



**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
MEETING PACKET**

**Monday, July 8, 2019**



## COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING AGENDA

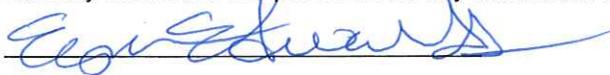
Notice is hereby given of a meeting of the Missouri City Community Development Advisory Committee to be held on **Monday, July 8, 2019, at 6:00 p.m. in the Planning Conference Room of the Development Services Building (between City Hall and the Community Center)**, 1522 Texas Parkway, Missouri City, Texas, 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The Committee reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

1. Roll call.
2. Consider approving the minutes from the May 16, 2019 Community Development Advisory Committee meeting.
3. Code Enforcement Report
4. Discuss the Housing Rehabilitation Program:
  - a) Amendment to PY17 Annual Action Plan
    1. Reallocation of HUD Pre-award Funding
  - b) Status on Housing Rehab
    2. Viola Abrams Change Order
5. Community Development Block Grant Program Updates:
  - a) CDBG Activity Update
  - b) Housing Study Status Update
  - c) PY19 Annual Action Plan
    1. Agency Presentations
    2. Allocation recommendation of Public and Non-public Service Activities
  - d) New Consolidated Plan and Activities:
    1. Section 108 Loan Guarantee Program
    2. First Time Home Buyers Program
    3. Residential Paint Project
5. Public Comment.
6. Adjourn.

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations **for persons attending Missouri City Community Development Advisory Committee meetings. To better serve you requests should be received 24 hours prior to the meetings. Please contact Egima Edwards at 281.403.8541.**

### CERTIFICATION

I certify that a copy of the July 8, 2019, agenda of items to be considered by the Missouri City Community Development Advisory Committee was posted on the City Hall bulletin board on: July 5, 2019 at 2:35pm



I certify that the attached notice and agenda of items for consideration by the Missouri City Community Development Advisory Committee was removed by me from the City Hall bulletin board on the \_\_\_\_ day of \_\_\_\_\_, 2019.



**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
DRAFT MEETING MINUTES**

**May 16, 2019, 6:00 PM**

The Community Development Advisory Committee met on Monday, May 16, 2019 at 6:00 PM in the Council Chambers, City Hall Complex, 1522 Texas Parkway, Missouri City, Texas with the following in attendance:

- Eunice Reiter, Committee Chairperson
- Monica Rasmus, Committee Vice Chairperson
- Jeffrey Boney, Councilmember, Committee member
- Bertha Eugene, Committee member
- Reginald Pearson, Committee member
- Zelia Brown, Committee member

Absent was:

- Chris Preston, Mayor Pro Tem, Committee member

Also in attendance were City staff representatives: James Santangelo, Assistant City Attorney; Otis Spriggs, Development Services Director; Chalisa Dixon, Community Development Coordinator; Cynthia Session-Mathis, Program Participant, Chris Linares; Santex Construction, LLC, , Brittney Santos; Administrative Project Coordinator, Santex Construction LLC

**1. Roll call.**

Chairperson Reiter called the meeting to order at 6:00 pm.

**2. APPROVAL OF THE May 2, 2019 MEETING MINUTES**

Chairperson Reiter called for a motion to accept the May 2, 2019 Community Development Advisory Committee meeting minutes.

**Minutes approved as corrected.**

**3. HOUSING REHABILITATION PROGRAM**

- a) Santex Construction, LLC

Chris Linares, General Manager; Santex Construction, LLC introduced Brittney Santos; Administrative Project Coordinator.

Chairperson Reiter asked Mr. Linares to provide information about the company.

Mr. Linares informed that Santex Construction, LLC is a full-service general contracting company, established in 1967 and is a family owned business. The company provides service to programs such as CDBG, Community Development

Block Grant, Sheltered Arms Organization, lite commercial, new homes, and renovations.

Chair Reiter asked Mr. Linares about the criteria used when hiring subcontractors.

Mr. Linares informed that when soliciting bids, subcontractors complete a questioner. Certain qualifications must be met prior to being hired. The type of program, background, credentials and the amount of work they are able to handle are checked.

Chair Reiter asked if the company has been short staffed.

Mr. Linares informed that sometimes they are short staffed, as in any contractor, and that they do occasionally find themselves full staffed.

Councilmember, Committee member Boney informed that Cynthia Session-Mathis, Program Participant, had some concerns of how she had been serviced, and asked Mr. Linares if he was familiar with some of the instances.

Mr. Linares informed that Santex Construction, LLC prides themselves on taking a lot of documentation. Any time there was an issue with scheduling or miscommunication, they always communicate with the City of Missouri City. They try to handle every one that they service with respect, try not to overstep boundaries and they would communicate if there was anything that Santex Construction, LLC could not handle.

Councilmember, Committee member Boney asked Mr. Linares if he felt that Ms. Mathis was satisfied with their service.

Mr. Linares informed that he hoped so. They had gone above and beyond the actual scope of work; however, he did not think that Ms. Mathis was satisfied.

Chair Reiter asked about termination for cause where Santex or the City could review a project and inform that it was done.

Mr. Spriggs informed that the policy could be reviewed. There are situations where other resources could be looked at due to the only availability of \$20,000. The City's contributions and match are not looked at, such as supportive staff time, and certainly the amount of hours that are provided.

#### b) Cynthia Session-Mathis

Program Participant, Cynthia Session-Mathis, informed that she applied for the program in 2013. The original notice informed that she was a part of the FY2013. A different letter changed the file number to 2015. Ms. Session-Mathis informed that she thought that the first part of the file number was the year. It took six to seven years for the recertification approval.

Ms. Session-Mathis informed that when a Missouri City inspector visited the home, he noted nineteen items. The contract only showed three of the nineteen items. It took another year for the remainder of the nineteen items to be added back to the contract. Plumbing leaks, burglar bars and moisture in the flooring were finally added back to the contract. That accounted for some of the delay.

Ms. Session-Mathis informed that due to previous experiences with contractors, she was not comfortable with the scheduling of multiple contractors in her home at one time. Ms. Session-Mathis informed that she also asked for bars to be placed on her bathtub. She did not want contractors in her home when she was not there.

Ms. Session-Mathis informed that there was a gas leak at her home due to a contractor. It took three hours for the gas to be turned off. Per her doctor, Ms. Session-Mathis experienced sickness due to the gas leak. There was an impression that Missouri City was going to submit a change order to the committee for the stove, flooring and burglar bars. However, the agenda stated that the request was to deny the change order.

Ms. Session-Mathis informed that Santex Construction, LLC replaced recessed lighting in her home, to which the contractor informed Ms. Session-Mathis that the lighting would not be flush to the drywall. When it was replaced, the contractors used the existing cans and pushed a \$20 light into it. Due to the contractor not having caulking, another contractor provided exterior caulking for the recessed lighting, which turned yellow.

Ms. Session-Mathis informed that while reviewing the figures for the work, it was informed that only \$9,000 was left. When Ms. Session-Mathis reviewed the work of Santex Construction, LLC, she calculated \$5,400. They charged \$854.00 for a meter check, which Ms. Session-Mathis did not see them check. When the City was informed, Mr. Spriggs informed that a full meter check was going to be conducted. Ms. Session-Mathis informed that she asked for the meter to be repaired.

Ms. Session-Mathis informed that a contractor of Santex Construction, LLC busted some of the rails of the rot boards that were along the fence. She had been speaking with Santex Construction, LLC since January. Brittney Santos, Santex Construction, LLC informed that the bedroom flooring was going to be removed from the list due to not seeing any damage. Ms. Session-Mathis informed that they walked the home and saw everything and told Ms. Brittney not to remove the flooring from the list.

Chair Reiter asked Ms. Session-Mathis if the work scheduled was complete.

Ms. Session-Mathis informed that not all of the work was completed.

Chair Reiter informed that \$10,000 of work was completed.

Ms. Session-Mathis informed that \$5,400 of work was completed.

Chair Reiter asked Ms. Session-Mathis if she had spoken to staff or Santex Construction, LLC.

Ms. Session-Mathis informed that she met with staff three times, spoke to Chalisa Dixon about two days ago and requested an Open Records of additional information.

Chair Reiter asked Ms. Dixon if she was able to reconcile the difference between the \$5,400 and \$10,000 work.

Ms. Dixon informed that Santex Construction, LLC may be at \$5,000, however, it had not been itemized. Staff was not at a point where they were ready to close the work. Contractors are allowed to do incremental billing for the work completed. Staff was aware that there was work that had not been completed. Santex Construction, LLC had been working with Ms. Session-Mathis to complete the work, however, scheduling had caused a delay.

Chair Reiter informed that she believed that it was not the Committee's job to choose Ms. Session-Mathis' flooring. It is Ms. Session-Mathis' job, between her and Santex Construction, LLC to determine the flooring; not to exceed \$9,000 that was previously allocated. Chair Reiter suggested that the item be pulled.

Ms. Dixon informed that estimates were received and she would provide them all at once. The estimates were in the current packet, which Ms. Session-Mathis also received.

Councilmember, Committee member Boney informed Ms. Session-Mathis that in looking at the estimates, the carpet flooring option would allow her to receive, at minimum, three or four rooms of flooring replacement.

Chair Reiter informed that Ms. Session-Mathis would decide which flooring to fix and with what. The cost is not to exceed \$9,861.91.

Ms. Session-Mathis informed that the program should advise the Committee that there were more funds left than what was mentioned. There were items that were a part of the \$10,000 that included the stove, floor and burglar bars that had not been expended, and will not be expended. The cost should probably go towards the flooring.

Chair Reiter informed that Ms. Session-Mathis would need to work with staff and Santex Construction, LLC.

Councilmember, Committee member Boney informed that currently there were four estimates that had been gathered. The least expensive was \$13,047.15. Whatever the overall amount would be, it could not exceed \$20,000.

Ms. Session-Mathis asked if the burglar bars were off the table.

Councilmember, Committee member Boney informed Ms. Session-Mathis that she would need to work with staff on the burglar bars.

#### **4. Community Development Block Grant Program Updates:**

##### **a) Consolidated Plan Discussion**

1. Program Activities Prioritization – Mr. Spriggs informed that during the previous CDAC, Community Development Advisory Committee, there was a discussion of the new year 2019 HUD, Housing and Urban Development allocation of \$284,700. Staff was working with the City on the upcoming budget year. Mr. Spriggs informed that the Committee would need to prioritize certain programs that would be seen as priority. New programs such as Section 108 would be considered.

Mr. Spriggs informed that one program would be a first time homeownership program. First time homeowners who purchased a home for an average of \$140,000 would be managed through the CDBG, Community Development Block Grant program under certain guidelines. It was a sample of a program for consideration.

Councilmember, Committee member Boney informed that such programs would be wonderful to consider; however, there was concern about the amount of staff time to manage the programs, and if staff would need to be increased.

Mr. Spriggs informed that the program's guidelines could be managed.

Ms. Dixon informed that the mentioned programs would be managed much like the scholarship program. There are certain guidelines that would need to be met. The program would not require as much oversight as housing rehab and other monitored programs.

Mr. Spriggs informed that there would be reports to HUD, such as ensuring that the individual would occupy the home for the required three to five years and felt that it could be managed by current staff. The citizens may be interested in the program.

Committee member Brown informed that the first time homeowners program was an excellent program for cities, and the proposal would be the same for Missouri City. It would require very little oversight.

Councilmember, Committee member Boney informed that he was interested in the Section 108 program. From the economic development standpoint, it was a major priority for Council.

Ms. Dixon informed that the program could be used for housing rehab, economic development, parks and public facilities. The monies could be used in different areas.

Mr. Spriggs informed that one developer was trying to do work in the 5<sup>th</sup> Street area. There is stagnate land in the area that is not bringing forth tax based. Once the project was into fruition and the tax dollars were increasing, that would be the money that would be utilized to pay back the loan.

Mr. Spriggs informed that the Finance Director was looking into the program guidelines due to some cost. For example, there was an upfront cost of 20% of the loan, which could result in a payment of up to \$25,000. The CDBG program would allow funding to pay the upfront cost.

Mr. Spriggs informed that he had the formula for the interest rate that he could provide to the Committee.

Chair Reiter asked Mr. Spriggs if he had interfaced with the Parks Foundation to see if they had any plans in the works that the foundation could help with.

Mr. Spriggs informed that staff would coordinate with the City's Parks Director for the interfacing with the Parks Foundation.

Councilmember, Committee member Boney informed that one project would be the Freedom Tree. The history of the Freedom Tree is where the formerly enslaved Africans found out that they were free. There is a park dedicated to the Freedom Tree. Councilmember, Committee member Boney informed that he and Councilmember Floyd Emery had been collaborating for a plan of action to enhance the park, possibly connect to Community Park, spur traffic, and to educate.

Mr. Spriggs informed that staff would look at the challenges within the CDBG boundaries.

Chair Reiter asked if there was a plaque at the park.

Councilmember, Committee member Boney informed that there is a plaque and a gazebo for events. However, the area is small. The Lake Olympia HOA, Home Owners Association, would like to enhance the park. Across the street from the park is land that could be developed as well. There is a new landscape architect and stakeholders that are involved.

Councilmember, Committee member Boney asked staff to provide the calculations to the Committee.

##### 5) Program Year 2018 – Program Year 2019 Application Process

Ms. Dixon informed that the allocations of Program Year 2018 and 2019 were available and was a point of reference of where the money was allocated from, with the estimation example that was presented to the Finance Department. In regards to looking at the different activities, and taking advantage of Section 108 and other programs, the Committee should keep in mind other activities; as far as public service and non-public service, moving forward towards the Consolidated Plan and where the allocations should be spent.

Chair Reiter asked staff if in addition to the allocations, would there be monies leftover from prior years.

Ms. Dixon informed that approximately \$20,000, give or take, would need to be reallocated. Staff was speaking with HUD in regards to putting the monies into housing rehab. There was a project originally for \$37,000 that was presented for Hunters Glen Park, which was tabled. Those funds are available and could be redistributed or housing rehab could absorb it.

Mr. Spriggs informed that those funds were reverted to the emergency projects. That money went towards housing rehab.

Chair Reiter informed that for those that were new on the committee, there are policies that were adopted that were probably not written anywhere but in old minutes. The Committee does not consider any application for public service activities that are incomplete. Applicants, have instead of providing a financial report, gave a bank statement. The Committee looks at the pertinent items in the packet and decides who the monies would be allocated to.

Mr. Spriggs informed that staff would relay the information to applicants of what is expected from the Committee.

Chair Reiter informed that in the past, items were checked on the checklist that were not provided in the packets. The Committee would not expect for that to happen again.

Mr. Spriggs informed that with the new coordinator, staff would ensure that that would not continue to happen.

Chair Reiter asked if the loan guarantee program was covered fully.

Mr. Spriggs informed that preliminary information was provided in the current packet, under the budget tabulation, regarding the program. Additional information would be forthcoming. The Finance Department would present information as soon as they are on board with HUD's policies. If the Section 108 funds would be used, it would be good to provide it in the upcoming Consolidated Plan, which is due

August of this year. Within the next four years, there would be the ability to utilize Section 108 funding.

Chair Reiter asked if the Committee decided not to use the Section 108, would there still be commitment to it.

Mr. Spriggs informed that the activity could be cancelled. The preference would be to place it in the Consolidated Plan.

Councilmember, Committee member Boney asked if it was safe to assume that Section 108 would not count against the allocation.

Mr. Spriggs informed that it would not count against the allocation. It utilizes the allocation amount to determine the monies.

Councilmember, Committee member Boney asked if the allocations had to be allotted to use towards the program.

Mr. Spriggs informed that not until the loan was granted would there be obligations to manage it and pay it back.

Chair Reiter asked if the Committee would be liable to the repayment of the loans.

Mr. Spriggs informed that HUD was the guarantor and there is a third party lender. As a recipient, the City is obligated to pay the funds.

Chair Reiter asked if it would affect what would be allocated.

Mr. Spriggs informed that it would not affect the dollar amount every year.

Chair Reiter asked if the interest rate was determined.

Mr. Spriggs informed that he would email it to the Committee after the meeting.

Mr. Spriggs informed that staff would provide the update of the Consolidated Plan process.

Chair Reiter informed that applicants in the past have asked for \$100,000. Hopefully the letter to the applicants would indicate that the funds are limited.

Councilmember, Committee member Boney informed that there was an issue last year where a private HOA asked the City to provide funding for their park, pool and clubhouse.

Mr. Spriggs informed that there is a policy for those types of funding.

Chair Reiter asked staff when additional information would be available for the next meeting.

Staff informed that additional information would be ready by June 6<sup>th</sup>.

The next possible meeting date would be June 11<sup>th</sup>.

6. Public Comment: None.

7. Adjourn.

**Adjourn.**

Chairperson Reiter adjourned the meeting at 6:58 p.m.

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Eunice Reiter, Chairperson

DRAFT



**Agenda Item Cover Memo  
July 8, 2019**

**To:** Community Development Advisory Committee  
**Agenda Items:** 3. Code Enforcement Presentation  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

The City of Missouri City PY 2018 is currently underway. The status for each program is included in the background.

**BACKGROUND**

**Code Enforcement (PY18):** The PY 2018 Code Enforcement project is underway. To date, this program has expended \$47,000 and the following performance measures have been provided:

- 4171 Inspections Conducted
- 1878 New Cases Opened
- 1550 Cases Closed
- 87 Cases Filed with Municipal Court
- 2275 Signs Removed from Right-of-Way

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

1. CDBG Code Enforcement Report from January 1, 2019 to June 24, 2019.

**STAFF'S RECOMMENDATION**

None



**Police**

**Michael A. Berezin**  
Chief of Police



## Memorandum

**To:** Chalisa G. Dixon, Community Development Coordinator

**From:** Cynthia Smith-Rex, Code Enforcement Supervisor

**CC:** Captain Kevin Williams

**Date:** June 25, 2019

**Re:** CDBG Code Enforcement Report

**CDBG Code Enforcement actions as of January 1, 2019 – June 24, 2019:**

- 4171 Inspections Conducted
- 1878 New Cases Opened
- 1550 Cases Closed
- 87 Cases Filed with Municipal Court
- 2275 Signs Removed from Right-of-Way

**Number of inspections conducted in each Census Tract/Block Group\*:**

Census Tract/Block Group								
423600/2	423600/4	670500/2	670601/3	671100/1	671100/2	671100/3	671200/2	671300/2
310	7	234	38	289	7	13	8	2

*\*Date Range January 1, 2019 – May 11, 2019*



**Agenda Item Cover Memo  
July 8, 2019**

**To:** Community Development Advisory Committee  
**Agenda Items:** 4a. Amendment to PY17 Annual Action Plan  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

This items reflects the proposal of an Annual Action Plan Amendment for Program Year PY17 funding needed to cover Housing Rehab expenditures for a previous program year, PY14 Housing Rehab activity.

**BACKGROUND**

A special request under the CDBG Housing Rehabilitation Program was made to increase funding for a Program Year (PY) 2016 housing rehabilitation emergency repairs. PY16 Action Plan was originally allocated at \$91,612 for Housing Rehabilitation services, however due to emergency repairs and additional cost (noted in the attached), an amendment of the Action Plan is required to fulfill contractual agreements with Fort Bend Habitat for Humanity and Santex Construction.

This reallocation of funds is considered a Substantial Amendment as it will (1) Change an activity or project previously described in the Action Plan, (2) Increase the total dollar amount allocated or budgeted, by more than 25 percent.

Any proposed amendment that is considered a Substantial Amendment is subject to the Citizen Participation process, requires formal action by the City Council, and approval by HUD. A thirty (30) day public notice will be published to provide the opportunity for the public to review and comment on the proposed substantial amendments. The City will consider all comments or views received from the public concerning proposed substantial amendments in accordance with 24 CFR 91.105 (c) (3). A summary of these comments and views, including comments or views not accepted (and the reason why) will be included with the substantial amendment submission to HUD.

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

1. PY16 Housing Rehab Budget & Expense Worksheet

**STAFF'S RECOMMENDATION**

Staff recommends that the CDAC approve the Action Plan amendment and increase PY16 budget by an amount of \$65,414.3, therefore reducing the available Housing Rehabilitation budget for PY17 by the same amount.

## PY16 HOUSING REHAB BUDGET EXPENSE WORKSHEET

RESIDENTS NAME	PROPERTY ADDRESS	SCOPE OF WORK COST
<b>Program Year 16 Housing Rehab Budget</b>		<b>\$91,612.00</b>
<i>Paid Invoices</i>		
Beatice Foots	7802 Micheline Circle	\$16,681.00
Keith & Lashawn Cooper	2054 Summer Place	\$9,100.00
Gerald & Carilia Day	730 Turtle Creek	\$9,981.00
Viola Abrams	506 Reedwood	\$5,965.37
Cynthia Session-Mathis	1814 Allerton	\$5,746.02
Nina Rogers	2919 Robinson	\$6,000.00
<b>Paid Total</b>		<b>\$53,473.39</b>
<b>Budget Balance</b>		<b>\$38,138.61</b>
<i>Pending Invoices</i>		
Nijohnnie Akanjo	1614 Tower Grove	\$19,350.00
Ira Hayes	2226 Turtle Creek	\$20,000.00
Sandra Hall	1814 Halstead	\$10,306.00
Donyel Lagard	2423 Ridgemont	\$18,200.00
Keith & Rosalind Cooper	2310 Bright Meadows	\$2,300.00
Isaac Sharp	2442 Buttonhill	\$20,000.00
Cynthia Session-Mathis	1814 Allerton	\$9,861.91
<i>Pending Proposals</i>		
Viola Abrams	506 Reedwood	\$3,535.00
<b>Pending Total</b>		<b>\$103,552.91</b>
<b>Grand Total</b>		<b>-\$65,414.30</b>
<i>Pre-Award Funding</i>		
PY 17 Housing Rehab Action Plan Allocation		\$128,486.00
PY 18 Housing Rehab Action Plan Allocation		\$92,804.60
PY 19 Housing Rehab Proposed Action Plan Allocation		\$95,518.00



**Agenda Item Cover Memo  
July 8, 2019**

**To:** Community Development Advisory Committee  
**Agenda Items:** 4b. Status of Housing Rehabilitation: Viola Abrams Change Order  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

This item is a special request by Ms. Viola Abrams (506 Reedwood Dr.), who was previously approved additional funding and received services completed for unfinished and faulty work done by a previous year contractor. Fort Bend Habitat for Humanity was placed under contract to complete the work has completed additional work

**BACKGROUND**

Fifth Ward Community Redevelopment completed work at the said address during PY14, however the final owner sign-off was never executed by Ms. Abrams due to dissatisfaction with the work performed. Fort Bend Habitat for Humanity was placed under contract to complete work, the Scope of Work included the following:

*Re-patch Repair Roof over Master Bedroom; Replace wood framing at Garage (water damaged); Replace Hardie-Plank Fascia Board side/front where new repair meets existing board. (Note that this is not a total replacement of all fascia board); Replace Window Trim Pieces (Water Damaged); Test and Repair electrical receptacles in family room; Rewire Fluorescent in Kitchen; Repair electrical receptacles in kitchen outlet to garbage disposal; Install four (4) Smoke Detectors and Fire Extinguishers; Repair/Replace Sheetrock on Ceiling in hallway(due to water damage); Repair/Replace Sheetrock on Ceiling in Master Bedroom (due to water damage); Repair Drywall in Family Room Corner at rear Patio Door area.*

Fort Bend Habitat for Humanity completed work on the Ms. Abrams property in February 2019; however, since the Reedwood property later sustained a fire damage to the kitchen. Upon the rehab of her property rotted wood & termite damaged was identified the living room (photo attached), this area was previously patched by Habitat. Bob Bratz, the Deputy Building Official completed an inspection to confirm the condition of the beams and top plate, and concluded that only the top plate needed replacing.

Fort Bend Habitat for Humanity does not wish to continue offer services for this property, therefore Santex was requested to inspect and provide a proposal for the work.





Client: Viola Abrams  
Property: 506 Redwood  
Missouri City, TX 77489

Operator: CHRIS

Estimator: Christopher Linares  
Company: Santex Construction  
Business: 4608 W. Walnut  
Houston, TX 77581

Date Entered: 7/6/2019 12:40 PM      Date Job Contracted:  
Date Job Began:                                      Date Job Completed:

Price List: TXHO7R\_JUL19  
Labor Efficiency: Remodel  
Estimate: 2019-07-06-238  
File Number: MO CITY REHAB

Understanding that there is a possibility of errors and/or omission, **Santex Construction, LLC** reserves the rights to amend this estimate as needed for market and/or unit cost change. This estimate is designed to provide comparative pricing information for restoration service and remodel of subject property in accordance with all standards for compliance set forth by the **Texas Building Code**. Any additional findings included but not limited to hidden or additional damages not seen at the time of this estimate will be amended and processed by supplement and/or change order format. No warranties on price, cost, omissions and/or liabilities can be assumed by **Santex Construction, LLC and/or their estimators**.



2019-07-06-238

**Room: Wall Framing**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
1. Wall Framing	1.00 EA	0.00	1,512.50	1,512.50
1. Remove the existing burglar bars at the sliding patio door. 2. Remove the existing siding trim on the exterior side of the patio door. 3. Remove the existing sliding patio door and set aside for re installation. 4. Remove the damaged 2x4 framing from around the patio door and replace with new 2x4 lumber. 5. Remove the damaged header and replace with new header. 6. Remove the damaged 2x4 top plate and replace with new top plate. 7. Reinstall the existing patio door. 8. Reinstall the existing siding trim. 9. Reinstall the existing burglar bars. 10. Install new exterior wall insulation.				
Room Totals: Wall Framing				1,512.50

**Room: Drywall**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
2. Drywall installation	1.00 EA	0.00	412.50	412.50
1. Install new drywall around the perimeter of the sliding patio door. 2. Tape and float new drywall at all joints, ceiling and adjacent walls. 3. Apply new texture to drywall. We will match the texture as closely as possible. Please not that the texture may not match the existing 100%.				
Room Totals: Drywall				412.50

**Room: Trim Work**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
3. Finish Carpentry / Trim	1.00 EA	0.00	187.50	187.50
1. Install new base board and shoe mold around the new sliding patio door.				
Room Totals: Trim Work				187.50



**Room: Painting**

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DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
4. Painting	1.00 EA	0.00	412.50	412.50
1. Prep new drywall and trim for painting.				
2. Apply a primer coat on the new drywall and trim.				
3. Paint the new drywall.				
4. Paint a portion of the ceiling area where the new drywall was taped and floated at the ceiling.				
5. Paint the adjacent wall to the sliding patio door where the new drywall was taped and floated.				
6. Paint/stain the new trim that was installed.				
Room Totals: Painting				412.50
<b>Line Item Totals: 2019-07-06-238</b>				<b>2,525.00</b>



**Summary**

Line Item Total	2,525.00
General Conditions	757.50
Admin Fee	252.50
<b>Grand Total</b>	<b>3,535.00</b>

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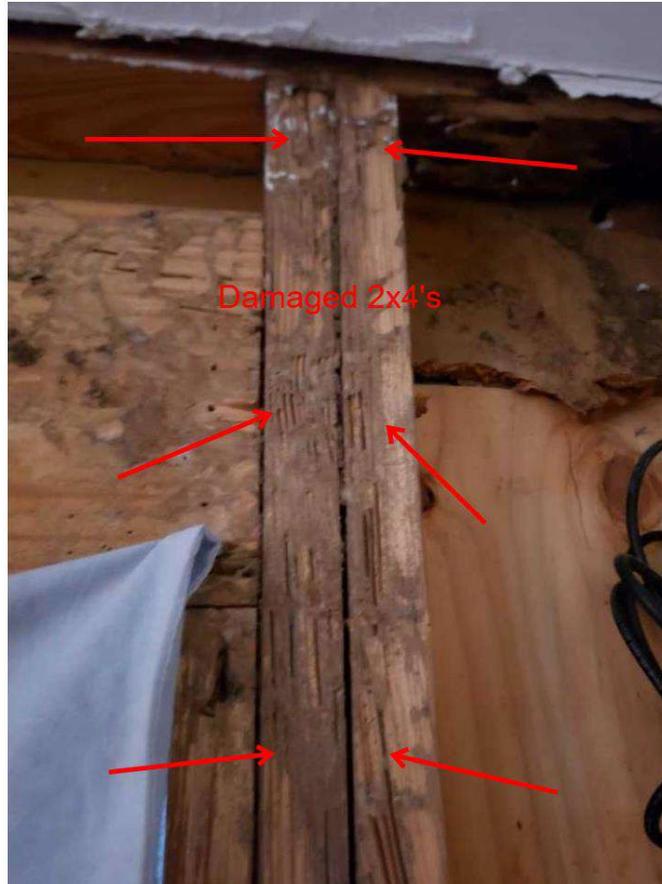
Christopher Linares



1 1. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



2

2. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



3

3. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



4

4. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



5

5. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



6 6. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



7

7. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



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8. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



9

9. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



10 10. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



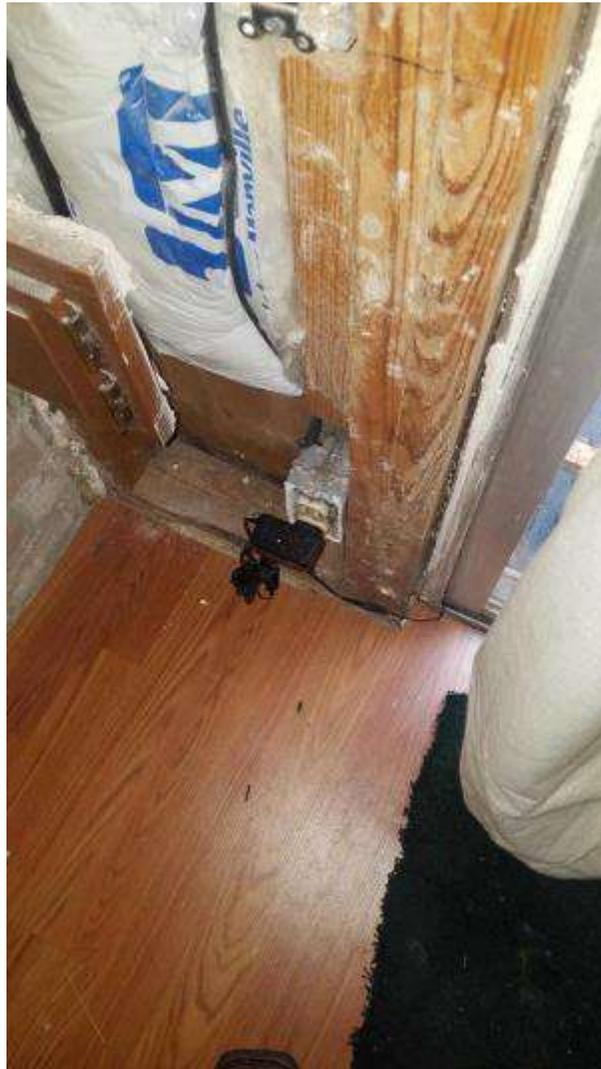
11      11. 506 Redwood      Date Taken: 7/6/2019      Taken By: Christopher Linares



12      12. 506 Redwood      Date Taken: 7/6/2019      Taken By: Christopher Linares



13      13. 506 Redwood      Date Taken: 7/6/2019      Taken By: Christopher Linares



14 14. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



15 15. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



16      16. 506 Redwood      Date Taken: 7/6/2019      Taken By: Christopher Linares



17 17. 506 Redwood

Date Taken: 7/6/2019

Taken By: Christopher Linares



**Agenda Item Cover Memo  
July 8, 2019**

**To:** Community Development Advisory Committee  
**Agenda Items:** 5a. CDBG Activity Update  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

The City of Missouri City is currently underway with its Program Years (PY) 2016, 2017, and 2018 projects. The status for each program is included in the background.

**BACKGROUND**

**Projects PY16:**

- **Housing Rehabilitation (PY16):** Housing Rehab PY16 completed a total of 9 rehab projects contracts, two (2) properties were from prior years' funding (PY14), those projects receive additional work from the PY 16 funding (Abrams & Rogers). To date, \$82,554.75 has been expended for PY16 projects.

**Projects PY17:**

- **Housing Rehabilitation (PY17):** PY17 currently has 26 applicants on the waitlist, five (5) applicants were deemed ineligible due to income guidelines. Contracts are drafted for three (3) additional PY17 residents and projects are underway. Four (4) additional properties are scheduled for inspection and will be contracted upon receipt of proposals. In effort to minimize applicant wait time, the Housing Rehab Program will not release applications for FY2021.

**Projects PY18:**

- **Fort Bend Seniors Meals on Wheels (PY18):** To-date, the Subrecipient has expended \$7,758.90 of \$10,200.00 (approx. 76%) and has served 22 (95%) clients.
- **Child Advocates (PY18):** To-date, the Subrecipient has expended \$6,366.23 of \$10,200.00 (approx..64%) and has expended their goal by serving 180 (257%) clients.
- **Edison Arts (PY18):** To-date, the Subrecipient has expended \$9,591.00 of \$10,426.00 (approx.92%) of their funding allocation.
- **Scholarships (PY18):** To-date, the Subrecipient has expended \$9,250.00 of \$9,975.00 (approx.93%), to which seven (7) students were awarded scholarships.
- **Administration (PY18):** Funding year is underway, to date \$43,796.79 of \$54,401.40. expended.
- **Code Enforcement (PY18):** Funding year is underway; to date \$47,000 of \$47,000 has been expended. Due to the City's fiscal year conversion, the previously approved budget

did not cover the additional salary required for the 3 month extension. Approximately \$14,627.19 was expended from program year 18 funds to cover the code enforcement officer position. The activity has been fully funded, therefore an amendment to the Action Plan is required to cover for the completion of the FY 19/ PY 18.

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

None

**STAFF'S RECOMMENDATION**

No Action Required: Receive written activity update prepared by Staff.



**Agenda Item Cover Memo  
July 8, 2019**

**To:** Community Development Advisory Committee  
**Agenda Items:** 5b. Housing Study Status Update  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

The Housing Study for the City of Missouri City, TX. will help decision- makers, stakeholders and community members develop a meaningful sense of the housing market, an understanding of key housing issues, and a platform for strategy and policy decisions regarding housing.

**BACKGROUND**

In an effort to allow Housing Study Consultants additional time to provide an adequate proposal, an extension was given to submit proposals by July 28<sup>th</sup>. Consultants were notified of the project timeline modifications: Anticipated contract award date of August 15<sup>th</sup> and study completion deadline of November 15, 2019.

The Housing Study should provide a measured assessment of present and future unmet housing demand to help formulate community-specific housing policy priorities and intervention strategies related to regulatory changes and the investment of City resources. As a result of the study, over the next 5 - 15 year period the City will have a detailed understanding of the existing housing market, as well as current and projected unmet housing needs.

The study and subsequent plan will assist the City in financing resources offered through the U.S. Department of Housing and Urban Development and resources available from the State. In addition, the city will use the information from the study to develop future Annual Action Plans and Con Plans. The report from the study will be available to all interested parties.

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

None

**STAFF'S RECOMMENDATION**

No Action Required: To accept update as provided by Staff.



**Agenda Item Cover Memo  
July 8, 2019**

**To:** Community Development Advisory Committee  
**Agenda Items:** c(1). Agency Presentations  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

This item allow the Committee to review the applications for funding and to recommend project funding for the PY19 Annual Action Plan.

**BACKGROUND**

The Annual Action Plan for PY 19 will be the City's first year of the 2019-2023 Consolidated Plan. The City anticipates receiving approximately \$284,700 for PY19; this funding supports eligible programs and activities addressing local needs and priorities, which are primarily for the benefit low to moderate-income households. Eligible agencies and programs are to be evaluated in accordance with HUD's national objectives and the strategic goals of the Consolidated Plan.

Applications were released to the public with a deadline of June 28, 2019; four (4) agency applications and six (6) Municipal Applications were received. The request for funding is as follows:

<b><u>Organization/Departments</u></b>	<b><u>Requested funding</u></b>
<b>Public Services:</b>	
Child Advocates	\$12,000
Edison Arts Foundation, Inc.	\$12,000
Fort Bend Seniors Meals on Wheels	\$12,000
Missouri City Development Services – Scholarship	\$11,205
<b>Municipal Departments, Infrastructure &amp; Public Facilities:</b>	
Hunter's Glen Trail Improvement	\$25,921
Missouri City Police - Code Enforcement	\$51,537
Missouri City Development Services – Housing Rehabilitation	\$95,518
Missouri City Development Services – Program Administration	\$56,940

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

1. CDBG PY 19 Applications (*electronic copy provided*)
2. CDBG PY 19 Application Evaluation Forms (*electronic copy provided*)

<b>STAFF'S RECOMMENDATION</b>
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Staff recommends the CDAC Committee to review submitted applications and evaluations to provide funding recommendations for PY19 projects.



**Agenda Item Cover Memo  
July 8, 2019**

**To:** Community Development Advisory Committee  
**Agenda Items:** c(2). PY19 Annual Action Plan Allocations  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

This item allow the Committee to review the applications for funding and to recommend the projects to be funded and the amount of funding for the PY18 Action Plan. The City is in its first year of the 2019-2023 Consolidated Plan.

**BACKGROUND**

The City full-year allocations for the Office of Community Planning and Development's (CPD) formula Community Development Block Grants Program (CDBG) for **PY 19** is **\$284,700**; the City's allocation increased by \$12,600. The 2019 CDBG allocations were based on the July 1, 2017 population estimates and the 2012-2016 ACS data, whereas the 2018 allocations were based on the July 1, 2016 population estimates and the 2011-2015 ACS data.

The City has implemented several options regarding fulfilling its citizen participation obligations to obtain input from citizens, public agencies and other interested parties:

1. Publication of notice of public hearings in the Fort Bend Herald Newspaper
2. Publication of notice on the City's Website, City Hall bulletin and Library postings
3. News release circulated via City-wide communication tools and outlets
4. Pre-application Information Session (*held on June 26<sup>th</sup>*)
5. Publication of the Needs Assessment Survey on the City's website, email blasts to citizens, agencies and partners, distribution to HOA's, and at City-wide offices

An informational meeting to help guide applicants through the process and answer questions was held on Wednesday, June 26, 2019, at 4 p.m. at 1522 Texas Parkway, Old Court Chambers, Missouri City, TX 77489. A Public Hearing on Monday, July 15, 2019, 7:00pm at 1522 Texas Parkway, City Council Chambers, Missouri City, TX 77489. A second Public Hearing on Monday, August 15, 2019, 7:00pm at 1522 Texas Parkway, City Council Chambers, Missouri City, TX 77489

The following sample budget parameters are suggested by staff for consideration:

**Sample Budget: PY2018 (City FY 2019-2020)**

<b><u>Public Service Activities</u></b>	<b><u>Funding Allocation (Cap: 15% of total funding)</u></b>
• Agency	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
• Agency	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
• Agency	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
• Agency	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
• Educational Scholarships	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>

**Total: \$ 42,705.00**

**Non-Public Service Activities**

**Funding Allocation**

• Community Dev. Project/ New Program	\$	
• Parks/ New Program	\$	
• Infrastructure	\$	
• Housing Rehabilitation	\$	
• Code Enforcement	\$	<u>51,537.00</u>
• Administration (Cap: 20% of total funding):	\$	<u>56,940.00</u>
<b>Total:</b>	<b>\$</b>	<b>241,995.00</b>

**Grand Total: \$ 284,700.00**

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

1. Approved PY18 Budget and Proposed PY19 Budget Worksheet

**STAFF'S RECOMMENDATION**

Staff recommends that the CDAC Committee review supportive documentation and recommend funding of PY 19 public service and non-public service activities in accordance with HUD's national objectives. The 2019 Action Plan draft will remain available for review, comments and editing until final approval by Council on August 5, 2019, in the 2nd of two Public Hearings.

City of Missouri City PY 2018 CDBG Activities			City of Missouri City PY 2019 CDBG Activities
<b>Public Services Activity (15% Cap=\$40,801)</b>	<b>PY 18 Actual Allocated Amount</b>	<b>PY 19 Proposed Allocated Amount</b>	<b>Public Services Activity (15% Cap=\$42,705)</b>
Post-secondary Scholarships for College or Technical School Students	\$9,975.00	\$11,205.00	Post-secondary Scholarships for College or Technical School Students
Meals on Wheels Home-delivered Meals for the elderly	\$10,200.00	\$10,500.00	Public Service Activity (1)
Child Advocates Forensic Interviewing & Counseling for Abused/Neglected Children	\$10,200.00	\$10,500.00	Public Service Activity (2)
Edison Art	\$10,426.00	\$10,500.00	Public Service Activity (3)
<b>Total</b>	<b>\$40,801.00</b>	<b>\$42,705.00</b>	<b>Total</b>
<b>Housing Rehabilitation Program</b>			<b>Housing Rehabilitation Program</b>
Owner Occupied Housing Rehabilitation	\$92,804.60	\$95,518.00	Owner Occupied Housing Rehabilitation
Renter Occupied Housing Rehabilitation- Fifth Street	\$37,000.00	\$38,000.00	Non-Public Service Activity (1st Time Homebuyer Program \$27,000/ Residential Paint Project \$11,000)
<b>Public Facilities and Neighborhood Facilities</b>			<b>Public Facilities and Neighborhood Facilities</b>
N/A			N/A
<b>Code Enforcement Activity</b>			<b>Code Enforcement Activity</b>
Code Enforcement	\$47,000.00	\$51,537.00	Code Enforcement
<b>Economic Development</b>			<b>Economic Development</b>
<b>Program Administration (20% Cap= \$54,401.4)</b>			<b>Program Administration (20% Cap= \$56,940)</b>
Salary & Benefits	\$ 40,076.40	\$ 41,440.00	Salary & Benefits
Consultant (Consolidated Plan)	\$ 8,000.00	\$ 8,000.00	Professional Services
Travel & Training	\$ 4,200.00	\$ 4,200.00	Travel & Training
Dues & Subscription	\$ 1,100.00	\$ 1,100.00	Dues & Subscription
Publication & Delivery Cost	\$ 1,000.00	\$ 1,200.00	Publication & Delivery Cost
Fair Housing	\$ 25.00	\$ 1,000.00	Fair Housing Activity(ies)
<b>Total</b>	<b>\$54,401.40</b>	<b>\$56,940.00</b>	<b>Total</b>
<b>Available Resources</b>			<b>Available Resources</b>
PY 2018 HUD Allocation	\$272,007.00	\$284,700.00	PY 2019 HUD Allocation
PY 2016 Fair Housing Plan & Housing Study Plan (* Counted in the Unexpended amount)	\$30,000*	\$30,000.00	Housing Study currently in the RFP process, PY16 funds will be expended in FY20
PY 2018 Unobligated Carry-over Funds *(Remaining \$20,000 will be unobligated carryover to FY2018 and were used to hire a contractor to complete the Assessment of Fair Housing (AFH))	\$20,000.00		
Unexpended Carry-over Funds to FY2018 for prior year obligated projects. (PY 15 Projects unexpended: \$83,315 for PY 15 Housing Rehabilitation; \$9,617.57 for PY 15 Housing Rehabilitation ADC; \$113,000 for PY 15 Parks) *(PY 16 Projects unexpended: \$21,374.66 for PY 16 Housing Rehabilitation ADC; \$75,612.00 for PY 16 Housing Rehabilitation; \$72,400.00 for PY 16 Parks)	\$323,845.56	\$273,732.18	Unexpended carry-over funds for FY20 for prior year obligated projects total \$273,732.18 (PY18: \$162,512.84; PY 17: \$111,219.34) will carry over to PY2019. Therefore, the program anticipates approximately \$558,432.18 for PY19/ FY20.
<b>Total</b>	<b>\$615,852.56</b>	<b>\$588,432.18</b>	<b>Total</b>



**Agenda Item Cover Memo  
July 8, 2019**

**To:** Community Development Advisory Committee  
**Agenda Items:** d. New Consolidated Plan and Activities  
**Submitted by:** Chalisa G. Dixon - Community Development Coordinator

**SYNOPSIS**

The City is required by the U.S. Department of Housing and Urban Development (HUD) to develop a multi-year Consolidated Plan every 3 to 5 years. The Consolidated Plan presents how the City of Missouri City will use funds provided by the U.S. Department of Housing and Urban Development (HUD) during fiscal years 2019-2023.

**BACKGROUND**

The FY19 appropriations for HUD and several other federal departments officially wrapped-up today with the President signing the omnibus spending bill. As outlined in the NCDCA Washington Report newsletter that was sent to members on February 1, CDBG is funded at \$3.3 billion (maintaining the increased funding level provided to CDBG in FY18). HOME is funded at \$1.250 billion, a small decrease from the FY18 level of \$1.362 billion. We started the FY19 budget year with both CDBG and HOME zeroed out in the President's budget, so these funding levels are a testament to the months of advocacy efforts by NCDCA, other national partners, and entitlement grantees.

The Consolidated Plan is designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs such as the Community Development Block Program.

The following programs are available for the CDAC review and implementation of the Consolidated Plan:

**1. Section 108 Loan Guarantee**

Section 108 of the Housing and Community Development Act of 1974 provides for a loan guarantee component; based upon Missouri City's demographic requirements of designated Opportunity Zones, and CDBG FY 19 allocation the City of Missouri City has \$1,423,500 available in Section 108 borrowing authority.

The City would be required to secure the loan by pledging current or future CDBG allocations to either repay the loan or secure it. The city would also be responsible for paying an initial financing fee, which is a percentage (2.58%) of the principal amount of the Section 108 guaranteed loan (approximately \$36,726). The maximum repayment

period for a Section 108 loan is twenty years, interest rates are charged on interim borrowing.

Section 108 funds can be used by a designated public entity to undertake eligible projects, or, alternatively, can be loaned to a third party developer to undertake the projects. This flexibility makes it one of the most potent and important public investment tools that HUD offers to local governments.

Activities eligible under CDBG include:

- Acquisition of real property
- Rehabilitation of publicly owned real property
- Housing rehabilitation eligible under CDBG
- Construction, reconstruction, or installation of public facilities (including street, sidewalk, and other site improvements)
- Related relocation, clearance, and site improvements
- Payment of interest on the guaranteed loan and issuance costs of public offerings
- Debt service reserves
- Finance fees
- Public works and site improvements
- In limited circumstances, housing construction as part of community economic development

## **2. First Time Home Buyers Program**

The goal of the Homebuyer Assistance Program is to stabilize neighborhoods by promoting owner occupied housing. The City of Missouri City will grant eligible homebuyers with down payment and/or closing costs. The program would provide up to 5% of the sale price of a home within the City limits, not to exceed \$180,000. The funds available through the CDBG Program in the form of a five (5) year forgivable loan and at provided at the time of closing.

## **3. Residential Paint Project: Project Curb Appeal**

The goal of the residential paint project is to assist low-moderate income homeowners with a new coat of paint in order to beautify and enhance curb appeal. Approved residents would be approved exterior painting of eligible single-family, detached dwelling units and eligible accessory structures (i.e., garage, shed or storage unit). Any exterior repairs, necessary prior to painting the home would be the responsibility of the homeowner.

The residential paint project would greatly enrich quality of life for the residents and enhanced quality of homes within our community. The residential paint project would be constitute as a non-public service activity.

The City of Missouri City is committed to enhancing housing and neighborhoods and, therefore Staff proposes completing 6-10 residential paint Projects during the 2019 - 2023 Consolidated Plan.

## **FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

## **SUPPORTING MATERIALS**

1. Draft Consolidated Plan (*electronic copy provided*)
2. Needs Assessment Survey (*Data as of June 5, 2019*)

## **STAFF'S RECOMMENDATION**

Staff recommends the CDAC to review and consider the proposed programs for the 2019 – 2023 Consolidated Plan. The draft plan will remain available for review, comments and editing until final approval by Council on August 5, 2019, in the 2<sup>nd</sup> to two Public Hearings.



**Agenda Item Cover Memo  
July 8, 2019**

**To:** Community Development Advisory Committee  
**Agenda Item:** 6. Public Comment  
**Submitted by:** Chalisa G. Dixon, Community Development Coordinator

**SYNOPSIS**

This item allows the opportunity for the public to address the CDAC on agenda items or concerns not on the agenda. Those wishing to speak must request permission from the Chair prior to the beginning of the meeting, and observe a three-minute time limit.

**BACKGROUND**

Per the Citizen Participation Plan, the City of Missouri City is committed to involving all residents in the development of its programs, especially those utilizing federal or state funds. During the first funding year of the Community Development Block Grant (CDBG) Program, the City of Missouri City established a Community Development Advisory Committee, with members appointed by the Mayor for the purpose of providing direction to the distribution of the CDBG funds. The CDAC is generally comprised of at least 2 City Councilmembers, 2 former City Councilmembers, and 4 City residents each representing a different quadrant of the City. Pertinent City staff members and the contract CDBG management consultant serve as non-voting members of the committee to provide information regarding CDBG and City regulations. Notices for all CDAC meetings are posted at least 72 hours in advance and meetings, held on weekday evenings, are open to the public.

**FISCAL ANALYSIS**

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

**SUPPORTING MATERIALS**

None

**STAFF'S RECOMMENDATION**

Receive any public comments.