

## COMMUNITY GRANTS ADVISORY COMMISSION

APRIL 10, 2017

The Community Grants Advisory Commission of the City of McKinney, Texas met in regular session in the Council Chambers, 222 N. Tennessee Street, McKinney, Texas on April 10, 2017 at 6:30 p.m.

Commissioners Present: Kelly Maier, Robert Christian, Todd Burton, Randy Hubbard, Kelvin Thomas

Commissioners Absent: Adriana Pedraza, Kelly Buettner

Staff Present: Shirletta Best, Community Services Administrator; Camille Smith, Community Services Coordinator

Chairman Christian called the meeting to order at 6:33 p.m.

**17-287** Minutes of the Community Grants Advisory Commission Meeting of November 30, 2016. Commissioners unanimously approved the motion by Commissioner Thomas, seconded by Commissioner Hubbard, to approve the minutes of the Community Grants Advisory Commission meeting of November 30, 2016.

**17-288** Update and Board Training on 2017-2018 CDBG Application. The process lasts from February through August with funding available as of October 1, 2017. Currently, we do not know the funding allocation we will receive and will base our grant awards on historical funding details. Agencies received pre-application training on March 16. Funding requests must be at least \$5,000 and applications are due by April 14. Following staff vetting of applications, commissioners will be able to view those applications online. Agency presentations are scheduled for May 10 and May 11 in Council Chambers. Deliberations will be May 25 in the 2<sup>nd</sup> Floor Conference Room. Once funding recommendations are made, a report will be prepared and there will be a 30 day comment period before City Council considers the Annual Action Plan and recommendations on July 31.

**17-289** CDBG and Community Updates. April 18<sup>th</sup> is National Community

Development Week. Administrator Best will continue to notify commissioners about CDBG and community events via email.

**17-290** Consider/Discuss/Act on a Public Hearing for Funding Request from Collin County Committee on Aging. Chairman Christian opened the Public Hearing. Zella Tyson, CEO of the Collin County Committee on Aging, presented the request for \$50,000 in funding to replace the roof of their facility. The total estimate of the cost was given as \$100,000. Tyson explained that leaking is impacting the intake area, the kitchen prep areas, and the storage areas and poses potential health and safety issues. The Public Hearing was closed. Commissioners discussed the low estimate given for the roof repair and it was noted that the agency will still have to seek competitive bids for the job. Roughly 78% of the facility is used for program activity, the remainder being used as administrative space. Because the agency serves all of Collin County, the Commissioners discussed providing a percentage of the requested amount. The staff recommendation was \$39,500. After extended deliberation, commissioners unanimously approved the motion by Commissioner Maier, seconded by Commissioner Thomas, to approve a public facilities funding request for \$40,000 from Collin County Committee on Aging for a portion of the cost of roof repair. The recommendation will be posted for a 30-day public comment period in the McKinney newspaper and on the city website.

A follow-up reminder was made regarding the date set for CDBG deliberations, May 25, 2017, which is Thursday before Memorial Day weekend. If a quorum will not be available on that date, Administrator Best will provide alternate dates.

Chairman Christian adjourned the meeting at 8:20 p.m.

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ROBERT CHRISTIAN  
Chairman