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

JUNE 11, 2024

CHAIR
Robert H. McConnell

MEMBERS:
Mina Loera-Diaz, Vice Chair
Cristina Arriola
Peter Bregenzer
Diosdado "J.R." Matulac
Charles Palmares
Rozzana Verder-Alliga
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: Approve minutes for the special meeting of May 14, 2024
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:

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
Press *6 to Unmute/Mute
For additional instructions on how to speak during public comment, please visit,
www.cityofvallejo.net/publiccomment

*914 0075 0676#. Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute. For additional instructions on how to 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 or as approved and announced by the Chair. In person speakers will be recognized first.*

A. **HOLD A PUBLIC HEARING CONCERNING THE FISCAL YEAR (FY) 2024-25 HOUSING AUTHORITY BUDGET AND ADOPT A RESOLUTION APPROVING SAME**

Recommendation: Conduct a public hearing and upon conclusion, adopt a Resolution (Attachment 1) approving the Budget of the Housing Authority of the City of Vallejo (HACV) for Fiscal Year (FY) 2024-25 (July 1, 2024–June 30, 2025) as set forth in Attachment 2, and also shown as Exhibit 1 to Attachment 1.

Contact: Alicia M. Jones, Housing Director (707) 648-4408
alicia.jones@cityofvallejo.net

5. ADJOURNMENT

Dated: Thursday, June 6, 2024

Robert H. McConnell, Chair

I, Dawn Abrahamson, Secretary, do herby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Housing Authority of the City of Vallejo, 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 2:30 p.m., Thursday, June 6, 2024.

Dated: Thursday, June 6, 2024

Dawn G. Abrahamson, City Clerk

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

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HOUSING AUTHORITY OF THE CITY OF VALLEJO
SPECIAL MEETING MINUTES
MAY 14, 2024

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 Loera-Diaz, Boardmembers Arriola, Bregenzer, Matulac, Palmares, Verder-Aliga, and Gordon
Absent: None
Staff present: Interim Executive Director Marshall, City Attorney Nebb and City Clerk Abrahamson

3. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action*: Moved by Vice Chair Loera-Diaz and carried unanimously, unless otherwise noted, approval of the Agenda and the Consent Calendar with the removal of Consent Item 3B making it Item 3.1.*

A. APPROVAL OF MINUTES

Recommendation: Approve minutes for the regular meeting of March 26, 2024
Contact: Dawn G. Abrahamson, Secretary (707) 648-4527
Dawn.Abrahamson@cityofvallejo.net
Action: *approved minutes*

B. ADOPTION OF A RESOLUTION APPROVING CORRECTIONS TO THE 2024 HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM ADMINISTRATIVE PLAN EFFECTIVE MARCH 26, 2024 OF THE HOUSING AUTHORITY OF THE CITY OF VALLEJO

Recommendation: Adopt a resolution approving updates and revising the current 2024 Housing Choice Voucher (HCV) Program Administrative Plan of the Housing Authority of the City of Vallejo to include Chapter 18 as the HCV Family Self-Sufficiency (FSS) Program and update Chapter 19 under Project-Based Voucher (PBV) Program to include: 1) language offering a supportive housing option as an exception category for projects, and 2) the administration of the Foster Youth to Independence (FYI) program as a special purpose voucher program.
Contact: Alicia M. Jones, Housing Director (707) 648-4408
Alicia.Jones@cityofvallejo.net
Action: *item was removed from the Consent Calendar.*

Staff responded to questions from Boardmembers.

Action: *moved by Vice Chair Loera-Diaz and carried unanimously to adopt Resolution No. 24-004*

4. ACTION CALENDAR – None.

5. ADJOURNMENT

The meeting adjourned at 6:55 p.m.

_____
ROBERT H. MCCONNELL, CHAIR

ATTEST:

_____
DAWN G. ABRAHAMSON, SECRETARY

ACTION ITEM 4.A.

DATE: June 11, 2024
TO: Chair and Members of the Vallejo Housing Authority Board
FROM: Alicia M. Jones, Housing Director
Chari Francisco, Administrative Manager
SUBJECT: **HOLD A PUBLIC HEARING CONCERNING THE FISCAL YEAR (FY) 2024-25 HOUSING AUTHORITY BUDGET AND ADOPT A RESOLUTION APPROVING SAME**

RECOMMENDATION

Conduct a public hearing and upon conclusion, adopt a Resolution (Attachment 1) approving the Budget of the Housing Authority of the City of Vallejo (HACV) for Fiscal Year (FY) 2024-25 (July 1, 2024–June 30, 2025) as set forth in Attachment 2, and also shown as Exhibit 1 to Attachment 1.

REASONS FOR RECOMMENDATION

The HACV contracts with the City of Vallejo for financial and other services. The HACV prepares a separate budget, which is then consolidated into the City's FY 2024-25 Proposed Budget document. Preparation of a separate budget document increases efficiency and ease of review by the HACV Board and the public. Adopting the Budget Resolution at this time will allow the HACV to operate and provide services after June 30, 2024 based on the most current projection of revenues and expenditures.

BACKGROUND AND DISCUSSION

In FY 2024-25, the HACV 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, Family Self-Sufficiency (FSS), and the Foster Youth to Independence. All programs administered by the HACV are funded by the U.S. Department of Housing and Urban Development (HUD). The budget for FY 2024-25 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 2024-25 Expenditure Budget for HACV programs is $23,024,944. The majority of these funds, 82 percent, represent Housing Assistance Payments (HAP) to landlords on behalf of eligible Vallejo families. The HCV Program and sub-programs serve over 2,000 families in Vallejo each year.

HCV Program Fund (#123) and Administration Fund (#121)

HUD provides funding for the HCV Program on a calendar year cycle. Through its funding methodology, the level of funding for the HCV Program fluctuates annually. Housing Authorities are funded separately by HAP and Administrative Fees. HAP funding can only be used for rent or mortgage payments and utility reimbursements in the HCV Program and subprograms for eligible HCV Program households, and escrow payments for FSS Program participants. Administrative fees are revenues that housing authorities receive to fund daily operating expenses of the HCV Program, such as staff salaries and benefits, and office expenses.

The VASH Program provides rental assistance vouchers to homeless veterans along with ongoing support by caseworkers 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 their allocated vouchers for project-based units. The FSS Program helps voucher families obtain employment that will lead to economic independence and self-sufficiency. The Foster Youth to Independence initiative provides subsidies to youth aged 18 to 24 who are transitioning out of

or have left the foster care system within 90 days or are homeless or are at risk of becoming homeless at age 16 or older. The HACV partners with other non-profit agencies such as the Workforce Development Board of Solano County, SparkPoint/United Way, the Vallejo City Unified School District, Solano Family and 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 and foster youth the skills and experience to enable them to move toward economic independence and self-sufficiency.

Operating Reserve Fund (#122)
The Operating Reserve Fund consisted of unspent administrative funding received from HUD prior to 2004. These are restricted funds and 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. Account balances from the Operating Reserve Fund have been transferred into the HCV Program Administration Fund (#121) per HUD guidance.

Housing Development Fund (#124)
The Housing Development Fund is a non-federal and unrestricted fund created by the receipt of profits from the previous sale of a HACV-owned property (Waterstone at Vallejo) and is not associated with HUD housing activities. Revenues are all non-housing related, such as bond fees and rental income for the automated teller machine at the HACV building located at 200 Georgia Street.

Affordable Housing Fund (#126)
The Affordable Housing Fund was created after the dissolution of the Redevelopment Agency. The Housing Authority then 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. The HACV has allocated $25,700 for administrative costs.

This item was presented to the Housing and Community Development Commission at its meeting on June 6, 2024. The Commission unanimously recommended the approval by the Board of Directors of the Housing Authority of the City of Vallejo of the FY 2024-25 proposed Budget.

FISCAL IMPACT

The total proposed FY 2024-25 Expenditure Budget for the HACV is $23,024,944. Approval of this item accepts the HACV Proposed Budget for FY 2024-25, (July 1, 2024, through June 30, 2025). Funding for the Housing Authority is received entirely from HUD and other income, and therefore does not impact the City of Vallejo's General Fund.

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 2024-25 HACV BudgetCAO STAMP
2.	FY 2024-25 HACV Budget

CONTACT

Alicia M. Jones, Housing Director (707) 648-4408
alicia.jones@cityofvallejo.net

Approved as to form:

By: _____ for _____
Veronica Nebb, City Attorney

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HOUSING AUTHORITY OF THE CITY OF VALLEJO APPROVING THE HOUSING AUTHORITY BUDGET FOR FISCAL YEAR 2024-25

WHEREAS, the Housing Authority of the City of Vallejo 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 2024-25 (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 Housing Authority of the City of Vallejo, information as to the times and places where copies of the Proposed Budget were available for inspection by the public, and the time and place for a public hearing on the Proposed Budget; and

WHEREAS, the Housing Authority of the City of Vallejo Fiscal Year 2024-25 budget was included on the City of Vallejo Proposed Budget document; and

WHEREAS, the Housing Authority of the City of Vallejo Fiscal Year 2024-25 budget is attached to this Resolution as **Exhibit 1**.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Housing Authority of the City of Vallejo hereby approves the Housing Authority's Proposed Budget for Fiscal Year 2024-25, 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 her 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 Housing Authority of the City of Vallejo services.

BE IT FURTHER RESOLVED that the Executive Director, or her designee, is authorized to submit grant applications for activities within the jurisdiction of the Housing Authority of the City of Vallejo 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 Housing Authority of the City of Vallejo's jurisdiction.

BE IT FURTHER RESOLVED that the Executive Director, or her 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 Housing Authority of the City of Vallejo at a special meeting held on June 11, 2024 with the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

ROBERT H. MCCONNELL, CHAIR

ATTEST:

_____

DAWN G. ABRAHAMSON, SECRETARY

Other Funds

Housing and Community Development Department

	Housing Authority											
	Section 8											
	Voucher Program Fund #123		Admin Program Fund #121		Operating Reserve Fund #122		Housing Development Fund #124		Affordable Housing Fund #126		Total	
	Adopted FY 23-24	Proposed FY 24-25	Adopted FY 23-24	Proposed FY 24-25	Adopted FY 23-24	Proposed FY 24-25	Adopted FY 23-24	Proposed FY 24-25	Adopted FY 23-24	Proposed FY 24-25	Adopted FY 23-24	Proposed FY 24-25
Beginning Available Fund Balance (a)	$ -	$ -	$ 2,119,979	$ 1,650,352	$ -	$ -	$ 362,406	$ 364,151	$ 1,892,271	$ 368,399	$ 4,374,656	$ 2,382,902
Revenues												
Operating												
Operating Grants and Contributions	21,707,453	21,707,453	2,150,633	2,420,488	-	-	-	-	-	-	23,858,086	24,127,941
Fees and Forfeitures	5,000	5,000	32,500	30,300	-	-	16,600	8,600	-	-	54,100	43,900
Transfer in - Capital Funds	-	-	-	-	-	-	-	-	160,000	189,999	160,000	189,999
	21,712,453	21,712,453	2,183,133	2,450,788	-	-	16,600	8,600	160,000	189,999	24,072,186	24,361,840
Expenditures												
Grant programs	19,886,924	19,661,924	-	-	-	-	-	-	-	-	19,886,924	19,661,924
Administration	-	-	3,138,486	3,443,574	-	-	-	-	25,700	25,700	3,164,186	3,469,274
Interfund Reimbursement - staff costs	-	-	(184,085)	(106,254)	-	-	-	-	-	-	(184,085)	(106,254)
	19,886,924	19,661,924	2,954,401	3,337,320	-	-	-	-	25,700	25,700	22,867,025	23,024,944
Net Annual Activity	1,825,529	2,050,529	(771,268)	(886,532)	-	-	16,600	8,600	134,300	164,299	1,205,161	1,336,896
Ending Available Fund Balance	**$ 1,825,529**	**$ 2,050,529**	**$ 1,348,711**	**$ 763,820**	**$ -**	**$ -**	**$ 379,006**	**$ 372,751**	**$ 2,026,571**	**$ 532,698**	**$ 5,579,817**	**$ 3,719,798**
Project Balances, Including FY 24-25 Appropriations												
Housing Development						$ -		$ -				$ -
Affordable Housing Loans outstanding at June 30, 2023				$ 37,608		$ 881,517				$ 13,299,965		$ 14,219,090

Section 8 Funding:	**June 30, 2024**	**June 30, 2025**
One month average expenditures :		
Voucher Program	$ 19,886,924	$ 19,661,924
Admin Program	2,954,401	3,337,320
Operating reserve	-	-
Total Annual expenditures	22,841,325	22,999,244
Number of months	12	12
Average monthly expenditures	$ 1,903,444	$ 1,916,604
Combined Available Fund Balance June 30		
Voucher Program	$ 1,825,529	$ 2,050,529
Admin Program	1,348,711	763,820
Operating Reserve	-	-
	$ 3,174,240	$ 2,814,349