



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Meeting Agenda

Community Services Advisory Committee

Thursday, October 10, 2024

4:30 PM

Development Service Center

After determining that a quorum is present, the Community Services Advisory Committee will convene in a Regular Meeting on Thursday, October 10, 2024, at 4:00 p.m. in Training Rooms 1 and 2 at the Development Service Center, 401 N. Elm Street, Denton, Texas at which the following items will be considered:

1. ITEMS FOR CONSIDERATION

- A. [CSAC24-024](#) Consider approval of the minutes of September 12, 2024.

Attachments: [Exhibit 1 - CSAC Minutes September 12, 2024](#)

- B. [CSAC24-025](#) Consider approval of the corrected minutes of April 12, 2024.

Attachments: [Exhibit 1 – CSAC Corrected Minutes April 12, 2024](#)

- C. [CSAC24-026](#) Receive a report and hold a discussion and give staff direction regarding funding and application process for Housing Projects in the 2025-2026 Community Development Grant.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)

2. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Community Services Advisory Committee or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting and under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

CERTIFICATE

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on October 4, 2024, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST 48 HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



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Legislation Text

File #: CSAC24-024, **Version:** 1

Consider approval of the minutes of September 12, 2024.



After determining that a quorum was present, the Community Services Advisory Committee of the City of Denton, Texas convened in a Regular Meeting on Thursday, September 12, 2024, at 4:30 p.m. in Training Rooms 4 and 5 at the Development Services Center, 401 N. Elm Street, Denton, Texas.

MEMBERS PRESENT: Members Janet Scott-Harris, Amy Morgan, Sharon Kremer, Kamyon Conner, Wandaliz Turner, Dale Tampke, and Lilyan Prado-Carillo

MEMBERS ABSENT: Members Connor Hall, Hannah Garcia, and Drew Christ

Called to order 4:35 p.m. by staff with seven members present. Staff requested a motion to appoint an Interim Chair.

Member Prado-Carillo moved to appoint Member Tampke as Interim Chair. Member Turner seconded the motion. The motion carried.

AYES (6): Members Janet Scott-Harris, Amy Morgan, Sharon Kremer, Kamyon Conner, Wandaliz Turner, and Lilyan Prado-Carillo

NAYS (0): None

ABSTENSIONS (1): Member Dale Tampke

1. ITEMS FOR INDIVIDUAL CONSIDERATION

A. CSAC 24-021 - Consider approval of the minutes of August 8, 2024.

Interim Chair Tampke requested a motion to approve the August minutes.

Member Kremer moved to approve the minutes amended as discussed. Member Prado-Carillo seconded the motion. The motion carried.

AYES (7): Members Janet Scott-Harris, Amy Morgan, Sharon Kremer, Kamyon Conner, Wandaliz Turner, Dale Tampke, and Lilyan Prado-Carillo

NAYS (0): None

B. CSAC 24-022 Receive a report and hold a discussion regarding the committee's anticipated activities for the 2024/2025 program year.

In preparation for the year ahead, staff provided a presentation to refresh committee members on their role and responsibilities, and to provide an overview of anticipated advisory activities for the 2024/2025 year.

- C. CSAC 24-023 Receive a report and hold a discussion regarding the funding priority survey for the 2025 Action Plan for Housing and Community Development.

Staff reviewed the draft funding priority survey and committee members provided feedback. Members suggested reducing the number of questions and response options in the survey, and provided feedback on rollout and promotion of the survey to the community.

2. CONCLUDING ITEMS

- A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Community Services Advisory Committee or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting and under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

With no other business, the meeting adjourned at 5:08 p.m.

DREW CHRIST
VICE CHAIR
CITY OF DENTON, TEXAS

COURTNEY DOUANGDARA
DEPUTY DIR. OF COMMUNITY SERVICES
CITY OF DENTON, TEXAS

MINUTES APPROVED ON _____



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File #: CSAC24-025, **Version:** 1

Consider approval of the corrected minutes of April 12, 2024.



After determining that a quorum was present, the Community Services Advisory Committee of the City of Denton, Texas convened in a Regular Meeting on Friday, April 12, 2024, at 12 p.m. in Training Rooms 1 and 2 at the Development Services Center, 401 N. Elm Street, Denton, Texas.

MEMBERS PRESENT: Members Hannah Garcia, Wandaliz Turner, Kamyon Conner, Drew Christ, Sharon Kremer, Lilyan Prado-Carillo, Dale Tampke, and Connor Hall

MEMBERS ABSENT: Member Janet Scott-Harris

Called to order 12:04 p.m. by Chair Hannah Garcia with six members present. Members Christ and Hall had not yet arrived.

1. ITEMS FOR INDIVIDUAL CONSIDERATION

A. CSAC 24-011 - Consider approval of the minutes of March 30, 2024.

Chair Hannah Garcia requested a motion to approve the March minutes.

Member Tampke moved to approve the minutes. Member Hall seconded the motion. The motion carried.

AYES (6): Members Hannah Garcia, Wandaliz Turner, Kamyon Conner, Sharon Kremer, Lilyan Prado-Carillo, and Dale Tampke

NAYS (0): None

B. CSAC 24-012 Receive a report, hold a discussion, and give staff direction regarding funding recommendations for applications and applicant presentations for 2024-2025 Community Development Grant Program.

Staff reminded committee members that funding allocation amounts are estimates until the City receives final notification of 2024-2025 CDBG and HOME funding from HUD. Chair Garcia reminded staff of the responsibility to recuse from discussions about funding organizations with which they are affiliated.

Members Christ and Hall arrived.

Committee members discussed funding recommendations by program type. Staff informed the committee that proposed uses for unprogrammed HOME funds would be brought back for consideration in May. Committee members requested clarifying information from staff regarding some applicants and provided feedback for staff to pass along to applicants regarding recommended funding amounts.

- C. CSAC 24-013 - Consider approval of recommendations to the City Council regarding the 2024-2025 Community Development Grant Program.

Member Lilyan Prado-Carillo moved to approve the funding recommendations made for the participating organizations with the exceptions of Health Services of North Texas and Opening Doors International Services. Member Sharon Kremer seconded.

AYES (8): Members Hannah Garcia, Wandaliz Turner, Kamyon Conner, Drew Christ, Sharon Kremer, Lilyan Prado-Carillo, Dale Tampke, and Connor Hall

NAYS (0): None

Member Lilyan Prado-Carillo moved to approve the funding recommendation made for Health Services of North Texas. Member Kamyon Conner seconded.

AYES (7): Members Hannah Garcia, Wandaliz Turner, Kamyon Conner, Drew Christ, Sharon Kremer, Lilyan Prado-Carillo, and Connor Hall

NAYS (0): None

ABSTAINED (1): Member Dale Tampke

Member Dale Tampke moved to accept the funding recommendations made for Opening Doors International Services. Member Connor Hall seconded.

AYES (7): Members Hannah Garcia, Wandaliz Turner, Kamyon Conner, Drew Christ, Sharon Kremer, Dale Tampke, and Connor Hall

NAYS (0): None

ABSTAINED (1): Member Lilyan Prado-Carillo

2. CONCLUDING ITEMS

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With no other business, the meeting adjourned at 2:06 p.m.

DREW CHRIST
VICE CHAIR
CITY OF DENTON, TEXAS

COURTNEY DOUANGDARA
DEPUTY DIR. OF COMMUNITY SERVICES
CITY OF DENTON, TEXAS

MINUTES APPROVED ON _____



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File #: CSAC24-026, **Version:** 1

Receive a report and hold a discussion and give staff direction regarding funding and application process for Housing Projects in the 2025-2026 Community Development Grant.



AGENDA INFORMATION SHEET

DEPARTMENT: Community Services

CM/ DCM/ ACM: Christine Taylor, ACM

DATE: October 10, 2024

SUBJECT

Receive a report and hold a discussion regarding funding and application process for Housing Projects in the 2025-2026 Community Development Grant Program.

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Foster Economic Opportunity and Affordability.

BACKGROUND

HOME Funding for the 2025-2026 Community Development Grant Program.

In April 2024, the Community Services Advisory Committee (CSAC) approved a funding recommendation of \$244,000 of HOME Investment Partnership (HOME) funding for the Denton Affordable Housing Corporation (DAHC). Denton City Council approved this recommendation in July 2024 when they approved the 2024 Action Plan for Housing and Community Development. Due to lack of applications, \$309,310.96 of HOME funding remained unallocated at the time the 2024 Action Plan was approved. The City of Denton is required to commit these funds by the 2026 Action Plan to remain in compliance with HUD regulations.

Prior to executing an agreement with DAHC, it was determined that the project originally submitted would not be eligible due to the future use of the home being for transitional housing rather than permanent housing, a use deemed an ineligible use of HOME funds by the Department of Housing and Urban Development (HUD). City staff met with DAHC to identify a potential alternate project for consideration, and they do not have any shovel-ready projects for consideration at this time.

Staff conducted additional outreach to community partners engaging in affordable housing development and renovation to identify other possible uses of funding. After determining there were no local projects that fit the criteria for Fall 2024, staff determined the best course of action to include the remaining HOME funds for the 2024-2025 program year in the 2025-2026 Community Development Grant Program application. The total estimated amount of HOME funds available for the 2025-2026 Community Development Grant Program is \$1,118,413.91.

Estimated HOME Funding Available for 2025-2026 Community Development Grant Program

Funding Year	Funds Available
2024-2025	\$553,310.52
2025-2026	\$565,103.39*
TOTAL	\$1,118,413.91

*Estimated amount of funding available; Notice of funding allocation will be provided by HUD Spring 2025

Pre-Application Requirements for Housing Projects

The following requirements have been added for Housing Project applications to increase support and project viability prior to application submission. Organizations seeking to submit a Housing Project for the 2025-2026 Community Development Grant Program application will be required to:

1. Conduct a pre-application meeting with Community Development staff; and
2. Conduct a pre-application meeting with Planning to confirm compliance with local zoning and permitting requirements.

Applicants will be required to conduct pre-application meetings prior to application submission to be considered for funding for the 2025-2026 Community Development Grant Program year. These changes will be communicated via email, posted on the City’s website and in meetings with community groups and partners.

Pre-application meetings Community Development staff will include:

1. Project Description
2. Project Status & Proposed Timeline
3. Estimated Available Funding
4. Funding Application Criteria
5. Federal Requirements

Future housing project service agreements will also incorporate mandatory quarterly check-in meetings with Community Development staff to review project timeline, status, fundraising and expenditures. An estimated timeline of activities for the 2025-2026 Community Development Grant Program application is included below.

Estimated Timeline: 2025-2026 Community Development Grant Program Application

Activity	Date
Annual Funding Priority Survey Releases	October 23, 2025
CSAC Review & Approve Application	November 14, 2024
Application Opens	December 13, 2024
Application Closes	January 15, 2025
Committee Makes Funding Recommendations	April 10, 2025
Public Comment Period for 2025 Action Plan	May – June 2025
Council Considers Approval of 2025 Action Plan (Approval of CDBG and HOME projects)	July 25, 2025
Council Considers Approval of 2025/26 City Budget (Approval of General Fund projects)	September 2025

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Respectfully submitted:
Danielle Shaw
Director of Community Services

Prepared by:
Courtney Douangdara
Deputy Director of Community Services

Luisa Garcia
Community Development Manager