

MINUTES

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

**Thursday, November 20, 2014
6:30 p.m.**

MEMBERS PRESENT: Pattie Johnston, Vice Chair
Sue Pederson
Dorlisa Dvorak
Ronald Jauregui
Matthew Versluis
Chuck Jared
Marcellous Sanders
Sharyn Nesbitt

MEMBERS ABSENT: Cherie Hudson, Chair
Cathy Cheshier
John Torres

STAFF PRESENT: Charyn Palmisano, Revitalization Supervisor
Elaine Adamczyk, Community Housing Manager
Fred Abraham, Public Housing Maintenance Supervisor
Mona Francis, Revitalization Supervisor
Elizabeth Garcia, Revitalization Coordinator
Chris Plummer, ASK Development Solutions, Inc.
Janet Plummer, ASK Development Solutions, Inc.

I. Call to Order

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

II. Roll Call

Vice Chair Johnston conducted roll call.

III. Minutes

Committee-member Jared motioned to approve the October 16, 2014 meeting minutes as written. Committee-member Sanders made the second. The motion passed 8 – 0.

IV. Business from the Floor

None.

V. Public Hearing: FY2015-2019 Consolidated Plan and Annual Action Plan

Mr. Plummer, consultant to the City of Glendale, gave an overview of the process of the Consolidated Plan and Annual Action Plan and elicited comments regarding existing priorities, goals and objectives.

Five Year Consolidated Plan

- HUD requires each entitlement jurisdiction to submit a Consolidated Plan every five years. The last one done was 2010 - 2014.
- A tool to identify a city's Housing and Community Development (HCD) needs, priorities and strategies
- A tool to stipulate how federal funds will be allocated
- A collaborative process with opportunity for citizen participation and creating a unified community vision
- Opportunity to shape the various HCD programs into effective, coordinated neighborhood and HCD strategies
- To reduce duplication of effort at the local level
- The three basic goals of the plan are:
 - Provision of decent housing
 - Creation of a suitable living environment
 - Expansion of economic opportunities
- The process consists of:
 - Consultation with public and private agencies and public participation
 - Review City planning documents, conduct research and analyze data
 - Conduct a Housing Market Analysis
 - Conduct a Needs Assessment
 - Develop a Comprehensive Strategic Plan identifying priorities and strategies
 - Plan Review Process – including a 30 day period for public comment, then onto City Council for approval
- The format of the plan will include the following elements:
 - Social and economic characteristics
 - Assessment of the City's housing and community development needs
 - The nature/extent of homelessness and special needs housing
 - Housing conditions including lead-based paint
 - Establishing priority need areas, program objectives and activities
 - A performance measurement system to indicate progress
 - The local institutional structure for Plan delivery
 - Citizen participation plan and process
 - An anti-displacement and relocation plan
 - Impediments to fair housing choice and fair housing planning
 - Barriers to affordable housing
 - Possible use of incentives

Annual Action Plan – How the City Will Spend CDBG Funds

- Based on Consolidated Plan priorities and needs
- Expected resources
- Annual goals and objectives
- List of projects/award recommendations
- Geographic priorities
- Affordable housing
- Public housing, homeless and social needs
- Housing Opportunities for Persons With Aids (HOPWA)
- Barriers to affordable housing
- Program specific requirements

Eligible Activities

- CDBG
 - Acquisition and Disposition
 - Public Facilities and Improvements
 - Clearance and Demolition
 - Public services
 - Housing Rehabilitation
 - Homeownership Assistance
 - Planning and Administration
- HOME
 - Homeownership and Rental Housing
 - CHDO
- ESG
 - Emergency shelter and Rapid Rehousing

Current Priorities

- CDBG
- Public Services
 - Seniors and Youth
 - Persons with disabilities
 - Homelessness prevention
 - Domestic Violence
 - General: food bank, legal services
- Public facilities rehabilitation
- Owner occupied rehabilitation
- Emergency assistance
- HOME
 - Owner Occupied Rehabilitation
 - New Construction of Housing (homebuyer)
- ESG
 - Rapid rehousing
 - Homeless prevention
 - Shelter operations (CASS in Phoenix)

Mr. Plummer asked if the Committee was in agreement with the objective of the Plan. Vice Chair wondered if there were any changes to the objectives from last year. Ms. Palmisano confirmed that the objectives were consistent with Council priorities. All Committee-members were in agreement with the objectives presented.

Committee-member Pederson felt all objectives were equally dire. Committee-member Jared stressed homelessness as a priority and Committee-member Saunders agreed.

Committee-member Juaregui asked if Habitat for Humanity is the only contractor working with the City for acquisition/rehab for CDBG. Ms. Palmisano stated that the department does put out an RFP and Chicanos Por La Causa attended an orientation, but did not apply.

Ms. Francis explained the process of the public notice for the CDBG workshop and the grant applications.

Mr. Plummer stated that a resident survey regarding the Five Year Consolidated Plan would be distributed to the Committee-members for completion.

Vice Chair Johnston opened the floor to a Public Hearing for comments on the 2015-2019 Consolidated Plan and Annual Action Plan.

No comments were made.

Vice Chair Johnston closed the floor to a Public Hearing for comments.

VI. Xeriscaping Project at Community Housing

Ms. Adamczyk gave an overview of the xeriscaping at Cholla Vista and Lamar Homes Public Housing Complexes. Ms. Adamczyk thanked the Committee for the recommendation and receipt of project funding in the amount of \$114,000 via a 2013-14 CDBG grant. Ms. Adamczyk also introduced Mr. Abraham, who was present for questions and clarification.

Ms. Adamczyk provided details of the project at Cholla Vista, highlights include the following:

- There are 34 apartments.
- All aging and damaged landscaping and grass will be removed and will be replaced with water-wise trees, bushes, shrubs and decomposed granite.
- Old and broken sprinkler lines will be repaired/replaced/redirected as necessary.
- Current courtyard sidewalks and picnic tables will be removed and replaced with ADA compliant walkways and accessible picnic tables.

Ms. Adamczyk provided details of the project at Lamar Homes, highlights include the following information:

- There are 51 apartments.
- Small grass areas will be removed and replaced with decomposed granite.

Ms. Adamczyk announced that the project will improve the quality of life of public housing residents and continue the City's efforts to save water. Ms. Adamczyk stated that the project will realize an estimated sprinkler system water savings of 60%.

Ms. Adamczyk stated that on November 24th, Council will approve the contract for the project to be awarded to Sunburst Landscaping. Ms. Adamczyk stated that this contractor has worked with the City before and has a very good track record.

Vice Chair Johnston asked if some of the picnic tables could be reused elsewhere. Mr. Abraham replied in the positive and stated that staff will re-use/re-purpose all possible items. Mr. Abraham noted that pictures of the completed project will be presented at a future Committee meeting.

VII. Point In Time MAG Homeless Count

Ms. Palmisano briefed the Committee on the Maricopa Association of Governments (MAG) Point in Time count of the homeless population which will be held on January 27, 2015 from 5:30 a.m. to 12:00 p.m. Ms. Palmisano noted the following:

- The Point In Time is a one night street and shelter count to determine the number of homeless in Maricopa County at a given point in time.
- Staff will go out in groups to perform the count. Staff members volunteer to participate.
- This count is required for the City to continue to receive HUD federal funding for homeless assistance. The City participates via the MAG Continuum of Care Regional Committee on Homelessness. Other valley cities in the MAG Continuum of Care will perform their counts on the same day as well.

Ms. Palmisano stated that she participated in the Point In Time Count in the past and found it to be very eye-opening. Mr. Abraham added that the Police Department is also a great resource for the Point In Time count as the department keeps abreast of where the homeless are concentrated.

Ms. Palmisano estimated that 30-40 homeless people were identified in the last count in which she participated. Ms. Palmisano noted that this is a relatively low count compared to other cities. Committee-member Sanders stated that it can be hard to get an accurate count because some of the homeless might try to avoid being seen and/or counted. Ms. Palmisano agreed.

Committee-members noted areas whereby they have seen some homeless people in need.

Committee-member Nesbit asked if staff will obtain more detailed information on those counted. Ms. Palmisano stated that the police do collect details on the homeless in their beats and there is also an internal task force in place to address issues with homelessness.

VIII. Staff Updates

Staff provided an update to the Committee on relevant and recent department activities.

Ms. Adamczyk announced that the City received the following inspection scores for Public Housing.

- 98% - Public Housing Assessment System (PHAS) score for Public Housing, rating the Glendale Public Housing program as HUD High Performer.
- 95.6% - Physical Inspection score for the three public housing properties, including the administrative buildings.

Ms. Adamczyk noted that following statistics for Public Housing:

- There are 155 families assisted through the Glendale Public Housing rental assistance program, living in three rental communities.
- There are 367 total persons receiving assistance through the Public Housing program, of which there are 167 children under the age of 18. These children comprise 46% of all persons receiving assistance through Public Housing.
- There were 2,659 Public Housing work orders issued by the receptionist and completed by the Public Housing Maintenance team this year.

- The average number of days to complete a routine work order was 4.58 days.
- There were 373 emergency work orders completed by the Public Housing Maintenance team.
- The average time to complete an emergency work order was 3.36 hours, far exceeding HUD's 24 hour requirement
- There were 736 Public Housing unit inspections scheduled and completed for the 155 families.

Ms. Adamczyk noted the following statistics for Public Housing and the Section 8 Voucher Program:

- There were 11,000 telephone calls answered by the front reception team. This does not include calls that went directly to other staff.
- There were 9,000 walk-in visitors to the Housing administrative building, greeted by the front desk team or other staff.
- There were 4,640 family reports generated and submitted to HUD for file actions relating to the 1,555 families in our programs. These reports reflect changes in subsidy based on changes to family status.
- There is zero tolerance for criminal activity. Our success is due to our ongoing partnership with Glendale PD and the CAT team assigned to our location.

Ms. Adamczyk stressed that the exceptional HUD inspection scores and program statistics point to the quality of the housing units, staff and program service.

Ms. Palmisano distributed a flyer announcing the 3rd Annual Glendale Family Health and Resource Fair to be held on Saturday, November 22nd from 9:00 a.m. to 2:00 p.m. at the Glendale Civic Center. There will be information on community resources, onsite enrollments for various assistance programs and free medical screenings.

Vice Chair Johnston thanked staff for all the hard work done over the month and the past year.

IX. Committee Comments and Suggestions

Committee-member Sanders stated that he assisted a friend from the police department deliver a food box to a woman in need and the experience was both heartbreaking and heartwarming at the same time.

Committee-member Nesbit asked for a copy of Mr. Plummer's Power Point presentation. Committee-member Nesbit asked how the Housing Discrimination Survey was advertised. Mr. Plummer explained that the survey was disseminated to and via various public agencies, landlords, City website, electronic and printed advertising and in the city water bill.

X. Adjournment

Committee-member Jared motioned to adjourn at 7:50 p.m. Vice Chair Johnston made the second. The motion passed 8 – 0.

The next meeting is December 1st at 6:30 p.m. in Council Chambers at City Hall. CDAC will hear presentations from half of the public services applicants at this meeting.

Respectfully submitted,
Recording Secretary
Denise Kazmierczak