

FINAL MINUTES

**CITY OF GLENDALE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
SUMMER RETREAT – FRUIT PACKING SHED
9802 N. 59TH AVENUE
Saturday, August 15, 2015
8:00 – 11:00 a.m.**

MEMBERS PRESENT: Cherie Hudson, Chair
Matthew Versluis
Ronald Jauregui
Dorlisa Dvorak
Mickey Nunez
Chuck Jared
Sharyn Nesbitt
Denise Flynn
Dennise Rogers

MEMBERS ABSENT: Pattie Johnston, Vice Chair
Cathy Cheshier
Karissa Ann Ramirez
Sue Pederson

STAFF PRESENT: Gilbert Lopez, Revitalization Manager
Elaine Adamczyk, Community Housing Manager
Kathy Curley, Program Coordinator
Erik Strunk, Community Services Director

I. Call to Order and Introductions

Chair Hudson called the meeting to order at 8:12 a.m.

II. Roll Call

Chair Hudson conducted Roll Call.

III. Minutes

Committee-member Versluis motioned to approve the June 18, 2015 meeting minutes as written. Committee-member Jared made the second. The motion passed 9 – 0.

IV. Overview of Retreat

Mr. Strunk provided an overview of the retreat topics and objectives.

V. Ice-Breaker

An ice-breaker was conducted.

VI. Presentation on Glendale University

Ms. Curley gave a presentation on the Glendale University program, which included the following information:

History of Glendale University 101

- Vision of Former Mayor Elaine Scruggs
 - Need to educate residents on local government
 - Need to encourage civil interaction
 - Promote greater connection with City Hall
 - Connect City Hall with community
- Started in 1997
 - Championed by all management staff
 - All elected officials participate
 - Initially located in the City Manager's Office
 - Presenters volunteer time
 - Program expenses covered by COX Communications
- Since Start of the Program
 - Board and Commission Members
 - Community and Neighborhood Leaders
 - Elected Council-members
 - Staff much better connected
- Currently One 10-week "Semester" Session
 - One session per year
 - First session with Mayor and Council
 - All other classes taught by executive management team
 - Over 800 participants to date
- GU Students
 - Selected via an open process
 - Must be at least 16 years of age
 - Residents and business owners
 - No more than 5 city employees
- Program Rules
 - Students must not miss more than two classes per semester
 - Encouraged to engage and ask questions

Ms. Curley commented that a main goal of GU is to encourage dialogue between the City and residents and to develop future City leaders. Surveys are given to students requesting feedback on each session. Ms. Curley displayed various pictures and showed a sample Certificate of Completion provided to graduating students. Various marketing materials were presented. Ms. Curley mentioned that GU used to be held twice year, however, it is now offered once a year due to budget constraints and class demand.

Topics of Glendale University 101 include such classes as

- An Evening with Mayor and Council
- City Court
- Managing a Public Organization
- Literacy, Leisure & Community

- Internal Business Service
- Public Safety – Fire & Police
- Building a Great Community
- Community Volunteerism
- Public Works

Future of Glendale University 101

- Continue connection with local government
- Once again start “GU Graduate Classes”
- New partnerships with non-city resources
- Build an “Alumni Association”
- Better tracking of graduates as they participate in the community
- On-line courses for residents
- Video of presentations
- Continued financial sponsorship
- 20th Year Celebration in 2017

Committee-member Flynn suggested a Facebook group page for communication and continued contact with alumni. Committee-member Flynn also mentioned pursuit of additional grants for the program.

Committee-member Jared suggested contacting the Arizona Coyotes for a potential sponsorship.

Committee-member Dvorak wondered if there was a large waiting list due to the decrease from two to one GU per year. Ms. Curley replied in the negative. Mr. Strunk added that in the past, demand for the class was much more robust.

Committee-member Nesbitt attended Glendale University and especially enjoyed the courthouse session.

Committee-member Jauregui wondered how many of the approximately 240,000 Glendale citizens work in the City. Mr. Strunk will follow up on the question.

VII. Presentation on Scope and Mission of CDAC

Mr. Strunk gave a presentation on the scope and mission of CDAC. Highlights of the presentation included the following:

The Basics

- CDAC is a tripartite group, advisory in nature, studies human and social service needs and makes recommendations to City Council.
- The CDAC shall consist of 13 members including 1 representative from Glendale Elementary School District, 5 representatives of low income residents/neighborhoods, and 7 members representing City Council.
- Appointments to the committee shall be made by the City Council and shall be for two-year terms.
- The Council shall appoint a chairman from the members of the CDAC, who shall serve at the pleasure of Council.

- The formal CDAC City Ordinance and Bylaws were distributed to the Committee.
- The Committee can advise, counsel and aid the city in developing, implementing and evaluating the city's community development block program.
- The Committee can advise, counsel and aid the city regarding rules, regulations and policies governing the maintenance and operation of housing programs and proposals for development of additional housing.
- The Committee can advise, counsel and aid the city in developing, implementing and evaluating the city's Community Action Program and community needs assessment.
- Meaning:
 - The Committee can advise the Mayor and Council regarding issues, regulations or policies affecting the Community Housing, Community Revitalization and the Community Action Program.
 - The Committee can establish rules, regulations or bylaws as it deems necessary for its government and the faithful performance of its duties.
 - The Committee can hold hearings and take testimony from individuals regarding matters within its jurisdiction.
 - The Committee may establish sub-committees as necessary to assist it with fulfilling its powers and duties.

Roles and Responsibilities

- Research issues
 - Decisions based on expertise and study of specific issues
- Recommend decisions and policies that are in the community's best interest
 - Purely advisory
 - Do not establish, but recommend public policy
 - Members are not elected officials
 - Recommendations and actions are subject to approval
- The public's business must be conducted in public
 - All discussions are to be held in a public forum at the public meetings

Practical Responsibilities

- Connect with residents
- Help define and advocate for social/human services
- Serve as a "buffer" for Mayor and City Council
- Share information with elected officials and Staff
- Attend community meetings & special events
- Participate in City events & activities
- Serve the public with respect
- Don't take things personally
- Actions and behaviors affect how the public views decisions as a Committee-member

Practical Responsibilities

- Provide timely information and support to the CDAC
- Officially represent the City at community functions
- Administer and manage committee policies
- Advise Committee-members as appropriate
- Communicate issues as appropriate
- Discuss developments with the Chair/Vice Chair

Ms. Adamczyk stressed the importance of meeting attendance and quorum due to action agenda items, especially if there are Council, HUD or funding deadlines to be met.

Mr. Strunk commented that a Committee-member should abstain from vote or discussion on a topic if there is any perceived or pecuniary interest.

Chair Hudson asked staff to share official direction if a reporter contacts a Committee-member for a public comment or interview. Mr. Strunk announced the Chair Hudson was featured in an article in the Glendale Star and complimented the article. Mr. Strunk stated that Committee-members are public officials and all comments are reflective of their role on the CDAC. Mr. Strunk noted that Committee-members are free to comment or not, or may direct media questions to staff.

Chair Hudson thanked Mr. Strunk for the presentation.

VIII. Break

A break was taken from 9:57 a.m. to 10:10 a.m.

IX. Update on Key Dates and FY16-17 CDBG Council Priorities

Mr. Strunk briefed the Committee on funding priority comments made by City Council at the August 4, 2015 workshop session, at which staff and Chair Hudson attended, as follows:

- Keeping people in their homes
- Assisting with core needs such as food, utilities and shelter
- Supporting home delivery of meals and shelter services programs
- Providing emergency home repair
- Housing rehabilitation programs
- Demolishing and clearing blighted structures
- Emphasizing revitalization of Centerline/Redevelopment Area

Mr. Strunk gave a brief background of the CDBG grants:

- Glendale receives an annual federal allocation from HUD to fund Community Development Block Grant (CDGB), HOME Investment Partnerships (HOME) and Emergency Solutions Grants (ESG) Programs
- Funds can only be used for two categories: Public Services and Physical Improvements
- In FY15-16, \$3 million was recommended for programs by CDAC and approved by City Council
- In FY15-16, over 44,514 Glendale residents stood to benefit from the grants

Mr. Lopez gave examples of Public Service agencies assisted by the grants:

- Hope for Hunger – Food Bank
- Community Legal Services – Fair Housing
- YWCA of Maricopa County – Home Delivered Meals
- Community Action Program – Eviction Prevention
- Central Arizona Shelter Services – Homeless Shelter
- Heart for the City – Community Garden

Mr. Lopez displayed pictures of Physical Redevelopment projects:

- Neighborhood development
- Infill housing
- Blight removal
- Voluntary demolition
- Multi-family affordable housing developments – Ironwood Village, Mercy House
- Modernization of City Assets – Glendale Homes, Lamar Homes

Mr. Strunk announced the next steps and time line of the upcoming application process.

- August 15, 2015: CDAC Retreat
- September 9, 2015: FY16-17 CDBG Grant Orientation
- September 14, 2015: Letters of Intent Due
- October 8, 2015: All CDBG/HOME/ESG Applications Due
- January 2016: CDAC Meetings to Recommend Funding of Grants
- March 2016: Public Hearing
- May 2016: Council Review/Approval
- July 1, 2016: FY16-17 CDBG Begins
- September/October 2016: Federal Funds Released – approximate date

Mr. Lopez shared the results of a recent survey of grant applicants, which was very positive. The survey will be utilized on an annual basis.

X. Review of FY16-17 CDBG Application

Mr. Lopez gave a presentation on the current CDBG application format used by agencies requesting CDBG funding. Mr. Lopez displayed a sample application and stressed that staff goes through each application to ensure completeness and fulfillment of necessary criteria prior to review by CDAC and grant hearings.

Grant applications request information such as:

- Agency Budget
- Activity Overview
- Activity Description
- Budget Narrative
- City of Glendale Measurement Tables
- Client Profile

Mr. Lopez provided a brief description of the Committee-member grants binders and grants hearing process. Mr. Lopez stressed that staff is available for questions during the grants process.

XI. Break

The Committee and Staff agreed to skip the second break.

XII. CDAC Annual Action Plan

Mr. Lopez facilitated a discussion on the foundation for a FY15-16 work plan.

Chair Hudson suggested focus on education in order to assist residents to beyond low-income.

Committee-member Nunez suggested positioning the community to be resilient and to build capacity over the next few years. Committee-member Nunez stressed the importance of job skills, GED, trade education and employment services.

Committee-member Flynn commented on the need for co-active coaching to assist low-income residents address and overcome obstacles in their lives.

Committee-member Nunez mentioned that working with agencies who are offering education and job skills is very important in order for residents to achieve better employment. Chair Hudson agreed and stated that education and empowerment is the key to helping residents find well-paying jobs.

It was noted that public services are not provided through public housing, as the department handles only the brick and mortar responsibilities of the units. Ms. Adamczyk noted that the following are requirements to live in Glendale Public Housing: must be elderly, disabled or the working poor. Furthermore, a five-year work history with at least 20-hours a week at minimum wage, with six months of consecutive employment must be provided.

Committee-member Flynn suggested a presentation from a non-profit agency at an upcoming meeting to hear how grant funds were used. Committee-member Dvorak added that a CDAC field trip could be conducted to visit an agency as a follow-up to see firsthand how grant funds were utilized.

During the year, Mr. Strunk would like to engage CDAC on the issue of homelessness in Glendale. Mr. Strunk would like to utilize the Morrison Institute to conduct a homelessness study to establish a strategic plan to address and combat the situation. Mr. Strunk has a vacant staff position that he would like to fill with a Homeless Coordinator due to the seriousness of the issue in Glendale. Also this year, Mr. Strunk will present to CDAC proposed HUD changes to the structure of Public Housing, which is titled RAD – Rental Assistance Demonstration. Ms. Adamczyk stated that these proposed changes will be a long process and prior to any changes in Glendale, sustainability, affordability and other studies will need to be conducted. Mr. Strunk announced that RAD and Glendale’s Strategic Housing Study will be put on an upcoming agenda for formal discussion.

XIII. Committee Comments and Suggestions

The floor was opened for Committee-member comments. No comments were made.

It was agreed by consensus that the regular August meeting would be vacated.

XIV. Adjournment

Committee-member Jared motioned to adjourn the meeting at 11:44 a.m. Committee-member Nunez made the second. The motion passed 9 – 0.

Respectfully Submitted,
Denise Kazmierczak