

DRAFT MINUTES

**CITY OF GLENDALE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
PUBLIC MEETING
GLENDALE MUNICIPAL OFFICE COMPLEX – ROOM B-3
5850 W. GLENDALE AVENUE
GLENDALE, ARIZONA 85301**

**Thursday, November 21, 2019
6:30 p.m.**

MEMBERS PRESENT: Lisa Baker, Vice Chair
Elida Feltus
David Giles
Theodora Hackenberg
Vivian Lizarraga
Leslee Miele
Marcia Hopp-Newman
Alicia Rubio
Tim Wayne

MEMBERS ABSENT: Dorlisa Dvorak, Chair
Lynda Vescio

STAFF PRESENT: Matthew Hess, Community Revitalization Administrator
Paul Denial, Revitalization Supervisor
Trilese DiLeo, Revitalization Grants Supervisor

1. Call to Order
Vice Chair Baker called the meeting to order at 6:30 p.m.
2. Roll Call
Roll call was taken.
3. Citizen Comments
None.
4. Approval of the Minutes
Motion by Committee-member Feltus, second by Committee-member Giles, to approve the October 17, 2019 meeting minutes as written. The motion carried 8 – 0. [Committee-member Wayne was not yet present.]
5. Old Business
None.
6. New Business
 - a. 2020-2024 HUD Consolidated Plan

Vice Chair Baker opened the Public Hearing on the 2020-2024 HUD Consolidated Plan.

[Committee-member Wayne joined the meeting during the agenda item.]

Mr. Hess gave an in-depth presentation on the HUD Consolidated Planning Process, which included the following information:

City of Glendale is a HUD Entitlement Grantee

- As an entitlement agency for the Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) programs by the HUD, the City will receive HUD funding directly, subject to congressional appropriation.
- Glendale also receives Home Investment Partnership Funding (HOME) through Maricopa County.
- In 2019-20, the City received \$2,473,509 in CDBG funding and \$210,024 in ESG funding. Through the county, Glendale received \$669,968.

What are Community Development Block Grants?

- HUD's CDBG program provides annual grants on a formula basis to certain cities and counties to develop viable communities by:
 - Providing decent housing and a suitable living environment.
 - Expanding economic opportunities, principally for low- and moderate-income persons.
 - Improving public facilities and infrastructure.
 - Providing services to vulnerable groups.
- Agencies receive funding through a formula combining population data and several measures of community needs, including poverty statistics, housing data, and population growth lag in relationship to other areas.

What Kinds of Activities do CDBG's Finance?

- With CDBG funds, grantees can carry out a wide range of community development activities, including:
 - Revitalizing neighborhoods
 - Economic development
 - Providing improved community facilities and services
 - Services to vulnerable groups
- Activities must meet one of the following national objectives for the program
 - Benefit low- and moderate-income persons
 - Prevent or eliminate slums or blighted areas
 - Address urgent community development needs

What are ESG grants?

- The ESG program funds work to help homeless individuals and families. The funding may be used to:
 - Engage homeless individuals and families living on the streets
 - Improve the number and quality of emergency shelters for homeless individuals and families
 - Help operate these shelters
 - Provide essential services to shelter residents
 - Rapidly re-house homeless individuals and families

- Support data management
- Prevent families and individuals from becoming homeless

What are HOME grants?

- Provided through Maricopa County, HOME funds may be used for:
 - Tenant-based rental assistance
 - Housing rehabilitation
 - Assistance to homebuyers
 - New construction of housing
- For example, HOME funding may also be used for site acquisition, site improvements, demolition, relocation, and other necessary and reasonable activities related to the development of non-luxury housing.

What are CDBG Income Limits?

- A chart of the 2019 Household CDBG Income Limits was displayed.

What are Examples of CDBG Eligible Activities?

- CDBG funds may be used for many activities, which include but are not limited to:
 - Acquisition of real property
 - Relocation and demolition
 - Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
 - Rehabilitation of residential and non-residential structures
 - Public services, within certain limits
 - Activities relating to energy conservation and renewable energy resources
 - Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities

What are Examples of CDBG Ineligible Activities?

- Acquisition, construction, or reconstruction of general government buildings
- Political activities
- Certain income payments (exception of up to three months assistance for rapid rehousing)
- Construction of new housing, with some exceptions

City of Glendale's HUD Reporting Responsibilities

- Consolidated Plan (ConPlan): Plan/framework for housing, homeless, community development, and economic development goals over the five-year period beginning July 1, 2020.
- Annual Action Plan: Plan/framework to create and allocate funds to activities each year
- Citizen Participation Plan: Framework to encourage City residents' participation in the development of the three plans. As of today, there were 338 survey responses received.
- Analysis of Impediments to Fair Housing: Assessment of laws, policies, practices, and conditions that impact the availability and accessibility of housing and proposed solutions.
 - Committee-member Hackenberg wondered who completed this report. Mr. Hess replied that HUD allows the City to complete the report regionally via the Maricopa County consortium.

The Consolidated Planning Process

- Element I: Background Research/Environmental Scan
 - Collection of HUD Comprehensive Housing and Affordability Survey (CHAS) data
 - Environmental scan and research on other city-specific studies, plans, and priorities

- Element II: Citizen Participation Program
 - Much of the data and insights for plan development will come from community partners and citizens
 - Three public meetings held throughout the City with published notices in English and Spanish
 - Citizen and Community partner surveys
 - Interviews with key partners/stakeholders
 - Staff is working with a consultant on the ConPlan. The consultant has been provided with the 2016 Housing Survey, the City's General Plan, and the City's Historic Preservation Document.
- Element III: Data Analysis
 - Analyze what has been learned to develop recommendations for CDBG priorities and plans:
 - Background/Environmental scan results
 - Citizen/partner insights and survey information
 - HUD CHAS data
- Element IV: Develop HUD Documents
 - Draft ConPlan and Annual Action Plan for public review and comment
 - Present results to CDAC and City Council
- Final: Submit Plans to HUD by May 15, 2020
- A ConPlan is a community-based needs assessment that is stronger for the depth and breadth of community voices and perspectives. The City wants to include as many citizens and partner agencies as possible to ask the question: What do you see as the priorities for our community related to housing, economic opportunities, and community facilities and services?

Mr. Hess opened the floor for comment.

Committee-member Rubio stressed the priorities of affordable housing, the working poor, programs for youth, and foster kids aging out of the system.

Vice Chair Baker noted priorities of affordable housing and homeless services. Vice Chair Baker asked for clarification the exception of new construction for CDBG funds. Mr. Hess explained that the exception is if the construction is undertaken by a CBDL and provided details.

Committee-member Feltus agreed with the need for assistance to foster kids aging out of the system.

Committee-member Hopp-Newman asked if staff has reached out to contacts in the business community for feedback. Mr. Hess replied that staff has reached out to the Chamber of Commerce and businesses in the downtown/Murphy Park area. Mr. Hess stated that the President of the Chamber of Commerce is one of staff's interviewees.

Vice Chair Baker asked if staff could make a presentation to the Chamber of Commerce regarding the Plan at an upcoming Chamber meeting. Mr. Hess replied in the positive. Mr. Hess stated that staff will be doing soft introductions with stakeholders to advise that the consultant will be making contact for interviews.

Committee-member Giles asked if the funds could be used for infrastructure, such as curbs, sidewalk, and gutter; noting that many communities do not have those items. Mr. Hess replied in the positive and relayed that the area must be low- to moderate-income, which is typically determined by census tract.

Committee-member Feltus commented on a factory at 7th Avenue and Camelback which leaves a chemical smell in the air. Mr. Hess stated that this could possibly be an issue for Economic Development. Committee-member Giles suggested the Arizona Department of Environmental Quality. Committee-member Rubio suggested EPA, Code Enforcement, Maricopa County Environmental Quality, or possibly an issue related to social justice.

Committee-member Miele relayed priorities of access to healthy, affordable, nutritious food, especially in 85301 and early childhood services, such as pre-school for children ages 0 through 5.

Mr. Hess thanked all for their feedback and announced that there will be future opportunities for comment as well.

Vice Chair Baker closed the Public Hearing on the 2020-2024 HUD Consolidated Plan.

b. Community Revitalization Staffing Update

Mr. Hess introduced new staff members Mr. Paul Denial, Revitalization Supervisor, and Ms. Trilese DiLeo, Revitalization Grants Supervisor, who were in attendance. Mr. Hess announced that new staff member Mr. Darrell Gibson, Revitalization Coordinator, was also hired but was unable to attend this meeting.

Committee-member Hackenberg asked if the Committee was full. Mr. Hess reported that there are one or two new Committee-members in the appointment process and they should start in February 2020.

c. Community Action Program Organizational Standards & Resource Fair

Mr. Hess provided an update on the following:

- FY18 Single Audit/FY18 Comprehensive Annual Financial Report
 - CDAC members were provided with a link to access the report.
 - Findings have not yet been received.
- Whistle Blower Policy
 - The policy was provided in the Committee's packet.
- 8th Annual Glendale Family Health and Resource Fair
 - The Fair will be held on Saturday, November 23rd, from 9:00 a.m. to 12 p.m. Free medical screenings will be offered, as well as utility assistance and other resources. All are welcome to attend. It has been posted as potential CDAC quorum.

d. 2020 Census

Mr. Hess gave a presentation on the 2020 Census, which included the following information:

- What is the Census?
 - The U.S. Constitution mandates a count every 10 years of everyone living in the country.
- What is the Census?

- Allocation of more than \$650 billion in federal funding each year
- Number of seats in Arizona receives in the U.S. House of Representatives
- What is the Census?
 - Census Day is April 1, 2020
 - Census Bureau has begun hiring temporary workers
 - Census employees have been conducting address canvassing to verify their mailing lists
 - Residents will start receiving mail from the U.S. Census Bureau in March 2020
 - Respond by the end of April to be counted
- What's New for the 2020 Census
 - For the first time this year, you can respond to the Census online
 - Saves all taxpayers money if everyone responds early
 - Respond when it's convenient for you
 - May also still respond by phone or via a paper questionnaire
 - If no response is received by late April, the Census Bureau will send employees door-to-door
 - Costly for taxpayers and less convenient
- What About Privacy and Security?
 - Information collected cannot be shared with any other government agency or law enforcement – It's the Law
 - Census employees will never ask for:
 - Social Security numbers
 - Banking information
 - Donations of any kind
 - Census Bureau employees will have:
 - An official Census Bureau ID
 - A laptop
 - A tote bag with the Census logo
- What is in it for Me?
 - \$3,000+ annually in state, federal, and regional funding
 - Cities rely on this funding for important programs, including:
 - Public safety, education, roads, and healthcare
 - State shared revenue is also distributed by population and pays for nearly all city programs like:
 - Libraries
 - Recreation
 - Parks
 - Code Compliance
 - When members of our community go uncounted, that funding goes to other cities and states
 - Directly impacts program funding and community amenities
- We Need Your Help
 - Respond to the questionnaire in March
 - Remind everyone you know – friends, family, neighborhoods, coworkers
 - Invite us to speak at community groups you are involved with

- Visit www.icount2020.info and sign up to receive reminders
- Be a Census Bureau worker – view job opportunities at <https://2020census.gov/jobs>
- Advocate for the importance of participating with traditionally undercounted populations

The agenda item was concluded.

e. FY2020-21 CDBG, HOME, and ESG Funding Requests

Mr. Hess provided an update on the FY2020-21 CDBG, HOME, and ESG requests:

- There were 42 applications received. Application binders were distributed to the Committee.
 - CDBG Public Service: 26 applications, \$929,731.73 in funding requests, \$371,026 estimated available funds
 - CDBG Physical Improvement: 5 applications, \$1,440,604 in funding requests, \$865,729 estimated available funds
 - HOME: 4 applications, \$1,163,541 in funding requests, \$477,095 estimated available funds
 - ESG: 7 applications, \$210,024 in funding requests, \$194,273 estimated available funds

Mr. Hess distributed the CDBG FY20-21 Budget for Community Revitalization Direct Delivery programs, with direct costs of \$742,053.00, which is 30% of the overall CDBG allocation.

f. Annual Point-in-Time (PIT) Homeless Street Count

Mr. Hess presented information on the 2020 Annual PIT Count, which included the following:

- Background information the PIT Count
- Date of the 2020 PIT: January 28, 2020 at 5:00 a.m.
- This year, a smart phone app will be used to conduct the count, which will provide real time data and the formal report will be ready sooner, two to three months instead of nine months.
- Coordination of volunteers is beginning.
- The 2019 MAG PIT Report was presented to the CDAC, which revealed that the homeless numbers are increasing. This will be presented to Council along with the Homeless Strategic Plan at the November 26th Workshop. The Workshop is also shown on Channel 11, on Facebook Live, and recorded.

The agenda item was concluded.

7. Committee Member Comments and Suggestions

Committee-member Hackenberg relayed that the Salvation Army holiday collection kick-off will be held tomorrow at 10:00 a.m. at Cabela's. Committee-member Hackenberg inquired about the Hockey Night for the Boards and Commissions. Mr. Hess will contact the Clerk's Office for details.

8. Next Meeting

The Committee agreed by consensus to vacate the regularly scheduled December 19, 2019 meeting.

The next regular meeting of the Community Development Advisory Committee will be held on January 8, 2020 at 4:00 p.m. in the City Council Chambers of Municipal Office Complex, located at 5850 W. Glendale Avenue, Glendale, Arizona 85301.

9. Adjournment

Motion by Committee-member Feltus, second by Committee-member Hopp-Newman, to adjourn the meeting at 7:52 p.m. The motion carried 9 – 0.

Respectfully Submitted,

Denise Kazmierczak