

**CITY OF GLENDALE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
GLENDALE MUNICIPAL OFFICE COMPLEX
BASEMENT LEVEL – B-3
5850 W. GLENDALE AVENUE
MINUTES**

**Thursday, February 17, 2011
6:30 p.m.**

MEMBERS PRESENT: Chris Flippen, Chair
Sharon Wixon
Madelin Page
Pattie Johnston
Yolanda Hernandez
Randy Miller
Glenn O'Bannon

MEMBERS ABSENT: Karen Mankoski, Vice-Chair
Shirley Wong

STAFF PRESENT: Erik Strunk, Community Partnerships Director
Rebecca Daniels, CAP Administrator
Elaine Adamczyk, Housing Administrator
Mark DeNauw, Housing Specialist

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 Wong were absent and Committee-member Mary Jean Eggleston had officially resigned from the Committee.

III. Approval of Meeting Minutes – January 19, January 26 and January 27, 2011

Committee-member Miller motioned to approve the January 19, January 26 and January 27, 2011 meeting minutes as written. Committee-member Wixon made the second. The motion passed 7 – 0.

IV. Business from the Floor

None.

V. Overview of Housing Inspections and Housing Quality Standards

Mr. Strunk introduced Ms. Adamczyk and Mr. DeNauw who were in attendance to provide the Committee with an overview of the Community Housing Division's inspections of Public Housing and Section 8 Housing and Housing Quality Standards.

Ms. Adamczyk gave a PowerPoint presentation which included the following information:

- What is Section 8?
 - Family is issued a voucher and is free to choose a unit that meets program requirements and in which the landlord is willing to participate in the program.
 - Designed to serve families with very low income.
 - 1,054 Vouchers.
 - 470 portable clients into Glendale from other areas.
- Section 8 Housing Quality Standards
 - HUD Regulations set forth basic Housing Quality Standards (HQS), which all units must meet before assistance can be paid on behalf of the family.
 - Purpose of HQS is to provide decent, safe and sanitary housing that is in good repair.
 - HQS define "standard housing" and establish the minimum quality criteria necessary for the health and safety of program participants.
- 13 Key Aspects of Housing Quality Standards (HQS)
 - Sanitary Facilities
 - Food preparation and refuse disposal
 - Space and security
 - Thermal environment
 - Illumination and electricity
 - Structure and materials
 - Interior air quality
 - Water supply
 - Lead-based paint
 - Access
 - Site and neighborhood
 - Sanitary conditions
 - Smoke detectors
- Section 8 Inspections
 - Inspection – A tool used to ensure that HQS requirements are up to HUD standards.
 - Various types of inspections:
 - Initial

- Conducted prior to a family moving in to a unit (must be conducted within 15 days after the request for tenancy approval).
 - Ensures that the property meets HQS.
 - Property must meet HQS standards before the housing authority will pay subsidy on behalf of a tenant.
 - Annual
 - Conducted each year that a Section 8 assisted family occupies the property.
 - Ensures that the property is being maintained in accordance with standards.
 - Re-inspections
 - Conducted after any failed inspection.
 - Ensures that the property was brought back up to HQS standards.
 - Special
- Failed Inspections
 - Types of failed inspections:
 - Landlord Fail
 - Tenant Fail
 - Emergency Fail
 - When a property fails inspections:
 - 24-hours to repair life-threatening conditions.
 - 15 days for landlord to fix landlord fails.
 - 30 days for tenant to fix tenant fails.
 - If repairs are not made:
 - Landlord fail:
 - PHA can terminate the Housing Assistance Payment Contract.
 - Tenant provided another voucher.
 - Tenant fail:
 - PHA can terminate the Housing Assistance Payment Contract.
 - Tenant not provided another voucher.
 - Landlord's decision whether to let tenant continue with lease.
 - Emergency fail:
 - Landlord or tenant given 24 hours to fix the problem.
 - Tenant may/may not be given another voucher.
- Fiscal Year 2009-10 Inspection Statistics – Section 8
 - Total Annual Inspections: 1,313
 - Pass: 1,116
 - Fail: 197
 - Total Initial Inspections: 376

- Pass: 358
 - Fail: 18
 - Total Special Inspections: 34
 - Pass: 8
 - Fail: 26
 - Total Re-Inspections: 336
 - Pass: 307
 - Fail: 29
- What is Public Housing?
 - The City of Glendale owns and operates three low-income rental communities.
 - Designed to serve families with low-income.
 - Three rental communities with 155 rental units.
 - The City's Community Housing Division (CHD) is responsible for the operation and maintenance of the public housing communities.
 - The Community Housing Division has chosen to adopt HUD's HQS as the basis for inspecting the public housing units.
- Public Housing Inspections
 - Move-In
 - CHD required to inspect the dwelling unit prior to a tenant moving in.
 - CHD provides tenant with a written statement of the condition of the unit and the equipment provided with the unit.
 - Annual
 - Conducted each year on every unit that an assisted family occupies the property.
 - Ensures that the property is being maintained in accordance with HQS and Glendale Housing standards for health and safety.
 - Preventative Maintenance
 - Conducted annually to look for physical items that need repair, upgrade or regular maintenance such as painting, appliances, building exteriors and grounds.
 - Housekeeping
 - Conducted three times each year that a tenant occupies the property.
 - Ensures that the property is being maintained in clean and sanitary condition.
 - Failed inspections will result in additional inspections.
 - Re-Inspection
 - Conducted after every failed inspection.
 - Any deficiencies that are deemed an emergency are remedied within 24 hours.

- Any deficiencies that are not considered an emergency violation are corrected by Glendale Housing within an average of 20 calendar days.
- Move-Out
 - CHD required to inspect the dwelling unit once a tenant vacates the unit.
 - CHD provides tenant with a written statement of the condition of the unit and will charge the tenant accordingly for the damages.
- Fiscal Year 2009-10 Inspection Statistics – Public Housing
 - Total Annual Inspections: 142
 - Pass: 111
 - Fail: 31
 - Total Initial Inspections: 38
 - Pass: 38
 - Fail: 0
 - Total Annual and Initial Re-inspections: 31
 - Pass: 31
 - Fail: 0
 - Total Housekeeping Inspections: 415
 - Pass: 399
 - Fail: 16
 - Total Housekeeping Re-inspections: 22
 - Pass: 21
 - Fail: 1
 - Total Preventative Maintenance Inspections: 243
 - Pass: 101
 - Fail: 42
 - Total Preventative Maintenance Re-inspections: 42

In response to various Committee-member questions during the presentation, Ms. Adamczyk clarified the following information:

- CHD cannot evict a Section 8 family from a home. CHD will not continue to assist a family who does not or cannot maintain a unit appropriately. However, the eviction process is a landlord-tenant issue.
- If a tenant does not pay for the utilities in a Section 8 home, the family's voucher is terminated from the program.
- Major inspection issues with families in the Section 8 program are reported to HUD and input into a national database. Unpaid, outstanding charges for damages are also input into the national HUD database, which must be resolved prior to the family receiving a voucher in another state.

Commissioner Miller asked how the City originally came to own these Community Housing Property complexes. Mr. Strunk explained that in 1946, an independent group constructed the public housing units and facilitated the

program. However, in 1982 or 1983, concerns were raised regarding the quality of the units and the future of the program. The issue of the City of Glendale taking over the complexes was put on the Council agenda and was approved. Mr. Strunk commented that Public Housing satisfies a community need and there would be a homeless issue without these units.

Committee-member Hernandez wondered if there were strict rules imposed or criminal background checks regarding the tenants in the public housing units. Ms. Adamczyk replied that no more than two persons per bedroom are allowed to live in the unit. Ms. Adamczyk stated that tenants must pass a criminal background check, which must be clean for five years. However, specific types of criminal history can be a factor as well.

Committee-member Miller inquired about approval of people who move in with an existing tenant, such as a new husband, new wife, boyfriend or girlfriend. Ms. Adamczyk explained that people must be approved prior to becoming a tenant. Ms. Adamczyk stated that sometimes, tenants do not want to inform CHD that someone has moved into their unit with them because then the rent assistance level may go down due to increased income from the new household member. However, if a tenant does not report a new member of the household, they will be evicted from the public housing unit and terminated from Section 8. Ms. Adamczyk commented that regarding Section 8, CHD educates the landlords to the fact that CHD must be notified of any new household members moved into the unit.

Committee-member Hernandez asked if Section 8 landlords were required to provide proof of being up-to-date on mortgage payments. Ms. Adamczyk replied in the positive, but added that foreclosures can still happen and sometimes the timing issues can cause challenges for a tenant.

Chair Flippen thanked Ms. Adamczyk and Mr. DeNauw for the presentation.

VI. Agency Plan Review

Mr. Strunk stated that next month, staff will present to the Committee key changes in the City of Glendale's Community Housing agency plan. The Committee will be asked to review and recommend approval of the plan to Council. A public hearing will be held at that time as well.

VII. Community Action Program (CAP) Community Needs Assessment

Mr. Strunk introduced Ms. Rebecca Daniels who was in attendance to discuss the purpose and process of the CAP Community Needs Assessment which has recently begun. Ms. Daniels gave an overview of the assessment process to the Committee.

Ms. Daniels stated that CAP provides support services to Glendale residents who are experiencing a financial hardship and who meet federal poverty guidelines. Support services include mortgage, rent and utility assistance.

Ms. Daniels commented that the CAP Staff has never before seen the amount of client requests as it is experiencing right now.

Ms. Daniels stated that CAP will be conducting a Needs Assessment Survey and will develop an action plans based on meeting the needs reflected in the survey.

Ms. Daniels stated that the goal of the survey is to determine what social services are being provided/utilized in the City, what social service gaps are present, assessment of the efficiency/effectiveness of social service offerings, emerging trends as well as suggestions for improvement of social service offerings. The assessment will be used for program development and a measurement tool.

Chair Flippen opened the meeting officially as a public hearing regarding the CAP Needs Assessment Survey. No public comments were made.

Chair Flippen wondered when the additional Committee-members were to join the CDAC. Mr. Strunk replied that 13 Committee-members are needed for a full Committee. Committee-members are to be chosen according to a Democratic Selection Process, which is currently occurring via word-of-mouth, Council-member recommendations and recruitment.

Mr. Strunk noted that the Needs Assessment survey will be done in a few phases. Local social service agencies will be surveyed in February and in March, input from the general community will be obtained.

Ms. Daniels announced that the Needs Assessment must be completed by June 30, 2011.

Ms. Daniels distributed a pamphlet on the CAP program.

Committee-member Miller stated that the pamphlet indicates that proof of U.S. citizenship is required for some programs and asked for clarification of that statement. Ms. Daniels replied that for the utility assistance program, the primary applicant must be a U.S. citizen. Mr. Strunk explained that federal funds cannot be used to provide services for those who are not U.S. citizens. Mr. Strunk added that the telephone assistance program does not require U.S. citizenship as the funds are not provided by the government, but by the utility companies. Ms. Daniels added that sometimes the CAP office can direct non-U.S. citizens to agencies who provide private funding. Mr. Strunk stated that if the CAP office

cannot assist a specific client, the staff will refer the client to other non-profits or local social service agencies who may be able to help.

Chair Flippen thanked Ms. Daniels for her presentation.

Chair Flippen closed the public hearing portion of the meeting.

VIII. Director's Report

Mr. Strunk gave an update of important Department achievements and upcoming activities of note, which included the following:

- The U.S. President released a draft budget, which proposed a 7.5% reduction in CDBG funds and a 5% reduction in HOME funds for the upcoming fiscal year. Mr. Strunk estimated that this would result in a \$150,000 reduction in the City of Glendale CDBG funds and a reduction of \$35,000 in City of Glendale HOME funds.
- For the current fiscal year, Congress never passed a budget and has been working under a Continuing Resolution. On Friday, March 4, 2011, a Continuing Resolution must again be passed. Therefore, it is feasible that CDBG and HOME funding could still be cut for the current fiscal year.
- In the federal budget discussions, Section 8 and Public Housing funding appears to be unchanged, however, CAP funds may be reduced by 50% for the upcoming fiscal year.
- On February 2, 2011, Chair Flippen attended the Citizens Advisory Commission on Neighborhoods meeting at which he explained the CDAC scope and mission.
- On February 22, 2011, NSP-III will be on the City Council agenda for review and approval. A public hearing will be conducted at that time as well. Also on the agenda is the approval of a construction contract for the burned housing units at Lamar Homes, the approval of CDBG grant recommendations for the next fiscal year and previous CDAC Committee-member Rebecca Ontiveros will be acknowledged for her service to the city.
- On February 26, 2011, various faith-based organizations will work in their respective Adopt-A-Neighborhood communities and complete service projects for Serve Day.
- On March 8, 2011, City Council will hopefully approve a CAP contract with the state of Arizona which would result in \$316,000 in additional funds to be used for the Homeless Prevention and Rapid Re-Housing Program (HPRP).
- Staff is drafting the RFP for the City of Glendale Emergency Repair Program and will bring to the Committee once completed for review and vote.

- Now that the CDBG grant process has ended, the Committee-members will receive a survey regarding the grant process. Comments, suggestions and feedback are all appreciated.

IX. Committee Comments and Suggestions

None.

X. Adjournment

Committee-member Miller motioned to adjourn the meeting at 7:50 p.m. Committee-member O'Bannon made the second. The motion passed 7 – 0.

Respectfully submitted,

Recording Secretary

Denise Kazmierczak