

MINUTES

**CITY OF GLENDALE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
PUBLIC HEARING NO. 3**

**GLENDALE MUNICIPAL OFFICE COMPLEX
COUNCIL CHAMBERS
5850 W. GLENDALE AVENUE
GLENDALE, ARIZONA**

**Wednesday, January 23, 2013
6:30 p.m.**

MEMBERS PRESENT: Sharon Wixon
Matthew Versluis
Cherie Hudson
Shirley Wong
Randy Miller
John Torres
Gina Schmitz
Marcellous Sanders

MEMBERS ABSENT: Arthur Swander Jr., Vice-Chair
Vickie Loya
Chuck Jared

STAFF PRESENT: Gilbert Lopez, Revitalization Administrator
Sam McAllen, Interim Executive Director
Mona Francis, Revitalization Supervisor
Elizabeth Garcia, Revitalization Coordinator

I. Call to Order and Introductions

Committee-member Miller called the meeting to order at 6:31 p.m.

II. Roll Call

All Committee-members introduced themselves. Committee-members Swander, Loya and Jared were absent.

Committee-member Schmitz motioned for Committee-member Miller to act as Chair in the absence of Vice-Chair Swander. Committee-member Torres made the second. The motion passed 8 – 0.

III. Public Comment

Committee-member Miller opened the floor to public comment on the Fiscal Year (FY) 2013-14 funding recommendations.

No comments were made.

Committee-member Miller closed the floor to public comment on the FY 2013-14 funding recommendations.

IV. FY 2013-14 Community Development Block Grant (CDBG) Physical Improvements and HOME Investment Partnerships (HOME) Funding Requests

Committee-member Miller explained that during this meeting, there will be eleven Physical Improvement funding requests and one HOME funding request presented by agency representatives. Presentations are limited to four minutes each. Committee-members are encouraged to ask clarifying questions and there would be no time limit on this question and answer period. Upon review of the applications, the Committee will make final recommendations to Mayor and Council for approval in Spring of 2013.

Mr. McAllen thanked the Committee-members for their dedication to this extensive process and for their vital role in service to the City of Glendale, Mayor and Council and residents of Glendale.

Mr. Lopez also thanked the Committee-members for their time. Mr. Lopez announced that for the Physical Improvements, there is \$1,104,261 in estimated funds available based on last year's allocation with over \$1.5 million in requests. Mr. Lopez announced that there is an estimated \$250,000 in funds available for the HOME grants with \$250,000 in requests.

Mr. Lopez stated that on the grant applications from city departments, there is a comment regarding financial statements that does not relate to the city departments that are requesting grant assistance.

Mr. Lopez introduced staff members present at the hearings.

Presentations for the following programs were made:

CDBG PHYSICAL IMPROVEMENT REQUESTS:

2-1 Arizona Bridge to Independent Living – Glendale Home Accessibility Program (GHAP) - \$46,437 request

Mr. Darrel Christenson, Vice President of Community Integration, approached the Committee and gave thanks for the past 17 years of funding. Mr. Christenson provided the following information:

- The \$46,437 request is to complete 11 projects. The total project bid is \$56,770, but the difference will be contributed in cash and in-kind donations.
- The agency assists seniors and/or people with disabilities.
- This request will increase the overall accessible housing stock by 11 units.
- The target audience is Glendale residents who are seniors or disabled.
- Affordable, accessible housing is the greatest impediment to independent living for seniors and the disabled.
- The agency keeps this population living at home and also provides home-based services. This is a cost savings of \$28,000 per person, per year to remain at home.

- Modifications made to create accessibility include ramps, grab bars and other bathroom modifications.
- This request falls into the City Council priorities of assistance with housing, quality of life, disabilities and self-sufficiency.
- Licensed and bonded contractors are used for project completion.
- A 10% match is required from clients that can be in the form of cash, in-kind donation or volunteer hours.

Committee-member Versluis commented that the administrative costs were 28%. Committee-member Versluis wondered why some months, construction services weren't performed. Mr. Christenson explained that during times of non-construction, intake services, home assessments and bid processing are conducted.

Committee-member Schmitz wondered if there was a waiting list for the program. Mr. Christenson replied in the positive adding that there are 43 people on the waiting list. Mr. Christenson added that the agency is shovel-ready.

Committee-member Miller inquired about income verification. Mr. Christenson stated that social security information is verified as well as other sources to verify income.

Committee-member Miller wondered if anyone, even he, could purchase one of the houses that have been modified. Mr. Christenson stated that accessibility is useful for everyone and it is not just a niche market. Mr. Christenson stated that for renters, a one-year lease is required.

Committee-member Miller asked how contractors for the program were found. Mr. Christenson stated that the agency has not had to recruit for contractors recently as there are six on board and this is enough for the program currently.

Committee-member Torres asked for clarification of the 10% match from participants. Mr. Christenson explained that the match can be in the form of cash, volunteer hours, or even a combination of donation/volunteer hours from a family member can be utilized. Mr. Christenson stressed that the program is not an entitlement.

Committee-member Miller wondered about the reason for the large waiting list. Mr. Christenson stated that due to the decrease in grant funding and the economy, the waiting list has grown.

Committee-member Miller thanked Mr. Christenson for his presentation.

2-2 Habitat for Humanity Central Arizona – Emergency Home Repair Program - \$350,000 request

Mr. Roger Schwierjohn thanked the Committee for the opportunity to present the grant request, and provided the following information:

- Last year, Habitat for Humanity became the main contractor for the City of Glendale Emergency Home Repair Program.

- Last year, 189 families were served with an average cost of less than \$2,000 per family.
- The majority of repairs included HVAC, plumbing, electrical, roofing and flooring.
- Costs have been kept down due to the network of contractors and contacts.
- Feedback surveys have been positive.
- A client letter was read aloud to the Committee with positive comments.
- The \$350,000 grant request would serve approximately 175 families depending on the nature of the requests.

Committee-member Miller thanked Mr. Schwierjohn for his presentation.

2-3 City of Glendale – Community Housing Division – Xeriscape Project - \$114,000 request

Mr. Patrick Krause thanked the Committee-members for their time. Mr. Krause stated that he is presenting in the place of Ms. Elaine Adamczyk, who is ill this evening. Mr. Krause presented the following information:

- The goal of the Community Housing Division is to provide safe, decent and sanitary housing to Glendale families.
- Previous grant awards have been well spent as they have helped the city's neediest families.
- The units in Glendale's public housing communities are kept in very good condition.
- In 2010, the federal government provided \$1,300 per unit, per year. In 2011, this was decreased to \$1,230 per unit, per year. There may be further cuts this year which makes it more difficult to repair units with this level of federal funding.
- The grant request will be used for landscaping projects on the public housing grounds. This will preserve the finite resource of water and cut costs.
- The first phase of the landscaping project will be xeriscaping. Fifty dead trees at Lamar Homes will be removed and replaced with native trees.
- 39,000 square feet of lawn will be removed and replaced. Water irrigation will change from 64,350 gallons of water a week to 1,305 gallons per week.
- The Glendale Housing Division is noted as a High Performer with HUD.
- There are 364 individuals in community housing and half of the residents are under age 8. Many of the individuals are elderly or the working poor.

Committee-member Miller inquired about unspent funds from previous grants. Mr. Krause was not familiar with the issue. Mr. Lopez stated that he will contact the Department for further information.

Committee-member Versluis wondered if the dead trees would be removed by the city Engineering Department. Mr. Krause replied in the negative, noting that a contract would go out to bid.

Committee-member Wong inquired about Section 3 Hiring Practices. Mr. Krause explained that if a vendor is in need of additional laborers, the vendor must first approach the public housing residents for employment, if qualified.

Committee-member Miller thanked Mr. Krause for his presentation.

2-4 Central Arizona Shelter Services (CASS) – Family Shelter Physical Improvements - \$14,000 request

Ms. Billie Cawley, Director of Family and Adult Programs, presented the following information to the Committee:

- Mr. Holleran was unable to make the hearing as he is in Seattle for an Employee Services Conference.
- The agency is requesting \$14,000 for sofas at the Family Shelter.
- The Family Shelter is in great need of the sofas. The agency has never purchased new furniture except for last year with the grant from the City of Glendale. There are 30 units at the shelter and last year, half of the units received new sofas due to the grant awarded. When the sofas arrived, the staff actually cheered. This request is for the sofas for the rest of the units.
- The families at the shelter are very hard on the furniture.
- The shelter serves 200 families per year, which totals over 700 individuals. Of the 700 individuals, 40 are from Glendale.
- The sofas to be purchased are modular: two modular seats are hooked together for a one-bedroom apartment and three modular seats are hooked together for a two-bedroom apartment. The seats are made of molded plastic, which is easy to bleach and sanitize.

Committee-member Miller requested clarification of the bed bug situation. Ms. Cawley explained that she has been with the agency for 20 years and bed bugs just started showing up five years ago. Ms. Cawley noted that bed bugs are very difficult to exterminate. Ms. Cawley stated that the agency has gotten rid of fabric furnishings and clients put their belongings into plastic bins instead of dressers because of the bed bug issue. Ms. Cawley added that the agency has a two-page protocol that is followed when a bed bug is found in a unit.

Committee-member Miller thanked Ms. Cawley for her presentation.

2-5 Central Arizona Shelter Services (CASS) – Single Adult Shelter Physical Improvements - \$53,000 request

Ms. Billie Cawley, Director of Family and Adult Programs, thanked the Committee for hearing the second CASS grant request. Ms. Cawley presented the following information to the Committee:

- The request is for funds to purchase one commercial capacity washing machine and two commercial capacity dryers.
- At the shelter, 14,000 loads of laundry are washed per year. There is one staff worker in the laundry room. 500 sheets are washed per day. Donations of sheets and towels are received from hotels.
- The shelter serves 3,700 men and women based on the HMIS system, of which 200 are Glendale residents.

Committee-member Versluis inquired about the success rate of the agency. Ms. Cawley stated that 800 people have been placed into permanent housing.

Ms. Cawley stated that CASS has developed 500 units of permanent housing recently with AZ Housing Inc. Ms. Cawley added that the agency's strategy is to identify the most chronic homeless population, which is basically 10% of the people using 90% of the funds. Ms. Cawley explained that the agency has received HUD housing vouchers for 35 chronically homeless individuals to be used at AZ Housing Inc. Ms. Cawley added that the agency's case managers work with the people who cannot work and help them maneuver the benefits system to obtain housing.

Committee-member asked if the Committee funded a grant request for a washer last year. Ms. Cawley replied in the positive but noted that the washer was an 80 lb. washer and this request is for a 120 lb. washer. Ms. Cawley clarified that the request would result in two washers and two dryers for the shelter.

It was noted that the new washer from last year's grant had not been received yet. Mr. Lopez explained that staff has been working with changes in the Legal Department to process grant contracts and this contract should be processed soon.

Ms. Cawley invited the Committee-members to come to the CASS shelter for a tour. Committee-member Miller asked Ms. Cawley to contact Mr. Lopez to set up a tour date.

Committee-member Miller thanked Ms. Cawley for her presentation.

2-6 Valley Life – Housing Rehabilitation Programs - \$128,000 request

Ms. Juanita Shaver approached the Committee and provided the following highlights regarding the agency and the grant request:

- The agency has been servicing the community for 66 years.
- Three years ago, the agency's name was changed from the Valley of the Sun School and Rehabilitation Center.
- There are 25 group homes in the program.
- The State of Arizona provides 95% of the program funding.
- At the group homes, seven swimming pools have been filled in to cut costs but there are still seven swimming pools that need to be filled in.
- The agency overhead is 6.8%.
- The request is for \$128,000 for labor and contracting costs for projects.
- Valley Life will contribute \$33,575 in cash and in-kind donations toward the projects.
- The projects include various modifications such as the addition of an ADA bath in a home, a shower upgrade and the removal of inaccessible barriers to a kitchen. Furthermore, carpet will be replaced by tile and a cracked foundation will be repaired.
- The City of Glendale was thanked for the past grant assistance.
- The Committee-members were invited to a tour of the group homes.

Committee-member Miller asked Ms. Shaver to contact Mr. Lopez regarding a tour date.

Committee-member Miller thanked Ms. Shaver for her presentation.

2-7 City of Glendale – Code Compliance – Elimination of Code Violations Creating Unsafe Slum & Blighting Conditions - \$29,405 request

2-8 City of Glendale – Code Compliance – Neighborhood Safety and Preservation - \$45,595 request

Mr. Paul Hernandez, Assistant Director of Code Compliance, requested to discuss both Code Compliance grant requests at once. Mr. Hernandez commented on the following:

- One of the goals of the Code Compliance Department is to eliminate slum and blighting conditions.
- The Department encourages voluntary resident compliance with city code.
- A frequent issue handled by the Department is violations due to foreclosed properties. These properties can cause health issues and a decrease in property values.
- A vacant home can be a safety hazard and a destabilizing factor in a neighborhood.
- For FY 2011-12, there were over 1,000 complaints regarding vacant and foreclosed homes. 112 properties were cleaned up with the use of CDBG funds. This demand will continue, however, the city does not have the budget to keep up with the need.
- The Department is requesting \$29,405 for grant assistance which will be matched with \$2,646 in general purpose funds.
- When a violation is noticed, the property owner is notified. If the violation is not fixed by the owner, the city cleans the property, bills the homeowner and places a lien on the property. If the homeowner does not reimburse the city out-of-pocket, the city is reimbursed via the lien when the property is sold.
- Approximately \$40,000 in CDBG funds have been recouped via the Clean and Lien Program.
- Last year, the Department lost 9.5 positions due to budget cuts of which 4.5 positions were inspectors.
- Inspectors concentrate on mature neighborhoods where there are no HOAs.
- The grant request is in line with the Council priority of One Community with Strong Neighborhoods.

Committee-member Miller inquired about the city hiring freeze. Mr. Hernandez stated that in just the last few days, the Department received approval to hire a contract employee. Mr. McAllen explained that critical positions are being considered by the city for filling, but justification is necessary as well as approval by the City Manager.

Committee-member Miller thanked Mr. Hernandez for his presentation.

2-9 City of Glendale – Economic Development – Visual Improvement Program - \$300,000 request

Mr. Mark Paratore has been with the Economic Development for nearly a year and thanked the Committee for the opportunity to speak. Mr. Paratore provided the following information:

- Over the past year, the Department assisted with four projects that totaled approximately \$40,000 of reinvestment in the community.
- Last year, \$150,000 was awarded to participants in the program.
- Funds were used for new landscaping, signage and painting by local businesses.

- One project was a taco shop at 59th Avenue and Glendale and another project was a shopping center at 64th Avenue and Glendale.
- The program plays a vital role in the city's redevelopment, especially in the Centerline area.
- The request works with the Council's focus on the Centerline area of the city.

Committee-member Sanders asked if the program focused on new or existing businesses. Mr. Paratore stated that existing businesses were a priority.

Committee-member Miller thanked Mr. Paratore for his presentation.

2-10 City of Glendale – Field Operations – Street Reconstruction/Paving - \$450,000 request

Mr. Stuart Kent stated that the grant request was for \$450,000 to complete street reconstruction/paving along the frontage road along Bethany Home Road from 51st Avenue to 61st Avenue and 67th Avenue from Keim to Rose Lane. Mr. Kent noted that a number of these streets surround Smith Elementary School.

Mr. Kent added that the street crew for the City of Glendale consists of five employees and therefore, this project would be done by outside contractors, but would be competitively bid.

Committee-member Miller thanked Mr. Kent for his presentation.

2-11 City of Glendale – Parks and Recreation and Library Services – Sonorita Park Renovation - \$61,500 request

Mr. Mike Gregory approached the Committee and presented the following information:

- The grant request is for renovation at Sonorita Park, which is a one-acre neighborhood park constructed in 1975.
- The park is located south of Glendale Avenue, east of 59th Avenue.
- Currently, the park has a basketball court and a playground.
- The Parks and Recreation Department will provide all labor and management costs for the project.
- Suggested improvements include: new benches, shade trees, basketball court improvements, playground improvements, new landscaping, new shade structure, ADA concrete walkway, solar lightning and a new irrigation system.
- There are challenges to the location such as vandalism, seasonal homelessness and a utility infrastructure conflict.
- The Parks and Recreation Department will engage with the local businesses and residents in regards to the Parks N Partners Program and will work on other potential partnerships. The CAT team will be engaged as well.
- ExerPlay will donate a new playground to the Parks Department if the grant is awarded.

Committee-member Torres inquired about the safety of the chain link fence behind the basketball court. Mr. Gregory stated that the fence would be reinforced.

Committee-member Sanders inquired as to the engagement of the appliance store next to the park. Mr. Gregory stated that staff would work to engage the business owner. Mr. Gregory noted that a barrier could be placed between the appliance store and the park.

Committee-member Miller thanked Mr. Gregory for his presentation.

HOME REQUEST:

4-1 Habitat for Humanity Central Arizona – Acquisition, Infrastructure, Rehab, Resale - \$250,000 request

Mr. Roger Schwierjohn thanked the Committee for its past partnership in providing safe and decent housing for residents of Glendale. Mr. Schwierjohn provided the following information regarding the grant request:

- The grant request is for \$250,000 to acquire three vacant lots and to clean, demo and prepare the infrastructure.
- The focus neighborhoods are the Heart of Glendale, East Catlin Court and Cavalier Dale.
- Three new, affordable, LEED Certified homes can be constructed on the lots.
- Habitat for Humanity is the largest LEED builder in Arizona.
- The agency has rebuilt and renovated 80-90 homes in Glendale.
- Program participants of new homes are required to perform 400 hours of sweat equity.
- Program participants of remodeled homes are required to perform 200 hours of sweat equity.
- Program participants of home repair are required to help with the repair itself.

Committee-member Miller thanked Mr. Schwierjohn for his presentation.

VII. Adjournment

Committee-member Hudson motioned to adjourn the meeting at 7:51 p.m. Committee-member Torres made the second. The motion passed 8 – 0.

Respectfully submitted,

Denise Kazmierczak
Recording Secretary