

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

**Monday, April 4, 2011
6:30 p.m.**

MEMBERS PRESENT: Chris Flippen, Chair
Shirley Wong
Sharon Wixon
Madelin Page
Pattie Johnston
Yolanda Hernandez
Randy Miller
Glenn O’Bannon
Gina Schmitz

MEMBERS ABSENT: Karen Mankoski, Vice-Chair

STAFF PRESENT: Cathy Gorham, Deputy City Manager
Rebecca Daniels, CAP Administrator
Elaine Adamczyk, Housing Administrator
Gilbert Lopez, Revitalization Administrator
Erin O’Neil, Senior Management Assistant

I. Call to Order and Introductions

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

II. Roll Call

Chair Flippen took roll call and noted that Committee members Mankoski and O’Bannon were absent.

III. Approval of Meeting Minutes – February 17, 2011

Committee member Miller motioned to approve the February 17, 2011 meeting minutes as written. Committee member Johnston made the second. The motion passed 8 – 0. [Committee member O’Bannon was not in attendance yet.]

IV. Business from the Floor

None.

V. Introduction of New Committee Member

Chair Flippen welcomed new Committee member Gina Schmitz, who is a representative of the Glendale Elementary School District. All Committee members introduced themselves and Committee member Schmitz gave a brief background of herself.

[Committee member O'Bannon entered the meeting.]

VI. Update on Federal Budget Discussion

Mr. Lopez gave the Committee an update of the current discussion and action regarding the federal budget and its potential impact on local community programs.

Mr. Lopez stated that Congress was still working to finalize the FY 2011 Budget and the current Continuing Resolution, passed earlier by Congress in order to avoid a government shut-down, was due to expire Friday, April 1st. Again, Congress must either pass another Continuing Resolution or agree to a FY 2011 Budget. Congress is also working on FY 2012 Budget as well. Staff will keep the Committee updated on any impact to the CDAC grant funding allocations. Mr. Lopez explained that if there is a manageable reduction, the grants will all be adjusted pro-rata by staff; however, if there are drastic cuts, the CDAC Committee will be reconvened for necessary action.

VII. Consider Liens to Secure Federal Investment for Community Development Block Grant (CDBG) Homeowner Assistance Program

Staff recommended the application of liens against homeowner's properties where assistance cost exceeds \$1,000 for the Emergency Repair Program and Home Modification Program.

Mr. Lopez explained that over the years, air conditioning and heating equipment have become more sophisticated and expensive. Mr. Lopez commented that it would be prudent for a lien program to be put into place on the Emergency Repair Program and Home Modification Program to preserve the best intent of the program and to ensure proper use of the program by homeowners.

Mr. Lopez stated that in the case of any home repair over \$1,000, a lien would be put on the property which would be reduced by 20% a year, for five years, via a

grant mechanism. Mr. Lopez added that if a homeowner sells the property prior to five years, the homeowner would be responsible for the balance of the lien. The goal of this is to ensure that the program is utilized by homeowners intending to remain in the home and not to be utilized by investors who will sell the home immediately after repair. Mr. Lopez stressed that since this situation has not been commonly seen by staff, the lien program would be a proactive measure to prevent this from occurring in the future.

Mr. Lopez noted that the Code Compliance Department has utilized the Clean and Lien program successfully in its quest to keep foreclosed properties maintained. Staff will utilize the lien process currently used by the Code Compliance Department which is very efficient.

Chair Flippen wondered if the program could cause a financial problem for homeowners. Mr. Lopez explained that over the course of five years, the lien is forgiven 100%, therefore, as long as the homeowner remains in place for that time period, there should not be any financial hardship.

Chair Flippen wondered if any other cities or states utilize this type of program. Mr. Lopez replied that the City of Peoria uses a similar concept.

Chair Flippen wondered about the impact of a foreclosure or short sale on the lien. Mr. Lopez explained that the lien would be released in the case of a foreclosure or short sale.

Chair Flippen inquired as to an average repair cost under the Emergency Repair Program. Mr. Lopez replied that it was approximately \$1,200. Mr. Lopez noted that if a repair is much more than the average, and the homeowner qualifies, the case is moved into the Home Rehabilitation program.

Mr. Lopez noted that some of the homes in Arrowhead Ranch are over 20 years old and have dual A/C which can cost up to \$5,000 or \$6,000 to replace. Mr. Lopez explained that the lien program will ensure that the taxpayers' money is being used wisely and that the true intent of the program is protected.

Committee member Page motioned to approve the recommendation of the application of liens against homeowner's properties where assistance cost exceeds \$1,000 for the Emergency Repair Program and Home Modification Program with the stipulation of quarterly reporting on the program to CDAC. Committee member Johnston made the second. The motion passed 9 – 0.

VIII. Requesting a Conflict of Interest Waiver from Housing and Urban Development (HUD) for a Glendale employee

Mr. Lopez presented a conflict of interest waiver for a City of Glendale employee who would like to apply for the assistance under the American Recovery Reinvestment Act Program. Mr. Lopez noted that this employee is not in a job position that requires any decisions on grants or any decision making capabilities. Furthermore, the City Attorney will also draft a supporting opinion.

Committee member Johnston motioned to grant a conflict of interest waiver to the specific City of Glendale employee discussed in order to apply for the assistance under the American Recovery Reinvestment Act Program. Committee member Wixon made the second. The motion passed 9 – 0.

IX. Review, Public Hearing and Approval of the July 2011 Public Housing Agency Plan

Ms. Adamczyk presented the changes to the 2011 Agency Plan in detail. This includes the Section 8 Administrative Plan, the Admissions and Continued Occupancy Policy, the Capital Fund, and Annual Plan. Ms. Adamczyk explained that the Glendale Housing Division (CHD) is required by HUD to have an Agency Plan and to update the Plan annually.

Ms. Adamczyk discussed changes to the following in detail:

Both Section 8 and Public Housing

1. Interim Examinations for Decreases in Household Income – Timeframe for Completion
2. Definition of Five-Year Work History
3. Adding Family Members to a Household Once They are Removed
4. HUD Regulatory Changed Regarding Social Security Number Documentation
5. Live-in-Aide – Income of a Family Member of the Live-in-Aide; Live-in-Aide Restrictions on Approval
6. Medical Marijuana Use by a Program Participant and at Program Eligibility

Section 8 Housing Choice Voucher Only

1. Domestic Violence Preference for Admission to the Section 8 Housing Choice Voucher Program
2. When to Pay Late Fees to Landlord
3. Collection of Overpaid Subsidy and Determination of Landlord Suspension from the Section 8 Program
4. Crime-Free Housing
5. Utilities in the Name of the Head of Household or Other Adult Family Member

6. Returning Names to the Section 8 Waiting List
7. Inspections and Pest Control

Conventional Public Housing Program Only

1. Flat Rent Update
2. Public Housing Capital Fund Five-Year Plan

In-depth discussion was specifically held regarding the Flat Rent Update. Chair Flippen was concerned about the impact of the rental rate increase of the flat rent update. Ms. Adamczyk explained that a family has the option of choosing to pay 30% of income for rent or the flat rent, whichever is lower. Chair Flippen was still concerned because the increase in the flat rate might result in a rental increase for a family choosing 30% of income, if they have previously chosen the flat rate. Ms. Adamczyk agreed, but added that the flat rate rents have not been changed for the past five years. Chair Flippen felt that some of the flat rates might be too expensive and too close to the cost of the regular housing market. Ms. Adamczyk stated that the figures for public housing flat rates were based on a comparable housing study performed mainly in the 85301 zip code by a consultant. Ms. Adamczyk commented that the flat rates as noted are actually lower than those proposed in the study.

Ms. Adamczyk added that if a family is now able to afford to move out and into regular housing, the family should do so and allow another family truly needing assistance in public housing to move in. The adjustment to the flat rate is necessary to keep up with market rates and also to encourage those who are now self-sufficient to move out and into regular housing. Furthermore, the increase in flat rate rents will bring in more money to fund the public housing program.

Committee member O'Bannon wondered if there was a means test to be in public housing. Ms. Adamczyk noted that there was a means test to initially move into public housing, but once a family is in public housing, they could stay indefinitely without having to re-qualify. Committee member O'Bannon expressed concern that some families might be living in public housing even though they could afford to move out. Ms. Adamczyk stated that this was quite possible.

Chair Flippen wondered if Ms. Adamczyk could provide a report detailing how many residents chose the flat rate. Ms. Adamczyk replied in the positive and will email the information to the Committee members.

Chair Flippen expressed concern for the displacement of some families and suggested that a flat rent increase be performed more often than every five years and in smaller increments.

Chair Flippen opened the floor for a public hearing. No comments were made.

Committee member Miller motioned to accept the changes to the 2011 Public Housing Agency Plan as presented. Committee member Johnston made the second. The motion passed 9 – 0.

Chair Flippen closed the public hearing portion of the meeting.

X. Staff Report

Ms. Gorham announced that due to City Staff reorganization, Mr. Erik Strunk is now the Executive Director overseeing the Parks and Recreation and the Library Departments.

Ms. Daniels stated that the Glendale Family Health and Awareness Fair was held on Saturday, April 2nd at the Maricopa Integrated Health System on 5141 W. Lamar Road. Ms. Daniels noted that approximately 150 people attended the event to receive medical screenings and receive information on community resources.

Ms. Gorham provided further updates, which included the following:

- The City of Glendale redistricting process will begin shortly and public hearings will be held on the issue.
- The construction contract for the reconstruction of three units in the Lamar homes which were damaged by fire in October 2009 was approved by City Council on March 22, 2011.
- The construction contract is in progress for the modernization of kitchens and bathrooms for ten apartments at the Cholla Vista apartment complex. Funds for this project were received via a Community Development Block Grant (CDBG) for the Fiscal Year 2009-2010.
- City Council approved all CDAC CDBG funding recommendations at the March 22, 2011 City Council meeting.
- On March 8, 2011, Council approved the acceptance of \$316,132 in ARRA/Homeless Prevention and Rapid Re-Housing additional funding for Glendale residents that meet the 50% median income levels and are experiencing a financial crisis. So far, 125 families made appointments to apply for assistance. Ms. Daniels is heading up this project.
- On April 15th, a Public Housing event will be held at Clavelito Park from 2:30 to 5:00 p.m. The purpose of the event is to demonstrate the importance of neighborhood fellowship and for the housing residents to learn about the various city services available.

XI. Motion to Vacate Meeting on April 21, 2011

Committee member Miller motioned to vacate the April 21, 2011 Committee meeting. Committee member Schmitz made the second. The motion passed 9 – 0.

XII. Adjournment

**Committee member Miller motioned to adjourn the meeting at 8:20 p.m.
Committee member Johnston made the second. The motion passed 9 – 0.**

Respectfully submitted,

Recording Secretary
Denise Kazmierczak