

## **DRAFT MINUTES**

**CITY OF GLENDALE  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
MUNICIPAL OFFICE COMPLEX  
CONFERENCE ROOM B-3  
5850 W. GLENDALE AVENUE  
GLENDALE, ARIZONA 85301  
FEBRUARY 20, 2020  
6:30 p.m.**

**MEMBERS PRESENT:** Dorlisa Dvorak, Chair  
Lisa Baker, Vice Chair  
Elida Feltus  
Kirstin Flores  
David Giles  
Theodora Hackenberg  
Marcia Hopp-Newman  
Vivian Lizarraga  
Lynda Vescio  
Tim Wayne

**MEMBERS ABSENT:** Leslee Miele  
Alicia Rubio

**STAFF PRESENT:** Matthew Hess, Revitalization Administrator  
Donald Paredez, Housing Administrator  
Ismael Cantu, CAP Administrator  
Karen Mofford, Housing Supervisor

### **1. CALL TO ORDER**

Chair Dvorak called the meeting to order at 6:32 p.m.

### **2. ROLL CALL**

Chair Dvorak facilitated roll call. Committee-members introduced themselves.

### **3. CITIZEN COMMENTS**

Ms. Peggy Peixoto, of the Glendale Strong Family Network, distributed information regarding the agency and explained the mission of the group. Highlights include the following:

- The agency is a collaborative effort in connecting families to the services they need. It was originally formed from efforts to reduce the number of children entering foster care from zip code 85301 and has been in the community for approximately four years.
- Glendale has an extraordinarily resource-rich environment and it is only a matter of connecting families to the resources.
- The agency provides a geographically-specific resource list, updated monthly. Families do not have to travel far to find resources.
- The group meets at the HUB currently on the second Thursday of each month in the afternoon.
- A community food gathering will be held in March or April.

- The agency will hold a series of three Protective Factors Training classes for partner agencies and school district representatives. There are fifty people signed up to date.
- The website is [www.glendalefamilystrong.org](http://www.glendalefamilystrong.org).

Committee-member Hackenberg inquired about the location of the HUB. Ms. Peixoto replied it is in the Glendale School District Family Resource Center.

The agenda item was concluded.

#### 4. APPROVAL OF THE MINUTES

**Motion by Vice Chair Baker, second by Committee-member Giles, to approve the January 15, 2020 CDAC meeting minutes with the change of adding Committee-member Feltus as Present, and the January 16, 2020 and January 23, 2020 CDAC meeting minutes as written. The motion carried 10 – 0.**

#### 5. OLD BUSINESS

None.

#### 6. NEW BUSINESS

##### a. Glendale Community Action Program Expenditure Update

Mr. Cantu provided detailed financial results for the first and second quarter of FY19-20 for the Community Action Program Budget.

Vice Chair Baker inquired about the statistic for “Calls Not Connected”. Mr. Cantu explained that these are calls that came in during non-working hours, weekends, and holidays. Vice Chair Baker asked if this was an industry standard. Mr. Cantu relayed that the model of opening the phone lines on Monday morning was fairly standard. Mr. Cantu stated Glendale is different in the fact that residents are allowed to come into the office in person, such as on Tuesday, Wednesday, and Thursday, to get help in pulling necessary documentation together. Mr. Cantu shared the call-in an appointment process.

Committee-member Vescio asked if the after-hours phone message explains the process to call during regular hours. Mr. Cantu replied in the positive.

The agenda item was concluded.

##### b. Community Housing Division Quarterly Update

Mr. Paredez provided the Quarterly Update for first quarter and second quarter FY2019-20, which included detailed statistical and financial information on the following:

- Public Housing Rent Collection Summary
- Public Housing (LIPH) Occupancy
- Work Order Summary and Work Order Detail
- Housing Choice Voucher (HCV) versus Housing Authority Program (HAP) Expenses
- A Summary of Financial Self-Sufficiency (FSS) Accomplishments
- Voucher Lease-Up
- Monthly Bank Balances and Cumulative Year-to-Date Cash Flow

Mr. Paredez reported that the Division was in the process of purchasing the Housing Manager, an online application system. Mr. Paredez stated that this would be a change from the current First-Come-First Serve to a random lottery system for getting on the housing wait list. He explained that the system will allow for an applicant to apply for a Housing Choice Voucher and/or a Public Housing Pre-Application online at any time.

Mr. Paredez reported on grants for which the Division has applied:

- HOME Tenant Based Rental Assistance (TBRA)
  - The grant was received and will be used to help twenty to twenty-five families who are near homeless in receiving housing assistance.
  - Referrals will be accepted by non-profits partnered with Housing and through Glendale City departments. This is a two-year grant.
- Foster Youth to Independence (FYI)
  - The Housing Division has requested twenty-five vouchers to assist foster youth through partnership with the Department of Social Services in Glendale. The Division did meet the grant requirements, the request is being reviewed, and staff should hear soon regarding the grant request.
- Resident Opportunity for Self Sufficiency – Service Coordinator
  - This grant would help the City fund a dedicated coordinator to help the current Glendale Public Housing FSS participants in reaching their five-year goals. The goals include cleaned up credit, finding a job, going to school, buying a home, and others in the process of becoming self sufficient. The grant request was for \$239,000 over a total of three years, therefore \$80,000/year for salary, benefits, and small administrative costs.

Committee-member Giles asked if the FYI grant was for one or two years. Mr. Paredez relayed the FYI grant was for one year and then the Division would have to reapply.

#### c. Neighborhood Stabilization Program Action Plan Amendment

Mr. Hess presented information on the Neighborhood Stabilization Program Action Plan Amendment, which included the following:

- Glendale received \$6,184,112 in NSP 1 funds through the Housing and Economic Recovery Act (HERA) in 2008 and completed an amendment to the FY08-09 Annual Action Plan in order to receive the funds. The funds were required to be spent on a variety of activities, including development of senior and special needs housing.
- The City released an RFP for developers to execute the rental activity and awarded the contract to the Cesar Chavez Foundation (CCF) in 2020. CCF purchased an undeveloped 5.2 acre site at the corner of 67<sup>th</sup> and Montebello Avenues. Development was delayed due to financing issues.
- CCF is currently pursuing a Low Income Housing Tax Credit through the Arizona Department of Housing and plans to submit its application by April 1, 2020.
- In order for the project to be financially feasible, CCF requests to modify its original scope of work to:
  - Increase the number of units from 40 to 80.
  - Increase the income levels of some tenants served by the project, from 50% AMI to 60% AMI.

- Eliminate the requirement to rent exclusively to senior households and allow families to rent as well.

Mr. Hess announced that staff has reviewed CCF's requests and is in support of the requests due to the need for higher density development, sustainable rents, and increased unit size. Mr. Hess stated that the Public Comment period ends tomorrow and the request will be presented to Council on March 24<sup>th</sup>.

Committee-member Hackenberg asked if this was the same agency that requested a grant through the latest CDBG funding round. Mr. Hess replied in the positive. Committee-member Hackenberg inquired about the reason for the increased income level requirement. Mr. Hess explained that tenants have to put 30% of their income down and this will increase funding for the project.

**Motion by Vice Chair Baker, second by Committee-member Lizarraga, to recommend approval of the Neighborhood Stabilization Program 1 Action Plan Fourth Amendment as presented. The motion carried 10 – 0.**

Chair Dvorak stated that this project was a positive move in the right direction.

d. 2020 Census

Mr. Hess distributed flyers and reminded all about the upcoming 2020 Census.

Committee-member Feltus announced that she has worked for the Census twice in the past and will do so again this year.

Chair Dvorak suggested promoting the Census at City events.

#### **4. COMMITTEE-MEMBER COMMENTS AND SUGGESTIONS**

None.

#### **5. NEXT MEETING**

Mr. Hess announced that there was no business for the regularly scheduled March 19, 2020 CDAC meeting.

**Motion by Committee-member Lizarraga, second by Vice Chair Baker, to vacate the March 19, 2020 CDAC meeting. Motion carried 10 – 0.**

Chair Dvorak reminded all to RSVP by March 3<sup>rd</sup> for the Boards and Commissions Coyotes Game which will be held on March 12th.

#### **6. ADJOURNMENT**

**Motion by Vice Chair Baker, second by Committee-member Feltus, to adjourn the meeting at 7:27 p.m. Motion carried 10 – 0.**

Respectfully submitted,

Denise Kazmierczak