

**COMMUNITY RELATIONS COMMISSION**

**PLANO MUNICIPAL CENTER**

**1520 K AVENUE**

**December 13, 2007**

<b>ITEM NO.</b>	<b>EXPLANATION</b>	<b>ACTION TAKEN</b>
	<b>6:00 p.m. - Dinner - Building Inspections Training Room</b>	
	<b>6:30 p.m. - Regular Meeting - Building Inspections Training Room</b>	
<b>1</b>	Call to Order/Pledge of Allegiance	
<b>2</b>	Comments of Public Interest: This portion of the meeting is to allow the public to speak on items of interest or concern. It is not for the purpose of speaking on items that are on the current agenda. The Commission may not discuss these items, but factual or policy information may be provided in response to the comments, and the Commission may choose to place the item on a future agenda. Comments are limited to three (3) minutes per speaker, with a maximum time limit of fifteen (15) minutes for this portion of the meeting. Speakers will be notified when speaking time has expired.	
<b>3</b>	Approval of Minutes from the September 13, 2007, Meeting	
<b>4 JB</b>	Consideration of Request from AIDS Services of North Texas to extend its Buffington Community Service Grant to allow the Expenditure of the Remainder of the Grant Funds	
<b>5 PJ</b>	Appointment to PISD's Diversity Advocacy Committee	
<b>6 PJ</b>	Discussion and Direction on Commissioner Visits to Grant Applicants	
<b>7 PJ</b>	Discussion and Direction on Acceptance of Supplemental Information from Agencies during Public Hearings	
<b>8 TM</b>	Update on the Status of Grants made to Journey Home and Plano International Pre-School	

<p><b>9 DL</b></p>	<p>Review of 2008 Grant Process and Public Hearing Schedule</p>	
<p><b>10 SMW</b></p>	<p>Report on Transition and Revitalization Commission Activities</p>	
<p><b>11</b></p>	<p>Items for Future Discussion</p>	
<p><b>ACCESSIBILITY STATEMENT</b></p> <p>Plano Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance facing Municipal Avenue, with specially marked parking spaces nearby. Access and special parking are also available on the north side of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the Planning Department at (972) 941-7151.</p>		

CITY OF PLANO  
COMMUNITY RELATIONS COMMISSION

December 13, 2007

**Agenda Item No. 4**

**Review and Consideration of Request from Aids Services of North Texas**

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**DESCRIPTION:**

AIDS Services of North Texas will submit their request for permission to expend remaining funds from allocated amount of BSC Grant after contract expiration.

**REMARKS:**

AIDS Services of North Texas was allocated funds from the Community Development Block Grant and Robert Wilson Buffington Community Services Grant (BCS) for the program/fiscal year July 1, 2006 through June 30, 2007, and October 1, 2006 through September 30, 2007, respectively. In accordance with the City of Plano's contract with this agency, "Any city funds which have not been expended by the agency by September 30, 2007, will revert back to the City of Plano" and "shall be returned to the city no later than October 31, 2007." Due to the overlapping time frames of the two funding sources, the agency found itself with a balance of \$1,237.51 of unspent funds from the BCS grant on September 30, 2007. They notified staff the agency of this in early October as the program monitoring was being done and were advised to submit a letter to the Neighborhood Services Manager requesting an extension of the time frame stipulated in the funding contract.

**RECOMMENDATIONS:**

Staff recommends that an extension be granted in this case. This can be accomplished by either contract amendment or by entering into another contract for said amount of unspent funds.



RECEIVED

PLANNING DEPT

October 19, 2007

Christina Day  
Neighborhood Services Manager  
City of Plano  
P.O. Box 860358  
Plano, Texas 75086

4210 Mesa Drive  
Denton, Texas 76207  
(940) 381-1501  
(800) 974-2437 TOLL FREE  
(940) 566-8059 FAX

Dear Ms. Day,

I am writing this letter in reference to our Plano Community Service Grant 2006-2007. As you know, we had our two grants from the City of Plano running concurrently this year. Our Community Service Grant ended in September 2007 and our new CDBG grant started July 1, 2007. With the overlapping of these grants we ended with a balance of \$1,237.51 in our Community Service Grant. This has never happened in the history of our collaboration with the City of Plano. As you know, we not only use every dollar you give for our clients but we struggle financially to meet their needs.

We are requesting an extension in order to spend this balance by November 30, 2007. I understand that this may result in a contract amendment and apologize for any inconvenience to the City of Plano. Our monitor, Jerry Bradley, Jr., suggested that we send this request to you. Please let me know if you have any questions or require any further information.

1316 14th Street  
Plano, Texas 75074  
(972) 424-1480  
(800) 339-2437 TOLL FREE  
(972) 424-9117 FAX

3506 Texas Street  
Greenville, Texas 75401  
(903) 450-4018 METRO  
(903) 455-3737 FAX

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Aldridge", written over a large, stylized flourish.

Ron Aldridge, PhD  
Executive Director



CITY OF PLANO  
COMMUNITY RELATIONS COMMISSION  
DECEMBER 13, 2007

**Agenda No. 5**

**Appointment to PISD's Diversity Advocacy Committee**

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**DESCRIPTION:**

Appointment of a Commissioner to the PISD Diversity Advocacy Committee

**REMARKS:**

One of the duties of the Community Relations Commission (CRC) is to represent the City of Plano on PISD's Diversity Advocacy Committee (formerly named the Multi-Cultural Committee). This committee focuses on PISD programs and issues regarding race, religion, ethnicity, and disability situations. The committee meets monthly, usually on Thursdays.

Former CRC member T.J. Johnson represented the city on the Diversity Advocacy Committee, and a replacement for Ms. Johnson needs to be named.

**RECOMMENDATIONS:**

Recommended that the Commission appoint a representative to the Diversity Advocacy Committee.

CITY OF PLANO  
COMMUNITY RELATIONS COMMISSION

DECEMBER 13, 2007

**Agenda No. 6**

**Discussion and Direction on Commissioner Visits to Grant Applicants**

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**DESCRIPTION:**

Discussion and direction on Commissioner's visits to agencies applying for grant funds.

**REMARKS:**

Last year, the Commission members began making on-site visits to the offices of the various social service agencies that apply for grant funding. The visits are an opportunity for the Commissioners to view the day-to-day operations of the agency and discuss issues with agency staff. The visits also allow the Commissioners to bring back reports to the entire group on each agency.

In January, the Commission will receive the agency applications for the 2008-2009 grant year, and will have the opportunity to divide up the agencies for visits. Staff is requesting the Commission discuss several issues regarding agency visits such as:

- Does the Commission wish to conduct agency visits this year? Are they beneficial to the group?
- Are oral or written reports preferred?
- Is there specific information that each Commissioner should report back on?

**RECOMMENDATIONS:**

Staff requests the Commission provide direction on these items.

CITY OF PLANO  
COMMUNITY RELATIONS COMMISSION

DECEMBER 13, 2007

**Agenda No. 7**

**Discussion and Direction on Supplemental Information from Agencies during  
Public Hearings**

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**DESCRIPTION:**

Discussion and Direction on Supplemental Information from Agencies during Public Hearings

**REMARKS:**

Many agencies wish to hand out pamphlets, brochures, show videos, powerpoints, or otherwise provide supplemental information during their public hearing presentations. While this additional information may be helpful, it also raises the issue of whether or not grant recommendations should be based solely on the standardized information provided in the official grant application. There is also a practical issue of trying to read and digest information during the public hearing itself.

Staff is asking for direction on the Commission's willingness to accept handouts and other information at the public hearings, so that we may inform the grant applicants ahead of time.

**RECOMMENDATIONS:**

Staff requests that the Commission provide direction on this item.

CITY OF PLANO  
COMMUNITY RELATIONS COMMISSION

December 13, 2007

**Agenda Item No. 8**

**Update on the Status of Grants made to Journey Home and Plano International  
Pre-School**

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**DESCRIPTION:**

Plano International Preschool and Journey Home have both closed for business. Journey home will not be using any of their 2007 Robert Wilson Buffington Community Services Grant (BCSG) of \$10,000 and Plano International Pre-School has \$5000 remaining. Plano International Pre-School is attempting to sell their facility. This raises issues concerning the grant monies used for purchase in 2001 and rehabilitation of the building since that date.

**REMARKS:**

Journey Home contacted us before the grant year began to inform us that they would not be accepting the 2007 BCSG grant funds. They have been unable to raise sufficient funding to cover expenses, so have made the decision to close. These funds will be available to return to treasury or to be reallocated to another program.

After more than forty years, the Plano International Preschool has shut its doors. Their Board of Directors has informed us that they are hoping to sell the facility at 2129 Teakwood. Due to the fact that a substantial amount of Community Development Block Grant (CDBG) funds have been used on the purchase and repair of this facility, the question of repayment has arisen.

According to U.S. Department of Housing and Urban Development's (HUD) Reversion of Assets policy, funds used to acquire or improve real property in excess of \$25,000 must be used to meet a national objective for five years after expiration of the agreement, or for such longer period of time as determined to be appropriate by the recipient. If funds are not used to meet a national objective for this period of time, repayment of the grants may be required, (based on a formula explained in HUD's guidelines) which would be considered program income.

According to our representative at HUD, a decision on repayable funds can't be made until there is a buyer for the property, and the intended use of the facility is established. Documentation and explanations have been forwarded to Barton Ridley, a member of the Plano International Preschool, and their legal representative.

Staff will continue working with Mr. Ridley, the agency Board of Directors, and HUD in order to finalize this situation.

**RECOMMENDATIONS:**

Staff will determine to either return the agency funds to the treasury or reallocate the funds to another program. Approval of any reallocations will be requested during the grant hearing process. Staff will continue to communicate with PIP and HUD regarding potential buyers and intended uses of the facility.

CITY OF PLANO  
COMMUNITY RELATIONS COMMISSION

December 13, 2007

**Agenda Item No. 9**

**Review of 2008 Grant Process and Public Hearing Schedule**

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**DESCRIPTION:**

Review of 2008 Grant Process and Public Hearing Schedule

**REMARKS:**

Staff has received grant applications from a number of agencies and the Commission's review process will begin shortly. The applications will be mailed to the Commission in early January; the first public hearing will be on Tuesday, January 29, 2008. A schedule for the public hearings and the meeting locations is attached.

## Community Relations Commission 2008 Grant Hearings

<u>DATE</u>	<u>MEETING ROOM</u>	<u>TIME</u>
January 29, 2008	Building Inspections Training Room	6:30 pm
February 5, 2008	Building Inspections Training Room	6:30 pm
February 12, 2008	J. B. Toler Community Room	6:30 pm
February 19, 2008	J.B. Toler Community Room	6:30 pm
February 26, 2008	Training Room A	6:30 pm
March 4, 2008 (deliberation)	Planning Conference Room 2E	6:30 pm
March 6,2008 (deliberation)	Planning Conference Room 2E	6:30 pm

**\*\*Dinner will be served at 6 pm**

CITY OF PLANO  
COMMUNITY RELATIONS COMMISSION  
DECEMBER 13, 2007

**Agenda No. 10**

**Report on Transition and Revitalization Commission Activities**

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**DESCRIPTION:**

Report on Transition and Revitalization Commission Activities

**REMARKS:**

Commissioner Sharon Marsh-Wyly represents the Community Relations Commission on the city's Transition and Revitalization Commission (TRC). The TRC makes recommendations to maintain and enhance the quality of life for persons who live, work and/or visit Plano and addresses challenges and opportunities relating to Plano's transformation from a growing to a maturing community.

**RECOMMENDATIONS:**

Commissioner Marsh-Wyly will make a presentation on this topic.