

Community Relations Commission Meeting Minutes
August 13, 2003

Present: Harry LaRosiliere
Betty Mahan
Stella Vea
H. Shaheen Salam
Christy Doering
Jane Stephenson
Warner Richeson
John Harris

Absent: Matt Shaheen

City Council: Scott Johnson, Sally Magnuson

Staff: Bob Buffington, Jerry Bradley, Jr., Stacy Brown, Terrie Monroe
HR Staff: LaShon Ross, Sharon Sturns

Visitors: 4 citizens

The meeting was opened by Chairman Harry LaRosiliere at 6:03 PM with the Pledge of Allegiance. The minutes of the May 21, 2003 meeting were unanimously approved.

Public Hearing - HOME Grant Funds

Bob Buffington explained the HOME Grant process to the Commission, and stated that the next year's hearings will be held at the same time as the CDBG hearings. Presently, one CHDO, Plano Housing Corporation, has applied to receive CHDO funding. Next year, more CHDO's are expected to be certified to receive HOME funds.

The first applicant was the City of Plano. Bob Buffington requested funds for Housing Rehabilitation and Douglass Replacement Housing, totaling \$400,000. They proposed to use the HOME funds to replace five homes in the Douglass Neighborhood. The request is styled as Housing Rehabilitation because HOME rules consider replacement housing to be rehabilitation, and in case we are not able to rebuild five homes, then we would use the money for housing rehabilitation.

The City's match requirements will come from a variety of sources. We expect Habitat for Humanity to be the primary source, as we can count donated labor at \$10 per hour, and donated equipment and materials. They have agreed to provide us with the information we will need to document the match for HUD. Additional match will come from any homes purchased in Plano through the Collin County Bond Program, and from fees waived for housing built in the Douglass Community. We have budgeted enough cash to make up any match shortfall.

The next applicant was Plano Housing Corporation with Jason Ford, Interim Executive Director, requesting funds for Purchase, Rehabilitation, and Resale of Existing Housing, totaling \$112,500. Mr. Ford presented three scenarios for a five home project. Five homes would be purchased, rehabilitated, and sold to low-income families. At the

present time, the organization has made a list of potential match, but has nothing confirmed.

The only organization eligible for CHDO Operating Funds is the Plano Housing Corporation. Jason Ford requested 5% (\$37,500) of the grant for operating funds. There is no match requirement for these funds.

Rhoda Byers, manager of the West Campus of Plano Community Homes, made a presentation requesting \$102,450 to address the following: (1) rehabilitate carpet and flooring, (2) replace door controllers, and (3) replace the roof. They have raised \$35,000 for matching funds.

The next presenter was Dick Brown, Director of Frank H. Brown Foundation, who stated that this arm of Carl Franklin Homes is a 501(c)(3) non-profit entity. They requested \$55,000 in HOME funds to purchase a tract of land at 14th Street and Avenue H. They plan to subdivide it into three lots and build homes for sale to low-income buyers. They already have three buyers. They have two match sources, Fannie Mae for \$10,000 and an individual for \$5,000.

The last presenter was Bob Buffington, representing the City of Plano and requesting \$75,000 in HOME Administrative Costs. These funds would be used primarily for staff salaries, as well as the cost of legal notices, travel, and training. No match is required.

The Public Hearing was closed at 6:55 PM.

Consideration of HOME Grant Allocations

After discussion, John Harris made a motion to accept the allocations as recommended by staff. Christy Doering seconded the motion. The motion carried unanimously, and included the following recommendations:

Housing Rehabilitation and Douglass Replacement Housing	\$367,550
Plano Housing Corporation Purchase and Rehab Housing	112,500
Plano Housing Corporation CHDO Operating Funds	37,500
Plano Community Homes West Campus Renovations	102,450
Frank H. Brown Foundation Affordable Housing construction	55,000
HOME Administrative Costs	<u>75,000</u>
	\$750,000

Affirmative Action Training

Sharon Sturns, Human Resources Manager for the City of Plano, facilitated the Affirmative Action Training. She presented information on the definition of Affirmative Action Plans (AAP), the City of Plano's Affirmative Action and Equal Employment Opportunity Statement of Commitment, and the responsibilities of City staff and the Community Relations Commission. A new Affirmative Action Plan is being developed and is expected to be available for review by the Community Relations Commission by December 3, 2003. At that time the Commission will review the annual report and make recommendations for improvements.

Public Hearing – CDBG Annual Report for 2002-03

The public hearing was opened at 7:30 PM by Harry LaRosiliere for the purpose of reviewing the CDBG Annual Report for 2002-03. Bob Buffington introduced Jerry Bradley, Jr., new Neighborhood Services staff member. Mr. Buffington reviewed the Annual Report stating that 500 persons had been assisted by CDBG housing programs, which was a 22% increase from last year. The number of persons assisted overall was 9,010, a 6% increase from last year. A motion was made and seconded and passed unanimously to approve the CDBG Annual Report 2003-03 as written. The public hearing was closed.

The decision was made to set the next Community Relations Commission meeting for December 3, 2003 at 6:00 PM. A second date of December 10, 2003 will be saved as a back-up date for the meeting. Stella Vea reminded everyone to vote on the bond election. Harry LaRosiliere thanked Betty Mahan for her time, dedication, and direction that she has given the Community Relations Commission for the past six years.

Betty Mahan made the motion to adjourn at 7:39 PM. The motion was seconded and carried unanimously.

Matt Shaheen
Chairman