



COMMUNITY DEVELOPMENT COMMISSION

AGENDA

Monday, August 17, 2020

Noon

This meeting will be conducted remotely.

At Noon, join the meeting from your computer, tablet, or smartphone by clicking the link below:

<https://www.gotomeet.me/CommunityDevelopmentCityofAlbany/cdc>

You can use your microphone or dial in using your phone.

Phone: 1 (669) 224-3412 (Long distance charges may apply)

Access code/Meeting Id: 145-989-837

1. CALL TO ORDER (Zimmer)
2. INTRODUCTIONS (Zimmer)
3. APPROVAL OF MINUTES (Zimmer)
 - a. June 15, 2020
4. SCHEDULED BUSINESS
 - a. Small Business Grants Program (Staff)
 - b. 2021 Program Planning (Staff)
 - c. Program Updates (verbal) (Staff)
5. BUSINESS FROM THE PUBLIC
6. BUSINESS FROM THE COMMISSION
7. NEXT MEETING DATE: **September 21, 2020**
8. ADJOURNMENT

Due to Governor Brown's Executive Orders limiting public gatherings during the COVID-19 pandemic, this meeting is accessible to the public via phone and video connection. Remote access information is listed at the top of this agenda.

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MEMO

TO: Community Development Commission

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

DATE: August 10, 2020

SUBJECT: August 17, 2020, Community Development Commission Meeting

Action Requested:

The Community Development Commission (CDC) is requested to consider and discuss the City's small business grant program and community needs.

Discussion:

- a. Small Business Grant Program. The CDC is asked to continue evaluation of the City's small business grant program and changing needs of businesses due to the coronavirus pandemic. The City allocated \$40,000 of 2020 Community Development Block Grant (CDBG) funds to support micro enterprises (businesses with five or fewer employees).
- b. 2021 Program Planning. The CDC is asked to brainstorm different approaches and ways to assess community needs identified by agencies, residents, and businesses to be considered for funding in FY 2021.

AC:kc



CITY OF ALBANY
COMMUNITY DEVELOPMENT COMMISSION

MINUTES

Monday, June 15, 2020, Noon
Santiam Room and virtual, 333 Broadalbin Street
Approved: DRAFT

CALL TO ORDER

12:10 p.m.

Joann Zimmer called the meeting to order at 12:010 p.m.

Commissioners Present (Remotely)

Karen Cardoso; Chris Equinoa; Jo Zimmer; Sharon Konopa; Tara Dixon; David Abarr; JoAnn Miller; Dick Olsen; Meagan Harsen

Commissioners Absent

Melissa Murphy (excused)

Staff Present

Anne Catlin, planner III; David Martineau, planning manager; Shelley Shultz, contracting assistant

Guests

Liza Newcomb, DevNW

APPROVAL OF MINUTES

12:12 p.m.

Commissioner Dixon moved to approve the May 18, 2020, minutes as presented. Mayor Konopa seconded the motion and they passed 9-0.

SCHEDULED BUSINESS

12:14 p.m.

a. Housing Rehabilitation Loan Exception Request

Anne Catlin explained that the Community Development Commission (CDC) approved increasing the maximum exception amount from \$40,000 to \$50,000. This a request to increase the loan amount for 627 Baker Street to \$50,000 in order to replace siding and repaint this historic home, per the attached bid. Liza Newcomb of DevNW explained that because the home is in the historic district, there may be additional, unforeseen, costs. Zimmer asked what happened if the final cost is over \$50,000. Liza did not have an answer, other than that she asked contractor to stage work to keep within budget. Equina reminded the group that the amount has already been increased, so there will be no more extensions on the amount. Equinoa moved to approve, with the understanding that no additional funds available; Mayor Konopa seconded. Motion passed unanimously.

b. Small Business Grant Schedule

Catlin reminded the group that an effort was made to make the business grants more competitive last year by adding deadlines of November 1 and March 1. Most applicants are from the LBCC Small Business Development Program. Catlin asked for input on the schedule and Vintage Window has asked if they are eligible to apply a second time. Mayor Konopa had expressed reservations about past recipients. She would like to see preference given to store-front businesses as opposed to home-based, using The Natty Dresser as an example of a successful past recipient vs. numerous landscaping and cleaning businesses. Olsen agreed, pointing to the many empty store fronts downtown. Equinoa expressed concern about the high cost of starting a brick & mortar business.

Chair Zimmer suggested this topic be addressed on the next meeting agenda.

c. Program Updates

CARES Act – Community Services Consortium (CSC) is getting 3.5 million for rental assistance in the three counties, so staff suggests the city's CDBG funding be allocated to help low-income homeowners to start. The

CDBG funds require demonstrating a COVID-19 impact. Dixon thought DevNW would have funds available for homeowners; Catlin will check. Zimmer said there is a big need for energy assistance as well. Catlin noted utility assistance is also available through CSC. Cardoso asked how this money is distributed; Catlin said applicants can request up to three months assistance and there are enough funds to serve up to 30 Albany households.

Food boxes are also being assembled and distributed by Salvation Army. Catlin requested feedback for other needs that may exist.

Regarding emergency loans to small businesses, Catlin said the City applied for additional state funds, using CDBG CARES Act funding as a match, so the City is waiting to find out results and hopes the program will roll out soon.

Mayor Konopa again mentioned small business grants for advertising, saying she is very hesitant to fund this type of request. So many businesses are hurting right now, maybe we should focus on helping existing, struggling businesses rather than startups right now. Catlin agreed funds should be directed to businesses directly affected by COVID-19, then assess remaining funds at a later date. Equinoa commented that many businesses are not getting help due to red tape. He wants to see us help these businesses get access to available funds.

Catlin concluded by noting that the CDC will need to start thinking about how to plan for assessing next year's needs.

Business from Public

12:47 p.m.

None.

Business from Commission

12:47 p.m.

None.

NEXT MEETING DATE

12:47 p.m.

The next Community Development Commission meeting will be TBD. Catlin will poll the group to determine what meeting date works best for everyone. In particular, she wants to ensure that Melissa Murphy is available for the next meeting to discuss business needs.

ADJOURNMENT

12:48 p.m.

Hearing no further business, the meeting was adjourned at 12:48 p.m.

Respectfully submitted,

Reviewed by,

Shelley Shultz
Contracting Assistant

Anne Catlin
Planner III