After determining that a quorum was present, the Community Services Advisory Committee of the City of Denton, Texas, convened in a Regular Meeting on Friday, March 20, 2026, at 10:00 a.m. in Training Rooms 4 and 5 at the Development Services Center, 401 N. Elm Street, Denton, Texas.

MEMBERS PRESENT: Members Dale Tampke, Tracey Long, Kamga Siewe, Janet Scott-Harris, and Kamyon Conner

MEMBERS ABSENT: None

Called to order at 10:00 a.m. by Chair Dale Tampke with four members present.

1. ITEMS FOR INDIVIDUAL CONSIDERATION

A. CSAC 26-007 – Consider approval of minutes of February 20, 2026.

Chair Dale Tampke requested a motion to approve the minutes as listed.

Member Janet Scott-Harris **moved to approve the minutes. Member** Tracey Long **seconded the motion. The motion carried.**

AYES (4): Members Dale Tampke, Janet Scott-Harris, Kamga Siewe, and Tracey Long
NAYS (0): None
ABSENT (1): Kamyon Conner arrived at 10:03 a.m.

B. CSAC 26-008 – Receive a report and hold a discussion regarding the 2025-2026 Community Development Grant program agency expenditures and performance measures.

A presentation was given to the committee, summarizing the Year-To-Date January 31, 2026 – 4 Month Report, which outlined the agency's goals and expenditures from October 1, 2025, to January 31, 2026.

The committee discussed the YTD January 31, 2026 – 4 Month report, and staff provided additional information on the amount of staff time spent on technical assistance since the last update, as well as ongoing efforts to provide software support and training to help keep agencies on track with self-certification and manual data entry for reports.

C. CSAC 26-009 – Receive a report and hold a discussion regarding the 2026-2027 Community Development Grant program application scoring process.

Staff provided an overview of the timeline for activities and the due date of the Human Services, Housing, and Public Facilities and Improvements funding application review and scoring

process. At that time, the staff opened the discussion with the committee members to address any questions or challenges they were experiencing, as well as a quick check of the number of members who had completed the application scoring.

The committee continued to discuss the scoring criteria, rubrics vs making comments in the margins, and the overall application scoring process. Staff provided further directions on the agency response within the application.

Member Long noted that the Word documents were not opening correctly; staff noted the issue and will recommend that future applications be in PDF and Excel format.

Member Scott-Harris noted a concern about the disproportionate timeline for application submissions to the overburdened agencies during the holidays. Staff acknowledged the concern and assured the committee that an adjustment to the timeline is in the works for next year.

The committee continued its discussion of housing applications, and chair Tampke asked for clarification on why there are two housing applications from the same agency, each for a different amount. Staff explained that it was at the staff's request that DAHC submitted two applications since HOME has different requirements for a project versus operating costs. Staff will ensure that next year's application specifies the funding limit of $400K regardless of the number of applications.

The committee sought information regarding possible service delays to the community's CDBG-funded public improvement projects and the lack of project details in the applications. Staff provided an outline of the city's process in reviewing the applicant's project information and a baseline on the city's internal departments that contribute to a project's development and completion. Staff concluded by providing an overview of how staff work with agencies to ascertain eligibility, clarify services, and determine public benefit during the development of the service agreement.

The committee and staff had an open discussion about extending the due date for the scoring application, and all present agreed to a one-week extension. Staff wrapped up the discussion on the application process, providing an opportunity to discuss the tools needed for next year's application and schedule at a future meeting.

2. CONCLUDING ITEMS

In conclusion, staff informed the committee about public facility issues with the Denton Community Shelter at 909 N. Loop 288 in Denton, and a future agenda item to consider $200K in CDBG funds for shelter repairs.

Chair Dale Tampke thanked the committee members for their work on reviewing and scoring the applications.

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Community Services Advisory Committee or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting and under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

With no other business, the meeting adjourned at 10:43 a.m.

DALE TAMPKE
CHAIR
CITY OF DENTON, TEXAS

TAMARA JONES
GRANTS PROGRAM COORDINATOR
CITY OF DENTON, TEXAS

MINUTES APPROVED ON April 24, 2026