



**Administrative Hearing
Community Development Block Grant (CDBG) Program
2013-2014 Needs Assessment**

6:00 p.m., Monday, January 28, 2013, Board Room

MEETING NOTES

1. Call to Order: John Prescott, Director, Community Development Department

Mr. Prescott called the meeting to order at 6:00 p.m. Ten (10) persons were present. Also present were Senior Analyst Caroline Milton and Community Development Technician II Lynn Oshita. Mr. Prescott introduced Ms. Milton for introductory remarks.

2. Introductory Remarks: Senior Analyst Caroline Milton

Ms. Milton said the City is estimating the amount of its 2013-2014 Community Development Block Grant (CDBG) entitlement grant as \$567,950. The City receives these funds from the U.S. Department of Housing and Urban Development (HUD) to fund housing and community development activities that primarily benefit lower-income persons and households.

- Review of CDBG Resources: Senior Analyst Caroline Milton

Ms. Milton provided the following tentative allocation of CDBG funds for the period July 1, 2013 to June 30, 2014.

Housing and Community Development Activities	\$ 369,168 (65%)
Program Administration	113,590 (20%)
Public and Social Services Grants	85,192 (15%)
TOTAL	\$ 567,950 (100%)

Following the completion of the City's 2013-2014 CDBG Needs Assessment period (ends February 15, 2013), the City will prepare a draft Action Plan (proposed spending plan) for its CDBG funds effective July 1, 2013. That draft Action Plan will be made available for 30 days of public review and comment beginning March 1, 2013.

3. Question and Answer Period:

Mr. Prescott invited questions about the City's CDBG process. Ms. Milton responded to two questions from the audience.

4. Public Comments:

*Under State law, issues presented or introduced under "Public Comments" can have no action and may be referred to the Chair or City staff for administrative action or scheduled on a subsequent Agenda.

Mr. Prescott provided an opportunity for those persons completing Speaker Cards to provide their comments regarding needs that should be addressed by the CDBG program for the record. Three persons provided comments, as follows:

<i>CDBG Needs Assessment Public Comments (Jan. 28, 2013)</i>	
1. <u>Rick Schroeder, President, Many Mansions and Chair, Conejo Affordable Housing Workgroup</u>	
Mr. Schroeder identified 3 basic needs in Thousand Oaks, which could be addressed with CDBG funds.	
a)	<u>Develop more Affordable Housing</u>
The City needs more affordable housing units, particularly for seniors and persons with disabilities. Many Mansions may be participating in a new senior housing project and will provide additional information when available.	
b)	<u>Year-Round Emergency Shelter</u>
The Conejo Affordable Housing Workgroup (CAHW) is pursuing the potential to acquire Fire Station # 35 from the County of Ventura for conversion to a future Year-Round Shelter for homeless persons and families. The group has engaged an architect to design the renovation of the building and estimate how many persons can be accommodated at one time. The CAHW is seeking funding to offset its costs for architectural design costs, soils tests and related costs.	
c)	<u>Preserving Affordable Housing</u>
The City has a good stock of affordable housing units; but many buildings are old and need rehabilitation. For example, Many Mansions' Bella Vista Apartments (72 units) needs surface (sidewalk) repairs, and Villa Garcia	



(80 units) needs replacement of windows and aging A/C units (30 – 40 years old) to achieve energy savings.	
Mr. Schroeder said he will provide written comments to the City shortly concerning these needs and requesting CDBG funds.	
2. <u>Kathy Goodspeed, Thousand Oaks resident, representing the Senior Alliance for Empowerment (SAFE)</u>	
Representing the Senior Alliance for Empowerment (SAFE), the speaker advocated for the City to fund a residential rehabilitation program for very low-income homeowners, including those in mobile homes that need structural improvements, such as a new water heater, a furnace, a new roof, etc. but cannot afford to make improvements on their own.	
3. <u>Sylvia Sullivan, Thousand Oaks resident, Advocate for the Disabled</u>	
Ms. Sullivan, an architect, expressed her support for more housing units designed for seniors and disabled persons and more disabled parking spaces. She requested that the City convert the two easternmost and westernmost parking spaces on Thousand Oaks Boulevard in front of The Lakes for disabled parking. She also volunteered her time to educate housing advocates and City staff on the principles of universal design including turnaround space for wheelchairs, lever door handles, wider doorways, and other features that make housing units adaptable and accessible for aging persons and those with disabilities.	

5. Closing Remarks:

There being no further speakers, Mr. Prescott closed the public hearing and reviewed the City's CDBG process and timetable that includes 30 days (March 1-31, 2013) of public review and comment for the 2013-2014 draft Action Plan; a City Council public hearing, tentatively scheduled for April 23; followed by City Council approval, and/or revisions to the draft Plan. Following Action Plan completion, the City will submit the document to HUD by May 17, 2013. HUD will then request revisions or will approve the Plan as submitted. As of July 1, 2013, the City can begin spending its 2013-2014 HUD funds estimated at \$567,950 pursuant to the approved Action Plan.

6. Question and Answer Period:

Mr. Prescott provided a final opportunity for attendees to request information from the City. No one requested further information.

7. Adjournment: Meeting adjourned at 6:25 p.m.

