



**CITY OF NEW BRAUNFELS, TEXAS
COMMUNITY DEVELOPMENT ADVISORY
COMMITTEE MEETING
CITY HALL
550 LANDA STREET**



WEDNESDAY, FEBRUARY 8, 2023 at 6:00 PM

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - A) Approval of the January 4, 2023, Minutes for the [23-107](#) Community Development Advisory Committee
[02.01.2023 - January 4 2023 - CDAC Minutes](#)
4. **CDBG PROGRAM**
 - A) Final discussion of CDBG Program Year 2023 [23-108](#) application templates
 - B) Discussion of upcoming workshop for CDBG Program [23-109](#) Year 2023 application process
 - C) Discussion of ranking and scoring process for CDBG [23-110](#) Program Year 2023 applications
 - D) Discussion of CDBG Program Year 2022 Project [23-111](#) Progress Report
[02.01.2023 - PY22 Project Progress Spreadsheet](#)
5. **OTHER BUSINESS**
 - A) Discussion of optional text message reminders for [23-112](#) scheduled meetings to be sent to members of the Community Development Advisory Committee
7. **NEXT MEETING**

The next meeting will be held on March 1, 2023.
8. **ADJOURNMENT**

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.

Community Development Advisory Committee Agenda Item Report

2/8/2023

Agenda Item No. A)

PRESENTER:

Jennifer Gates, Grants Coordinator, and/or Paula Harper, CDBG Consultant

SUBJECT:

Approval of the January 4, 2023, Minutes for the Community Development Advisory Committee

DEPARTMENT: Finance

COUNCIL DISTRICTS IMPACTED: Citywide

BACKGROUND INFORMATION:

Committee review and approval of the January 4, 2023, Minutes for the Community Development Advisory Committee (CDAC).

ISSUE:

Not applicable.

FISCAL IMPACT:

Not applicable.

RECOMMENDATION:

Not applicable.

MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
January 4, 2023

Members of the City of New Braunfels' Community Development Advisory Committee met on January 4, 2023, in the Tejas Rooms at New Braunfels City Hall. A quorum of the Community Development Advisory Committee was present.

Present: Jude Ariresike, Robert Blythin, Lianna McNeil, Kristy Sigman, Nora Smith, Lauren Strack

Absent: Tiffany Harris, Addison Hernandez, Patrick Lynch

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

Citizens Present: Jim Holster, Sandy Paolos

1. **WELCOME:** Robert Blythin, Vice CDAC Chair, called the meeting to order at 6:01 PM and welcomed the new CDAC member, Lauren Strack. Each committee member and staff introduced themselves and provided some information about their background and interest in serving on CDAC.
2. **MINUTES:** Consider approval of the December 7, 2022, minutes.
MOTION: Jude Ariresike moved to approve the December 7, 2022, minutes. Lianne McNeil seconded the motion.
VOTE: Minutes from December 7, 2022, meeting were unanimously approved.
3. **CDBG:**
 - A. Election of Officers
MOTION: Motion made by Jude Ariresike to nominate Robert Blythin as CDAC Chair. Motion was seconded by Lauren Strack.
VOTE: Motion was unanimously approved.
MOTION: Motion made by Lauren Strack to nominate Jude Ariresike as CDAC Vice Chair. Motion was seconded by Kristy Sigman.
VOTE: Motion was unanimously approved.
 - B. Conflict of interest forms were distributed and signed by CDAC members.
 - C. Paula Harper reviewed the progress report for PY22 subrecipient agencies.
4. **OTHER BUSINESS**
 - A. Jennifer Gates facilitated a discussion regarding the CDBG applications. The scoring and ranking criteria will be discussed at the February meeting.
5. **NEXT MEETING:** The next meeting will be February 1, 2023, beginning at 6:00 PM.
6. **ADJOURNMENT:** Being no further business, the meeting adjourned 7:02 PM.

Respectfully submitted,



Paula Harper

CDAC ATTENDANCE CHART

Member	Dec. 7 th	Jan. 4 th	Feb. 1 st	Mar. 1 st	April 5 th	April 19 th	May 3 rd	June 7 th	Aug. 2 nd	Absent
Jude Ariresike	X	X								0
Robert Blythin	X	X								0
Tiffany Harris	X	A								1
Addison Hernandez	X	A								1
Patrick Lynch	X	A								1
Lianna McNeil	X	X								0
Kristy Sigman	X	X								0
Nora Smith	A	X								1
Lauren Strack	N/A	X								0

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.

2/8/2023

Agenda Item No. A)

PRESENTER:

Jennifer Gates, Grants Coordinator, and/or Paula Harper, CDBG Consultant

SUBJECT:

Final discussion of CDBG Program Year 2023 application templates

DEPARTMENT: Finance

COUNCIL DISTRICTS IMPACTED: Citywide

BACKGROUND INFORMATION:

Community Development Advisory Committee (CDAC) and CDBG Staff to discuss possible revisions to the drafted CDBG Program Year 2023 application templates.

ISSUE:

Not applicable.

FISCAL IMPACT:

Not applicable.

RECOMMENDATION:

Not applicable.

2/8/2023

Agenda Item No. B)

PRESENTER:

Jennifer Gates, Grants Coordinator, and/or Paula Harper, CDBG Consultant

SUBJECT:

Discussion of upcoming workshop for CDBG Program Year 2023 application process

DEPARTMENT: Finance

COUNCIL DISTRICTS IMPACTED: Citywide

BACKGROUND INFORMATION:

CDBG Staff will discuss upcoming workshop for CDBG Program Year 2023 application process with members of the Community Development Advisory Committee (CDAC).

ISSUE:

Not applicable.

FISCAL IMPACT:

Not applicable.

RECOMMENDATION:

Not applicable.

2/8/2023

Agenda Item No. C)

PRESENTER:

Jennifer Gates, Grants Coordinator, and/or Paula Harper, CDBG Consultant

SUBJECT:

Discussion of ranking and scoring process for CDBG Program Year 2023 applications

DEPARTMENT: Finance

COUNCIL DISTRICTS IMPACTED: Citywide

BACKGROUND INFORMATION:

CDBG Staff will discuss ranking and scoring process for CDBG Program Year 2023 applications with members of the Community Development Advisory Committee (CDAC).

ISSUE:

Not applicable.

FISCAL IMPACT:

Not applicable.

RECOMMENDATION:

Not applicable.

2/8/2023

Agenda Item No. D)

PRESENTER:

Jennifer Gates, Grants Coordinator, and/or Paula Harper, CDBG Consultant

SUBJECT:

Discussion of CDBG Program Year 2022 Project Progress Report

DEPARTMENT: Finance

COUNCIL DISTRICTS IMPACTED: Citywide

BACKGROUND INFORMATION:

CDBG Staff to provide updates regarding progress of awarded activities for CDBG Program Year 2022.

ISSUE:

Not applicable.

FISCAL IMPACT:

Not applicable.

RECOMMENDATION:

Not applicable.

CDBG PROJECT SUMMARY REPORT							
PY-22 CDBG SUBRECIPIENTS							
PUBLIC SERVICES							
Agency	Activity	# Served Contract	# Served to Date	Grant	Expended	Balance	Information/Comments
Big Brothers-Big Sisters	Salary	17	19	\$5,500.00	\$2,281.57	\$3,218.43	Reports on time; expenditures are in line with September 30th completion date
CASA	Salaries	90	92	\$10,000.00	\$2,692.92	\$7,307.08	Reports on time; expenditures are in line with September 30th completion date
Connections	Case Manager Salary	156	41	\$8,500.00	\$1,737.48	\$6,762.52	Reports on time; expenditures are in line with September 30th completion date
Family Life Center	Rent-Utility Assistance	15	8	\$7,197.00	\$3,897.10	\$3,299.90	Reports on time; expenditures are in line with September 30th completion date
NB Housing	Transportation & medical Expenses	50	22	\$8,000.00	\$3,175.36	\$4,824.64	Reports on time; expenditures are in line with September 30th completion date
River City Advocacy	Counseling	90	13	\$6,500.00	\$975.00	\$5,525.00	Reports on time; expenditures are in line with September 30th completion date; slight concern about beneficiary numbers
Salvation Army	Case Manager	8	8	\$5,000.00	\$676.21	\$4,323.79	Reports on time; expenditures are in line with September 30th completion date
SA Food Bank/ NB Food Bank	Food	140	194	\$9,000.00	\$9,000.00	\$0.00	Project Completed
Service Dogs for Kids	Purchase & Training of Dogs	3		\$6,041.80	\$0.00	\$6,041.80	Agency states that they are having issues with finding clients that meet the HUD income guidelines

PUBLIC FACILITIES							
Agency	Activity	# Served Contract	# Served to Date	Grant	Expended	Balance	Information
Senior Citizens Center	Roof Repair and/or Replacement	n/a	n/a	\$100,000.00	\$100,000.00	\$0.00	Project Completed
NB Housing Authority	Replacement of Generator for Laurel Plaza	100		\$87,214.05	\$0.00	\$87,214.05	Will discuss the status of this project at the February CDAC meeting
HOUSING - HOUSING ACTIVITIES REPORT NUMBER OF HOUSEHOLDS AND NOT NUMBER OF INDIVIDUALS							
Agency	Activity	# Served	# Served	Grant	Expended	Balance	Information
Habitat	Aging in Place & Weatherization	2	0	\$20,000.00	\$0.00	\$20,000.00	One project was approved in October but no start date has been submitted

2/8/2023

Agenda Item No. A)

PRESENTER:

Jennifer Gates, Grants Coordinator, and/or Paula Harper, CDBG Consultant

SUBJECT:

Discussion of optional text message reminders for scheduled meetings to be sent to members of the Community Development Advisory Committee

DEPARTMENT: Finance

COUNCIL DISTRICTS IMPACTED: Citywide

BACKGROUND INFORMATION:

CDBG Staff will discuss optional text message reminders for scheduled meetings to be sent to members of the Community Development Advisory Committee (CDAC) in addition to standard process of sending meeting reminders via email.

ISSUE:

Not applicable.

FISCAL IMPACT:

Not applicable.

RECOMMENDATION:

Not applicable.