

SPECIAL MEETING MINUTES
HOUSING AND COMMUNITY DEVELOPMENT COMMISSION (HCDC)

November 3, 2015
Fresno City Hall, Room 2165-A (2nd Floor)
2600 Fresno Street, Fresno, California 93721

Commission Members Present:

Bob Farrar, Chairperson
Barbara Fiske, Vice Chairperson
Barry Falke, Commissioner
Brad Hardie, Commissioner

Commission Members Absent:

Rogenia Cox, Commissioner
H Steele, Commissioner

Staff Members Present:

José Trujillo, Manager Housing and
Community Development Division
Raj Badhesha, Deputy City Attorney
III, City Attorney's Office
Bonnie Christian, Recording Secretary

Staff Members Absent:

Jennifer K. Clark, AICP, HDFP,
Director Development and Resource
Management Department

A. CALL TO ORDER

The meeting was called to order by Chairperson Bob Farrar at 5:00 p.m.

B. ROLL CALL

Roll call was taken. Commissioners Rogenia Cox and H Steele were not present.

C. COMMUNICATIONS

None.

D. APPROVAL OF MINUTES

1. Minutes of September 9, 2015 to be approved.

MOTION: Commissioner Hardie made a motion to approve the HCDC meeting minutes of September 9, 2015.

SECONDED: Vice Chair Fiske

AYES: Chair Farrar, Vice Chair Fiske, and Commissioners Falke and Hardie

NOES: None

ABSTAIN: None

E. APPROVAL OF AGENDA

The Agenda was approved unanimously.

F. GENERAL ADMINISTRATION

1. WORKSHOP – Housing and Community Development Division Quarterly Report, July 1, 2015 through September 30, 2015 (*No Commission action to be taken on this item*).

Mr. José Trujillo, Housing Division Manager, gave a presentation regarding the Housing Division activities for the first quarter of Fiscal Year 2016. He stated that he would be covering what HUD entitlements were used for, some of the Annual Action Plan goals, the progress made, and the goals they're now focused on for the second quarter of the fiscal year. He said the fiscal year's total available from HUD and the entitlement was \$6,320,440 for the Community Development Block Grant (CDBG). The HOME Partnership funds, used to rehabilitate existing affordable housing, or to develop new affordable housing, was \$1,663,214. The Emergency Solutions Grant (ESG) funds totaled \$559,850, and entitlement for Housing Opportunities for Persons with AIDS (HOPWA) was \$383,139.

Mr. Trujillo discussed the Senior Paint Program, Homeowner Rehab, and the Low-Income Assistance Grant/Code Compliance programs. He explained that the homeowners are given three weeks to get the application submitted, and if they do not qualify or meet the deadline, the Housing Division will move on to the next group of 15. They believe that 20 homes will be assisted with the monies and time available. This year, for the Citywide Homeowner Rehab Program, approximately \$1.4 million is budgeted, which will provide up to \$65,000 of grant monies per home. All the health and safety violations, which will usually come from the code enforcement section, will be addressed. HUD gave the authorization to use the monies on October 14, 2015 and all the programs have begun. He described the Southwest Specific Plan over a three-year period to adopt a community-based plan for that area, estimated to be completed in March, 2017. The Southeast Specific Plan is still going through the scope, and the funding source will be identified in the FY 2015 Budget. The Fair Housing Council is one of the City's local partnering organizations that is dedicated to the elimination of discrimination in housing and receives HUD funding. Discussion continued.

Mr. Trujillo detailed some of the public services the City supports, the Senior Meals Program, in which 627 seniors were served during the first quarter, at the cost of \$29,119. The Parks After School Program assisted 165 children, at the cost of \$154,969. The Neighborhood Revitalization Team works in specific targeted neighborhoods, and one of their goals for the year was to resolve 400 health and safety violations, meaning these were identified by code enforcement officers and were actual violations. For the first quarter 311 of those cases were initiated and 120 have been resolved, costing \$162,135. Discussion continued.

The Anti-Graffiti Team had a goal to remove 5,000 incidents of graffiti in CDBG neighborhoods, and as of September 30th they had removed 6,278 graffiti incidents. Mr. Trujillo complimented that, having worked with code enforcement for 16 years during his career, he doesn't believe that he's ever seen a better working graffiti team. For the first quarter, the funds spent on graffiti removal was \$168,725. Annually they receive \$600,000. He explained that Emergency Solutions Grant funds are provided to the homeless facilities WestCare, Marjaree Mason, and EOC Youth

Sanctuary. These monies went to assist 34 unaccompanied youth, either run-aways or kids that didn't otherwise have a home. The EOC Youth Sanctuary assisted 51 domestic violence clients with Marjaree Mason, and WestCare assisted 80 adults and 79 children. The Housing Opportunities for Persons with AIDS (HOPWA) Program will be assisting 47 clients. A letter of interest has been put out to the public for interested parties, and they will follow up with a request for proposals to find out who else might want to serve the community, and a selection will be made, and they hope to bring the item back to the HCDC on November 18, and to Council on December 3.

Mr. Trujillo outlined some of the public improvements, explaining the Roy and Almy and the Neighborhood Street Improvements projects. In June or July there were two projects identified for the Targeted Area Rehab Program and none for the Targeted Area Distressed Program, and what has been forwarded to the subrecipient, Fresno EOC, they are working on 23 rehabs, which are priced at \$65,000 per grant. They do not know if they'll spend the entire amount for each until they get onto the properties. He continued explaining how the programs work, stating that at the end of February, those monies not used in those programs will come back, and either have to be re-appropriated into another program or re-budgeted. He gave updates on some of the multi-year projects.

Mr. Trujillo described some of the accomplishments of the Housing Division, stating that the City has received approval from the HUD local headquarters in San Francisco for the 2015-2019 Consolidated Plan, which is the plan that projects the goals and visions of what the Department wants to do over the next five years with the HUD funds. HUD has also accepted the 2015 Annual Action Plan, and that was approved at the same time the Consolidated Plan was. The Consolidated Annual Performance and Evaluation Report (CAPER), which is the Department's report card to HUD, is not so much this is what we're going to do differently, it's kind of this is what we said we were going to do at the beginning of the year, and this is what we actually did, and reporting it properly. The CAPER was due on October 1st, was submitted on September 30th, and HUD has 45 days to review it; their anticipated response back is November 15th. He discussed staffing in the Housing Division, the programs that are now being managed by new staff, and stated that he is the representative from the Department on the Fresno Madera Continuum of Care (FMCoC) Executive Committee. He added, in going over the Contractors' Workshop held in August, nine contractors have been identified for upcoming housing rehabilitation work. He expressed that the timelines for getting projects completed with the funds available is a major goal they are addressing and working diligently on. The ESG is up to date at this time with the agreements being out to the sub-recipients. He stated there is a monthly call with the Fair Housing Equal Opportunity office of HUD, and that is in connection with the Analysis of Impediments to Fair Housing, currently in the process. He pointed out that they've hired a consultant from USONA Development, Bill Kubal, who has been working with the Department since July, and has been an outstanding asset, and it is anticipated that they will continue to work with him at least through the beginning of next year.

Mr. Trujillo discussed some of the second quarter goals of the Department:

- To complete the ESG agreements with the subrecipients by or just after the new year
- Complete the HOPWA Agreement by the end of this calendar year
- Initiate the Analysis of Impediments to Fair Housing
- Initiate the PY 16/FY 17 Annual Action Plan Process
- Implement EOC/City Lead Agreement
- Produce program brochure

- Financial dashboard update
- Staffing
- Continued biweekly meetings with HUD

Mr. Trujillo stated that in the past the City has not had subrecipient agreements with internal customers. It's been difficult for the Department to get this information. He said that in the future he would like to include with the dashboard a column that will state the monies that were spent on those projects, especially if they're talking quarterly. He assured the Commission that in the future the Department will be focused on every single program they're involved with, and their ears are open to the public, to the Commission, the Council, and they want people to understand that they're doing the very best with what they have. Questions and answers ensued.

Vice Chair Fiske commended Mr. Trujillo on informing the Commission of explanation and description of communications with HUD. She mentioned the Neighborhood Revitalization Team, stating she had emailed a couple of people with questions but had not heard back. She said there were questions that came out of their neighborhood's trying to understand the way code violations are reported. She gave the following list of questions they would like answers to:

- Regarding the community revitalization, on slide number eight, it states there were 400 health and safety violations, 311 cases were initiated, and 120 were resolved. She asked if they could have a break-down of the number of cases to differentiate between how many were regarding rental units, owner-occupied homes, or business buildings.
- Do these numbers include any multi-family rental units?
- What is the number of case violations that were solely for the outside of the buildings, and case violations that were for interior issues?
- Regarding case violations for the outside of the buildings, were any of these cases noted violations, such as a vehicle parked on a non-paved surface, or address numbers not visible from the street?
- Do these numbers include any of the properties identified, and the Restore Fresno's Blight Team Citywide Windshield Survey?
- Are those numbers reflecting only the cases the Neighborhood Revitalization Team is working on, or are they citywide, or CDBG?
- Other than the NRT, are any of the code enforcement officers or any other City departments using HUD funds to respond to code violations?
- Are there other types of code enforcement violations other than health and safety? Does everything fall under that category, in view of the NRT team?
- How did they come up with the number 400 for the annual goal of health and safety violations?

- If 311 cases involving the NRT have already been initiated during the first quarter, are they expecting that to be the case for every quarter?
- What do they plan to do with that overflow of cases and money budgeted?

Mr. Trujillo answered that the only question he can address is that Community Revitalization is the only code enforcement that is currently being supported with CDBG dollars. And that was kind of out of the 2012 monitoring; during that time there was a finding that they were conducting code enforcement activities that could not be substantiated, or the correct documentation couldn't be provided to say that it was a HUD objective. During that time everything was switched to Community Revitalization. They're the ones working with the CDBG funds, and they're in the process of building up. They only had one team to cover all the focus neighborhoods. They're in the process, which will probably be completed by the end of December of this calendar year, with two fully-staffed teams. Discussion continued.

G. COMMISSIONER ITEMS

H. UNSCHEDULED ORAL COMMUNICATIONS

I. INFORMATIONAL ITEMS

J. ADJOURNMENT

There being no further business to bring before the Housing and Community Development Commission, the meeting adjourned at 6:22 p.m.

The next scheduled Commission meeting is a Special Meeting on **November 18, 2015.**

{Signatures on File}

Bob Farrar, HCDC Chairperson

José Trujillo, Manager Housing and
Community Development Division