

DRAFT



MINUTES

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

**FEBRUARY 16, 2023
5:30P.M.**

1. CALL TO ORDER

Chair Baker called the meeting to order at 5:35 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, 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 Vice Chair Miele, second by Committee-member Gallegos, to approve the January 19, 2023 minutes of the Community Development Advisory Committee as written. The motion carried 6 – 0. [Committee-member Flores was not yet present.]

- a. Community Development Advisory Committee Minutes of January 19, 2023. For discussion and action.

5. OLD BUSINESS

None.

6. NEW BUSINESS

- a. CAP Plan/Organizational Standard 4.4. For information and discussion only.
Motion by Committee-member Giles, second by Committee-member Hackenberg, to table the following agenda items and move the items to a future meeting.
 - a. **CAP Plan/Organizational Standard 4.4.**
 - b. **CAP Budget and Program Adjustments/Organization Standard 8.9, 9.3.**
 - c. **CDAC New Member Onboarding Process**

Motion carried 6 – 0. [Committee-member Flores was not yet present.]

- b. CAP Budget and Program Adjustments/Organizational Standard 8.9, 9.3. For information and discussion only.
Motion by Committee-member Giles, second by Committee-member Hackenberg, to table the following agenda items and move the items to a future meeting.
 - a. **CAP Plan/Organizational Standard 4.4.**
 - b. **CAP Budget and Program Adjustments/Organization Standard 8.9, 9.3.**
 - c. **CDAC New Member Onboarding Process**

Motion carried 6 – 0. [Committee-member Flores was not yet present.]

- c. CDAC New Member Onboarding Process. For information, discussion, and direction.
Motion by Committee-member Giles, second by Committee-member Hackenberg, to table the following agenda items and move the items to a future meeting.
 - a. **CAP Plan/Organizational Standard 4.4.**
 - b. **CAP Budget and Program Adjustments/Organization Standard 8.9, 9.3.**
 - c. **CDAC New Member Onboarding Process**

Motion carried 6 – 0. [Committee-member Flores was not yet present.]

- d. FY 2022-23 HUD Community Planning and Development Reallocations and FY 2023–24 Allocations. For information, discussion, and possible action.
[Committee-member Flores entered the meeting during the agenda item.]

Mr. Hess presented staff's proposed funding reallocation recommendations for HUD FY2022-23 Community Planning and Development. Ms. Moreno explained approximately \$430,000 was being proposed to be reallocated from the CASS Master Services Agreement to CAP for rent assistance/eviction prevention.

Committee-member Gallegos motioned, second by Committee-member Giles, to approve staff's proposed funding reallocations as follows:

- **\$2,037.52 CDBG FY2019-20 to CAP for eviction prevention**
- **\$2,358.00 CDBG FY2020-21 to CAP for eviction prevention**
- **\$2,581.82 CDBG-CV1 FY2020-21 to CAP for eviction prevention**
- **\$423,091.14 CDBG-CV3 FY2020-21 to CAP for eviction prevention**

The motion carried 7 – 0.

Ms. Moreno explained staff would like to allocate approximately \$1.5 million for FY2023-24 to the Rental Rehabilitation Program.

Committee-member Flores asked if any properties had been identified. Ms. Moreno said that the Building Safety Department has a list of potential properties.

Committee-member Gallegos asked how the City would ensure it would get back funds invested in the rental properties. Ms. Moreno said the City would have to enter into a development agreement with the property owner for a period for affordability and compliance reporting.

Committee-member Carbello said she would like to see the properties geographically dispersed.

Committee-member Gallegos inquired if staff knew if the private owners were interested in the program. Ms. Moreno said she did not know if owners were interested yet. Mr. Hess explained, with CDBG funds flexibility, staff could negotiate terms where the owner would benefit to participate. Mr. Hess said there were approximately 80 or 90 properties on the Building Safety Department list. Ms. Moreno said the funds could be reallocated to another program if there were no applications for the Rental Rehabilitation Program.

Committee-member Gallegos said the program was innovative and voiced his support.

Ms. Moreno noted that the properties were vacant and so were easier to renovate.

Committee-member Giles inquired if the property owners would still be responsible for property maintenance. Mr. Hess said that was correct. Ms. Moreno commented that the homeowner would still have to meet housing quality standards and pass an annual inspection.

Committee-member Carbello asked what would happen if the homeowner did not comply. Ms. Moreno relayed the property could be liened per the agreement. Committee-member Carbello asked if the Committee would approve the agreement. Ms. Moreno said the City Attorney would approve the agreement.

Committee-member Carbello did not want to see property owners being rewarded for not taking care of their properties. Ms. Moreno explained the program would increase affordable

housing, reduce vacant properties and blight in the community, and potentially get a property owner back on track.

Chair Baker commented that sometimes small property owners experience extreme property damage and cannot afford to fix the home. She said the agreement must ensure that if the property was sold, the new owner has to comply with the agreement. Ms. Moreno noted the property would be liened on the front end which would be forgivable over a period of time.

Committee-member Giles motioned, second by Committee-member Hackenberg, to approve staff's proposed funding allocations as follows for FY2023-2024 CDBG funds as follows:

- **Homeowner and rental rehabilitation \$1,539,346**
- **Public Services for Vulnerable Populations \$355,233**
- **Administration \$473,644**

The motion carried 7 – 0.

- e. FY 2023-24 CDBG Public Services Grant Application Funding Selection. For information, discussion, and possible action.
- Mr. Hess gave an update on the FY2023-24 CDBG Public Services Grant Application, which included the following information:
- The City received 29 applications.
 - Staff reviewed all applications for completeness, eligibility, and conformance. Four applications were deemed ineligible.
 - The remaining 25 applicants requested a total of \$982,884.
 - There were approximately \$360,000 in available funds.

Mr. Hess displayed the scoring matrix, with staff's score. The score done by the Committee-members was updated in the matrix. Review of the matrix results and application scoring was conducted.

Committee-member Gallegos motioned, second by Committee-member Giles, to recommend the FY2023-2024 Public Services Grant Application funding allocations as follows:

- **Back to School Clothing Drive \$15,000**
- **Boys and Girls Club \$15,000**
- **Catholic Charities \$16,530**
- **A New Leaf \$114,670**
- **Glencroft \$30,000**
- **AZ YWCA \$89,000**
- **Chrysalis \$10,000**
- **One Step Beyond \$16,000**
- **Operation Enduring Gratitude \$53,800**

The motion carried 7 – 0.

7. DIRECTOR'S REPORT

Ms. Moreno announced that two new Committee-members will be sworn in at the February 28, 2023 Council meeting.

8. COMMITTEE MEMBER COMMENTS AND SUGGESTIONS

Committee-member Carbello thanked staff for preparing the grant binders and for answering all of her questions.

Committee-member Giles also thanked staff for answering his questions.

9. NEXT MEETING

The next regular meeting of the Community Development Advisory Committee will be held on March 16, 2023, at 5:30 p.m., in conference room B-3 of the Municipal Office Complex, located at 5850 W. Glendale Ave., Glendale, Arizona, 85301, or other location to be determined.

10. ADJOURNMENT

The Community Development Advisory Committee meeting minutes of _____, 2022 were submitted and approved this ___ day of _____, 2022.

Denise Kazmierczak
Recording Secretary