



COMMUNITY DEVELOPMENT COMMISSION

MINUTES

September 15, 2025

12:00 p.m.

Hybrid – Council Chambers

Approved: October 20, 2025

Call to Order

Chair Bessie Johnson called the meeting to order at 12:00 p.m.

Roll Call

Members present: Jim Cole, Larry Timm, Robyn Davis, Bessie Johnson, Alex Johnson II, Ron Green, (John Robledo and Tracy Liles joined online at 12:00 after the first motion)

Members absent: Emma Deane, Courtney Stubbs

Approval of Minutes for August 18, 2025

12:00 p.m.

Motion: Chair Johnson noted a correction to the minutes from the August 18, 2025, where the roll call duplicated Commissioner Deane as both present and absent. She was absent from the meeting. Commissioner Johnson II motioned to approve the minutes with the correction, Commissioner Cole seconded the motion which passed 6-0.

Public Comment

12:01 p.m.

None.

Scheduled Business

12:02 p.m.

- Agency Consultation Survey Questions

Comprehensive Planning Manager Anne Catlin introduced the list of survey questions staff compiled after the last commission discussion for agencies/interested parties (whether they are applying for funds or not). The survey would be an efficient way to gain information gained during agency consultations without duplicating the time for in-person reports. The information provided by those entities helps the Commission to determine funding priorities based on the most current needs for the next grant year.

She asked for the Commission's feedback on the questions.

Commissioner Cole asked about the question on growing needs versus persistent needs for the next year. Catlin agreed to update that language. And regarding funding sources when they have matching funds. Catlin reiterated that this isn't intended as an application. Commissioner Timm suggested adding a question regarding what level of funding it would take for a given agency to effectively address the needs and challenges as identified in question three. To clarify, how much it would actually take to address the need? Catlin suggested wording it, "Would your agency have a role in solving this issue and if so, what they see as necessary to that success?" As they may not be applying for funds but just consulting with the commission on the issues.

Commissioner Davis thought it would be good to understand leveraging opportunities within the services provided.

Commissioner Johnson agreed it is good to get an overall view of need and knowing if we are even helping to some degree and where we need to do more.

Commissioner Green was concerned about whether the survey would be broadly distributed to those agencies who are not applicants and how it is decided who is surveyed.

Commissioner Green observed that questions three, through six may be useful to assemble a compiled answer informing general community trends rather than just what services an agency actually provides. Questions four and five are very general. Possibly just consider adjusting wording with that in mind. Shift the focus to take the pulse of the entire community. Catlin agreed probably adjusting question four for a broader answer.

- Application Narrative/Scoring Criteria

12:24 p.m.

Commissioner Liles asked if the federal funds can be adjusted based on need and what the benefit of this information is. Catlin explained HUD determines the annual amount and that is not negotiable. The city determines how to spend the money received but Public Service dollars are limited to 15 percent of the annual award so the process is very competitive. It's helpful to score the applications against whatever criteria addresses the most critical needs. She further explained that the application window typically opens early November and closes in early January. Applications are reviewed in January with in-person presentations from the applicants.

Commissioner Johnson was in favor of the draft scoring matrix which seems clearer.

Catlin noted that the survey will go out next week and the reported results back to the Commission next month.

- Draft 2024 Consolidated Annual Performance Report (CAPER)

12:29 p.m.

Catlin highlighted the accomplishments from the CAPER. A couple of agencies anticipated serving more people than they actually did. CARDV got funds for shelter improvements, and had anticipated an additional 7 beds to 30 people, but they aren't open yet. There hasn't been a downpayment assistance program for homebuyers; DevNW offered this program in the past but hasn't applied for any funding for it lately. Downpayment assistance for low-income buyers isn't adequate with today's market prices.

She explained that the Commission has to guess what the Performance Measures will be in the five-Year Strategic Plan and each year we base our priorities to align with that. But applicant agencies ask for funds based on what they see their needs in providing services and some priorities in the Strategic Plan aren't addressed in the applications.

Catlin noted that COAT (Community Outreach Assistance Team) served 1,341 people but the numbers reported back were only those they provided case management support to (113) because they weren't able to enter all the demographic information federally required to report. But they housed 63 in Albany out of those 113.

The total number of people served thorough Public Service funds was down from what we expected but exceeded the five-year expectation for people served. And the Shelter Services, Jackson Street and CHANCE are still working on the number of sheltered.

Commissioner Cole observed that the Affordable Housing category combines the transient shelter or assistance with transitional/permanent housing accomplishments. He saw those as potentially different

categories. Catlin agreed but explained that Strategic Plan goals did not call out homelessness as a separate priority so staff has included it in the increase housing priority.

Commissioner Johnson II asked if there is shelter capacity that is not being utilized. Catlin replied that there is some vacancy during the summer months but it varies. There are more beds for males than females and some shelters cater to specific needs such as family shelters, pet-friendly, single gender, low barrier rooms always seem in short supply.

Commissioner Green had reviewed the HUD website recently and asked about a proposed rule change to CDBG (January 2024) that he noted. He asked if the effects of that were significant or housekeeping? Catlin answered that they do get regular notices of changes, but many don't impact how staff or the program locally does business.

Business from the Commission

12:46 p.m.

Commissioner Johnson II expressed his thanks to staff for their ongoing work with the CDBG awards for the community.

Staff Update

12:48 p.m.

Catlin shared that the City Council adopted a Construction Excise Tax for housing which will go into effect in January. Implementation will be phased in so funds will build up slowly in the beginning. The revenue won't be very significant for the first couple of years. This revenue will be used to incentivize needed housing. She will be putting together a potential schedule to work with the CDC and Council to identify housing needs and how these funds should be spent. She will work on a proposed process to present to the Council. Funds could be used to incentivize building needed new housing or potentially supporting systems development charges/fees.

Next Meeting Date

The next scheduled meeting is October 20, 2025.

Adjournment

The Chair adjourned the meeting at 12:52 p.m.

Respectfully submitted,

Reviewed by,

Signature on file

Signature on file

Susan Muniz
Recorder

Anne Catlin
Comprehensive Planning Manager

**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.*