

**RECEIVED**



**Community Development Commission**

**Minutes**

**April 3, 2025, at 6:00PM**

**Agenda ID: 250349**

**Dallas City Hall, 1500 Marilla Street, Council Briefing Room 6ES**

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**Melanie Rubin PRESIDING**

**PRESENT: 10**

Melanie Rubin, Chair, at Large	
Goldenstene Davis, Sr., District 1*	Vacant, District 8
Michael Sitarzewski, District 2*	Todd Howard, District 9
Vacant, District 3	Vacant, District 10
Oliver Black, District 4*	Vacant, District 11
Vacant, District 5	Phillip Glauben, District 12
Arnulfo Garza, District 6*	Yesenia Mendez, District 13*
Zhen Barrientos, Vice Chair, District 7*	Rosanne Mills, District 14*

*\*Note: Members of the Community Development Commission participated in this meeting by video conference.*

*\*\*Note: Indicates arrival time after meeting called to order/reconvened*

Chair Rubin called the meeting to order at 6:00 p.m. with a quorum of the Community Development Commission (CDC) present.

The meeting agenda, posted in accordance with Chapter 551, "OPEN MEETINGS", of the Texas Government Code, was presented.

**APPROVAL OF MINUTES**

Commissioner Glauben made a motion to accept the minutes from the March 06, 2025, meeting as presented, and Commissioner Howard seconded the motion. The Commission approved the minutes without any edits or changes.

**PUBLIC SPEAKERS:**

The Community Development Commission provided "public speaker" opportunities for the following individuals to comment on matters that were scheduled on the agenda or to present concerns or address issues that were not matters for consideration listed on the posted meeting agenda:

Speaker Name	Address	Subject
Steven Anderson	Fort Worth, TX	Youth Program Partnership
Monica Brown	Dallas, TX	No Speech Needed

Steven Anderson

- Introduced his non-profit concept, "Symbol of Hope," aimed at utilizing an abandoned building at Polk and Camp Wisdom. He described plans to partner with the city to offer youth programs including trade skills, and support for housing and transportation. He asked how his organization could partner with the city. Staff invited Mr. Anderson to stay after the meeting to discuss potential next steps and connect him with resources.

Monica Brown

- When called upon, she stated that her concerns had already been addressed during the meeting and she no longer needed to speak.

## MEETING ACTIONS

### Community Development Division Report

### Budget & Management Services (BMS)

- **Chan Williams, Assistant Director, Budget & Management Services (BMS)**, provided an update regarding the City Manager's proposed Fiscal Year 2025-26 HUD Consolidated Plan Budget process. She informed the Commission that the CDC committees convened in March and would be presenting their recommendations later this evening. Ms. Chan further stated that the Commission's final recommendations would be submitted to the City Council, in conjunction with the City Manager's recommendation, on April 16, 2025. She also reminded the Commission that the current budget is based on projected funding levels, as the final HUD grant allocations have not yet been released. Staff will revise the budget as necessary upon receipt of the final figures and will provide timely updates.
- **National Community Development (NCD) Week and CDC Bus Tour Update:**
  - Justus Bolo, HUD Program Administrator Budget & Management Services, announced that National Community Development (NCD) Week will be observed from April 21–25, 2025, in recognition of the ongoing impact of HUD funding. Staff will provide additional details on planned activities as they become available.
  - Justus also confirmed that the CDC Bus Tour is scheduled for Saturday, May 17, 2025. The tour will depart from City Hall at approximately 8:45 AM and return by 1:00 PM. Staff are currently finalizing the list of tour sites.

- In response to an inquiry from Commissioner Barrientos, Mr. Justus stated that staff would explore the logistics of obtaining commemorative NCD Week T-shirts.
- In response to Commissioner Mills, Justus confirmed that City Council members and other City Commissioners would be invited to participate in the bus tour once the details are finalized.
- Chair Rubin proposed that the Commission undertake a community service project in connection with NCD Week or the CDC Bus Tour. Commissioners Mills, Sitarzewski, and Barrientos expressed support for the proposal. Chair Rubin will coordinate with staff to identify a suitable project.

#### **Chair's Report**

- Chair Rubin expressed appreciation to staff for their continued efforts and commended the Commissioners for their diligence, thoughtful contributions, and time commitment during the March committee meetings dedicated to budget review.
- Chair Rubin officially appointed Commissioner Sitarzewski to the Public Services, HOPWA & ESG Committee and the Citizen Participation / Policy & Procedures Committee. Commissioner Sitarzewski accepted and expressed his honor to serve.

#### **Vice Chair's Report**

- Vice Chair Barrientos encouraged active participation in NCD Week and the upcoming Community Bus Tour in May. She also requested that staff share event details in a timely manner to support effective planning.

### **CDC Committee Reports and Recommendations on City Manager's Proposed FY 2025-26 U.S. Department of Housing and Urban Development (HUD) Consolidated Plan Budget**

- **Economic Development, Housing, and HOME Programs Committee**
  - Commissioner Rosanne Mills delivered the Economic Development, Housing, and HOME Programs Committee report on behalf of Committee Chair Oliver Black. The committee convened on Monday, March 17, 2025 to review and approve the following budget line items: CD04 (Dallas Homebuyer Assistance Program), CD05 (Home Improvement and Preservation Program – HIPP), CD06 (Support for HIPP), CD07 (Residential Development Acquisition Loan Program), HM01 (CHDO Development Loan Program), HM02 (HOME Project Cost), HM03 (HOME Program Administration), HM04 (Dallas Homebuyer Assistance Program), and HM05 (Housing Development Loan Program).
  - **Action:** Commissioner Mills moved to approve the committee's recommendation for items CD04–CD07 and HM01–HM05 without any changes. Commissioner Davis seconded the motion. The motion was approved by the Commission.
  - **Discussion:** Commissioner Mills inquired about the City Manager's memo sent to City Council on March 28, which proposed outsourcing the Home Repair and Down Payment Assistance Program. She noted that this proposal appears to contrast with previous assurances that the program would remain in-house.

- Cynthia Rogers-Ellickson, Director of Housing & Community Development, clarified that the existing federally funded program continues to be administered internally. However, a substantial new allocation of TIF funds has significantly increased the workload beyond the capacity of current staff and city systems. As a result, the proposed outsourcing is intended solely to manage the additional volume associated with the new TIF funds, while the original program scope remains under internal management. Chair Rubin requested that staff schedule a future briefing for the Commission to review both the prior outsourcing proposal and the current plan and rationale.
- **Financial Monitoring / Performance Standards Committee**
  - Todd Howard, Chair of the Financial Monitoring / Performance Standards Committee, presented the committee's report to the Commission. The committee convened on Thursday, March 20, 2025, and reviewed and approved the following budget line items: CD10 (Fair Housing Division), CD11 (HUD Compliance/Environmental Review), CD12 (HUD Compliance/Environmental Review), CD13 (Community Care and Empowerment Management Support), and CD14 (Housing and Community Development Management Support).
  - **Action:** Chair Howard moved to approve the committee's recommendation. Commissioner Mills seconded the motion, and the Commission approved it.
- **Public Improvements Committee**
  - Arnulfo Garza, Chair of the Public Improvements Committee, delivered the committee's report to the Commission. The committee met on Monday, March 17, 2025, to review and approve the following budget line items: CD08 (Neighborhood Clearance and Enhancement Program) and CD09 (Public Facilities and Improvements).
  - **Action:** Chair Garza moved to approve the committee's recommendation. Commissioner Glauben seconded the motion, and the Commission approved the motion.
- **Public Services, HOPWA, & ESG Committee**
  - Zhen Barrientos, Chair of the Public Services, HOPWA, and ESG Committee, presented the committee's report to the Commission. The committee met on Tuesday, March 18, 2025, and reviewed and approved the following budget line items: CD01 (Out-of-School Time Program), CD02 (Early Childhood and Out-of-School Time Services Program), and CD03 (Drivers of Poverty).
  - The committee also reviewed the following ESG line items: ES01 (Emergency Shelter), ES02 (Street Outreach), ES03 (Homeless Prevention), ES04 (Rapid Rehousing), and ES05/ES06 (ESG Administration).
  - Additionally, the committee reviewed the following HOPWA line items: HW01 (Emergency/Housing Placement/Tenant-Based Rental Assistance), HW02 (Facility-Based Housing), HW03 (Housing Placement and Other Support Services), HW04 (Housing Information Services/Resource Identification), HW05/HW06 (Program Administration – City of Dallas), and HW07 (Program Administration – Project Sponsors).
  - **Action:** Chair Barrientos moved to approve the committee's recommendation. Commissioner Mills seconded the motion, and the Commission approved it.

- **Approval of Full Proposed Budget**

- Commissioner Howard moved to approve the full City Manager’s Proposed FY 2025–26 U.S. Department of Housing and Urban Development (HUD) Consolidated Plan Budget, including all committee recommendations. Commissioner Mills seconded the motion, and the Commission approved it.

**Citizen Participation / Policy & Procedures Committee Report**

- Rosanne Mills, Chair of the Citizen Participation / Policy & Procedures Committee, presented the committee’s report to the Commission regarding the *Outreach and Engagement Outcomes* from the Neighborhood Public Meetings for the U.S. Department of Housing and Urban Development (HUD) FY 2025–26 Consolidated Plan. Chair Mills commended staff for their thorough presentation and praised the effectiveness of the outreach efforts.
- Victor Salazar, Community Development Coordinator, provided a briefing on the *Outreach and Engagement Outcomes: Neighborhood Public Meetings for the U.S. Department of Housing and Urban Development (HUD) FY 2025–26 Consolidated Plan*. Mr. Salazar delivered a presentation summarizing the outreach goals, strategies, and outcomes, highlighting notable increases in public meeting attendance and the number of surveys and public comments received. Key themes from community feedback emphasized support for social services, all housing-related programs, infrastructure improvements, homeless initiatives, and the Housing Opportunities for Persons with AIDS (HOPWA) program. Mr. Salazar also noted increased public awareness achieved through targeted outreach efforts via email, social media, the City website, and flyer distribution.
- **Action:** Commissioner Barrientos moved to approve the *Outreach and Engagement Outcomes: Neighborhood Public Meetings for the HUD FY 2025–26 Consolidated Plan*. Commissioner Sitarzewski seconded the motion, and the Commission approved it.

**ANNOUNCEMENTS:** None

**ADJOURNMENT**

After all the business of the Community Development Commission had been considered, Commissioner Mills moved to adjourn the meeting. The motion was seconded by Commissioner Howard and unanimously accepted. Chair Rubin adjourned the Community Development Commission meeting at 6:58 p.m.

  
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Drafted by:  
Victor Salazar, Community Development Coordinator  
Office of Budget & Management Services

5/1/25  
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Date

  
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Approved by:  
Melanie Rubin, Chair  
Community Development Commission

5/1/25  
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Date

