

JOURNAL OF COMMISSION WORK SESSION
January 7, 2014

City Commission Work Session
Civic Center, Planning & Community
Development Conference Room 112

Mayor Winters presiding

CALL TO ORDER: 4:00 p.m.

ROLL CALL: City Commissioners present: Michael J. Winters, Bill Bronson, Bob Jones, and Bob Kelly. Fred Burow was absent.

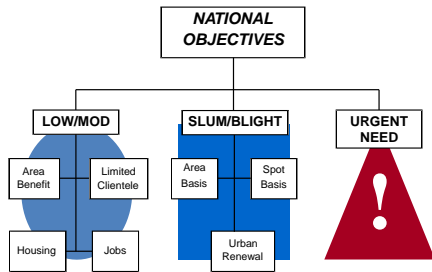
STAFF PRESENT: City Manager; Deputy City Manager; City Attorney; Directors of Fiscal Services, Planning and Community Development, and Public Works; CDBG Administrator; Planner I; and the Deputy City Clerk.

1. COMMISSION CDBG FUNDING PRIORITIES

Planning and Community Development Director Craig Raymond and CDBG Administrator Joleen Wetterau provided and discussed a PowerPoint presentation on CDBG, and provided a handout of a HUD guide to the CDBG program.

Overall Goals of CDBG Program	Reference Material
<p>To Develop Viable Urban Communities Through the Provision of:</p> <ul style="list-style-type: none">• Decent, safe, sanitary housing• Suitable living environment• Expand economic development opportunities --Primarily for Low/Moderate Income (LMI) Persons	<p>HUD provided material to entitlement communities:</p> <p>Community Development Block Grant Program Guide to National Objectives & Eligible Activities for Entitlement Communities</p> <hr/> <p>Reference material for public officials and citizens to understanding what activities are eligible to be assisted under CDBG and to help them make wise choices regarding funding activities.</p> <p>http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/library/deskguid</p>

National Objectives



CDBG Eligible Activities

Guide provides a detailed breakdown of eligible activities based on specific categories and how those activities fit with the National Objectives of CDBG.

Examples of Categories:

- Housing
- Public Service
- Public Facilities
- Economic Development

CDBG Allows Administrative Costs

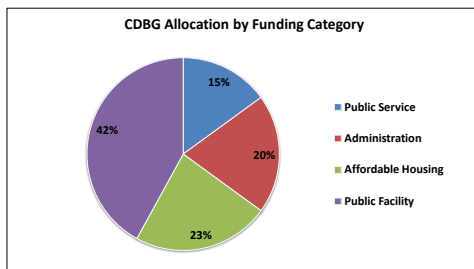
- Obligations for planning and administration may not exceed:
 - 20% of annual entitlement grant PLUS Current year program income

Public Services Cap

- Obligations for public service activities may not exceed:
 - 15% of annual entitlement grant PLUS
 - 15% of last year's program income
- Some public services may now be excluded from the cap calculation

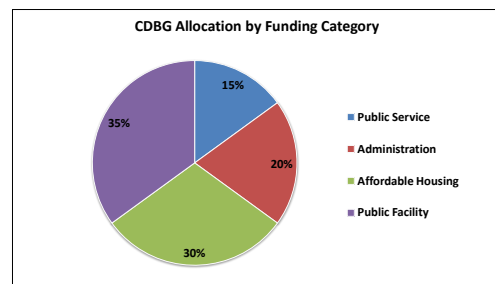
Current Year Funding

FY 2013/2014 Funding Percentages



CPD Staff Funding Recommendations

FY 2014/2015 Funding Recommendations



City CDBG Policies for FY 2014/2015

1. City Commission will determine the allocation of all CDBG projects.
2. The City Commission will conduct a Community Needs public hearing to allow citizens (especially low/moderate income persons) and city staff the opportunity to express their opinion as to the needs of the community that should be addressed with block grant funding.
3. The City Commission will determine priorities and allocate funding percentages to priority categories following the Community Needs public hearing.
4. ~~The Community Development Department will make recommendations to the City Commission for any grant proposal applications not reviewed by the Community Development Council.~~
5. ~~The City Commission will not accept applications for public facility improvements/handicap accessibility funding from not-for-profit (501c3) organizations.~~
6. The Community Development Council will review, prioritize, and make funding recommendations to the City Commission for all public service grant applications based on solicitation for proposals in an amount to be approximately 15% of the grant entitlement amount. The minimum grant request will be for \$5,000.

CDBG Policies Continue

7. The City Commission will not fund proposals from agencies/departments whose last fiscal year or older CDBG funded projects will not be 75% complete by March 31st of the current year, unless a special public purpose exists for waiving the policy.
8. Private non-profit agencies will not be funded for staff salaries, benefits, office consumables, and rent payments for agency office space or utility costs.
9. The City Commission will fund activities to further fair housing as a part of block grant administration.
10. Projects that leverage and/or match the CDBG funds will be given priority consideration for funding.
11. Handicap accessible projects that serve the largest number of the public will be given priority consideration for funding.
12. ~~Revolving loan fund repayments to the City of Great Falls will be used for revolving loans to qualifying applicants and will not be used to pay CDBG program administrative costs.~~

Director Raymond reported that the CDBG program is bigger than one person, and a fair amount of PCD staff time is currently needed. He prefers the CDBG program stand alone as much as possible. A change in policy would allow contracts with organizations to assist with certain aspects of the program.

Ms. Wetterau discussed the follow-up process once CDBG funds have been awarded.

City Manager Greg Doyon noted past priorities have been to allocate many projects, rather than a large City project. During the process, the Commission can re-prioritize to address other needs.

Director Raymond introduced recent hire, Planner I Gregg Benson.

The consensus of the Commission was to support the recommended policy changes.

2. MUNICIPAL COURT JUDGE APPLICANT DISCUSSION

Due to the resignation of Municipal Court Judge Luth, the deadline to submit interest forms and resumes (applications) to fill the municipal court judge vacancy closed on Friday, January 3, 2014, at 5:00 p.m. Six applications were received, and the Commission reviewed five. One application was not a licensed attorney and, therefore, not qualified.

After a brief discussion regarding the process, the Commission agreed to interview four applicants:

Scott Radford
Steven Brian Bolstad
Michael L. Rausch
Theresa Diekhans

The Commission directed the Clerk to schedule interviews for Friday, January 10, 2014, at 9:00 a.m., 10:30 a.m., 1 p.m., and 2:30 p.m.

ADJOURN

There being no further discussion, Mayor Winters adjourned the informal work session of January 7, 2014, at 4:37 p.m.