

MINUTES FOR HOUSING COMMISSION MEETING

DATE: Tuesday, April 24, 2018
TIME: 4:00 p.m.
PLACE: Housing and Community Development Department
350 West 6th Street, Suite 312; Dubuque, IA 52001

Chairperson Amy Eudaley called the meeting to order at 4:05 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Adam Babinat Shane Hoeper
Nicole Borovic Dorothy Schwendinger
Janice Craddieth Coralita Shumaker
Amy Eudaley Gail Weitz*
**Oath of Office completed with City Clerk's office on April 2, 2018.*

Commissioners Absent: Anna Fernandes

Staff Present: Erica Haugen Jerelyn O'Connor
Teresa Bassler Kris Neyen
Tonya England Cate Richter
Kim Glaser

Public Present: Ryan Feller Kathy Sutton

Oath of Office – Janice Craddieth

Janice Craddieth read the Oath of Office. Commissioners and staff introduced themselves.

Certification of Minutes – March 27, 2018 Housing Commission Meeting

Commissioner Dorothy Schwendinger moved to approve the minutes for the March 27, 2018 Housing Commission Meeting. Commissioner Coralita Shumaker seconded. Roll call. Seven (7) in favor; one (1) abstain. Motion passed.

Commissioner Schwendinger asked that the proposal concerning funding for landlords when there is destruction of property, although it was not approved by City Council, be included in today's Minutes for she would like for Alvin Nash, Director for Housing & Community Development, to follow-up on it and report back to the Housing Commission information regarding the proposal.

Correspondence/Public Input

a) Communication from Julita Schneider, Davis Place, Regarding Bed Bugs

Commissioner Janice Craddieth asked whether or not funding was set up years ago for bed bugs. Commissioner Nicole Borovic stated there was a small set of funds through an outside organization that provided assistance for units with bed bugs. Commissioner Schwendinger asked if this was a public health issue and stated she felt the concern should be addressed.

Kim Glaser added that Mary Rose Corrigan of Health Services has tracked the problem and attempted to find solutions over the years. Commissioner Shane Hoeper suggested that the Housing Commission take a step to correspond with Davis Place Apartments. Erica Haugen, Community Development Specialist, stated that representative from Davis Place just wanted to document the need.

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Commissioners Schwendinger and Hoeper suggested that the Housing Commission write a letter and asked that this be added to next month's Agenda for the Housing Commission.

Old Business

None

New Business

a) Receipt of 2nd FY19 PHA Annual Plan Draft

Haugen, spoke about the changes that have been made to the 2nd FY19 PHA Annual Plan Draft—which were printed in green or red font. On Page 9, a paragraph regarding the Family Self-Sufficiency Program was moved to Page 45. Verbiage was added to Pages 20 and 21 for transparency. Alternatives to Termination of Assistance was added to Page 31. Demographic charts were added to Page 56 and 57. The Minutes from the last Resident Advisory Board (RAB) were added to Pages 60 and 61.

Teresa Bassler, Assisted Housing Supervisor, stated that at the Public Hearing on May 22, 2018 the public and commissioners will have a final opportunity to make comments on the Plan.

Commissioner Schwendinger moved to approve receipt of the 2nd FY19 PHA Annual Plan Draft. Commissioner Adam Babinat seconded. Roll call. All present in favor. Motion passed.

b) Rental Rehabilitation Program

Erica Haugen explained the City has been approached about mixed use (commercial and residential space in same structure) programs that provide financial assistance. She explained the active rental rehabilitation programs that use CBDG funding are for removing physical barriers for accessibility and for an emergency repair program that prevents relocation due to code violations. She is working to align the goals of the program so they are complimentary to the goals of the City's partners.

Haugen also highlighted some areas of the Rental Rehabilitation Program:

- Affirmative Marketing
- Increased Affordability
- Davis-Bacon Wages
- Lead Hazards
- Cost to Value Comparisons

She also asked the Housing Commission for comments on the Rental Rehabilitation Program. The CDBG application would be used to apply for the funding.

Haugen stated that the maximum amount was changed to "up to 75% of total project cost" because there could be significant costs regarding lead abatement if an applicant is doing a multi-unit structure renovation. Commissioner Hoeper suggested having a committee to determine the allocation of the funding.

Commissioner Babinat asked how "shovel-ready" on Page 5 under C4 would be determined. Haugen responded "shovel-ready" on Page 5 under C4 means the project is ready to start within one (1) year of being awarded funding. Some guidelines for determining this include production timeline provided with sources and uses statement, partnerships have been

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established, appropriate zoning has been completed, and an environmental review has been done.

Commissioner Schwendinger questioned whether or not this would be housing in Dubuque that accepts all sources of income. Haugen responded that an affirmative marketing plan would be required; the eligibility would be based on the household's ability to afford to pay for unit. The program would also target a population which does not speak English.

Commissioner Babinat moved to approve the receipt of the Rental Rehabilitation Program. Commissioner Schwendinger seconded. Roll call. All present in favor. Motion passed.

Reports

a) Crime/Nuisance Property Report

Scott Koch, Investigator, was not present. Haugen spoke about the addition of more information to the crime report. She is planning to evaluate for significance to determine whether or not a recommendation should be made for an impact analysis report.

Commissioner Hoeper asked whether or not the statistics shows a trend. Commissioner Schwendinger asked if there could be a comparison of all rental households. Commissioner Shumaker asked if there is a way for a rental property to be taken off the Crime/Nuisance Property Report if new tenants have moved into the unit. Commissioner Craddieth asked what happens to individuals who are arrested and are members of households receiving assistance and how many chances are given to Housing Choice Voucher participants before they lose their assistance. Commissioner Babinat wanted to know if a comparison could be made for arrests versus actual convictions.

b) CDBG Advisory Commission Report

Haugen stated the CDBG Advisory Commission reviewed the Rental Rehabilitation Program. The Commission is currently waiting for appropriations and income guidelines for the CDBG program.

c) Rehab Report

Kris Neyen, Rehabilitation Programs Supervisor, is planning to meet with the Board of Realtors' annual meeting in August 2018. She stated the program has received approval from City Council for 2 properties listed for purchase.

d) Neighborhood Services

Jerelyn O'Connor, Neighborhood Development Specialist, spoke about Large Neighborhood Grants, which are being reviewed by the community development commissions today. She provided a list of neighborhood events that are coming up in the next five (5) weeks and invited the commissioners to contact her if they have any questions or would like to volunteer.

e) Assisted Housing Waiting List Statistical Summary

Teresa Bassler, Assisted Housing Supervisor, discussed the Assisted Housing Waiting List Statistical Summary. As of April 2, one hundred thirty-two (132) applicants are still on the Housing Choice Voucher Waiting List, which is in order by date and time the completed application was received.

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After speaking with a representative from HUD on a conference call, the department was notified that HUD would provide 100% of the budgeted funding for the vouchers; therefore, the department would not experience a shortfall. City of Dubuque had been paying approximately \$75,000 a month in housing assistance payments for vouchers that ported out of Dubuque. One (1) housing authority absorbed quite a few vouchers which resulted in a significant savings of housing assistance payments.

Seventy-five (75) applicants were pulled from the waiting list that is based on date and time of receipt of the waiting list application. In an attempt to serve as many applicants as possible based on the budgeted funding. Depending on budget, it may be this year when the office starts pulling from the waiting list for the 1,000 applicants that were randomly selected in February 2018. Bassler also answered a question about the timeline for porting.

f) Housing Choice Voucher Participant Statistical Summary

Bassler continued her discussion with the Housing Choice Voucher Participant Statistical Summary. She stated there may be a drop in the numbers due to the absorption of vouchers by other Housing Authorities but the numbers will increase due to the pulling of applicants from the Housing Choice Voucher Waiting List.

g) Continuum of Care Special Needs Assistance Program

Ryan Feller, Community Services Advocate for East Central Intergovernmental Association, spoke about the Continuum of Care Special Needs Assistance Program. There are fourteen (14) households for a total of twenty-one (21) participants.

A regional priority waiting list, which is a state-wide initiative for Iowa Counsel on Homelessness, is being developed for the program. Amanda Hohman will handle the prioritization lists; she will be able to pull those who apply and qualify for the program and fit the definition for chronically homeless, disabled or substance abuse.

Bassler stated that the FY20 Continuum of Care funding application will be due May 5, 2018.

Information Sharing

None

Adjournment

There being no further business to come before the Commission, Commissioner Schwendinger moved to adjourn the meeting. Commissioner Borovic seconded. Motion passed by voice vote. Meeting adjourned at 5:12 p.m.

Minutes taken by:



Tonya England
Recording Secretary

Respectfully Submitted:



Alvin Nash, Department Director