

DRAFT



MINUTES

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
MUNICIPAL OFFICE COMPLEX
CONFERENCE ROOM B-3
5850 W. GLENDALE AVE.
GLENDALE, ARIZONA 85301**

**January 19, 2023
5:30 P.M.**

1. CALL TO ORDER

Chair Baker called the meeting to order at 5:33 p.m.

2. ROLL CALL

Roll Call was taken.

Present: Lisa Baker, Chair
Leslee Miele, Vice Chair
Kelly Carbello, Committee Member
Kirstin Flores, Committee Member
David Giles, Committee Member
Theodora Hackenberg, Committee Member
Moises Gallegos, Committee Member

Also Present: Jean Moreno, Community Services Director
Matthew Hess, Community Revitalization Administrator
Trilese DiLeo, Community Revitalization Grants Supervisor
Yolanda Poole, Administrative Support Specialist

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 December 15, 2022 minutes of the Community Development Advisory Committee as written. The motion carried 7 – 0.

5. **OLD BUSINESS**

None.

6. **NEW BUSINESS**

a. **CDAC New Member Onboarding Process**

Mr. Hess suggested tabling the agenda item so that additional information and documentation could be provided to the Committee-members.

Motion by Committee-member Giles, second by Committee-member Hackenburg, to table the agenda item for the CDAC New Member Onboarding Process until the next CDAC meeting. Motion carried 7 – 0.

b. **FY2023-24 [CDBG](#) Public Services Grant Application Update**

Mr. Hess gave an update on the FY2023-24 CDBG Public Services Grant Application, which included the following information:

- The application process is being conducted through Glendale Connect portal. The extended deadline is Monday, January 23, 2023 at 5:00 pm.
- There are currently 21 applications totaling approximately \$1 million in requests.
- Staff review of applications will take approximately one and one half weeks.

Mr. Hess asked if the Committee wanted to appoint a sub-committee to review the applications and provide funding recommendations for the full Committee to consider. He noted the use of a sub-committee was done in the past. He said the full Committee's recommendation would be sent on to Council for review and potential approval.

Ms. Moreno announced that special permission was received for this particular sub-committee for the grant applications. She said it was at the desire of the Committee whether or not to utilize a sub-committee.

Committee-member Hackenburg asked if there would be agency interviews, as done in the past.

Ms. Moreno said the interviews were not conducted in the past few years, due to the use of the matrix. She said interviews could be scheduled if the Committee so desired.

Committee-member Gallegos asked if staff performed a cursory review of the applications. Ms. Moreno replied in the positive.

Committee-member Giles inquired as to the amount of available funds. Mr. Hess estimated \$360,000 in available funds based on last year's funding allocation. Ms. Moreno said the recommendations would be prorated based on the final figure, as has been done in the past.

Ms. Moreno asked Committee-member Miele to explain the process of application review as conducted by the sub-committee in the past. Committee-member Miele provided a briefing on the process.

Committee-members shared their preferences on a potential use of a sub-committee.

Chair Baker confirmed consensus from the Committee not to utilize a sub-committee and for the whole CDAC to discuss and make CDBG funding recommendations for Council at the February 2023 CDAC meeting.

Ms. Moreno asked if there were any comments on the scoring matrix.

Chair Baker expressed concern that the number of people served category would favor a larger organization. Vice Chair Miele said sometimes the number of people served was high, however, the number of Glendale residents served was low and so points may be made up in another category. Mr. Hess agreed the number of Glendale residents served had higher weight.

Committee-member Carbello said many times the smaller agencies better met the needs of people in the community.

Ms. Moreno asked what the Committee's number one priority was in the three different categories of financial, impact, and capacity and prior performance. Committee-member Carbello voiced her choice of impact. There was no objection made by other committee-members. Ms. Moreno said staff could adjust the matrix so that impact was weighted most heavily.

Committee-member Carbello asked about administrative costs. Ms. Moreno said that Council watched the administrative costs on the applications very closely. Ms. Moreno relayed that use of the matrix was a data driven approach for ranking applications, instead of using a subjective approach.

Vice Chair Miele inquired about the 'Other City Funding Available' points. Ms. Moreno suggested removing this section as there were no other City funding sources available for FY2023-24.

Chair Baker confirmed Committee consensus to remove the 'Other City Funding Available' points section from the matrix.

7. DIRECTOR'S REPORT

Ms. Moreno presented the Director's Report, which included the following information:

- A welcome to new Committee-member Gallegos. He shared a brief background.
- Another new Committee-member will be appointed at a February Council meeting.
- The funding for Emergency Rental Assistance from the Treasury expired on December 29, 2022. Staff reached out to DES to see if it would give the City a voluntary reallocation of ERA2, which was declined. The Treasury indicated the City could request another tranche of reallocated ERA2 by February, which staff will do.
- A new webpage for homeless services was launched on the City's website. The Norton Ramsey Empowerment Center in downtown Glendale is the one-stop shop for services.
- Staff presented an update on the homeless plan to Council and received approval to move forward with two new mid-year budget requests to help unsheltered people obtain services.
- The Arizona State Legislature has a Housing Supply Study Committee, on which Ms. Moreno participated. The Committee's work has called attention to the need to create a focus on long-term housing solutions and housing affordability.
- Ms. Moreno gave a presentation to Council a few weeks ago on options for affordable housing incentives.

8. COMMITTEE MEMBER COMMENTS AND SUGGESTIONS

Chair Baker said the last City Council meeting was great and encouraged other committee-members to watch the meeting.

9. NEXT MEETING

The next regular meeting of the Community Development Advisory Committee will be held on February 16th, 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 Gallegos, second by Committee-member Giles, to adjourn the meeting at 6:41 p. m. Motion carried 7 – 0.

The Community Development Advisory Committee meeting minutes of January 19, 2022 were submitted and approved this 16th day of February 2023.

Denise Kazmierczak
Recording Secretary