

Add info #64

JAN 27 2011



MEMORANDUM

Neighborhood Resources- Memo NR11-08

DATE: JANUARY 25, 2011

TO: MAYOR AND CITY COUNCIL

THRU: RICH DLUGAS, ACTING CITY MANAGER RD
PATRICK MCDERMOTT, ASSISTANT CITY MANAGER 

FROM: JENNIFER MORRISON, NEIGHBORHOOD RESOURCES DIRECTOR 

SUBJECT: REQUEST FOR INFORMATION REGARDING ABATEMENT COSTS

Please find attached an e-mail regarding abatement costs that was sent to me by Joshua Plumb of the City's Transportation and Development Department. Councilmember Heumann asked that City staff research recent costs for abatement of residential properties prior to demolition. This information was requested in conjunction with item #64 on Thursday evening's City Council meeting regarding the establishment of the City's Voluntary Demolition Program. The abatement cost listed for each property is for asbestos abatement in particular and reflects the entire abatement cost per property.

Please contact me at (480)782-4347 if you have any questions regarding this information.

Cc: R.J. Zeder, Transportation and Development Director



Re: Abatement Costs 
Joshua Plumb to: Jennifer Morrison

01/24/2011 01:34 PM

Jennifer,

Below is a short list of some recent abatement costs.

769 S. Washington Street - \$4,965.00
60 E. Saragosa Street - \$10,675
120 S. Oregon Street - \$4,350
290 1/2 S. Oregon Street - \$15,750 (This one had an excessive amount of hard-to-reach asbestos)
99 E. Elgin Street - \$3,200
281 S. Dakota Street - \$3,200
Farm Shack at Tumbleweed Park - \$3,726 (I don't know if this has an address)
399 N. Delaware Street - \$6,739

Please let me know if you need any additional information.

Joshua Plumb
City of Chandler
Engineering - Contract Administration
Ph: (480) 782-3312
email: joshua.plumb@chandleraz.gov

From: Jennifer Morrison/COC
To: Joshua Plumb/COC@chandleraz.gov
Date: 01/21/2011 05:06 PM
Subject: Re: Abatement Costs

That would be great-Thank you-

J
City of Chandler
Jennifer Morrison
Neighborhood Resources Director
480-782-4347

From: Joshua Plumb/COC
To: Jennifer Morrison/COC@chandleraz.gov
Date: 01/21/2011 05:02 PM

Add info # 64

JAN 27 2011

CITY OF CHANDLER
CITY CLERK



MEMORANDUM
NEIGHBORHOOD RESOURCES DIVISION MEMO NO. NR11-07

DATE: JANUARY 24, 2011

TO: MAYOR AND CITY COUNCIL

THRU: RICH DLUGAS, ACTING CITY MANAGER *RD*
PATRICK MCDERMOTT, ASSISTANT CITY MANAGER *PK*

FROM: JENNIFER MORRISON, NEIGHBORHOOD RESOURCES DIRECTOR *JM*

SUBJECT: ADDITION OF REQUIREMENT FOR ANNUAL PROGRAM REPORT TO THE CITY OF CHANDLER NEIGHBORHOOD RESOURCES VOLUNTARY DEMOLITION PROGRAM

Councilmember Heumann asked that City staff add a section to the Guidelines for the City's Voluntary Demolition Program to include an annual reporting requirement. Please find attached the addition of this language on page six of the Program Guidelines. The report will include outcomes of the program to include an accounting of costs and use of the property post clearance.

Please contact me at (480)782-4347 if you have any questions regarding this information.



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CITY OF CHANDLER

NEIGHBORHOOD RESOURCES

VOLUNTARY DEMOLITION PROGRAM

GUIDELINES



City of Chandler ♦ Neighborhood Resources Division ♦ Community Development Department
235 S. Arizona Ave., Chandler, Arizona 85225
Phone: 480-782-4320 ♦ Fax: 480-782-4350 ♦ TTY: 480-480-786-2612

www.chandleraz.gov/communitydev

The City of Chandler does not discriminate on the basis of race, color, religion, national origin, familial circumstance, sex, handicap or age in any of its policies, procedures or practices.

Program Description

The City of Chandler Voluntary Demolition Program is funded by the Federal Community Development Block Grant (CDBG) Program, which is provided by the U.S. Department of Housing and Urban Development, HUD. Goals of the City of Chandler's Voluntary Demolition Program are:

- The elimination of slum, blight, and safety hazards in Chandler neighborhoods
- Enhancing overall community wellness
- Enhancing the physical appearance of the City of Chandler
- Reducing the opportunity for criminal activity by removing vacant and dilapidated structures
- Creating and maintaining a fund for the continuation of the Demolition Program

A. Eligibility for Participation in the Program

Properties identified through the Neighborhood Resources Code Enforcement staff and the other City staff have first priority for demolition. Property owners can also make an application to have structures on their property demolished under the Voluntary Demolition Program. To be eligible for this program, the property must be:

- A residential property
- Vacant for at least 90 days
- Current on all taxes

The City's Code Enforcement Unit staff will play a key role in referring property owners for the Voluntary Demolition Program. It is clearly understood that the property owner has the responsibility to maintain his/her property in such a way as to meet all City codes. It is also understood that the City's Code Enforcement Unit regularly notifies property owners of violations of Chapter 30, the City's Neighborhood Preservation Code. Code Enforcement staff will have the discretion to refer owners to the Voluntary Demolition Program when they encounter blighted properties in neighborhoods where blighting conditions can be removed through the demolition of the property.

The Community Development Section will also identify properties internally as part of its own analysis of neighborhood needs. In most instances, these properties will be identified due to the potential safety risk they present to the community. It is important to note that not all referrals will qualify for demolition and only residential properties are allowed to participate in the Voluntary Demolition Program. To be considered, the owner of the property must complete a Voluntary Residential Demolition Program application through the City's Community Development Office.

B. Selecting Demolition Cases

Community Development and Code Enforcement will establish and convene a review panel or Evaluation Team comprised of City staff that will review applications for the Voluntary Demolition Program.

In order to determine a property's eligibility status, members of the Voluntary Demolition Program's Evaluation Team will perform an on-site evaluation of each property to determine if it is blighted and if the building is structurally unsound. The Evaluation Team will decide if a property qualifies for the Voluntary Demolition Program.

As funding becomes available, the panel will determine how many properties can be demolished with the available funds. The panel will then review properties currently on the demolition list and select as many properties for demolition as the funding will support. Emphasis will be given to properties:

- That are in immediate danger of collapsing;
- That are burned out;
- In which criminal activity occurs;
- That generate considerable neighborhood concern, or;
- Which are highly visible on major roads.

C. Environmental Review

Community Development will complete an environmental review and receive clearance from HUD where required prior to commencement of any demolition activities.

D. Application Process and Owner Contribution

City staff will assist the property owner in completing the program application. The Voluntary Demolition Program application will include:

- A program summary sheet
- An application form
- A signed statement by the owner that the 25% owner contribution will be paid by the owner or secured by a lien to be paid upon sale or refinancing of the property.

Staff processing of an application for the Voluntary Demolition Program will include obtaining a Title Report for the property. This report will be reviewed to verify the current property owner and any liens. Community Development Staff will notify any security deed lienholders and any interested parties of record of the pending demolition action.

All demolition cases performed through the Voluntary Demolition Program will be completed through a direct contract between the City of Chandler and a demolition contractor. The City of Chandler will initially pay all of the costs of the demolition

project. These costs may include, but are not limited to:

- Title Search fees
- Testing for hazardous materials as required by applicable laws and regulations;
- Removal and abatement of any hazardous materials;
- Demolition of the dilapidated structures, and;
- Clearance of any debris or vegetation on the property.

After the total cost of project has been established and before demolition work has begun, any property owner(s) participating in Chandler's Voluntary Demolition Program is (are) required to share in the cost of the demolition project in an amount equal to 25% of the project cost. The cost of this 25% match can be paid in one of two ways:

- The property owner(s) pay the 25%, in full before the demolition work begins.
- The property owner(s) agrees to accept a loan from the City for the 25%, at 0% interest. A lien in this amount will be placed on the property, to be paid in full upon sale of the property.

In order to process an application, staff will need a completed application form and the following documents:

- An Indemnification Form;
- A copy of the title and mortgage information;
- A statement that the applicant will pay the 25% match or will finance the 25% owner match through a 0% loan from the City.

The property owner and all lien holders of record must authorize the demolition by completing and signing the program application form.

E. Financial Terms

All loan financing provided through the City's Voluntary Demolition Program will be secured, until repaid in full, with a lien placed on each assisted property. The Deed of Trust will be filed with the County Recorder's Office, and will be released through a Deed of Release and Reconveyance. The Deed of Trust will carry the value of the loan, equal to 25% of all costs of demolition undertaken through the. The City will issue a release once the property owner has repaid the full value of the original Deed of Trust.

This repayment may be completed as a cash payment directly from the homeowner, or through sale, conveyance or alienation of the property. The Deed of Trust will be in effect in perpetuity until such time as its full value is remitted to the City.

The City will not consider subordination of this Deed of Trust. Repayment of this loan will be required if the owner wishes to finance or refinance a loan with this property.

The remaining 75% of the cost of the demolition project will be paid in the form of a grant from the City of Chandler. There is no repayment required from the homeowner

for these funds. Costs for demolition will be paid directly from the City of Chandler to the selected contractor to complete the home demolition. The City of Chandler will utilize funds from the federal Community Development Block Grant (CDBG) to pay for the costs of the Voluntary Demolition Program. In all cases the Voluntary Demolition Program will follow applicable CDBG regulations and payments will be made by the City directly to contractors for asbestos and lead based paint assessment and abatement, and to the demolition contractors.

F. Asbestos Testing and Mitigation

City staff will contract for required asbestos testing of the structure prior to demolition and, if City test results indicate that asbestos is present, arrange for the mitigation required prior to demolition.

G. Demolition Process

When the property owner has completed an application and been accepted into the Voluntary Demolition Program, the City will select a contractor to perform the demolition. The procurement process for the selection of contractors will follow the procurement guidelines for the Community Development Block Grant Program and the Guidelines of the U.S. Department of Housing and Urban Development.

The Demolition Contractor will obtain a demolition permit from the City of Chandler and provide proof of liability insurance to the City as required.

Prior to issuing a Notice to Proceed to the Contractor, the City shall notify all utility companies that provide service in the City of Chandler that the structure will be demolished and that all utilities currently active must be shut off. The Contractor will provide notice to the adjacent neighborhood at minimum one week prior to the demolition occurring and take all precautions to perform the demolition in a safe manner.

The Demolition Contractor will be responsible for appropriately notifying Maricopa County in compliance with County Dust Control requirements and take all actions necessary to mitigate dust while performing the demolition.

H. Property Owner Requirements

Post-demo the owner assumes all responsibility for insuring the property is maintained including abatement of weeds and insuring the site remains free of debris. All requirements of the Chandler City Code Chapter 30, Neighborhood Maintenance Standards will be monitored on the property on an ongoing basis

I. Annual Reporting Requirements

On an annual basis, City staff will report to City Council on the outcomes of the Voluntary Demolition Program to include an accounting of program costs and a review of the use or status change of the properties post clearance.



#64

JAN 27 2011

CITY OF CHANDLER
CITY CLERK

MEMORANDUM NEIGHBORHOOD RESOURCES - COUNCIL MEMO NO. NR11-02

DATE: JANUARY 13, 2011

TO: MAYOR AND CITY COUNCIL

THRU: RICH DLUGAS, ACTING CITY MANAGER RD
PATRICK MCDERMOTT, ASSISTANT CITY MANAGER ^{PM}
JENNIFER MORRISON, NEIGHBORHOOD RESOURCES DIRECTOR ^{JM}

FROM: CARL MORGAN, CDBG PROGRAM SUPERVISOR ^{CM}

SUBJECT: RESOLUTION NO. 4491 OF THE CITY OF CHANDLER, MARICOPA COUNTY, ARIZONA AMENDING THE 2010 ONE YEAR ACTION PLAN AND SUBMITTING A SUBSTANTIAL AMENDMENT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR ITS CONSIDERATION IN ORDER TO AMEND FUNDING AND ACTIVITIES UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) TO INCLUDE VOLUNTARY DEMOLITION.

RECOMMENDATION: Approve Resolution No. 4491 authorizing submission of a Substantial Amendment to the FY 2010 One Year Action Plan to include the Voluntary Demolition Program.

BACKGROUND: Staff has identified a number of vacant residential structures that are clearly no longer habitable. Demolition of structures that contribute to slum and blight is an eligible Community Development Block Grant Program activity.

DISCUSSION: The City has identified and been working with 12 residential properties that are a blighting influence on their surrounding neighborhood. Six properties may be good candidates to participate in a voluntary demolition program.

Attachment A is the draft Voluntary Demolition Program Guidelines. The Guidelines include the following:

- The program is available to owners of residential properties in Chandler that have been vacant for at least 90 days and are current on all taxes.
- An Evaluation Team consisting on Code Enforcement, Community Development, and other staff will review and approve applications for the Voluntary Demolition Program.

- An environmental review will be completed prior to approval of any demolition work.
- All lienholders will be required to sign the program application form authorizing their approval to demolish the structure(s) on the property.
- The owner(s) will provide 25% matching funds for the demolition of their property.
- The owner will be responsible for maintaining the property after the demolition is complete.

Attachment B, the Substantial Amendment, briefly describes the new demolition program and reallocates \$140,000 from the current Housing Rehabilitation program to the new Voluntary Demolition Program. Staff has evaluated the rate of expenditure of funds for the housing rehabilitation program and is confident the reallocation of funds for the Demolition Program will have minimal effect on Housing Rehabilitation Program delivery.

Staff is also requesting approval of Attachment C, Resolution 4491, that authorizes City staff to complete the Substantial Amendment and submit it to HUD.

FINANCIAL IMPLICATIONS: All costs associated with the Voluntary Demolition Program will be paid by the federal government and do not require repayment on the part of the City of Chandler.

HOUSING AND HUMAN SERVICES COMMISSION: The Housing and Human Services Commission held a public hearing on the Voluntary Demolition program during their January 12, 2011 regular meeting. The Commission unanimously recommended Mayor and Council approve the program as described.

PROPOSED MOTION: Approve Resolution No. 4491 of the City of Chandler, Maricopa County, Arizona amending the 2010 One Year Action Plan and authorizing submission of a Substantial Amendment to the U.S. Department of Housing and Urban Development amending funding and activities under the Community Development Block Grant Program (CDBG) to include Voluntary Demolition.

Attachments: "A" – City of Chandler Voluntary Demolition Program Guidelines, dated January 11, 2011
"B" – Substantial Amendment dated December 23, 2010
"C" – Resolution Number 4491

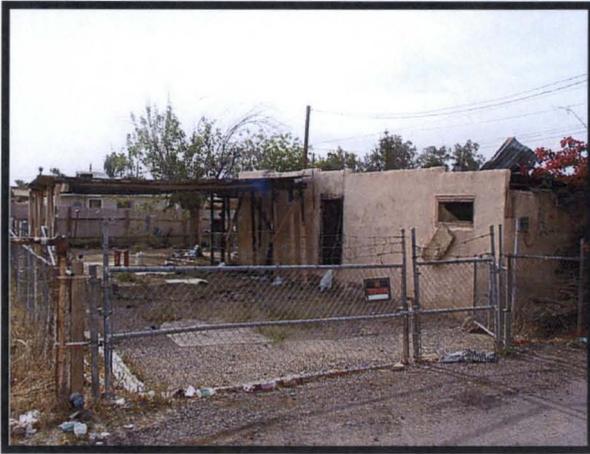


CITY OF CHANDLER

NEIGHBORHOOD RESOURCES

VOLUNTARY DEMOLITION PROGRAM

GUIDELINES



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Program Description

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F. Asbestos Testing and Mitigation

City staff will contract for required asbestos testing of the structure prior to demolition and, if test results indicate that asbestos is present, arrange for the mitigation required prior to demolition.

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When the property owner has completed an application and been accepted into the Voluntary Demolition Program, the City will select a contractor to perform the demolition. The procurement process for the selection of contractors will follow the procurement guidelines for the Community Development Block Grant Program and the City of Chandler.

The Demolition Contractor will obtain a demolition permit from the City of Chandler and provide proof of liability insurance to the City as required.

Prior to issuing a Notice to Proceed to the Contractor, the City shall notify all utility companies that provide service in the City of Chandler that the structure will be demolished and that all utilities currently active must be shut off. The Contractor will provide notice to the adjacent neighborhood at minimum one week prior to the demolition occurring and take all precautions to perform the demolition in a safe manner.

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Post-demo the owner assumes all responsibility for insuring the property is maintained including abatement of weeds and insuring the site remains free of debris. All requirements of the Chandler City Code Chapter 30, Neighborhood Maintenance Standards will be monitored on the property on an ongoing basis

City of Chandler
Substantial Amendment to the City of Chandler's FY 10/11 Annual Action Plan

AMENDMENT 1 - December 23, 2010

The City of Chandler proposes to amend the FY 2010/2011 Annual Action Plan for the purpose of reallocating a total of \$140,000 in CDBG funds to the activity of the Voluntary Demolition Program. The City of Chandler proposes to reallocate funds as follows:

- Reallocate \$140,000 in FY 09/10 CDBG funds originally budgeted for the City of Chandler Housing Rehabilitation Program.

Reduce Program Budget for:

| | |
|---------------------------|--|
| Project: | CDBG Housing Rehabilitation Program |
| National Objective: | Benefit to low- and moderate-income persons §570.208 (A) |
| Eligibility Category: | Housing Activities – rehabilitation of buildings and improvements eligible for rehabilitation assistance |
| Eligibility Citation: | § 570.202 (c) |
| Address: | 235 S. Arizona Ave. MS 600, Chandler, AZ 85225 |
| Benefit: | Low- and moderate-income persons |
| Funding Source: | CDBG |
| Original Project Budget: | FY 09/10- \$446,317.00 |
| Amount to be reallocated: | FY 09/10- \$140,000.00 |

- Allocate a total of \$140,000.00 in CDBG funds to a new activity as follows:

Added Project Summary:

| | |
|------------------------------|---|
| Project: | CDBG Voluntary Demolition Program |
| National Objective: | Aid in the prevention or elimination of slums or blight §570.208(b) |
| Eligibility Category: | Clearance and demolition activities |
| Eligibility Citation: | § 570.201 (d) |
| Funding: | FY 09/10 \$140,000.00 |
| Address: | 235 S. Arizona Ave. MS 600, Chandler, AZ 85225 |
| Site Location/Address: | Spot basis within the City of Chandler |
| Benefit: | Elimination of slum and blight |
| Individuals Served Annually: | 5 residential units |
| Funding Source: | CDBG |
| Project Description: | The City of Chandler will utilize no more than \$140,000 to fund the City of Chandler Voluntary Demolition Program for FY 2010/11. Activities may include lead based paint testing and abatement, asbestos testing and mitigation, demolition of residential home or structure, removal of debris and lot clearance, and staffing to implement the program. |

RESOLUTION NO. 4491

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHANDLER, MARICOPA COUNTY, ARIZONA AMENDING THE 2010 ONE YEAR ACTION PLAN AND SUBMITTING A SUBSTANTIAL AMENDMENT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR ITS CONSIDERATION IN ORDER TO AMEND FUNDING AND ACTIVITIES UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) TO INCLUDE VOLUNTARY DEMOLITION.

BE IT RESOLVED by the City Council of the City of Chandler, Arizona, as follows:

WHEREAS, the City of Chandler Mayor and City Council approved the FY 2010-11 One Year Action Plan at the City Council meeting of May 13, 2010; and

WHEREAS, the City of Chandler's Public Participation Plan requires City Council approval of a Substantial Amendment when a new Community Development Block Grant ("CDBG") program funded activity is added to the current Annual Plan; and

WHEREAS, the City of Chandler, Arizona is proposing to amend the 2010 One Year Action Plan to create the Chandler Voluntary Demolition Program. The Program will demolish vacant residential buildings and structures that are determined to be a safety hazard in Chandler neighborhoods and thereby assist in the reduction of slum and blight with a program budget of \$140,000; and

WHEREAS, the City of Chandler, Arizona is proposing to fund the Program by reallocating \$140,000 in FY 09/10 CDBG funds from the Housing Rehabilitation Program budget to the new Voluntary Demolition Program; and

WHEREAS, the Housing and Human Services Commission held a public hearing and reviewed the Voluntary Program Guidelines and Substantial Amendment 1 and approved a recommendation at their January 12, 2011 meeting that Mayor and City Council approve the Guidelines and Substantial Amendment 1 of its 2010 One Year Action Plan; and

WHEREAS, the proposed Voluntary Demolition Program is an eligible activity funded by the Community Development Block Grant ("CDBG") program;

NOW, THEREFORE, BE IT RESOLVED that the Mayor or City Manager, subject to requirements of the City Code, or their designee(s) are authorized to execute and submit the aforesaid Substantial Amendment 1 with all documents and materials as may be required to the United States Department of Housing and Urban Development.

FURTHER, that the Substantial Amendment to the 2010 Action Plan prepared pursuant to the Community Development Block Grant ("CDBG") program, a copy of

which, in substantial form, is on file in the office of the Director of Neighborhood Resources and is incorporated herein by reference, is hereby approved.

FURTHER, the City Manager or designee shall have authority to provide required policy and administrative assurances including civil rights, equal opportunity, citizen participation, relocation and property acquisition policy, environmental assurances, labor standards, and others as may be specified;

FURTHER, that the City Manager or designee be and is hereby authorized to take those actions necessary and prudent to implement the program outlined by the City Council including the expenditure of funds, the hiring of personnel and/or contractors, the scheduling of activities, the establishment of procedures for monitoring and evaluation of program activities and other steps necessary to insure that the program can be carried out in a timely and effective manner.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CHANDLER, ARIZONA THIS _____ DAY OF _____, 2011.

ATTEST:

CITY CLERK

MAYOR

CERTIFICATION

I HEREBY CERTIFY that the above foregoing Resolution No. 4491 was duly passed and adopted by the City Council of the City of Chandler, Arizona at a regular meeting held on the ____ day of ____, 20 ____, and that a quorum was present thereat.

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY GMB