Minutes

COMMUNITY DEVELOPMENT CITIZENS' COMMITTEE (CDCC) February 21, 2007 - Hunt Branch Library

Call to Order

Chairperson Miller called the meeting to order at 6:30 PM.

I. Roll Call

MEMBERS PRESENT: Glenna Axe

Robert Elliott Simon Karmarkar Jay Kremer Mark McGee Kay Miller Dorothy Ruhnke

Dorothy Ruhnke Jesus Silva

STAFF PRESENT: Linda R. Morad, Housing Programs Supervisor

Sylvia M. Chavez, Housing Programs Assistant

Kim Husereau, Clerical Assistant

I. Approval of Minutes

A MOTION was made by Member Elliott to approve the Minutes of February 7, 2007 as amended with comments added to reflect that the Legal Aid Society of Orange County did not attend the February 7 meeting. The MOTION was SECONDED by Member Silva and CARRIED unanimously to approve the Minutes as amended.

II. FUNDING UPDATE

Ms. Morad reviewed the anticipated 2007-08 CDBG entitlement, stating that HUD has not yet finalized a budget. Although a small amount of reprogrammable funds are available the Section 108 debt service will require a significant portion of the total entitlement. An updated financial plan was provided to the Members indicating total requests of \$2,167,307 and available funds of \$1,933,034. However, there may still be cuts made to the entitlement as stated.

III. REVIEW OF CITY REQUESTS

Ms. Morad shared the City Manager's recommendation for addressing the limited CDBG funding; outlining the intention to exclude several City Departments such as the Park and Recreation Department's Community Center programs and the Maintenance Services Department's Graffiti Removal program from CDBG funding for 2007-08. Due to the reduced number of City Department requests, the Community Development Department Staff determined to be present tonight rather than extend their presentations to a second meeting.

IV. CITY PRESENTATIONS

APPLICANT: Community Development Department

PROJECT: Community Preservation

PRESENTER: Kirke Warren, Community Preservation Supervisor

Kim Plake, Senior Community Preservation Officer

Mr. Warren provided a Power Point presentation, supported by hand-outs to describe the focus of the Community Preservation programs. Community Preservation is funded from the City's General Fund, the Redevelopment Agency and CDBG. Per City Council direction, efforts are

^{**}Member Axe arrived at this time.**

proactive in targeted areas defined as the New Proactive Area, to step-up enforcement of Municipal and Housing Codes. The proposed enforcement plans for the New Proactive Area is set forth over a three year period of active inspections, followed by one year of maintenance.

Mr. Warren stated that 2,700 complaints were handled during the 2006 calendar year. In addition, 7,373 inspections were conducted and 2,558 cases were closed. Examples of case work were provided to demonstrate that voluntary compliance through education and negotiation is encouraged. A majority of issues are handled by issuing a Notice of Violation to make a property owner aware of corrections that are required. Non-compliance is addressed through Citations carrying fines and may ultimately result in civil action in order to gain the desired resolution.

A discussion of concerns posed by an aging housing stock was conducted among the Members. The following questions were addressed by Mr. Warren:

- Q: What is the time allowed for compliance with Notice of Violation and/or Citations?
- A: Typically two weeks to 30 days is allowed. Extensions are granted at the discretion of the Community Preservation Officers depending upon the circumstances involved and any recurrence of the offense.
- Q: Will a Misdemeanor charge ever result?
- A: An established process of Administrative Citations is followed. If these actions fail to resolve the issue then further action may be taken through civil remedies up to and including court action.
- Q: How much time is provided for payment of fines?
- A: The process of collecting fines is completely separate from addressing an open case. Unpaid fines are referred to an independent Collection Agency.
- Q: Is the collection of fines a revenue source?
- A: There is cost involved in the execution of all aspects of enforcement. The overall budget required to operate Community Preservation programs is in excess of one million dollars and is not significantly offset by the collection of approximately \$30,000 in fines annually.
- Q: Is there a long term effect achieved from the programs currently being implemented by Community Preservation?
- A: The goal of the program is focused on long term concerns in order to address issues inherent in the aging housing stock of a population as significant as that of Fullerton. There are also cyclical economic and real estate trends that tend to affect the responsiveness of property owners toward code enforcement efforts.

APPLICANT: Community Development Department

PROJECT: Housing Rehabilitation Program

PRESENTER: Sylvia M. Chavez, Housing Programs Assistant

Ms. Chavez reviewed the Housing Rehabilitation Program budget and expenditures, providing case examples of projects completed during the last year. She explained that \$330,060 is available from prior loans that have been repaid. This revolving loan balance must be reinvested into housing rehabilitation projects.

- Q: Will home owners in the New Proactive Area defined by Community Preservation be eliqible for Grants?
- A: Yes. However, the area is predominantly apartment dwellings that would not meet Grant criteria.

^{**}Member Karmarkar arrived at this time.**

Q: Can the Housing Rehabilitation Program be fully funded from the revolving loan balance available?

A: HOME funds are also available for the loan program.

APPLICANT: Community Development Department

PROJECT: Housing Administration

PRESENTER: Linda R. Morad, Housing Programs Supervisor

Ms. Morad narrated a Power Point presentation outlining the various funding sources utilized to administer the City's housing programs; explaining fixed overhead costs that are incurred to support tasks carried out by CDBG funded staff. Ms. Morad also described the newly implemented Tenant Based Rental Assistance (TBRA) program that provides one-time financial assistance to eligible applicants for payment of security deposits and utility deposits. The TBRA program is intended to support individuals and families exiting local transitional programs and shelters such as those offered by Fullerton Interfaith Emergency Services (FIES) and Women's Transitional Living Center (WTLC).

Q: What are HOME funds?

A: HOME is a Federal program administered by HUD specifically for housing purposes. There are stringent restrictions over what type of expenditures can be included. Ms. Morad provided the example that after-rehab home value cannot exceed \$617,000 on projects in which HOME funds are invested. Last year the City utilized HOME funds in a housing project with Neighborhood Housing Services in which a percentage of the housing units provided must be maintained as affordable housing.

V. COMMITTEE RECOMMENDATIONS

At the request of Chairman Miller, Ms. Morad provided a recap of the funding requests submitted. She advised the Committee that Staff continues to explore budgeting options that may alter the amount of CDBG funds being requested by City Departments.

A discussion was held among Committee Members to determine whether to proceed with making funding recommendations during the course of this meeting or to continue discussion to the meeting of March 5, 2007. A MOTION was made by Member Karmarkar that the Committee recommendations be deferred, pending consideration of possible changes to the City's budget plan that will become available by March 5. The MOTION was SECONDED by Member Elliott and approved unanimously by the Members present.

VI. FUTURE MEETINGS

The next meeting will conducted as scheduled at 6:30 PM on March, 5, 2007. The subsequent schedule of meetings is subject to change.

VII. PUBLIC COMMENT

No public comment.

VIII. ADJOURNMENT	VIII	I. <i>P</i>	\DJ	Οι	JRI	NΝ	1EN	IΤ
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Membe	er Ell	liott	MOVE	ED ·	to	adjourn;	the	MOTION	was	SECONDED	by	Member	McGee.
Chairp	erson	Mille	er adjo	ourne	ed tl	he meetir	ng at	8:10 P.M.					

RESPECTFULLY SUBMITTED,
KIM HUSEREAU
CLERICAL ASSISTANT III