



## COMMUNITY DEVELOPMENT COMMISSION

# AGENDA

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**Monday, May 18, 2020**

Noon

[Remote Meeting](#)

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1. CALL TO ORDER (Zimmer)
2. APPROVAL OF MINUTES (Zimmer)
  - a. April 6, 2020
  - b. April 20, 2020
3. SCHEDULED BUSINESS
  - a. Housing Rehabilitation Loan Policies (Staff)
  - b. Emergency Small Business Loan Criteria (Staff)
  - c. Program Updates (verbal) (Staff)
4. BUSINESS FROM THE PUBLIC
5. BUSINESS FROM THE COMMISSION
6. NEXT MEETING DATE: **TBD**
7. ADJOURNMENT

Due to Governor Brown's Executive Order No. 2012, prohibiting public gatherings during the COVID-19 pandemic, this meeting is accessible to the public only via phone and video connection.

To connect to this meeting by phone dial xxx



CITY OF ALBANY  
COMMUNITY DEVELOPMENT COMMISSION

**MINUTES**

Monday, April 6, 2020, Noon  
Santiam Room and virtual, 333 Broadalbin Street  
Approved: DRAFT

**CALL TO ORDER**

12:05 p.m.

Joann Zimmer called the meeting to order at 12:05 p.m.

**Commissioners Present**

Karen Cardoso (remote); Chris Equinoa (remote); Joann Zimmer (remote); Tara Dixson (remote); JoAnn Miller (in person, left at 1:03 p.m.); Sharon Konopa (remote); Melissa Murphy (remote); Dick Olsen (remote), Karen Cardoso (remote), David Abarr (remote)

**Commissioners Absent**

Meagan Harsen

**Staff Present**

Anne Catlin, planner III; Jennifer Sullivan, administrative assistant

**Guests**

None

**APPROVAL OF MINUTES**

12:07 p.m.

Mayor Konopa moved to approve the March 16, 2020, minutes. Commissioner Equinoa seconded the motion and it passed 10-0.

**SCHEDULED BUSINESS**

12:08 p.m.

**2020 Action Plan Activities**

Catlin reviewed the public services applications score sheet the CDC should use to determine how to distribute 2020 funds. Discussion ensued regarding Signs of Victory compliance issues, agency capacity, potential change in management, and funding needs. Equinoa said he supports funding the shelter if the new agency is reputable and the mayor said it is an agency that the commissioners are familiar with. Catlin said that unspent funds from this year totaling \$25,000 would be available for the new agency. Building improvements are also needed. Catlin explained that CDBG funds are the only City resources available. The commission members discussed the repercussions of Signs of Victory closing due to compliance issues if another agency does not take over, where shelter residents would go, and concerns allocating funding to an unnamed entity. Dixson said the shelter is necessary and needs to be supported. Catlin explained that CDBG funds can be allocated to shelter operations without specifying the agency.

Discussion about how to allocate CDBG public services funds continued. Zimmer proposed allocation amounts based on scores. Murphy suggested rounding allocations to \$20,000 for Jackson Street, \$11,000 for Family Tree, \$8,000 for Furniture Share, \$15,000 for adult shelter services, and \$2,000 for the senior companion program. Catlin suggested the remaining \$300 be added to the senior companion program for a total of \$2,300. Miller agreed with increasing the amounts and identifying adult shelter funds separately from Jackson Street.

Motion by Murphy to recommend moving forward with the 2020 plan allocations as proposed by Murphy and seconded by Zimmer. A vote was taken, and it passed 9-0.

**2018 and 2019 Plan Amendments**

Catlin informed the CDC of the City's Coronavirus Aid, Relief and Economic Security Act (CARES) award of

\$220,804 as part of the federal government package to help with disruption caused by COVID-19. Catlin explained the CARES funds would be included as an amendment to the 2019 Action Plan. Catlin proposes the City allocate carryover funding of \$89,311 from 2019 and \$29,000 from 2018, with \$110,000 of CARES funding to support the City's new emergency loan program for small businesses. The City is partnering with Community Lending Works to provide \$200,000 for low interest rate loans for businesses impacted by COVID-19. Murphy supports additional funds being allocated to the City loan program due to the projected impacts to the economy. Catlin suggested allocating the rest to emergency housing assistance. Additional conversation about how to allocate carryover and CARES Act funds towards the COVID-19 fall out ensued. The CDC supported staff's proposals for how to reallocate prior year resources and CARES Act funds. Catlin recommended members watch the Facebook live interview with City Economic Development Manager Seth Sherry.

Catlin asked the Commission about their ability to meet remotely to finalize decisions related to CARES Act allocations. A survey will be sent out.

**Program Updates**

1:38 p.m.

None

**BUSINESS FROM THE COMMISSION**

None

**NEXT MEETING DATE**

1:38 p.m.

The next Community Development Commission meeting will be determined after the email survey.

**ADJOURNMENT**

1:38 p.m.

Hearing no further business, the meeting was adjourned at 1:38 p.m.

Respectfully submitted,

Reviewed by,

Jennifer Sullivan  
Administrative Assistant

Anne Catlin  
Planner III



CITY OF ALBANY  
COMMUNITY DEVELOPMENT COMMISSION

**MINUTES**

Monday, April 20, 2020, Noon  
Santiam Room and virtual, 333 Broadalbin Street  
Approved: DRAFT

**CALL TO ORDER**

12:12 p.m.

Joann Zimmer called the meeting to order at 12:12 p.m.

**Commissioners Present (Remotely)**

Karen Cardoso; Chris Equinoa; Joann Zimmer; Sharon Konopa; Dick Olsen; Karen Cardoso, Melissa Murphy, Tara Dixon

**Commissioners Absent**

JoAnn Miller (excused); David Abarr

**Staff Present**

Anne Catlin, planner III; Jennifer Sullivan, administrative assistant

**Guests**

Liza Newcomb with DevNW, Annie McDonald with Albany Partnership

**SCHEDULED BUSINESS**

12:15 p.m.

**Housing Rehab Loan Exception (added)**

Catlin said an additional item has been added to the agenda; a request to exceed the rehabilitation loan limit of \$35,000. She introduced Liza Newcomb with DevNW. Newcomb explained the request to increase the loan from \$35,000 to at least \$40,000 due to a large number of repairs that are needed and the fact that the exterior of the house is painted in lead-based paint. Catlin explained the current policies allow approval of exceptions for loans up to \$40,000; the policies would need to be modified in order to approve a loan amount higher than \$40,000. After some discussion, the CDC agreed to evaluate the policies at the next meeting but supported approving the increase.

Equinoa moved to extend the grant amount to \$40,000, Harsen seconded the motion and it was approved 8-0.

**2020 Action Plan, Substantial Amendments to 2018 and 2019 Plans**

Catlin reviewed the proposed budgets and activities for the 2020 Action Plan, the CARES Act funding, and the proposed amendments to the 2018 and 2019 Plans, as shown in the budget table in the meeting memo. Catlin explained the proposed allocations of CARES Act funding for emergency business support, emergency housing assistance, and to purchase supplies to prevent the spread of COVID-19. She then reviewed the proposed reallocation of unspent funding from 2018 and 2019 to emergency business support and housing rehabilitation. Murphy affirmed the need to support small businesses and low- and moderate-income businesses. Discussion ensued about emergency business loans and needs. Catlin explained the meeting was advertised for public comments on the plans.

*Public Comment:* Annie McDonald from the Albany Partnership mentioned that Community Services Consortium (CSC) emergency housing funding applicants are asked to provide an eviction notice and provide proof that they can come up with the following month's rent payment and that is a barrier for some people who don't have a job at the time they apply.

Catlin explained requirements for the emergency housing assistance and the parameters, which will be slightly different than the current CSC program. Catlin concluded comments on the plans and CARES Act can be amended if needs change.

Equinoa said more funds need to be allotted to food boxes because it is a growing concern during the COVID-19

pandemic; additional discussion ensued. Mayor Konopa said she wanted to ensure that food box recipients are actually impacted by the pandemic. Equinoa said that recipients need to be able to maintain respect and dignity with as little intrusion as possible. Additional discussion continued about recipients and how many people may have been laid off or lost their jobs and now have become low or moderate income that had not been before the pandemic. Murphy proposed allotting some of the emergency business support CARES money for food boxes; after some discussion it was decided to allocate \$20,000 to food boxes.

Olsen said he is concerned about the emergency shelter funding of \$15,000 being enough of an incentive for a new company to take over for Signs of Victory. Discussion ensued. Equinoa mentioned the \$25,000 in carryover funds that is also available to new management. Potential funding for Helping Hands was also discussed. It was clarified that the emergency shelter funds are not shelter specific and can be allotted as funds are requested.

Equinoa moved to adjust the budget by moving \$20,000 from the emergency small business support line item to the emergency food funding line item. Dixon seconded, a vote was taken, and it passed 8-0.

#### NEXT MEETING DATE

1:23 p.m.

The next Community Development Commission meeting will be May 18, 2020.

#### ADJOURNMENT

1:25 p.m.

Hearing no further business, the meeting was adjourned at 1:25 p.m.

Respectfully submitted,

Reviewed by,

Jennifer Sullivan  
Administrative Assistant

Anne Catlin  
Planner III



# MEMO

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TO: Community Development Commission

FROM: Anne Catlin, Planner III *AC*  
David Martineau, Planning Manager *DM*

DATE: May 8, 2020

SUBJECT: May 18, 2020, Community Development Commission Meeting

## Action Requested:

The Community Development Commission (CDC) is requested to evaluate the City's housing rehabilitation loan policies and draft emergency small business loan criteria.

## Discussion:

- a. Housing Rehabilitation Loan Policy Exceptions. The housing rehab loan policies currently limit loans to \$35,000, or \$40,000 with an approved exception. The CDC has been asked to consider a higher maximum loan limit for exceptions. This is a good opportunity for the CDC to evaluate loan limits and the exception guidelines. The current guidelines for evaluating requests for loans more than \$35,000 are:
  - Emergency situations or additional needs are discovered once work has commenced on the project.
  - The amount over \$35,000 is the minimum necessary to correct unsafe or uninhabitable conditions and the loan does not exceed \$40,000.
- b. Emergency Small Business Loan Program. Staff has evaluated emergency needs of small businesses impacted by the novel coronavirus pandemic (COVID-19) through a survey and individual conversations and has prepared tentative program criteria for your consideration in Attachment A.

AC:js

# City of Albany

## **DRAFT** Small Business Emergency Loan Fund (CDBG)

### PROPOSED TERMS

- Max loan - \$10,000
- Max forgivable -\$5,000; \$2,500 of the loan will be forgiven for each FTE job retained or rehired within 12 months, or 18 months for businesses unable to reopen by July 1, 2020. Business must meet with SBDC advisor to review recovery plan
- Interest rate – 2 percent
- Repayment Schedule:
  - Months 1-6, payments deferred
  - Months 7-12, interest only payments
  - Months 13-36, loan repayment

### DRAFT ELIGIBILITY CRITERIA

Eligible businesses are those that:

- Are physically located in the city limits of Albany
- Are locally owned (excludes national franchises)
- Are negatively impacted due to COVID-19 (closed or drastically reduce operations due to physical distancing guidelines or required closures)
- Employed 15 or fewer people including owners prior to March 1, 2020, and includes employees that do not require training
- Have operated for at least 12 months and were profitable in 2019 and through February 28, 2020
- Have a current state business registry and are in good standing
- Must get a free Data Universal Numbering System (DUNS) Number: call 1-866-705-5711, tell operator you need to register for a DUNS number

### ELIGIBLE EXPENSES

- Rent and mortgage obligations – 3 months; 6 months if unable to reopen by July 1, 2020
- Business liability insurance obligations – 6 months
- Other monthly obligations, excluding payroll – 3 months

### APPLICATION EVALUATION / PROCESS

- Application deadline (not first come, first served)
- All eligible applicants with a complete application will be considered; however, priority will be given to businesses expected to remain closed or severely impacted past July 1, 2020, and then to minority, women, and veteran owned businesses