

## **COMMUNITY DEVELOPMENT ADVISORY COMMISSION UNAPPROVED MEETING MINUTES**

**DATE:** Wednesday, October 17, 2018  
**TIME:** 5:30 p.m.  
**PLACE:** City Council Meeting Room, Second Floor of the Historic Federal Building

Chair Jerry Hammel called the meeting to order at approximately 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

<b>Commissioners Present:</b>	Dean Boles Jerry Hammel Michelle Hinke	Lindsay James Tom Wainwright
<b>Commissioners Absent:</b>	Sara Burley	Julie Woodyard
<b>Staff Present:</b>	Erica Haugen Lisa Barton	Jenny Larson
<b>Public Present:</b>	None	

### **Certification of Minutes**

Commissioner Hinke moved to approve the September 26, 2018 Commission meeting minutes as submitted. Commissioner Wainwright seconded. Roll call. All present in favor. Motion passed.

### **Correspondence / Public Input**

None

### **Old Business**

#### **Community Development Needs Discussion**

##### **a) Refuge and Stormwater 50% Reduction Program**

At the September 26, 2018 Community Development Advisory Commission (CDAC) Meeting, Commissioner Dean Boles requested information about participation in programs the City uses to reduce costs for low-income households. Boles asked about the City's process for determining eligibility for reduced rates and if there was a way to automatically enroll income eligible households in services that could benefit the household. Erica Haugen, Community Development Specialist, reported there are currently 355 out of 23,900 customers that receive reduced fees. The eligibility for reduced rates mirrors the block grant guidelines and information about the program is included in mailings sent to past due households. Haugen reported she would like

additional time to work with the City's Equity Coordinator to evaluate current process and adopt a more efficient process to aid in reducing costs for low-income households.

**b) CDBG Resources for Community Action Agencies**

Commissioner Boles asked at the September 26, 2018 CDAC meeting if block grant funds could be used to assist Operation New View. Haugen informed Commission most services offered by community action agencies are eligible for block grant funding assuming the programs delivered meet a national objective and carryout eligible activities. Haugen reported that Operation New View applied for Purchases of Services Grants in the City's fiscal year 2019 competition. Although Purchases of Services was funded with General Funds in FY 2019, most applications received were CDBG eligible activities.

**c) City Department Needs**

Haugen reported there is a new tool available called the "Balancing Act Budget Simulator" which illustrates how the City of Dubuque's Fiscal Year 2020 budget will be developed. Jenny Larson, Budget Director, reported the software can be assessed on the City's website under Budget. Larson gave a brief presentation on how City residents and stakeholders can utilize the new software.

**New Business**

**Community Development Block Grant Application Review**

Haugen informed the commissioners Department Directors should be submitting applications with a recommendation of funding and if it requires commission review if outside the adopted program guidelines.

**Second Public Hearing for Fiscal Year 2018 CAPER**

Commissioner Hammel entertained a motion to open the public hearing regarding the Fiscal Year 2018 CAPER. Commissioner Boles motioned to open public hearing to review additional information for the Fiscal Year 2018 CAPER. Commissioner Hinke seconded. Roll call. All present in favor. Motion passed.

Haugen reported at our previous meeting, commissioners requested additional information regarding equity in the services provided. Haugen provided a handout with charts and graphs and reviewed the details with the commission.

After thorough discussion, Commissioner Boles motioned to close the public hearing. Commissioner Hammel seconded. Roll call. All present in favor. Motion passed.

Commissioner Boles motioned to amend the CAPER to include public comments. Commissioner Hinke seconded. Roll call. All present in favor. Motion passed

**Begin Fiscal Year 2019 Annual Action Plan Amendment 1 Public Comment Period**  
Haugen reported the recommended Fiscal Year 2019 Annual Action Plan Amendment 1

is a substantial amendment that reallocates prior year funds to new and existing activities. Substantial amendments require a 30-day comment period. A public hearing was previously scheduled for November 28, 2019 to receive comments on Amendment 1.

After thorough discussion, Commissioner Boles motioned to receive and file the recommended Annual Action Plan Amendment 1. Commissioner James seconded. Roll call. All present in favor. Motion passed.

### **Reports**

#### **Housing Commission**

Housing Commission minutes were not available as Shane Hoeper resigned from the Housing Commission due to his employment as Housing Inspector with the Housing and Community Development Department.

#### **Resilient Community Advisory Commission**

Commissioner Boles shared information from the minutes regarding energy efficiency in low-income housing. He also discussed waste management and other environmental hazard concerns in housing.

#### **Human Rights Commission**

Commissioner Hammel referred to the minutes and stated the commission continues working on goal planning and working on community engagement with the school district to continue to develop and promote sustainable and consistent equity as it pertains to disparity and inequality. The Commission is also working to promote fair and affordable housing. Hammel reported he will be hosting quarterly discussions with public input.

#### **Information Sharing**

#### **Fair Housing Training**

Haugen reminded Commissioners of the Fair Housing Training dates. The training is required as a condition of the Voluntary Compliance Agreement between the City of Dubuque and HUD.

#### **2020 Census Jobs**

Haugen distributed information regarding 2020 Census.

#### **Iowa Finance Authority Fair Housing Survey**

Haugen shared a handout with details regarding the Fair Housing Survey conducted by the State of Iowa.

#### **Inclusive Dubuque Neighborhood/housing Sector Meeting**

Haugen informed the commission of the upcoming Inclusive Dubuque – Neighborhood/Housing Sector meeting to be held on Thursday, October 25, 3:30-5:00 p.m., at the McCarthy Center, 2<sup>nd</sup> Floor, Roshek Building, 700 Main Street.

**Adjournment**

There being no further business to come before the Commission, Commissioner Wainwright motioned to adjourn. Commissioner Boles seconded. Motion passed by voice vote. Meeting was adjourned at approximately 6:55 p.m.

Minutes transcribed by:

Lisa Barton  
CDBG Specialist

Erica Haugen  
Community Development Specialist

Respectfully submitted by: