

**DRAFT MINUTES**

**CITY OF GLENDALE  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
COUNCIL CHAMBERS BUILDING  
CONFERENCE ROOM B3  
5850 W. GLENDALE AVE.  
GLENDALE, AZ 85301  
DECEMBER 15, 2022  
5:30 P.M.**

MEMBERS PRESENT: Lisa Baker, Chair  
Leslee Miele, Vice Chair  
Kelly Carbello  
Kirstin Flores  
David Giles  
Theodora Hackenberg

MEMBERS ABSENT: Moises Gallegos

STAFF PRESENT: Matthew Hess, Revitalization Administrator  
Ismael Cantu, CAP Administrator  
Trilese DiLeo, Revitalization Grants Supervisor  
Yolanda Poole, Administrative Support Specialist  
Michelle Yates, Neighborhood Services Manager

**1. CALL TO ORDER**

Chair Baker called the meeting to order at 5:45 p.m.

**2. ROLL CALL**

Roll Call was taken.

**3. CITIZEN COMMENTS**

No comments were received via email or voicemail.

**4. APPROVAL OF THE MINUTES**

**Motion by Committee-member Hackenberg, second by Committee-member Giles, to approve the August 27, 2022 minutes of the Community Development Advisory Committee as written. The motion carried 6 – 0.**

**5. OLD BUSINESS**

None.

**6. NEW BUSINESS**

**a. CAP Programmatic Update**

Mr. Cantu gave a presentation on CAP programs, the CAP customer satisfaction survey, and CAP FY23 program financials for July 1, 2022 through December 6, 2022. These updates meet the Department of Economic Security (DES) Organizational Standards 5.9, 1.3, and 8.7. He also reviewed a flyer on the Low Income Home Energy Assistance Program (LIHEAP).

Committee-member Carbello inquired about the process for applying for LIHEAP, which Mr. Cantu explained.

**b. Funding Reallocation Recommendations for the FY 2022-23 HUD Annual Action Plan.**

Mr. Hess gave a presentation on staff's funding reallocation recommendations for the FY2022-23 HUD Annual Action Plan, which included the following information:

- Procedural Requirements for Reallocation
- Council Investment Policies
- Update on the Master Services Agreement Performance and FY2021-22 Accomplishments
  - Forecasted to run out in November 2024 based on current service demand
- Update on the Pandemic Small Business Assistance Performance
  - Contract expired November 1, 2022
- Update on the Tenant Based Rental Assistance (TBRA) Performance
  - Funding forecasted to run out in June 2024 based on current lease commitments
- Update on the First Time Homebuyer Program Performance
  - \$686,496 allocated, \$0 expended
  - Market conditions inhibited ability to implement
- CDBG, ESG, and HOME Funding Reallocation Recommendation

Mr. Hess asked the Committee to consider staff's funding reallocation recommendations for action.

Committee-member Carbello inquired about follow-up on the contract with CASS. Mr. Hess stated that staff meets with the CASS team every two weeks to make sure they are meeting the contract. He surmised the contract expired in the spring of 2024.

Committee-member Carbello asked if there would be an RFP for the contract renewal. Mr. Hess explained that it was a hybrid RFP. He said if staff found CASS was performing satisfactorily, it may not make sense to do another procurement because it was not required.

Vice Chair Miele commented on a startling change in the downtown area and Murphy Park. She expressed concern regarding the number of people by the schools and asked if there was a reason for the dramatic increase. She asked if it was due to the location of CASS downtown. She clarified her concerns as urban camping on the streets, bus stops, and people wandering the neighborhood, which was very disturbing. She asked if there was enforcement of urban camping. She said in the last two months, she has seen a huge change and noted she has seen 20 to 30 people camping at the park downtown.

Mr. Hess commented on the lack of affordable housing and said people were coming in and out of housing and moving from place to place.

Vice Chair Miele asked what was being done to mitigate the situation.

Mr. Hess said staff was aware the numbers were increasing and said additional affordable housing supply needed to be created.

Committee-member Carbello asked how CASS was performing according to the contract. Mr. Hess relayed that various KPIs were monitored and the outputs were currently being turned into impact statements, for further review.

Ms. DiLeo surmised that, although the physical presence has been increasing, it may have been much larger without the MSA.

Chair Baker asked where the funds would be directed if there was an objection to renewal of the MSA. Mr. Hess did not know off hand and will follow up.

Vice Chair Miele inquired if there was a designated set aside for the MSA. Mr. Hess stated that 100% of the HOME allocation was put towards supportive services for the homeless population.

**Motion by Committee-member Giles, second by Vice Chair Miele, to:**

- **approve staff's reallocation recommendations for \$1,617,006.83 of CDBG, ESG, and HOME funding for presentation to City Council**
- **approve staff's recommended new allocation policies as follows:**
  - **To allocate future HOME program funds to TBRA**
  - **To reallocate FY2021-22 and onward remnant funds to the Master Services Agreement**

**The motion carried 5 – 1. [Committee-member Carbello opposed.]**

## **7. DIRECTOR'S REPORT**

Mr. Hess presented the Director's Report, which included the following information:

- Council appointed new Committee-member Moises Gallegos to the Committee. It is anticipated that he will attend the January 2023 CDAC meeting.
- The grant application will be open from January 3, 2023 to January 12, 2023. The new system will be used for the application process, and it is very user friendly. The Committee is asked to advise Mr. Hess if it was interested in having a Sub-Committee for application reviews.
- The grants application process is geared toward agencies that provide services to vulnerable populations, which is the third goal of the Consolidated Plan.

Mr. Cantu announced that the department is conducting a Community Needs Assessment and encouraged the Committee-members to complete the survey.

## **8. COMMITTEE MEMBER COMMENTS AND SUGGESTIONS**

None.

## **9. NEXT MEETING**

The next regular meeting of the Community Development Advisory Committee will be held on January 19, 2022 at 5:30 p.m. 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 Giles, second by Committee-member Carbello, to adjourn the meeting at 6:58 p. m. Motion carried 6 – 0.**

The Community Development Advisory Committee meeting minutes of August 27, 2022 were submitted and approved this 15th day of December, 2022.

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Denise Kazmierczak  
Recording Secretary