

**CALL AND NOTICE OF
SPECIAL MEETING
AT 6:45 PM
OF THE
VALLEJO HOUSING AUTHORITY
VIA TELECONFERENCE**

PUBLIC COMMENT: Members of the Public may provide public comments during the Housing Authority Meeting via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833.

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

VIEW THE MEETING:

There are three different ways you can view this public meeting:

-Watch Vallejo local channel 28
-Stream from the City
website: www.cityofvallejo.net/Streaming
-Join the Zoom
webinar: <https://ZoomRegular.Cityofvallejo.net>

CHAIR
Robert H. McConnell

MEMBERS:
Rozzana Verder-Aliga, Vice Chair
Cristina Arriola
Hakeem Brown
Pippin Dew
Mina Diaz
Katy Miessner
HelenMarie "Cookie" Gordon
Margie Verdan

JUNE 8, 2021

TO THE MEMBERS OF THE VALLEJO HOUSING AUTHORITY:

You are hereby notified that I do hereby call the Vallejo Housing Authority in special session to consider only the matters stated on the agenda listed below.

NOTICE: Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold Housing Authority meetings via teleconference. Members of the public may provide public comments during the Housing Authority Meeting via ZOOM:

<https://ZoomRegular.CityofVallejo.net>

Option to join by phone:

Dial (669) 900-6833

Enter Meeting ID: 914 0075 0676#

Press *9 to digitally raise your hand from the phone

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

Due to the Coronavirus emergency, all Regular Housing Authority meetings will be held via teleconference. Members of the public may provide public comments during the Housing Authority meeting via ZOOM:

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No other items may be discussed during this special meeting. There will be no public access to City Hall for any City Council meetings until further notice.

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. APPROVAL OF MINUTES

Recommendation: Approve minutes of the regular meeting of March 23, 2021

Contact: Dawn G. Abrahamson, Secretary (707) 648-4527

Dawn.Abrahamson@cityofvallejo.net

4. ACTION CALENDAR

*NOTICE: Members of the public wishing to address the Housing Authority on Action Calendar Items may do so via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone.*

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.

A. HOLD A PUBLIC HEARING CONCERNING THE FISCAL YEAR 2021-2022 BUDGET AND ADOPT A RESOLUTION APPROVING THE FISCAL YEAR 2021-2022 HOUSING AUTHORITY BUDGET

Recommendation: Conduct a public hearing and upon conclusion, adopt a Resolution (Attachment 1) approving the Vallejo Housing Authority (VHA) Budget for Fiscal Year (FY) 2021-2022 (July 1, 2021 - June 30, 2022) as set forth in Attachment 2, also as Exhibit 1 to Attachment 1.

Contact: Anne Cardwell, Assistant City Manager (707) 648-5404

Anne.Cardwell@cityofvallejo.net

5. ADJOURNMENT

Dated: Tuesday, June 1, 2021

A handwritten signature in blue ink, appearing to read "Dawn G. Abrahamson for", is written over a horizontal line.

Robert H. McConnell, Chair

I, Dawn Abrahamson, Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Vallejo Housing Authority, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Tuesday, June 1, 2021.

Dated: Tuesday, June 1, 2021

A handwritten signature in blue ink, reading "Dawn G. Abrahamson". The signature is fluid and cursive, with the first name "Dawn" and last name "Abrahamson" clearly legible. The middle initial "G." is smaller and less distinct. The signature is written on a white background.

Dawn G. Abrahamson, City Clerk

**VALLEJO HOUSING AUTHORITY
REGULAR MEETING MINUTES
VIA TELECONFERENCE**

MARCH 23, 2021

1. CALL TO ORDER

The meeting was called to order at 6:51 p.m.

2. ROLL CALL

Present: Chair McConnell, Vice Chair Verder-Aliga, Boardmembers Arriola, Brown (arrived at 6:52 p.m.), Dew, Diaz, Miessner, and Verdan

Absent: Boardmember Gordon

Staff present: Executive Director Nyhoff, City Attorney Nebb and Secretary Abrahamson

3. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: Moved by Vice Chair Verder-Aliga and carried unanimously by members present, unless otherwise noted, approval of the Agenda and the Consent Calendar (Absent: Gordon).

A. APPROVAL OF MINUTES

Recommendation: Approve minutes for the special meeting of January 26, 2021

Contact: Dawn G. Abrahamson, Secretary (707) 648-4528

Dawn.Abrahamson@cityofvallejo.net

Action: Approved minutes.

B. SCHEDULE OF REGULAR VALLEJO HOUSING AUTHORITY MEETING DATES FOR 2021 AND 2022

Recommendation: Adopt a Resolution establishing a schedule of regular Vallejo Housing Authority meeting dates for 2021 and 2022.

Contact: Dawn G. Abrahamson, Secretary, (707) 648-4528

Dawn.Abrahamson@cityofvallejo.net

Action: Adopted Resolution No. 21-002.

C. CONSIDERATION OF A SECOND AMENDMENT TO CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT WITH CGI FEDERAL, INC.

Recommendation: Authorize the Executive Director to execute a Second Amendment to the Consultant and Professional Services Agreement with CGI Federal, Inc. for program participant file correction, Family Self-Sufficiency (FSS) Program audit service, and temporary supervisory services increasing

the contract from \$99,182.50 to a new not to exceed amount of \$265,507.50 and extending the term through August 27, 2021.

Contact: Judy Shepard-Hall, Housing & Community Development Program Manager (707) 648-4408

judy.shepard-hall@cityofvallejo.net

Action: Authorized the Executive Director to execute a Second Amendment to the Consultant and Professional Services Agreement with CGI Federal, Inc. for program participant file correction, Family Self-Sufficiency (FSS) Program audit service, and temporary supervisory services increasing the contract from \$99,182.50 to a new not to exceed amount of \$265,507.50 and extending the term through August 27, 2021.

4. ACTION CALENDAR

A. CONSIDERATION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEJO HOUSING AUTHORITY AMENDING THE FISCAL YEAR 2020-21 BUDGET

Recommendation: Adopt a Resolution amending the Vallejo Housing Authority (VHA) Fiscal Year (FY) 2020-21 Adopted Budget.

Contact: Judy Shepard-Hall, Housing & Community Development Program Manager (707) 648-4408

judy.shepard-hall@cityofvallejo.net

Housing & Community Development Program Manager Shepard-Hall provided an overview of the staff report and outlined the recommendation.

Staff responded to questions from Boardmembers.

Action: Moved by Vice Chair Verder-Aliga and carried unanimously by members present to adopt Resolution No. 21-003 (Absent: Gordon).

B. PUBLIC HEARING AND APPROVAL OF THE ANNUAL PUBLIC HOUSING AGENCY PLAN FOR FISCAL YEAR 2021-22

Recommendation: Conduct the public hearing and upon conclusion, approve the Vallejo Housing Authority's (VHA) Fiscal Year (FY) 2021-22 Annual Public Housing Agency (PHA) Plan (for the period covering July 1, 2021 through June 30, 2022), and authorize its submission to the U.S. Department of Housing and Urban Development (HUD) Office of Public and Indian Housing.

Contact: Judy Shepard-Hall, Housing & Community Development Program Manager (707) 648-4408

judy.shepard-hall@cityofvallejo.net

Housing & Community Development Program Manager Shepard-Hall provided an update on the process.

Chair McConnell opened the public hearing. There being no speakers, the public hearing was closed.

Staff responded to questions from Boardmembers. Boardmembers provided comment.

Action: Moved by Vice Chair Verder-Aliga and carried unanimously by members present, to conduct the public hearing and upon conclusion, approve the Vallejo Housing Authority's (VHA) Fiscal Year (FY) 2021-22 Annual Public Housing Agency (PHA) Plan (for the period covering July 1, 2021 through June 30, 2022), and authorize its submission to the U.S. Department of Housing and Urban Development (HUD) Office of Public and Indian Housing (Absent: Gordon).

5. ADJOURNMENT

The meeting adjourned at 7:10 p.m.

ROBERT H. MCCONNELL, CHAIR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY



DATE: June 8, 2021
TO: Chair and Members of the Vallejo Housing Authority Board
FROM: Anne Cardwell, Assistant City Manager
SUBJECT: **HOLD A PUBLIC HEARING CONCERNING THE FISCAL YEAR 2021-2022 BUDGET AND ADOPT A RESOLUTION APPROVING THE FISCAL YEAR 2021-2022 HOUSING AUTHORITY BUDGET**

RECOMMENDATION

Conduct a public hearing and upon conclusion, adopt a Resolution (Attachment 1) approving the Vallejo Housing Authority (VHA) Budget for Fiscal Year (FY) 2021-2022 (July 1, 2021 - June 30, 2022) as set forth in Attachment 2, also as Exhibit 1 to Attachment 1.

REASONS FOR RECOMMENDATION

The VHA contracts with the City of Vallejo for financial and other services. The VHA prepares a separate budget, which is then consolidated into the City's FY 2021-2022 Proposed Budget document. Preparation of a separate budget document increases efficiency and ease of review by the VHA Board and public. Adopting the budget resolution at this time will allow the VHA to operate and provide services after June 30, 2021 based on the most current projection of revenues and expenditures.

BACKGROUND AND DISCUSSION

In FY 2021-2022, the VHA will deliver the Housing Choice Voucher (HCV) Program (more commonly known as 'Section 8'), and its subprograms: Homeownership, Veterans Affairs Supportive Housing (VASH), Project-Based Voucher, and the Family Self-Sufficiency (FSS) Program. All programs administered by the VHA are funded by the U.S. Department of Housing and Urban Development (HUD). The budget for FY 2021-2022 consists of revenues and expenditures under different fund accounts for the, HCV program, administration, operating reserve, housing development, and affordable housing.

The total Proposed FY 2021-2022 Expenditure Budget for VHA programs is \$24,146,162. The majority of these funds, \$21.8 million, represent Housing Assistance Payments (HAP) to landlords on behalf of eligible Vallejo families. Housing Choice Voucher and mortgage assistance voucher programs serve over 2,000 families in Vallejo each year.

HCV Program and Administration Funds

HUD provides funding for the HCV Program on a calendar year cycle and its funding methodology and level of funding for the HCV Program fluctuates annually. Housing Authorities are funded separately for HAP and Administrative fees. HAP funding is restricted for use as rent or mortgage payments and utility reimbursements in the HCV Program and sub-programs to eligible HCV Program households, and escrow payments for FSS Program participants. Administrative fees are revenues that housing authorities receive to

**Subject: HOLD A PUBLIC HEARING CONCERNING THE FISCAL YEAR 2021-2022 BUDGET AND
ADOPT A RESOLUTION APPROVING THE FISCAL YEAR 2021-2022 HOUSING AUTHORITY
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fund the day-to-day operations for the HCV Program such as staff salaries and benefits and office expenses. These funds cannot be used for any other purpose.

The VASH Program provides rental assistance vouchers to homeless veterans along with ongoing support by case workers from Veterans Affairs to help them maintain a stable housing environment. The Project-Based Voucher Program is voucher assistance attached to specific housing units located in the city. Housing Authorities can use up to 20 percent of its authorized voucher units to project-based units. The FSS Program helps voucher families obtain employment that will lead to economic independence and self-sufficiency. The VHA partners with the Workforce Development Board of Solano County, SparkPoint/United Way, Fighting Back Partnership, Vallejo City Unified School District, Solano Family & Children's Services, Five Keys Charter School, and other welfare agencies and local resources to develop a comprehensive program which gives participating FSS Program family members the skills and experience to enable them to obtain employment that pays a livable wage.

Operating Reserve Fund

The Operating Reserve Fund consists of unspent administrative funding received from HUD prior to 2004. These restricted funds may only be spent on housing related activities. Administrative funding received after 2004 is further restricted for use only on Housing Choice Voucher Program related activities.

Housing Development Fund

The Housing Development Fund is a non-federal and unrestricted fund created by the receipt of profits from the sale of a VHA-owned property (Waterstone at Vallejo) and is not associated with HUD housing activities. Revenues are all non-housing related such as bond fees and rent income for the automated teller machine at the VHA building.

Affordable Housing Fund

The Affordable Housing Fund was created after the dissolution of the Redevelopment Agency. The Housing Authority became the housing successor agency assuming the housing function of the former Redevelopment Agency. As such, the Housing Authority is eligible to receive loan repayments and bond administrative fees from developers of affordable housing projects financed by the Low and Moderate Income Housing Asset Fund. VHA has allocated \$25,000 for administrative costs.

FISCAL IMPACT

The beginning available fund balance is \$3,306,320. The Proposed Housing Authority Budget for FY 2021-2022 includes \$23,901,788 in total Revenues and \$24,146,162 in total Expenditures for rental subsidies and administrative costs. The ending available fund balance is \$3,061,946.

Approval of this item accepts the VHA Proposed Budget for FY 2021-2022 and allows staff to move forward with finalizing the Adopted Budget. Funding for the Housing Authority comes from HUD and other income and does not impact the General Fund.

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ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Resolution Approving FY 2021-2022 VHA Budget CAO Stamp
2.	FY 2021-2022 VHA Budget

CONTACT

Anne Cardwell, Assistant City Manager (707) 648-5404

Anne.Cardwell@cityofvallejo.net

Approved as to form:

By:  for
Veronica Nebb, City Attorney

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEJO HOUSING
AUTHORITY APPROVING THE BUDGET FOR FISCAL YEAR 2021-2022**

WHEREAS, the Vallejo Housing Authority prepares an annual budget to coincide with the City of Vallejo's fiscal year; and

WHEREAS, the Executive Director has submitted the Proposed Budget for Fiscal Year 2021-2022 (Proposed Budget), consisting of the proposed expenditures, estimated revenues and an explanatory budget message; and

WHEREAS, the City of Vallejo published a general summary of the Proposed Budget, including the recommended budget for the Vallejo Housing Authority, information as to the times and places where copies of the Proposed Budget were available for inspection by the public, and the times and place for a public hearing on the Proposed Budget; and

WHEREAS, the Vallejo Housing Authority Fiscal Year 2021-2022 budget was included on the City of Vallejo Proposed Budget document; and

WHEREAS, the Vallejo Housing Authority Fiscal Year 2021-2022 budget is attached to this Resolution as **Exhibit 1**.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Vallejo Housing Authority hereby approves the Housing Authority's Proposed Budget for Fiscal Year 2021-2022, as set forth in **Exhibit 1** of this Resolution, which is by this reference incorporated herein.

BE IT FURTHER RESOLVED that the Executive Director, or his designee, may expend funds from any of the Housing Authority funds, in accordance with the U.S. Department of Housing and Urban Development provisions, up to the limit authorized by the Vallejo Housing Authority Bylaws.

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is authorized to transfer cash among funds on a daily basis to support funds that have negative cash positions.

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is authorized to receive and accept:

- a. Cash donations for specific purposes, to deposit such donations in trust funds, and to expend such donations for the purpose for which the donation was made; and
- b. In-kind/non-cash donations that would serve a useful purpose in the provision of the Vallejo Housing Authority services.

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is authorized to submit grant applications for activities within the jurisdiction of the Vallejo Housing Authority and to accept such grants, to expend grant funds if the funds have been appropriated, and to implement the actions required by any grant for projects and programs within the Vallejo Housing Authority's jurisdiction.

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is authorized to amend the Proposed Budget to reflect all required debt service requirements and payments, bond covenants or other applicable requirements, laws and regulations.

Adopted by the Board of Directors of the Vallejo Housing Authority at a regular meeting held on June 8, 2021 with the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ROBERT H. MCCONNELL, CHAIR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY

Housing Funds

Housing Authority											
Section 8											
Voucher Program Fund # 123		Admin Program Fund # 121		Operating Reserve Fund # 122		Housing Development Fund # 124		Affordable Housing Fund # 126		Subtotal	
Adopted FY 20-21	Proposed FY 21-22	Adopted FY 20-21	Proposed FY 21-22	Adopted FY 20-21	Proposed FY 21-22	Adopted FY 20-21	Proposed FY 21-22	Adopted FY 20-21	Proposed FY 21-22	Adopted FY 20-21	Proposed FY 21-22
Beginning Available Fund Balance	\$ 51,125	\$ 54,547	\$ 1,232,869	\$ 1,216,025	\$ 373,892	\$ 373,892	\$ 277,048	\$ 329,240	\$ 956,081	\$ 1,332,616	\$ 2,891,015 \$ 3,306,320
Revenues											
Operating											
Operating Grants and Contributions	21,707,453	21,707,453	2,027,695	1,993,145	-	-	-	-	-	-	23,735,148 23,700,598
Investment Income	-	-	1,232	1,232	-	-	458	458	11,000	11,000	12,690 12,690
Program Income	-	-	-	-	-	-	-	-	-	-	- -
Fees and Forfeitures	5,000	5,000	17,500	17,500	-	-	26,000	26,000	-	-	48,500 48,500
Transfer in - Capital Funds	-	-	-	-	-	-	-	-	95,000	140,000	95,000 140,000
	<u>21,712,453</u>	<u>21,712,453</u>	<u>2,046,427</u>	<u>2,011,877</u>	<u>-</u>	<u>-</u>	<u>26,458</u>	<u>26,458</u>	<u>106,000</u>	<u>151,000</u>	<u>23,891,338 23,901,788</u>
Expenditures											
Grant programs	21,763,578	21,767,000	-	-	-	-	-	-	-	-	21,763,578 21,767,000
Administration	-	-	2,699,009	2,515,210	-	-	40,000	-	25,000	25,000	2,764,009 2,540,210
Interfund Reimbursement - staff costs	-	-	(120,458)	(161,048)	-	-	70,522	-	-	-	(49,936) (161,048)
	<u>21,763,578</u>	<u>21,767,000</u>	<u>2,578,551</u>	<u>2,354,162</u>	<u>-</u>	<u>-</u>	<u>110,522</u>	<u>-</u>	<u>25,000</u>	<u>25,000</u>	<u>24,477,651 24,146,162</u>
Net Annual Activity	<u>(51,125)</u>	<u>(54,547)</u>	<u>(532,124)</u>	<u>(342,285)</u>	<u>-</u>	<u>-</u>	<u>(84,064)</u>	<u>26,458</u>	<u>81,000</u>	<u>126,000</u>	<u>(586,313) (244,374)</u>
Ending Available Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 700,745</u>	<u>\$ 873,740</u>	<u>\$ 373,892</u>	<u>\$ 373,892</u>	<u>\$ 192,984</u>	<u>\$ 355,698</u>	<u>\$ 1,037,081</u>	<u>\$ 1,458,616</u>	<u>\$ 2,304,702 \$ 3,061,946</u>
Project Balances, Including FY 21-22 Appropriations											
Housing Development						\$ 591,052		\$ 1,118			
Affordable Housing Loans outstanding at June 30, 2020						\$ 919,125			\$ 12,875,411		
Section 8 Funding:	June 30, 2021	June 30, 2022									
One month average expenditures :											
Voucher Program	\$ 21,763,578	\$ 21,767,000									
Admin Program	2,578,551	2,354,162									
Operating reserve	-	-									
Total Annual expenditures	<u>24,342,129</u>	<u>24,121,162</u>									
Number of months	<u>12</u>	<u>12</u>									
Average monthly expenditures	<u>\$ 2,028,511</u>	<u>\$ 2,010,097</u>									
Combined Available Fund											
Balance June 30											
Voucher Program	\$ -	\$ -									
Admin Program	700,745	873,740									
Operating Reserve	<u>373,892</u>	<u>373,892</u>									
	<u>\$ 1,074,637</u>	<u>\$ 1,247,632</u>									

FY 20-21 beginning balance is based on FY 19-20 projections