150 maximum.

Catlin asked for volunteers to assist her in putting together an application. Zimmer, Carrasco and Kinney volunteered.

HOUSING REHABILITATION PROGRAMS

Catlin introduced Jeni Wells-Whitney, who processes housing rehabilitation loans for the Community Services Consortium.

Catlin asked Wells-Whitney if the proposed income limit of 50% of the area median would generate applications, or is it too low. Wells-Whitney responded that it would be harder to spend, but given the small amount of funding and need, it

should be spent. Catlin then referred to some maps regarding potential target areas. She proposed targeting the funds to a few blocks first, in hopes of making a difference block by block.

Regarding rental rehabilitation, Wells-Whitney noted a 50 % match requirement and a pay back period of 10 years.

Konopa noted the need for housing for those earning less than 30 % of the area median income and suggested this be the income limit for rental rehabilitation loans.

Carasco asked if bike lanes on residential streets would be eligible for funding to provide more safe bike routes for exercise and to get to school. Konopa explained there are efforts underway citywide to create “safe routes to school”. Lack of sidewalks on Gibson Hill Road was noted and there do not appear to be any safe routes to Oak Grove.

The Area Commission on Transportation looks at bike needs and intersection safety. Shepard explained that local residential streets would not have bike lanes. The assumption in the design is that these streets do not have heavy traffic volumes.

Catlin said she would work with the subcommittee on a draft application package for Public Services funding and with CSC on housing rehabilitation loan and grant details for the next meeting.

NEXT MEETING DATE: November 18, 2013

ADJOURNMENT: Zimmer adjourned the meeting at approximately 1:30 p.m.

Submitted by

Reviewed by

Signature on File

Signature on File

Edene Rice
Administrative Assistant

Anne Catlin
Planner III