

# THOUSAND OAKS CITY COUNCIL



## Supplemental Information Packet

*L. Lawrence*

**Agenda Related Items - Meeting of May 12 2015  
Supplemental Packet Date: May 12, 2015**

**4:00 P.M.**

### **Supplemental Information:**

Any agenda related public documents received and distributed to a majority of the City Council after the Agenda Packet is printed are included in Supplemental Packets. Supplemental Packets are produced as needed, typically a minimum of two—one available on the Thursday preceding the City Council meeting and the second on Tuesday at the meeting. The Thursday Supplemental Packet is available for public inspection in the City Clerk Department, 2100 E. Thousand Oaks Boulevard, during normal business hours (main location pursuant to the Brown Act, G.C. 54957.5(2) Both the Thursday and Tuesday Supplemental Packets are available for public review at the City Council meeting in the City Council Chambers, 2100 E. Thousand Oaks Boulevard.

### **Americans with Disabilities Act (ADA):**

In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk Department at (805) 449-2151. Assisted listening devices are available at this meeting. Ask City Clerk staff if you desire to use this device. Upon request, the agenda and documents in this agenda packet, can be made available in appropriate alternative formats to persons with a disability. Notification at least 48 hours prior to the meeting or time when services are needed will assist City staff in assuring reasonable arrangements can be made to provide accessibility to the meeting or service.



# Community Development Department MEMORANDUM

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362  
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org  
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

**TO:** Scott Mitnick, City Manager

**FROM:** John Prescott, Community Development Director

**DATE:** May 12, 2015

**SUBJECT:** Agenda Item 08A – FY 2015-16 Community Development Block Grant (CDBG) Action Plan

CITY CLERK DEPARTMENT  
CITY OF THOUSAND OAKS  
2015 MAY 12 PM 4:11

1. Letter Submitted by Habitat for Humanity of Ventura County

Following 30 days of public review for the proposed 2015-16 CDBG Action Plan, Habitat for Humanity of Ventura County submitted a letter requesting that the City revise its proposed CDBG budget to provide funds for Habitat's "Preserve A Home" program. Staff, however, is not recommending any changes to the Action Plan or staff report. Habitat's letter (Attachment #1) and the City's response (Attachment #2) are provided herewith.

2. Corrections to Staff Report and Resolution

As described below, the staff appreciates the opportunity to correct minor errors in the staff report and resolution.

a.) Staff Report

Page 4 (packet page 11): The budget showing proposed "CDBG-Funded Social Services Grants" and "CDBG Administration" included preliminary numbers that were later revised. The corrected page 4 (Attachment #3) is attached.

Page 7, paragraph 2 (packet page 14): In the phrase, "the proposed ordinance," the word "ordinance" should be replaced by the word "resolution."

b.) Resolution, Attachment #1, page 1 (packet page 15)

The title of the resolution included in the staff report for the FY 2015-16 CDBG Action Plan as Attachment #1 references the incorrect rescinded resolution. The title incorrectly references Resolution No. 2010-031 as the rescinded resolution; the correct resolution is Resolution No. 2010-085.

TO COUNCIL 5-12-2015  
AGENDA ITEM NO. 8A  
MEETING DATE 5-12-2015

3. Correction to Action Plan (provided under separate cover)

Page 21, (Line 2 of Chart): The following text is incorrect:

“\$3,000 (SSEF funds) Funds will be used to expand services by opening up a new bedroom unit for a person recovering from addiction. Anticipated Outcome: Funding will enable 4 persons to participate in this program.”

The corrected text is as follows:

“\$3,000 (SSEF funds) Funds will be used to expand **hospice** services by opening up **an additional** bedroom unit. Anticipated Outcome: Funding will enable **additional persons** to participate in this program.”

Attachments

CDD\480-70\H:\COMMON\H&R\2015\_CDBG\2015\_Action\_Plan\051215\_Supplemental\_Information.doc





CITY OF THOUSAND OAKS

2015 MAY -5 PM 5: 28

COMMUNITY DEVELOPMENT

May 4, 2010

Caroline R. Milton, Senior Analyst  
City of Thousand Oaks  
Community Development Dept.

Re: 2015/2016 Thousand Oaks CDBG Proposed Budget

Dear Caroline,

Thank you for the opportunity to provide comments to the Thousand Oaks proposed CDBG budget for the next fiscal year.

Habitat for Humanity of Ventura County has provided affordable home ownership opportunities and critical home repairs to low income residents in Ventura County for over 30 years. In Thousand Oaks this includes three new, affordable homes and, in 2014/15 alone, 17 home repairs for very low and extremely low Thousand Oaks residents.

In summary, Habitat for Humanity of Ventura County suggests two recommended changes to the proposed CDBG budget:

- 1) Allocate more program funds to low income home owners
- 2) Support a low income home repair program which utilizes a need-based assessment for inclusion in the program, not a lottery system.

Given that the fastest growing age group in Thousand Oaks is residents over the age of 65, and particularly over the age of 85, the distribution of funds supporting CDBG projects does not reflect appropriate support for this age group. Many of these older residents own their own home (including mobile homes) and find themselves living on low fixed incomes. Providing critical repairs so they may continue to live in a safe, secure home and age in place is a valuable investment for the individual families and the community. Unfortunately, the proposed CDBG budget allocates 61% of all project related funds to low income rental facility updates, which are not family specific.

Of the funds allocated to single family dwelling repairs, the Community Development Department has again chosen to recommend that all these funds support the city's Low Income Residential Repair (LIRR) program. In our view this program has two substantial flaws. First, it distributes funds to residents based on a random lottery system. It does not provide any opportunity to ensure that homeowners with the greatest need are served by the city.

Recently Habitat for Humanity of Ventura County served 16 very low income families in Thousand Oaks, some of whom had been living without heat or hot water. In addition, many had unsafe steps and porches, old and unsafe appliances and lacked basic safety measures such as smoke detectors. Thousand Oaks should support a home repair program which allows for assessment of needs, not a lottery system. The City must ensure that those of greatest need have an opportunity to utilize CDBG funds.

Habitat for Humanity of Ventura County is a non-profit organization which utilizes community volunteers for much of its labor force. This allows us to stretch available funds further and support more families, versus the current LIRR program in which lottery winners hire for-profit contractors to perform all work.

I encourage the Thousand Oaks Community Development Department and City Council to revise its allocation of CDBG program funds to support more low income homeowners and to support a single family dwelling repair program which utilizes a need-based assessment for participation.

Regards,



Steven J. Dwyer  
Executive Director  
Habitat for Humanity of Ventura County



## Community Development Department

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May 11, 2015

Steven J. Dwyer, Executive Director  
 Habitat for Humanity of Ventura County  
 121 S. Rice Avenue  
 Oxnard, CA 93030

Re: City's 2015-16 Community Development Block Grant (CDBG) Funds

Dear Steve:

Thank you for your May 4, 2015 comments on the City's draft 2015-16 CDBG Action Plan. Although staff is not recommending any revisions to the draft Plan, your comments are appreciated and will be included as an exhibit to the final Plan.

The proposed CDBG budget, including \$160,000 for Los Arboles Apartments, \$70,000 for Richmond Terrace Apartments and \$145,621 for the City's Low-Income Residential Rehabilitation (LIRR) Program, was prepared in response to the priority needs identified during the City's needs assessment process, including a September 29, 2014 administrative hearing. All of the City's CDBG beneficiaries are Low-Income persons.

Using CDBG funds to help maintain and preserve affordable rental units is a funding priority given that redevelopment income to support the construction of new units is no longer available.

- The 43 Los Arboles households proposed to benefit from CDBG funds include 3 senior and 2 disabled households. According to a report submitted to the City in January 2015, 23 households are at the Extremely-Low Income household level (30 – 0% of Area Median Income, AMI), 12 households at the Very-Low Income level (50 – 55% AMI) and 8 households at the Low-Income level (80% AMI.)
- The 26 Richmond Terrace households include 13 units restricted to formerly homeless persons who also have a disability. According to a report submitted to the City in January 2015, there are 20 households at the Extremely-Low income level. The remaining 6 households are Very-Low and Low-Income households. Currently tenants include 10 seniors, 20 disabled persons and 14 formerly homeless residents.

All households benefitting from the City's rehabilitation program are Very Low-income owner-occupants and, since the program's inception in 2013, most grantees have been seniors. A lottery system gives all income-eligible households an equal opportunity at funding. For example, over 140 owners responded to the City's 2013 public notice. From these pre-applicants, 9 names were randomly selected to be screened for income eligibility and participation in the City's program.

Steven J. Dwyer, Executive Director  
Habitat for Humanity of Ventura County  
May 11, 2015

Your letter recommends the City replace the lottery with an "assessment of needs" to "ensure that those with the greatest need have an opportunity to utilize CDBG funds." However, given that low-income owner households throughout the City have rehabilitation needs, the City would have to assess hundreds of units in an attempt to potentially identify those with the greatest need. The time and resources to undertake such a survey would delay new projects and consume funds that would otherwise be available for improvements.

While Habitat and City programs differ, both strive toward the outcome of supporting decent housing for low-income residents. As additional tools to help preserve the City's affordable housing stock, Habitat's Brush with Kindness and Preserve A Home programs benefit Thousand Oaks residents and complement the City's programs to assist low-income renters and owners.

Sincerely,



Caroline R. Milton, Senior Analyst

C: John C. Prescott, Community Development Director

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Corrected Page – Agenda Item 8-A

FY 2015-16 CDBG Action Plan and 2015-19 Required Reports for U.S. Dept. of HUD  
 May 12, 2015  
 Page 4

<b>2.</b>	<b>City's Single-Family Residential Rehabilitation (Low-Income, Owner Occupied Units) HS 9946</b>	<b>145,621</b>
	<ul style="list-style-type: none"> <li>Priority repairs/improvements at 11 randomly selected Very Low-Income, Single-Family, Owner-Occupied Units, Citywide. Funds of up to \$10,000 per unit (\$110,000) plus Administration (\$35,621).</li> </ul>	
<b>3.</b>	<b>CDBG-Funded Social Services Grants</b>	<b>83,593*</b>
	<i>*to be matched with \$103,287 from City's SSEF Fund– see next page</i>	
	<ul style="list-style-type: none"> <li><b>Senior Concerns, Meals on Wheels</b></li> </ul>	<del>19,921</del> <b>19,835</b>
	<ul style="list-style-type: none"> <li><b>Lutheran Social Services, Emergency Assistance</b></li> </ul>	<del>19,830</del> <b>19,907</b>
	<ul style="list-style-type: none"> <li>Conejo Free Clinic, Medical Services</li> </ul>	15,000
	<ul style="list-style-type: none"> <li><b>Long Term Care, Senior Ombudsman Program</b></li> </ul>	<del>9,921</del> <b>9,917</b>
	<ul style="list-style-type: none"> <li><b>County of Ventura, RAIN Transitional Housing</b></li> </ul>	<del>7,921</del> <b>7,934</b>
	<ul style="list-style-type: none"> <li>Westminster Free Clinic, Medical Services</li> </ul>	8,000
	<ul style="list-style-type: none"> <li>Many Mansions, Case Management Services</li> </ul>	3,000
<b>4.</b>	<b>CDBG Administration</b>	<b>\$114,803</b>
	<ul style="list-style-type: none"> <li>Staff Costs (Salaries, Benefits, Insurance, Etc.)</li> </ul>	<del>94,303</del> <b>93,603</b>
	<ul style="list-style-type: none"> <li>Fair Housing Counseling Contract (Collaboration with County)</li> </ul>	<del>13,000</del> <b>15,000</b>
	<ul style="list-style-type: none"> <li>Maintenance &amp; Operations (Printing, Newspaper Notices, Etc.)</li> </ul>	<del>7,750</del> <b>6,200</b>
	<b>TOTAL</b>	<b>\$574,017</b>

Social Services Grants Budget: CDBG plus Social Services Endowment Fund (SSEF)

Each year, the City allocates at least \$100,000 from the City's Social Services Endowment Fund to leverage up to 15 percent of the City's CDBG allocation. The combined budget funds operational grants to local social services providers. Every two years, the City Council's Ad Hoc Social Services Committee prepares a set of recommendations for allocating the combined CDBG and SSEF-funded budget.

Pursuant to City Council approval last year (May 27, 2014), City Council is requested to approve a new social services budget of \$186,880, including \$83,593 in Federal CDBG funds and \$103,287 in local SSEF funds. Pursuant to City Council policy, the SSEF portion of the budget includes the base \$100,000 plus \$3,287 in prior year funds awarded but not expended.