



# Public Housing Authority Commission Regular Meeting

February 3, 2025, 6:00 p.m.

Chandler City Council Chambers  
88 E. Chicago St., Chandler, AZ

## Commission Members

Chair Kevin Hartke  
Vice Chair Christine Ellis  
Commissioner Angel Encinas  
Commissioner Jane Poston  
Commissioner Matt Orlando  
Commissioner OD Harris  
Commissioner Jennifer Hawkins  
Commissioner Lisa Loring



Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. 38-431.02, notice is hereby given to the members of the general public that the PUBLIC HOUSING AUTHORITY COMMISSION will hold a Regular Meeting open to the public on Monday, February 3, 2025, at 6:00 p.m., in the Chandler City Council Chambers, 88 E. Chicago Street, Chandler, Arizona. One or more members of the Commission may attend this meeting by telephone.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter by contacting the City Clerk's office at (480) 782-2181. Requests should be made as early as possible to allow time to arrange accommodation.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

## Agenda

Call to Order/Roll Call

Unscheduled Public Appearances

Consent Agenda

1. **Approval of Minutes**

Move the Public Housing Authority Commission approve the Public Housing Authority Commission Regular Meeting minutes of December 9, 2024.

2. **Agreement No. HO1-914-4268, Amendment No. 4, with PM Plumbing & Mechanical, Inc., for Public Housing Plumbing Services**

Move the Public Housing Authority Commission approve Agreement No. HO1-914-4268, Amendment No. 4, with PM Plumbing & Mechanical, Inc., for public housing plumbing services, in an amount not to exceed \$150,000, for a one-year term, February 1, 2025, through January 31, 2026.

Adjourn



**Public Housing Authority Commission Memorandum    City Clerk's Office**  
**Memo No.**

**Date:** February 03, 2025  
**To:** Public Housing Authority Commission  
**From:** City Clerk's Office  
**Subject:** Approval of Minutes

---

**Proposed Motion:**

Move the Public Housing Authority Commission approve the Public Housing Authority Commission Regular Meeting minutes of December 9, 2024.

---

**Attachments**

Minutes of the Public Housing Authority Commission Meeting of December 9, 2024

# Meeting Minutes

## Public Housing Authority Commission

### Regular Meeting

December 9, 2024, | 6:00 p.m.  
Chandler City Council Chambers  
88 E. Chicago St., Chandler, AZ



### Call to Order

The meeting was called to order by Chairman Hartke at 6:00 p.m.

### Roll Call

#### Commissioner Attendance

Chairman Kevin Hartke  
Vice Chairman OD Harris  
Commissioner Angel Encinas  
Commissioner Christine Ellis  
Commissioner Mark Stewart  
Commissioner Matt Orlando  
Commissioner Jane Poston  
Commissioner Lisa Loring

#### Appointee Attendance

Joshua Wright, City Manager  
Kelly Schwab, City Attorney  
Dana DeLong, City Clerk

### Unscheduled Public Appearances

None.

### Consent Agenda and Discussion

1. Approval of Minutes  
Move the Public Housing Authority Commission approve the Public Housing Authority Commission Regular Meeting minutes of August 12, 2024.
2. Purchase of General Contractor Services  
Move Public Housing Authority Commission approve the purchase of general contractor services, from Skyline Builders and Restoration, Inc., and Jim Brown & Sons Roofing, Inc., utilizing the State of Arizona Contract No. CTR061839, in a combined amount of \$535,825.76, and authorize the City Manager to sign a linking agreement with Skyline

Builders and Restoration, Inc., and Jim Brown & Sons Roofing, Inc. Commissioner Harris moved to approve the Consent Agenda of the August 9, 2024, Regular Public Housing Authority Commission Meeting; Seconded by Commissioner Ellis.

3. Agreement No. HO5-910-4860, with Boyjin Development, LLC, for Public Housing Kitchen Cabinet Replacements  
Move Public Housing Authority Commission (PHAC) approve Agreement No. HO5-910-4860, with Boyjin Development, LLC, for public housing kitchen cabinet replacements, in an amount not to exceed \$197,637.92.
4. Resolution No. HO185 of the Public Housing Authority Commission of the City of Chandler, Arizona, revising the payment standard to Small Area Fair Market Rents (SAFMRs) for the Housing Choice Voucher Program (Section 8 Program)  
Move Public Housing Authority Commission (PHAC) pass and adopt Resolution No. HO185 of the Public Housing Authority Commission of the City of Chandler, Arizona, revising the payment standard to Small Area Fair Market Rents (SAFMRs) for the Housing Choice Voucher Program (Section 8 Program).

AMY JACOBSON, Housing & Redevelopment Senior Manager, presented the following presentation.

- 2025 Payment Standard
- What are Payment Standards?
  - Payment standards are Maximum Rent Payment to landlords
  - Family Contributes 30% of adjusted income to rent
  - Subsidy is the difference of what family pays and maximum payment standard limit
- Small Area Fair Market Rents
  - Mandated by the US Department of Housing and Urban Development (HUD)
  - Must use SAFMRs to calculate Payment Standards for Housing Choice Voucher Program
  - Zip Code Based Payment Standards
- City of Chandler Public Housing 2025 Payment Standards
- City of Chandler Public Housing 2025 Payment Standards
- Questions?

MAYOR HARTKE asked if this action will benefit individuals with housing vouchers by providing increased housing choice.

MS. JACOBSON responded that is correct, the utilization rate of Housing Choice Vouchers is currently 96%. The increase is nominal, as Chandler has remained competitive with payment standards.

COUNCILMEMBER ELLIS asked if this action would increase the amount of housing available for voucher use.

MS. JACOBSON said this will allow for payment up to the amount of the payment standard to assist someone with a voucher to allow families to be housed in all areas of the city. It would increase voucher utilization.

COUNCILMEMBER ELLIS asked if this applies to all types of apartments.

MS. JACOBSON replied that any type of rental housing such as single-family homes, apartments, or townhouses are available.

VICE CHAIRMAN HARRIS asked if non-Chandler residents can use the voucher for housing in Chandler.

MS. JACOBSON responded that when a waitlist is made available for a Housing Authority, anyone who meets the requirements may apply. An individual that meets low- or moderate-income household requirements is eligible. When the waitlist is closed, applicants that may meet preferences such as living and working in Chandler may be prioritized. Once applicants are selected off the waitlist, then they receive the voucher and have choice mobility and may select where they like to live in Chandler. There is preference for individuals who live and work in Chandler, as well as individuals who are elderly and disabled.

VICE CHAIRMAN HARRIS asked about individuals receiving vouchers from jurisdictions outside of Chandler and how vouchers may be issued and used for non-residents.

MS. JACOBSON said if someone has a voucher from another city, they can transfer to Chandler depending on the landlord's preference.

## **Consent Agenda Motion and Vote**

Commissioner Stewart moved to approve the Consent Agenda of the December 9, 2024, Regular Public Housing Authority Commission Meeting; Seconded by Commissioner Ellis.

Motion carried unanimously (8-0).

## **Adjourn**

The meeting was adjourned at 6:10 p.m.

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor



**Public Housing Authority Commission Memorandum      Neighborhood  
Resources      Memo No. N/A**

**Date:** February 03, 2025  
**To:** Public Housing Authority Commission  
**Thru:** Josh Wright, City Manager  
Andy Bass, Deputy City Manager  
**From:** Leah Powell, Neighborhood Resources Director  
**Subject:** Agreement No. HO1-914-4268, Amendment No. 4, with PM Plumbing & Mechanical, Inc., for Public Housing Plumbing Services

---

**Proposed Motion:**

Move the Public Housing Authority Commission approve Agreement No. HO1-914-4268, Amendment No. 4, with PM Plumbing & Mechanical, Inc., for public housing plumbing services, in an amount not to exceed \$150,000, for a one-year term, February 1, 2025, through January 31, 2026.

**Background/Discussion:**

The City of Chandler Housing and Redevelopment Division maintains 303 public housing units. This plumbing maintenance contract serves five (5) multi-family properties and 103 scattered site homes for emergency plumbing issues and large-scope jobs, supplementing the work performed by in-house maintenance staff. Plumbing issues have increased in recent years due to the age of the units. This contract will accommodate all plumbing needs for the 303 homes on an on-call basis.

**Evaluation:**

On January 25, 2021, City Council approved an agreement with PM Plumbing & Mechanical, Inc., for public housing plumbing services, for a one-year period, with the option of up to four (4) additional one-year extensions. The contractor has agreed to extend with the same terms, conditions and with a 7% price increase, citing increases in union labor costs. Staff finds the increase reasonable and continues to be satisfied with the services provided.

Staff recommends extension of this agreement for the term of February 1, 2025, through January 31, 2026. This is the fourth extension of the original agreement.

---

**Fiscal Impact**

<b>Account No.</b>	<b>Fund Name</b>	<b>Program Name</b>	<b>Dollar Amount</b>	<b>CIP Funded Y/N</b>
224.4650.5219.0.0	PHA Family Sites	Public Housing OPFN	\$112,500	N
227.4650.5219.0.0	PHA Elderly & Scattered Sites	Public Housing OPFN	\$37,500	N

---

**Attachments**

4268 Amendment Four



City Clerk Document No. \_\_\_\_\_

Public Housing Authority Commission Meeting Date: February 3, 2025

**AMENDMENT TO CITY OF CHANDLER AGREEMENT  
PUBLIC HOUSING PLUMBING SERVICES  
CITY OF CHANDLER AGREEMENT NO. HO1-914-4268**

THIS AMENDMENT NO. 4 (Amendment No. 4) is made and entered into by and between the City of Chandler, an Arizona municipal corporation (City), and PM Plumbing & Mechanical, Inc., (Contractor), (City and Contractor may individually be referred to as Party and collectively referred to as Parties) and made \_\_\_\_\_, 2025 (Effective Date).

**RECITALS**

WHEREAS, the Parties entered into an agreement for plumbing services (Agreement); and

WHEREAS, the term of the Agreement was February 1, 2021, through January 31, 2022, with the option of up to four one-year extensions; and

WHEREAS, the Parties wish to exercise the fourth option through this Amendment to extend the Agreement for one year.

**AGREEMENT**

NOW THEREFORE, the Parties agree as follows:

1. The recitals are accurate and are incorporated and made a part of the Agreement by this reference.
2. Section III is amended to read as follows: The Agreement is extended for a one-year period February 1, 2025, through January 31, 2026.
3. Section IV, Price is amended to read as follows: The City will pay the Contractor the per unit cost set forth in Revised Exhibit B of the original Agreement, attached to and made a part of this Amendment No. 4. Total payments made to the Contractor during the term of this Amendment No. 4 will not exceed \$150,000.

4. All other terms and conditions of the Agreement remain unchanged and in full force and effect. If a conflict or ambiguity arises between this Amendment No. 4 and the Agreement, the terms and conditions in this Amendment No. 4 prevail and control.


IN WITNESS WHEREOF, the Parties have entered into this Amendment on the Effective Date.

**FOR THE CITY**

By: \_\_\_\_\_

Its: Mayor

**FOR THE CONTRACTOR**

By: 

Controller  
Its: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
City Attorney 

**ATTEST:**

By: \_\_\_\_\_  
City Clerk

**REVISED EXHIBIT B TO AGREEMENT  
COMPENSATION AND FEES**

ITEM	DESCRIPTION	UOM	UNIT COST
1	Plumber	Hour	\$100.58
2	Plumber's helper	Hour	\$74.90
3	Unclog drain or p-trap	Per Event	\$183.77
4	Rooftop clearing of clogged drain	Per Event	\$394.30
5	Clear clogged drain through cleanouts	Per Event	\$245.03
6	Clear clogged drain by removing toilet	Per Event	\$306.29
7	Jet Sewer Line	Per Event	\$306.29
8	Video Inspection	Hour	\$313.51
<b>Mark Up</b>			
9	Over Time (amount added to line 1 and 2 for hours worked on a Saturday, Sunday, Holidays, and after normal business hours 7 AM - 4 PM)	Mark Up Dollars	Overtime/Saturday/ After hours \$38.52 Sunday/Holiday \$71.69
10	Replacement Parts (percentage added to replacement parts)	Mark Up Percentage	28%
11	Subcontractor repairs (percentage added to subcontractor costs)	Mark Up Percentage	28%