

MINUTES

**CITY OF GLENDALE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
GLENDALE CITY HALL – ROOM B3
5850 W. GLENDALE AVENUE**

**Thursday, September 18, 2014
6:30 p.m.**

MEMBERS PRESENT: Cherie Hudson, Chair
Matthew Versluis
Chuck Jared
Marcellous Sanders
Sue Pederson
John Torres
Ronald Jauregui
Shirley Wong
Sharyn Nesbitt
Dorlisa Dvorak

MEMBERS ABSENT: Pattie Johnston, Vice Chair
Cathy Cheshier

STAFF PRESENT: Erik Strunk, Director
Rebecca Daniel, Community Action Program Manager
Gilbert Lopez, Revitalization Manager
Elaine Adamczyk, Community Housing Manager

I. Call to Order

Chair Hudson called the meeting to order at 6:30 p.m.

II. Roll Call

Chair Hudson conducted roll call.

III. Minutes

Committee-member Sanders motioned to approve the August 21, 2014 meeting minutes with the correction of all spellings of “Saunders” changed to “Sanders.” Committee-member Jared made the second. The motion passed 10 – 0.

IV. Business from the Floor

Ms. Adamczyk presented Committee-member Wong a plaque on behalf of the Mayor, Council and staff in recognition of her four years of service on the Committee from 2010 to 2014.

V. PHA Plan Review and Timeline of Requirements

Ms. Adamczyk briefed the Committee on the process of the 2015 Public Housing Agency (PHA) Plan and the Capital Fund Program updates for FY 2015-16.

The Agency Plan encompasses the following documents:

1. PHA Five-Year and Annual Plan (form HUD-50075)
2. The Public Housing Admissions and Continued Occupancy Policy (ACOP) (policy document)
3. The Section 8 Administrative Plan (policy document)
4. Violence Against Women Act Addendum (VAWA)

Ms. Adamczyk explained that the City of Glendale's rental assistance programs are federally regulated and require policies to direct the administration of both the Section 8 Housing Choice Voucher and Conventional Public Housing programs. The policies are submitted to the US Department of Housing and Urban Development (HUD) annually, through the PHA Plan and the Capital Fund Annual Statement/Performance and Evaluation Report and the updated Capital Fund Five-Year Action Plan. Ms. Adamczyk noted that both documents must be submitted to HUD no later than April 17 every year.

Ms. Adamczyk stated that the CDAC would be presented with the proposed policy changes at the February 2015 CDAC meeting. During the February 2015 meeting, the CDAC will be asked to hold a public hearing, to solicit comments, and recommend that Council approve the Agency Plan for submittal to HUD.

Ms. Adamczyk added that the PHA Plan and Capital Fund Action Plan must be on the Council March 2015 meeting agenda for voting in order to secure approval to submit the documents to HUD no later than the April 17, 2015 deadline.

The process overview was provided to the Committee-members in document format as well. All Committee-members agreed to move forward with the process as presented.

VI. Community Action Program (CAP) Update

Ms. Daniel gave an update on the status of CAP programs. The following are public funds available for crisis programs in FY 2014-15:

- Low Income Home Energy Assistance Program: \$605,964
- Arizona Community Action Association: \$100,506
- Temporary Assistance to Needy Families: \$ 45,000
- Emergency Solutions Grant/Rapid Rehousing: \$ 29,688
- Community Block Development Grant: \$ 75,000
- Neighbors Helping Neighbors: \$ 1,373

- The CAP appointment line has been busy.
- 226 resident calls were accepted on the appointment hotline for July and August.
- 75 Households were assisted by medical accommodation and/or by homebound visit.

- 138 Households received Energy Conservation education.
- \$115,778 in direct service funding was provided to Glendale residents for July and August for emergency services: utility, rent/mortgage programs and homeless programs.

Ms. Daniel announced that CAP is currently pursuing the hiring of a Community Eligibility Worker on a temporary full-time contract basis and a Customer Assistance Representative on a temporary part-time contract basis. Both positions will be paid through the state contract and funding is available through June 30, 2015. The new staff members will assist with daily operations in payment processing and also handle client interviews.

Ms. Daniel noted that CAP staff is planning for fall events which include the October-Fest and the Glendale Health and Family Resource Fair which will be held at the Glendale Civic Center on November 22, 2014.

Ms. Daniel announced that Community Action Agency Board Training will be held on Thursday, October 9th from 10:00 a.m. to 4:00 p.m. at the Burton Barr Library in downtown Phoenix. Ms. Daniel stated that all Committee-members are invited to attend the free training event. Ms. Daniel asked that Committee-members send RSVP's to her attention.

Committee-member Sanders asked for clarification of Energy Conservation education. Ms. Daniel explained that staff provides 100% of residents who receive utility assistance education on energy conservation tips such as weather stripping, caulking around windows and tending to leaking faucets. Ms. Daniel noted that the state requires only 25% of those receiving assistance to be educated, however, staff informs 100% of recipients. Brochures and a short movie for viewing are two of the ways recipients are educated.

VII. FY 2015-16 Community Development Block Grant (CDBG) Annual Action Plan Council Priorities

Mr. Lopez stated that he, Mr. Strunk and Chair Hudson attended the September 2, 2014 Council Workshop at which Council announced its CDBG funding priorities 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. Lopez also commented on the CDAC calendar for the upcoming CDBG hearings. Mr. Lopez stated that the hearings and recommendation meetings have been moved to December, from January, in order to give the City attorneys more time to review the documents and also more time for public comments.

Mr. Strunk stated that City Council appreciates the hard work and efforts of the CDAC regarding the CDBG funds.

Chair Hudson stated that the Council Workshop was very informative and looked forward to the grant hearings.

VIII. Review of Draft CDAC FY 2014-15 Action Plan

Mr. Strunk asked the Committee-members to review the proposed FY 2014-15 CDAC Action Plan that was provided to them. All Committee-members agreed with the plan. Formal approval of the plan will be on the October meeting agenda.

IX. Analysis of Impediments to Fair Housing Study

Mr. Lopez gave an overview of the process for the upcoming Analysis of Impediments to Fair Housing Study and its role in the CDBG Five-Year Consolidated Planning Process.

Mr. Lopez explained that in order for the City to be eligible to receive funds such as CDBG, HOME and ESG, the City must undertake an Analysis of Impediments to Fair Housing and address any identified impediments with training or enforcement. Mr. Lopez stated that at the October CDAC meeting, a consultant hired via the RFP process will facilitate a discussion on fair housing. Mr. Lopez noted that this consultant will also provide staff with technical assistance for the Five-Year Consolidated Plan.

Mr. Lopez also noted that the City stresses education regarding fair housing, which includes training of the general public, real estate agents and staff in the housing divisions. Mr. Lopez stressed that the issue of fair housing is very serious, is not taken lightly and hefty fines can result for violations of fair housing laws.

Committee-member Sanders wondered if fair housing laws applied to local businesses. Mr. Strunk explained that fair housing applies to residential dwellings, but commercial businesses do have to comply with various ADA requirements. Mr. Strunk noted that the City of Glendale's Commission on Persons with Disabilities discusses and reviews issues with the ADA.

X. Staff Updates

Ms. Adamczyk announced the corrected date of February 19, 2015 for the public hearing for the FY 2015-19 Five-Year Consolidated Plan and FY 2015-16 Annual Action Plan and the public hearing for the Community Housing Five-Year and Annual PHA Agency Plan.

XI. Committee Comments and Suggestions

No comments made.

XII. Adjournment

Committee-member Torres motioned to adjourn at 7:12 p.m. Committee-member Jared made the second. The motion passed 10 – 0.

The next regular meeting is October 16, 2014 at 6:30 p.m. in Room B3 of City Hall.

Respectfully submitted,

Recording Secretary
Denise Kazmierczak