



CITY OF BAYTOWN

NOTICE OF MEETING

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
TUESDAY, DECEMBER 7, 2021
5:30 P.M.
HULLUM CONFERENCE ROOM, CITY HALL
2401 MARKET STREET, BAYTOWN, TEXAS 77520

AGENDA

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

1. MINUTES

- a. Consider approving the Community Development Advisory Committee (CDAC) meeting minutes from June 22, 2021.

2. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

- a. Conduct a Public Hearing for PY2020 CAPER.
- b. Consider a recommendation for the PY2020 CAPER.

3. BUSINESS ITEMS

- a. Consider electing the Chairperson and Co-Chairperson for the Community Development Advisory Committee.
- b. Consider approving the PY2021-22 Community Development Advisory Committee's (CDAC) Calendar.

4. MANAGER'S REPORT

- a. Receive the Community Development Manager's Report.

5. ADJOURN


THE CITY OF BAYTOWN IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE ACCOMMODATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED UPON REQUEST. FOR ASSISTANCE PLEASE CALL 281-420-6522, FAX 281-420-6586, OR CONTACT 281-420-6522 VIA RELAY TEXAS AT 711 OR 1-800-735-2988 FOR TYY SERVICES. FOR MORE INFORMATION CONCERNING RELAY TEXAS, PLEASE VISIT: [HTTP://RELAYTEXAS.COM](http://RELAYTEXAS.COM).

Approved for posting:



Chris Chavis, AICP, Assistant Director of Planning and Development Services

Posted by:


Raquel Martinez, Deputy City Clerk
(SEAL)

Posted this 3rd day of December, 2021, at 5:00 P.M.





**COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE**

1. a.

Meeting Date: 12/07/2021

Subject: Consider approving the Community Development Advisory Committee (CDAC) meeting minutes from June 22, 2021

Prepared for: Martin Scribner, Planning and Development Services

Prepared by: Sharon Rose, Planning and Development Services

Information

ITEM

Consider approving the Community Development Advisory Committee (CDAC) meeting minutes from June 22, 2021.

PREFACE

The minutes of the CDAC meeting for June 22, 2021 are attached for your review.

RECOMMENDATION

Staff recommends approval.

Attachments

Action Plan Public Hearing Minutes

**CITY OF BAYTOWN
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
MINUTES OF JUNE 22, 2021**

The following Committee Members were present:

Norman Barnett Roberto Díaz Antonio Hinojosa Rhonda Lopez

The following staff members were present:

Martin Scribner	- Director, Planning and Development Services
Christopher Chavis	- Community Development Manager, Community Development Division
Sharon Rose	- Community Development Generalist, Community Development Division
Luis Sanchez	- Community Outreach Specialist, Community Development Division

Call to Order

Mr. Barnett called the meeting to order with a quorum present.

1. Minutes

- a) Consider approving the minutes of the May 4, 2021 and May 11, 2021 Community Development Advisory Committee Meeting.

Mr. Barnett asked if the CDAC had any questions or corrections regarding the minutes for the aforementioned meeting. No comments were given.

Mr. Diaz motioned to approve the minutes as submitted. Mr. Hinojosa seconded the motion. Motion passed unanimously. Motion passed unanimously.

2. PY21 Action Plan

- a) Consider a recommendation regarding additional funding to the 2021-2022 program year.

Mr. Chavis started by sharing that there was \$9,478 remaining to allocate towards the budget. He mentioned that the CDAC had discussed increasing the funding for two organizations - Baytown Resource Assistance Center (BRAC), and Parks and Recreation Department. Ms. Lopez asked if the amount remaining is to be split or given to one entity alone. Mr. Chavis stated that the committee will decide what to do with the remaining funds. Committee members discussed amongst themselves and agreed to fund two thirds of the amount to the Parks and Recreation Department, and one third to the New Year New Shoes program. Mr. Barnett asked if the CDAC had any questions or concerns regarding this agreement, no comments were given. Mr. Hinojosa motioned to approve the recommendation. Ms. Lopez seconded the motion. Motion passed unanimously.

- b) Conduct a public hearing giving all interested parties the right to appear and be heard regarding the draft of the 2021 proposed Action Plan and Projected Use of Funds.

Mr. Barnett read the Public Hearing statement to open the Public Hearing. Mr. Chavis then discussed the PY21 Action Plan Budget and Projected Use of Funds. He listed the estimated funds that are available and how these funds are being allocated.

AMOUNT OF PY21 FUNDS ESTIMATED TO BE AVAILABLE

PY21 Annual Entitlement	\$ 652,604
Anticipated PY20 Program Income	\$ 5,000
<u>Previous Years Unexpended Funds</u>	<u>\$ 100,000</u>
TOTAL FUNDS AVAILABLE (ESTIMATED)	\$ 757,604

PY21 PROPOSED USE OF FUNDS

Project: Housing/Community Development Housing Programs
Location: Within the city limits of Baytown
Funding: \$360,000
Description: Assistance to purchase, repair or reconstruct homes of low-moderate income persons.

Project: Housing/Hands of the Carpenter
Location: 5309 Decker Drive
Funding: \$5,000
Description: Provide materials to install ADA ramps at homes of low-moderate income persons.

Project: Property Clearance/Substandard Structures Abatement

Location: Within the city limits of Baytown

Funding: \$120,000

Description: Administrative costs for demolishing/securing vacant dilapidated buildings.

Project: Area Benefit/Neighborhood Improvement Program

Location: Select areas of the Pelly neighborhood on the north and south sides of W. Main St.

Funding: \$20,000

Description: Funds for code enforcement and increased resident involvement.

Project: COB – Parks and Recreation Department

Location: 2407 Market St.

Funding: \$33,644.67

Description: Playground and fitness facility.

Project: Public Services/Bay Area Homeless Services

Location: 3406 Wisconsin St.

Funding: \$4,000

Description: Childcare services for homeless families.

Project: Public Services/Bay Area Turning Point

Location: 210 S. Walnut St.

Funding: \$5,000

Description: Services for victims of sexual and domestic violence.

Project: Public Services/Baytown Evening Optimist

Location: 1724 Market

Funding: \$0

Description: Registrations for participation in an organized youth football program.

Project: Public Services/Baytown Resource and Assistance Center

Location: 5309 Decker Dr.

Funding: \$15,000

Description: Shoes for low-moderate income school children.

Project: Community Development Transportation

Location: 5309 Decker Dr.

Funding: \$61,000

Description: Transportation for victims of domestic violence, senior and disabled Baytown residents.

Project: CDBG Program Administration

Location: Within the city limits of Baytown

Funding: \$128,625

Description: Administration of the CDBG Program.

Mr. Chavis opened the panel for any questions or concerns. Ms. Pryor from Love Network of Baytown started off by stating that her organization will be acquiring Baytown Resource and Assistance Center. Love Network of Baytown will continue the programs that BRAC is currently handling. Ms. Pryor provided more information regarding the acquisition stating that the director of BRAC is no longer there and therefore, Love Network of Baytown agreed to acquire all of BRAC's programs. Mr. Diaz asked if Love Network of Baytown will also acquire the Transportation program. Ms. Rose stated that they will take over all the programs that BRAC handled including the Covid-19 related program. Mr. Barnett asked if Love Network will require additional staff. Ms. Pryor stated that she does plan to hire one additional part time employee. Mr. Chavis shared the challenges of this acquisition by Love Network. He stated that due to the director leaving, no one in BRAC was able to handle dealing with the CDBG programs. The board made the final decision to let Love Network acquire all of BRAC's programs. Ms. Lopez emphasized that Love Network does have experience managing CDBG programs. Ms. Rose agreed and mentioned that the Community Development Division used to manage the Transportation Program, that Love Network will now manage. She added that the division will be assisting Love Network with making sure everything is done correctly and in a timely manner. Mr. Hinojosa shared how delighted he is that Love Network is acquiring the programs and not letting them be cancelled. Mr. Barnett asked if the CDAC had any questions or concerns regarding this agreement, no comments were given. Ms. Lopez motioned to move programs funds for the Transportation and New Year New Shoes program to Love Network. Mr. Diaz seconded the motion. Motion passed unanimously. Mr. Diaz motioned to approve the recommendation. Mr. Hinojosa seconded the motion. Motion passed unanimously.

3. **Manager's Report**

- a) Receive the Program Manager's Report.

Mr. Chavis highlighted the success on the Homebuyers Luncheon that the Community Development Division hosted. He continued by stating that the Community Development Division experienced a virtual monitoring visit from HUD, and that he will be receiving results in the near future.

4. **Adjourn**

Mr. Barnett asked if the CDAC would entertain a motion to adjourn.

Mr. Diaz motioned to end the meeting, Mr. Hinojosa seconded the motion. Motion passed unanimously.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Chavis", with a stylized flourish at the end.

Chris Chavis, AICP
Community Development Manager
Planning and Development Services



COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

2. a.

Meeting Date: 12/07/2021

Subject: Conduct a Public Hearing for PY2020 CAPER

Prepared for: Martin Scribner, Planning and Development Services

Prepared by: Sharon Rose, Planning and Development Services

Information

ITEM

Conduct a Public Hearing for PY2020 CAPER.

PREFACE

The United States Department of Housing and Urban Development (HUD) requires communities receiving Community Development Block Grant (CDBG) funds to comply with the Consolidated Planning Regulations. As such, the City of Baytown has prepared a draft of the Consolidated Annual Performance and Evaluation Report (CAPER) for the use of CDBG funds from October 1, 2020 to September 30, 2021 (B-20-MC-48-0033). This program year, PY2020, is the first program year to report on activities identified in the City of Baytown's 2020-2024 Consolidated Plan.

The CAPER includes the following components:

- Detailed information on how CDBG funds were expended toward local priorities;
- Reports outlining the number and types of persons assisted by each project, including race, ethnicity, income levels, and household type;
- Maps representing geographic locations of CDBG funded activities; and
- Other pertinent and required information regarding the status of CDBG funded projects administered by the City of Baytown.

HUD requires a public hearing and public comment period prior to submitting the City's CAPER. This gives all interested parties the right to appear and submit comments on the draft CAPER. A draft of the PY2020 CAPER Executive Summary is available for viewing at City Hall and on the City's website. The public comment period commenced on December 1, 2021 and will end on December 15, 2021 at 5:00 p.m.; notice was published in the Baytown Sun on November 30, 2021. Additionally, the notice of CAPER availability was posted at City Hall and on the City's website.

RECOMMENDATION

This item is for a public hearing.

Attachments

DRAFT PY2020 CAPER Executive Summary

PY2020 Map of Site Specific Activities

EXECUTIVE SUMMARY

The City of Baytown is pleased to present this summary of accomplishments during the PY2020 year. This Consolidated Annual Performance and Evaluation Report (CAPER) covers the period from October 1, 2020 to September 30, 2021. This program year, PY2020, is the first year to report on activities identified in the 2020-2024 City of Baytown Consolidated Plan. The Consolidated Plan and Annual Action Plans represent the City's vision for addressing affordable housing, community development, infrastructure improvements, and providing necessary services for low-moderate income Baytown residents. This report reflects the accomplishments made in meeting strategic goals and objectives as outlined in the Consolidated Plan and summarizes progress made toward the goals identified in the PY2020 Annual Action Plan. To be in compliance with the Consolidated Planning Regulations, this report addresses the applicable CDBG portions of the eCon Plan located within the HUD Integrated Disbursement and Information System (IDIS).

CDBG funding must be expended to meet one or more of the three national objectives:

1. Benefiting low-moderate income persons;
2. Preventing, reducing or eliminating slum and blight; or
3. Meeting an urgent community development need.

CDBG funds received during PY2020 enabled the City of Baytown to improve housing, neighborhoods, and to provide necessary services for low-moderate income residents. The City focused on preserving, improving, and increasing the stock of affordable housing units through the homebuyer assistance, housing reconstruction, and sewerline repair/replacement programs. Additionally, funds were utilized to oversee the elimination of slum and blight and improve neighborhoods through the demolition of abandoned buildings and code enforcement activities within neighborhoods with 51% or more low-moderate income households. City-wide assistance was not only made available for the housing programs, but also for social service programs. The CDBG activities included funding for homeless and social service providers to offer affordable access to services to improve the quality of life for low-moderate income adults and children.

The City received Coronavirus Aid, Relief and Economic Security Act (CARES) funds for CDBG-CV to prevent, prepare for and respond to the coronavirus. CDBG-CV funds were allocated to agencies implementing public services, and expended to provide various activities throughout the City. CDBG-CV Funds were also set aside to assist small businesses.

During the most recent year, the above listed objectives were undertaken by the City of Baytown's Community Development Division using CDBG, CDBG- CV, and general funds. To illustrate the progress made toward specific goals and objectives, the CDBG Summary of Activities Report (PR03) is included in **Exhibit B**.

DESCRIPTION OF RESOURCES MADE AVAILABLE AND THE TOTAL AMOUNT OF FUNDS EXPENDED

The PY2020 budget was prepared based on the anticipated CDBG resources below:

2020-2021 CDBG Entitlement	\$681,971
Reprogrammed Funds (Estimate)	\$100,000
<u>Program Income (Estimated Lien Payments)</u>	<u>\$5,000</u>
<u>Total Federal Funds Budgeted</u>	<u>\$786,971</u>

The PY2020 Action Plan was developed based on committing \$786,971 for available programs. The total available included the annual allotment of \$681,971, estimated unexpended funds from previous years of \$100,000, and estimated program income of \$5,000. Additionally, the City received CDBG-CV Round 1 & Round 3 funds totaling \$930,142. The financial information for PY2020 CDBG and CDBG-CV funds was entered into HUD's Integrated Disbursement and Information System (IDIS). Adjustments were made in IDIS to accurately reflect available funds, expenditures, and program income, which is necessary to reconcile the quarterly reports and draw downs. Financial reports can be found in **Exhibit B**.

The City of Baytown expended a total of **\$722,728** of the available CDBG funds to provide a multitude of services to low- and moderate-income citizens and areas of Baytown. This amount includes unexpended funds from previous program years. Please note, that due to the COVID-19 pandemic, the number of households, seniors, and youths served were much less than prior years. Highlights of performance accomplishments include:

Housing Programs

In PY2020, CDBG funds were used for the replacement of six decaying sewer lines. In addition, three reconstruction projects are underway with one of those projects pending completion. Funds were also used to provide eight potential homebuyers with vouchers to attend a HUD approved homebuyer's education course to get them on the right path to homeownership, and provided down payment/closing cost assistance and homebuyer education to one household. Additionally, Love Network of Baytown's Hands of the Carpenter Program used CDBG funds to provide ADA compliant wheelchair ramps or minor repairs to the homes of six elderly and/or disabled homeowners.

Code Enforcement/Demolition

Staff was responsible for overseeing the demolition, securing, and/or repair of approximately 40 substandard structures throughout the city limits. Additionally, the Demolition/Housing Inspector investigated 18 code enforcement cases within the Pelly Neighborhood Improvement Program area.

Public Services

Funds were used to assist 227 low-moderate income persons with services for an array of demographics. Among other things, the funds helped to provide emergency shelter to domestic violence victims, transportation to seniors, and job readiness training to the youth.

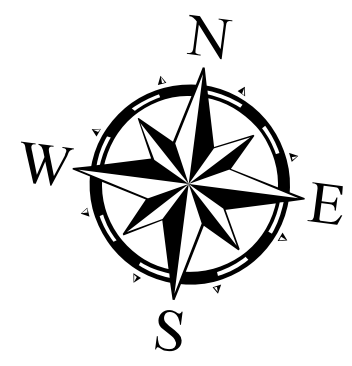
Spot Blight Reduction

In an effort to increase resident involvement, funds were used in the Pelly Neighborhood Improvement Program area. Staff worked to assist residents with bringing properties into compliance with city codes and improving the general physical appearance of the area. Staff also collaborated with United Way Emerging Leaders for a Neighborhood Cleanup Day.

COVID-19

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES), Public Law 116-136 was signed by the President of the United States. This made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds, to respond to the growing effects of the historic COVID-19 public health crisis. The Department of Housing and Urban Development (HUD) informed City of Baytown that CARES Act funding would be allocated to the City based on the existing entitlement formulas for the CDBG program.

CDBG-CV funds were allocated to jurisdictions in three phases. HUD allocated the first and third phases of CDBG-CV funds to the City in the amount of \$401,242 and \$528,900 separately. The second phase was allocated to States and insular areas. The City of Baytown allocated these funds to agencies implementing public service projects to prevent, prepare for, and/or respond to the spread of the coronavirus. Types of services included rental/mortgage assistance, food pantry services, meal delivery and quality childcare. Additionally, CDBG-CV funds were allocated to provide assistance to small businesses within the city limits of Baytown and to support reasonable administrative and planning costs for City of Baytown staff to manage and implement programming. CDBG-CV activities are ongoing and subsequent outcomes will be reported within future CAPER reports.

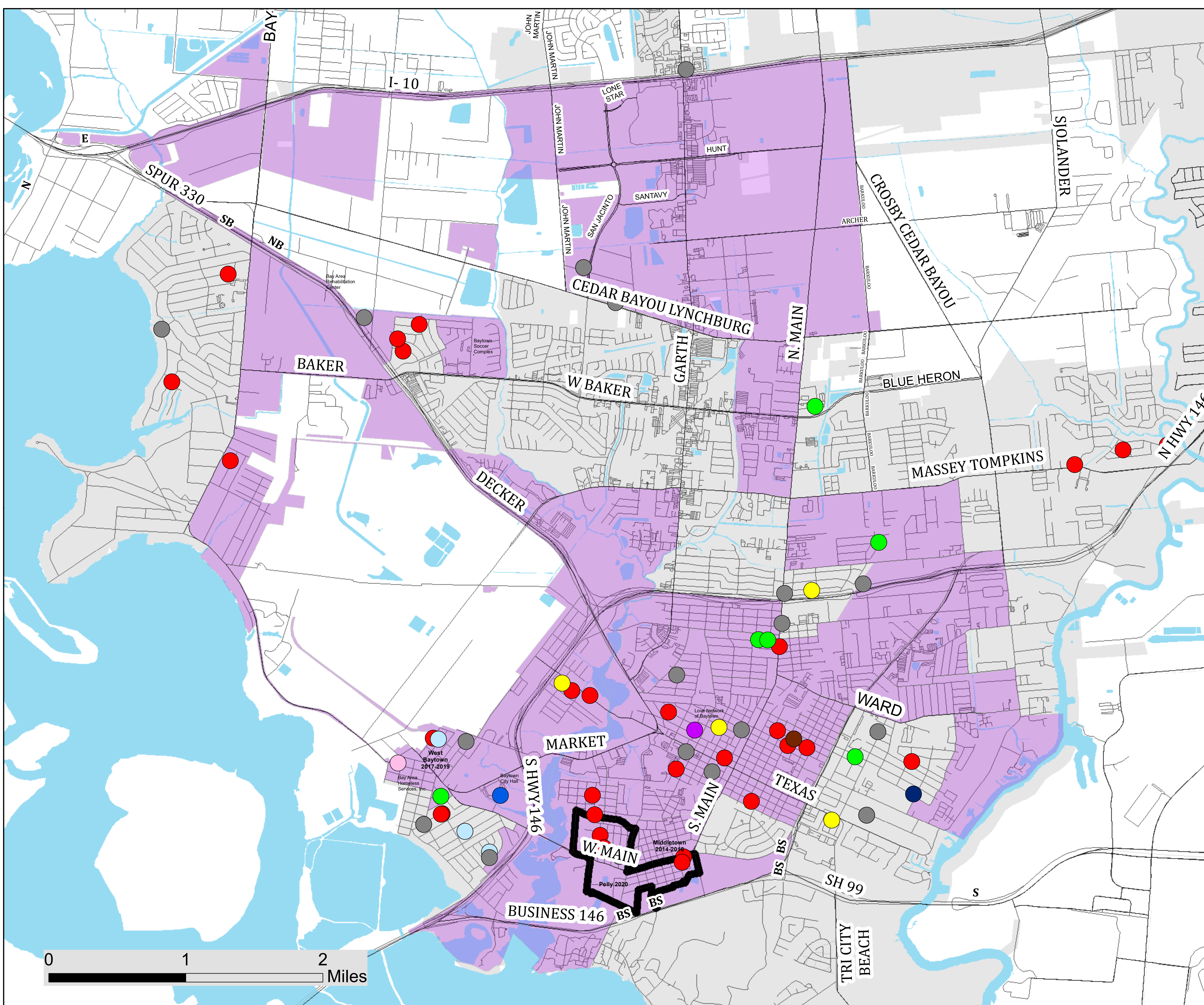


PY2020 Site Specific Activities

- Bay Area Homeless Services, Inc.
- Baytown City Hall
- Love Network of Baytown
- Code Enforcement
- Homebuyer Assistance
- Reconstruction Projects
- Sewerline Replacements
- Repaired by Owner
- Secured by City
- Demolished by Owner
- Demolished by City
- Pelly NIP
- CDBG Target
- Baytown City Limits

The City of Baytown Texas makes no warranty, representation, or guarantee regarding the accuracy of this map. This map is intended for display purposes only and does not replace official recorded documents.

2021-12-01





COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

2. b.

Meeting Date: 12/07/2021

Subject: Consider a recommendation for the PY2020 CAPER

Prepared for: Martin Scribner, Planning and Development Services

Prepared by: Sharon Rose, Planning and Development Services

Information

ITEM

Consider a recommendation for the PY2020 CAPER.

PREFACE

The United States Department of Housing and Urban Development (HUD) requires communities receiving Community Development Block Grant (CDBG) funds to comply with the Consolidated Planning Regulations. As such, the City of Baytown has prepared a draft of the Consolidated Annual Performance and Evaluation Report (CAPER) for the use of CDBG funds from October 1, 2020 to September 30, 2021 (B-20-MC-48-0033). This program year, PY2020, is the first program year to report on activities identified in the City of Baytown's 2020-2024 Consolidated Plan.

A draft of the PY2020 CAPER Executive Summary is available for viewing at City Hall and on the City's website. A Public Comment period began on December 1, 2021 and will end at 5:00 p.m. on December 15, 2021. A draft of the CAPER Executive Summary is attached for your review. If approved, staff will submit the CAPER to HUD on or before December 29, 2021.

RECOMMENDATION

Staff recommends approval.



**COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE**

3. a.

Meeting Date: 12/07/2021

Subject: Consider electing the Chairperson and Co-Chairperson for the Community Development Advisory Committee

Prepared for: Martin Scribner, Planning and Development Services

Prepared by: Sharon Rose, Planning and Development Services

Information

ITEM

Consider electing the Chairperson and Co-Chairperson for the Community Development Advisory Committee.

PREFACE

Annually, at the first meeting of the fiscal year, the Community Development Advisory Committee elects a Chairperson and a Co-Chairperson. Currently, the Chairperson is Mr. Norman Barnett and the Co-Chairperson is Mr. Roberto Diaz. Members may nominate themselves or another member to hold the positions.

RECOMMENDATION

Staff recommends electing the Chairperson and Co-Chairperson.



**COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE**

3. b.

Meeting Date: 12/07/2021

Subject: Consider approving the PY2021-22 Community Development Advisory Committee's (CDAC) Calendar

Prepared by: Sharon Rose, Planning and
Development Services

Information

ITEM

Consider approving the PY2021-22 Community Development Advisory Committee's (CDAC) Calendar.

PREFACE

The PY2021-22 CDAC Calendar lists tentative meeting dates for the Community Development Advisory Committee. In addition, the calendar includes pertinent dates during the CDBG annual budget cycle and relevant Baytown City Council Meetings.

A copy of the draft of the PY2021-22 CDAC Calendar is attached for your review.

RECOMMENDATION

Staff recommends approving the PY2021-22 CDAC Calendar.

Attachments

Draft PY2021 CDAC Calendar

Community Development Advisory Committee (CDAC) PY 2021-2022 Calendar

Tuesday, December 7th	CAPER Public Hearing @ 5:30 p.m.
Thursday, December 9th	CAPER Summary @ City Council Meeting
Thursday, January 13th	CDAC Reappointments @ City Council Meeting
Tuesday, February 8th	CDAC Meet & Greet @ 5:30 p.m.
Monday, February 28 th	Release CDBG Requests for Proposal (Funding Applications)
Tuesday, March 8th	RFP Technical Assistance Workshop @ 5:30 p.m.
Wednesday, March 16 th	BARA RFP Technical Assistance Workshop @ 1:00 p.m.
Thursday, March 24th	CD Week & Fair Housing Month Proclamation @ City Council Meeting
April (Date TBD)	Fair Housing Month Event
Friday, April 8 th	Request for Proposals due @ 5:00 p.m.
Wednesday, April 13 th	Staff Review of Submitted Proposals
April 18 th – 22 nd	National Community Development Week
Friday, April 22nd	National CD Week Event (TBD)
Friday, April 22 nd	Request for Proposals Delivered to CDAC
Saturday, April 23 rd	Trash-off for CD Week
Tuesday, May 3rd	RFP Public Hearing @ 5:30 p.m.
Tuesday, May 10th	RFP Public Hearing @ 5:30 p.m. **
Tuesday, May 17th	Budget recommendation meeting @ 5:30 p.m.
Tuesday, May 24th	Budget recommendation meeting @ 5:30 p.m. **
Monday, June 6 th – Wednesday, July 6 th	30 Day Public Comment Period for Action Plan
Tuesday, June 14th	Action Plan Public Hearing @ 5:30 p.m.
Thursday, July 28th	Action Plan adopted by City Council @ Regular Meeting
August (Date TBD)	Back 2 School Fair
Friday, August 12 th	Annual Action Plan submitted to HUD
Saturday, October 1 st	Fiscal Year 2022 begins

***Bold denotes dates for CDAC Membership Attendance.**

**** Meeting will only be held if necessary.**

DRAFT



**COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE**

4. a.

Meeting Date: 12/07/2021

Subject: Receive the Community Development Manager's Report

Prepared by: Sharon Rose, Planning and
Development Services

Information

ITEM

Receive the Community Development Manager's Report.

PREFACE

Receive the Community Development Manager's Report.

RECOMMENDATION

This agenda item is for the Community Development Manager's Report; no staff recommendation required.
