

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MINUTES  
CITY OF GLENDALE  
PUBLIC MEETING  
Sine Building, Conference Room A  
6829 N. 58<sup>th</sup> Drive  
Glendale AZ, 85301**

**Monday, August 31, 2009  
6:30 p.m.**

MEMBERS PRESENT: Chris Flippen, Chairperson  
Sharon Wixon  
Madelin Page  
Yolanda Hernandez  
Pattie Johnston  
Karen Mankoski

MEMBERS ABSENT: Susan Jernigan, Vice-Chairperson  
Rebecca Ontiveros  
Mary Jean Eggleston

STAFF PRESENT: Cathy Gorham, Deputy City Manager  
Erik Strunk, Community Partnerships Director  
Gilbert Lopez, Revitalization Administrator  
Mona Francis-Spellman, Revitalization Grants Supervisor  
Brian Lotto, Revitalization Coordinator  
Beth Coughenour, Senior Secretary

I. Call to Order

Chair Flippen called the meeting to order at 6:38 p.m.

II. Director's Report

Mr. Strunk gave a report highlighting the following:

- Ms. Cathy Gorham is the interim Deputy City Manager of Community Services, filling in the vacancy left by Ms. Gloria Santiago-Espino retirement. Ms. Gorham introduced herself and described her experience and background.
- The Homeless Prevention and Rapid Re-Housing Program (HPRP) implementation portion should begin in September.
- Community Development Block Grant-Recovery (CDBG-R): Documentation has been sent to the federal government for finalization. The plan is to utilize funding for a variety of projects including modernization of Lamar Homes and the Valley of the Sun Rehabilitation Program. Contracts should be received this week.
- Neighborhood Stabilization Program (NSP): The program is currently being implemented.

Mr. Lopez explained that one of the projects in the NSP is the acquisition of rehabilitative and foreclosed homes. Furthermore, two very deserving senior housing projects were identified. A notice of intent to award funding to Native American Connections was filed. Staff feels that the other senior housing project is also very necessary and is working to find another source of funding for that project as well.

[Ms. Mankoski entered the meeting.]

Mr. Lopez will keep the Committee apprised of the status of the senior housing projects.

Mr. Strunk called attention to many recent newspaper articles regarding city leadership, the use of stimulus funds, help for first time homebuyers and other similar stories. Mr. Strunk praised Staff for their hard work in quickly and effectively managing the additional stimulus funds.

Mr. Strunk announced that due to the Tax Credit Assistance Program (TCAP), plans were submitted just today by developers for senior housing projects at 67<sup>th</sup> and State, 67<sup>th</sup> and Ocotillo and 55<sup>th</sup> and Northern. The City Manager has signed off on these proposals and they are currently under state review. These projects will help alleviate the senior housing deficit in Glendale.

[Beth Coughenour left the meeting at 7:00 p.m.]

### III. Business From the Floor/Public Comment

None.

### IV. Approval of Meeting Minutes

**Committee member Johnston motioned to approve the April 15, 2009 meeting minutes. Committee member Mankoski made the second. Motion carried 6 - 0.**

### V. Allocation Change to FY2008-2009 funding Community Services of Arizona (CSA) for the Emergency Home Repair Program

Mr. Lopez explained that CSA has requested additional funding for the FY2008-2009 Emergency Home Repair Program as they anticipate running out of funding to assist Glendale residents with emergency repairs in the amount of \$40,000. Staff administratively reprogrammed \$40,000 from their FY2009-2010 allocation to assist with the shortfall. The CSA funding allocation for FY2009-2010 will be adjusted for less the \$40,000 amount.

Mr. Lopez also announced that CSA will be merging with Newtown; the housing trust agency based in Tempe, and will be working together on housing projects. Mr. Lopez

said this would be a very successful merger. Mr. Lopez stressed that all legalities of the merger will be documented in a contract to ensure financial protection for both parties.

VI. West Valley Child Crisis Center (WVCCC) Funding and Status

Mr. Lopez explained that the WVCCC will no longer take in abused children referred by the State. The Arizona Department of Economic Security has been placing children in foster homes instead of the shelter. The WVCCC is researching other methods for their site and has applied for other federal grants for such uses. Mr. Lopez will continue to keep the Committee informed on the status of WVCCC.

VI. Overview of the FY2010-2011 Community Development Block Grant (CDBG), HOME Investments Partnerships (HOME), American Dream Downpayment Initiative (ADDI) and Emergency Shelter Grants (ESG) Programs and CDAC Calendar/Dates

Mr. Lopez distributed a flow chart describing the FY2010-2011 Grant Cycle.

Ms. Francis-Spellman commented on the dates and activities noted on the flow chart:

- September: Application Orientation Meeting
- September/October: Staff Application Review
- November/December: CDAC Application Review
- January/February: Public Hearings
- January/February: CDAC Formulate Recommendations
- February/March: Recommendations to Council
- March/April: Council Action
- April/May: Submitted to HUD

Ms. Francis-Spellman stated that the Application Orientation Meeting was mandatory this year due to changes in regulations, requirements and reporting. Ms. Francis-Spellman assured the Committee that staff thoroughly reviews each application for completeness and financial soundness before the Committee receives the applications.

Ms. Mankoski wondered if 990's (a federal tax return) could be included with the applications from non-profit agencies. Ms. Mankoski felt that it was important to know various financial ratios of an agency, especially how much of each dollar got back to service programs. Ms. Francis-Spellman agreed to provide this information with the applications.

Mr. Strunk commented that the application process will be very similar to last year's regarding the critical importance of basic needs in this challenging economy.

VI. Adjournment

The meeting was adjourned at 7:19 p.m.

Respectfully submitted,

Denise Kazmierczak  
Recording Secretary