

**DRAFT MINUTES**  
**CITY OF GLENDALE**  
**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**  
**VIRTUAL MEETING**  
**JANUARY 21, 2020**  
**6:30 p.m.**

MEMBERS PRESENT: Lisa Baker, Chair  
Leslee Miele, Vice Chair  
Elida Feltus  
Kirstin Flores  
David Giles  
Theodora Hackenberg  
Vivian Lizarraga  
Ezekiel Ojo  
Elizabeth “Cooki” Peverini  
Alicia Rubio  
Abby Vick

MEMBERS ABSENT: None

STAFF PRESENT: Matthew Hess, Revitalization Administrator  
Ismael Cantu, CAP Administrator  
Jean Moreno, Director, Community Services Director  
Donald Paredez, Housing Administrator  
Trilese DiLeo, Community Revitalization  
Monica Schroeder, Administrative Support Specialist

The meeting was conducted via Zoom online conference.

**1. CALL TO ORDER**

Chair Baker called the meeting to order at 6:34 p.m.

**2. ROLL CALL**

Roll taken. Introductions were made.

**3. CITIZEN COMMENTS**

None received. No citizens present.

**4. APPROVAL OF THE MINUTES**

**Motion by Committee-member Hackenberg, second by Committee-member Giles, to approve the November 10, 2020 CDAC meeting minutes as written. The motion carried 8 – 0. [Committee-members Feltus, Lizarraga, and Ojo were not yet present.]**

**5. OLD BUSINESS**

None.

**6. NEW BUSINESS**

**a. Fiscal Year 2021-22 CDBG Public Service Grant Applications**

[Committee-members Lizarraga and Ojo joined the meeting at the beginning of the agenda item.]

Mr. Hess gave an update on the CDBG Public Service Grant Applications, which included the following information:

- Sixteen grant applications were received with a total of \$750,408.35 requested.
- Staff performed a review of each application for eligibility, conformance with the City's Consolidated Plan, and criteria in the new scoring matrix developed by the CDAC Grant Process Subcommittee. Mr. Hess displayed the scoring criteria matrix and provided a detailed explanation.

Ms. Moreno commented that the scoring matrix could be used as a model for other programs as well, as the City uses a similar model for the CIP process. Ms. Moreno relayed that Council can use the matrix an objective scoring tool; however, Council has discretion to make final grant decisions based on other factors besides the matrix.

Ms. Moreno announced that Congress has approved new legislation at the end of December, which is the Emergency Broadband Benefit Program that allocates funding to Wi-Fi service in low income households. Ms. Moreno stated that \$500,000 was set aside for this same use, initially by the City. This new legislation means that the set aside of \$500,000 can now be put toward the Public Service Grant requests and all of the requests can be fully funded. Ms. Moreno asked if the Committee-members had any concerns about fully funding all of the grant requests.

[Committee-member Feltus joined the meeting.]

Committee-member Flores asked if the funding in the federal Wi-Fi program would meet all of the City's needs. Ms. Moreno replied in the positive. Ms. Moreno relayed that there is approximately \$3.2 billion in total overall in the national program. Ms. Moreno expected that the funds will go to internet service providers to be distributed to the cities.

Ms. Moreno asked if the Committee-members felt that all of the grant requests created a benefit to the City's residents and if the amount requested was a reasonable investment for the City. Ms. Moreno noted that many of the grant requests are for services that will help people suffering due to COVID.

Committee-member Vick noted that each of the applications are very different from the others and therefore meet different community needs. Committee-member Peverini agreed.

Chair Baker inquired if there was Committee consensus to move forward with fully funding all of the grant requests. Committee-members Peverini, Miele, and Flores confirmed their support. Committee-member Rubio inquired, if consensus were given this evening, that the recommendation would then move on to Council. Staff confirmed.

Committee-member Miele commented that the YMCA requested funds for congregate meals; however, the agency is not running the congregate meals program at this time due to COVID. Mr. Hess agreed that the program was currently paused, however, the agency will have three years to spend the funds and they have ramped up the home delivery program. Mr. Hess did not see this as an issue.

Committee-member Rubio inquired about the Community Legal Services grant and thought that it was being handled by a Fair Housing set aside. Mr. Hess explained that a set aside was initially discussed, but the procurement process was not done for the upcoming fiscal year, and will thus be done for the following fiscal year.

**Chair Baker confirmed Committee consensus to recommend to Council the full funding of all CDBG Public Service Grant Applications for FY20-21 as included on grant scoring matrix and presented by staff.**

**b. Fiscal Years 2016-17 through 2019-20 Annual Action Plan Amendments Public Hearing**

Mr. Hess provided an overview of the proposed changes to the Annual Action Plans as described in the Draft Substantial Plan Amendment for the following Fiscal Years: 2016-17, 2017-18, 2018-19, and 2019-20.

Mr. Hess opened the Public Hearing for public comment at 7:13 p.m.

Mr. Hess provided additional details, which included the following information:

- The public comment period was opened on January 8<sup>th</sup> and goes through February 7, 2021. Comments can be made via online, email, or in person at tonight's meeting.
- Specific focus is made on projects that came in over or under budget, financial reconciliations of older activities, any reallocations made, and review of all transactions.
- A change was made in the language for the Downtown VIP Program, which was originally a downtown focused, commercial façade renovation program. Council has directed that unspent funds left in the program be re-purposed to be used for downtown bistro lighting. This has also been included in the Annual Action Plan Amendment. Ms. Moreno clarified that the first two years of the VIP Program have unspent funds due to the tighter language. Mr. Hess relayed that the new language allows for the VIP funds to be used for any infrastructure project, instead of only façade improvements.

There were no public comments made or received.

Mr. Hess closed the Public Hearing at 7:23 p.m.

**7. COMMITTEE MEMBER COMMENTS AND SUGGESTIONS**

None.

**8. DIRECTOR'S REPORT**

Ms. Moreno thanked the Committee for its support on the new grant application and funding process.

Ms. Moreno her report, which included the following:

- The City applied for and received approximately \$7.68 million in federal funds for Emergency Rental Assistance to be distributed directly to Glendale.
  - The documents have been executed and will be taken to Council for ratification on February 11<sup>th</sup>.
  - The funds need to be used fully by December 31, 2021.

- 65% of the funds need to be used by September 30, 2021. Ms. Moreno did not anticipate that this would be an issue.
- The funds can only be use for rent, not mortgage.
- Staff is still pursuing \$1 million in rental assistance from the county.

Committee-member Ojo inquired about any small business rental assistance programs. Ms. Moreno stated that Council had approved \$300,000 for this use, and will send information to the Committee-members.

## **9. NEXT MEETING**

The next regular meeting of the Community Development Advisory Committee will be held on February 18, 2021 at 6:30 p.m., virtually or in conference room B-3 of the Municipal Office Complex, located at 5850 W. Glendale Ave., Glendale, Arizona 85301.

## **10. ADJOURNMENT**

**Motion by Committee-member Peverini, second by Committee-member Rubio, to adjourn the meeting at 7:30 p.m. Motion carried 11 – 0.**