

**MINUTES**  
**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**  
**May 5, 2021**

Members of the City of New Braunfels' Community Development Advisory Committee met on May 5, 2021 via a Zoom virtual meeting due to COVID-19 social distancing requirements. CDAC members logged into the meeting to record attendance. The meeting was also attended by staff of housing and public service providers as well as local residents. A quorum of the Community Development Advisory Committee was present. Emily Lane called the meeting to order at 6:02 PM.

**Present:** Emily Lane, Marc Hamilton, Sue Briner, Daniel Seydler, Robert Blythin, Tommy Carden, Amy Gusman, and Shae Burnett

**Absent:** No Committee Members were absent

**Staff Present:** Jennifer Gates, Grants Coordinator, and Paula Harper, CDBG Consultant

**Citizens Present:** Two citizens were in attendance. Agencies represented were: CASA, Salvation Army, San Antonio Food Bank; NB Housing Partners, Crisis Center of Comal County; Comal County Habitat for Humanity, Hope Hospice, Family Life Center, River City Advocacy, and the McKenna Foundation.

**WELCOME:** Emily Lane, Chair, called the meeting to order at 6:02 PM and welcomed everyone.

**MINUTES:** Consider approval of April 7, 2021 and April 21, 2021 minutes. There were no revisions of the minutes.

**MOTION:** Sue Briner moved to approve the April 7, 2021 minutes. Motion was seconded by Daniel Seydler.

**VOTE:** Minutes for April 7, 2021 were unanimously approved.

**MOTION:** Marc Hamilton moved to approve the April 21, 2021 minutes. Motion was seconded by Sue Briner.

**VOTE:** Minutes for April 21, 2021 were unanimously approved.

**A. CDBG UPDATES**

- a. Paula Harper provided an overview of the preparation for the PY21 Annual Action Plan and reviewed the Project Progress Spreadsheet, including a report of agencies that are, and are not, spending their awarded funding on schedule.

**B. COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

- a. CDAC members discussed their ranking and scores of the CDBG applications submitted for CDBG Program Year 2021 funding.
- b. CDAC will present the following funding recommendations to City Council at the June 14, 2021 City Council meeting.

- c. CDAC's recommendations are as follows, including a motion that resulted in the allocation of 15% of total available funding to the Public Services category and the remaining 85% to activities for Housing and Public Facilities.

**MOTION:** During discussion of funding recommendations, Sue Briner moved to include Administration funds into Public Facilities and Housing categories. If City Council does not approve using CDBG Administration funds into the total available to agencies for PY21, the funds will be deducted from NB Housing Partners. Robert Blythin seconded the motion.

**VOTE:** The motion was unanimously approved.

**MOTION:** At conclusion of discussion, Robert Blythin moved to approve all funding recommendations as developed by CDAC. Motion was seconded by Shae Burnett.

**VOTE:** The motion was unanimously approved.

<b>PUBLIC SERVICES: \$63,604.65 (15% Cap)</b>		
Big Brothers Big Sisters of South Texas	\$3,704.30	Mentoring Programs for Children
CASA of Central Texas	\$12,000.00	Services for Abused and/or Neglected Children
Family Life Center	\$8,128.58	Emergency Rent and Utility Assistance
Hope Hospice	\$8,317.24	Grief Support and Grief Camps
NB Housing Partners	\$8,337.84	Supportive Services for Homeless Shelter
River City Advocacy	\$6,500.00	Community Counseling Program
Salvation Army	\$7,616.69	Sheltering Sheep Transitional Housing
San Antonio Food Bank	\$9,000.00	Emergency Food Assistance
<b>HOUSING &amp; PUBLIC FACILITIES: \$416,886.65</b>		
Crisis Center of Comal County	\$100,000	Purchase of Building for Transitional Housing
NB Housing Partners	\$241,667	First Footing Emergency Shelter
Comal County Habitat for Humanity	\$13,434.38	Down Payment and Closing Cost Assistance
Comal County Habitat for Humanity	\$61,785.27	Weatherization & Aging in Place minor home repairs
<b>ADMINISTRATION: \$0.00</b>		
City and CDBG Support Staff	\$0.00	Management and Oversight of CDBG programs

**NEXT MEETING:** The next meeting will be on June 2, 2021, beginning at 6:00 PM via ZOOM and in the Tejas Room at City Hall.

**ADJOURNMENT:** Being no further business, the meeting adjourned 7:11 PM.

Respectfully submitted,



Paula Harper

**CDAC ATTENDANCE CHART**  
**Updated: May 5, 2021**

<b>Member</b>	<b>Dec. 2<sup>nd</sup></b>	<b>Jan. 6<sup>th</sup></b>	<b>Feb. 3<sup>rd</sup></b>	<b>Mar. 3<sup>rd</sup></b>	<b>April 7<sup>th</sup></b>	<b>April 21<sup>st</sup></b>	<b>May 5<sup>th</sup></b>	<b>June 2<sup>nd</sup></b>	<b>Aug. 4<sup>th</sup></b>	<b>Additional Meeting</b>	<b>Absent</b>
Robert Blythin	X	X	X	X	X	X	X				
Susan Briner	X	X	X	X	X	X	X				
Shae Burnett		X	X	X	X	X	X				
Tommy Carden	X	X	X		X	X	X				1
Amy Gusman	X	X	X	X	X	X	X				
Marc Hamilton	X	X	X	X	X	X	X				
Emily Lane	X	X	X	X	X	X	X				
Daniel Seydler		X			X	X	X				3

**From the By-Laws:**

**ARTICLE IV – TERMS**

- A.** A committee member shall be assumed to have resigned his/her position, thereby forfeiting his/her unexpired term of office if, during the calendar year, he/she is absent three (3) consecutive times or a total of four (4) times in a calendar year, provided at least five (5) day notice of the meeting has been given.