



## City of Abilene

### Neighborhood Services Advisory Board Agenda

Notice is hereby given of a meeting of the Neighborhood Services Advisory Board of City of Abilene to be held on April 28, 2025 at 10:00 a.m. at City Hall, 555 Walnut Street, Basement Conference Room, Abilene, Texas, for the purpose of considering the following agenda items.

#### CALL TO ORDER

#### MINUTES

1. **Minutes:** Receive a Report, Hold a Discussion Public Hearing on Approving the Minutes from the Regular Meeting Held on May 7, 2024 (Leticia L. Reeves)

#### AGENDA ITEMS

2. **Discussion:** Receive a Report and Hold a Discussion and Public Hearing on Review of CDBG and HOME Funds.

#### ADJOURNMENT

#### *Notice*

*In compliance with the Americans with Disabilities Act, the City of Abilene will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received forty-eight (48) hours prior to scheduled meetings. Please contact the City Secretary's Office at 325-676-6208. Telecommunication device for the deaf is 325-676-6360.*

#### **CERTIFICATION**

*I hereby certify the above meeting notice was posted on the bulletin board at the City Hall of the City of Abilene, Texas, on the 22nd day of April, 2025, at 9:10 a.m.*

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*Kaitlin Richardson, Deputy City  
Secretary, TRMC*

NEIGHBORHOOD SERVICES ADVISORY BOARD

MEETING MINUTES

May 7, 2024 10:00am

COUNCIL CHAMBERS, CITY HALL

555 WALNUT STREET, ABILENE TEXAS 79601

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**Members Present:** Terry Cagle  
Billy Enriquez  
Jeff Scott  
Julie Wilson  
Rachel Slaymaker  
Lauren Cantrell  
Jori Sechrist  
Kenneth Bowles

**Members Absent:** Darla Mayes

**Staff Present:** Tim Littlejohn, Department Director  
Kelley Messer, Legal  
Leticia Reeves, Department Manager  
James McFadden, Inspector III  
Christi Polvado, Housing Counselor I  
Regina L Fish, Housing Specialist III

**Non-Profit Present:** Josh McKain, Salvation Army

**CALL TO ORDER:**

**Terry Cagle called the meeting to order at 10:00am; Mrs. Fish recorded the minutes. A quorum of members was present, and the meeting proceeded.**

**APPROVAL OF MINUTES**

This is the first meeting so there are no previous minutes to approve.

**AGENDA ITEMS & DISCUSSIONS**

**Terry Cagle** calls the meeting to order and read the following statement:

This is the Office of the Neighborhood Services Advisory Council. We would like to inform everyone present that this Council meets in conformance with the Texas Open Meeting Act, and that the purpose of this Council is set forth by City Council Resolution 46-2003 and Passed on the 25 day of November 2003. This is a recommendation Council. All final decisions are made by the City Council or other boards or commissions, as set forth by the city ordinance. Overall, the purpose is to provide guidance and support to ONS in carrying on ONS objectives and recommendations contained in the ONS strategy of the ACE task force report.

**Agenda Items:**

**Item #1 Presentation and Discussions on the Community Development Block Grant Funding Applications.**

**Leticia Reeves:** We will be going over the Applications for CDBG and Home. We are doing it a little differently than last year. We will go one by one and give our recommendation and answer any questions at that time.

The first is the Salvation Army of Abilene asking for \$136,094.00. Then the Condemnation Demolition Program asks for \$150,000.00. Lastly, our in-house programs of Single-Family Rehab, Critical Repair, Neighbor Hood Revitalization are asking for \$450,000.00. The total for those 3 requests is \$736,094.00. ONS Staff recommends Approval for all Three. Do you have any questions?

**Billy Enriquez:** I have a question for the Salvation Army one. What will they do with the old Units they replace? Will they dispose of them here?

**Leticia Reeves:** We have Captain Josh McCain here to answer any of your questions.

**Josh McCain:** Yes, usually when we have HVAC repairs, it's up to the technicians to dispose of that. So, we don't dispose of locally. I am not sure where they do take them.

**Kelley Messer:** Is this being recorded? If so, anyone standing up to speak will need to come up to the podium and speak into the microphone to be recorded. Thank you.

**Josh McCain:** spoke about being grateful for Neighborhood Services and City of Abilene for the grant money. A few questions about the time period on any project. Mr. McCain answered other questions about other funding.

**Terry Cagle:** Asked why there was one bid for the project.

**Josh McCain:** There were 3 bids, but we went with the middle one. There are 3 different bids, and we didn't want the highest and not the lowest. To keep it within range and not the highest.

**Terry Cagle:** Is that it, do we vote?

**Leticia Reeves:** Not yet we have Condemnation and Critical Repair Program.

**Leticia Reeves:** I will move on to the Critical Repair Program. We have exhausted all this year's funding. We assisted 27 households. The critical repairs range from water heaters, roofing, bathroom, water leaks and any other critical or hazardous to the health of the family. Any questions?

**Julie Wilson:** Do the families have to pitch in anything toward the cost of the repairs?

**Leticia Reeves:** No, it is completely covered by the grant, they must maintain their residency for 5 years to satisfy the repair grant. If they decide to sell or rent the house out then, they must pay back the loan up to that point. She goes over how our process works and how our 4 contractors are rotated on the jobs to keep it fair. How we have the first come first served (depending on critical and danger to health). We must refer people to other agencies.

**Jeff Scott:** How much did you get last year? Why from 47 to 27?

**Leticia Reeves:** We were awarded double the money last year.

**Terry Cagle:** What was the largest job in Critical you did this year?

**Leticia Reeves:** I believe the bathroom to ADA bathrooms.

**Rachel Slaymaker:** Who does the jobs for these? Do you have contractors and how do you divide up the jobs?

**Leticia Reeves:** Let me bring up James McFadden, our in-house inspector for that question.

**James McFadden:** We have 4 contractors that rotate the jobs between them. We used to do bids but now use rotation.

**Terry Cagle:** There are 15 LMI neighborhoods. How many services do you provide in each neighborhood?

**Leticia Reeves:** Chrisi Polvado keeps track of that, but I don't have the numbers right now. I can send that to you.

**Terry Cagle:** When did you run out of money this year?

**Leticia Reeves:** We ran out in December and were funded in October.

**Jeff Scott:** Does any of this go to 211?

**Leticia Reeves:** No, we refer to them but not fund them.

**Leticia Reeves:** No other questions? Let's move on to the Home Program. The Rehabilitation and First-Time Home buyer program are asking for \$320,000.00. Habitat for Humanity is our only CHDO entitlement for 15% entitlement.

The total for all three of them is \$392,000.00. The CHDO is usually 2-3 homes per year.

We give a breakdown of each of them and how we can use the home and first-time homebuyer for each other.

**Billy Enriquez:** How many first-time home buyers? Why is the demand so low.

**Leticia Reeves:** We did one last year and one this year. There has been a lot of need, but the housing market is above what most low-income people can afford. The houses that sell in their range are hard to pass inspections. We collaborated with Habitat to help with down payments for first time home buyers. It's a challenge to find properties and people that qualify.

**Jeff Scott:** How does the Condemnation process work?

**Leticia Reeves:** It follows the bid process, and they turn them into the accounting department and the lowest bid is awarded the job.

**Terry Cagle:** When did we stop the re-construction jobs? How many have we done?

**Leticia Reeves:** We did that recently, we decided it was more helpful to the community to help more people with rehabs than only 2-3 reconstruction jobs. We wanted to help more families than just one. Some people had a hard time affording the taxes and insurance required. Yes, they must move out 4-6 months. We don't pay relocation fees. We guide them through the process and suggestions. Most cost \$60,000-\$80,000. We have done 3 rehab and 1 reconstruction.

**Julie Wilson:** What is the age of most the home?

**Leticia Reeves:** 40-60 yrs.

**Rachel Slaymaker:** Will there be any funds to help them with the moving costs? Maybe we will go with another entity to help with the cost of housing?

**Leticia Reeves:** No, they will have to wait on the clients to be able to move so they may have to wait until the following year to get that in order. We can check with other establishments to see if they would be willing to help. Thank you.

**Billy Enriquez:** What do the flood zones do to applicants?

**Leticia Reeves:** They can't be in the 100 yrs or Flood zone. We must go by FEMA maps to evaluate those properties. It changed in 2013 and some became flood, and some went out.

**Terry Cagle:** Can we talk about the Condemnation Process?

**Leticia Reeves:** Yes, we fund the Code Enforcement with \$150,000. They follow the bidding process. They have successfully exhausted the funds and completed 11 condemnations this year. They must follow the same process or qualify each case.

**Terry Cagle:** Are there any other questions?

**Julie Wilson:** I appreciate the packet and the way they were put together for us. I recommend we vote in favor of all the funds.

**Rachel Slaymaker:** I second that.

**Terry Cagle:** All in favor, say Aye.

**Ayes: All in favor**

Nays: None

**Terry Cagle:** Called Meeting Adjourned at 10:33 am.

Approved: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

# PUBLIC NOTICE

The City of Abilene- Neighborhood Services (NS), is in the process of developing the FY 2025 Consolidated and Action Plan, in conjunction, NS will be holding a series of Public Hearings and Community Meetings at locations throughout the city. The Public Hearings and Community Meetings will discuss community development needs, goals and objectives, neighborhood priorities, division accomplishments and receive comments and input from attendees. No Votes or Actions will be taken. Staff welcomes citizen participation and encourages everyone to attend a meeting nearest you. Please see the session schedule for information or contact 325-437-4576.

## PUBLIC HEARING #1

Monday, April 28, 2025, 10:00 am – 11:00 am

Abilene City Hall

Council Chambers – 555 Walnut Street, Abilene, TX 79601

## COMMUNITY MEETING #1 Monday, April 28, 2025, 4:00 pm -5:00 am

Health Department Conference Room

850 N. 6<sup>th</sup> Street.

Abilene, TX 79601

## COMMUNITY MEETING #2 Tuesday, April 29, 2025, 10:00 am – 11:00 am

South Library (Mall of Abilene)

4310 Buffalo Gap Rd. #1246

Abilene, TX 79606

## COMMUNITY MEETING #3 Tuesday, April 29, 2025, 5:00 pm – 6:00 pm

South Library (Mall of Abilene)

4310 Buffalo Gap Rd. #1246

Abilene, TX 79606

## COMMUNITY MEETING #4 Wednesday, April 30, 2025, 10:00 am – 11:00 am

Christian Service Center

3185 N. 10<sup>th</sup> St.

Abilene, TX 79603

## COMMUNITY MEETING #5 Thursday May 1, 2025, 11:00 am - 12:00 pm

Mockingbird Library

1326 Mockingbird Ln.

Abilene, TX 79603

## COMMUNITY MEETING #6 Friday, May 2, 2025, 4:00 pm - 5:00 pm

Mockingbird Library

1326 Mockingbird Ln.

Abilene, TX 79603

## **NOTICE**

**Person with disabilities, who would need special assistance or accommodations to participate in the meeting should call Neighborhood Services at 325-437-4576 or telecommunication for the deaf 325-676-6568**

**WELCOME!!**

# **Neighborhood Services**

**2025**





# CDBG AND HOME FUNDS OFFERED:

## First-Time Homebuyer Program (HOME FUNDS):

Up to \$5,000 in down payment and closing cost assistance.

## Critical Repair Program (CDBG FUNDS):

One repair every 12 months prequalification.

## Neighborhood Revitalization Program (CDBG FUNDS):

Enclose existing siding with new siding and paint

## Single-Family Rehabilitation (HOME FUNDS):

All repairs are addressed at one time, primary goal to bring homes up to local building code.





# APPLICATION INTAKE:

- **What are the requirements?**
  - Income limit determined by household number of occupants
  - Complete application with required information
- **Documents reviewed for eligibility:**
  - Background - Abilene Police reports (for certain felony arrest, family violence, drug offenses)
  - Texas sex offender registry
  - Employment Verification
  - Proof of income (bank accounts, assets, child support)
  - Proof of ownership (Deed of Trust or Warranty Deed)
  - Location of property (Flood zones?, Target areas)





# FIRST-TIME HOMEBUYER QUALIFICATIONS

- Must reside in the City of Abilene (for 6 month) or have worked in Abilene (past 2 years). Applicants must purchase a home within the city limits of Abilene.
- Applicants must be purchasing a home for the first time.
- Gross annual household income cannot exceed HUD's income limits.
- Applicants must qualify for an FHA, Conventional or VA Loan through a local lending institution.
- The property must comply with Housing Quality Standards, National Flood Insurance Program requirements, local code and occupancy standards





# CRITICAL REPAIR PROGRAM – CDBG FUNDS

- Must reside in the city of Abilene limits.
- Must be a Single-Family Resident.
- Own the dwelling through Warranty Deed or Deed of Trust, no less than 6 months.
- Owner must occupy the dwelling as current resident.
- Must not be above the maximum income limits.
- Must be code compliant: No high grass, weeds, junk vehicles, etc.
- Homeowners may be eligible for only one critical repair in any 12 month period.





# ELIGIBLE CRITICAL REPAIRS:

- Critical issues are addressed as determined by the Housing Inspector.
- Critical problems that are a detriment to life, safety or health of the occupants or neighborhood that require immediate action.
- Water
- Gas
- Roof
- Open sewers
- ADA Handicap accessibility
- HVAC repairs
- Just some examples of eligible criteria





# NEIGHBORHOOD REVITALIZATION – CDBG FUNDS

- Follows same qualifying criteria as the Critical Repair Program
- Siding on a home is enclosed with new Smart-side siding.
- Client then chooses two colors (neutral colors) for base and trim, same contractor that installs siding will paint the home.





# SINGLE-FAMILY REHABILITATION – HOME FUNDS

- Complete rehabilitation of the entire home, repairs include roofing, electrical, plumbing, HVAC, windows, flooring, interior/exterior paint, and handicap accessibility
- Residence must be located in the Abilene city limits
- Owner must occupy and own property for a minimum of 5 years
- Household income must not exceed the 80% maximum income limits
- Must be free any and all delinquent property taxes
- Cannot be located in a declared FEMA Flood Way or FEMA Flood Zone





# INCOME LIMITS (effective as of 5/1/2024)

ALL PROGRAMS	INCOME LIMITS
PERSONS IN HOUSEHOLD	AMOUNT NOT TO EXCEED
1	\$45,100.00/YR
2	\$51,500.00/YR
3	\$57,950.00/YR
4	\$64,400.00/YR
5	\$69,550.00/YR
6	\$74,700.00/YR
7	\$79,900.00/YR
8	\$85,000.00/YR





# CDBG FUNDED PROGRAMS FY 2024/2025

- SALVATION ARMY \$ 136,094.00
- CRITICAL REPAIR PROGRAM \$ 376,921.00
- NEIGHBORHOOD REVITALIZATION \$ 146,391.00
- CONDEMNTION AND DEMOLITION \$ 150,000.00





# HOME FUNDED PROGRAMS

- First-Time Homebuyer Program \$ 30,000.00
- Single-Family Rehabilitation Program \$417,625.00
  
- Community Housing Development Organization (CHDO 15% entitlement)  
Habitat for Humanity \$ 66,471.00





# We Would Like To Know:

- What does your Community Need?
- What would you like to see happen in your neighborhood?
- What is specific to your area that you want the city to know?





# Community Meetings

DATE	TIME	PLACE
1)MON, APRIL 28, 2025	4:00PM	Health Department Conference Room
2)TUES, APRIL 29, 2025	10:00AM	South Library (Mall of Abilene)
3)TUES, APRIL 29, 2025	5:30PM	South Library (Mall of Abilene)
4)WED, APRIL 30, 2025	10:00AM	Christian Services Center
5)THUR, MAY 1, 2025	11:00AM	Mockingbird Library
6)FRI, MAY 2, 2025	4:00PM	Mockingbird Library





Questions?

