



AGENDA
REGULAR BOARD MEETING FOR
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
BOARD OF COMMISSIONERS

DATE: MONDAY, FEBRUARY 27TH, 2022

TIME: 5:00 P.M.

LINK/PHONE: https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDdz09

Phone: (669) 900-6833 (\*9 to raise hand, \*6 to unmute)
Meeting ID: 350 189 1938
Passcode: 438419

PLACE: Housing Authority of the County of Monterey
Central Office
123 Rico Street
Salinas, CA 93907

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL

PRESENT

ABSENT

Table with 3 columns: Name, Present, Absent. Rows include Chair Jon Wizard, Vice Chair Hans Buder, Commissioner Kevin Healy, Commissioner Kathleen Ballesteros, Commissioner Viviana Gama, Commissioner Francine Goodwin, and VACANT, Commissioner.

3. COMMENTS FROM THE PUBLIC

4. PRESENTATION – Diana Ruiz, 25 Years of Service

5. CONSENT AGENDA

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

A. Minutes - Approval of Minutes of the Special Board Meeting held on January 18, 2023.

**6. REPORTS OF COMMITTEES**

Personnel Committee  
Finance/Development Committee  
Monterey County Housing, Inc. &  
Affordable Acquisitions

Commissioner Ballesteros, Chairperson  
Commissioners Gama, Chairperson  
Commissioner Wizard, Representative

**7. REPORT OF SECRETARY**

A. Executive Report

**8. NEW BUSINESS**

- A. Request for HACM to be a Temporary Relocation Site in Case of an Emergency/Disaster for Family Child Care
- B. Resolution 3082 – Resolution to Open an HCV Bank Account

**9. DISCUSSION**

A. In Person Meetings

**10. INFORMATION**

- A. Schedule for PHA Annual Plan FYB July 2023 – Informational Only
- B. Human Resource Report
- C. Finance Report
- D. Property Management Report
- E. Development Report
- F. Housing Programs Report

**11. COMMISSIONER COMMENTS**

**12. ADJOURNMENT**

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 This agenda was posted on the Housing Authority’s Bulletin Boards at 123 Rico Street, Salinas, CA.  
 The Board of Commissioners will next meet at the **Regular Board Meeting on March 27, 2023, at 5:00 p.m.**  
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COMMENTS FROM THE PUBLIC



# CERTIFICATE OF SERVICE

AWARDED TO:

*Diana Ruiz*

For **25** years of loyal service as  
an employee of the Housing Authority  
of the County of Monterey

*Zulieka Boykin*

Zulieka Boykin  
Executive Director/CEO





ACTION  
 MINUTES OF THE SPECIAL BOARD MEETING OF  
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
 HELD JANUARY 18, 2023

**SUMMARY ACTION MINUTES**

*Based on guidance provided by Centers for Disease Control Prevention, Monterey County Public Health officials and Governor Newsom's Executive Orders, in-person meetings are suspended until further notice. This meeting was conducted via the Zoom video conference platform and by phone.*

**1. CALL TO ORDER/ROLL CALL (Pledge of Allegiance)**

**CALL TO ORDER:**

Chair Wizard called the meeting to order at 5:30 p.m.

**2. ROLL CALL:**

**Present:**

Chairperson Jon Wizard  
 Vice Chair Hans Buder  
 Commissioner Kevin Healy  
 Commissioner Kathleen Ballesteros  
 Commissioner Viviana Gama  
 Commissioner Francine Goodwin

**Absent:**

Also present: Zulieka Boykin, Executive Director. Recorder: Gabriela Rivero

**3. CLOSED SESSION**

The Board of Commissioners will meet in Closed Session for the following purpose and reason:

- A. Government Code Section 54956.9(d)(2): Significant Exposure to Litigation
- B. Government Code Section 54956.9(d)(2): Significant Exposure to Litigation

Action: None

**4. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:35 p.m.

Respectfully submitted,

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Gabriela Rivero  
 Executive Assistant/Clerk of the Board

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Chairperson

ATTEST:

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Secretary

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Date



## REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros, Chairperson

Finance/Development Committee: Commissioners Gama, Chairperson

Monterey County Housing, Inc. & Affordable Acquisitions: Commissioner Wizard, Representative

# MEMORANDUM

TO: Board of Commissioners

FROM: Zulieka Boykin  
Executive Director

RE: **Executive Director Report**

DATE: February 13, 2023



The following are some of the highlights of accomplishments or pending projects in process:

## **CHSP – Coalition of Homeless Service Providers**

- Met with Genevieve Lucas-Conwell, Executive Director CHSP, to discuss our partnership and changes needed to increase utilization of EHV vouchers on February 01<sup>st</sup>.
- Coordinated a virtual meeting on February 6<sup>th</sup> between CHSP, City of Salinas, and HACM HCV to discuss EHV referral and issuance barriers. Barriers identified were the number of referrals received, the management of the HMIS waiting list, non-responsiveness of referral agencies, and lack of knowledge of EHV program. The City offered to assist with contacting the partner agencies when applicants are unreachable to improve the success rate. We are still working on CHSP referring more than 25 applicants at a time. Internal changes are EHV assignment, waiting list management and reconciliation processes.

## **San Francisco HUD Field Office**

- Met with Margaret McGillivray, Director of Technical Assistance for Econometrica, Inc., to discuss PBV training and schedule training. On-site training has begun February 13<sup>th</sup> and will end on the 16<sup>th</sup>. All departments are engaged in the training. Training is being conducted in the main office conference room.
- Began monthly meeting with HUD Representatives concerning HCV underutilization on February 2<sup>nd</sup>. The payment standards were reviewed, and it was discovered that a request to utilize 120% FMR had not been requested. I sent in a request to [PIH\\_Expedited\\_Waivers@hud.gov](mailto:PIH_Expedited_Waivers@hud.gov) on 02/07/23 under PIH Notice 2030-20 for “Increase in Payment Standard During HAP Contract Term & Voucher Tenancy: New Payment Standard Amount.” I have not heard back yet but am hopefully we will receive the approval. This will allow us to raise the payment standards from 111 to 120 percent and implement it anytime after the effective date.

## **City of Salinas- Community Development Department**

- Attended a meeting with Megan Hunter, Community Development Director, Lisa Brinton, and Carolina Sahagun to discuss future development of the Division Avenue Project. The TEAMSTERS did not attend therefore we will proceed with the parcel of land available and exclude the TEAMSTERS area at this time. Carolina is working up the pre-development cost, researching Brownfield implications, density options, and other funding sources. The City has sent an Exclusive Negotiating Rights Agreement for review and will forward the exhibits including a funding agreement the week of the 13<sup>th</sup>.



- HACM and the City of Salinas received a memo from HUD granting the waiver request for violation 24 CFR 58.22(a) and 24 CFR Part 58 for PBV units to support the Salinas Homekey project. HACM awarded 85 PBV's with an approximate value of \$1,378,020 dollars annually for 25 years which is a grand total of \$34,450,500 dollars. The waiver was issued however it has numerous conditions that must be met by the City and HACM such as an Environmental Review Policy, MOU and training on (WISER) HUD's Web-based Instructional System for Environmental Review. Because this is based on PBV's our technical assistance group Econometrica is going to assist in addressing the requirements. To allow the appropriate time needed I requested and received a 60-day extension from HUD and advised the City to request one as well. Megan requested the extension on the City's behalf. I will also be attending the City's weekly discussion virtually about the Homekey project.

#### HACM/HDC

- Conducting weekly staff meetings
- Met with the UNION on February 9<sup>th</sup>. Discussions went well and we will have monthly meetings moving forward to discuss changes and prepare for April negotiations.
- Met with procurement and department heads in reference to Cal Cards, procurement processes, and creating a better system for accounts payable. The agency needs to improve its rating, credibility and decrease spending.
- Met with department heads one on one to discuss their programs, goal, objectives, and expectations.
- Initiating training in Yardi for all departments – reduction in manual processes ongoing
- Discovered we are spending \$42,375 for additional HCV units in the YARDI system. The units are being excluded and I will have them removed from the contract. I am also reviewing the contract for other savings to implement the full RENT CAFÉ Suite.
- Met with Tom Armstrong, Paul Steinke, and Kimberly Shehorn, Interim Finance Director, about HELP Loan. The HELP Loan was issued to purchase property in Greenfield, 1083 Elm Avenue 93927, in hopes of development. The development did not take place and the agency has been requesting yearly extensions on the loan and making payments of approximately \$100,000 per year. This year would be the 6<sup>th</sup> extension. To close-out this loan during the discussions we decided a repayment plan over the next three years with the option to pay in full if development takes place is the best course of action. Mr. Armstrong is presenting it to his supervisors and will contact us as soon as a decision is made. The principal amount is \$506,413.29 dollars with yearly interest around \$15,019.40 dollars.
- One Parkside has an outstanding draw for \$1.5 million dollars that was processed on January 19, 2023. Under the current Reservation of Rights Agreement executed Chase will not honor the payment because the HACM and HDC Annual Audits for FY2020 and FY2021 were not completed by December 31, 2022. Carolina and I met with Hudson Housing and Chase Bank on February 9<sup>th</sup> to discuss draw payment. The call was well received, and we may have to execute a new Reservation of Rights Agreement before payment is processed. We were able to provide them the HDC 2020 and 2021 Audits and an update on the HACM Audits. The 2020 HACM audit is completed we are waiting on final documents from Novogradac and are on standby to start the FY2021.

- Jose and Kim are working on completing HUD form 52671-E for each eligible property under multifamily to receive reimbursements for COVID-19 expenses. The expenses can go back to March 2020 because the agency has not been reimbursed. This is the 5<sup>th</sup> and final application period that ends February 21<sup>st</sup>. I am not sure how much we will receive but any reimbursements will assist in property operations.
- Met with John Rose, Nancy Lloyd and Wendy Askew to discuss the MCHI split and other outstanding items. The meeting was very well received and moving forward John Rose, Nancy Lloyd, and I will have a standing meeting each Wednesday at 11am. This will allow us to work out any issues or questions pertaining to the MOU, property management, etc. Additionally, two checks were issued to MCHI as they requested (1) A check in the amount of \$60,550.44 for Title Reimbursement and (2) A check in the amount of \$33,392.75 for reimbursement of overcharges related to Casanova insurance payments. A third check request was made for \$65,548.65 referencing vacancy loss but this is not mentioned in the Partnership Agreement and has not been paid.

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## MISCELLANEOUS

- Reached out to Holly Knight of Knight Development to assist in assessing HDC and reviewing options for existing development agreements. Holly previously worked for HUD and has done development throughout the United States. Her company website is [www.knightdev.com](http://www.knightdev.com)
- Two employees from HDC have been temporarily reassigned to assist in the HCV department. HCV was short handed but instead of hiring temporary employees the two HDC employees were transferred. This is a savings for the agency and because there is no current development HDC is overstaffed.
- Gabriela Rivero, Executive Assistant, will be preparing the board packets for HACM and HDC moving forward.
- I will be working with the FSS Coordinator to improve the program and offer more services to our participants. I am also looking at other supportive services for residents and voucher holders.
- HR will create an agency newsletter for distribution to the employees. I am hoping this will decrease communication and transparency issues.

**Memorandum**

**To:** Board of Commissioners

**From:** Zulieka Boykin, Executive Director

**Date:** 2/27/2023

**Re:** Request to use the Housing Authority of Monterey County as a relocation site in case of emergency/disaster

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A request from a local daycare was received to use the Housing Authority of Monterey County as a relocation site in case of emergency/disaster such as an earthquake or fire. The request is for a maximum of six children aged between 2 to 5 years. The daycare will have all emergency supplies and is only requesting a safe location for parents to find and pick up their children.

As the Housing Authority of Monterey County is the nearest business to the daycare location, I am seeking the Board's approval to allow the use the Housing Authority of Monterey County as a relocation site for during an emergency or disaster.

**From:** [REDACTED]  
**To:** [Gabriela Rivero](#)  
**Subject:** Disaster/Emergency Relocation for Home daycare  
**Date:** Thursday, February 2, 2023 2:52:28 PM  
**Attachments:** [emergency plan.pdf](#)

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Hello,

My name is [REDACTED] and I wanted to see if it was ok to use the Housing Authority of Monterey County as a relocation site incase of an emergency/disaster (earthquake/fire....etc) as it is the nearest business to us. ( the daycare location would be on 3 [REDACTED]). The children I care for would be 6 maximum and between ages 2-5. I will have all emergency supplies with me, so the only thing I would need is a safe location site for parents to find/pick up their children.

Please let me know what you decide and I hope to hear from you soon,

Thank you,

[REDACTED]

**EMERGENCY DISASTER PLAN FOR FAMILY CHILD CARE HOMES**

Type or print clearly. Post next to phone. Keep current - Return a copy to the licensing office.

LICENSEE NAME:	DATE:
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**1. EMERGENCIES - LIFE THREATENING** - Call 9-1-1 - Tell them: Number Calling from:

HOME ADDRESS:

MAJOR CROSSROAD:

HOME DIRECTION FROM CROSSROAD:

**2. EMERGENCY NAMES AND TELEPHONE NUMBERS** (In addition to 9-1-1)

Fire/Paramedics:		Office of Emergency Services:	
Red Cross:	Licensing:	Ambulance:	Other:
Hospital:	Police/Sheriff:	Child Protective Services:	
	Poison Control:		

**3. FACILITY EVACUATION** - Some disasters require evacuation of the building. Using a copy of the Facility Sketch (LIC 999A), show arrows for the safest way to exit rooms. Be sure that exit doors are not locked from the inside. In the event of a fire, get everyone out, follow the escape routes, meet at a prearranged location, account for everyone, do not let anyone return to the building and call the fire department.**4. TEMPORARY RELOCATION SITE(S)** - Some disasters require moving to a safe location. When relocating, determine whether you need food, water, blankets and flashlight and meet at a prearranged easily accessible location. Be sure to obtain permission from the property owner.

NAME: PHONE:

ADDRESS:

NAME: PHONE:

ADDRESS:

**5. UTILITY SHUT OFF** -Indicate locations on the Facility Sketch (LIC 999A) with the exit routes.

GAS:	GAS CO. PHONE:
ELECTRIC:	ELECTRIC CO. PHONE:
WATER:	WATER CO. PHONE:

**6. EQUIPMENT LOCATION** - The fire department may help you with installation information.

FIRE EXTINGUISHER LOCATION:	SMOKE DETECTOR LOCATION:
FIRE ALARM LOCATION ( IF YOU HAVE ONE):	TYPE

**7. OTHER EMERGENCY EQUIPMENT** - Where appropriate identify location of first aid kit, blankets, food and water, flashlight, radio and other emergency equipment.

LOCATION:

## PLAN DE EMERGENCIA EN CASO DE DESASTRE PARA LOS HOGARES QUE PROPORCIONAN CUIDADO DE NIÑOS

Escriba a máquina o claramente con letra de molde. Coloque este plan junto al teléfono. Mantenga actualizada la información en este formulario. Devuelva una copia a la oficina de licenciamiento.

NOMBRE DE LA PERSONA CON LICENCIA:	FECHA:
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### 1. EMERGENCIAS QUE PONEN EN PELIGRO LA VIDA - Llame al 9-1-1 -- Dígalos el número de teléfono de donde está llamando:

DIRECCION DEL HOGAR:

CRUCE DE CALLES PRINCIPALES MAS CERCAÑO AL HOGAR:

INSTRUCCIONES PARA LLEGAR AL HOGAR DESDE EL CRUCE DE CALLES PRINCIPALES MAS CERCAÑO:

### 2. NOMBRES Y NUMEROS DE TELEFONO DE EMERGENCIA (Además del 9-1-1)

Bomberos/Paramédicos:		Oficina de Servicios de Emergencia:	
Cruz Roja:	Oficina de licenciamiento:	Ambulancia:	Otros:
Hospital:	Policía/Comisario ( <i>Sheriff</i> ):	Servicios para la Protección de Niños:	
	Centro para el control de envenenamiento:		

### 3. EVACUACION DEL ESTABLECIMIENTO - Algunos desastres requieren la evacuación del edificio. Usando una copia del dibujo del establecimiento (el formulario LIC 999A), indique con flechas la manera más segura para salir de los cuartos. Asegúrese de que las puertas de salida no estén cerradas con llave por dentro. En caso de incendio, saque a todas las personas, siga las rutas de escape, encuéntrense en un lugar previamente acordado, asegúrese de que todos estén presentes, no deje que nadie regrese al edificio, y llame al cuerpo de bomberos.

### 4. LUGARES TEMPORALES DE REUBICACION - Algunos desastres requieren el traslado a un lugar seguro. Cuando se trasladen, determine si necesitan comida, agua, mantas/cobijas, y una linterna (*flashlight*), y encuéntrense en un lugar previamente acordado al cual todos pueden llegar fácilmente. Asegúrese de obtener el permiso del dueño de la propiedad.

NOMBRE: \_\_\_\_\_ TELEFONO: \_\_\_\_\_

DIRECCION: \_\_\_\_\_

NOMBRE: \_\_\_\_\_ TELEFONO: \_\_\_\_\_

DIRECCION: \_\_\_\_\_

### 5. DESCONEXION DE LOS SERVICIOS PUBLICOS Y MUNICIPALES - Indique en el dibujo del establecimiento (el formulario LIC 999A) los sitios desde donde se pueden desconectar los servicios públicos y municipales, así como las rutas de salida.

GAS:	NUMERO DE TELEFONO DE LA COMPAÑIA DE GAS:
ELECTRICIDAD:	NUMERO DE TELEFONO DE LA COMPAÑIA DE ELECTRICIDAD:
AGUA:	NUMERO DE TELEFONO DE LA COMPAÑIA DE AGUA:

### 6. UBICACION DEL EQUIPO - El cuerpo de bomberos puede ayudarle con información sobre la instalación.

UBICACION DEL EXTINGUIDOR DE INCENDIOS:	UBICACION DEL DETECTOR DE HUMO:
UBICACION DE LA ALARMA DE INCENDIO (SI LA TIENE):	CLASE:

### 7. OTRO EQUIPO DE EMERGENCIA - Cuando sea apropiado, identifique la ubicación del botiquín de primeros auxilios, mantas/cobijas, comida y agua, linterna, radio, y otro equipo de emergencia.

UBICACION: \_\_\_\_\_

## EMERGENCY DISASTER PLAN FOR FAMILY CHILD CARE HOMES

# Need help filling out the Emergency Disaster Plan Form?

Applicants need to submit a plan to handle possible emergencies. The Emergency Disaster Plan is a plan that identifies resources when an emergency occurs. A copy of the form must be posted in a conspicuous place near a telephone and a copy given to the licensing agency with the application packet. Licensee is responsible for updating information as required and all information should be typed or clearly handwritten.

1. **EMERGENCIES - LIFE THREATENING** - Whenever a life threatening emergency occurs, use the 9-1-1 telephone number. Operators are able to speed dial help for any life threatening emergency. If the call is interrupted, they are usually able to identify the home address from the open line. It is important to write out exactly what needs to be said to direct help to the home. This means that you need to write out the home phone, the address of the home, the nearest major cross street and directions to the home from the cross street.
2. **EMERGENCY NAMES AND TELEPHONE NUMBERS** (In addition to 9-1-1) - This is a list of additional emergency resources that you may need. Most of the numbers are listed on the form. The Office of Emergency Services (OES) assists local government and the public with emergencies that threaten lives, property and the environment. The telephone number for your local OES can be found in the white pages of the telephone book under Government Listings, County Government Offices, "Emergency Operations". It may also be found under County Sheriff's Department. The "Other" is extra space for other numbers that you think may be needed in an emergency.
3. **FACILITY EVACUATION** - The most important action in a fire emergency is getting the children safely out and grouped together in a safe location. As part of your application packet, you need to complete a facility sketch. Take a copy of the sketch and identify the quickest exiting routes from each room. Copies of the exiting routes should be posted in conspicuous locations. You also need to identify a safe location where everyone should gather to be sure everyone is counted and no one remains in the building. **You need to have regular fire drills with the children.** Your fire department is an excellent resource for fire and evacuation instructions.
4. **TEMPORARY RELOCATION SITES** - In the event of an emergency or disaster, you need to make arrangements to move to a temporary site, such as at the home of a friend or a local church. You need to identify a second site in the event the first site is not immediately available in the emergency. Be sure to get permission from the property owner of the relocation site.
5. **UTILITY SHUT OFF** - In emergencies such as floods and earthquakes, it may be necessary to shut the utilities off. It is important to identify the locations of the utility shut off for such emergencies. You should also have a wrench on hand for the gas line. It also may be helpful to put the utility shut off locations on the Facility Sketch.
6. **EQUIPMENT LOCATION** - Your home must contain a fire extinguisher and smoke detector device which meet the standards established by the State Fire Marshal. The fire extinguisher must be in a location that is easily accessible and identified in this plan. The local fire department may help you with the location of fire equipment. In addition to smoke alarms, you need to identify and locate any other emergency alarms that are on the premises. If a fire is just beginning, it may be possible to extinguish the fire with a fire extinguisher. However, the children should be safely relocated before attempting to extinguish any fire.
7. **OTHER EMERGENCY EQUIPMENT** - In the event of a flood or earthquake, it may be necessary to have a first aid kit, blankets, food and water, radio, flashlight and other provisions. The plan needs to identify where this other emergency equipment is kept.

Memorandum

**To:** Board of Commissioners

**From:** Zulieka Boykin, Executive Director

**Date:** 2/27/2023

**Re:** Resolution 3082: Authorizing HACM to open an additional bank account for HCV department.

Housing Authority of Monterey County (“HACM”) has all funds for the Housing Choice Voucher (“HCV”) program deposited into one account. Although it is not required, separating the HCV administration and housing assistance payment deposits will allow better accuracy, record keeping and monitoring of the funds.

HCV Admin funds are considered the agencies unrestricted net position. This is vital information when completing the VMS (Voucher Management System) report and HUD (Housing and Urban Development) has provided separate FDS (Financial Data Schedule) numbers for recordkeeping. This information is vital in deciding adequate staffing and program effectiveness.

HCV HAP (Housing Assistance Payment) funds are considered the agencies restricted net position. This is vital information when completing the VMS report and has dedicated FDS numbers for reporting. These funds can be verified periodically by comparing them to the monthly schedule of payments received from HUD. The amount of HAP funds is an indicator of program utilization and directly correlates to program efficiency.

Staff is currently receiving training on VMS reporting, analyzing the Two-Year Tool, and improving utilization of all ACC (Annual Contributions Contract) awarded vouchers. Opening a separate account will assist with training, create detailed records, improve account reconciliation, and assist in demonstrating the needed partnership between finance and HCV.

**ACTION:** I am recommending that the Housing Authority of the County of Monterey approve the opening of a new HCV deposit account through resolution.



**RESOLUTION 3082**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY AUTHORIZING OPENING A DEPOSIT ACCOUNT FOR THE HOUSING CHOICE VOUCHER PROGRAM FOR HACM WITH MECHANIC BANK**

**WHEREAS**, the Bylaws of The Housing Authority of the County of Monterey (“HACM”) grants authority to the Board Commissioners to authorize the opening of fund deposit accounts for properties or programs administered by HACM; and

**WHEREAS** the Housing Authority of the County of Monterey requires two co-signers for the disbursements; and

**WHEREAS**, the Board of Commissioners further desires to add Zulieka Boykin, Executive Director, as a signatory on any and all Housing Authority bank accounts held with Mechanics Bank, including but not limited to, (i) Regular Business Checking; and

**WHEREAS**, the Board of Commissioners wishes to designate the Executive Director, or the Acting or Interim Executive Director; or the Director of Finance, or the Acting or Interim Director of Finance; or the Director of Housing Programs or Acting or Interim Director of Housing Programs; or designated Commissioner as the authorized cosigners for the Housing Authority of the County of Monterey disbursements.

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the County of Monterey hereby authorizes the opening of a deposit account for the Housing Choice Voucher program.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 27th day of February 2023, upon motion of \_\_\_\_\_,  
seconded by \_\_\_\_\_ and carried by the following vote-to-wit:

AYES:  
NOES:  
ABSENT:



## DISCUSSION

In Person Meetings



**TO:** Board of Commissioners

**FROM:** Zulieka Boykin  
Executive Director/Chief Executive Officer

**RE:** **Schedule for PHA Annual Plan FYB July 2023 -Submission**  
***Informational Only***

**DATE:** February 15, 2023

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The Housing Authority of the County of Monterey is in the process of updating its PHA Annual Plan under requirements of the Housing and Urban Development Code of Federal Regulations pursuant to Section 903.

The following is a tentative brief timeline of the PHA Annual Plan process:

February 20 <sup>th</sup> - April 5 <sup>th</sup> , 2023	<u>Display PHA Annual Plan-Draft for public review</u> at HACM
March 20, 2023	Submit PHA Annual Plan-Draft to the Finance/Development Committee for review
March 22, 2023	Meeting with the Resident Advisory Board
March 27, 2023	Submit PHA Annual Plan for approval to the Board of Commissioners
April 5, 2023	Public Hearing
February 20 <sup>th</sup> - April 5 <sup>th</sup> , 2023	Review any additional public & Resident Advisory Board comments (make changes at discretion of HACM)
April 14, 2023	Submit finalized PHA Annual Plan FYB July 2023 to HUD

**ACTION:** For Information Only.

## MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin  
**Executive Director/CEO**

FROM: James Maynard-Cabrera  
**Interim Director of Human Resources**

RE: **Human Resources Report – February 2023**

DATE: February 26, 2023



The mission of the human resources department is to support the goals and challenges of the Housing Authority of the County of Monterey by providing services that promote a work environment that is characterized by fair treatment of employees, open communication, personal accountability, trust and mutual respect. We will seek and provide solutions to workplace issues that support and optimize the operating principles of the organization.

It is our mission to:

- **Develop** an attitude of teamwork and quality in our day-to-day operations.
- **Create** an atmosphere that fosters challenges, fun, safety and cleanliness.
- **Seize** opportunities that demonstrate excellent execution, a caring attitude and a sense of urgency.
- **Reduce** waste by vigorously pursuing continuous improvement activities.
- **Commit** to doing and to acting openly, equitably and consistently in our pursuit of uncompromising quality.
- **Increase** participation in company and community activities while seeking knowledge, enthusiasm and an improved quality of life for ourselves, our co-workers and the community.
- **Respect** team member values that may be different from our own.
- **Accept** responsibility for promoting ethical and legal conduct in personal and business practices.
- **Communicate** in a candid and fair manner with the diverse workforce from whom our company derives its strength.

**Objective:** Strengthen recruiting and hiring selection

**Actions:**

- Identify key attributes of working successfully at HACM
- Integrate HACM branding efforts into recruiting

**Performance Measures:**

- Quality applicants
- HR/Talent metrics

**Status:**

- HR participating in local job fairs recruiting qualified candidates
- Aggressively monitoring and filtering candidates as they apply.
- Director of Housing Management has been filled
- **CURRENT VACANCIES:** Director of Finance | Director of Human Resources | Housing Program Specialist | Family Sufficiency Coordinator | Maintenance II | Caretaker Leo Myers | Asset Manager

**Objective:** Improve employee satisfaction with HACM as an employer

**Actions:**

- Develop practices that support an engaging and accountable culture
- Promote and foster HACM as a great place to work
- Identify areas to increase trust and effective working relationships between employees and management

**Performance Measures:**

- Employee performance Reviews
- Mitigate employee litigations
- HR/Talent metrics

**Status:**

- Continue to work closely with supervisors and managers on employee relations issues in order to set our employees up for success
- HR collaborating with supervisors and managers to address performance issues and help set employees up for success by providing training, resources, and tools
- Monthly birthday and briefing meetings for all employees

**Objective:** Reduce risk related to non-compliance with laws, policies, and labor contracts

**Actions:**

- Update Personnel Policies
- Continue to work with labor union to ensure compliance with the MOU

**Performance Measures:**

- Employee claims
- OSHA/DFEH findings
- Feedback from labor union

**Status:**

- Developing HACM employee handbook
- Established reoccurring monthly meetings with union representatives
- Harassment prevention training – agency wide completed
- Covid 19 protocols updated on continuous basis
- Closed (2) open employee relation claims against HACM

**MEMORANDUM**

TO: Board of Commissioners

THROUGH: Zulieka Boykin, Executive Director

FROM: Kim Shehorn  
Interim Director of Finance

RE: Status Report: Finance Report

DATE: February 14, 2023

**Highlights:**

- **HACM/ HDC - Quarterly Financial Reports**
  - Voucher Funding and HCV Payments
  - Department Transactional Statistics
  - Revenue Sources by Property
  - Balance Sheets – HACM / HDC
  - Budget Comparisons – HACM / Voucher Program / HDC
  - 12 Month Income Statement Reports – HACM / Voucher Program / HDC

**Finance Operational Update**

Finance has been working with Brian Alten at BDO to train staff to streamline the VMS process. We have completed the prior month corrections including the Restricted Net Position (RNP) and the Unrestricted Net Position (UNP). This recalculation prevented the offset of the HCV Funding for 2023.

Staff has attended a Project Based Voucher Training by Econometrica, Inc. The three-day training was informative and additional trainings on HUD related subjects will be held in the future.

We met with our new representative at HCD to discuss an error in the amount of the Tynan developer fee funding. Due to the latest information, we will move forward with prior year developer fee payments.

We had a meeting with the new HELP Loan representative from CalHFA. HACM is currently requesting a repayment agreement on the loan. In the past HACM has paid over \$500,000 in extension fees. We made an agreement to pay off the loan over the next four years paying smaller payments due each year for a loan closure in 2027.

Tax returns for all organizational entities have been completed except for Portola Vista LLC for 2019 which was overlooked by the auditors (Novogradac) and will be completed by the end of February.

**Finance Operational Update (con't)**

Finance staff meetings are becoming more collaborative, and staff is engaged which in turn is helping the department to become more efficient.

Finance is working with Procurement to tighten up the Accounts Payable process and regain credit standing. We are preparing a letter to request vendor information in order to audit any outstanding invoices and prepare them for a paperless AP process.

The reconciliation of the MCHI interfund is in progress.

HACM completed all 2020 Audit Open Items by the end of January. We received the final audit on February 16, 2023. We are already implementing changes to correct the 2020 audit findings, but the corrective action will not be reflected until the 2022-2023 audits. We are in the process of preparing final items so we can begin the open items for the 2021 audit by the end of February.

We are planning the budget preparations for all properties with FY 6/30 including HACM, HDC, Pueblo Del Mar, Farm Labor Community Properties and Portola Vista.

Board Action: Information only.

**Voucher Funding and HCV Payments**

	<b>Oct-22</b>	<b>Nov-22</b>	<b>Dec-22</b>	<b>Total</b>
HUD Grant - S8 - HAP payments	3,966,557	3,041,277	3,976,648	\$10,939,904
Total Housing Assistance Payments	4,239,041	4,069,899	4,150,094	\$12,213,273

Finance Transactional Statistics- December 2022	HCV		AP		Totals	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
<b>Receipts</b>	9	56,517.05	536	1,367,686.40	545	1,424,203.45
<b>Charges</b>	0	-	31	1,328,361.94	31	1,328,361.94
<b>Journal Entries</b>	9	312,548.25	108	124,465,573.29	117	124,778,121.54
<b>Payables</b>	28	4,313,869.68	136	1,274,682.20	164	5,588,551.88
<b>Checks</b>	989	4,150,094.12	203	1,504,556.74	1192	5,654,650.86
<b>Transactions Amts Processed*</b>	<b>1035</b>	<b>\$ 8,833,029.10</b>	<b>1014</b>	<b>\$ 129,940,860.57</b>	<b>2,049</b>	<b>\$ 138,773,889.67</b>



**REVENUE SOURCES BY PROPERTY**

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy
440	Tynan Land Lease	6,348.75	5,184.51	0.00
		<b>\$ 6,348.75</b>	<b>\$ 5,184.51</b>	<b>\$ -</b>
205	Pueblo Del Mar	54,353.00		160,166.00
		<b>\$ 54,353.00</b>		<b>\$ 160,166.00</b>
204	Oak Grove	28,786.00		7,664.00
552	Single Family Homes	40,242.00		73,946.00
555	Casanova	261,535.00		541,816.00
934	Jardines	44,686.00		53,209.00
935	Leo Meyer (King City Elde	112,579.00		62,680.00
942	Parkside	87,610.00		280,985.00
960	Rippling River	347,239.00		979,731.00
965	Tynan Affordable	2,204,991.00		1,292,017.00
973	Monterey Affordable	696,908.00		170,395.00
974	Benito Affordable	820,530.00		447,484.00
980	Fanoe Vista	402,070.00		659,238.00
985	Haciendas 1	476,105.00		606,884.00
986	Haciendas 2	555,384.00		342,294.00
988	Haciendas Senior	168,389.00		505,453.00
989	Haciendas 3	498,028.00		540,759.00
990	Oak Park I	622,829.93		709,448.00
991	Oak Park 2	631,374.54		453,185.00
		<b>\$ 7,999,286.47</b>		<b>\$ 7,727,188.00</b>
212	Portola Vista	122,723.00		566,970.00
214	Montecito Watson	46,320.00		24,436.00
801	South County RAD	297,787.00		244,732.00
802	Salinas Family RAD	1,365,466.00		548,768.00
803	East Salinas Family RAD	1,843,226.00		559,198.00
804	Gonzales Family RAD	346,103.00		61,799.00
		<b>\$ 4,021,625.00</b>		<b>\$ 2,005,903.00</b>
992	One Parkside	23,207.00		70,423.00
		<b>\$ 23,207.00</b>		<b>\$ 70,423.00</b>
904	Chualar FLC	105,855.00		2,685.00
906	Salinas FLC	210,551.00		11,118.00
972	Benito FLC	864,883.00		248,966.00
984	Castroville FLC	627,288.00		564,092.00
		<b>\$ 1,808,577.00</b>		<b>\$ 826,861.00</b>
<b>TOTAL</b>		<b>\$ 13,913,397.22</b>	<b>\$ 5,184.51</b>	<b>\$ 10,790,541.00</b>

Type of Subsidy
Bakery / HDC Office
Rental Income
Grant Income
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV / USDA
PBRA
PBRA
PBRA
PBRA
PBRA
PBRA
PBV
USDA
USDA
USDA
USDA

# Housing Authority of the County of Monterey

## Balance Sheet

Period = Dec 2022

Book = Accrual ; Tree = hacm\_bs\_sum

# DRAFT

### Current Balance

#### ASSETS

##### CURRENT ASSETS

###### Cash:

Cash - Unrestricted 4,721,715.28

Cash - Restricted 8,624,216.30

Total Cash 13,345,931.58

###### Accounts Receivable:

Accounts Receivable - Tenants 960,547.28

Accounts Receivable - Agency 335,409.89

Accounts Receivable - Developer Fees -51,385.00

Accounts Receivable - Other 8,456,867.90

Accrued Interest Receivable 13,448,708.98

Less: Allowance for Doubtful Accounts -856,839.82

Total Receivables, Net of Allowance 22,293,309.23

###### Current Investments:

Investments - Unrestricted 1,013,160.87

Total Current Investments 1,013,160.87

Prepaid Expenses 391,324.76

Inventories, Net of Obsolete Inventories 414,143.54

Interprogram - Due From 595,383.04

TOTAL CURRENT ASSETS 38,053,253.02

##### NONCURRENT ASSETS

###### Capital Assets:

Land 3,569,623.47

Buildings & Improvements 19,193,968.67

Site Improvements 26,619.00

Furniture & Equipment 2,046,027.66

Less: Depreciation -14,965,664.11

Total Capital Assets, Net of Depreciation 9,870,574.69

Construction In Progress 2,163,300.89

Notes Receivable 71,574,493.14

Other Noncurrent Assets 4,048,314.14

Less: Accumulated Amortization -533,095.56

TOTAL NONCURRENT ASSETS 87,123,587.30

## Housing Authority of the County of Monterey Balance Sheet

Period = Dec 2022

Book = Accrual ; Tree = hacm\_bs\_sum

# DRAFT

	Current Balance
TOTAL ASSETS	125,176,840.32
 <b>LIABILITIES &amp; EQUITY</b>	
LIABILITIES	
CURRENT LIABILITIES	
Accounts Payable:	
Accounts Payable - Vendors	76,171.38
Accounts Payable - Other	1,187,379.20
Accrued Wages/Taxes/Benefits Payable	826,491.95
Accrued Interest Payable	727,780.91
Accounts Payable - Agency	2,372.86
Tenant Security Deposits	92,542.02
Total Accounts Payable	2,912,738.32
Deferred Revenues	1,553,207.65
Developer Fees Payable	30,000.00
FSS Escrows	591,072.74
Other Current Liabilities	263,077.20
TOTAL CURRENT LIABILITIES	5,350,095.91
NONCURRENT LIABILITIES	
Long-Term Hard Debt	7,731,616.23
Long-Term Subordinate Debt	-1,097,290.55
TOTAL NONCURRENT LIABILITIES	6,634,325.68
TOTAL LIABILITIES	11,984,421.59
EQUITY/NET ASSETS:	
Equity/Net Assets at Prior Year-end	105,489,951.39
Current Year Retained Earnings	8,549,068.28
TOTAL LIABILITIES AND EQUITY	126,023,441.26

**Housing Authority of the County of Monterey  
Statement (12 months)**

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm\_is

**DRAFT**

		Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total
7000	REVENUE:							
7031	Tenant Rents	101,005.75	101,920.75	103,068.75	103,648.75	98,079.75	98,746.75	606,470.50
7037	Tenant Subsidies	103,510.00	102,576.00	102,490.00	104,090.00	100,776.00	99,431.00	612,873.00
7041	Other Tenant Income	7,644.67	2,699.00	1,182.83	535.00	10,962.50	8,761.00	31,785.00
7050	Total Tenant Revenue	212,160.42	207,195.75	206,741.58	208,273.75	209,818.25	206,938.75	1,251,128.50
7061	HUD Operating Grants	45,382.00	40,584.00	34,902.00	44,341.00	49,050.00	-54,093.00	160,166.00
7071	Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,962,770.00	3,966,557.00	3,006,801.00	3,942,172.00	22,895,480.00
7081	Section 8 Administrative Fees	333,622.00	333,622.00	441,204.00	350,122.00	343,381.97	420,708.00	2,222,659.97
7095	Operating Grants (Non-HUD)	45,638.87	40,737.60	37,922.01	29,217.44	26,723.83	23,977.56	204,217.31
7151	Other Income	179,784.35	254,581.72	183,415.69	212,607.69	190,388.89	176,743.91	1,197,522.25
7152	Interest Income	176,060.70	175,292.10	172,202.18	175,318.15	170,806.14	175,311.30	1,044,990.57
7999	Total Revenue	5,082,763.34	4,979,078.17	5,039,157.46	4,986,437.03	3,996,970.08	4,891,758.52	28,976,164.60
	EXPENSES:							
9051	Administrative	592,874.39	512,591.78	550,271.37	508,716.42	512,030.06	801,372.61	3,477,856.63
9101	Administrative Fees	16,645.09	16,513.09	16,513.09	16,579.09	16,579.09	16,513.09	99,342.54
9201	Tenant Services	24,283.40	17,177.78	54,504.88	18,195.14	42,211.24	37,206.63	193,579.07
9301	Utilities	46,443.57	43,114.55	42,123.01	39,815.75	30,936.32	43,335.53	245,768.73
9401	Maintenance	169,580.92	97,216.71	134,465.34	176,957.72	165,923.65	144,711.72	888,856.06
9501	Protective Services	2,497.50	436.00	0.00	1,847.58	0.00	565.86	5,346.94
9611	Insurance	29,095.02	23,175.09	24,958.28	26,618.90	27,620.12	35,046.85	166,514.26
9621	Other General Expenses	40,893.19	46,241.01	38,917.67	39,091.67	146,564.90	30,924.66	342,633.10
9631	Payments in Lieu of Taxes	0.00	81,734.95	0.00	1,628.77	0.00	19,600.00	102,963.72
9671	Housing Assistance Payments	3,884,437.58	3,865,905.82	3,870,328.27	3,962,817.63	3,878,076.55	4,016,210.75	23,477,776.60
9681	FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	107,739.00
9691	Total Operating Expenses	4,823,801.66	4,720,171.78	4,748,602.91	4,811,055.67	4,839,039.93	5,165,704.70	29,108,376.65
9702	Interest Expense	14,273.47	56,605.37	14,099.69	14,209.06	14,056.60	29,185.20	142,429.39
9751	Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	2,981.04

**Housing Authority of the County of Monterey  
Statement (12 months)**

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm\_is

**DRAFT**

		<b>Jul 2022</b>	<b>Aug 2022</b>	<b>Sep 2022</b>	<b>Oct 2022</b>	<b>Nov 2022</b>	<b>Dec 2022</b>	<b>Total</b>
9999	NET INCOME	244,191.37	201,804.18	275,958.02	160,675.46	-856,623.29	-303,628.22	-277,622.48

## Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm\_is

# DRAFT

	PTD Actual	PTD Budget	Variance
<b>REVENUE:</b>			
Tenant Rents	606,470.50	696,933.00	-90,462.50
Tenant Subsidies	612,873.00	609,342.00	3,531.00
Other Tenant Income	31,785.00	4,648.02	27,136.98
Total Tenant Revenue	1,251,128.50	1,310,923.02	-59,794.52
HUD Operating Grants	160,166.00	187,980.00	-27,814.00
Section 8 HAP Subsidies	22,895,480.00	32,850,715.98	-9,955,235.98
Section 8 Administrative Fees	2,222,659.97	2,297,327.46	-74,667.49
Operating Grants (Non-HUD)	204,217.31	237,308.52	-33,091.21
Other Income	1,197,522.25	1,197,110.94	411.31
Interest Income	1,044,990.57	1,093,018.98	-48,028.41
Total Revenue	28,976,164.60	39,174,384.90	-10,198,220.30
<b>EXPENSES:</b>			
Administrative	3,477,856.63	3,572,073.96	94,217.33
Administrative Fees	99,342.54	102,706.50	3,363.96
Tenant Services	193,579.07	140,589.48	-52,989.59
Utilities	245,768.73	212,605.50	-33,163.23
Maintenance	888,856.06	747,032.82	-141,823.24
Protective Services	5,346.94	13,872.96	8,526.02
Insurance	166,514.26	111,421.50	-55,092.76
Other General Expenses	342,633.10	284,015.46	-58,617.64
Payments in Lieu of Taxes	102,963.72	41,248.02	-61,715.70
Bad Debts	0.00	772.50	772.50
Housing Assistance Payments	23,477,776.60	32,725,716.00	9,247,939.40
FSS Escrows	107,739.00	124,999.98	17,260.98

**Housing Authority of the County of Monterey  
Budget Comparison**

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm\_is

**DRAFT**

	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>
Total Operating Expenses	29,108,376.65	38,077,054.68	8,968,678.03
Interest Expense	142,429.39	187,325.04	44,895.65
Extraordinary Maintenance	0.00	15,086.46	15,086.46
Amortization Exp	2,981.04	0.00	-2,981.04
<b>NET INCOME</b>	<b>-277,622.48</b>	<b>894,918.72</b>	<b>-1,172,541.20</b>



**Housing Choice Voucher Program only  
Budget Comparison**

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm\_is

**DRAFT**

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>REVENUE:</b>									
Section 8 HAP Subsidies	22,895,480.00	32,850,715.98	-9,955,235.98	-30.30	22,895,480.00	32,850,715.98	-9,955,235.98	-30.30	27,058,022.00
Section 8 Administrative Fees	2,222,659.97	2,297,327.46	-74,667.49	-3.25	2,222,659.97	2,297,327.46	-74,667.49	-3.25	1,170,342.50
Other Income	58,804.99	0.00	58,804.99	N/A	58,804.99	0.00	58,804.99	N/A	-3,319.80
Interest Income	274.48	0.00	274.48	N/A	274.48	0.00	274.48	N/A	-479.80
<b>Total Revenue</b>	<b>25,177,219.44</b>	<b>35,148,043.44</b>	<b>-9,970,824.00</b>	<b>-28.37</b>	<b>25,177,219.44</b>	<b>35,148,043.44</b>	<b>-9,970,824.00</b>	<b>-28.37</b>	<b>28,224,564.90</b>
<b>EXPENSES:</b>									
Administrative	1,353,167.33	1,304,181.06	-48,986.27	-3.76	1,353,167.33	1,304,181.06	-48,986.27	-3.76	407,352.70
Tenant Services	121,019.09	68,031.48	-52,987.61	-77.89	121,019.09	68,031.48	-52,987.61	-77.89	4,416.30
Maintenance	4,185.43	4,383.00	197.57	4.51	4,185.43	4,383.00	197.57	4.51	3,111.40
Insurance	59,130.68	36,618.00	-22,512.68	-61.48	59,130.68	36,618.00	-22,512.68	-61.48	-6,289.70
Other General Expenses	945.00	1,705.98	760.98	44.61	945.00	1,705.98	760.98	44.61	-4,921.30
Housing Assistance Payments	23,924,496.60	32,725,716.00	8,801,219.40	26.89	23,924,496.60	32,725,716.00	8,801,219.40	26.89	26,904,911.90
FSS Escrows	107,739.00	124,999.98	17,260.98	13.81	107,739.00	124,999.98	17,260.98	13.81	132,890.00
<b>Total Operating Expenses</b>	<b>25,570,683.13</b>	<b>34,265,635.50</b>	<b>8,694,952.37</b>	<b>25.38</b>	<b>25,570,683.13</b>	<b>34,265,635.50</b>	<b>8,694,952.37</b>	<b>25.38</b>	<b>27,441,471.30</b>
<b>NET INCOME</b>	<b>-393,463.69</b>	<b>882,407.94</b>	<b>-1,275,871.63</b>	<b>-144.59</b>	<b>-393,463.69</b>	<b>882,407.94</b>	<b>-1,275,871.63</b>	<b>-144.59</b>	<b>783,093.60</b>

**Housing Choice Voucher Program only  
Statement (12 months)**

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm\_is

**DRAFT**

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total
<b>REVENUE:</b>							
Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,962,770.00	3,966,557.00	3,006,801.00	3,942,172.00	22,895,480.00
Section 8 Administrative Fees	333,622.00	333,622.00	441,204.00	350,122.00	343,381.97	420,708.00	2,222,659.97
Other Income	50.00	469.01	9,560.30	40,126.22	8,032.36	567.10	58,804.99
Interest Income	43.49	49.49	45.00	46.50	45.00	45.00	274.48
<b>Total Revenue</b>	<b>4,423,830.49</b>	<b>4,261,205.50</b>	<b>4,413,579.30</b>	<b>4,356,851.72</b>	<b>3,358,260.33</b>	<b>4,363,492.10</b>	<b>25,177,219.44</b>
<b>EXPENSES:</b>							
Administrative	234,518.96	211,690.95	212,772.55	201,620.42	236,005.25	256,559.20	1,353,167.33
Tenant Services	24,283.40	17,177.78	18,224.89	18,195.14	18,024.58	25,113.30	121,019.09
Maintenance	611.23	628.74	634.19	802.85	783.41	725.01	4,185.43
Insurance	10,109.89	8,744.36	8,959.71	9,035.05	10,439.12	11,842.55	59,130.68
Other General Expenses	945.00	0.00	0.00	0.00	0.00	0.00	945.00
Housing Assistance Payments	3,941,915.58	3,940,492.82	3,941,672.27	4,036,605.63	3,961,289.55	4,102,520.75	23,924,496.60
FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	107,739.00
<b>Total Operating Expenses</b>	<b>4,229,435.06</b>	<b>4,194,799.65</b>	<b>4,198,784.61</b>	<b>4,285,046.09</b>	<b>4,245,639.91</b>	<b>4,416,977.81</b>	<b>25,570,683.13</b>
<b>NET INCOME</b>	<b>194,395.43</b>	<b>66,405.85</b>	<b>214,794.69</b>	<b>71,805.63</b>	<b>-887,379.58</b>	<b>-53,485.71</b>	<b>-393,463.69</b>

**MCHDC**  
**Balance Sheet**

Period = Dec 2022

Book = Accrual ; Tree = hacm\_bs\_sum

# DRAFT

**Current Balance**

**ASSETS**

**CURRENT ASSETS**

Cash:

Cash - Unrestricted	2,392,390.38
Cash - Restricted	535,445.04
JPMC - Construction Disb Acct	-2,068,329.76
JPMC - Sub-Loan Proceeds Reserve Account	-1,873,200.22
JPMC - LIHTC Equity Account	35.86
JPMC - Liquidity Reserve Acct	1,183.32
Total Cash	-1,012,475.38

Accounts Receivable:

Accounts Receivable - Tenants	45,787.85
Accounts Receivable - Agency	113,975.00
Accounts Receivable - Developer Fees	5,411,660.22
Accounts Receivable - Other	2,035,572.10
Accrued Interest Receivable	2,703,910.71
Less: Allowance for Doubtful Accounts	-7,406.00
Total Receivables, Net of Allowance	10,303,499.88

Prepaid Expenses	1,716,875.44
Interprogram - Due From	-3,556,285.34
TOTAL CURRENT ASSETS	7,451,614.60

**NONCURRENT ASSETS**

Capital Assets:

Land	-3,195,174.00
Buildings & Improvements	1,454,855.80
Furniture & Equipment	19,947.46
Less: Depreciation	-336,863.48
Total Capital Assets, Net of Depreciation	-2,057,234.22

Construction In Progress	26,326,877.85
Notes Receivable	23,509,293.12
Other Noncurrent Assets	953,819.00
TOTAL NONCURRENT ASSETS	48,732,755.75

TOTAL ASSETS	56,184,370.35
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**LIABILITIES & EQUITY**

**MCHDC**  
**Balance Sheet**

Period = Dec 2022

Book = Accrual ; Tree = hacm\_bs\_sum

# DRAFT

**Current Balance**

LIABILITIES

CURRENT LIABILITIES

Accounts Payable:

Accounts Payable - Vendors	110,856.44
Accounts Payable - Other	877,030.00
Accrued Wages/Taxes/Benefits Payable	124,876.35
Accrued Interest Payable	309,801.24
Tenant Security Deposits	95,768.00
Total Accounts Payable	1,518,332.03

Deferred Revenues	312,645.50
Developer Fees Payable	885,442.00
Other Current Liabilities	-26,512.52
TOTAL CURRENT LIABILITIES	2,689,907.01

NONCURRENT LIABILITIES

Long-Term Hard Debt	-598,226.86
LTD - City - PHLA	0.50
Construction Loan - JP Morgan Chase	6,953,736.16
Long-Term Subordinate Debt	1,000,000.00
TOTAL NONCURRENT LIABILITIES	7,355,509.80

TOTAL LIABILITIES	10,045,416.81
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EQUITY/NET ASSETS:

Equity/Net Assets at Prior Year-end	35,188,846.64
Current Year Retained Earnings	10,920,221.57

TOTAL LIABILITIES AND EQUITY	56,154,485.02
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**MCHDC**  
**Budget Comparison**

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm\_is

DRAFT

	PTD Actual	PTD Budget	Variance
<b>REVENUE:</b>			
Tenant Rents	280,592.00	886,074.00	-605,482.00
Tenant Subsidies	615,762.00	78,930.00	536,832.00
Other Tenant Income	18,610.46	3,235.02	15,375.44
Total Tenant Revenue	914,964.46	968,239.02	-53,274.56
Other Income	136,424.84	1,029,891.00	-893,466.16
Interest Income	300,446.85	262,516.02	37,930.83
Total Revenue	1,351,836.15	2,260,646.04	-908,809.89
<b>EXPENSES:</b>			
Administrative	735,506.81	823,842.00	88,335.19
Administrative Fees	108,489.84	101,142.00	-7,347.84
Tenant Services	82.22	25,002.00	24,919.78
Utilities	119,282.58	181,260.00	61,977.42
Maintenance	180,108.79	194,454.00	14,345.21
Protective Services	550.16	1,572.00	1,021.84
Insurance	55,185.34	65,700.00	10,514.66
Other General Expenses	2,050,030.00	456.00	-2,049,574.00
Payments in Lieu of Taxes	10,755.65	9,654.00	-1,101.65
Total Operating Expenses	3,259,991.39	1,403,082.00	-1,856,909.39
Interest Expense	164,193.58	168,142.98	3,949.40
Depreciation Expense	54,062.64	65,810.52	11,747.88
NET INCOME	-2,126,411.46	623,610.54	-2,750,022.00

**MCHDC**  
**Statement (12 months)**

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm\_is

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total
<b>REVENUE:</b>							
Tenant Rents	48,504.00	47,270.00	47,732.00	46,810.00	44,951.00	45,325.00	280,592.00
Tenant Subsidies	96,742.00	104,369.00	103,536.00	101,047.00	108,084.00	101,984.00	615,762.00
Other Tenant Income	943.96	1,292.00	1,363.00	1,052.00	6,214.00	7,745.50	18,610.46
Total Tenant Revenue	146,189.96	152,931.00	152,631.00	148,909.00	159,249.00	155,054.50	914,964.46
Other Income	20,517.18	20,559.84	19,757.58	20,247.20	20,174.95	35,168.09	136,424.84
Interest Income	50,932.45	50,260.20	49,328.62	50,364.03	49,453.07	50,108.48	300,446.85
Total Revenue	217,639.59	223,751.04	221,717.20	219,520.23	228,877.02	240,331.07	1,351,836.15
<b>EXPENSES:</b>							
Administrative	159,545.05	101,965.75	115,978.97	125,087.89	96,183.44	136,745.71	735,506.81
Administrative Fees	17,578.08	18,177.02	18,017.87	17,744.93	18,258.32	18,713.62	108,489.84
Tenant Services	0.00	0.00	0.00	0.00	82.22	0.00	82.22
Utilities	16,124.39	23,509.48	15,685.98	28,406.05	15,786.92	19,769.76	119,282.58
Maintenance	29,974.14	23,656.30	18,509.55	34,511.84	38,334.08	35,122.88	180,108.79
Protective Services	487.50	62.66	0.00	0.00	0.00	0.00	550.16
Insurance	10,271.42	9,426.16	9,220.39	-12,079.01	6,679.15	31,667.23	55,185.34
Other General Expenses	5.00	0.00	2,050,000.00	0.00	0.00	25.00	2,050,030.00
Payments in Lieu of Taxes	0.00	0.00	0.00	95,415.65	0.00	-84,660.00	10,755.65
Total Operating Expenses	233,985.58	176,797.37	2,227,412.76	289,087.35	175,324.13	157,384.20	3,259,991.39
Interest Expense	27,066.68	27,873.44	27,781.74	26,935.27	27,690.10	26,846.35	164,193.58
Depreciation Expense	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	54,062.64
NET INCOME	-52,423.11	10,069.79	-2,042,487.74	-105,512.83	16,852.35	47,090.08	-2,126,411.46



## MEMORANDUM

TO: Board of Commissioners

THRU: Zuliaka Boykin  
Executive Director

FROM: Jose Acosta  
Director of Housing Management

RE: **Property Management Report**

DATE: February 13, 2023

### Goals:

Property management met the following goals in the month of January:

- Completed the rent study for Farm labor sites and awaiting final report.
- All information for the comcast retail agreements has been sent to comcast and waiting for the agreements to be set to PM for signature.

Property management has the following goals for the month of February:

- Complete and submit OCAF rent adjustments for RAD properties.
- Complete the Annual Owner Certifications (AOC) and Project Ownership Profiles (POP) for all tax credit sites.
- Complete welfare tax exemptions for all sites.
- Complete City of Salinas data reports for Haciendas I, II, III, Sr.

### Vouchers:

Vouchers for all the sites are up to date. Voucher submission training is now complete, PM staff has been trained on voucher submission.

Property Code	Property Name	Voucher month	Total subsidy
212	Portola Vista	1/1/2023	\$ 88,223.00
214	Montecito Watson	1/1/2023	\$ 4,277.00
801	South County RAD	1/1/2023	\$ 21,739.00
802	Salinas Family RAD	1/1/2023	\$ 47,075.00
803	East Salinas Family RAD	1/1/2023	\$ 45,573.00
804	Gonzales Family RAD	1/1/2023	\$ 5,669.00
<b>Total Monthly Subsidy</b>			<b>\$ 212,556.00</b>

**Rent Collection:**

Rent collection average for HACM sites for the month of January 2023 is 100%. Rent collection average for HDC Sites for the month of January 2023 is 99%.

<b>HACM Rent Collection as of 1/31/2023</b>		
<b>Property Code</b>	<b>Property Name</b>	<b>Rent Percent Collected</b>
204	Oak Grove	100%
212	Portola Vista	100%
214	Montecito Watson	100%
904	Vista Del Valle	100%
906	Tesoros Del Campo	100%
<b>Total monthly rent collected</b>		<b>\$ 184,800.00</b>

<b>HDC sites rent collection report as of 1/31/2023</b>		
<b>Property Code</b>	<b>Property Name</b>	<b>Rent Percent Collected</b>
555	Casanova Plaza	100%
801	South County RAD	97%
802	Salinas Family RAD	100%
803	East Salinas Family RAD	100%
804	Gonzales Family RAD	96%
984	Castroville	100%
985	Haciendas I	100%
986	Haciendas II	100%
988	Haciendas Sr	100%
989	Haciendas III	100%
<b>Total monthly rent collected</b>		<b>\$ 849,752.00</b>

**Occupancy:**

PM currently has a total of 20 vacancies excluding the King City migrant center (which is currently closed due to the off season), Pueblo del Mar and One Parkside. PM anticipates housing 10 units in the next 7 days as some of the files are only pending minor documents to finalize the approval of those files for move-in.

As stated in last month's report, property management's goal is to have all vacancies housed in the next 30 to 45 days, the department understands the need to house these vacancies and the team has made it a priority to get this completed.



Property Code	Property name	Total units	Occupancy rate	Vacant Units	Out of Occupancy
801	South County RAD	70	100%	0	
802	Salinas Family RAD	170	99%	1	
803	East Salinas Family RAD	202	98%	4	
804	Gonzales Family RAD	30	100%	0	
984	Castroville	54	100%	1	Caretaker
985	Haciendas I	53	100%	0	
986	Haciendas II	46	98%	1	
989	Haciendas III	50	100%	0	
988	Haciendas Sr.	41	98%	1	
992	One Parkside	80	78%	18	
204	Oak Grove	5	100%	0	
205	Pueblo Del Mar	55	24%	42	
212	Portola Vista	64	95%	3	
214	Montecito Watson	13	85%	2	
552	Single Family Homes	9	90%	1	
555	Casanova Plaza	86	93%	6	
904	Vista Del Valle	29	100%	0	2
906	Tesoros del Campo	57	100%	0	5
903	King City Migrant Center	82	Closed	79	

**RAD Sites (Formerly Public Housing):**

- 801 South County Rad:
  - Chain link fence has been repaired at this site.
  - Adjacent empty log has been scheduled for semiannual mowing.
  - Requesting estimates for replace approximately 150 linear foot of redwood fence.
  - Repair awning at entrance of Casa de Oro.
  - Alliance on Aging is providing services once a month for the residents.
  - Food bank deliveries for the residents continue to be delivered
  - Mee Memorial continues to provide lunches for the residents
- 802 Salinas Family RAD:
  - Security cameras have been installed at Wheeler office.
  - Property management is working with the management company adjacent to El Gin Village to repair the shared fence at this site. Estimates for this repair are being collected and once received the project costs will be evaluated and approved.
  - Completed underground storm lift station line; installed a bypass clean out inside the holding tank for future maintenance; pending is a new circuit board to complete automated reaction to the switch pumps and floats.
  - Installed new mailboxes for this property.
  - Estimates for replacing retaining wall at El Gin Village are being requested.
  - Annual recertification process for this property has started.
- 803 East Salinas Family RAD:

- Completed emergency railing repair at 1062 Sanborn pending completion but the most dangerous areas have been fixed.
- Repairs to deck at 1058 N Sanborn have been completed, residents are back in their unit.
- Installation of a permanent sump pump at 737 Mae Ave is being scheduled at this location.
- PM is in the process of replacing 300 linear feet of fence at 1113 D St, which was damaged due to high wind.
- Installation of security cameras at 1415 Del Monte office is being completed for this site.
- 804 Gonzales Family RAD:
  - PM is currently requesting estimates for the replacement of fences throughout the site.
  - PM is currently requesting estimates for installation of irrigation throughout the site.

### KCMC:

Management is completing the interview packets for the coming season and sending them to returning residents. The rehabilitation project for this site is actively taking place, the contractor is currently working on the cabinet replacement. Progress will be updated monthly on the items listed below:

- Roof repairs and gutter repairs
- Siding replacement
- Modify selected units to be ADA compliant
- Interior flooring repairs
- Replacement of cabinets and counter tops and hardware –**Demolition completed. Pending cabinet delivery to continue installation.**
- Replacement of furniture
- Replacement of water heaters
- Repairs of parking lot and resurfacing of the black top
- Replacement of heater and thermostats
- HVAC pad mounts replacement
- Electrical upgrades – **To be completed during the cabinet installation.**
- Repair decks and landings
- Replacement of windows
- Carbon monoxide detector replacement - **To be completed during the cabinet installation.**
- Bathroom vanity replacement
- Playground replacement
- Property Sign replacement
- Access card reader upgrade
- Repair and replacement of fencing
- Siding repairs – **Repairs started this week.**

The deadline to complete this rehab project is June 2023. We will continue to keep the board updated on the progress.

### **Portola Vista:**

The Portola Vista Occupancy Review (MOR) was cancelled by HUD and will be rescheduled later in the year.

Annual fire sprinkler inspection and five-year inspections have been completed with no findings and certificates have been issued to the property.

PM has identified railing posts at this property that need to be repaired and replaced. PM is currently gathering estimates for this repair.

### **Haciendas I:**

Railings throughout this site are currently being repaired and replaced. Management is working with the vendor to get this work completed and maintenance Supervisor is checking the progress together with HDC staff to ensure work is being completed timely and correctly.

City of Salinas data reports are being completed for this property.

### **Haciendas II:**

Property management has started the process for the annual recertifications for this site, which need to be effective April 1<sup>st</sup>, 2023.

City of Salinas data reports are being completed for this property.

### **Haciendas III:**

Annual fire inspections have been successfully completed for this site.

City of Salinas data reports are being completed for this property.

### **Haciendas IV:**

City of Salinas data reports are being completed for this property.

Management continues to work with the housing programs department completing eligibility interviews for the current vacancy.

Food bank deliveries for this site have continued as scheduled.

### **Castroville:**

There was a fire at this site and fortunately no tenants were injured. Two units suffered water damage because of the fire sprinkler activation during the fire. The fire started in a second floor unit and when the fire sprinklers activated the water drained into the unit below causing damage to the ceiling, walls and flooring. One of the families in temporarily staying with family and the second family has been placed in a hotel while the units are being repaired. PM/HDC have filed an

insurance claim for this incident and both units are currently being repaired. The sheetrock in the ceilings and walls has been replaced, textured and will be painted this week and flooring will be replaced once these repairs are completed. PM anticipates the families will be able to return to their units in the next two weeks.

**Casanova Plaza:**

Tree trimming at this site has been completed.

Management is working with vendor to complete the replacement of the front door security system at this site. All parts for this project have been ordered, but unfortunately some of the parts are in back order and the project cannot be completed until all parts are received. Management has been in constant communication with the vendor to ensure repairs are completed as soon as possible.

**One Parkside:**

Property management continues to work with the Housing Programs department to lease up the remaining units at this site. We currently have housed 62 units and have 18 units that need to be housed.

Management is conducting orientations to expedite the evaluation of applicants. Housing programs staff has been invited to the orientations in order for the applicants to receive the interview packets and list of documents they need to provide to complete their eligibility interview. PM and Housing Programs need to work together to lease this property by February 28<sup>th</sup>, 2023.

Security gates have now been installed at this site. The security systems for the gates have been programmed and tenants have received their FOBs to access the buildings.

**Farm Labor (Salinas, Chualar):**

The rent study for these sites has now been completed and PM is pending the report from the vendor, which is estimated to be completed by February 28<sup>th</sup>, 2023.

PM has engaged CNA Specialist, a firm that has worked with HDC in the past to complete the Capital needs assessment for these properties. CNA specialist anticipates they will be completing the CNA by the end of the month.

These sites currently have 7 units out of occupancy; maintenance is currently working on the rehabilitation of these units, and we are using these units as swing space to be able to continue the rehabilitation of other units.

**PDM:**

Property management is having a very difficult time finding qualified referrals for this site. Most of the referrals we are receiving do not meet the eligibility criteria. We also receive referrals at a very slow rate. We have many residents that are failing to comply with the programs requirements, and this results in terminations or evictions, which affect our occupancy rates for this site.

Property management continues to work with Sun Street and CoC to find options for this property.

Currently PM has 3 files ready, and these applicants will be housed in the next 7 days. PM is working with the executive director to find options for this property. The deed, regulatory agreements and other documents are being reviewed to find an alternative and more sustainable funding solution for this property.

**New Hires:**

None

**Wait Lists:**

Closed

**Evictions:**

Property Management currently has 6 pending evictions.

<b>Waitlist information by site as of 2/13/2023</b>		
<b>Property Code</b>	<b>Property Name</b>	<b>Number of Applicants</b>
204	Oak Gove	306
212	Portola Vista	20
214	Montecito Watson	52
555	Casanova Plaza	70
801	South County RAD	580
802	Salinas Family RAD	684
803	East Salinas Family RAD	555
804	Gonzales Family RAD	1281
904	Chualar FLC	169
906	Salinas FLC	179
984	Castroville	215
985	Haciendas I	1581
986	Haciendas II	1654
989	Haciendas III	496
<b>Total applicants</b>		<b>7842</b>





TO: **Board of Directors – Monterey County Housing Authority Development Corporation (HDC)**

TO: **Board of Commissioners – Housing Authority of the County of Monterey (HACM)**

THRU: **Zulieka Boykin, Executive Director/President & CEO**

FROM: **Carolina Sahagun-Gomez, Director Housing Development**

RE: **Monthly Development Report – FEBRUARY 2023**

### **Monthly Goal**

Successful Grand Opening event of One Parkside in January.

Staff email migration completed; entire team has the hamonterey.org extension.

Completion of due diligence items and submission of CREA final equity installment in the amount of \$2.4M.

### **Development Department Highlights**

#### Future Development Planning

- Greenfield property – pending tour with Zulieka and discuss potential plans for the site.
- Parcel B property in Salinas.
- Pacific Meadows in Carmel.
- City of Salinas - Division Avenue; staff reviewing the draft Exclusive Negotiating Rights Agreement.
- Re-syndication of two properties that are out of tax credit compliance and have had the limited partners exit the LP.
- Rehabilitation of other half of RAD portfolio that was deferred at time of conversion (approximately 250 units).

#### Marketing

- Ongoing quarterly meetings with marketing firm to review potential marketing events and/or media opportunities.

One Parkside, LP

- Twice a week meeting with PM/Housing Programs/Development on lease-up activities.
- Due diligence items for second capital contribution in the amount of \$3.08M.
- Final cost certification in process with auditor.

#### 123 Rico CLEEN loan

- Pending IBank approval for use of remaining funds in the amount of \$366,758.02.

#### Audits

- HDC 2021 has been completed. Weekly meetings with audit team on for ongoing progress sending requested documentation to keep all LP & 2022 HDC audits progressing.

#### Capital Improvements

- Development team working with our property management staff to ensure needed capital improvement requests throughout the portfolio are completed, detail can be found in PM section of report for those requests currently underway and in HACM PM report.

#### Construction close-out

- Tynan modernization job – pending handrails extra work on building A and additional waterproofing at building entrance.
- One Parkside – final retention billing is with bank pending funding approval.

#### Tynan commercial space

- Potential commercial space tenant- barber shop is pending receipt of tenant improvement estimates.

#### Haciendas 1&2 metals job

- Handrails completed at Maria Torres Gil community center.
- Development staff working on next phase of metals repair in conjunction with Architect and HACM maintenance supervisor.

#### Project Based Section 8

- Development team attended training session.
- Development will take on additional responsibilities of PBV program.
- Development team staff assisting housing programs department.

<b>HDC Portfolio Managed by The John Stewart Company</b>
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#### Benito Affordable/Benito FLC:

- Major repair upper deck on Building 22 completed – HDC scheduled walk with contractor for minor touch-ups.
- Capital improvement project to replace dual pane glass will be scheduled once pending HDC/JSCO staff site walk.
- MAOF Daycare completed exterior improvements to playground structure.



- RBC unit inspections and desk audit took place on January 27, 2023; we are pending results.
- HOME Audit scheduled for March 8, 2023.
- Benito Affordable will have a CTCAC audit in 2023 (date TBD).
- Lead Maintenance position remains open.
- Resident Services program active with LifeSTEPS coordination.
- 2 vacant units at Benito Affordable
- 100% occupancy for Benito FLC

Monterey Affordable:

- Processing current waitlist from HACM for PBV vacant units.
- Capital Improvements projects in process include window replacements and Surveillance Cameras.
- Will have a CTCAC audit in 2023 (date TBD).
- Resident Services program active with LifeSTEPS coordination.
- One unit vacant.

Fanoe Vista:

- Capital Improvement project in process is installation of security cameras.
- Will have a CTCAC audit in 2023 (date TBD).
- Resident Services program active with LifeSTEPS coordination.
- 100% occupancy

Rippling River:

- Capital Improvement projects in process are replacement of generator continues to be on back order (February 2023) and completion of Geo Technical Engineers report.
- Tree trimming throughout property needed - bids in process.
- Resident Services program active with LifeSTEPS coordination.
- Two vacant units, applicants in process.

Tynan Village:

- Resident Services program on hold due to coverage. Actively seeking temporary coverage.
- Capital Improvement projects in process irrigation system repairs, building access panels, exterior site lighting and commercial lot speed bump project.
- Completed painting of arbor and stair railings.
- Completed backflow preventor replacement on building A.
- 97% occupancy

<b>HDC Portfolio Managed by The Paso Robles Housing Authority</b>
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Oak Park 1:

- Welfare exemption completed.
- AOC in process

- New staff – Chief Financial Officer and Property Supervisor.
- Capital Improvement/Maintenance projects in process include annual fire sprinkler inspections and fire alarm system testing completed.
- Resident Services program active to include Youthworks, after school homework help and food distribution two times a month.
- 99% occupancy

Oak Park 2:

- Welfare exemption completed.
- AOC in process.
- Capital Improvement/Maintenance projects in process include unit inspections.
- Resident Services program active to include Youthworks, after school homework help and food distribution two times a month.
- 100% occupancy

## MEMORANDUM

**TO:** Board of Commissioners

**THRU:** Zulieka Boykin  
Executive Director

**FROM:** Maria Madera  
Director of Housing Programs

**RE:** Housing Programs Report

**DATE:** February 13, 2023



### Project-Based Voucher Program

- ❖ Total Waiting List of all PBVs **7,178 applications** (Salinas, South County, Peninsula)
- ❖ HACM continues accepting applications for all 4, and 5 bedrooms in South County and 4 and 5 bedrooms in Salinas for the Project -Based Voucher Program. For one- and two-bedrooms units the waiting list for One Parkside is open until further notice.
- ❖ Eligibility staff continues to update the project-based waiting list for all bedroom units.
- ❖ All vacancies are pending applicants from the waiting list. PropertyManagers continue to work closely with the eligibility staff to assist in filling vacancies as quickly as possible.

### Housing Choice Voucher Program

- ❖ Total Waiting List for HCV – **2,739 applications**
- ❖ Staff has scheduled 130 applicants for the Housing Choice Voucher Program.
- ❖ Staff is currently working with CoC to submit more referrals for the Emergency Housing Voucher (EHV). We received 25 referrals to serve San Benito County.
- ❖ HACM was notified by HUD, that they were not going to recapture \$9 million from the reserves.

### HOUSING CHOICE VOUCHER PROGRAM

Utilization lease-up percentage rate each month for the following programs:

HCV Program	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded ACC	4,793	4,793	4,793	4,793	4,793	4,793	4,793	4,793	4,793	4,793	4,793	4,793
Total units Leased	3,316											
Unit Utilization	<b>69%</b>											
Success Rate	<b>11%</b>											

VASH Program	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	324	324	324	324	324	324	324	324	324	324	324	324
Total units leased	225											
Unit Utilization	<b>69%</b>					49						

Success Rate	8%											
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Mainstream Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	59	59	59	59	59	59	59	59	59	59	59	59
Total units Leased	21											
Unit Utilization	35%											
Success Rate	0%											

Family Unification	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	42	42	42	42	42	42	42	42	42	42	42	42
Total units Leased	35											
Unit Utilization	83%											
Success Rate	0%											

Emergency Housing Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	269	269	269	269	269	269	269	269	269	269	269	269
Total units Leased	88											
Unit Utilization	32%											
Success Rate	0%											

**Cumulative Overall, Success Rate: 55%**

The budget utilization is the total program cost and divide monthly equals the percentage of the budget authority.

Calendar	HACM Monthly HAP Dollars Spent	HUD Monthly Disbursement Amount		Utilization %
January 2022	\$4,184,552	\$4,249,603	0.9846924	98.469245
February 2022				
March 2022				
April 2022				
May 2022				
June 2022				
July 2022				
August 2022				
September 2022				
October 2022				
November 2022				
December 2022				

**FAMILY SELF-SUFFICIENCY PROGRAM**

**Month of January 2022**

Number of Mandatory FSS Slots	0
Number of Current FSS slots	200
Number of Current Participating Households	69
Number of Client Currently with Escrow Account	53

Number of Client that Completed Program Successfully	376
Number of Clients in Home Ownership Program	3

- ❖ Number of Clients graduating the program 2
- ❖ Amount of escrow
  - FSS Participant #1: *\$32,979.75*
  - FSS Participant #2: *\$11,144.55*
- ❖ Total Amount of Escrow     *\$44,124.30*

**CURRENT FSS PARTICIPANT FINAL GOAL PROGRESS REPORT:**

Working on GED	3
Preparing for Home Ownership	16
Actively searching for employment	14
Attending Community College	6
Attending 4- Year University	7
Attending Vocational Training	1
Self-employed	1
Repair Credit	14

**FSS MEETINGS**

- ❖ January 05, 2023:     YOUR MONEY, YOUR GOALS
- ❖ January 18, 2023:    CASP
- ❖ January 25, 2023:    ARN
- ❖ January 27, 2023:    WIOA



**COMMISSIONER COMMENTS**

**&**

**ADJOURNMENT**



**AGENDA  
OF THE REGULAR BOARD MEETING FOR  
THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS**

DATE: **MONDAY, FEBRUARY 27<sup>TH</sup>, 2023**

TIME: **6:00 P.M.** (Or immediately following the HACM Regular Board Meeting)

LINK/PHONE: <https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDdz09>

Phone: (669) 900-6833 (\*9 to raise hand, \*6 to unmute)

Meeting ID: 350 189 1938

Passcode: 438419

PLACE: Housing Authority of the County of Monterey  
Central Office  
123 Rico Street  
Salinas, CA 93907

**1. CALL TO ORDER**

**2. ROLL CALL**

**PRESENT**

**ABSENT**

Chair Kevin Healy

\_\_\_\_\_

\_\_\_\_\_

Vice Chair Francine Goodwin

\_\_\_\_\_

\_\_\_\_\_

Director Kathleen Ballesteros

\_\_\_\_\_

\_\_\_\_\_

Director Hans Buder

\_\_\_\_\_

\_\_\_\_\_

Director Viviana Gama

\_\_\_\_\_

\_\_\_\_\_

Director Jon Wizard

\_\_\_\_\_

\_\_\_\_\_

VACANT, Director

\_\_\_\_\_

\_\_\_\_\_

**3. COMMENTS FROM THE PUBLIC**

**4. CONSENT AGENDA**

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

A. Minutes - Approval of Minutes of the HDC Board Meeting held on January 23, 2023.

**5. NEW BUSINESS**

A. Resolution – MDC-224 – Resolution Authorizing the Use of Digital Signatures

**6. INFORMATION**

- A. Property Management Report
- B. Development Report

**7. CLOSED SESSION**

- A. Government Code Section 54956.9(d)(2): Significant Exposure to Litigation
- B. Government Code Section 54956.9(d)(2): Significant Exposure to Litigation

**8. DIRECTOR COMMENTS**

**9. ADJOURNMENT**

\*\*\*\*\*  
 This agenda was posted on the Housing Authority’s Bulletin Boards at 123 Rico Street, Salinas, CA.  
 The Board of Directors will next meet at the **Regular Board Meeting** on **March 27, 2023, at 6:00 p.m.**  
 \*\*\*\*\*





COMMENTS FROM THE PUBLIC



January 23, 2023

**ACTION**  
**MINUTES OF THE REGULAR BOARD**  
**MEETING OF THE**  
**MONTEREY COUNTY HOUSING AUTHORITY**  
**DEVELOPMENT CORPORATION**  
**HELD JANUARY 23, 2022**

Directors met at the Monterey County Housing Authority Development Corporation located at 303 Front Street, Suite 107, Salinas, Ca. 93901. The meeting was called to order by Chair Kevin Healy, at 5:48 p.m. Present: Vice-Chair Francine Goodwin, Director Ballesteros, Director Hans Buder, Director Vivana Gama and Director Jon Wizard. Absent: None. Staff: Zulieka Boykin, President-CEO, Carolina Sahagun-Gomez and Interim Director of Development, Jose Acosta. Absent: None. Recorder: Nora Ruvalcaba.

**COMMENTS FROM THE PUBLIC**

None.

**CONSENT AGENDA**

- a. Minutes – Approval of Minutes of the HDC Regular Board Meeting held on December 19, 2022.
- b. Memorandum/Resolution – MDC-223: AB361.

Upon motion by Director Hans Buder, seconded by Vice-Chair Francine Goodwin, the Board of Directors moved to approve the Consent Agenda to include the Minutes of the HDC Regular Board Meeting held on December 19, 2022 and MDC – 223: AB361.

Motion carried with the following vote:

AYES:	Healy, Goodwin, Ballesteros, Buder, Gama, Wizard
NOES:	None
ABSTAINED:	None
ABSENT:	None
ABSENT:	Wizard

**INFORMATION**

- a. Development and Property Management Report

Ms. Sahagun-Gomez and Mr. Acosta advised that the report had been presented during the HACM Regular meeting and that neither had any additional information to add.

**CLOSED SESSION**

The Board entered into closed session at 5:53 pm for the following purpose:

a. **ANTICIPATED LITIGATION**

(Pursuant to Government Code Section 54956.9(d)(2): One Case. Significant exposure to litigation

The Board came out of closed session and reconvened to regular session at 5:56 pm indicating that there was no action taken and nothing to report.

**DIRECTOR COMMENTS**

Director Wizard thanked Chair Healy for running an efficient meeting.

Director Buder had no comment.

Director Ballesteros thanked everyone and thanked Chair Healy for participating in the One Parkside Grand Opening.

Director Gama thanked everyone.

Vice-Chair Goodwin thanked everyone and wished everyone a good evening.

Chair Healy thanked everyone for their hard work and stated that it was a pleasure to be a part of the One Parkside Grand Opening.

There being no further business to come before the Board, the meeting was adjourned at 5:58 p.m.

\_\_\_\_\_  
Chairperson

**ATTEST:**

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date



## MEMORANDUM

TO: Board of Directors

THRU: Zulieka Boykin  
Executive Director

FROM: Gabriela Rivero  
Clerk of the Board

RE: **Resolution MDC-224 – Authorization to Use Digital Signatures**

DATE: February 21, 2023

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The Housing Authority of the County of Monterey (“HACM”) and The Housing Development Corporation (“HDC”) recommends adopting a Resolution authorizing the use of digital signatures in compliance with State law. On December 6th, 2021, the HACM Board of Commissioners authorized the use of and acceptance of digital signatures to conduct business. It is recommended that the Board of Directors of HDC do the same and permanently adopt electronic signatures.

Digital signatures are broadly allowed in place of traditional wet-ink signatures for official municipal documents under California’s Uniform Electronic Transactions Act (Civ. Code, §§ 1633.1 et seq., “UETA”) with limited exceptions. For example, wet-ink signatures will be required where mandated by State law. For purposes of the UETA, a valid digital signature must be: 1) unique to the person using it; 2) capable of verification; 3) under the sole control of the person using it; 4) linked to data in such a manner that if the data are changed, the signature is invalidated; and 5) in conformance with relevant regulations adopted by the California Secretary of State. (Civ. Code, § 16332.2(h); Gov. Code, § 16.5.) While State law allows the use of digital signatures, it does not require it. (See, Gov. Code, § 16.5(b).)

Therefore, should the Directors approve the proposed Resolution authorizing the use of digital signatures, such use would not be required. Rather, any individual who wishes to use a traditional wet-ink signature would still be allowed to do so. California Secretary of State regulations outline acceptable types of digital signature technology. Various digital signature platforms offer a high degree of security and have been widely adopted by the private sector, municipalities, and state governments across the country, as well as by the Internal Revenue Service for certain tax filings. For example, DocuSign is an approved provider of digital signature technology by the Secretary of State, and one commonly used in California jurisdictions.

Allowing the use of digital signatures in compliance with state law would benefit the agency for several reasons: the use of digital signatures is a mechanism that the agency can use to reduce in-person contact while efficiently maintaining agency functions. Additionally, there are other benefits to the use of digital signatures. Digital signatures have a positive environmental effect by decreasing the use of paper and ink. Digital signatures can also improve efficiency by streamlining, document review, removing the need to scan documents, and reducing the time necessary to transfer physical documents. As proposed, staff will begin the use of digital signatures for all agency documents unless an exception applies. For example, staff has identified the following documents for which digital signatures will be useful: contracts, purchase orders, construction permits, resolutions, and minutes.

#### Environmental Review

Adoption of the Resolution authorizing the use of digital signatures is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guideline section 15061(b)(3) as it can be seen with certainty that it would not have a significant adverse effect on the environment.

Action: Adopt MDC-224 – Resolution Authorizing the Use of Digital

**RESOLUTION NO. MDC - 224**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION AUTHORIZING THE USE OF DIGITAL SIGNATURES**

**WHEREAS**, on December 6th, 2021, The Housing Authority of the County of Monterey Board of Commissioners authorized the use and acceptance of digital signatures to conduct business in compliance with State law; and

**WHEREAS**, on December 21<sup>st</sup>, 2021, The Board of Supervisors voted to merge The Housing Authority of the County of Monterey and The Monterey County Housing Development Corporation to conduct business under one Executive Director; and

**WHEREAS**, the use of digital signatures is allowed by California’s Uniform Electronic Transactions Act (Civ. Code, §§ 1633.1 et seq.) and Government Code section 16.5 in the place of wet-ink signatures for official municipal documents, with limited exceptions; and

**WHEREAS**, the use of digital signatures is also in the public interest as it will reduce the unnecessary use of paper and ink, streamline document review, and reduce the inefficient transfer of physical documents; and

**WHEREAS**, this Resolution is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to the “common sense” exemption, CEQA Guideline section 15061, because it can be seen with certainty that there is no possibility of an adverse environmental effect.

**NOW, THEREFORE, BE IT RESOLVED:** In any written communication, contract, or other document by, with, or from The Housing Authority of the County of Monterey where a signature is required or used, a digital signature may be used by any party, if in accordance with the Uniform Electronic Transactions Act (Civ. Code, §§ 1633,1 et seq.) and as long as the digital signature complies with the requirements of Government Code section 16.5. The use of such a digital signature shall have the same force and effect as the use of a wet-ink manual signature applied to paper. Nothing in this policy shall prevent the use of a wet-ink signature should the signing party wish to so use.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 27<sup>th</sup> day of February 2023 upon motion of \_\_\_\_\_,  
seconded by \_\_\_\_\_ and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:



## MEMORANDUM

TO: Board of Directors

THRU: Zulioka Boykin  
President/CEO

FROM: Jose Acosta  
Director of Housing Management

RE: **Property Management Report**

DATE: February 13, 2023

### Goals:

Property management met the following goals in the month of January:

- Completed the rent study for Farm labor sites and awaiting final report.
- All information for the comcast retail agreements has been sent to comcast and waiting for the agreements to be set to PM for signature.

Property management has the following goals for the month of February:

- Complete and submit OCAF rent adjustments for RAD properties.
- Complete the Annual Owner Certifications (AOC) and Project Ownership Profiles (POP) for all tax credit sites.
- Complete welfare tax exemptions for all sites.
- Complete City of Salinas data reports for Haciendas I, II, III, Sr.

### Vouchers:

Vouchers for all the sites are up to date. Voucher submission training is now complete, PM staff has been trained on voucher submission.

Property Code	Property Name	Voucher month	Total subsidy
212	Portola Vista	1/1/2023	\$ 88,223.00
214	Montecito Watson	1/1/2023	\$ 4,277.00
801	South County RAD	1/1/2023	\$ 21,739.00
802	Salinas Family RAD	1/1/2023	\$ 47,075.00
803	East Salinas Family RAD	1/1/2023	\$ 45,573.00
804	Gonzales Family RAD	1/1/2023	\$ 5,669.00
<b>Total Monthly Subsidy</b>			<b>\$ 212,556.00</b>



**Rent Collection:**

Rent collection average for HACM sites for the month of January 2023 is 100%. Rent collection average for HDC Sites for the month of January 2023 is 99%.

<b>HACM Rent Collection as of 1/31/2023</b>		
<b>Property Code</b>	<b>Property Name</b>	<b>Rent Percent Collected</b>
204	Oak Grove	100%
212	Portola Vista	100%
214	Montecito Watson	100%
904	Vista Del Valle	100%
906	Tesoros Del Campo	100%
<b>Total monthly rent collected</b>		<b>\$ 184,800.00</b>

<b>HDC sites rent collection report as of 1/31/2023</b>		
<b>Property Code</b>	<b>Property Name</b>	<b>Rent Percent Collected</b>
555	Casanova Plaza	100%
801	South County RAD	97%
802	Salinas Family RAD	100%
803	East Salinas Family RAD	100%
804	Gonzales Family RAD	96%
984	Castroville	100%
985	Haciendas I	100%
986	Haciendas II	100%
988	Haciendas Sr	100%
989	Haciendas III	100%
<b>Total monthly rent collected</b>		<b>\$ 849,752.00</b>

**Occupancy:**

PM currently has a total of 20 vacancies excluding the King City migrant center (which is currently closed due to the off season), Pueblo del Mar and One Parkside. PM anticipates housing 10 units in the next 7 days as some of the files are only pending minor documents to finalize the approval of those files for move-in.

As stated in last month’s report, property management’s goal is to have all vacancies housed in the next 30 to 45 days, the department understands the need to house these vacancies and the team has made it a priority to get this completed.

Property Code	Property name	Total units	Occupancy rate	Vacant Units	Out of Occupancy
801	South County RAD	70	100%	0	
802	Salinas Family RAD	170	99%	1	
803	East Salinas Family RAD	202	98%	4	
804	Gonzales Family RAD	30	100%	0	
984	Castroville	54	100%	1	Caretaker
985	Haciendas I	53	100%	0	
986	Haciendas II	46	98%	1	
989	Haciendas III	50	100%	0	
988	Haciendas Sr.	41	98%	1	
992	One Parkside	80	78%	18	
204	Oak Grove	5	100%	0	
205	Pueblo Del Mar	55	24%	42	
212	Portola Vista	64	95%	3	
214	Montecito Watson	13	85%	2	
552	Single Family Homes	9	90%	1	
555	Casanova Plaza	86	93%	6	
904	Vista Del Valle	29	100%	0	2
906	Tesoros del Campo	57	100%	0	5
903	King City Migrant Center	82	Closed	79	

**RAD Sites (Formerly Public Housing):**

- 801 South County Rad:
  - Chain link fence has been repaired at this site.
  - Adjacent empty log has been scheduled for semiannual mowing.
  - Requesting estimates for replace approximately 150 linear foot of redwood fence.
  - Repair awning at entrance of Casa de Oro.
  - Alliance on Aging is providing services once a month for the residents.
  - Food bank deliveries for the residents continue to be delivered
  - Mee Memorial continues to provide lunches for the residents
- 802 Salinas Family RAD:
  - Security cameras have been installed at Wheeler office.
  - Property management is working with the management company adjacent to El Gin Village to repair the shared fence at this site. Estimates for this repair are being collected and once received the project costs will be evaluated and approved.
  - Completed underground storm lift station line; installed a bypass clean out inside the holding tank for future maintenance; pending is a new circuit board to complete automated reaction to the switch pumps and floats.
  - Installed new mailboxes for this property.
  - Estimates for replacing retaining wall at El Gin Village are being requested.
  - Annual recertification process for this property has started.
- 803 East Salinas Family RAD:

- Completed emergency railing repair at 1062 Sanborn pending completion but the most dangerous areas have been fixed.
- Repairs to deck at 1058 N Sanborn have been completed, residents are back in their unit.
- Installation of a permanent sump pump at 737 Mae Ave is being scheduled at this location.
- PM is in the process of replacing 300 linear feet of fence at 1113 D St, which was damaged due to high wind.
- Installation of security cameras at 1415 Del Monte office is being completed for this site.
- 804 Gonzales Family RAD:
  - PM is currently requesting estimates for the replacement of fences throughout the site.
  - PM is currently requesting estimates for installation of irrigation throughout the site.

### KCMC:

Management is completing the interview packets for the coming season and sending them to returning residents. The rehabilitation project for this site is actively taking place, the contractor is currently working on the cabinet replacement. Progress will be updated monthly on the items listed below:

- Roof repairs and gutter repairs
- Siding replacement
- Modify selected units to be ADA compliant
- Interior flooring repairs
- Replacement of cabinets and counter tops and hardware –**Demolition completed. Pending cabinet delivery to continue installation.**
- Replacement of furniture
- Replacement of water heaters
- Repairs of parking lot and resurfacing of the black top
- Replacement of heater and thermostats
- HVAC pad mounts replacement
- Electrical upgrades – **To be completed during the cabinet installation.**
- Repair decks and landings
- Replacement of windows
- Carbon monoxide detector replacement - **To be completed during the cabinet installation.**
- Bathroom vanity replacement
- Playground replacement
- Property Sign replacement
- Access card reader upgrade
- Repair and replacement of fencing
- Siding repairs – **Repairs started this week.**

The deadline to complete this rehab project is June 2023. We will continue to keep the board updated on the progress.

### **Portola Vista:**

The Portola Vista Occupancy Review (MOR) was cancelled by HUD and will be rescheduled later in the year.

Annual fire sprinkler inspection and five-year inspections have been completed with no findings and certificates have been issued to the property.

PM has identified railing posts at this property that need to be repaired and replaced. PM is currently gathering estimates for this repair.

### **Haciendas I:**

Railings throughout this site are currently being repaired and replaced. Management is working with the vendor to get this work completed and maintenance Supervisor is checking the progress together with HDC staff to ensure work is being completed timely and correctly.

City of Salinas data reports are being completed for this property.

### **Haciendas II:**

Property management has started the process for the annual recertifications for this site, which need to be effective April 1<sup>st</sup>, 2023.

City of Salinas data reports are being completed for this property.

### **Haciendas III:**

Annual fire inspections have been successfully completed for this site.

City of Salinas data reports are being completed for this property.

### **Haciendas IV:**

City of Salinas data reports are being completed for this property.

Management continues to work with the housing programs department completing eligibility interviews for the current vacancy.

Food bank deliveries for this site have continued as scheduled.

### **Castroville:**

There was a fire at this site and fortunately no tenants were injured. Two units suffered water damage because of the fire sprinkler activation during the fire. The fire started in a second floor unit and when the fire sprinklers activated the water drained into the unit below causing damage to the ceiling, walls and flooring. One of the families in temporarily staying with family and the second family has been placed in a hotel while the units are being repaired. PM/HDC have filed an

insurance claim for this incident and both units are currently being repaired. The sheetrock in the ceilings and walls has been replaced, textured and will be painted this week and flooring will be replaced once these repairs are completed. PM anticipates the families will be able to return to their units in the next two weeks.

### **Casanova Plaza:**

Tree trimming at this site has been completed.

Management is working with vendor to complete the replacement of the front door security system at this site. All parts for this project have been ordered, but unfortunately some of the parts are in back order and the project cannot be completed until all parts are received. Management has been in constant communication with the vendor to ensure repairs are completed as soon as possible.

### **One Parkside:**

Property management continues to work with the Housing Programs department to lease up the remaining units at this site. We currently have housed 62 units and have 18 units that need to be housed.

Management is conducting orientations to expedite the evaluation of applicants. Housing programs staff has been invited to the orientations in order for the applicants to receive the interview packets and list of documents they need to provide to complete their eligibility interview. PM and Housing Programs need to work together to lease this property by February 28<sup>th</sup>, 2023.

Security gates have now been installed at this site. The security systems for the gates have been programmed and tenants have received their FOBs to access the buildings.

### **Farm Labor (Salinas, Chualar):**

The rent study for these sites has now been completed and PM is pending the report from the vendor, which is estimated to be completed by February 28<sup>th</sup>, 2023.

PM has engaged CNA Specialist, a firm that has worked with HDC in the past to complete the Capital needs assessment for these properties. CNA specialist anticipates they will be completing the CNA by the end of the month.

These sites currently have 7 units out of occupancy; maintenance is currently working on the rehabilitation of these units, and we are using these units as swing space to be able to continue the rehabilitation of other units.

### **PDM:**

Property management is having a very difficult time finding qualified referrals for this site. Most of the referrals we are receiving do not meet the eligibility criteria. We also receive referrals at a very slow rate. We have many residents that are failing to comply with the programs requirements, and this results in terminations or evictions, which affect our occupancy rates for this site.

Property management continues to work with Sun Street and CoC to find options for this property.

Currently PM has 3 files ready, and these applicants will be housed in the next 7 days. PM is working with the executive director to find options for this property. The deed, regulatory agreements and other documents are being reviewed to find an alternative and more sustainable funding solution for this property.

**New Hires:**

None

**Wait Lists:**

Closed

**Evictions:**

Property Management currently has 6 pending evictions.

<b>Waitlist information by site as of 2/13/2023</b>		
<b>Property Code</b>	<b>Property Name</b>	<b>Number of Applicants</b>
204	Oak Gove	306
212	Portola Vista	20
214	Montecito Watson	52
555	Casanova Plaza	70
801	South County RAD	580
802	Salinas Family RAD	684
803	East Salinas Family RAD	555
804	Gonzales Family RAD	1281
904	Chualar FLC	169
906	Salinas FLC	179
984	Castroville	215
985	Haciendas I	1581
986	Haciendas II	1654
989	Haciendas III	496
<b>Total applicants</b>		<b>7842</b>





TO: **Board of Directors – Monterey County Housing Authority Development Corporation (HDC)**

TO: **Board of Commissioners – Housing Authority of the County of Monterey (HACM)**

THRU: **Zulieka Boykin, Executive Director/President & CEO**

FROM: **Carolina Sahagun-Gomez, Director Housing Development**

RE: **Monthly Development Report – FEBRUARY 2023**

### **Monthly Goal**

Successful Grand Opening event of One Parkside in January.

Staff email migration completed; entire team has the hamonterey.org extension.

Completion of due diligence items and submission of CREA final equity installment in the amount of \$2.4M.

### **Development Department Highlights**

#### Future Development Planning

- Greenfield property – pending tour with Zulieka and discuss potential plans for the site.
- Parcel B property in Salinas.
- Pacific Meadows in Carmel.
- City of Salinas - Division Avenue; staff reviewing the draft Exclusive Negotiating Rights Agreement.
- Re-syndication of two properties that are out of tax credit compliance and have had the limited partners exit the LP.
- Rehabilitation of other half of RAD portfolio that was deferred at time of conversion (approximately 250 units).

#### Marketing

- Ongoing quarterly meetings with marketing firm to review potential marketing events and/or media opportunities.

One Parkside, LP



- Twice a week meeting with PM/Housing Programs/Development on lease-up activities.
- Due diligence items for second capital contribution in the amount of \$3.08M.
- Final cost certification in process with auditor.

#### 123 Rico CLEEN loan

- Pending IBank approval for use of remaining funds in the amount of \$366,758.02.

#### Audits

- HDC 2021 has been completed. Weekly meetings with audit team on for ongoing progress sending requested documentation to keep all LP & 2022 HDC audits progressing.

#### Capital Improvements

- Development team working with our property management staff to ensure needed capital improvement requests throughout the portfolio are completed, detail can be found in PM section of report for those requests currently underway and in HACM PM report.

#### Construction close-out

- Tynan modernization job – pending handrails extra work on building A and additional waterproofing at building entrance.
- One Parkside – final retention billing is with bank pending funding approval.

#### Tynan commercial space

- Potential commercial space tenant- barber shop is pending receipt of tenant improvement estimates.

#### Haciendas 1&2 metals job

- Handrails completed at Maria Torres Gil community center.
- Development staff working on next phase of metals repair in conjunction with Architect and HACM maintenance supervisor.

#### Project Based Section 8

- Development team attended training session.
- Development will take on additional responsibilities of PBV program.
- Development team staff assisting housing programs department.

<b>HDC Portfolio Managed by The John Stewart Company</b>
--

#### Benito Affordable/Benito FLC:

- Major repair upper deck on Building 22 completed – HDC scheduled walk with contractor for minor touch-ups.
- Capital improvement project to replace dual pane glass will be scheduled once pending HDC/JSCO staff site walk.
- MAOF Daycare completed exterior improvements to playground structure.

- RBC unit inspections and desk audit took place on January 27, 2023; we are pending results.
- HOME Audit scheduled for March 8, 2023.
- Benito Affordable will have a CTCAC audit in 2023 (date TBD).
- Lead Maintenance position remains open.
- Resident Services program active with LifeSTEPS coordination.
- 2 vacant units at Benito Affordable
- 100% occupancy for Benito FLC

Monterey Affordable:

- Processing current waitlist from HACM for PBV vacant units.
- Capital Improvements projects in process include window replacements and Surveillance Cameras.
- Will have a CTCAC audit in 2023 (date TBD).
- Resident Services program active with LifeSTEPS coordination.
- One unit vacant.

Fanoe Vista:

- Capital Improvement project in process is installation of security cameras.
- Will have a CTCAC audit in 2023 (date TBD).
- Resident Services program active with LifeSTEPS coordination.
- 100% occupancy

Rippling River:

- Capital Improvement projects in process are replacement of generator continues to be on back order (February 2023) and completion of Geo Technical Engineers report.
- Tree trimming throughout property needed - bids in process.
- Resident Services program active with LifeSTEPS coordination.
- Two vacant units, applicants in process.

Tynan Village:

- Resident Services program on hold due to coverage. Actively seeking temporary coverage.
- Capital Improvement projects in process irrigation system repairs, building access panels, exterior site lighting and commercial lot speed bump project.
- Completed painting of arbor and stair railings.
- Completed backflow preventor replacement on building A.
- 97% occupancy

<b>HDC Portfolio Managed by The Paso Robles Housing Authority</b>
---

Oak Park 1:

- Welfare exemption completed.
- AOC in process

- New staff – Chief Financial Officer and Property Supervisor.
- Capital Improvement/Maintenance projects in process include annual fire sprinkler inspections and fire alarm system testing completed.
- Resident Services program active to include Youthworks, after school homework help and food distribution two times a month.
- 99% occupancy

Oak Park 2:

- Welfare exemption completed.
- AOC in process.
- Capital Improvement/Maintenance projects in process include unit inspections.
- Resident Services program active to include Youthworks, after school homework help and food distribution two times a month.
- 100% occupancy



**CLOSED SESSION**

The Board of Commissioners will meet in Closed Session for the following purpose and reason:

- A. Government Code Section 54956.9(d)(2): Significant Exposure to Litigation
- B. Government Code Section 54956.9(d)(2): Significant Exposure to Litigation



**DIRECTOR COMMENTS**

**&**

**ADJOURNMENT**