



# City of Thousand Oaks

July 21, 2010

Honorable Kevin J. McGee, Presiding Judge  
Superior Court of California, Ventura County  
P. O. Box 6489  
Ventura, CA 93009

Ventura County Grand Jury  
800 South Victoria Avenue, L#3751  
Ventura, CA 93009

RECEIVED  
SCOTT MITNICK  
CITY MANAGER  
JUL 26 2010

RECEIVED VENTURA COUNTY  
GRAND JURY

VENTURA COUNTY  
GRAND JURY

**Re: City of Thousand Oaks Response to 2009-2010 Ventura County Grand Jury Report,  
"Where Are You Sleeping Tonight?"**

In response to the Grand Jury's May 21, 2010 request, on July 20, 2010, the Thousand Oaks City Council reviewed the "Where Are You Sleeping Tonight?" report and approved the following response.

2009-2010 Grand Jury Findings

**The City of Thousand Oaks agrees with Findings F-01 through F-42. The City of Thousand Oaks's responses to applicable Recommendations are provided below.**

**R-01 Implemented**

- In response to the 10-Year Strategy, the City of Thousand Oaks and the Thousand Oaks Redevelopment Agency are partnering with the Area Housing Authority of the County of Ventura (AHA) on the construction of 60 new affordable permanent rental units on Los Feliz Drive, targeted to lower-income residents. Project completion/occupancy is anticipated to occur in 2012. The City/Agency investment in this project is \$7.2 million.
- In addition, the City and the Agency are collaborating with Thousand Oaks-based non-profit housing development corporation Many Mansions on the construction of another 60 new affordable permanent rental units on Hillcrest Drive, targeted to extremely low, very low and low-income households. The project will include 15 permanent units with supportive services, for formerly homeless persons and/or extremely low income families; plus an additional 15 permanent units with supportive services for formerly homeless persons with special needs (total 30 new permanent supportive units.) The project is required to be completed and occupied by June 2012. The City/Agency investment in this project is \$6.2 million.

The City of Thousand Oaks and the Thousand Oaks Redevelopment Agency have been actively partnering with local non-profit and for-profit developers to construct new affordable housing units since 1973. The attached Exhibit A details the acquisition and/or construction of 1,799 affordable housing units assisted with City and/or Agency funding from 1973 through 2012, representing a local investment of \$51.2 million.



### ***Other City Programs to Encourage the Production of Permanent Affordable Housing***

Recommendation # 3 of the 10-Year Strategy recommends creating a Housing Trust Fund to serve as a catalyst for future public and private investment to produce and preserve affordable housing.

Recommendation # 4 of the 10-Year Strategy recommends that all jurisdictions adopt an inclusionary housing policy that requires a percentage of new housing to be affordable to extremely-low and very-low income residents.

- Affordable Housing Ordinance

In response to these recommendations, in October 2008, the City of Thousand Oaks adopted an Affordable Housing Ordinance, including an affordable housing trust fund to be financed through fees on certain types of new residential and non-residential projects (Inclusionary Housing and Nonresidential Development Linkage Programs.)

In July 2009, Habitat for Humanity was awarded \$50,000 from the Housing Trust Fund for production of a new affordable single-family ownership unit. The current Affordable Housing Trust Fund total is \$440,203 and additional funds are expected to be available after June 2011 when the City will begin collecting in-lieu fees and linkage fees, as provided for in the Affordable Housing Ordinance.

### **R-02 Implemented**

As described below, the City of Thousand Oaks continues to take a leading role in coordinating resources directed at eliminating or minimizing homelessness. The City also partners with other non-profit groups that offer direct services. With support from the City, organizations such as Many Mansions and Lutheran Social Services are in a stronger position to coordinate services for eliminating and minimizing homelessness through marshalling and motivating volunteers.

- **Thousand Oaks City and Redevelopment Agency Homeless Prevention Programs**

Through the activities described below, the City of Thousand Oaks and the Thousand Oaks Redevelopment Agency demonstrate a commitment to preventing homelessness through programs that assist low-income owners and renters pay their housing costs and avoid eviction and/or foreclosure. Allowing for some duplication of persons that may benefit from more than one program, the City estimates that its homeless prevention-related activities will assist 11,535 persons or 4,194 households in 2010-2011.

1. Social Services Endowment Fund

The City of Thousand Oaks allocates at least \$100,000 annually from the general fund (Social Services Endowment Fund) to leverage 15 percent of the Federal Community Development Block Grant (CDBG) annual entitlement for operational grants to social services providers including Homeless Prevention and Homeless Services activities. Nine (9) City residents are appointed by the City Council to review requests for funding and to provide recommendations to the City Council.

The 2010-2011 budget totals \$215,139 (\$105,740 in local City funds and \$109,399 in Federal CDBG funds) and includes \$75,760 in grants for the following Homeless Prevention and Homeless Services activities.

The following tables list these activities, together with the number of unduplicated Thousand Oaks residents expected to be served.

2010-2011 Homeless Prevention Grants    \$34,248

Catholic Charities, Community Services Center — \$12,454 (1,400)

Community Action, Lease Assistance — \$9,340 (15)

Food Share, Brown Bags for Seniors — \$6,227 (115)

Manna, Conejo Valley Food Bank — \$6,227 (4,543)

An estimated 6,073 at-risk persons will be served annually by these programs.

2010-2011 Homeless Services Grants    \$41,522

Lutheran Social Services, Emergency Services — \$20,756 (2,200)

St. Vincent de Paul, Poor/Homeless Program — \$8,302 (780)

County of Ventura, RAIN Transitional Housing — \$7,265 (8)

Turning Point Foundation, Appleton House — \$5,189 (2)

An estimated 2,990 at-risk persons will be served annually by these programs. The Lutheran Social Services Emergency Services activity includes coordination of a rotating winter shelter program (December through April) at 7 participating faith communities and coordination of a 365-day meals program at those same sites. Approximately 1,000 volunteers annually participate in these programs.

2. Many Mansions Supportive Services    \$84,000-\$95,000/Year

The Thousand Oaks Redevelopment Agency owns the 29-unit Schillo Gardens affordable family rental complex, managed by Many Mansions. On October 13, 2009, the Thousand Oaks Redevelopment Agency approved a new management and revenue-sharing agreement that grants Many Mansions a 50% share of net cash flow from the project, currently approximating \$84,000 annually, up to a maximum of \$95,000 annually. Many Mansions will use this revenue for its supportive services programs in Thousand Oaks, including:

- 89 units of Permanent Supportive Housing;
- Adult Programs (Case Management, Food Assistance, Job and Career Development, Life Skills Development, Transportation Assistance, Financial Education); and
- Children's Programs (Homework Literacy Club, Friday Activities Club, Career Preparation Program, Camp Many Mansions, School Supplies, Holiday Gifts, Educational Field Trips.)

3. Housing Assistance Program (HAP) \$200,000/Year

The Thousand Oaks Redevelopment Agency funds the HAP program that provides quarterly payments of up to \$87 (\$348/year) to low-income seniors and disabled persons to assist with housing costs (rent and utilities). In 2008-2009, 612 lower-income Thousand Oaks households (415 seniors and 197 disabled persons) were assisted by this program.

4. Tenant-Based Rental Assistance (TBRA) \$347,766/Year

In 2008-09, 30 very low-income City households were assisted with rent subsidy payments, funded by the Thousand Oaks Redevelopment Agency (\$152,453) and the State of California/U.S. Department of Housing and Urban Development HOME program (\$195,313).

5. Section 8 Certificates \$6 million/Year

Through the Area Housing Authority of the County of Ventura (AHA), the U.S. Department of Housing and Urban Development (HUD) is currently providing 555 Section 8 certificates that assist to keep an estimated 1,054 City residents in their rental units. The Section 8 certificates are accepted by participating landlords and represent the difference between what the tenant can afford to pay (up to 30 percent of monthly gross income) and the fair market rent for the unit.

6. Conejo Workforce Housing Group

In addition to the City programs described above, the Conejo Workforce Housing Group is the Thousand Oaks-based volunteer task force working to end homelessness in the Conejo Valley. Meeting monthly at City Hall and chaired by Many Mansions president Rick Schroeder, this group is affiliated with the Ventura County Homeless and Housing Coalition (VCHHC) and is developing a Homeless Prevention Assistance Fund using private and foundation funding. The group is also assessing local needs for a year-round shelter in Thousand Oaks.

7. Community Commission for Ventura County

Thousand Oaks Councilmember Jacqui Irwin represents the City of Thousand Oaks on the Community Commission for Ventura County in its role as the Ventura County Interagency Council on Homelessness.

## **R-03 Implemented**

This recommendation is implemented through the programs described below, as well as the programs described above.

- Permanent Affordable Rental Units

The City's 2008-2012 goal for new permanent affordable rental units is 22. As described earlier in this letter, through partnership with the Area Housing Authority (AHA) for the Los Feliz Drive project, and with Many Mansions for the Hillcrest Drive project, the City expects 90 such units to be occupied by 2012.

- Permanent Supportive Rental Units

The City's 2008-2012 goal for new permanent supportive units is 20. In partnership with Many Mansions for the Hillcrest Drive project, the City expects 30 new such units to be occupied by 2012.

- Year-Round Emergency Shelter

The City's 2008-2012 goal for new shelter beds is 11. While there are, as yet, no proposals to create these shelter beds, by December 31, 2010, the City will amend the Municipal Code, pursuant to Government Code Section 65583 (a)(4), to identify at least one zone, such as M-1, M-2 and P-L, and similar specific plan designations, with the capacity to meet the need for a year-round emergency shelter. If approved, the above-described amendment would allow for the establishment of a shelter in one of the permitted zones, without a discretionary permit. The City would also adopt objective standards for regulating emergency shelters that comply with Senate Bill 2. The City will also consider amending the Municipal Code to identify additional zones, such as the C-2 zone, where a future shelter could be permitted via the Special Use Permit process.

- Transitional Housing Units

The City's 2008-2012 goal for transitional housing is 7 new units. While there are, as yet, no proposals to create these transitional units, by December 31, 2010, the City will amend the Municipal Code to define transitional and supportive housing such that they are permitted, subject to the same standards as conventional residential uses of the same type in the same zone.

## **R-05 Implemented**

The City of Thousand Oaks is committed to review programs that are successful in other cities to see if such programs could most effectively address priority needs in Thousand Oaks, and/or whether the resources to implement such programs are available. As described below, two of our City's programs, could well be described as innovative and the City will continue to consider implementing such strategies to end homelessness.

- Nonresidential Development Linkage Fee

Thousand Oaks is one of only 27 cities in California to have adopted a Nonresidential Development Linkage Fee as part of its Affordable Housing Program.

- Revenue Sharing with Many Mansions

As described in the "Homeless Prevention" section of this letter, Program # 2, Many Mansions' Supportive Services, the Thousand Oaks Redevelopment Agency has a new collaboration with non-profit housing developer Many Mansions.

Effective in November 2009, the Agency is sharing 50 percent of net cash flow (approximately \$85,000 annually), from the operation of its property, Schillo Gardens, a 29-unit affordable rental complex managed by Many Mansions, to support the provision of supportive services to all Many Mansions' residents in Thousand Oaks (1,000 adults and 200 children).

## **R-06 Implemented**

The City will continue to seek grants as appropriate funding opportunities are available. In lieu of applying directly for some funding opportunities, the City may collaborate with non-profit entities such as Many Mansions, the Conejo Workforce Housing Group, or other non-profit organizations, to apply for such funding. The City of Thousand Oaks has applied, or will apply, for the grant funding described below.

- HOME Grant Funds for Tenant-Based Rental Assistance (TBRA) Program

In 2009, the City of Thousand Oaks applied for, but did not receive, Homeless Prevention and Re-Housing Program (HPRP) funds from the State of California.

However, since 2003, the City has received State of California HOME funds for the City's Tenant-Based Assistance Program (TBRA) and will continue to apply for funds annually. In 2008-2009, the City received HOME funds totaling \$195,313 for TBRA grants to 30 low-income rental households. An additional \$152,453 was provided by the Thousand Oaks Redevelopment Agency for an annual TBRA budget of \$347,766. In March 2010 the City of Thousand Oaks received \$800,000 in HOME funds to continue the program for another two years.

- Community Development Block Grant Recovery (CDBG-R) Grant

As part of the 2009 American Recovery and Reinvestment Act (ARRA), the City received \$182,881 in CDBG-R funds from the U.S. Department of Housing and Urban Development (HUD). Funds were used to assist non-profit housing provider Many Mansions with replacement of 62 roof-mounted air conditioners and 62 in-unit heaters at the low-income, affordable rental complex Bella Vista Apartments, located at 2011-2025 Los Feliz Drive in Thousand Oaks.

- California Department of Housing and Community Development (HCD)

The City will be submitting an application to HCD for a \$1 million matching grant through the Local Housing Trust Fund program. A portion of these funds could be used to assist in funding the acquisition of an emergency shelter site.

The City is currently reviewing the possibility of applying for funding offered by the California Department of HCD's Emergency Housing and Assistance Program Capital Development Deferred Loans program, and will continue to evaluate other grant and loan opportunities as they arise.

## **R-07 Will Implement**

The City agrees and, prior to 2011, the City Council will publicly recognize local non-profit, faith-based and volunteer organizations for their ongoing and highly effective support of homeless populations in Thousand Oaks.

## **Summary**

In summary, pursuant to the 10-Year Strategy to End Homelessness in Ventura County the City of Thousand Oaks and the Thousand Oaks Redevelopment Agency are implementing the following actions and resources by 2012.

- \$13.4 million to assist construction of 90 new permanent, affordable family rental units and 30 new permanent supportive rental units (total 120 units) in collaborations with Area Housing Authority of the County of Ventura (AHA) and Many Mansions.
- \$34,248 annually for Homeless Prevention Grants serving an estimated 6,073 persons.
- \$41,522 annually for Homeless Assistance Grants serving an estimated 2,990 persons.
- \$85,000 annually for Many Mansions supportive services serving an estimated 1,000 adults and 200 children.
- \$200,000 annually for Housing Assistance Program serving an estimated 415 senior and 197 disabled households.
- Approximately \$350,000 annually for Tenant-Based Rental Assistance serving 30 households annually.
- In 2009, \$182,881 in one-time Community Development Block Grant Recovery (CDBG-R) funds and \$47,179 in regular CDBG funds (total \$230,060) were used to assist Many Mansions to replace 62 air conditioners and 62 in-unit heaters at the Bella Vista Apartments, an affordable family rental complex.
- The Area Housing Authority (AHA) is administering 555 Section 8 certificates from the U.S. Department of Housing and Urban Development (HUD), valued at \$6 million, to subsidize rents for 1,054 lower-income Thousand Oaks residents.
- To facilitate the potential for a future Thousand Oaks homeless shelter, and as required by State law, the City will amend the Municipal Code to identify at least one zone that could accommodate a year-round homeless shelter, without the need for a discretionary permit, and possibly other zones that could accommodate such a facility subject to a Special Use Permit process.
- To facilitate the potential future development of additional transitional housing units, and as required by State law, the City will amend the Municipal Code to define transitional and supportive housing, such that they are permitted, subject to the same standards as conventional residential uses of the same types in the same zones.

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On behalf of the Thousand Oaks City Council, we thank the Grand Jury for this opportunity to share information on the City of Thousand Oaks's activities to implement the 2008-2012 goals of the 10-Year Strategy to End Homelessness in Ventura County.

Sincerely,



Scott Mitnick  
City Manager

c: City Council  
Amy Albano, City Attorney  
Candis Hong, Assistant City Manager  
John Prescott, Community Development Director  
Russ Watson, Redevelopment Manager

Exhibit A: List of Affordable Housing Units Assisted by City of Thousand Oaks and  
Thousand Oaks Redevelopment Agency, 1973 - 2012

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Exhibit A

Thousand Oaks City and Redevelopment Agency Investments in Affordable Housing Units  
1973 —2012

Project Name	Total Units	Approx. Year Completed	Affordable Units	City & Agency Investment
Los Arboles Apartments	43 Rent	1973	43	\$1,000,000
Mountclef Apartments	18 Rent	1973	18	*
Conejo Future Village	90 Rent	1978	90	600,000
Scrub Oaks	5 Own	1982	5	29,250
Camelot Apartments	180 Own	1985	180	600,000
Monterey Woods	40 Own	1986	40	9,000
Casa de Oaks	185 Own	1986	185	342,900
Twin Oaks	15 Own	1987	15	35,000
Northoaks	112 Own	1987	15	77,150
Schillo Gardens	29 Rent	1988	29	2,200,000
Florence Janss Apartments	64 Rent	1988	64	*
Leggett Court	49 Rent	1989	49	405,000
Shadows Apartments	148 Rent	1989	148	*
Hillcrest Royale	54 Rent	1990	54	500,000
Glenoaks Senior Apartments	39 Rent	1990	39	250,000
United Cerebral Palsy / Spastic Childrens Foundation	30 Rent	1993	30	\$200,000
Shadow Hills	100 Rent	1993	100	5,476,100
The Groves	91 Own	1995	91	32,000
Fiore Gardens	50 Rent	1996	50	3,300,000
Corta Bella	26 Own	1996	26	125,000
Arroyo Villas	40 Rent	1996	40	*
Stoll House	11 Rent	1998	11	187,000
Villa Garcia	80 Rent	2000	80	2,700,000
Esseff Village	50 Rent	2001	50	1,556,000
Westlake Vista	6 Own	2001	6	*
Sunset Villas	11 Rent	2003	11	750,000
Park Lane Townhomes	12 Own	2003	12	*
Oak Creek Senior Villas	57 Rent	2004	57	3,750,000
Richmond Terrace	27 Rent	2004	27	420,000
Hacienda de Feliz	25 Rent	2004	25	600,000
Bella Vista	72 Rent	2005	72	5,594,260
Oak Grove Villas	2 Own	2007	2	100,000
Shadows Apartments**	Rent	2007	102	6,900,000
Oak Terrace (Centex)	6 Own	2008	6	*
Racquet Club Villas	8 Own	2008	8	*
Habitat (200 Houston Drive)	1 Own	2010	1	50,000
Los Feliz Apartments	60 Rent	2012	60	7,208,060
Hillcrest Project	60 Rent	2012	60	6,276,500
<b>TOTALS</b>	<b>2,058</b>		<b>1,799</b>	<b>\$51,273,220</b>

\* Density Bonus or Development Agreement

\*\*Counted once as 148 units, gaining an additional 102 affordable units.

Number of Permanent Supportive Units in above Total 89