



CITY OF OREM

COMMUNITY DEVELOPMENT BLOCK GRANT COMMISSION MINUTES

This meeting may be held electronically to allow a board/commission member to participate.

DATE: 02/19/2026

ROOM: Council Conference Room

TIME: 5:30 p.m.

ADDRESS: 56 N. State Street, Orem, UT 84057

ATTENDING: Commission Members - Eileen Black (online), Steven Heaps, Scott Snow, Joshua Isaksen, Jaime De La Cruz (online)

City Council: Chris Killpack

MAG Representative - Taylor Draney

City Staff: Heather Cox, Bradley Day, Melissa Mullins

ABSENT/EXCUSED:

Commission: Janet Alavarez, Ashley Gil

1. Welcome
 - a. Announcement of transference of Commission duties/responsibilities from Heather Cox to Bradley Day.
 - b. Introduction of Committee Members & City Council Representative
2. Update on Regional CDBG process and schedule (Taylor Draney with MAG)
 - a. Taylor Draney provided an update on the regional CDBG process, explaining that the city contributes a portion (15%) of its public service funds from the overall entitlement grant from HUD to a regional pool shared with Provo. The purpose is to streamline the application process for local nonprofits.
 - b. The meetings where nonprofits present their proposals are scheduled for March 11th and 12th, and attendees were advised that they should have already received an invitation. Full, corrected applications and funding priorities will be sent to committee members one week before the meetings for review. Following the meetings, the committee will discuss the proposals and make funding recommendations

- c. Funding recommendations, including the regional pool and the rest of the budget, will be presented to the council in April for a vote.

3. 2026 Schedule Review

- a. Public Hearing - March 10th, 2026 - Presentation to Council by Bradley & Taylor. Afterwards a 30-day public comment period.
- b. Council Meeting - April 28th, 2026 - Resolution to approve budget recommended by Committee.
- c. Once the Resolution is signed & approved by the Mayor, it will go into effect July 1, 2026.
- d. Following approval, MAG will start divvying out contracts.
- e. Next meeting, online in September (TBD), where we will discuss how the contracts are rolling out, any problems, etc.
- f. December 2026 - Application period begins again.

4. Update on current contracts and projects (Taylor Draney with MAG)

- a. Section 108 Loan Payment - City has paid off this loan. This will free up \$100,000 annually for “regular” projects.
- b. Critical Home Repair - Working on spending down prior year budget. Interest has trickled down this year. Interested individuals must be making less than 80% of the annual median income to qualify. There is an extensive application process, but MAG does provide application assistance to those who need it. Questions were specifically asked about assistance for non-English speaking individuals, ie. Is there an application for Spanish Speakers? Assistance for Spanish speakers in completing the application? What about access to computers? Taylor noted that it's a different department than hers that provides the assistance and acknowledged the importance of the questions being asked.
Action Item: Taylor will find out what resources are available to those needing application assistance in the Spanish speaking community.
- c. Playground Equipment Replaced at Cherry Hill. Most of the funds to complete this project were from unspent funds in prior years. This project has not started yet because the funds were just received in January and there may be some weather-related delays. This project is expected to take place over the next several months, but generally the period of performance is a year, so we have until the end of 2026 to complete.
- d. Whole entitlement allocation was just received in January. Public service project money must be spent by June. Construction has until the end of December.
- e. MAG gave some money through the regional process to the Fuller Center, which does single-family rehab. They’ve been focusing on Utah County homes, so they haven’t done any Orem homes yet. Taylor has been in

communications with them and reports the Fuller Center will be focusing on Orem homes within the next few months.

- f. Police Department - Victim Services - Funds given to Victim Services are usually spent in the first two quarters to supplement Victim Advocates' salaries.
 - g. Police Department - Homeless Services - There has been a lot of work recently to revamp policies & procedures to be more in alignment with HUD rules. Nothing has been spent down in this area yet, but Taylor is confident it will be done before the end of the year. This budget is smaller as other cities, such as Provo, also providing funding, e.g. Community Action, Food & Care Coalition, etc. This budget is mainly for smaller items such as socks, feminine sanitary needs, and food.
 - h. Neighborhood Preservation (Tree Removal) \$1800 + \$11,000 in prior funds. This is also an area where P&P work has been done to more closely comply with HUD rules. They are using the Critical Home Repair Matrix Code to cut down trees that are in violation and a threat to health and safety. This will go out to bid rather than handled by City staff as there are liability issues, for example, trees growing around power lines.
 - i. Regional Projects - Rocky Mountain University—they provide healthcare to low-income people; Utah Tax Help Services, who help people complete their taxes that are low-income as well; and Big Brothers Big Sisters—they do youth mentor programs. Spend down is going well except for tax services - Probably won't spend down full award. Potential for rollover funding. Original award \$34,000. Most likely will only spend around \$10k. Rollover will go towards Public Service.
 - j. It is expected that all other categories will spend down to a zero budget.
5. Review last meeting's notes
- a. Correction - Fix spelling of Jaime's name (Mis-spell Jamie)
6. Vote on approving last meeting's notes
- a. Motion to approve Committee meeting notes dated 10/21/2025 with the exception of Jaime's name (misspelling) by Jaime De La Cruz.
 - b. Motion seconded by Steven Heaps.
 - c. Motion carries with all Commission Members voting Yea - Eileen Black (online), Steven Heaps, Scott Snow, Joshua Isaksen, Jaime De La Cruz (online).
7. Review Executive Staff's proposed FY26-27 budget
- a. Budgets are the same as FY25-26 with the exception of the following:
 - i. Joint CDBG Regional projects is slightly less at \$68,706.70 as compared to the previous year of \$76,949.40
 - ii. City of Orem/MAG - CDBG Admin is slightly less at \$114,000.00 as compared to the previous year of \$126,529.00.

- iii. Section 108 Loan Payment is at \$0.00 because the loan was paid off last year as mentioned previously.
 - iv. Senior Center Flooring - Replace gym floor in Senior Center - Previously water has gotten under the gym floor and ruined it. Contracted cost is \$170,000. There may be another \$40,000 from FY2024. If this occurs, then it will be applied to the floor replacement cost. If there is a shortfall of funds, it will come from the Senior Center Flooring project.
 - b. Other cities are growing and becoming eligible for CDBG funds, so our available portion for spending will decrease over time.
 - c. An email will go out to everyone once HUD determines allotted funds.
8. Vote on approving FY26-27 budget suggestions from the commission.
Motion to approve the FY26-27 budget by Jaime De La Cruz.
Motion seconded by Scott Snow.
Motion carries with all Commission Members voting Yea - Eileen Black (online), Steven Heaps, Scott Snow, Joshua Isaksen, Jaime De La Cruz (online).
9. Conclusion
Motion to adjourn by Steven Heaps.
Motion seconded by Jaime De La Cruz.
Motion carries with all Commission Members voting Yea - Eileen Black (online), Steven Heaps, Scott Snow, Joshua Isaksen, Jaime De La Cruz (online).

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY MEETINGS.

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