

**Cuyahoga Falls City Council  
Minutes of the Community Development Committee**

**June 17, 2024**

**Members:** Joe Siegferth, Chair  
Brian Ashton, Vice-Chair  
Mary Nichols-Rhodes  
Susan Spinner  
Meika Penta

Mr. Siegferth called the meeting to order at 6:30 p.m. Mr. Ashton was absent.

The minutes of the March 18, 2024 Community Development Committee meeting were approved as written.

**Legislation Discussed:**

Temp. Ord. A-56

Temp. Ord. A-57

**Discussion:**

**Temp. Ord. A-56**

An ordinance approving the 2024-2028 Community Development Block Grant Consolidated Plan Document, and declaring an emergency.

Ms. Peggy Szalay, CDBG Entitlement Administrator, presented Temporary Ordinance A-56 to Council. As a prerequisite to receiving the 2024-2028 Program Year Community Development Block Grant (“CDBG”) allocations, the City is required to submit a Consolidated Plan to the United States Department of Housing and Urban Development (“HUD”). The City’s Community Development Department has prepared the Consolidated Plan for Program Year 2024-2028 as required by HUD.

If the CDBG 2024-2028 Consolidated Plan Document is approved, the Mayor, Director of Community Development, Director of Finance, Director of Law, and any other public official, individually or collectively, as may be appropriate, will be authorized to prepare and execute such other documents together with such modifications and revision as shall be in furtherance of the 2024-2028 CDBG Consolidated Plan Document.

Ms. Nichols-Rhodes moved to bring out Temp. Ord. A-57 with a favorable recommendation, second by Mrs. Spinner . Motion passed (4-0).

**Temp. Ord. A-57**

An ordinance authorizing the Mayor to execute and submit the Annual Action Plan to the U.S. Department of Housing and Urban Development for program year 2024, and declaring an emergency.

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Ms. Peggy Szalay, CDBG Entitlement Administrator, presented Temporary Ordinance A-57 to Council. As a prerequisite to receive the 2024 Program Year Community Development Block Grant (“CDBG”) allocation, the City is required to submit an Annual Action Plan to the Department of Housing and Urban Development (“HUD”), that outlines the ways in which it plans to utilize its CDBG allocation for Program Year. The City anticipates receiving an approximate allocation of \$683,682 in CDBG funding for Program Year 2024. The Department of Community Development has prepared the Annual Action Plan for Program Year 2024 as required by HUD.

The Mayor will be authorized to execute and submit the Annual Action Plan for Program Year 2024 to the U.S. Department of Housing and Urban Development for the Community Development Block Grant Program and the Community Development Department is authorized to carry out the programs contained within this document. The Mayor, Director of Finance, Director of Community Development, Director of Law, and any other public officials, individually or collectively as may be appropriate, will be authorized to prepare and execute such other documents, including contracts, and do all other things as necessary or incidental to carrying out the intent and/or requirements of the Community Development Block Grant Program.

Ms. Szalay stated that the 2024 Annual Action Plan Allocation is \$683,682 and will be utilized as follows:

Programmatic Compliance (Admin/Planning 20% Cap) – Approximately \$136,736 This activity includes costs required to carry out the Action Plan for program year 2023, including, but not limited to wages and benefits, supplies, training and education, and professional memberships. Essentially, this is the cost to the City to have me administer these funds on an annual basis.

Public Service 15% Cap - \$80,000 They partner with local organizations to assist people throughout the City. These providers typically are the same each year with some variance.

Fair Housing Activities - \$15,000

Food Pantry Program- \$10,000

Mature Services Program - \$5,000

Literacy Programs - \$8,500

Senior Snow Program - \$15,000 (Unused portions may be reallocated for other programs)

HMIS Homeless Management System - \$5,000

STEM Learning Program - \$5,882

Other Public Services TBD - \$15,618

Housing Program – \$38,000 This program includes rehabilitation work on owner occupied homes of income qualified individuals. Funding availability each year is determines whether they provide this form of assistance in either a grant or a 0% interest loan that is deferred until the home is sold or the unit is no longer owner occupied. All assistance for Program Year 2024 will be provided in the form of a grant to the homeowner. They perform an annual audit each year to make sure the owner is still occupying the home and current on his/her property taxes. The current capacity for

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minor housing rehabilitation is 3-6 homes per year, depending on the amount of work involved in each project. In 2023, CDBG funds were used to rehabilitated 3 homes.

Minor Home Rehabilitation Activity Delivery - \$35,000  
Lead Paint Hazard Matching Grant - \$3,000  
Minor Home Rehabilitation Program - (Carryover funds \$100,000)

Economic Development – \$428,946. They allocate these funds primarily to assist City businesses, both large and small. Businesses assisted create and or retain jobs for low-to-moderate income individuals. In 2023, they assisted some 25 businesses in the City.

Matching Equipment & Façade Grants - \$428,946  
Working Capital Low Interest Loans – (\$118,248 Revolving Loan Funds)  
Activities may include historic preservation and/or Business incentive grants for LMI job creation.

Public Facilities & Improvements – Carryover Funds (unused portions may be reallocated to Economic Development.) Activities may include infrastructure improvements, neighborhood facilities improvements, improvements to facilities for persons with special needs, ADA improvements, and architectural design features such as public art. You may recall that in the past we used these funds to work with our Parks Department to construct pickleball courts, accessible playground equipment, seating at the amphitheater, ADA locker room equipment, a pool wheelchair lift, an ADA restroom with outdoor access, as well as other accessibility projects. They hope to allocate some of the funds this year to continue making public facilities accessible to all residents.

Mr. Siegfert thanked Ms. Szalay for taking his calls and e-mails throughout the week. The Consolidated Plan document is over 150 pages. He asked why the City choses to do the five-year plan rather than the three-year plan.

Ms. Szalay replied that they chose to do the five-year plan, because it is a cumbersome thing to put together. As mentioned, it is a larger document and takes many months of planning. They review what worked and did not work from the last plan. They look at community composition to see what has changed, such as are there more families, elderly, young professionals and what are their needs. They do a needs assessment for housing which includes housing problems, housing costs and public housing trends. They do a homeless, a special needs and a public assistance housing assessment, homeless facilities, special needs and barriers to affordable housing. In November of 2023, they promoted the Community Needs Assessment Survey to find out what was most important to residents, businesses and nonprofit organizations. They take all that information and draft a strategic plan and allocate available resources to make that plan work. The assessments and the survey results can be viewed in the 2024-2028 Consolidated Plan on the CDBG web page at the cityofcf.com.

Mr. Siegfert asked Ms. Szalay to speak on the abbreviated term CAPR and how that measures the progression of the plan. Ms. Szalay stated CAPR stands for Consolidated Annual Performance

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Report. It is due on March 31st of each year, which is 90 days after the end of the financial year December 31st. A public comment part announcement is run in the Akron Beacon Journal and posted on the City website and on social networks. The CAPR is a summary of how funds were spent in the previous year and what was accomplished with those funds. As in the case of the Consolidated Plan and Annual Action Plan, all comments are sent to HUD along with a corresponding report. The most recent CAPR is kept on the CDBG webpage and a hard copy is in the Community Development Department. As they do projects throughout the year, they have to enter the information, the amount that is spent, the accomplishments that occurred because of the particular project and then IDIS Program gathers all the information and plugs it into this report. They then add a description of what it was and who benefited and they report it to Council.

Mrs. Spinner stated that it is amazing how much detail is provided. She appreciates everything Ms. Szalay does. This plan sounds amazing.

Ms. Nichols-Rhodes moved to bring out Temp. Ord. A-57 with a favorable recommendation, second by Mrs. Spinner. Motion passed (4-0).

The meeting adjourned at 6:43 p.m.