

**CALL AND NOTICE OF
SPECIAL MEETING
AT 6:45 PM
OF THE
VALLEJO HOUSING AUTHORITY
COUNCIL CHAMBERS
555 SANTA CLARA STREET,
VALLEJO, CA**

FEBRUARY 28, 2023

CHAIR
Robert H. McConnell

MEMBERS:
Rozzana Verder-Aliga, Vice Chair
Cristina Arriola
Peter Bregenzer
Mina Loera- Diaz
Diosdado "J.R." Matulac
Charles Palmares
HelenMarie "Cookie" Gordon

**COUNCIL CHAMBERS
555 Santa Clara Street, Vallejo,
California**

TO THE CHAIR AND COMMISSIONERS 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: Members of the public shall have the opportunity to address the Housing Authority concerning any item listed on the agenda *before or during consideration of that item. No other items may be discussed at this special meeting.*

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT CALENDAR AND APPROVAL OF AGENDA**

A. APPROVAL OF MINUTES

Recommendation: Approval of minutes for the regular meeting of December 20, 2022

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 in person by signing in to the Public Speaker's kiosk located in the back of the Council Chambers or 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*

Hybrid Options are available for members of the public to participate. To participate remotely:

<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

Speak remotely 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. In person speakers will be recognized first.

A. CONSIDERATION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEJO HOUSING AUTHORITY AMENDING THE FISCAL YEAR 2022-23 BUDGET

Recommendation: Adopt a Resolution amending the Vallejo Housing Authority (VHA) Fiscal Year (FY) 2022-23 Adopted Budget.

Contact: Gillian Hayes, Assistant City Manager (707) 648-4576

Gillian.Hayes@cityofvallejo.net

5. ADJOURNMENT

Dated: Thursday, February 23, 2023



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 9:00 a.m., Thursday, February 23, 2023.

Dated: Thursday, February 23, 2023



Dawn G. Abrahamson, City Clerk

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**VALLEJO HOUSING AUTHORITY
REGULAR MEETING MINUTES**

**COUNCIL CHAMBERS
555 Santa Clara Street, Vallejo,
California**

1. CALL TO ORDER

The meeting was called to order at 6:45 p.m.

2. ROLL CALL

Present: Chair McConnell, Vice Chair Verder-Aliga, Boardmembers Arriola, Brown, Dew, Loera-Diaz, Miessner, and Gordon (arrived after Roll Call)

Absent: Assistant Executive Director Hayes, Chief Assistant City Attorney Risner and Secretary Abrahamson

3. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: *Moved by Vice Chair Verder-Aliga and carried unanimously, unless otherwise noted, approval of the Agenda and the Consent Calendar.*

A. APPROVAL OF MINUTES

Recommendation: Approve minutes for the regular meeting of June 28, 2022

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

Dawn.Abrahamson@cityofvallejo.net

Action: *Approved minutes.*

**B. SCHEDULE OF REGULAR VALLEJO HOUSING AUTHORITY MEETING
DATES FOR 2023 AND 2024**

Recommendation: Adopt a Resolution establishing a schedule of regular Vallejo Housing Authority meeting dates for 2023 and 2024.

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

Dawn.Abrahamson@cityofvallejo.net

Action: *Adopted Resolution No. 22-005*

**C. ADOPT A RESOLUTION APPROVING THE LOW AND MODERATE INCOME
HOUSING ASSET FUND ANNUAL REPORT FOR FISCAL YEAR 2021-22
AND DIRECTING STAFF TO FORWARD IT TO THE CALIFORNIA
DEPARTMENT HOUSING AND COMMUNITY DEVELOPMENT**

Recommendation: Adopt a resolution approving the Vallejo Housing Authority (VHA) Housing Successor Agency Annual Report ("Report") on the Low and Moderate Income Asset Fund (LMIHAF) for Fiscal Year (FY) 2021-22 and direct staff to: (1) forward the Report to the California Department of Housing and Community Development by no later than December 31, 2022, and (2) post the Report to the City of Vallejo's website.

Contact: Gillian Hayes, Assistant City Manager (707) 648-4163

Gillian.Hayes@cityofvallejo.net

Action: *Adopted Resolution No. 22-006*

4. **ACTION CALENDAR** – None.

5. **ADJOURNMENT**

The meeting adjourned at 6:48 p.m.

ROBERT H. MCCONNELL, CHAIR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY



DATE: February 28, 2023
TO: Chair and Members of the Vallejo Housing Authority Board
FROM: Gillian Hayes, Assistant City Manager
Chari Barrera, Administrative Manager
SUBJECT: CONSIDERATION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEJO HOUSING AUTHORITY AMENDING THE FISCAL YEAR 2022-23 BUDGET

RECOMMENDATION

Adopt a Resolution amending the Vallejo Housing Authority (VHA) Fiscal Year (FY) 2022-23 Adopted Budget.

REASONS FOR RECOMMENDATION

The VHA annually reviews revenues and expenditures at the middle of the fiscal year (Mid-Year) to adjust budgeted revenues and expenditures with actual experience, and to amend the budget to reflect changes in revenues and expenditures that have been identified since approval of the FY 2022-23 Adopted Budget in June, 2022.

BACKGROUND AND DISCUSSION

This report updates FY 2022-23 financial projections for the VHA Budget and proposes current year amendments for specific funds to reflect the VHA's evolving economic condition and operational needs.

Fund 121 - Family Self-Sufficiency Program Coordinator Funding

The U.S. Department of Housing and Urban Development (HUD) awards discretionary funding through over twenty grant programs that support HUD initiatives, including the Family Self-Sufficiency (FSS) Program. The FSS Program supports HUD's strategic goal of increasing economic opportunity for HUD-assisted families. The FSS Program provides grants to Public Housing Authorities to support the salaries and training needs of FSS Program Coordinators who assist participating families receiving housing assistance through the Housing Choice Voucher Program. FSS Program Coordinators develop local strategies to connect participating families to public and private resources to increase their earned income and financial empowerment, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency.

A Notice of Funding Availability was published by HUD for the FSS Program Coordinator Grant in August, 2022. On December 30, 2022, the VHA was awarded \$117,488 for one FSS Program Coordinator for the period of January 2023 through December 2023. Half of the award amount, \$58,744, would be budgeted as revenue to cover the salary and benefits of a Coordinator for the second half of the current fiscal year (January 2023 through June 2023).

Fund 121 - Administrative Costs

Security Services

The City contracts with Admiral Security Services, Inc. to provide unarmed security services. For the safety of staff and clients, the VHA, for the first time, was included in the Agreement. The approximate annual cost for security services for the VHA is \$62,088. A mid-year budget request of \$50,000 from the fund balance would cover the remainder of the cost.

**Subject: CONSIDERATION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
VALLEJO HOUSING AUTHORITY AMENDING THE FISCAL YEAR 2022-23
BUDGET
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Software Programs

Housing Pro HAPPY Software is the Vallejo Housing Authority's software provider. The request for \$80,000 would cover the subscription renewal from April 2023 through March 2024, as well as additional anticipated software modules and trainings for the upcoming fiscal year.

FISCAL IMPACT

The proposed amendments to the FY 2022-23 VHA Budget, as detailed in Exhibit 1 of the Resolution (Attachment 1), will increase the Fund 121 revenue by \$58,744 and expenditures by \$130,000. The increase in revenue is due to the Family Self-Sufficiency Program Coordinator grant award. The increase in expenditures is a result of the ongoing and evolving operational needs of the Vallejo Housing Authority, and will be coming from the beginning fund balance.

The Vallejo Housing Authority and its programs are federally funded and have no direct impact on the General Fund budget.

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 for FY 2022-23 VHA Budget Amendment CAO Stamp
2.	EXHIBIT 1

CONTACT

Gillian Hayes, Assistant City Manager (707) 648-4576
Gillian.Hayes@cityofvallejo.net

Approved as to form:

By:  for _____
Veronica Nebb, City Attorney

RESOLUTION NO. 23 - ____ N.C.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEJO HOUSING
AUTHORITY AMENDING THE FISCAL YEAR 2022-23 BUDGET**

WHEREAS, in June 2022, the Board of Directors of the Housing Authority did adopt a budget for the Fiscal Year 2022-23; and

WHEREAS, staff is proposing that revenue and expenditures be increased by \$58,744 and \$130,000 respectively, as set forth in **Exhibit 1** of this Resolution; and

WHEREAS, the Board of Directors has considered the report and recommendations of the Executive Director on this budget amendment and has determined that the budget amendment is fair and appropriate.

NOW, THEREFORE, BE IT RESOLVED that the Housing Authority Board hereby amends the Housing Authority's Budget for Fiscal Year 2022-23, by changing certain revenue and expenditure estimates, as set forth in **Exhibit 1** of this Resolution, which is by this reference incorporated herein.

Adopted by the Board of Directors of the Vallejo Housing Authority at a regular meeting held on February 28, 2023, with the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ROBERT H. MCCONNELL, CHAIR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY

EXHIBIT 1 TO RESOLUTION

Housing Authority
2022-23 Midyear Budget Review
Proposed Budget Adjustments

	TRANSACTION TYPE		
	Revenue	Expenditure	Net
Section 8 Administration Fund #121			
FSS Coordinator (January to June 2023)	58,744		58,744
Security Services		50,000	(50,000)
Software Programs		80,000	(80,000)
Total, Housing Authority	58,744.00	130,000.00	(71,256.00)