

**STATE OF TEXAS
COUNTIES OF POTTER AND RANDALL
CITY OF AMARILLO**

On the 14th day of May, 2013, the Community Development Advisory Committee met in a public meeting at 7:00 p.m. The meeting was held at Downtown Library, Harrington Library Room. The following committee members were present:

VOTING MEMBERS	PRESENT TODAY	NO. MEETINGS HELD SINCE APPOINTMENT	NO MEETINGS ATTENDED SINCE APPOINTMENT
BANDY, Bill-Chairman	YES	17	14
DUNN, Eddie-Target Area	NO	33	24
GATES, Sam- NW Area	NO	10	6
GRISHAM, Glenda – NW Area	NO	58	49
JONES, Thomas – NE Area	YES	49	36
NELSON, Mary Jane – SE Area	YES	17	14
PHAM, Lo Van-SW Area	YES	5	4
RIVERA, Ruben – SE Area	NO	46	35
SALDIERNA, Rita – NE Area	YES	42	32
SISNEROS, Sabrina – Target Area	YES	9	9
STUDER, Lee – SW Area	YES	10	10

STAFF MEMBERS:

James Allen, Community Development Administrator
Kathryn Foster, Program Coordinator
Summer McCampbell, Administrative Assistant

Citizens in Attendance: 13

Lee Studer established a quorum, called the meeting to order at 7:02 pm. Lee Studer asked each committee and staff member to introduce themselves and their representation.

ITEM 1: Approve the minutes of the Community Development Advisory Committee meeting held on April 30, 2013.

Lee Studer asked if there were any changes or corrections to the minutes. Motion by Rita Saldierna, to approve the minutes, seconded by Mary Jane Nelson and passed 6-0 vote.

ITEM 2: Director's Report

a. Review allocation process

James Allen discussed the allocation process and stated that there will be a work session on June 6, 2013. The Community Development Advisory Committee will review and discuss all the funding requests.

Lee Studer asked if any of the committee members had any comments on the report. The committee had no comments.

ITEM 3: Consider project funding requests for the 2012-2013 Annual Action Plan for Housing and Community Development using the following resources:

2012-2013 Community Development Block Grant	\$1,451,536
2012-2013 HOME Investment Partnership Program	\$ 579,998
	\$2,031,534

2013-2014 resource allocations not yet available as of May 10, 2013

James Allen advised will notify on funding allocations once confirmation.

Parks & Recreation-Rod Tweet, Parks and Recreation Director, 509 SE 7th Avenue- is requesting funds for improvement to Eastridge Park to include Splash pad and trail lighting. Project is shovel- ready and anticipates increased anticipation rates and pro-active home improvements by area homeowners.

Lee Studer asked for public comments.

Keith Gray, Community, 2326 NW 11th, commented on being an Amarillo native and his support of the improvements requested to Eastridge Park and area.

Shona Besselman, Asst Principal Eastridge Elementary, 2715 James Louis Dr, discussed how improvements to the park will improve the family and community interactions.

Mike Garman, Pastor OF Eastridge Baptist Church, 1300 Evergreen, commented on his involvement in the area and how the improvements to Eastridge Park will assist in his endeavors of establishing a Mission Center for this target area.

Ahmed Ahmed, Co-President Somali Panhandle Association, 3412 E. 24th, advised of need for study center and designated sports playing area.

Lee Studer asked for comments from the committee.

James Allen asked the public and committee to please stick to commenting about the proposed projects only.

Judge Jones asked if there are not enough funds to allocate the full amount to this project, can this project be completed in phases?

Rod Tweet advised ideally would like to complete at once, but can prioritize to get the Splash Pad and trail lighting completed with awarded funds.

Lee Studer asked if the Parks and Recreation have any funds that can be contributed to the project.

Rod Tweet advised that the allocated Capital Project Budget isn't sufficient to cover many projects, and that the department tries to maximize the usage of the available funds throughout the year.

Building Safety- Demolition and Clearance - Brad Hofmann, Community Improvement Chief, 509 SE 7th Avenue – is requesting funds to demolish unsafe, unoccupied buildings within the target area. A portion of the funds will be used to remove large accumulations of junk and debris from properties within the target area. He also advised of the success of the demos in revitalizing the target areas.

Building Safety, Community Development Inspector, Target Area, Brad Hofmann, Community Improvement Chief, 509 SE 7th Avenue – is seeking funding for the Community Development Block Grant Community Improvement Inspector for the Building Safety Department in Fiscal Year 2013/14. The Inspector works only in the Community Development Target Area neighborhoods to augment the Department's inspection resources in those areas. The Inspector is responsible for identifying nuisance conditions and Municipal Code violations and taking the appropriate actions to have those resolved. This request includes both salary and associated benefits for the employee, and vehicle costs.

Lee Studer asked if there were any comments from the public and there were none.

Lee Studer asked if there were any comments from the committee.

Lo Van Pham asked if the CDBG funds used in conjunction with the General funds.

Brad Hoffman advised that generally the CDBG funds are used for projects in the target area, versus the General funds are used to focus on projects in non-target areas.

James Allen commented that also if the CDBG funds run out, then General funds can be used for target area projects.

Guyon Saunders Resource Center, Resource Center Day Room Coordinator - Courtney Foster, 200 S. Tyler - informed everyone that the Day Room provides day shelter and services for those experiencing homelessness or at-risk of becoming homeless, services that address basic needs 365 days a year. The room also provides advocacy to those utilizing the room to services in the community that promote self-sufficiency as well as health and human service needs. The salary requested includes the lead staff position for the Community Day Room that oversees these daily services and supervises the Day Room Advocate.

No public comment.

Bill Bandy asked if there are any funding alternatives if this request is not approved.

Courtney Foster advised that they are currently looking into expansion of their program which will create partnerships with other agencies and businesses. She also advised that they do utilize Interfaith for the Homeless and ESG as funding sources as well.

Amarillo Habitat for Humanity – Parking Lot Expansion – Chas Massey, Director- 2700 S. Wilson -Their plan is to create a parking lot to accommodate the increase in

students for their Financial Education classes. A wheelchair and handicap access to the main entrance will be added to their building from the parking lot.

No public comment.

Mary Jane Nelson asked why was the amount requested so large for one project, and if there are any other fund sources.

Chas Massey stated that she is working with an architect and contractor for the plans. But there are no other fund sources.

Lo Van Pham asked what all does the \$100,000 pay for.

Chas Massey advised that this project request would pay for everything from the excavation to the complete development of the parking lot.

Bill Bandy asked if the alley way is paved between the building and the future parking lot site.

Chas Massey stated that he had been informed that a waiver can be granted to not develop as long as the entrances to the parking lot are not through the alley.

Sabrina Sisneros asked how many parking spaces there would be.

Chas Massey stated 20, possibly less.

Sabrina Sisneros asked if the parking ends up being less than 20, will that reduce the requested grant amount.

Chas Massey advised no, the \$100,000 is the quote to develop the space that will be used for parking, not based on how many parking spaces will actually be created.

Lee Studer asked if there is a more affordable method to develop a parking lot.

Chas Massey stated that various contractors have been contacted, yet only one was willing to provide a quote.

Judge Jones asked about potential other funding sources.

Chas Massey advised that other grants are being applied for to raise additional funding.

Judge Jones asked if those funds would towards this project.

Chas Massey stated the funds will be utilized based on need, especially if the funds are limited.

Lee asked if program continues to grow, does Habitat have the property to accommodate this growth.

Chas Massey advised of other parking potential.

Amarillo Habitat for Humanity – Flooring Replacement – Chas Massey, Director-2700 S. Wilson - Chas Massey addressed flooring replacement that is needed due to wear and tear for the past 30 years. Feels this reflects on their ability to encourage possible applicants and homeowners to take pride in their homes.

No public comment.

Lo Van Pham asked what type of flooring will be used for replacement.

Chas Massey advised carpet since more durable and affordable.

Lee Studer asked if they can't request their vendors to donate the flooring.

Chas Massey advised she would rather the funds be allocated to the families.

James Allen advised that there are 2 CHDOs in Amarillo, Habitat and Catholic Charities, and 15% is the cap for allocation. Any unused funds go back to HUD.

Amarillo Habitat for Humanity – Glenwood Addition – Chas Massey, Director-
Chas Massey goes on to discuss the request for funds for 5 new homes in the

Glenwood Addition. Churches, businesses and other community organizations have committed to donating as well.

Brandon Flowers, Construction Supervisor, 4240 SW 12th Ave, commented about how honored he is to be able to serve his community through Habitat for Humanity by building homes and relationships.

No public comment.

Judge Jones asked how Habitat will prioritize their grant requests if funding is limited. Chas Massey advised that the homes would be the priority since that is the scope of their organization.

Judge Jones asked about the Operating Expenses.

Chas advised that there are 4 full-time employees on staff and that the operating expenses would be used to fund their salaries.

James Allen discussed the caps on funding for Operating Expenses being 5%.

Bill Bandy asked for clarification of how the cap is met; is it allotted based on total funds available or on each individual project.

Amy Juba, Habitat for Humanity employee, 2700 S. Wilson, clarified how the CHDO funds are used and the mortgaging process.

Rita Saldierna asked how many houses built per year.

Amy Juba advised usually 1-2 new builds and 3-4 refurbishing. It does cost less to refurbish, but would like to complete 4 new builds next year.

Judge Jones asked if any leftover funds from previous projects rollover to consecutive years.

James Allen advised funds will carry over to another HOME program. They have 4 years to spend the funds, but only 2 years to allocate the fund to a sub recipient.

Judge Jones asked if a person can transfer from rental assistance housing to Habitat housing.

James Allen and Chas Massey agreed that they can.

Lee Studer requested clarification on fund allocation, usage, and what happens to the unused funds.

Brandon Flowers advised that CHDO funding was spent on 3 rehabs and 1 new construction. Once CHDO funding is used on a particular location, that location cannot request CHDO funding again.

Transportation for the Homeless – James Allen – City of Amarillo -

The request of \$12,000 recognizes the necessity of the city's Transportation for the Homeless program and will fund the program through the 2013-14 fiscal years.

Agencies are able to distribute bus tickets to clients who need to apply for benefits, seek work, or go to work. Many use the bus tickets to access the medical center from downtown. Once basic needs are addressed, homeless persons can focus on job search.

No public comment.

Lee Studer asked why there is a need for \$12,000 versus the \$9,000 requested in the past.

James Allen advised that this figure is based on feedback from the area agencies and the current demand.

Lee Studer asked why there was a drop in the transportation request (unduplicated).

James Allen unable to provide information at this time but stated that an analysis will be provided about seasonal usage by June 6, 2013.

Emergency Repair Grants, City Wide, James Allen, 509 SE 7th Avenue - said that the program assists very low and extremely low income homeowners with repairs to their homes to correct hazardous or life threatening problems. Homeowners are limited to a maximum of \$4,500 in repairs for each 12-month period. There are no target area restrictions.

No public comment.

Judge Jones asked if the funds are exhausted each year.

James Allen states that there is management in place to make funds stretch through the year. He also stated that due to frequent turnover and it having been a slower request period there is currently \$100,000 available from previous years as of May 14, 2013.

James Allen went on to advise that new venues for marketing are being sought out.

Lee Studer made a correction to the former grant amount for 2009-10 on the application should be \$421, 296 instead of \$41,296.

Housing Rehabilitation Assistance (CDBG), City Wide, James Allen 509 SE 7th Avenue – said the program provides financial assistance to lower income homeowners in order to repair and/or renovate their homes. These homes are in need of repairs in excess of the funds allowed in the emergency repair grant program. This is a one-time assistance with no upfront owner contribution required.

No public comment

Lee Studer asked if there are any carryover funds for this program.

James Allen said yes, but there is a timeliness test regulated by HUD on how quickly funds need to be committed and expended.

Lee Studer asked if the program exceeds the 1.5% overage cap on the funding, does HUD take the money back.

James Allen advised that HUD will just deduct the excess usage from the next funding allocation.

With no further business to come before the committee, Lee Studer requested a motion to adjourn. Mary Jane Nelson made the motion and it was seconded by Sabrina Sisneros. The meeting was adjourned at 8:50 pm.