

**City of Glendale
Community Development Advisory Committee
Glendale Municipal Office Complex
Room B-3
5850 West Glendale Avenue
Glendale, Arizona**

**Thursday, June 18, 2015
6:00 p.m.**

MINUTES

I. Call to Order

Chairperson Hudson called the meeting to order at approximately 6:00pm.

II. Roll Call

Committee members Jared, Nesbitt, Versluis, Flynn, Dvorak, Nunez (arrived at 6:03pm), Rogers (arrived at 6:09pm), Ramirez, and Chairperson Hudson were present. Committee members Vice Chairperson Johnston, Pederson, Jauregui, and Cheshier were absent.

Staff present: Erik Strunk, Community Services Director, Gilbert Lopez, Revitalization Manager, Erin Cullum, Senior Management Assistant, Housing, Fred Abraham, Housing, Rebecca Daniel, Community Action Program, Yvonne Arreola, Community Action Program.

III. Swearing in of New Committee Member

Chairperson Hudson introduced new Committee member Denise Flynn. Committee member Flynn was sworn into the Committee.

IV. Approval of Minutes – April 16, 2015

Chairperson Hudson called for a motion. **Committee member Dvorak made a motion to approve the minutes as written. Committee member Jared seconded the motion, which was approved unanimously.**

V. Business from the Floor

Chairperson Hudson called for any Business from the Floor. There was none.

VI. Community Action Program (CAP) Update

Chairperson Hudson called for the Community Action Program update. Ms. Rebecca Daniel thanked the Committee for their dedication and provided information regarding the Community Action Program's annual work plan. She reviewed a presentation for the Committee, as they are responsible for providing policy direction and assistance to the Glendale CAP in fulfilling its responsibilities.

Ms. Daniel explained there are four major components to assist low-income families in the community. Those are Community Services, Emergency Services, Housing Programs, and Case Management Programs. She explained the function of each program. In addition, she provided information as to how the city partners with other agencies in order to assist the community when the city is unable to cover all their needs.

She reviewed information regarding the poverty rate stating Glendale is the fifth largest city in Arizona. Ms. Daniel said 28% of Glendale's population is under 18 years of age, 9.2% is over 65 years old, and the unemployment rate is 5.6%. She said currently 20.5% of Glendale's population is living under the poverty level.

She spoke of the utility discount program, which added 217 new households to the program this past year. Ms. Daniel said once you have joined the program you are not removed, therefore the 217 reflects additional households enrolled into the program.

Committee member Nunez asked if there were opportunities for the low-income community to receive their G.E.D. or any type of education. He suggested this should be required in order for those persons to receive financial aid. Ms. Daniel said there are programs to assist with G.E.D. preparation. If a client selects the Glendale Education Center to assist them with obtaining their G.E.D., the Center will cover the fees for the testing.

Ms. Daniel added many times the services needed are emergency services such as air conditioner repair or heating repair. She said the services have dwindled down to emergency services over the past 10 years. It is unfortunate that more funding isn't available to assist the community with furthering their education.

Committee member Ramirez asked what takes place when clients refuse education assistance and can this be a requirement in order to receive assistance. Ms. Daniel said clients couldn't be mandated to attend classes in order to receive funds. However, if they are interested in information regarding G.E.D. classes, staff can guide them in that direction.

Committee member Flynn asked about the long-term aspects of these programs. Ms. Daniel stated that each client might receive assistance in the low-income energy assistance program once in a 12-month time frame. In the event of a crisis, it is possible they may receive assistance twice in that same time frame.

Committee member Jared made a motion to approve the CAP Annual Work Plan. Committee member Dvorak seconded the motion, which was approved unanimously.

VII. Reallocation of FY2012-2013 CDBG Physical Improvement Funding

Chairperson Hudson asked for information on this item. Mr. Gilbert Lopez presented this item. He explained that in fiscal year 2012-2013 the Code Compliance Division was allocated \$10,381 by CDAC, which was approved by the City Council. He said because the Clean and Lien Program was producing program income, it left a balance that was difficult to spend and HUD rules changed on how it could be spent. Mr. Lopez said staff is recommending that CDAC reallocate approximately \$7,500 to the Community Action Program to replace the worn carpet in the Community Action Program lobby. He said any unused funds would be allocated to the Velma Teague Library's renovation project.

Committee member Flynn made a motion to approve the reallocation of \$10,381 within the Physical Improvement category. Committee member Jared seconded the motion, which was approved unanimously.

VIII. Accept \$200,000 in Reallocated HOME Funds from the HOME Consortium and Amend Habitat for Humanity Development Agreement C-9765

Chairperson Hudson called for staff's presentation of this item. Mr. Gilbert Lopez indicated this is a request for the CDAC to approve an amendment to the FY2014-2015 intergovernmental agreement (IGA) with the Maricopa County Human Services Department, the lead agency for the Maricopa HOME Consortium. He said the amendment will allow the City to accept an additional \$200,000 in HOME Investment partnerships funds from the County and continue partnering with Habitat for Humanity Central Arizona to use these reallocated HOME funds for the acquisition, rehabilitation, and resale of homes in Glendale. Mr. Lopez said this item is on the Council agenda for review at its June 23, 2015, evening meeting. He said a vote is needed from the Committee in order to move this forward. The vote should include approval of the acceptance of \$200,000 in reallocated HOME funds by amending the FY2014-2015 Annual Action Plan, the Maricopa County Sub-recipient Agreement, and Habitat for Humanity Development Agreement C-9765.

Committee member Dvorak made a motion to approve as stated. Committee member Rogers seconded the motion, which was approved unanimously.

IX. Contract for Trade Maintenance Services for Community Housing

Chairperson Hudson called for this item. Mr. Fred Abraham, Maintenance Supervisor for Community Housing, presented this item. He explained this is a request for the CDAC to recommend that City Council enter into a service agreement with Diamond Ridge Development Corporation. He said approval of this contract will enable Glendale Community Housing to continue to rehabilitate vacated public housing dwelling units for new, eligible low-income Glendale families as units turn over. He explained the need for outsourcing and entering into a service agreement with Diamond Ridge Community Corporation. The corporation would be responsible for rehabilitating vacated public housing units. He added this item would be heard by the City Council at its June 23, 2015 evening meeting.

In response to a question from the Committee, Mr. Abraham stated it would take possibly up to 40 hours of staff's time to repair and renovate each unit. He currently has only two staff members. He said there were 30 to 45 vacancies this year with 40-48 units turning over this current year.

The Committee questioned if the city could terminate the contract at any time. Mr. Abraham said yes, if city standards are not being met, the City of Glendale may cancel the contract.

Committee member Dvorak made a motion to recommend approval of the service agreement with Diamond Ridge Community Corporation. Committee member Flynn seconded the motion, which was approved unanimously.

X. Application to ASU Morrison Institute for Public Policy

Chairperson Hudson asked for information regarding this item. Mr. Strunk stated the city had received an invitation to apply for professional, faculty-led, student-staffed program and policy evaluation services in three areas: economic development, human services, and water management. He said staff intends to apply for an analysis of the City's current homeless services and to seek policy-level advice from the Institute as to whether it is currently best maximizing its resources to address homeless concerns in Glendale. He said in doing so, it is envisioned that if selected, a joint-opportunity to present findings and seek direction from the CDAC and the public on this very important issue will provide greater clarity through the creation of a strategic plan to address this issue.

Committee member Rogers asked for the cost. Mr. Strunk said a \$500 donation would be made to the Institute. She asked if staff would report back to the Committee with findings and possible suggested improvements.

The Committee felt this was a great opportunity.

Committee member Jared made a motion to recommend an application be submitted for consideration to the ASU Morrison Institute for Public Policy. Committee member Dvorak seconded the motion, which was approved unanimously.

XI. Vote to Vacate Summer Advisory Committee Meeting

Chairperson Hudson asked for a motion.

Committee member Dvorak made a motion to vacate the July 2015 Committee meeting. Committee member Jared seconded the motion, which was approved unanimously.

XII. Selection of Retreat Date

Chairperson Hudson called for discussion regarding the upcoming retreat.

Mr. Strunk said each year the CDAC members participate in a retreat to discuss and develop an annual work plan.

The members wished to define its Mission Statement, job training, the scope of the CDAC, possibly have a presentation regarding all the departments of the city and their functions; and a thorough explanation and review of the application CDAC grant process.

After a brief discussion, the Committee members agreed to hold a retreat on Saturday, August 15 at 8:00am with a tentative location of the Fruit Packing Shed located at Sahuaro Ranch Park.

XIII. Staff Updates

Chairperson Hudson called for Staff Updates. There were none.

XIV. Committee Member Comments and Suggestions

Chairperson Hudson called for Committee Member Comments and Suggestions. She welcomed Committee member Flynn.

Committee member Nunez asked when the Committee should expect to receive the CDBG applications. Ms. Daniel stated approximately in October / November.

XV. Adjournment

With no further business, Committee member Jared made a motion to adjourn the meeting at 7:21pm. Committee member Rogers seconded the motion, which was approved unanimously.