



**A G E N D A**  
**JOINT MEETING: GLENDALE CITY COUNCIL AND**  
**GLENDALE HOUSING AUTHORITY**

**COUNCIL CHAMBER, City Hall – 613 E. Broadway, 2<sup>nd</sup> Floor**  
**Glendale, CA 91206**

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**JUNE 4, 2019**

- ROLL CALL** - 3:00 p.m.
- Report of the City Clerk of the City Council and Housing Authority, re: Posting of Agenda. The Agenda for the June 4, 2019 joint public meeting of the City Council and Housing Authority was posted on Thursday, May 30, 2019 on the bulletin board Outside City Hall.

A **JOINT PUBLIC MEETING** of the City Council and Housing Authority is hereby called to meet at 3:00 p.m. on Tuesday, June 4, 2019, in the City Council Chamber, City Hall, 613 E. Broadway, 2<sup>nd</sup> Floor, Glendale, CA 91206 to consider the following item(s) of business, to wit;

1. **Director of Community Development and Interim Director of Finance, re: Adoption of the 2019-20 Glendale Housing Authority Budget with Approval of a Professional Services Contract in Support of Budget for the Fiscal Year: Change Order for Software Services Annual Support Agreement**
  - a. Resolution of the City Council Making Findings and Approving Expenditures of Low Moderate Income Housing Asset Funds for Administration and Planning and Expenditures Outside Redevelopment Project Areas for the 2019-20 Housing Authority Budget
  - b. Resolution of the Housing Authority Making Findings and Approving Expenditures of Low Moderate Income Housing Asset Funds for Administration and Planning

- and Expenditures Outside Redevelopment Project Areas for the 2019-20 Housing Authority Budget and Adopting the 2019-20 Housing Authority Budget
- c. Motion of the City Council Approving an Amendment to the Professional Services Agreement with Emphasys Software to Increase the Contract Amount by \$29,700 for a New "Not to Exceed" Contract of \$154,268 for a Computer Software License with Maintenance and Hosting of the Housing Authority Owner Portal; and to Extend the Agreement Term for One Year to End August 31, 2020

**ADJOURNMENT**      - For the City Council  
                             - For the Housing Authority



Ardashes Kassakhian, City Clerk

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**ACKNOWLEDGMENT OF SERVICE**

Members of the public may address the City Council and Housing Authority regarding any item in this notice. Service of the above Call for a Joint Public Meeting of the City Council and Housing Authority, at the time and place above designated, is hereby acknowledged, and the Notice required by Government Code Section 54956 is hereby waived:

Hour: \_\_\_\_\_ a.m./p.m., this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_ Title: City Council Member/ Housing Authority Member



CITY OF GLENDALE, CALIFORNIA

REPORT TO THE:

Joint  City Council  Housing Authority  Successor Agency  Oversight Board

June 4, 2019

AGENDA ITEM

Report: Adoption of the 2019-20 Glendale Housing Authority Budget with Approval of a Professional Services Contract in Support of Budget for the Fiscal Year: Change Order for Software Services Annual Support Agreement.

- 1) Resolution of the City Council Making Findings and Approving Expenditures of Low Moderate Income Housing Asset Funds for Administration and Planning and Expenditures Outside Redevelopment Project Areas for the 2019-20 Housing Authority Budget; and
2) Resolution of the Housing Authority Making Findings and Approving Expenditures of Low Moderate Income Housing Asset Funds for Administration and Planning and Expenditures Outside Redevelopment Project Areas for the 2019-20 Housing Authority Budget and Adopting the 2019-20 Housing Authority Budget.
3) Motion of the City Council to Approve an Amendment to the Professional Services Agreement with Emphasys Software (C105966) to Increase the Contract Amount by \$29,700 for a New "Not to Exceed" Contract of \$154,268 for a Computer Software License with Maintenance and Hosting of the Housing Authority Owner Portal; and to Extend the Agreement Term for One Year to End August 31, 2020.

COUNCIL ACTION

Public Hearing  Ordinance  Consent Calendar  Action Item  Report Only 
Approved for June 4, 2019 calendar

ADMINISTRATIVE ACTION

Submitted by: Philip Lanzafame, Director of Community Development

Michelle Flynn, Interim Director of Finance

Prepared by: Anne Bockenkamp, Senior Housing Supervisor

Nayiri Moundjian, Budget Analyst

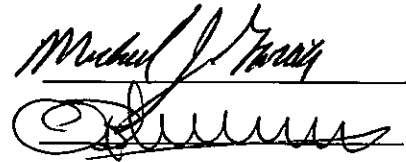
Approved by: Yasmin K. Beers, City Manager

Reviewed by: Roubik Golanian, Assistant City Manager

Signature lines with handwritten signatures for Philip Lanzafame, Michelle Flynn, Anne Bockenkamp, Nayiri Moundjian, Yasmin K. Beers, and Roubik Golanian.

Michael J. Garcia, City Attorney

Onnig Bulanikian, Director of Community Services & Parks



## **RECOMMENDATION**

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It is recommended that the:

- 1) City Council make findings and approve expenditures of Low Moderate Income Housing Asset (LMIHA) Funds for administration and planning and expenditures outside Redevelopment Project Areas for the 2019-20 Housing Authority Budget;
- 2) Housing Authority make findings and approve expenditures of Low Moderate Income Housing Asset (LMIHA) Funds for administration and planning and expenditures outside the Redevelopment Project Areas and to approve the 2019-20 Glendale Housing Authority Budget;
- 3) City Council approve an amendment to the professional services agreement with Emphasys Software (C105966) in the amount of \$29,700 for a new "Not to Exceed" contract of \$154,268 for a computer software license with maintenance and hosting of the Housing Authority Owner Portal and to extend the contract term for one year to end August 31, 2020.

## **BACKGROUND/ANALYSIS**

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The proposed budget for the Glendale Housing Authority is \$45,591,948 for FY 2019-20. The proposed housing budget was presented and discussed as part of the Special Revenue Funds Budget Study Session held in May 2019.

The Housing Authority Budget is primarily a grant funded / special revenue specific budget with funding from:

- Federal sources that are received on an annual basis;
- One-time State grant awards;
- Development related affordable housing fees including the Affordable Housing Density Bonus fee, the new City-Wide Inclusionary Housing In-Lieu fee, and the new Commercial Development Impact fee; and
- Encumbered assets/program income from previous investments of Redevelopment 20% Housing Set Aside funds.

The City-Wide Inclusionary Housing In-Lieu Fee and the Affordable Housing Commercial Development Impact Fee are projected new sources of funding for affordable housing that are included in this budget. The ordinances were adopted by the City Council on May 7, 2019. Long term these fees are expected to provide an important resource for the development and preservation of affordable housing in Glendale. However in the 2019-20 budget the projections for revenues from these sources are modest as these are new fees that will depend upon several factors outside the City's control including the level of new residential development in Glendale and the developer's election to pay the fee versus the development of a physical affordable unit within the project. The Commercial Development Impact Fee is estimated to generate \$125,000 to \$250,000 annually.

The Housing Authority has the responsibility for administering the following programs:

- The **Housing Assistance Fund 2020** which provides federal Section 8 Housing Choice Vouchers (HCV) and Mainstream Vouchers for rental assistance to Low Income households;
- The **HOME Grant Fund 2030** which provides federal funds for housing development and preservation activities for Low Income households;
- The **Continuum of Care Grant Fund 2040** (operated by Community Services & Parks) which provides federal funds for supportive services and/or Rapid Re-Housing, permanent, and innovative housing to assist homeless people achieve independence including Rapid Re- Housing, Permanent, and Innovative Supportive Housing;
- The **Affordable Housing Trust Fund 2090** which holds funds received from inclusionary housing fees and affordable housing density bonus fees, and miscellaneous program income to be expended on affordable housing purposes not covered by other restricted state and federal housing funds;
- The **BEGIN Affordable Homeownership Fund 2120** which provides State funds for down payment assistance to first time home buyers who are Moderate Income households;
- The **LMIHAF Fund 2130** which holds income and encumbered assets from previous 20% Redevelopment Set Aside funds for housing development and preservation activities (including administration and program delivery) for Low and Moderate Income households, in accordance with State law; and
- The **Housing Mitigation Fee Fund 4110**, which will receive deposits from the Commercial Development Impact Fee and is a new fund set up for tracking and legal/reporting purposes.

The FY 2019-20 Budget for each of the Housing Funds is summarized in attached Exhibit 1 and must be approved by the Housing Authority.

Requirement for Findings Related to Former Redevelopment Areas: Despite substantial changes to the sections of the California Law that apply to Redevelopment (including the dissolution of Redevelopment agencies), some elements of Redevelopment law remain. Redevelopment Project Areas were not eliminated and the requirement remains to approve proposed expenditures of the Redevelopment 20% Set Aside program income (LMIHAF) funds outside the project area as being necessary in order to increase, improve and preserve the supply of affordable housing within the City. Also, the requirement to approve the necessity and appropriateness of the expenditure of LMIHAF funds for administration and planning purposes remains as well. City Council and Housing Authority resolutions are included in this report to meet those State requirements.

Information Regarding Section 8 HCV and Mainstream Program Expenditures Review: In preparing the proposed Section 8 federal fund expenditures included in the 2019-20 Housing Authority Budget, expenditures have been reviewed for conformance with HUD's requirements under the Uniform Administrative requirements, Cost Principles, and Audit requirement for Federal Awards.

#### FY 2019-20 Contractual Services Request

**Emphasys Computer Solutions, Inc. dba Emphasys Software (Emphasys):** Emphasys is a respected, efficient, and effective database for managing the complex relationships between property owner, a renter, the Housing Authority, and HUD. Extending and funding the existing

contract would provide Section 8 with an ongoing service agreement for supporting the software and proposed annual hosting of the owner portal. In addition to the annual service and hosting agreement, the contract includes carryover funds previously approved for one time software development services that are in process including: SQL Server Upgrade and development of the Executive and Partner Portal. The proposed amendment would extend the contract for a fifth year of support and licensing.

Beyond its software tools and product support, one of the strengths of Emphasys Software is that it has developed a strong relationship with HUD that allows it to work closely with HUD to integrate new or changing regulations and program components into its software system. Housing Authorities through the country use this software system, including local agencies such as Anaheim, Long Beach, San Diego County, and most importantly, the Housing Authority of the City of Los Angeles (HACLA). There are approximately 1,250 families with HACLA port vouchers residing in Glendale. Reconciliation of monthly payments between Glendale and HACLA is much more efficient due to the use of the same software.

An amendment to the PSA with Emphasys (C105966A) is necessary to support ongoing Section 8 Housing Choice Voucher Program activities. The proposed amendment would increase the approved contract amount by \$29,700 to a new total amount not to exceed \$154,268 and extend the contract for one year through August 31, 2020.

Glendale Quality of Life and Essential Services Protection Measure (Measure S) Funding – While not included in the Housing Authority Budget the City has prioritized the use of Measure S sales tax funding during the first year of collection of the tax for affordable low, moderate, and workforce income level housing (up to \$25.3 million). An allocation is projected for Affordable Housing Development in the amount of \$20.0 million. These funds will be deposited into the Measure S Capital Improvement Fund. Additional funding has been proposed for housing related programs and services to address the challenges and difficulties in the community resulting from the housing crisis in Southern California including: a Rental Rights Program (\$410,000), a Monthly Housing Rental Subsidy Program (\$4.17 million dollars), and funding for a First Time Home Buyer Program (\$750,000). Expenditures for these programs will be monitored separately from the remainder of the General Fund budget and are not part of the Housing Authority budget.

## **FISCAL IMPACT**

This report presents the annual proposed FY 2019-20 Housing Budget of \$45,591,948 to the Glendale Housing Authority for adoption. No General Fund dollars are proposed for this budget in 2019-20. All programs, projects, staff and operations are fully funded with special revenues. Carryover of program funds from FY 2018-19 Housing Budget is included in the resolution approving the Housing Authority budget.

**Emphasys Computer Solutions, Inc. dba Emphasys Software:** The fiscal impact for the amendment to the agreement with Emphasys Software is limited to the amount of the amendment, \$29,700.

The appropriation for this contract amendment is included in the federal Section 8 Funds in the proposed FY 2019-20 budget as follows:

43110-2020-CDD-0020-P0000-T0000-F0000-0000-0000  
G65001-CNTRCTSVCS-0000 Section 8 Housing Choice Voucher Program \$29,700

## **ALTERNATIVES**

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Alternative 1: The City Council and Housing Authority may make findings and approve expenditures of the LMIHA Funds for administration and planning and expenditures outside Redevelopment Project Areas for the 2019-20 Housing Authority Budget and the Housing Authority may approve the 2019-20 Housing Authority Budget.

Alternative 2: The City Council and Housing Authority may disapprove the proposed findings and expenditures of the LMIHA Funds for administration and planning and expenditures outside Redevelopment Project Areas for the 2019-20 Housing Authority Budget and the Housing Authority may disapprove the 2019-20 Housing Authority Budget. This would result in the elimination of Housing Authority programs and projects in 2019-20.

Alternative 3: The City Council and Housing Authority may consider any other alternative not proposed by staff related to the Emphasys Computer Solutions, Inc. contract.

## **CAMPAIGN DISCLOSURE**

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In accordance with the City Campaign Finance Ordinance No. 5744, the following are the names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than 10% interest in the company proposed for contract in this Agenda Item Report:

Emphasys Computer Solutions Professional Services Agreement:

Officers of Emphasys Computer Solutions, Inc. dba Emphasys Software:

Full Name	Title	Business Address	City	State	Zip
Mike Byrne	CEO/President	9675 NW 117 <sup>th</sup> Ave Suite 305	Medley	Florida	33178
Steve Richards	Chief Financial Officer	Same as above.			
John Wilkins	Director of Finance	Same as above.			

Subcontractors: **N/A**

Ownership Interest in more than 10% in Emphasys Computer Solutions, Inc. dba Emphasys Software: **N/A**

## **EXHIBITS**

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Exhibit 1: 2019-20 Glendale Housing Authority Budget Summary

RESOLUTION No. \_\_\_\_\_

**RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA  
MAKING FINDINGS WITH RESPECT TO ADMINISTRATIVE EXPENSES  
AND EXPENDITURES OUTSIDE THE REDEVELOPMENT PROJECT AREAS  
FOR THE 2019-20 HOUSING AUTHORITY BUDGET**

**WHEREAS**, the Housing Authority of the City of Glendale ("Housing Authority") administers the Low Moderate Income Housing Asset Fund (LMIHAF) pursuant to Health and Safety Code Section 33334.3 for the purpose of increasing, improving and preserving the City's affordable housing stock; and

**WHEREAS**, the Housing Authority must incur certain administrative expenses in connection with its programs to increase, improve and preserve the supply of affordable housing within the City; and

**WHEREAS**, the Housing Authority finds that the expenditure of LMIHAF monies outside the Central Glendale and the San Fernando Road Corridor Redevelopment Project areas (the "Project Areas") will be of benefit to the Project Areas as the completion of project implementation within the Project Areas and will continue to generate jobs within the Project Areas, thereby creating the need for programs throughout the City to increase the supply of affordable housing and improve and preserve the City's existing affordable housing stock; and

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA AS FOLLOWS:**

**SECTION 1.** The Council finds and determines that the planning and administrative expenses provided for in the 2019-20 Housing Authority Budget to be made from the LMIHAF are necessary for the production, improvement and preservation of low- and moderate-income housing and directly relate to the projects and programs funded by the LMIHAF.

**SECTION 2.** The Council finds that the expenditure of LMIHAF monies outside the Redevelopment Project areas (Central and San Fernando) will be of benefit to the Redevelopment Project areas as the implementation of the Redevelopment Projects has and will continue to generate jobs in the Redevelopment Projects, thereby creating the need for programs throughout the City to increase the supply of affordable housing and improve and preserve the City's existing affordable housing stock.

Adopted this \_\_\_\_\_ day of June, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

*Marilyn J. Henry*  
\_\_\_\_\_  
CITY ATTORNEY

DATE 5/29/19 1 A /



STATE OF CALIFORNIA            )  
  ) SS.  
COUNTY OF LOS ANGELES        )

I, Ardashes Kassakhian, Clerk of the City of Glendale, certify that the foregoing Resolution No. \_\_\_\_\_ was adopted by the Council of the City of Glendale, California, at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 and that same was adopted by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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City Clerk

RESOLUTION No. \_\_\_\_\_

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF GLENDALE  
MAKING FINDINGS WITH RESPECT TO ADMINISTRATIVE EXPENSES  
AND EXPENDITURES OUTSIDE THE REDEVELOPMENT PROJECT AREAS  
FOR THE 2019-20 HOUSING AUTHORITY BUDGET**

**WHEREAS**, the Housing Authority of the City of Glendale ("Housing Authority") administers the Low Moderate Income Housing Asset Fund (LMIHAF) pursuant to Health and Safety Code Section 33334.3 for the purpose of increasing, improving and preserving the City's affordable housing stock; and

**WHEREAS**, the Housing Authority must incur certain administrative expenses in connection with its programs to increase, improve and preserve the supply of affordable housing within the City; and

**WHEREAS**, the Housing Authority finds that the expenditure of LMIHAF monies outside the Central Glendale and the San Fernando Road Corridor Redevelopment Project areas (the "Project Areas") will be of benefit to the Project Areas as the completion of project implementation within the Project Areas and will continue to generate jobs within the Project Areas, thereby creating the need for programs throughout the City to increase the supply of affordable housing and improve and preserve the City's existing affordable housing stock; and

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF GLENDALE AS FOLLOWS:**

**SECTION 1.** The Housing Authority finds and determines that the planning and administrative expenses provided for in the 2019-20 Housing Authority Budget to be made from the LMIHAF are necessary for the production, improvement and preservation of low- and moderate-income housing and directly relate to the projects and programs funded by the LMIHAF.

**SECTION 2.** The Housing Authority finds that the expenditure of LMIHAF monies outside the Redevelopment Project areas (Central and San Fernando) will be of benefit to the Redevelopment Project areas as the implementation of the Redevelopment Projects has and will continue to generate jobs in the Redevelopment Projects, thereby creating the need for programs throughout the City to increase the supply of affordable housing and improve and preserve the City's existing affordable housing stock.

Adopted this \_\_\_\_\_ day of June, 2019.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Authority Clerk

APPROVED AS TO FORM

*Michael J. Jones*  
\_\_\_\_\_  
CITY ATTORNEY

DATE 5/29/19

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# MOTION

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, that the City Manager, or her designee, is hereby authorized to execute an amendment to an existing professional services agreement (PSA) with Emphasys Software (C105966) for a computer software license with maintenance and hosting of the Housing Authority Owner Portal. The amendment will amend the PSA to increase the contract amount by \$29,700 for a new not-to-exceed amount of \$154,268 and will to extend the term of the agreement for one year to end on August 31, 2020. The amendment shall be in a form approved by the City Attorney.

Vote as follows:

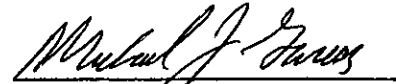
Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM



CITY ATTORNEY

DATE 5/29/19

CITY OF GLENDALE  
 GLENDALE HOUSING AUTHORITY  
 SUMMARY OF THE BUDGET FOR THE YEAR ENDING JUNE 30, 2020

Exhibit 1

	2020 - Housing Assistance Fund	2030 - Home Grant Fund	2040 - Continuum of Care Grant Fund	2090 - Affordable Housing Trust Fund	2120 - BEGIN Affordable Homeownership Fund	2130 - Low&Mod Income Housing Asset Fund	4110 - Housing Development Impact Fee Fund	Total
<b>Estimated Resources</b>								
Interest/Use of Money and Property Charges for Services	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ 25,000	\$ -	\$ 45,000
Licenses & Permits	-	-	-	193,220	-	-	-	193,220
Revenue from Other Agencies	39,229,176	1,213,272	2,449,400	-	-	-	125,000	42,891,848
Misc and Non-Operating Revenue	13,000	1,056,880	-	12,000	300,000	206,000	-	1,587,880
Transfers from Other Funds	-	-	-	-	-	746,502	-	746,502
<b>TOTAL RESOURCES</b>	<b>\$ 39,252,176</b>	<b>\$ 2,270,152</b>	<b>\$ 2,449,400</b>	<b>\$ 215,220</b>	<b>\$ 300,000</b>	<b>\$ 977,502</b>	<b>\$ 125,000</b>	<b>\$ 45,589,450</b>
<b>Estimated Appropriations</b>								
Salaries & Benefits	\$ 2,744,290	\$ 88,418	\$ 272,570	\$ 148,592	\$ -	\$ 395,811	\$ -	\$ 3,649,681
Maintenance & Operation	36,633,395	2,181,734	2,176,830	58,068	300,000	592,240	-	41,942,267
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 39,377,685</b>	<b>\$ 2,270,152</b>	<b>\$ 2,449,400</b>	<b>\$ 206,660</b>	<b>\$ 300,000</b>	<b>\$ 988,051</b>	<b>\$ -</b>	<b>\$ 45,591,948</b>
<b>NET SURPLUS/(USE OF FUND BALANCE)</b>	<b>\$ (125,509)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,560</b>	<b>\$ -</b>	<b>\$ (10,549)</b>	<b>\$ 125,000</b>	<b>\$ (2,498)</b>