

**CITY OF GLENDALE  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
GLENDALE CITY HALL – ROOM B-3  
5850 W. GLENDALE AVENUE  
MINUTES**

**Thursday, November 15, 2012  
6:30 p.m.**

MEMBERS PRESENT: Arthur Swander Jr, Vice-Chair  
Gina Schmitz  
Chuck Jared  
Sharon Wixon  
John Torres  
Cherie Hudson  
Randy Miller  
Marcellous Sanders  
Vickie Loya  
Matthew Versluis

MEMBERS ABSENT: Richard Schwartz  
Marcia Garland  
Shirley Wong

STAFF PRESENT: Gilbert Lopez, Revitalization Administrator  
Rebecca Daniel, Community Action Program Administrator  
Elaine Adamczyk, Community Housing Administrator  
Sam McAllen, Interim Executive Director  
Erin Cullum, Senior Management Assistant  
Jana Kelly, Community Housing Supervisor

I. Call to Order

**Committee-member Wixon motioned to call the meeting to order at 6:36 p.m. Committee-member Hudson made the second. The motion passed 10 – 0.**

II. Roll Call

Vice-Chair Swander conducted roll call. All Committee-members introduced themselves.

III. Approval of Meeting Minutes – October 18, 2012

**Committee-member Miller motioned to approve the October 18, 2012 meeting minutes as written. Committee-member Jared made the second. The motion passed 10 – 0.**

IV. Business from the Floor

None.

V. Community Housing Division Staff Report

Ms. Adamczyk stated that the Glendale Community Housing Division (CHD) administers two federally funded programs that provide safe, sanitary, decent and affordable housing for eligible low and very low-income families and individuals. These programs are the Conventional Public Housing program and the Section 8 Housing Choice Voucher rental assistance program. Through these programs, CHD assists, on average, 1,600 families. The U.S. Department of Housing and Urban Development (HUD) is the federal agency for both programs.

Ms. Adamczyk provided the following information regarding the Conventional Public Housing program:

- CHD manages 155 Conventional Public Housing apartments located in three rental complexes in central Glendale.
- The units are city-owned and city-maintained.
- A current snapshot of the statistics include the following:
  - Family Demographics:

▪ Total Number of Apartments	155
▪ Assisted Families	148
▪ Family Members	388
▪ Elderly/Disabled/Employed	70%
▪ Family Members Age 18 or Younger	190
  - Wait List:

▪ Total Number on Wait List	912
▪ Number on Wait List that Meet Preferences (25 Points)	331
  - Work Orders (Quarterly July – September)

▪ Non-Emergency Completed	570
▪ Emergency Completed	104
▪ Total Completed	674
▪ Two-Man Team, 24/7 on call	
  - Turnover (Quarterly July – September)

▪ Average Number of Units Vacated	10
▪ Units Offline for Modernization	6
▪ Units Turned over for Rehabilitation	4

Ms. Adamczyk provided the following information regarding the Section 8 Housing Choice Voucher rental assistance program:

- The program administers 1,054 rental vouchers in addition to more than 400 vouchers on behalf of other Arizona housing authorities, known as portability vouchers. Forty-three Glendale families have chosen to use their vouchers outside of Glendale.
- A current snapshot of the statistics include the following:
  - Family Demographics:

▪ Assisted Families:	1,431
▪ Family Members	5,164
▪ Elderly/Disabled/Employed Families	77%

- Family Members Age 18 or Younger 2,472
  - Wait List:
    - Total Number Names on Wait List 1,144
    - Number on Wait List that meet Preferences (25 Points) 455
  - Leasing
    - Number of Vouchers Used 995
    - Number of Port-Outs 51
    - Number of Port-Ins 436
    - The city actually has 1,054 total available vouchers but due to rent increases, the city can only afford 1,046 vouchers.
    - CHD provides excellent customer service. Some families port-out of Glendale only to return because of better service.
  - Housing Assistance Payments (HAP) Monthly
    - Number of Landlords on Program 778
    - HAP Paid per Month Average \$663,326
    - Port-In HAP Paid per Month Average \$319,571
    - Total HAP Paid per Month Average \$982,897
    - All funds received from the Federal Government.
  - Inspections
    - Total Number Scheduled Inspections 544
    - Completed 517
    - No Shows 27
    - One Inspector on Staff
    - There is one second chance for a No Show.
    - Initial Inspections 77
    - Annual Inspections 429
    - Special Inspections 11
    - Landlord Fail: The landlord is given 15 days to resolve the issue for the Fail. If no resolution, the family can choose to stay in the apartment but will no longer receive CHD and federal assistance.
    - Family Fail: The family is given 30 days to resolve the issue for the Fail. If no resolution, the contract with the family is abated.
  - Voucher Usage/Wait List Activity (Quarterly July – September)
    - Number of Names Pulled from Wait List (Of those meeting 25 Points) 20
    - No Shows 3
    - Over Income 2
    - Dropped – Bad Addresses 4
    - Back to Wait List 3
    - Need More Information 1
    - Vouchers Used 7
    - Leased Up 3

Ms. Adamczyk provided the following snapshot information for both the Conventional Public Housing program and the Section 8 program:

- Customer Contact for Both Programs: (Quarterly July – September)
  - Incoming Calls (Main Line) 2,867
  - Walk-ins 3,308

Ms. Adamczyk stated that there are two front office employees: one who takes work orders and one who schedules the inspections. Ms. Adamczyk announced that Ginny, the employee who takes the work orders, will be retiring in February and her shoes will be very difficult to fill. However, a job posting for the position will be submitted soon.

Committee-member Sanders asked if the Department works with the Veterans Administration. Ms. Adamczyk replied in the negative, that HUD determines which housing authorities will receive VASH vouchers. However, Ms. Adamczyk stated that some veterans did port into the Glendale system.

VI. Community Development Block Grant (CDBG) and Emergency Solutions Grants (ESG) Funding Reallocation

Mr. Lopez stated that every so often, there is an agency who returns grant money that it received because: (1) it is unable to meet the obligations of the grant; (2) has saved money on a project; and/or (3) is unable to move forward with a project funded by the grant. Mr. Lopez stated that in those cases, the grant funds are then reallocated to another agency with pressing needs.

Mr. Lopez announced that Circle the City notified staff that they would not be moving forward with their grant this year, Fiscal Year (FY) 2012-13, and is therefore declining the grant award of \$10,360.00. Mr. Lopez also announced that the Florence Crittenton Agency had unused funds of \$2,505.96 in FY 2011-12. Mr. Lopez recommended that the CDAC reallocate the Circle the City CDBG funding to the YWCA Meals on Wheels Program and the Florence Crittenton Agency CDBG funding to the City's Housing Rehabilitation program.

Mr. Lopez announced that there is \$1,325.00 of savings in ESG funding from FY 2011 Administration funds that staff is recommending to be reallocated to the FY 2011 Homeless Management Information System (HMIS) activity.

Mr. Lopez thanked the Committee-members for their consideration of the reallocations.

Committee-member Miller wondered why the Florence Crittenton Agency was returning funds when it was submitting another application for funds for the upcoming fiscal year. Mr. Lopez explained that the funds being returned were to be utilized for a very specific purpose and must be returned if not used for that purpose.

Committee-member Miller inquired as to the use of the funds for the Homeless Management Information System. Mr. Lopez explained that the funds would be used to pay staff to input data into the system.

**Committee-member Miller motioned to approve the following:**

- **\$10,360.00 in FY 2012-13 CDBG public services funding, previously allocated to Circle the City, be reallocated to fund the YWCA Meals on Wheels Program. The additional \$2,505.96 of unused FY 2011-12 funds from Florence Crittenton will be placed into Housing Rehabilitation.**

- **Under ESG, \$1,325.00 in savings from FY 2011 Administration funds will be reallocated to the FY 2011 Homeless Management Information System (HMIS) activity.**

**Committee-member Sanders made the second. The motion passed 10 – 0.**

## VII. FY 2013-14 Grant Funding Applications

The Committee-members received a binder with the grant applications for the CDBG, ESG and HOME Investment Partnerships programs for their review.

Mr. Lopez announced the following estimates for the grant funds. Mr. Lopez commented that the estimates are based on last year's figures and the exact funding amounts will not be known until January or February of 2013. Mr. Lopez explained that any differences between the actual and estimated figures will be handled by adjusting the recommended grants in a pro-rata fashion and any large shift in funding will be brought to the Committee for review and recommendation.

- Public Services: \$300,000 estimated
- Physical Improvements: \$908,000 estimated
- CDBG: Over \$2.0 million estimated
- ESG: \$174,000 estimated
- HOME: \$486,000 estimated

Mr. Lopez noted that in the new applications and binders, staff tried to incorporate the previous suggestions made by the Committee-members. Mr. Lopez asked Committee-members to review the binder and applications in great detail and to contact him with any questions. Mr. Lopez will then send a copy of the question and the response to all Committee-members. Mr. Lopez cautioned the Committee-members to remain cognizant of the Public Meeting Laws and to not call each other to discuss the applications. Mr. Lopez noted that all debate regarding the applications must be made in a public forum.

Committee-member Miller requested a copy of Page 1 of each of last year's agency applications in order to compare with the applications for the upcoming hearings.

Mr. Lopez stressed that Mayor and Council are very appreciative of the job of the Committee. Mr. Lopez shared the Council priorities for grant funding:

- Existing programs providing core services
- Food, utilities and shelter
- Keeping people in homes
- Core needs
- Heavier emphasis on programs such as CASS and Meals on Wheels

Mr. McAllen added that funding those agencies that provide food and shelter and delivers results is very critical at this time.

Mr. Lopez noted that some funds must be used for physical improvements and the Committee should focus on getting the most bang for every buck in the neighborhoods. Mr. Lopez also encouraged the Committee-members to view the October 30, 2012

Council Workshop online regarding Council priorities for grant funding recommendations.

Committee-member Versluis asked for clarification of the grant year. Mr. Lopez explained that the hearings in January 2013 are for funds to be allocated for the July 1, 2013 through June 30, 2014 fiscal year.

Committee-member Miller stressed that the Committee-members should all read the binders and applications in great detail so that the agency representatives are not questioned on items during the hearings that were already answered in their applications.

Vice-Chair Swander stated that the Committee-members can become familiar with the agencies by physically visiting their offices or checking out their websites for further information.

Mr. McAllen commented that at the last Council meeting, the Council recognized the great job done by the Committee during the grant hearings. Mr. McAllen expressed praise and compliments to the Committee-members in advance of all of the necessary work required during the grant hearings and recommendation meetings.

#### VIII. Committee Comments and Suggestions

Vice-Chair Swander stated that new Committee-members Loya, Sanders and Versluis need to sign a Loyalty Oath. Committee-members Loya and Sanders signed their Loyalty Oaths and Committee-member Versluis will sign his Loyalty Oath when provided by staff.

#### IX. Adjournment

**Committee-member Miller motioned to adjourn at 7:45 p.m. Committee-member Wixon made the second. The motion passed 10 – 0.**

Respectfully submitted,

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Denise Kazmierczak  
Recording Secretary