



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

DATE: MONDAY, JULY 24TH, 2023

TIME: 5:00 P.M.

LINK: https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxkDdz09

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

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

ALTERNATE LOCATIONS WITH ZOOM CONNECTON OPEN TO THE PUBLIC:

17596 River Run Rd, Salinas, CA 93908
Kevin Healy's Open Meeting Location

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL

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

A. Service Award – Jason Sotelo, 10 Years

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 for 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 Regular Board Meeting held on April 24th, 2023.
- B. Minutes - Approval of Minutes of the Special Board Meeting held on May 16th, 2023.

6. REPORTS OF COMMITTEES

<u>Personnel Committee</u>	Commissioner Ballesteros, Chairperson
<u>Finance/Development Committee</u>	Commissioners Gama, Chairperson
<u>Monterey County Housing, Inc. & Affordable Acquisitions</u>	Commissioner Wizard, Representative

7. REPORT OF SECRETARY

- A. Executive Report

8. OLD BUSINESS (REQUEST TO TABLE)

- A. Resolution 3091: Resolution Approving the Operating Budget for the Fiscal year beginning July 1, 2023 and ending June 30, 204 - Informational Only

9. NEW BUSINESS

- A. Resolution 3093: Approving the 2023-2025 Fiscal Year Operation and Maintenance Contract Between the State of California Department of Housing and Community Development and The Housing Authority of the County of Monterey

10. INFORMATION

- A. Human Resource Report
- B. Finance Report
- C. Property Management Report
- D. Development Report
- E. Housing Programs Report

11. COMMISSIONER COMMENTS

12. ADJOURNMENT

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 August 28, 2023, at 5:00 p.m.**

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America

And to the Republic for which it stands

One nation, under God

Indivisible with liberty and justice for all





COMMENTS FROM THE PUBLIC



CERTIFICATE OF SERVICE

AWARDED TO:

Jason Sotelo

For **10** 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 REGULAR BOARD MEETING OF
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
 HELD APRIL 24TH, 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:

Vice-Chair Buder called the meeting to order at 5:02 p.m.

2. ROLL CALL:

PRESENT:

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

ABSENT:

Chairperson Jon Wizard

Also present: Zulieka Boykin, Executive Director; Jose Acosta, Director of Property Management; Carolina Sahagun-Gomez, Director of Development; James Maynard-Cabrera, Interim Director of Human Resources; Kim Shehorn, Interim Director of Finance; Michael Underwood, Director of Finance. Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None

4. PRESENTATION – Hope Rangel, 5 years & Ricardo Calderon, 30 years
 The Board collectively thanked Hope and Ricardo for their services.

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 for 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 Regular Board Meeting held on February 27, 2023.

There were no requests to remove items from the Consent Agenda. Commissioner Ballesteros made a motion to approve the item listed in the Consent Agenda, seconded by Commissioner Buder. The motion was carried through a roll call vote.

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

6. REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros reported the meeting was cancelled.

Finance and Development Committee: Commissioner Buder reported the meeting was cancelled.

Monterey County Housing, Inc & Affordable Acquisitions: Ms. Boykin did not attend the board meeting, but she has been actively collaborating with John Rose to address the issues at hand. The resolution process will involve the dissemination of board memos, and a comprehensive update will be included in the upcoming executive report. The separation is going smoothly.

7. REPORT OF SECRETARY

A. Executive Report – Presented by Executive Director, Zulieka Boykin

The Housing Authority of the County of Monterey is actively supporting the County of Monterey in hosting a homeless services outreach event. They will provide guidance and support to over 31 individuals who were experiencing homelessness prior to the disaster. The HACM team aims to connect participants with essential services and efforts to increase voucher utilization, find solutions for Pueblo Del Mar, and explore other agency opportunities through meetings with various community partners. Further discussions on vouchers and funding possibilities are underway and talks with the City of Salinas for development opportunities are ongoing. The remaining details are enclosed in the board memos.

8. OLD BUSINESS

A. Resolution 3084: PHA Annual Plan FYB July 2023

Motion to approve Resolution 3084: PHA Annual Plan FYB July 2023 was made by Commissioner Ballesteros and seconded by Commissioner Healy. The board unanimously carried the motion through a roll call vote.

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

9. NEW BUSINESS

- A. Resolution 3085: Resolution for Removal of Waiting List Preferences for HCV
Motion to approve Resolution 3085: Resolution for Removal of Waiting List Preferences for HCV was made by Commissioner Healy and seconded by Commissioner Gama. The board unanimously carried the motion through a roll call vote.

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

- B. Resolution 3086: Resolution for Addition of Waiting List Preferences for HCV
Motion to approve Resolution 3086: Resolution for Addition of Waiting List Preferences for HCV was made by Commissioner Ballesteros and seconded by Commissioner Gama. The board unanimously carried the motion through a roll call vote.

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

Public Comment: Sandra Reeder raises concerns about the impact of the waiting list preference addition on illegal immigrants in the area. She also expresses unease regarding the waiving of preferences and the lack of public input in decision-making processes.

- C. Resolution 3087: Project Based Vouchers Policy Regarding Training, Environmental Review, and Subsidy Layering
Motion to approve Resolution 3087: Project Based Vouchers Policy Regarding Training, Environmental Review, and Subsidy Layering was made by Commissioner Healy and seconded by Commissioner Buder. The board unanimously carried the motion through a roll call vote.

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

- D. Resolution 3088: Approval of \$150,000 Payment to MCHI
The voting on Resolution 3088 was tabled until after a closed session. Following the closed session; Motion to approve Resolution 3088: Approval of \$150,000 Payment to MCHI was made by Commissioner Ballesteros and seconded by Commissioner Gama. The board unanimously carried the motion through a roll call vote.

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

10. INFORMATION

A. Human Resource Report – Presented by James Maynard-Cabrera, Director of Human Resources

Reported an overview of recent developments in the organization. Michael Underwood has been appointed as the new Director of Finance, while the positions of Housing Programs Supervisor and Director of Housing Programs remain vacant. The latter position has been open for over six months at the Housing Authority of the County of Santa Cruz, posing challenges in finding suitable candidates. Several internal promotions and transfers have occurred within the company, including James Maynard-Cabrera's promotion to Director of Human Resources. Furthermore, it is important to note that masks are now optional for all clients within the organization, in line with current health and safety guidelines. Additionally, the report outlines the ongoing performance evaluation status by department for the month of April, with no evaluations being over 30 days late. T

B. Finance Report – Presented by Kim Shehorn, Interim Director of Finance

Michael Underwood has assumed the position of Director of Finance and will collaborate with Kim Shehorn while receiving training. They are currently working on the audit and various processes in conjunction with the Executive Director. Further training with BDO is planned to assist Michael. Vendors will now be emailing invoices. Payscan is expected to be implemented in the coming months. Supervisor responsibilities have been assigned to Michael and Beatriz. The budget training went well, but there is a need for additional internal improvements. The HACM audit will not be completed by May, as the auditors are taking more time for review. However, HACM remains on schedule. The HACM and HDC budget will be included in the next board packet. The King City Rehab project is underway, at 50% completion, a review by a state representative will begin. The MCHI property list transfer is currently being handled with the involvement of the Executive Director.

C. Property Management Report – Presented by Jose Acosta, Director of Property Management

The Property Management team has been focused on the Migrant Center and the Office of Migrant Services Returning Residents Center. A meeting with a contractor and representative is scheduled for next week to confirm progress at the Migrant Center, where efforts are underway to ensure repairs and improvements are completed. The Office of Migrant Services Returning Residents Center is set to open in May 2023. The team is diligently evaluating applications for returning applicants, aiming to accommodate 60-80 families on a single day in the first week of May. During this period, a visit from the HCD took place at the Pueblo del Mar Property, highlighting maintenance issues. The team is exploring budget options for necessary repairs. The Property Management team is completing the audit for investors at Parkside, while also setting up Yardi screening and implementing new financial procedures. Rent collection has been commendable, with an average of 98% for sites managed by HACM and 99% for sites managed by HDC in March 2023. As for occupancy, the Property Management team currently has 17 vacancies, and the goal is to house all vacancies within the next 30 to 45 days. Regarding specific properties, the preventive maintenance team is at Portola Vista, completing unit inspections and actively working on repairs. At Haciendas I, staff from HACM and HDC will evaluate decks and create a maintenance schedule for re-coating. Railings are also being repaired and replaced. Security cameras are being checked and replaced at Haciendas II, and offices are being cleared to accommodate FSS staff. Resident services and food bank deliveries are being provided as per requirements.

For Haciendas III and IV, resident services continue as planned. At Castroville, Lifesteps services have resumed, and the annual recertification process is underway. Casanova Plaza requires assessment of necessary roof repairs, and the installation of replacement door systems has been delayed due to weather conditions. One Parkside has been fully leased, and the initial audit is ongoing. For Farm Labor (Salinas, Chualar), the rent study has been completed, and the team is awaiting the vendor's report. The Capital Needs Assessment for these sites was completed, and efforts are being made to rehabilitate units. Regarding Pueblo Del Mar, discussions with various agencies focused on revitalization have been productive, and the team is exploring all options to find the best solution in collaboration with partners.

- D. Development Report – Presented by Carolina Sahagun-Gomez, Director of Development
The development reports progress and financial transactions related to the Castroville property. A substantial amount of \$2.4 million was received for the property, which was utilized in several key areas. First, the developer fee was paid and \$800,000 was contributed towards GP obligations. Additionally, a portion of the seller note was paid off using the remaining balance. Actively engaging with city planners for future development of the land next to Los Ositos. The city has shown strong support for the company's development plans and is interested in conducting a preliminary assessment to identify potential opportunities and needs for the property. Regular communication with the City of Salinas has been maintained, and they have sent agreements to further progress the projects. There are prospects of receiving funding from the city of Salinas to cover the costs of Division Street, Parcel B, and one property on East Laurel. Due diligence is ongoing for the next capital contributions, ensuring a well-prepared approach for future developments. The AHAP project has been executed in collaboration with the developer partner. The Haciendas project is moving forward smoothly, with the next phase of metal repair work scheduled to begin by the end of the month. In terms of expansion, an architectural assessment was conducted in the warehouse area to explore the possibility of building additional offices, potentially enhancing the company's operational capacity.
- E. Housing Programs Report – Presented by Zulieka Boykin, Executive Director
The Housing Programs Report highlights upcoming changes and recent developments within the department's various housing initiatives. One major concern addressed in the report is the presence of inconsistent numbers, which necessitates revisions to be made next month. To address these challenges, the department has established dedicated teams. The EHV group is actively collaborating with COC to streamline the process of distributing vouchers more efficiently. Additionally, they have engaged in discussions with the city and secured a favorable vote in the CoC board meeting, resulting in a change in coordinator entry. This change is expected to enhance the qualifications for clients applying for EHV, aligning better with the agency's regulations, and making the program more beneficial for eligible applicants. Another group within the department is focusing on Mainstream initiatives and has obtained funds from HUD for landlord incentives. Their efforts also include reaching out to the city to secure additional landlord incentives, aiming to improve housing opportunities for the community. The VASH program is another critical aspect of the department's work, and they have dedicated staff working on eligibility requirements and supporting landlords. While there are currently no funds available for incentives, the department plans to present a proposal to HUD if the need arises. Furthermore, a designated person is collaborating with

the city to issue vouchers for foster youth and family unification, aiming to streamline the referral process and ensure eligible individuals and families receive the necessary assistance.

11. CLOSED SESSION

The Board of Commissioners convened to Closed Session at 6:10 pm and reconvened at 6:34pm for the following purpose and reason:

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

Action: None

12. COMMISSIONER COMMENTS

The commissioners collectively thanked everyone involved in today's meeting.

13. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

Date



ACTION
 MINUTES OF THE SPECIAL BOARD MEETING OF
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
 HELD MAY 16th, 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:

Vice-Chair Buder called the meeting to order at 5:31 p.m.

2. ROLL CALL:

Present:

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

Absent:

Chairperson Jon Wizard

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

3. NEW BUSINESS

A. Resolution 3089: Resolution to Update the HCV Administrative Plan

Motion to approve Resolution 3089: Resolution to Update the HCV Administrative Plan was made by Commissioner Healy and seconded by Commissioner Gama. The board unanimously carried the motion through a roll call vote.

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

B. Resolution 3090: Resolution Establishing New Payment Standards for the HCV Program

Motion to approve Resolution 3090: Resolution Establishing New Payment Standards for the HCV Program was made by Commissioner Buder and seconded by Commissioner Ballesteros. The board unanimously carried the motion through a roll call vote.

AYES: Buder, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard, Healy

4. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

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: July 13, 2023



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

CHSP – Coalition of Homeless Service Providers

- Assisted Genevieve Lucas-Conwell, Executive Director CHSP in creating MOU addendum for usage of San Benito allocated EHV's. The addendum has been presented to the CARS committee and was approved. Awaiting next steps to finalize changes. This addendum will greatly assist in achieving our leasing goals for the EHV program.
- We are discussing ways for CHSP to assist with landlord incentives and additional resources for voucher holders.
- The voucher presentation for partner agencies was very successful. The presentation was held on July 5th. A copy of the presentation was emailed prior to the presentation.

San Francisco HUD Field Office

- Reviewed the HCV program with the field office and our representative is providing insight and has recognized the positive impacts to the program.
- HUD Representatives contacted Santa Cruz Housing Authority about absorption of vouchers from our authority. I will meet with the Executive Director to discuss this further. This will primarily benefit future allocations for both agencies.
- HUD has scheduled a review of the HCV programs VMS report. They will be on site as of August 8th

City of Salinas -- Community Development Department

- Attending monthly meetings to assist with the City of Salinas Home Key Project.
- Partnering with the City to obtain funds for landlord incentives and voucher holder assistance.

County of Monterey

- Partnering with the County to increase utilization of special voucher programs.
 - Working with the County to find ways to increase the authority's footprint in the community. We have been very active in the Pajaro activities and look forward to attending other functions.
 - I have been working with Monterey County Behavioral Health to utilize Pablo Del Mar as a site for Bridge Funding recipients. An application has been submitted and we should receive award notification by August 2023. If awarded this will be a wonderful opportunity for Pablo Del Mar to remain a sober living environment for the community. This application is still pending.
-

HACM/HDC Property Management

- I am working on strategies to increase the gross potential rent for all properties while maintaining affordability for residents.
 - We are working on finalizing the budgets for King City and the resolution is being presented during this meeting for approval. The resolution is required for finalizing the budget and guaranteeing the funds for use. The resolution is for a two-year term in the amount of \$1,637,110.00.
-

Finance Department

- Finance has received the final version of the FY2021 audit. We are beginning the FY2022 audit and anticipate completion in the next three months.
 - Finance is reexamining the upcoming fiscal year budget and will have a final copy for submission during the August meeting. The revised budget will present details for all programs and properties for greater transparency.
 - The staff are submitting the final requirements for the EHV audit and are working on preparing for the VMS audit. Meetings are being held with HCV, finance, and the Executive Director to prepare and make needed corrections.
-

Development Department

- Roles and responsibilities are being redefined to improve efficiency and address expectations of the department.
- Knight Development provided in person training at HDC the week of July 11th. Finance and Development participated in the training.
- Investors are preparing to exit several properties. We are reviewing the information for optimal exit strategies. More details will be provided in the upcoming board meetings.

HCV Department

- Recent changes in the HCV program have created a drastic decrease in the number of reasonable accommodation requests.
 - A Landlord Symposium is scheduled for August 14th.
 - I am working with the HCV department to prepare for the VMS audit and improve daily operations.
 - Software utilization is improving. I am conducting a three-month trial period to evaluate the implementation of the best practices recommended during the YARDI training. This is the first step towards Rent Café. Proposals have been received and negotiations are on-going.
 - A new vehicle is being considered for purchase. Currently, we have all HPS performing inspections and vehicle usage is limited. To eliminate scheduling conflict and meet the increasing demand for inspections a new vehicle is needed.
 - PBV HAP and AHAP contracts are being finalized by HUD TA. Once finalized the number of PBV units available will increase. This will create new opportunities for the authority.
-

Human Resources Department

- Preparing for upcoming Union negotiations. Still ongoing
 - Staff are working with YARDI representatives to finalize in-person training for finance, development, and property management beginning September.
 - Staff are increasing networking opportunities with other housing authorities. This will facilitate peer to peer opportunities for training.
-

MCHI/MCHI AA

- Parkside Two PBV Contract is included in the HUD TA review. Once the review is complete, the authority will be able to execute new contracts and addendums.
 - MCHI is preparing a draft agreement for payment of the pre-development cost associated with Parkside Two during the construction on One Parkside.
 - The preparation of the inter-agency MOU will resume once the MCHI FY2021 audit has been finalized.
-

Miscellaneous

- In addition to the executive staff meetings, one on one meetings are being held with directors to address needs and concerns monthly.
- A lease-up plan for the Housing Choice Voucher Program will be included in the August report.

RESOLUTION 3091

RESOLUTION APPROVING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 1, 2024

WHEREAS, Staff has prepared and submitted to the Board of Commissioners the Operating Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024 as attached; and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey, in accordance with the Budget Policy as adopted at their June 26, 2023, meeting, hereby adopts the Operating Budget for fiscal year 2023-2024 as attached, with revenues and expenditures stated by consolidated budget.

THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners hereby approves:

- Budgets of \$74.2M in revenues
- Budgets of \$79.5M in expenditures
- Consolidated HACM Operating Budget; and
- Authorizes the Executive Director to conduct operations during the period of July 1, 2023, through June 30, 2024, according to said Operating Budget

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 26th day of June 2023, upon motion of _____,
Seconded by _____, and carried by the following vote to-wit:

AYES
NOES
ABSENT

MEMORANDUM

TO: Board of Commissioners

FROM: Zulieka Boykin, Executive Director

RE: **Resolution 3093: Approving the 2023-2025 Fiscal Year Operation
And Maintenance Contract Between The State of California
Department of Housing and Community Development and HACM**

DATE: July 14, 2023



The attached resolution authorizes The Executive Director to execute the contract between Housing and Community Development and the Housing Authority County of Monterey. This contract is the Fiscal Years 2023 – 2025 Rehabilitation Contract for the King City Migrant Center. The contract is amount **not to exceed \$1,637,110.00**, for the period.

Board Action: Information/Discussion/Approval

RESOLUTION 3093

APPROVING THE 2023-2025 FISCAL YEAR OPERATION AND MAINTENANCE CONTRACT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

CONTRACT #23-OMS-17841

WHEREAS, the California Department of Housing and Community Development has provided an Operation and Maintenance Contract, also known as a Standard Agreement, for the **2023-2025** Fiscal Year for King City Migrant Center; and

WHEREAS, the Housing Authority of the County of Monterey, acting through its Board of Commissioners, having the authority to enter into this contract, desires to approve this Operation and Maintenance Contract for the **2023-2025** operation of the King City Migrant Center.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the County of Monterey, hereby approves the Operation and Maintenance Contract #23-OMS-17841 in an amount **not to exceed \$1,637,110.00** and authorizes its Executive Director to execute said contract, and any amendments to said contract, on behalf of the Housing Authority of the County of Monterey.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 24th day of July 2023 upon motion of _____,
seconded by _____ and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:

MEMORANDUM

TO: Board of Commissioners

THRU: Zuliaka Boykin
Executive Director/CEO

FROM: James Maynard-Cabrera
Director of Human Resources

RE: **Human Resources Report**

DATE: July 13, 2023



The Human Resources department will act as a catalyst to enable all Housing Authority of the County of Monterey employees to contribute at optimum levels towards the success of the business.

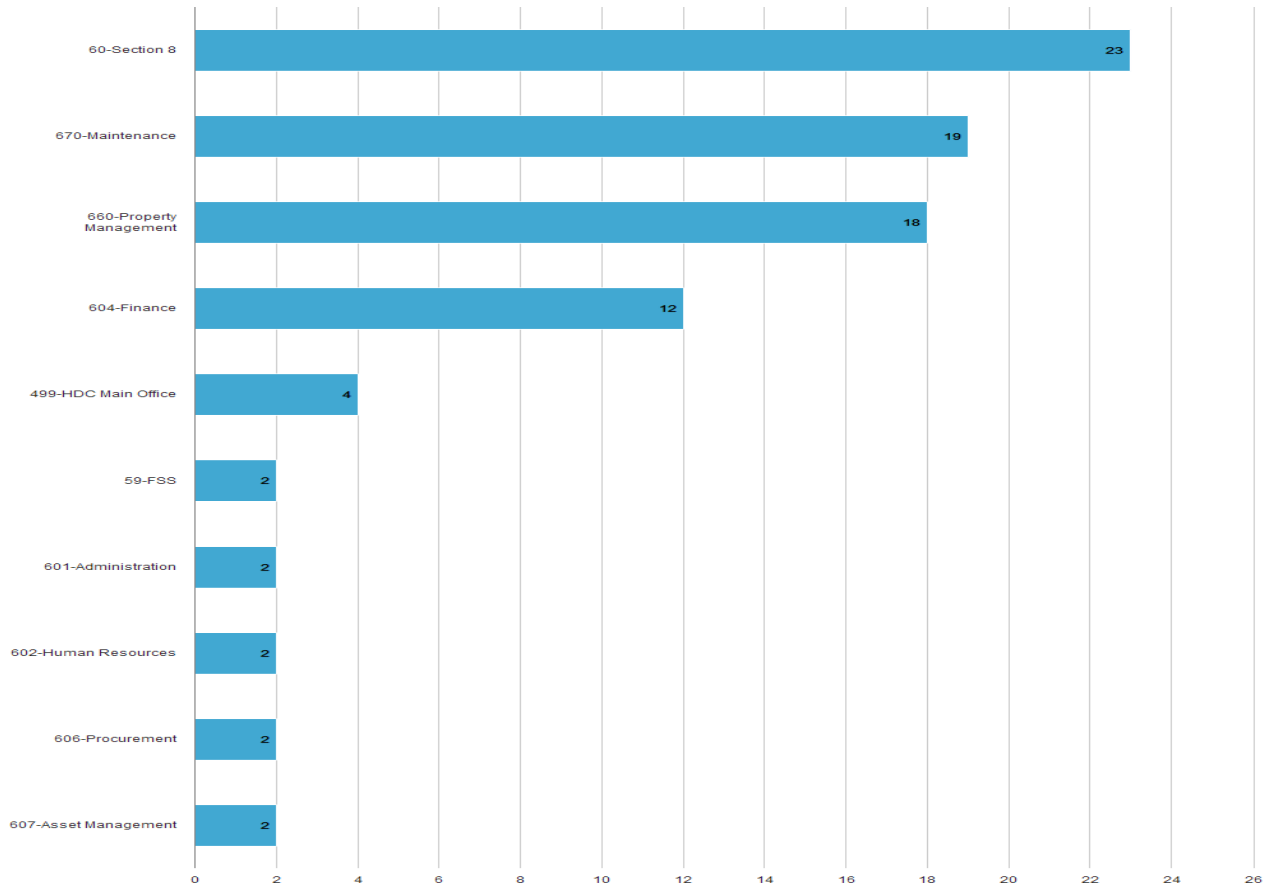
I. Recruitment & Staffing

- a. Vacant Positions/Active Recruitments
 - Director of Housing Programs
- b. Internal Promotions/Transfers
 - **Daniel Reyna**, Human Resources Administrative Assistant
- c. New Employees
 - 0
- d. Terminated Employees (3)
 - Brian Guevara, Office Assistant – Section 8 (Temp)
 - Cassandra Quintero, Office Assistant – Section 8 (Temp)
 - Mike Findel, Finance Assistant- Finance (Temp)
- e. Temporary Employees (5)
 - Juan Mosqueda – Office Assistant – Section 8
 - Tita Cruz, Office - Assistant – Section 8
 - Josh Garcia – Office Assistant – Finance
 - Genise Pelaiz – Finance Assistant - Finance
 - Priscilla Pacheco – Office Assistant – Property Management
- f. Youth Summer Internship Program (7)
Program ends August 2023

Youth Participant	Department
Maria M.	Finance
Zeida M.	Procurement
Autumn M.	Maintenance
Jonas I.	Maintenance
Alex L.	Property Management
Jeremy M.	Property Management
Destiny H.	Section 8

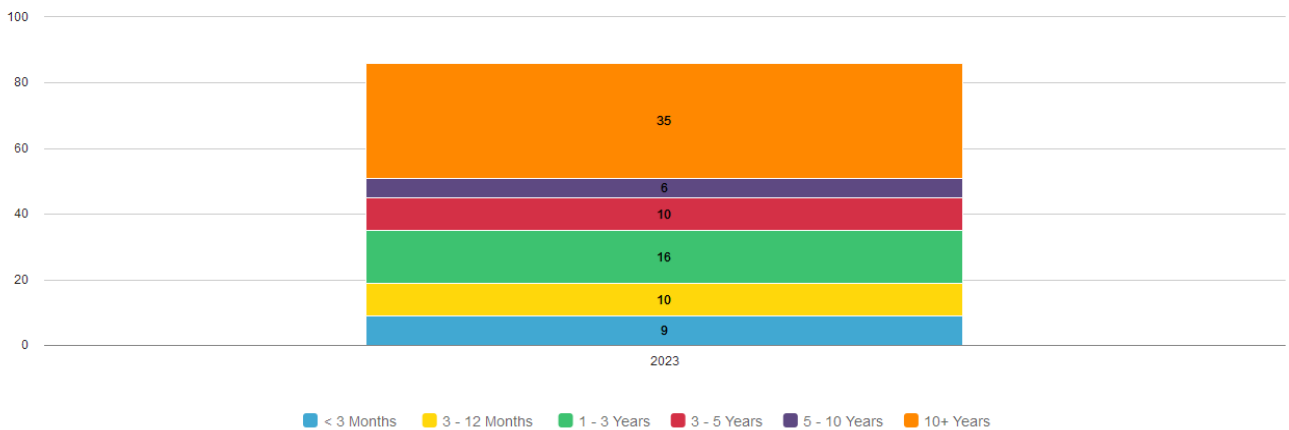
II. Employee Census

Active Employees Over Time



III. Employee Tenure

Tenure Over Time



IV. Workplace Safety Issues - Workers' Comp Reportable Injuries

- a. New Claims
 - 0
- b. Closed Claims
 - 2
- c. Open Claims

Year	# of Claims	Year	# of Claims
2000	1	2019	1
2007	1	2020	4
2010	1	2021	2
2015	1	2022	1
2016	1	2023	3
2017	2		
2018	3		

- d. Total Open Claims
 - 21

V. Employee Relation Claims – Reported Legal Issues

- a. Total Open Claims
 - 4
- b. Closed Claims
 - 0

VI. General Information

In addition to the above updates, we would like to share the following general information:

- HR in partnership with the finance payroll specialist will be hosting an in-person training session for employees on how to navigate and complete items via Paylocity. The purpose is to maximize the usage of the Paylocity platform and enhance the overall employee experience.
- Safety/Event Committee Meeting: The safety/event committee will be meeting towards the end of the month to discuss topics surrounding safety and plans on how we can boost morale within the agency. Stay tuned for updates!

MEMORANDUM

TO: Board of Commissioners

THROUGH: Zulieka Boykin, Executive Director

FROM: Mike Underwood, Director of Finance
and Kim Shehorn, Auditor Accountant 2

RE: Status Report: Finance Report for May 2023

DATE: July 13, 2023

**Highlights:**

- **HACM/ HDC – Non-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

Completion of audits and tax returns continue as the top priority for Finance. The Audit for HACM 2021 was completed on June 22, 2023, with signoff by our auditor Novogradac & Company. The audit for HACM 2022 will begin in early August. This start requires completion of all single audits for 2022. We have approximately 10 of these types of audits still to complete. The best guess at this point for the completion of the audit for 2022 is October.

Finance is meeting regularly with S8, Maintenance and Program Development to improve communication. There is a special emphasis on improving VMS training and reporting accuracy since this data drives the S8 payments. Finance and S8 are coordinating our preparation for the upcoming August 8th audit of our VMS reporting to HUD.

Our goal is to review all financials on a monthly basis with our internal stakeholders and Directors. Finance intends to collaborate with the new Asset Manager for the portfolio properties to put an emphasis on supporting her in driving down to the portfolio managers the actual dollar performance of their properties.

Finance is reviewing the procurement policies and updating the signature authority for all staff who have the right to purchase items on behalf of the Agency. Meetings have been held between Procurement and Maintenance to improve cooperation and performance. Action has been taken to renew our credit position with Home Depot and HD Supply. An inventory count in the warehouse was completed in July.

Property Management has been clearing uncollectable AR balances. The results will be reviewed by the Board for your approval. We expect significant write-offs related to the covid rental restrictions to be included in the next board packet.

HACM performance for May and YTD:

- Revenue declined 16% from April to May \$1.0M
- This is driven by a decrease in S8 HAP funding
- Expenses were down .5% or \$26K
- Loss for May was \$81K
- YTD loss bottom-line was \$.5M

HDC performance for May and YTD:

- Revenue for the month was flat at \$.2M
- Expenses were up due to catchup interest payments of \$.4M
- Net loss for the month \$.4M
- YTD net loss \$2.7M (driven by \$2.1M one-time charge in September 2022)

Total bottom-line loss YTD for combined entities \$3.2M. \$1.1M loss if one-time charge is removed.

Board Action: Information only.

REVENUE SOURCES BY PROPERTY

May-23

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy	Type of Subsidy
440	Tynan Land Lease	0.00	5,184.51	0.00	Bakery / HDC Office Rental Income
		\$ -	\$ 5,184.51	\$ -	
205	Pueblo Del Mar	6,184.00	0.00	0.00	Grant Income
903	King City Migrant	0.00	0.00	0.00	OMS
		\$ 6,184.00	\$ -	\$ -	
204	Oak Grove	4,946.00	0.00	1,129.00	HCV
552	Single Family Homes	6,891.00	0.00	15,430.00	HCV
555	Casanova	45,556.00	0.00	86,490.00	HCV
934	Jardines	12,883.00	0.00	5,878.00	HCV
935	Leo Meyer (King City Elde	0.00	0.00	155.00	HCV
942	Parkside	3,437.00	0.00	-5,054.00	HCV
960	Rippling River	31,450.00	0.00	90,862.00	HCV
965	Tynan Affordable	201,794.00	0.00	113,173.00	HCV
973	Monterey Affordable	57,551.00	0.00	17,826.00	HCV
974	Benito Affordable	68,375.00	750.00	44,226.00	HCV
980	Fanoe Vista	40,101.00	0.00	52,994.00	HCV
985	Haciendas 1	43,615.00	0.00	49,913.00	HCV
986	Haciendas 2	45,271.00	0.00	30,926.00	HCV
988	Haciendas Senior	13,456.00	0.00	46,797.00	HCV
989	Haciendas 3	40,145.00	0.00	53,718.00	HCV
990	Oak Park !	56,573.00	0.00	59,100.00	HCV
991	Oak Park 2	55,800.00	1,400.00	47,389.00	HCV / USDA
		\$ 727,844.00	\$ 2,150.00	\$ 710,952.00	
212	Portola Vista	21,592.00	0.00	93,418.00	PBRA
214	Montecito Watson	6,104.00	0.00	4,065.00	PBRA
801	South County RAD	25,386.00	0.00	20,302.00	PBRA
802	Salinas Family RAD	105,898.00	0.00	50,454.00	PBRA
803	East Salinas Family RAD	154,130.00	0.00	50,836.00	PBRA
804	Gonzales Family RAD	27,217.00	0.00	6,063.00	PBRA
		\$ 340,327.00	\$ -	\$ 225,138.00	
992	One Parkside	34,527.00	0.00	107,570.00	PBV
		\$ 34,527.00	\$ -	\$ 107,570.00	
904	Chualar FLC	15,873.00	0.00	367.00	USDA
906	Salinas FLC	34,348.00	0.00	2,219.00	USDA
972	Benito FLC	69,630.00	0.00	22,881.00	USDA
984	Castroville FLC	46,238.00	0.00	47,167.00	USDA
		\$ 166,089.00	\$ -	\$ 72,634.00	
TOTAL		\$ 1,274,971.00	\$ 7,334.51	\$ 1,116,294.00	

Voucher Funding and HCV Payments

	Mar-23	Apr-23	May-23	Total
HUD Grant - HAP Payments	\$ 3,953,948	\$ 5,380,011	\$ 4,402,308	\$ 13,736,267
Total Housing Assistance Payments	\$ 4,295,811	\$ 4,509,776	\$ 4,638,202	\$ 13,443,788

Finance Transactional Statistics - April 2023	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
Receipts	110	9,665	4035	1,537,529	4145	1,547,194
Charges	164	8,762	2404	1,381,521	2568	1,390,283
Journal Entries	307	10,211,167	471	52,543,242	778	62,754,409
Payables	3860	4,834,882.53	913	1,751,035	4773	6,585,918
Checks	1109	4,773,087	225	2,159,566	1334	6,932,653
Transaction Amts Processed*	5550	\$ 19,837,563	8048	\$ 59,372,893	13598	\$ 79,210,456

Housing Authority of the County of Monterey Balance Sheet (With Period Change)

Period = May 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	1,081,623.98	1,809,749.59	-728,125.61
Cash - Restricted	11,624,461.12	12,502,496.48	-878,035.36
Total Cash	12,706,085.10	14,312,246.07	-1,606,160.97
Accounts Receivable:			
Accounts Receivable - Tenants	926,214.71	918,140.26	8,074.45
Accounts Receivable - Agency	803,089.10	830,008.99	-26,919.89
Accounts Receivable - Other	3,313,732.62	3,395,127.45	-81,394.83
Accrued Interest Receivable	13,394,587.46	13,285,581.66	109,005.80
Less: Allowance for Doubtful Accounts	-875,026.72	-870,818.72	-4,208.00
Total Receivables, Net of Allowance	17,562,597.17	17,558,039.64	4,557.53
Current Investments:			
Investments - Unrestricted	1,011,786.87	1,011,786.87	0.00
Total Current Investments	1,011,786.87	1,011,786.87	0.00
Prepaid Expenses	518,956.25	533,726.64	-14,770.39
Inventories, Net of Obsolete Inventories	512,002.06	457,118.99	54,883.07
Interprogram - Due From	-775,614.45	-2,542,779.50	1,767,165.05
TOTAL CURRENT ASSETS	31,535,813.00	31,330,138.71	205,674.29
NONCURRENT ASSETS			
Capital Assets:			
Land	3,569,623.47	3,569,623.47	0.00
Buildings & Improvements	19,193,968.67	19,193,968.67	0.00
Site Improvements	30,376.41	30,369.00	7.41
Furniture & Equipment	2,046,027.66	2,046,027.66	0.00
Less: Depreciation	-14,984,586.11	-14,984,586.11	0.00
Total Capital Assets, Net of Depreciation	9,855,410.10	9,855,402.69	7.41
Construction In Progress	2,685,300.89	2,424,300.89	261,000.00
Notes Receivable	72,428,614.14	72,428,614.14	0.00
Other Noncurrent Assets	10,453,481.94	10,453,481.94	0.00
Less: Accumulated Amortization	-535,579.76	-535,082.92	-496.84
TOTAL NONCURRENT ASSETS	94,887,227.31	94,626,716.74	260,510.57
 TOTAL ASSETS	 126,423,040.31	 125,956,855.45	 466,184.86

Housing Authority of the County of Monterey Balance Sheet (With Period Change)

Period = May 2023

	Balance	Beginning	Net
LIABILITIES & EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-148,763.82	-114,918.92	-33,844.90
Accounts Payable - Other	1,162,927.50	1,165,312.45	-2,384.95
Accrued Wages/Taxes/Benefits Payable	770,962.60	725,444.81	45,517.79
Accrued Interest Payable	671,126.15	667,235.94	3,890.21
Accounts Payable - Agency	2,387.41	2,384.25	3.16
Tenant Security Deposits	101,589.29	95,928.97	5,660.32
Total Accounts Payable	2,560,229.13	2,541,387.50	18,841.63
Deferred Revenues	1,460,193.64	834,077.16	626,116.48
Developer Fees Payable	30,000.00	30,000.00	0.00
FSS Escrows	424,548.15	456,699.96	-32,151.81
Other Current Liabilities	788,077.20	788,077.20	0.00
TOTAL CURRENT LIABILITIES	5,263,048.12	4,650,241.82	612,806.30
NONCURRENT LIABILITIES			
Long-Term Hard Debt	7,766,931.36	7,774,782.20	-7,850.84
Long-Term Subordinate Debt	-1,097,290.55	-1,097,290.55	0.00
TOTAL NONCURRENT LIABILITIES	6,669,640.81	6,677,491.65	-7,850.84
TOTAL LIABILITIES	11,932,688.93	11,327,733.47	604,955.46
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	105,489,951.39	105,489,951.39	0.00
Current Year Retained Earnings	9,000,399.70	9,139,170.30	-138,770.60
TOTAL LIABILITIES AND EQUITY	126,423,040.02	125,956,855.16	466,184.86

Housing Authority of the County of Monterey Income Statement

Period = Jul 2022-May 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
REVENUE:											
Tenant Rents	101,005.75	101,920.75	103,068.75	103,648.75	98,079.75	98,746.75	95,912.75	96,525.75	98,850.75	94,237.00	106,649.00
Tenant Subsidies	103,510.00	102,576.00	102,490.00	104,090.00	100,776.00	99,431.00	98,398.00	97,477.00	98,377.00	104,978.00	101,198.00
Other Tenant Income	7,644.67	2,699.00	1,182.83	535.00	10,962.50	9,241.00	0.00	0.00	580.00	42.00	27,919.00
Total Tenant Revenue	212,160.42	207,195.75	206,741.58	208,273.75	209,818.25	207,418.75	194,310.75	194,002.75	197,807.75	199,257.00	235,766.00
HUD Operating Grants	45,382.00	40,584.00	34,902.00	44,341.00	49,050.00	-54,093.00	45,165.00	153,641.00	45,873.00	0.00	0.00
Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,933,270.00	3,966,557.00	3,006,801.00	3,942,172.00	3,938,642.00	3,465,392.00	3,953,948.00	5,380,011.00	4,402,308.00
Section 8 Administrative Fees	333,622.00	333,622.00	470,704.00	350,122.00	343,381.97	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00
Operating Grants (Non-HUD)	45,638.87	40,737.60	37,922.01	29,217.44	26,723.83	23,977.56	22,811.89	20,683.72	0.00	0.00	0.00
Other Income	179,784.35	254,581.72	183,415.69	212,607.69	190,388.89	176,743.91	218,533.03	184,131.48	179,813.62	162,241.02	134,888.60
Interest Income	147,575.70	146,745.10	144,699.18	147,187.15	143,241.14	148,680.30	145,807.29	135,021.65	143,400.02	139,795.28	109,856.08
Total Revenue	5,054,278.34	4,950,531.17	5,011,654.46	4,958,306.03	3,969,405.08	4,865,607.52	4,907,951.96	5,068,338.60	4,863,577.39	6,223,005.30	5,224,765.68
EXPENSES:											
Administrative	669,390.48	512,591.78	550,271.37	508,716.42	512,030.06	801,372.61	527,456.82	513,711.02	500,858.92	532,923.88	512,658.16
Administrative Fees	16,645.09	16,513.09	16,513.09	16,579.09	16,579.09	16,513.09	16,513.09	16,513.09	16,579.09	16,513.09	16,513.09
Tenant Services	24,283.40	17,177.78	54,504.88	18,195.14	42,211.24	37,206.63	25,665.22	25,574.78	26,641.14	19,371.18	11,209.61
Utilities	46,443.57	43,114.55	42,123.01	39,815.75	30,936.32	43,335.53	38,040.62	32,728.01	23,387.82	41,617.19	28,948.86
Maintenance	169,580.92	97,216.71	134,465.34	176,957.72	165,923.65	144,711.72	170,401.00	134,528.80	117,762.71	108,326.93	113,514.89
Protective Services	2,497.50	436.00	0.00	1,847.58	0.00	565.86	3,853.85	783.00	0.00	993.00	0.00
Insurance	29,095.02	23,175.09	24,958.28	26,618.90	27,620.12	35,046.85	25,921.52	25,872.89	25,537.28	26,785.61	26,335.87
Other General Expenses	40,893.19	46,241.01	38,917.67	39,091.67	146,564.90	30,924.66	30,578.68	30,635.17	105,937.14	31,094.67	17,874.75
Payments in Lieu of Taxes	0.00	81,734.95	0.00	1,628.77	0.00	19,600.00	0.00	6,000.00	2,152.18	0.00	468.06
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	4,158,619.67	4,577,193.89	4,295,810.86	4,509,775.59	4,534,248.05
FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	18,826.00
Total Operating Expenses	4,900,317.75	4,720,171.78	4,748,602.91	4,811,055.67	4,839,039.93	5,165,704.70	5,015,204.47	5,381,406.65	5,132,938.14	5,306,553.14	5,280,597.34
Interest Expense	14,273.47	56,605.37	14,099.69	14,209.06	14,056.60	29,185.20	54,472.94	13,729.98	14,100.39	13,947.75	14,056.46
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,800.00	0.00	10,800.00
Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84

Housing Authority of the County of Monterey Income Statement

Period = Jul 2022-May 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
NET INCOME	139,190.28	173,257.18	248,455.02	132,544.46	-884,188.29	-329,779.22	-162,222.29	-327,294.87	-290,757.98	902,007.57	-81,184.96

Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2022-May 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	1,098,645.75	1,277,710.50	-179,064.75
Tenant Subsidies	1,113,301.00	1,117,127.00	-3,826.00
Other Tenant Income	60,806.00	8,521.37	52,284.63
Total Tenant Revenue	2,272,752.75	2,403,358.87	-130,606.12
HUD Operating Grants	404,845.00	344,630.00	60,215.00
Section 8 HAP Subsidies	44,006,281.00	60,226,312.63	-16,220,031.63
Section 8 Administrative Fees	4,536,690.97	4,211,767.01	324,923.96
Operating Grants (Non-HUD)	247,712.92	668,121.64	-420,408.72
Other Income	2,077,130.00	2,194,703.39	-117,573.39
Interest Income	1,552,008.89	2,003,867.13	-451,858.24
Total Revenue	55,097,421.53	72,052,760.67	-16,955,339.14
EXPENSES:			
Administrative	6,142,378.38	6,548,802.26	406,423.88
Administrative Fees	181,973.99	188,295.25	6,321.26
Tenant Services	302,041.00	257,747.38	-44,293.62
Utilities	410,491.23	389,776.75	-20,714.48
Maintenance	1,533,390.39	1,369,560.17	-163,830.22
Protective Services	10,976.79	25,433.76	14,456.97
Insurance	296,769.56	204,272.75	-92,496.81
Other General Expenses	558,753.51	520,695.01	-38,058.50
Payments in Lieu of Taxes	111,583.96	75,621.37	-35,962.59
Bad Debts	0.00	1,416.25	1,416.25
Housing Assistance Payments	45,553,424.66	59,997,146.00	14,443,721.34
FSS Escrows	200,008.00	229,166.63	29,158.63
Total Operating Expenses	55,301,791.47	69,807,933.58	14,506,142.11
Interest Expense	252,736.91	343,429.24	90,692.33
Extraordinary Maintenance	17,600.00	27,658.51	10,058.51
Amortization Exp	5,465.24	0.00	-5,465.24
NET INCOME	-480,172.09	1,873,739.34	-2,353,911.43

VOUCHER PROGRAM ONLY
Income Statement

Period = Jul 2022-May 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Total
REVENUE:												
Other Tenant Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	25.00
Total Tenant Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	25.00
Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,933,270.00	3,966,557.00	3,006,801.00	3,942,172.00	3,938,642.00	3,465,392.00	3,953,948.00	5,380,011.00	4,402,308.00	44,006,281.00
Section 8 Administrative Fees	333,622.00	333,622.00	470,704.00	350,122.00	343,381.97	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	4,536,690.97
Other Income	50.00	469.01	9,560.30	40,126.22	8,032.36	567.10	9,658.33	5,674.60	6,480.99	0.00	0.00	80,618.91
Interest Income	43.49	49.49	45.00	46.50	45.00	45.00	48.01	42.01	46.50	42.01	49.51	502.52
Total Revenue	4,423,830.49	4,261,205.50	4,413,579.30	4,356,851.72	3,358,260.33	4,363,492.10	4,291,030.34	4,386,574.61	4,303,210.49	5,721,754.01	4,744,329.51	48,624,118.40
EXPENSES:												
Administrative	296,294.83	211,690.95	212,772.55	201,620.42	236,005.25	256,559.20	241,569.19	196,536.84	217,766.80	216,445.45	225,483.52	2,512,745.00
Tenant Services	24,283.40	17,177.78	18,224.89	18,195.14	18,024.58	25,113.30	13,571.89	13,431.95	13,875.03	7,277.85	11,209.61	180,385.42
Maintenance	611.23	628.74	634.19	802.85	783.41	725.01	626.62	550.62	804.61	597.50	1,895.21	8,659.99
Insurance	10,109.89	8,744.36	8,959.71	9,035.05	10,439.12	11,842.55	10,063.65	10,157.12	10,106.22	10,706.56	10,207.43	110,371.66
Other General Expenses	945.00	0.00	0.00	0.00	0.00	0.00	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	4,248,990.67	4,685,752.89	4,404,139.86	4,637,061.59	4,670,235.05	46,570,676.66
FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	18,826.00	200,008.00
Total Operating Expenses	4,291,210.93	4,194,799.65	4,198,784.61	4,285,046.09	4,245,639.91	4,416,977.81	4,532,976.02	4,924,295.42	4,664,963.52	4,891,240.95	4,937,856.82	49,583,791.73
NET INCOME	132,619.56	66,405.85	214,794.69	71,805.63	-887,379.58	-53,485.71	-241,945.68	-537,720.81	-361,753.03	830,513.06	-193,527.31	-959,673.33

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jul 2022-May 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Other Tenant Income	25.00	0.00	25.00
Total Tenant Revenue	25.00	0.00	25.00
Section 8 HAP Subsidies	44,006,281.00	60,226,312.63	-16,220,031.63
Section 8 Administrative Fees	4,536,690.97	4,211,767.01	324,923.96
Other Income	80,618.91	0.00	80,618.91
Interest Income	502.52	0.00	502.52
Total Revenue	48,624,118.40	64,438,079.64	-15,813,961.24
EXPENSES:			
Administrative	2,512,745.00	2,390,998.61	-121,746.39
Tenant Services	180,385.42	124,724.38	-55,661.04
Maintenance	8,659.99	8,035.50	-624.49
Insurance	110,371.66	67,133.00	-43,238.66
Other General Expenses	945.00	3,127.63	2,182.63
Housing Assistance Payments	46,570,676.66	59,997,146.00	13,426,469.34
FSS Escrows	200,008.00	229,166.63	29,158.63
Total Operating Expenses	49,583,791.73	62,820,331.75	13,236,540.02
NET INCOME	-959,673.33	1,617,747.89	-2,577,421.22

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Balance Sheet (With Period Change)

Period = May 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	1,296,344.14	1,248,950.91	47,393.23
Cash - Restricted	1,720,365.62	191,819.37	1,528,546.25
Total Cash	3,016,709.76	1,440,770.28	1,575,939.48
Accounts Receivable:			
Accounts Receivable - Tenants	49,748.78	47,506.78	2,242.00
Accounts Receivable - Agency	131,749.00	126,231.00	5,518.00
Accounts Receivable - Developer Fees	3,426,188.22	3,402,486.22	23,702.00
Accounts Receivable - Other	1,206,131.14	1,211,623.46	-5,492.32
Accrued Interest Receivable	2,829,601.18	2,779,495.89	50,105.29
Less: Allowance for Doubtful Accounts	-7,406.00	-7,406.00	0.00
Total Receivables, Net of Allowance	7,636,012.32	7,559,937.35	76,074.97
Prepaid Expenses	1,735,399.05	1,749,141.44	-13,742.39
Interprogram - Due From	-6,533,327.79	-5,741,037.23	-792,290.56
TOTAL CURRENT ASSETS	5,854,793.34	5,008,811.84	845,981.50
NONCURRENT ASSETS			
Capital Assets:			
Land	5,009,826.00	5,009,826.00	0.00
Buildings & Improvements	13,904,855.80	13,904,855.80	0.00
Site Improvements	1,215.89	1,215.89	0.00
Furniture & Equipment	19,947.46	19,947.46	0.00
Less: Depreciation	-395,274.68	-386,264.24	-9,010.44
Total Capital Assets, Net of Depreciation	18,540,570.47	18,549,580.91	-9,010.44
Construction In Progress	40,307,366.17	24,027,769.53	16,279,596.64
Notes Receivable	27,065,353.39	27,065,353.39	0.00
Other Noncurrent Assets	828,819.00	828,819.00	0.00
TOTAL NONCURRENT ASSETS	86,742,109.03	70,471,522.83	16,270,586.20
TOTAL ASSETS	92,596,902.37	75,480,334.67	17,116,567.70

LIABILITIES & EQUITY

LIABILITIES

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Balance Sheet (With Period Change)

Period = May 2023

	Balance	Beginning	Net
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-359,851.83	-56,678.28	-303,173.55
Accounts Payable - Other	1,887,289.24	1,909,917.63	-22,628.39
Accrued Wages/Taxes/Benefits Payable	175,430.35	175,430.35	0.00
Accrued Interest Payable	876,056.37	839,112.90	36,943.47
Tenant Security Deposits	101,884.00	100,659.00	1,225.00
Total Accounts Payable	2,680,808.13	2,968,441.60	-287,633.47
Deferred Revenues	181,126.50	330,849.50	-149,723.00
Developer Fees Payable	404,393.00	404,393.00	0.00
Other Current Liabilities	-16,674.67	-18,634.95	1,960.28
TOTAL CURRENT LIABILITIES	3,249,652.96	3,685,049.15	-435,396.19
NONCURRENT LIABILITIES			
Long-Term Hard Debt	35,304,879.66	17,360,236.81	17,944,642.85
Long-Term Subordinate Debt	13,272,250.00	13,272,250.00	0.00
TOTAL NONCURRENT LIABILITIES	48,577,129.66	30,632,486.81	17,944,642.85
TOTAL LIABILITIES	51,826,782.62	34,317,535.96	17,509,246.66
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	33,129,057.64	33,129,057.64	0.00
Current Year Retained Earnings	7,641,062.11	8,033,741.07	-392,678.96
TOTAL LIABILITIES AND EQUITY	92,596,902.37	75,480,334.67	17,116,567.70

**Monterey County Housing Development Corporation
Income Statement**

Period = Jul 2022-May 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Total
REVENUE:												
Tenant Rents	48,504.00	47,270.00	47,732.00	46,810.00	44,951.00	45,917.00	45,609.00	49,441.00	48,772.00	50,752.00	52,447.00	528,205.00
Tenant Subsidies	96,742.00	104,369.00	103,536.00	101,047.00	108,084.00	102,526.00	101,015.00	99,698.00	97,735.00	97,558.00	101,920.00	1,114,230.00
Other Tenant Income	943.96	1,292.00	1,363.00	1,052.00	6,214.00	9,013.50	622.00	612.00	656.00	1,505.00	588.00	23,861.46
Total Tenant Revenue	146,189.96	152,931.00	152,631.00	148,909.00	159,249.00	157,456.50	147,246.00	149,751.00	147,163.00	149,815.00	154,955.00	1,666,296.46
Other Income	20,517.18	20,559.84	19,757.58	20,247.20	20,174.95	35,168.09	355,646.15	5,639.50	12,139.20	6,022.20	5,555.50	521,427.39
Interest Income	50,932.45	50,260.20	49,328.62	50,364.03	49,453.07	49,010.00	51,301.58	48,466.63	50,962.53	56,968.54	52,084.88	559,132.53
Total Revenue	217,639.59	223,751.04	221,717.20	219,520.23	228,877.02	241,634.59	554,193.73	203,857.13	210,264.73	212,805.74	212,595.38	2,746,856.38
EXPENSES:												
Administrative	159,545.05	101,965.75	115,978.97	125,087.89	96,183.44	136,730.96	104,237.22	106,934.49	103,191.71	149,596.95	172,293.32	1,371,745.75
Administrative Fees	17,578.08	18,177.02	18,017.87	17,744.93	18,258.32	18,713.62	17,588.58	17,701.26	17,695.06	17,749.40	18,100.94	197,325.08
Tenant Services	0.00	0.00	0.00	0.00	82.22	0.00	0.00	0.00	0.00	0.00	0.00	82.22
Utilities	16,124.39	23,509.48	15,685.98	28,406.05	15,786.92	19,769.76	18,155.76	25,759.41	11,519.68	24,771.32	12,192.06	211,680.81
Maintenance	29,974.14	23,656.30	18,509.55	34,511.84	38,334.08	35,122.88	42,408.17	51,365.32	16,341.65	19,526.55	23,031.46	332,781.94
Protective Services	487.50	62.66	0.00	0.00	0.00	0.00	847.50	0.00	0.00	210.00	0.00	1,607.66
Insurance	10,271.42	9,426.16	9,220.39	-12,079.01	6,679.15	31,667.23	11,738.72	12,022.73	11,368.53	10,786.02	10,954.48	112,055.82
Other General Expenses	5.00	0.00	2,050,000.00	0.00	0.00	25.00	15.94	0.00	0.00	6,000.00	0.00	2,056,045.94
Payments in Lieu of Taxes	0.00	0.00	0.00	95,415.65	0.00	-84,660.00	0.00	12,800.00	321.05	0.00	5,927.02	29,803.72
Total Operating Expenses	233,985.58	176,797.37	2,227,412.76	289,087.35	175,324.13	157,369.45	194,991.89	226,583.21	160,437.68	228,640.24	242,499.28	4,313,128.94
Interest Expense	62,546.68	62,208.44	63,261.74	62,415.27	62,025.10	96,758.35	61,980.18	59,504.44	60,509.86	59,501.45	353,754.34	1,004,465.85
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	1,330.06	0.00	0.00	0.00	0.00	1,330.06
Casualty Losses - Non-Capitalized	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,690.00	0.00	0.00	10,690.00
Depreciation Expense	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	99,114.84
NET INCOME	-87,903.11	-24,265.21	-2,077,967.74	-140,992.83	-17,482.65	-21,503.65	286,881.16	-91,240.96	-30,383.25	-84,346.39	-392,668.68	-2,681,873.31

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2022-May 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	528,205.00	427,004.13	101,200.87
Tenant Subsidies	1,114,230.00	802,013.49	312,216.51
Other Tenant Income	23,861.46	17,911.56	5,949.90
Total Tenant Revenue	1,666,296.46	1,246,929.18	419,367.28
Other Income	521,427.39	1,887,525.40	-1,366,098.01
Interest Income	559,132.53	505,267.16	53,865.37
Total Revenue	2,746,856.38	3,639,721.74	-892,865.36
EXPENSES:			
Administrative	1,371,696.51	1,511,347.70	139,651.19
Administrative Fees	197,325.08	182,045.32	-15,279.76
Tenant Services	82.22	45,942.87	45,860.65
Utilities	211,680.81	246,736.86	35,056.05
Maintenance	332,781.94	273,636.96	-59,144.98
Protective Services	1,607.66	5,300.03	3,692.37
Insurance	112,022.68	107,125.16	-4,897.52
Other General Expenses	2,056,045.94	2,380.50	-2,053,665.44
Payments in Lieu of Taxes	29,803.72	10,590.12	-19,213.60
Bad Debts	0.00	5,742.35	5,742.35
Total Operating Expenses	4,313,046.56	2,390,847.87	-1,922,198.69
Interest Expense	1,004,465.85	429,358.48	-575,107.37
Extraordinary Maintenance	1,330.06	773.42	-556.64
Casualty Losses - Non-Capitalized	10,690.00	0.00	-10,690.00
Depreciation Expense	99,114.84	21,538.00	-77,576.84
Amortization Exp	0.00	4,190.91	4,190.91
NET INCOME	-2,681,790.93	793,013.06	-3,474,803.99



MEMORANDUM

TO: Board of Commissioners

THRU: Zuliaka Boykin
Executive Director

FROM: Jose Acosta
Director of Housing Management

RE: **Property Management Report**

DATE: July 14, 2023

Goals:

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

- Completed accounts receivable (AR) reconciliation for RAD properties.
- Completed CCRC inspections for the following sites:
 - Haciendas II
 - East Salinas Family RAD
 - Salinas Family RAD
- Completed MOR for Portola Vista with an above average rating.
- Tax Credit audits were completed for the following sites:
 - Gonzales Family RAD
 - Salinas Family RAD
- Completed City of Monterey inspections and file audits for the following sites:
 - Casanova Plaza
 - Portola Vista
 - Oak Grove
- Submitted rent increases for all sites.
- Implemented mobile maintenance.

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

- Complete Well Fargo inspection for Haciendas Sr
- Implement Yardi Screening
- Implement Electronic applications for all properties.
- Complete work order reconciliation
- Start the scanning project for all tax credit files,
- Complete SRI reports for FLC sites
- Complete budget information for FLC sites

Vouchers:

Vouchers for all the sites are up to date.

Property Code	Property Name	Voucher month	Total subsidy
212	Portola Vista	6/1/2023	\$ 95,555.00
214	Montecito Watson	6/1/2023	\$ 4,065.00
801	South County RAD	6/1/2023	\$ 23,508.00
802	Salinas Family RAD	6/1/2023	\$ 48,295.00
803	East Salinas Family RAD	6/1/2023	\$ 54,178.00
804	Gonzales Family RAD	6/1/2023	\$ 6,003.00
Total Monthly Subsidy			\$ 231,604.00

Rent Collection:

Rent collection average for HACM sites for the month of June 2023 is 99%. The rent collection average for HDC Sites for the month of June 2023 is 98%.

HACM Rent Collection as of 6/30/2023		
Property Code	Property Name	Rent Percent Collected
204	Oak Grove	100%
212	Portola Vista	100%
214	Montecito Watson	100%
904	Vista Del Valle	100%
906	Tesoros Del Campo	95%
Total monthly rent collected		\$ 211,572.00

HDC sites rent collection report as of 6/30/2023		
Property Code	Property Name	Rent Percent Collected
555	Casanova Plaza	100%
801	South County RAD	100%
802	Salinas Family RAD	100%
803	East Salinas Family RAD	100%
804	Gonzales Family RAD	100%
984	Castroville	88%
985	Haciendas I	99%
986	Haciendas II	100%
988	Haciendas Sr	100%
989	Haciendas III	94%
992	One Parkside	100%
Total monthly rent collected		\$ 879,355.00

Occupancy:

PM currently has a total of 20 vacancies excluding Pueblo del Mar.

As stated in last month’s report, the property management’s goal is to have all vacancies filled in the next 30 days, the department understands the need to fill 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%	2	
802	Salinas Family RAD	170	99%	3	
803	East Salinas Family RAD	202	99%	3	
804	Gonzales Family RAD	30	100%	1	
984	Castroville	54	96%	1	1/Caretaker
985	Haciendas I	53	100%	1	
986	Haciendas II	46	98%	1	
989	Haciendas III	50	100%	1	
988	Haciendas Sr.	41	100%	1	
992	One Parkside	80	100%	0	
204	Oak Grove	5	100%	0	
205	Pueblo Del Mar	55	25%	42	
212	Portola Vista	64	97%	2	
214	Montecito Watson	13	85%	1	
552	Single Family Homes	9	90%	0	
555	Casanova Plaza	86	95%	2	
904	Vista Del Valle	29	90%	1	4
906	Tesoros del Campo	57	100%	0	5
903	King City Migrant Center	82	100%	0	

RAD Sites (Formerly Public Housing):

- 801 South County RAD:
 - Tax Credit Audit results have been received and property management is working on corrections for this audit. All necessary documents for the corrections will be sent to the auditor by 7/20/23
 - Property management has started preparing for the scheduled fire prevention city inspection scheduled for September.
 - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting for residents start creating email accounts and collecting all necessary information for the implementation of Rent Café.

- 802 Salinas Family RAD:
 - PM is pending the city’s approval for retaining wall to proceed with bids.
 - Tax Credit Audit results have been received and property management is working on corrections for this audit.
 - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting for residents start creating email accounts and collecting all necessary information for the implementation of Rent Café.

- 803 East Salinas Family RAD:
 - PM is working on preparing for a Tax Credit audit. Property has not yet received the notice, but this site is in the state schedule to be audited in the current calendar year.
 - File organization for this site is in process and will be completed by the end of the month.
 - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents to start creating email accounts and collecting all necessary information for the implementation of Rent Café.

- 804 Gonzales Family RAD:
 - Tax Credit Audit results have been received and property management is working on corrections for this audit. All necessary documents for the corrections will be sent to the auditor by 7/20/23
 - PM is pending for investors to approve the replacement of fencing for this site.
 - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents to start creating email accounts and collecting all necessary information for the implementation of Rent Café.

KCMC:

King City Migrant Center opened on May 11th, 2023. The center is now fully housed and completely operational.

The rehabilitation project for this site is actively taking place. Progress will be updated monthly on the items listed below:

- Roof repairs and gutter repairs- **Actively working on this project**
- Siding replacement – **Actively working on this project**
- Modify selected units to be ADA compliant – **Completed**
- Interior flooring repairs – **Completed**
- Replacement of cabinets and countertops and hardware – **Completed**
- Replacement of furniture - **Pending**
- Replacement of water heaters - **Pending**
- Repairs of parking lot and resurfacing of the black top - **Pending**
- Replacement of heater and thermostats - **Pending**

- HVAC pad mounts replacement - **Pending**
- Electrical upgrades – **Completed**
- Repair decks and landings - **Pending**
- Replacement of windows – **Pending**
- Carbon monoxide detector replacement - **Completed**
- Bathroom vanity replacement - **Completed**
- Playground refurbishing - **Pending**
- Property Sign replacement - **Pending**
- Access card reader upgrade - **Pending**
- Repair and replacement of fencing - **Completed**
- Siding repairs – **Actively working on this project**

The deadline to complete this rehab project is June 2023, but we have received an extension to complete the work by June 2024. We will continue to keep the board updated on progress.

Portola Vista:

The waiting list for Portola Vista will be opened in the next two weeks.

MOR has been completed and received an above average rating.

The City of Monterey has completed property inspection and file audit is in review for this site.

PM is currently working on power washing of the decks, 80% has been completed.

Haciendas I:

Rent increases have been submitted to HCV department and pending approval.

Repairs for railings and balconies throughout this site are in progress. PM staff is working with HDC staff to ensure all work on this project is completed accordingly and in a timely manner.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements.

Haciendas II:

Rent increases have been submitted to HCV department and pending approval.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements.

Haciendas III:

Rent increases have been submitted to HCV department and pending approval.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements.

Haciendas IV:

Rent increases have been submitted to HCV department and pending approval.

Property management is working with HCV department on the waiting list for this site. The HCV department needs to open the waiting list for this site as the list has been exhausted. HDC is also working on this project.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements.

Castroville:

Life steps services have resumed, and all services are actively being performed as required.

PM will be completing interviews for the caretaker position for this site.

PM is working with HDC on the installation of a Sump Pump at this site.

Casanova Plaza:

The door system at this site is now installed and fully operational. However, new doors will need to be installed as the current doors are dated and not working in conjunction with the new system. The vendor has placed an order for the doors they are pending the delivery. Once delivered the installation will be scheduled immediately.

The City of Monterey has completed property inspection and file audit is in review for this site.

Management is working on the opening of the waiting list for this property in the next 2 weeks.

One Parkside:

All corrections for the initial audit have been submitted and pending a response from the auditor.

Life steps is now in place and providing resident services at this site.

PM continues to work HDC staff to address warranty repairs and any construction issues at the site.

Farm Labor (Salinas, Chualar):

The company that was hired to complete the rent study for this site completed all the process and notified us that the report would be provided, but unfortunately up until today they have failed to provide the report.

PM will be using the HACM produced rent reasonableness study to increase the rents for these sites. Property needs a substantial rent increase for these properties and the current contract rents are too low and most residents don't qualify for rental assistance (RA). The substantial rent increase will benefit the property greatly and it will increase our utilization rate for the RA for this program.

The CNA for these sites has been completed and forwarded to the Executive Director for review.

These sites currently have 9 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:

Referrals for this site have been placed on hold. PDM currently houses 13 families and has 42 vacant units. PM is working with the Executive Director to secure funding that will allow HACM to rehabilitate the site.

HACM is pending a response from a funding source in order to make a decision on what the future of the property will be. The Executive director is working with local government and the community to ensure the property will be utilized for the benefit of those in need in our community and ensure the property is financially stable.

New Hires:

N/A

Wait Lists:

Closed

Evictions:

4

Waitlist information by site as of 4/11/2023		
Property Code	Property Name	Number of Applicants
204	Oak Gove	305
212	Portola Vista	2
214	Montecito Watson	52
555	Casanova Plaza	0
801	South County RAD	555
802	Salinas Family RAD	1106
803	East Salinas Family RAD	824
804	Gonzales Family RAD	1466
904	Chualar FLC	165
906	Salinas FLC	181
984	Castroville	292
985	Haciendas I	2119
986	Haciendas II	2181
989	Haciendas III	986
Total applicants		8288

MEMORANDUM

To: Board of Commissioners

From: Carolina Sahagun-Gomez, Director Housing Development

Thru: Zulieka Boykin, Executive Director/President/CEO

Date: July 12, 2023

Re: **MONTHLY DEVELOPMENT DEPARTMENT REPORT**



 Development department highlights

- Met with Knight Development consulting on July 11&12th. We had a very productive meeting and we look forward to receipt of documents that will assist us with our search for development opportunities.
- Greenfield property – Architect in process of preparing draft site plan to assess the number of units that can be built on parcel. Staff has reached out for preliminary market study that will analyze potential market area.
- Parcel B property in Salinas – City of Salinas request for predevelopment funding was submitted last month; development staff will move forward with initial analysis of market area need and preliminary site assessment by Architect.
- City of Salinas – Funding request submitted to City of Salinas on May 16th for the Division Avenue site. No new updates to the status of the Exclusive Negotiating Rights Agreement funding agreement with City of Salinas that will incorporate our funding request.
- Rehabilitation of other half of RAD portfolio that was deferred at time of conversion (approximately 250 units) – development staff and PM staff will meet to plan to move forward with necessary property improvements.
- The annual insurance renewal process for all LP's in HDC portfolio completed, costs went up for all properties as has been experienced in this industry. Staff is moving forward with exploring other potential insurance pools that we may qualify for. Renewals went into effect on July 1st.
- Development staff reviewing limited partnership agreements for limited partner exit strategies for all projects that are reaching the end of their tax credit compliance period
 - Knight Development will be sending us documentation that will assist staff when reviewing each development strategy.
- 855 E. Laurel property – no new update.

 Marketing

- Ongoing quarterly meetings with marketing firm to review potential marketing events and/or media opportunities.
- Plan to incorporate the HDC website into HACM website.

One Parkside, LP

- Hudson Housing second capital contribution in the amount of \$3.08M in process. Remaining third party documents are expected within the next couple weeks.
- Upon completion of capital contributions two and three, development staff will complete the submission package for review by Investor to move towards conversion to permanent financing with Limited Partner, JPMorgan Chase, which is needed to prior to submitting Placed-In-Service package to CTCAC.
- Final cost certification in process with auditor.
- City of Salinas HOME/PLHA close out retention release of funds in the amount of \$94,801.30 is pending City of Salinas approval.
- One Parkside – final retention billing is pending release from lender. They have received the final HACM 2021 audit.

123 Rico CLEEN loan

- Estimate for additional office space in warehouse area came in significantly over the available funds.
- Staff is working on other possibilities.
- Remaining funds available are \$366,758.02.

Audits

- Weekly meetings with the Finance Director and Auditor to streamline processes are ongoing.
- HDC 2022 in process.
- Weekly meetings with third party audit team to review outstanding items for the Limited Partnership audits and tax returns.

Capital Improvements

- The development team is working with our property management teams to ensure needed capital improvement requests throughout the portfolio are completed in a timely manner. Details can be found in the property management section of the report for those items currently underway and in the property management reports.
- Tynan Village development received several RA requests for flooring, those have been approved and are in process.
- Casanova lender required repairs of fence has been completed.

Tynan Modernization job close-out

- Tynan modernization job – handrails extra work has been completed.
- Building C - additional water intrusion work in process.

Tynan commercial space

- Deli/restaurant operations are running well.
- Approximately 2,500sf commercial space available.

Haciendas 1&2 metals job

- Metals repair work for removal of rusted fence and installations of new handrails has been completed.
- Development staff is preparing for next phase of repairs which are installation of new awnings.

Project Based Section 8

- HUD consultant, Econometrica, was onsite July 28-30th ; we had had a great training session and were able to review all past HAP contracts awarded.
- Development staff will be working on implementing the best practices that were discussed.
- The Agreement to Enter into a Housing Assistance Payments Contract (AHAP) is pending for Greenfield Commons I (27 PBV vouchers awarded).
- East Garrison aka Alfred Diaz-Infante apartments is nearing construction completion, estimated timeline is Fall 2023. Development team will issue Housing Assistance Payments (HAP) contract once all necessary documents have been received and units pass inspections.

HDC Portfolio managed by the John Stewart Company and Paso Robles Housing Authority

- Please see attached property management reports.

Resident Services

- Please see attached resident services highlights.



JSCo Monthly Management Report

Monday, JUNE 2023

5:00 PM

BENITO AFFORDABLE/FLC

1. Vacancy:
 - a. Benito Aff has 2 vacant units, applicants in process
 - b. Benito FLC 2 vacant units- applicants in process
2. Audits / Budgets
 - a. HOME Audit has been completed.
 - b. CTCAC Audit completed 5/25/23 one finding and it has been corrected, submitted back to CTCAC.
3. Resident Services: Lifesteps is at the site 2 times a month, 16 hours monthly
Community rooms are open to the public.
4. Capital Improvement/ maintenance: Getting proposals for additional cameras ongoing window replacements as needed.

MONTEREY AFFORDABLE

1. Vacancy:
 - a. MST has one vacant unit pending transfer
2. Reporting & Audits: CTCAC Audit completed 6/13/23 findings noted, pending corrections
3. Resident Services:
 - a. Lifesteps :Afterschool program Severo Gasca, Program Coordinator, Mon- Fri, 3 pm- 6pm
 - b. Director of Social Services, Sheila Morales, Mon / Tuesdays
 - c. Community room open to the public.
4. Capital Improvement/ maintenance
 - a. Window replacements pending
 - b. Pending IT & Security camera estimates from Core Surveillance



RIPPLING RIVER

1. Vacancy:
 - a. 100 % Occupied
2. Reporting & Audits Pending
 - a. Reporting & Audits Pending: Berkadia Mortgage Inspection 3/6/23 -3 findings
 - i. Add French drain behind building 3 (pending bids)
 - ii. Elevator – Loud noises, and screeches when in use
 - iii. Repair loading zone area- several broken pavement areas (pending bids)
 - b. HOME inspection completed 4/13/23, incomplete report pending demographic report from Housing.
3. Resident Services:
 - a. Life Steps-Food bank on the 1st and 3rd Friday of each month.
 - b. Community rooms are open to public. Resident Association holds monthly meetings and special events, Bingo, Movie Matinees.
 - c. Memorial day BBQ was success
4. Capital Improvement/ maintenance.
 - a. Generator switch continues to be on back order- new dates April-May 2023
 - b. Haro and Kasunich Engineers, Chris George, lead Geo Technical Engineer is waiting for the final geologist's report
 - c. Looking at Bids for Tree trimming, and Maintenance around property – Received 2, pending 1 more
 - d. Requested Bids for additional lighting in the Parking lot area. Received 1 pending 2 more
 - e. Pending bids for gopher treatment

FANOE VISTA APARTMENT

1. Vacancy:
 - a. 2 Vacant units, pending 1 transfer 7/5/23
2. Reporting & Audits Pending
 - a. CTCAC Audit completed 6/13/23 -2 findings, corrections in progress
3. Resident Services: Services : Life Steps: On site Mondays 10-5:30pm
 - a. After School program in session Monday -Fri 3:30pm-6pm
 - b. Community rooms are open.
4. Capital Improvements/ maintenance: Landscaping proposals for SOD and additional work needed, New proposals pending for Property Signage

TYNAN VILLAGE APARTMENTS

1. Vacancy:
 - a. 4 vacant units, 2 applicants scheduled for move in. 1 applicant pending.
2. Reporting & Audits Pending
 - a. Alliant Desk Audit completed on 01/12/2023. Waiting for close out letter.
 - b. City of Salinas 2020 Audit in Progress
3. Resident Services
 - a. After School Program on hold.
4. Capital Improvements/Maintenance
 - a. Irrigation system Repairs complete
 - b. Building A door entrance repairs complete
 - c. Building C stairwell scheduled for repairs.
 - d. Callboxes to be replaced. Check request submitted for partial payment to vendor.
 - e. Paint for all hallways and stairways approved and on-hold until further notice.
5. Staffing Update:
 - a. 1 Maintenance position Open



PASO ROBLES
HOUSING AUTHORITY

Est. 1942

901 30th Street
Paso Robles, CA 93446
(805) 238-4015

REPORT TO HDC REGULAR BOARD MEETING, July 2023

OAK PARK 1, 80 Units, 100% Tax Credit with HOME, and USDA

1. Vacancy:
 - a. 2 vacancies
2. Audits Pending
 - a. None
3. Resident Services
 - a. Youthworks daily activity, 6 hours a day, Mon- Fri
 - b. Summer Camp, 3 hours a day, Mon- Thurs
 - c. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
 - a. No capital improvements or major maintenance pending.

OAK PARK 2, 70 Units, 100% Tax Credit

1. Vacancy:
 - a. 0 vacancies
2. Reporting & Audits Pending
 - a. None
3. Resident Services
 - a. Youthworks daily activity, 6 hours a day Mon- Fri
 - b. Summer Camp, 3 hours a day, Mon- Thurs
 - c. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
 - a. No capital improvements or major maintenance pending.

Tenant Services – June 2023

Community Services Provided:

- Managed free fruit/vegetables/commodities distribution for Oak Park families from Food Bank
- Continued distribution of canned goods from the local Latter Day Saints church to families
- Provided all-day YouthWorks job skills program for teens
- Provided homework support for elementary school students for 1 week
- Provided mentoring by phone for YW graduates
- Coordinated with on-campus mentor for YW teens
- Provided elementary school robotics program with mentorship from YW graduate
- Created/put on June craft event
- Hosted Boys & Girls Club teen program once a week
- Awarded 6 scholarships at Paso Robles High School Scholarship Night
- Hosted United Way on Saturdays enrolling field workers in state grant program
- Provided day Learning Camp experience for elementary school students
- Sent middle school boys to 10-day overnight camp
- Started distributing produce grown on YW farm by the teens – 63 lbs
- Provided swimming lessons at the Paso Robles Municipal Pool
- Hosted finance class in Mixteco for adults (childcare provided)
- Took group of elementary school children to Library for weekly program

<u>Participation</u>	<u>Total</u>
Youth Activities	68
Oak Park 1	139
Oak Park 2	134

Oak Park July 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
9:00 YouthWorks 10:00 Learning Camp 3:00 Swim Lessons 4:30 YW Farming	9:00 YouthWorks 10:00 Learning Camp 3:00 Swim Lessons 4:30 YW Farming	9:00 YouthWorks 10:00 Learning Camp 3:00 Swim Lessons 4:30 YW Farming	9:00 YouthWorks 10:00 Learning Camp 3:00 Swim Lessons 3:00 Robotics	2:00 Library Trip 4:30 YW Farming	9:00 United Way Farmworker Grant Enrollment	
10	11	12	13	14	15	16
9:00 YouthWorks 10:00 Learning Camp 3:00 Swim Lessons 4:30 YW Farming 6:00 YW PM Shift	9:00 YouthWorks 10:00 Learning Camp 3:00 Swim Lessons 4:30 YW Farming 6:00 YW PM Shift	9:00 YouthWorks 10:00 Learning Camp 3:00 Swim Lessons 4:30 YW Farming 6:00 YW PM Shift	9:00 YouthWorks 10:00 Learning Camp 3:00 Swim Lessons 3:00 Robotics 6:00 YW PM Shift	1:30 Food Distrib/ Bfast Bags 2:00 Library Trip 4:30 YW Farming	9:00 United Way Farmworker Grant Enrollment 12:00 Community Picnic	
17	18	19	20	21	22	23
9:00 YouthWorks 3:00 Swim Lessons 4:30 YW Farming 6:00 YW PM Shift	9:00 YouthWorks 3:00 Swim Lessons 4:30 YW Farming 6:00 YW PM Shift	9:00 YouthWorks 3:00 Swim Lessons 4:30 YW Farming 6:00 YW PM Shift	9:00 YouthWorks 3:00 Swim Lessons 3:00 Robotics 6:00 YW PM Shift	2:00 Library Trip 4:30 YW Farming	9:00 United Way Farmworker Grant Enrollment	
24	25	26	27	28	29	30
9:00 YouthWorks 3:00 Swim Lessons 4:30 YW Farming 6:00 YW PM Shift	9:00 YouthWorks 3:00 Swim Lessons 4:30 YW Farming 6:00 YW PM Shift	9:00 YouthWorks 3:00 Swim Lessons 4:30 YW Farming 6:00 YW PM Shift	9:00 YouthWorks 3:00 Swim Lessons 3:00 Robotics 6:00 YW PM Shift	1:30 Food Distrib 2:00 Library Trip 4:30 YW Farming	9:00 United Way Farmworker Grant Enrollment	
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MEMORANDUM

TO: Board of Commissioners
 THRU: Director of Housing Programs
 FROM: Zulieka Boykin, Executive Director
 RE: **Housing Programs Report**
 DATE: July 14, 2023



HCV Updates

HACM has received \$26,071,669 dollars in HAP payments since January 2023 and has paid out \$28,415,106 dollars.

Currently, we have 150 voucher holders searching for housing.

Inspections are being performed by the Housing Program Specialist. Seventy-three inspections were completed in June. This number will increase as utilization increases and the HCV department needs as additional vehicle for scheduling. Currently, we are performing in person and finalizing training on Remote Inspections.

We are working with BDO to prepare for the VMS audit scheduled for August 8th.

YARDI training was remarkably successful. We are implementing the best practices and once those processes have been successfully implemented, we will revisit RENT CAFÉ. Rent Café allows all functions to be completed online through the HACM portal. It will be an asset to the agency.

To increase efficiency and boost morale, I have assigned an eligibility lead and a housing programs specialist lead. The designation is based on seniority and experience. It allows each component of the HCV process to speak as one voice and work through barriers together to provide resolutions to management.

The Landlord Symposium is scheduled for August 14th. Landlords have begun showing an interest in attending and the attached flyer will be mailed, placed on the website and agency social media outlets.

Two waiting lists are being opened on Monday, July 17th. Magnolia Gardens an elderly property and Dai Chi an elderly and disabled property. The waiting list will be open for two weeks. Future waiting list openings are East Garrison for an anticipated September lease-up.

Staff has also worked with the City of Salinas and made a request for funding for landlord incentives. We are awaiting official approval; however, we anticipate receiving funding.

Project-Based Voucher Program

- ❖ Total Waiting List of all PBVs **7,359 applications** (Salinas, South County, Peninsula). We have 21 project based waiting list.
- ❖ Several waiting lists are scheduled for opening in the coming months. We will also begin purging waiting lists to update community needs.
- ❖ HUD TA recently performed an on-site visit to assist with the PBV Calculation Worksheet, reviewing AHAP’s and HAP contracts. We currently have 674 project-based vouchers issued.

Project Based Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total units Leased	642	650	668	679	680	674						

Housing Choice Voucher Program

- ❖ Total Waiting List for HCV – **1,168 applications**
- ❖ Total Selected 645 applicants and 565 of the applicants are being processed.

Issued/Leased Vouchers

2023	Jan.	Feb.	Mar.	Apr.	May	Jun	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Issued	54	34	35	42	17	122						
Leased	29	19	24	45	50	73						

Emergency Housing Vouchers

- ❖ **Vouchers terminated under the EHV program but not reissued by September 30th will not be available for continued use. According to the EHV Dashboard if our program does not reach 100% utilization by the September deadline, we will lose one voucher.**
- ❖ Staff received 20 referrals for Pajaro but only 2 families showed up for appointments. Both families were issued prorated vouchers.
- ❖ Staff received 9 referrals for San Benito County. All 9 have been issued vouchers and are anticipated for absorption. Our MOU with the CoC request 29 vouchers for San Benito County with the current nine issued we have issued a **total of 25 vouchers**.
- ❖ Total number of families searching is the following:
 - Total Searching: **58**
 - Total Leased: **162**
 - **Briefings are scheduled weekly.**

Family Self-Sufficiency

Participants – 65

Graduated – 2

Interim Disbursement - 1

Escrowing – 35 families

REVISED HOUSING CHOICE VOUCHER PROGRAM

(This chart has been revised; the success rate information must be verified before inclusion)

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	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917
Total units Leased	3,354	3381	3402	3439	3459	3483						
Unit Utilization	68%	69%	69%	70%	71%	71%						
Success Rate												

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	228	229	231	241	251						
Unit Utilization	69%	70%	71%	71%	74%	77%						
Success Rate												

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	22	20	20	22	24	25						
Unit Utilization	37%	34%	34%	37%	41%	42%						
Success Rate												

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	37	36	35	36	37						
Unit Utilization	83%	88%	86%	83%	86%	88%						
Success Rate												

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	79	89	114	141	151	162						
Unit Utilization	29%	33%	42%	52%	56%	60%						
Success Rate												

Foster Youth Initiative Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	65	65	65	65	65	65	65	65	65	65	65	65
Total units Leased	0	0	0	0	0	0						
Unit Utilization	0%	0%	0%	0%	0%	0%						
Success Rate												

Cumulative Overall, Success Rate: 56%-----Total Vouchers awarded including Mainstream is: 4,917.



COMMISSIONER COMMENTS

&

ADJOURNMENT



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

DATE: MONDAY, JULY 24TH, 2023

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

LINK: <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

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

ALTERNATE LOCATIONS WITH ZOOM CONNECTON OPEN TO THE PUBLIC:

*17596 River Run Rd, Salinas, CA 93908
Kevin Healy's Open Meeting Location*

1. CALL TO ORDER

2. ROLL CALL

	<u>PRESENT</u>	<u>ABSENT</u>
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 for clarification may be made by Directors 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 June 26, 2023.

5. **OLD BUSINESS** (REQUEST TO TABLE)

A. HDC – MDC – 227: Resolution Approving the Operating Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024 – Informational Only

6. **NEW BUSINESS**

A. HDC – MDC – 228: Resolution to Dispose of Asset

7. **INFORMATION**

A. Property Management Report

B. Development Report

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 August 28, 2023, at 6:00 p.m.**



COMMENTS FROM THE PUBLIC





ACTION
MINUTES OF THE REGULAR BOARD MEETING OF
THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION
HELD JUNE 26, 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:

Chair Healy called the meeting to order at 6:47 p.m.

2. ROLL CALL:

PRESENT:

Chair Kevin Healy
Vice Chair Francine Goodwin
Director Kathleen Ballesteros
Director Hans Buder
Director Viviana Gama

ABSENT:

Director Jon Wizard

Also present: Zulieka Boykin, Executive Director; Jose Acosta, Director of Property Management; Carolina Sahagun-Gomez, Director of Development; James Maynard-Cabrera, Director of Human Resources; Kim Shehorn, Interim Director of Finance, Michael Underwood, Director of Finance; Mayra Zesati, Asset Manager. Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None.

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 for 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 April 24, 2023.

No request to pull items from the Consent Agenda. Upon motion by Director Ballesteros, seconded by Director Gama, the Board of Directors moved to approve items listed in the Consent Agenda. Motion carried with the following roll call vote:

AYES: Healy, Goodwin, Ballesteros, Buder, Gama

NOES: None

ABSENT: Wizard

5. NEW BUSINESS

A. HDC - MDC – 227: Resolution Approving the Operating Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024

Motion to table Resolution HDC - MDC – 227: Resolution Approving the Operating Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024, by Director Buder, seconded by Director Goodwin. The board unanimously carried the motion through a roll call vote:

AYES: Healy, Goodwin, Ballesteros, Buder, Gama

NOES: None

ABSENT: Wizard

6. INFORMATION

A. Property Management Report – Presented by Jose Acosta, Director of Housing Management.

No additional items to report from the HACM meeting.

B. Development Report – Presented by Carolina Sahagun-Gomez, Director of Development

No additional items to report from the HACM meeting.

7. COMMISSIONER COMMENTS

The commissioners collectively thanked everyone involved in today’s meeting.

8. ADJOURMENT

There being no further business to come before the Board, the meeting was adjourned at 6:53 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

President/CEO

Date

HDC – MDC - 227

RESOLUTION APPROVING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 1, 2024

WHEREAS, Staff has prepared and submitted to the Board of Directors the Operating Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024 as attached; and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Monterey County Housing Development Corporation, in accordance with the Budget Policy as adopted at their June 26, 2023, meeting, hereby adopts the Operating Budget for fiscal year 2023-2024 as attached, with revenues and expenditures stated by consolidated budget.

THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors hereby approves:

- Budgets of \$74.2M in revenues
- Budgets of \$79.5M in expenditures
- Consolidated HDC Operating Budget; and
- Authorizes the President to conduct operations during the period of July 1, 2023, through June 30, 2024, according to said Operating Budget

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 26th day of June 2023, upon motion of _____,
Seconded by _____, and carried by the following vote to-wit:

AYES
NOES
ABSENT

MEMORANDUM

To: Board of Commissioners

From: Carolina Sahagun-Gomez, Director Housing Development

Thru: Zulieka Boykin, Executive Director/President/CEO

Date: July 12, 2023

Re: **HDC – MDC – 228 - Resolution to Dispose of Asset**



The Monterey County Housing Authority Development Corporation (“HDC”) received a written request (**see attachment A**), requesting consideration of donation of a portable stage that HDC holds in its assets and has been deemed as an item that is no longer needed by the agency and that should be disposed of per the HDC Disposition of Assets policy (**see attachment B**).

HDC has not used this asset in over ten years, this asset is currently being stored at the HDC development office located at 303 Front Street, Suite 107 in Salinas.

In accordance with the HDC Disposition of Assets policy, Section 3.4 Dedication and Disposition of Assets.

The development team staff assessed the value of the stage and confirmed that at this present day it has a book value of \$0.

HDC Depreciation Schedule					
				Name:	Wooden Event Stage
Asset Information:					
Total Cost				\$4,500.00	
Useful Life (in years)			12		
Salvage Value			\$0.00		
Total Depreciation			\$4,500.00		
Depreciation Schedule: Straight-Line Method					
Year	Rate	Depreciation	Accumulated Depreciation	Book Value	
0		\$0.00	\$0.00	\$4,500.00	
1	1/12	\$375	\$375	\$4,125	
2	1/12	\$375	\$750	\$3,750	
3	1/12	\$375	\$1,125	\$3,375	
4	1/12	\$375	\$1,500	\$3,000	
5	1/12	\$375	\$1,875	\$2,625	
6	1/12	\$375	\$2,250	\$2,250	
7	1/12	\$375	\$2,625	\$1,875	
8	1/12	\$375	\$3,000	\$1,500	
9	1/12	\$375	\$3,375	\$1,125	
10	1/12	\$375	\$3,750	\$750	
11	1/12	\$375	\$4,125	\$375	
12	1/12	\$375	\$4,500	\$0	

RECOMMENDED ACTION: Approve disposition of assets to be donated to the Church Iglesia Bautista Manantial de Vida.

HDC – MDC – 228
RESOLUTION TO DISPOSE OF ASSET – PORTABLE STAGE

WHEREAS, the bylaws of the Monterey County Housing Authority Development Corporation (“HDC”) state that assets of HDC can be distributed for public purposes to The Housing Authority of the County of Monterey (“HACM”) or a nonprofit entity operated exclusively for public and charitable purposes; and

WHEREAS, the HDC has not used this portable stage for over ten years; and

WHEREAS, the disposition of assets Agency policy states that the sale or donation of HACM property to a public body for public use or a non-profit organization for services provided for the benefit of the community and related purposes may be negotiated at its fair market value subject to approval by the Board of Directors. The transfer shall be documented by a bill of sale; and

WHEREAS, staff have assessed the estimated value of the asset (portable stage) using a simple straight line depreciation schedule, the value is zero; and

WHEREAS, staff recommends the portable stage be donated to the Church Iglesia Bautista Manantial de Vida;

AND NOW THEREFORE, therefore be it resolved, that the Board of Directors is hereby authorized and directs the President/CEO to take all necessary actions to implement this request.

BE IT FURTHER RESOLVED that the Board of Directors supports the action to donate the portable stage to the Church Iglesia Bautista Manantial de Vida.

Chairperson

ATTEST:

President/CEO

Date

PASSED AND ADOPTED this 24th day of July 2023 upon motion of _____,
seconded by _____ and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:

Housing Authority County of Monterey Policy and Procedures for Disposition of Assets

DISPOSITION POLICY

This policy applies to The Housing Authority County of Monterey (“HACM”), property (other than land and buildings) purchased with HACM funds, that had become worn, damaged beyond economical repair, or is obsolete (i.e., no longer useful for the original purpose or that has no use), shall be disposed of in accordance with HACM’s disposition policy. HACM considers HACM property to be vehicles, maintenance and office equipment, supplies, computers, and computer-related items, appliances, or any other items purchased to meet the goals and objectives of the agency.

HACM shall ensure that it receives the best value and the greatest overall benefit for the assets sold.

Property purchased with HACM funds shall not be sold without prior Board approval and at less than the fair value of the asset.

For items sold, payment can be received in the form of a money order or cashier check that is made payable to the Housing Authority of the County of Monterey. Cash is prohibited as a method of payment.

Once HACM property has been sold or otherwise disposed of, it should be removed from the fixed asset list.

Employees and their family, Board members and their family, and friends of employees are not eligible for the purchase of surplus HACM property. Furthermore, no property shall be donated to an employee or Board Director or relative of an employee or Board Director. HACM employees and Board members who are found in violation of this provision in the disposition policy may be subject to disciplinary action, including dismissal from the HACM or removal from the Board.

DISPOSITION PROCEDURES

The following disposition procedures will be followed: 1) determination of items to be disposed; 2) disposition procedures; and 3) sale/donation of HACM property to a non-profit organization.

Procedures for Determination of Items to be Disposed

The Executive Director, Director of Development, or other individual that is designated by the Executive Director will oversee the determination of whether HACM property is considered worn, damaged beyond economical repair, or is obsolete. The following procedures shall be used to determine whether an item should be disposed.

- HACM shall conduct a survey once a year, prior to or in conjunction with the annual HACM inventory to identify HACM property that is considered worn, damaged beyond economical repair, or is obsolete.

Policy and Procedures for Disposition of Assets

- Each item that is to be disposed of shall be identified by serial number and classified as: 1) without value, to be discarded as obsolete; 2) with salvage value, to be stripped of usable parts before discarding, or 3) with value, to be sold or used as a trade-in on a new item.
- If the item is determined to be without value or having salvage value only, it shall be stripped of any usable parts and the remainder discarded in accordance with all applicable state and local regulations and/or codes.

Disposition Procedures

The HACM will employ the following procedures for disposing of HACM property.

1. The Executive Director or designee will determine the estimated fair market value of each item and place those items for sale based on the procedures outlined below.
 - a. **Items with Estimated Fair Market Value of Less Than \$100.** The Executive Director or designee may solicit informal bids in the open market.
 - b. **Items with Estimated Fair Market Value of \$100 to \$1,000.** The Executive Director or designee shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers. A tabulation of all such bids received shall be prepared and submitted with the board resolution.
 - c. **Items with Estimated Fair Market Value of More than \$1,000.** The Executive Director or designee shall advertise for formal bids prior to awarding a contract of sale. The advertisement shall be posted at least fifteen (15) days prior to award of the sale contract and shall be published in newspapers or circular letters to all prospective purchasers. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and submitted with the board resolution and filed with the contract as part of the permanent record.
2. A board resolution requesting Board approval for the disposition shall be prepared and include the following information organized by the project or program from which the item was originally purchased.
 - a. Method of disposition of each item – 1) donated to non-profit; 2) discarded without value; 3) salvage value (e.g., old appliances); and 4) with fair market value.
 - b. Estimated fair market value of each item.
 - c. Information obtained to support fair market value estimate.
 - d. Total estimated value for all items to be disposed.
3. The Executive Director or designee will check for: 1) approved board resolution; and 2) evidence of documentation of fair value before the assets are disposed.
4. After the items have been sold, donated, or disposed, a receipt along with the payment (as applicable), should be immediately provided to the Finance office.
5. The Finance office will review the receipt against the approved Board resolution for the item and quantity disposed and amount of the sale.
6. Finance will credit the revenue from the sale of these items to the appropriate project, program, or department from which the item(s) was originally purchased.

Policy and Procedures for Disposition of Assets

7. Finance will remove from the fixed asset list those items that have been disposed.

Sale/Donation of HACM Property to Non-Profit Organization

The sale or donation of HACM property to a public body for public use or a non-profit organization for services provided for the benefit of the community and related purposes may be negotiated at its fair market value subject to approval by the Board of Directors. The transfer shall be documented by a bill of sale.

The Housing Authority of the County of Monterey (HACM) and the Monterey County Housing Authority Development Corporation (HDC)

Policy and Procedures for Records Retention and Disposition

Purpose

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time. Records management and retention policies apply to all records, regardless of format, whether they be paper or electronic. The Housing Authority of the County of Monterey (HACM) and its affiliates including the Monterey County Housing Authority Development Corporation (HDC) encourages record retention in an electronic format whenever feasible.

General Policy

It is the HACM's and HDC's policy to comply with state and federal laws with respect to privacy and with respect to responding to public information requests. The HACM and HDC will retain records in a manner consistent with HUD's prescribed retention schedules and the State of California retention guidelines. Records will be kept in any form deemed appropriate, including, but not limited to, hard copy, electronic, or in cloud-based servers. Records may be retained in more than one form but retaining a record in more than one form is not required under this policy.

The HACM and HDC will secure personnel and resident/participant data in a manner so as to restrict access to only personnel authorized by the Executive Director and/or President/CEO, and at no time shall such records, regardless of format, be left available for public inspection. At all times EIV data will be protected in accordance with HUD requirements.

Legal Action

In the event of current or pending litigation, legal counsel will be sought regarding applicable documents. If litigation is pending, all applicable documents and records, regardless of disposal dates, will be retained until resolution of the legal matter.

Process and Method for Destruction of Records

The HACM and HDC shall review its records annually to determine what records are to be destroyed. Records shall be destroyed by shredding and appropriate disposal. A contract with a reputable recycling company may be obtained through proper procurement procedures to accomplish this task. All records shall be destroyed in the

manner previously mentioned unless specific requests are made to maintain particular records. Specific written requests made by a member of the HACM, HDC or a third party to preserve certain records may be honored at the discretion of the HACM's and HDC's designated records management officer (Executive Director or Designee). All other records shall be designated for destruction during the first periodic review after their retention period has expired.

Hard copies of originals shall be maintained and destroyed only in accordance with the schedule in this policy and shall also be maintained even though reproductions may be kept in other forms such as electronic computer backup, etc. Questions regarding records retention should be directed to the HACM's or HDC's staff person who serves as the agency's records' management officer.

Records Retention Schedule

DESCRIPTION	RETENTION
ADMINISTRATIVE DOCUMENTS AND CONTRACTS	
Administrative Policies	Until superseded plus 5 years
Agency Plan Documents/correspondence	Until superseded plus 3 years
Annual Contributions Contracts and Amendments	Permanent
Annual Reports and other agency major publications	Permanent
As-Built Drawings/Plans of Developments, surveys	Permanent
Board Meetings: Minutes, Resolutions, Certificates Open Meeting Notices Agendas (open or closed) Audio tapes of closed meetings Audio tapes of open mtgs for which minutes are prepared and/or notes from which minutes are prepared	Permanent 2 years 2 years 2 years 90 days after minute approval
By-Laws and Amendments	Ongoing
CFP Contracts/attending documents	3 years after final completion of project
Complaints from Public	2 years after resolution or dismissal
Contracts for Services (A & E, Audits, Accounting, etc.)	3 years after completion of contract
Cooperation Agreement and Amendments.	Ongoing
Correspondence - policies/procedures	4 years unless valuable for historical purposes)
Correspondence - general	2 years after audit

Policy and Procedures for Records Retention and Disposition

Deeds, Surveys, Easements, related correspondence	Permanent
Energy Audits	10 years from completion of service or work performed
Federal Awards and attending documents	3 years following date of project completion
Fidelity Bonds	5 years after effective life of bond
General Depository Agreements and other Bank Security records	4 years after expiration or termination
Insurance Claims	3 years after settlement or denial
Insurance Policies	4 years after expiration date
Insurance Register	6 years after audit
Legal Documents and Matters	Do Not Dispose without legal counsel
Maintenance Wage Rates and Labor Relations Docs	3 years following date of completion of contract
Oaths of Office	Until superseded plus 5 years
Organizational Docs (resolutions, etc.)	Permanent
PILOT Waivers, if applicable	until superseded
HACMS/SEMAP reviews, reports, backup documentation, surveys	until superseded plus 3 years
Physical Needs assessment	10 years following completion of service or work performed
Public Info. Requests	1 year after date of request
Procurement-related Documents	3 years from completion of service or work performed
Tax Exemption Certificates	Permanent
Unsuccessful bids	2 years after contract completed
Vehicle/Trailer Titles	Dispose when title transferred or otherwise disposed of
Vehicle Records	keep until title transfer or disposal
Warranties	Keep until equipment disposed of
PERSONNEL RECORDS	
Personnel Policy (replaced or revised)	until superseded plus 2 years
Employee Handbook	until superseded plus 2 years
Contractors' Payroll	3 years following date of completion of contract
Direct Deposit Forms SF-1199A	3 years after employee separation
EEO Complaints	3 years after resolution of case
Employee Applications - Unsuccessful	2 years from date of application
Employee Benefit Plan	1 year after term of plan
Employee Disciplinary Action	2 years after case closed or action taken
Employee Job Descriptions	3 years after position is abolished
Employee Selection Records (interview notes, offer letters)	2 years from personnel action
Employee Leave Files	4 years after audit

Policy and Procedures for Records Retention and Disposition

Employee Pension Funds Reports	Permanent (state requirement)
Employee Personnel Files/records	2 years after employee separation
FICA receipts	4 years after audit
Form 941	4 years after audit
Payroll Records/W2s	4 years after audit
Time Sheets	4 years after audit
Unemployment Records/Claims	10 years
Worker's Compensation Records/Claims	10 years
FINANCIAL/ACCOUNTING RECORDS	
Adjustments - Journal	5 years after FYE
Adjustment - Slips	2 years after audit
Audit Reports	Permanent
Bank Statements/Cancelled Checks	5 years after FYE
Budget documents	5 years after FYE
Cash Receipts (rent, security deposits, other income)	5 years after FYE
Check vouchers with support documentation	5 years after FYE
Collection Losses and Charged-Off Tenant Account Records	10 years after audit
Direct Deposit forms Form 1199-A (authorizing federal fund deposits)	Permanent
e-LOCCS authorization forms (27054)	Permanent
General Ledger. Cash Receipts/ Cash Disbursements registers	5 years after FYE
Inventory of Expendable Equipment and non-Expendable Equipment, Material and Supplies	Ongoing
Inventory of Non-Expendable Equip.	3 years after item is disposed
Investment Records	5 years after fiscal year end or investment maturity, if longer
Journal Vouchers	5 years after FYE
Monthly income and expense reports general ledger and trial balance	5 years after FYE
Public Housing Bond-related documents related to original development	Permanent
Property Ledger	Permanent
Property (Other) disposition records: bid and contract forms, bills of sale, etc.	Permanent
Property (Real) disposition records including adjustments	Permanent
Rent Roll Control	3 years
Tenant Accounts Receivable and Security Deposit Ledger - Non-Active	3 years

Policy and Procedures for Records Retention and Disposition

Tenant Accounts Receivable (TAR) Schedule	3 years
Tenant and HAP Register	3 years
Tenant Security Deposit Records	3 years
Tenant Refund of Security Deposit Request	3 years
OCCUPANCY RECORDS	
Applications - Withdrawn and ineligible	3 years from ineligibility determination
Hearing Documents/noncitizens	5 years minimum
Correspondence on routine maintenance and management (keep copies in unit files)	2 years after audit
Criminal Background Check Results	Shred immediately following determination unless appealed; then destroy after appeal decision
Drug Abuse Treatment Information	Shred immediately following determination unless appealed; then destroy after appeal decision
EIV printouts	3 years after end of tenancy; then shred
Eviction Records	10 years
Family files after admission to program	3 years after end of program participation
Income Limits Schedule	1 year after schedule is suspended and replaced
Reasonable Accommodation Requests if they contain medically sensitive information	Shred immediately following determination unless appealed; then destroy after appeal decision
Schedule of Rents Demonstration of Financial Feasibility and related (Sec 8)	1 year after schedule is suspended
Unit Files (inspections, work orders, appliance info)	Ongoing
Utility Allowance Schedules	When replaced, 4 years after audit
Waiting List	Ongoing
DEVELOPMENT DEPARTMENT RECORDS	
Bids forms, contract awards, notice to proceed, progress reports, photographs, and other related records, except those following: (also see Procurement within this section)	Disposal 10 years following contract settlement
Contract forms, specifications, plans, and agenda, including change orders, guarantee bonds and special warranties.	Disposal not recommended
Unsuccessful bids	Disposal FYE 3 years
Contractors Payroll	Disposal 3 years following the completion of contract as established by certificate of completion

Policy and Procedures for Records Retention and Disposition

Maintenance Wage Rates and Labor Relations documents	Disposal 3 years following the completion of contract as established by certificate of completion
Architects' & Engineers Contracts	Disposal 10 years following final contract settlement
Procurement Documents such as Request & Advertisement to Bid, Requests for Proposal, Request for Quotes, Bid Tabulations, Bid Analysis, Cost-Price Analysis, and all related support documents - In accordance with HACMs Procurement Policy or as governed by federal, state, or local laws.	Disposal 3 years following completion of service or work performed
Documents, drawings, blueprints, etc., relating to technical and engineering aspects of site planning for housing projects. Includes plans reviewed for the selection of sites, reports of surveys, studies, and construction of public housing for the development of standards.	Disposal not recommended
Files containing reports, designs, and calculations relating to public housing construction and site improvement design and construction for low-income housing developments. Includes experimental data and research material on surfacing types and community facilities and background and research material on the design of electrical, water, gas, sewage and draining systems.	Disposal not recommended
Files containing correspondence, documents, specifications, and structural plans relating to the structural design of public housing developments. Includes material relating to site preparations and foundations of housing developments; basic research material on steel, clay, wood, and other materials; relating to the site and structural plans of housing developments; and reports of a test conducted on housing developments - including but not limited to tests and surveys regarding lead-based paint and asbestos.	Disposal not recommended

<p>Most federally funded grant programs require a three (3) year retention period. The retention periods start on the day the HACM submits the performance report to HUD that covers the last expenditure of grant funds. Review contractual agreement for each grant to determine specific retention period.</p>	<p>3 years following the issuance of closing documents, expenditures of all approved funds and audit</p>
<p>PCNA (Physical Needs Assessment reports)</p>	<p>Disposal 10 years following completion of service or work performed in connection with the PCNA</p>
<p>Capital Funds Annual Statement, Five Year Action Plan and Performance and Evaluation Reports (P&E), including reports and comprehensive plans prior to 2000, known as CIAP or CGP.</p>	<p>Disposal 10 years following completion of service or work performed in connection with the PCNA</p>

References

1. **Public Housing ACC, Form HUD-53012A**, Section 15, Books of Account, Records and Government Access:
 - a) The HA must maintain complete and accurate books of account for the projects of the HA in such a manner as to permit the preparation of statements and reports in accordance with HUD requirements, and to permit timely and effective audit.
 - b) The HA must furnish HUD such financial and project reports, records, statements, and documents at such times, in such form, and accompanied by such reporting data as required by HUD.

2. **Housing Choice Voucher Program ACC, Form HUD-52520**, Section 14, Program Records:
 - a) The HA must maintain complete and accurate books of account and records for a program. The books and records must be in accordance with HUD requirements and must permit a speedy and effective audit.
 - b) The HA must furnish HUD such financial and program reports, records, statements, and documents at such times, in such form, and accompanied by such supporting data as required by HUD.

3. **PIH Notice 2018** - Administrative Guidance for Effective and Mandated Use of the Enterprise Income Verification (EIV) System.

The HACM's record retention policy will determine the length of time the HACM and should maintain EIV printouts in a tenant file. HACMs are authorized to maintain the EIV Income and other reports (see Section 8) in the tenant file for the duration of tenancy and no longer than three years from the end of participation (EOP) date. In accordance with revised regulation, 24 CFR 908.101, HACMs are required to maintain at a minimum, the last three years of forms HUD-50058 and supporting documentation for all regular and interim reexaminations of family income. All records are to be maintained for a period of at least three years or longer as required from the effective date of the action.

4. **2 CFR § 200.333** - Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards - Retention Requirements for Records.

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

- a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
- d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.
- e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.
- f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting

computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

(1) *If submitted for negotiation.* If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

(2) *If not submitted for negotiation.* If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

5. **24 CFR § 5.168** - Affirmatively Furthering Fair Housing

- a) General. Each program participant must establish and maintain sufficient records to enable HUD to determine whether the program participant has met the requirements of this subpart.
- b) Retention period. All records must be retained for such period as may be specified in the applicable program regulations.

6. **24 CFR § 908.101** - Electronic Transmission of Required Family Data

Applicable program entities must retain at a minimum, the last three years of the form HUD-50058, and supporting documentation, during the term of each assisted lease, and for a period of at least 3 years from the end of participation (EOP) date, to support billings to HUD and to permit an effective audit. Electronic retention of form HUD-50058 and HUD-50058-FSS and supporting documentation fulfills the record retention requirement under this section.

7. **24 CFR § 982.158 (HCV)** - Program accounts and records

- a) The HACM and HDC must maintain complete and accurate accounts and other records for the program in accordance with HUD requirements, in a manner that permits a speedy and effective audit. The records must be in the form required by HUD, including requirements governing computerized or electronic forms of record-keeping. The HACM and HDC must comply with the financial reporting requirements in 24 CFR part 5, subpart H.
- b) The HACM and HDC must furnish to HUD accounts and other records, reports, documents, and information, as required by HUD. For provisions on electronic transmission of required family data, see 24 CFR part 908.
- c) HUD and the Comptroller General of the United States shall have full and free access to all HACM and HDC offices and facilities, and to all accounts and

other records of the HACM and HDC that are pertinent to administration of the program, including the right to examine or audit the records, and to make copies. The HACM and HDC must grant such access to computerized or other electronic records, and to any computers, equipment or facilities containing such records, and shall provide any information or assistance needed to access the records.

- d) The HACM must prepare a unit inspection report.
- e) During the term of each assisted lease, and for at least three years thereafter, the HACM must keep:
 - (1) A copy of the executed lease.
 - (2) The HAP contract; and
 - (3) The application from the family.
- f) The HACM must keep the following records for at least three years:
 - (1) Records that provide income, racial, ethnic, gender, and disability status data on program applicants and participants.
 - (2) An application from each ineligible family and notice that the applicant is not eligible.
 - (3) HUD-required reports.
 - (4) Unit inspection reports.
 - (5) Lead-based paint records as required by part 35, subpart B of this title.
 - (6) Accounts and other records supporting HACM and HDC budget and financial statements for the program.
 - (7) Records to document the basis for HACM determination that rent to owner is a reasonable rent (initially and during the term of a HAP contract); and
 - (8) Other records specified by HUD.

8. **24 CFR § 990.325** - Public Housing Operating Fund, Record retention requirements

The HACM and HDC shall retain all documents related to all financial management and activities funded under the Operating Fund for a period of five fiscal years after the fiscal year in which the funds were received.

ATTACHMENT - A



Jose Iñiguez
Iglesia Bautista Manantial De Vida
674 Harrison Rd
Salinas, CA 93907

4/18/2023

Housing Development Corporation
303 Front Street Suite 107
Salinas, CA 93901

Dear Housing Development Corporation:

My name is Jose Iñiguez, I am the pastor for Iglesia Bautista Manantial De Vida, a church that has served the Salinas Valley for over 30 years. We provide spiritual services as well as an array of activities for our members and the community. In addition to our weekly services, we host several events throughout the year, which include a missions' conference, couples retreats, youth conferences, children and teen outreach, music and choir programs and family camps.

Due to the number of events we host, we find ourselves in need of a portable stage. Our church is also a non-profit organization and as such we are unable to afford a new portable stage. I am reaching out to your agency to ask if you have a portable stage that you no longer need. If you do, we will be very interested as it will be a blessing to our church and the community. We will ensure we pay any necessary fees or a fair market price for the items. If you can please get back to me at your earliest convenience, I would really appreciate it.

If you would like additional information about our church or our activities, please contact me at (831) 442-3548.

Sincerely,

Jose Iñiguez
Pastor

Iglesia Bautista Manantial De Vida
674 Harrison Rd
Salinas CA 93907
(831) 442-3548

ATTACHMENT - B

MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION
RESOLUTION MDC - 208

**RESOLUTION ACCEPTING POLICY AND PROCEDURES FOR
RECORD RETENTION AND DISPOSITION**

WHEREAS, the Monterey County Housing Authority Development Corporation (HDC) has property (other than land and buildings) that have been purchased with HDC funds; and

WHEREAS, that HDC property has become worn, damaged beyond repair, or is obsolete it shall be disposed of in accordance with HDC disposition policy; and

WHEREAS, the Agency desires to comply with the requirements of the policy and procedures for disposition of assets; and

NOW THEREFORE, BE IT RESOLVED by the Directors of the Monterey County Housing Authority Development Corporation support the acceptance of this policy; and

BE IT FURTHER RESOLVED, that the President/CEO is authorized to execute documents and provide certifications and relative to such policies as needed.

Kathleen Ballesteros
Chairman

ATTEST:
[Signature]
Secretary

July 25, 2022
Date

PASSED AND ADOPTED this 25th day of July 2022, upon motion of Goodwin, seconded by Wizard, and carried by the following vote to-wit:

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



6. INFORMATION

- A. Property Management Report (Page: 30)
- B. Development Report (Page: 37)



DIRECTOR COMMENTS

&

ADJOURNMENT