



AGENDA

HOUSING AND COMMUNITY DEVELOPMENT COMMISSION REGULAR MEETING – 7:00 P.M

Al Roberson, Chairperson
Robert Bryant, Vice Chair
Tara Beasley-Stansberry
Charles Brown III
S. Bre Jackson
Christina Rodriguez

City Hall
Council Chambers
555 Santa Clara Street
Vallejo, CA 94590

THURSDAY, JUNE 6, 2019

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Housing and Community Development Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Secretary prior to the consideration of the item.

Those wishing to address the Housing and Community Development Commission on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

Members of the public have the right to speak on any item on this agenda. Those wishing to address the Housing and Community Development Commission: 1) during the Community Forum are limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300; and 2) on a Consent Calendar item are limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Housing and Community Development Commission will be available for public inspection at the Vallejo Housing Authority, 200 Georgia Street, at the same time that the public records are distributed or made available to the Housing and Community Development Commission. Such documents may also be available on the City of Vallejo website at www.cityofvallejo.net subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4507, TDD (707) 649-3562.

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The Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. The Vallejo Housing and Community Development Division may be contacted as follows: Tel: (707) 648-4507, Fax: (707) 648-5249, or e-mail: chari.barrera@cityofvallejo.net. The hearing impaired may call the California Relay Service at (800) 735-2922 without a TTY/TDD, or (800) 735-2929 with a TTY/TDD.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

A. Regular Meeting of May 2, 2019

6. REPORT OF PRESIDING OFFICER AND MEMBERS OF THE COMMISSION**7. SECRETARY'S REPORT****8. COUNCIL LIAISON'S REPORT****9. COMMUNICATIONS AND PRESENTATIONS****10. COMMUNITY FORUM**

This is an opportunity for residents to discuss items not on the agenda that are within the purview of the Commission. The Commission may not discuss or take action on these items, but may require they be placed on a future agenda. If an item is not within the purview of the Commission, the person may be referred to the appropriate party.

11. CONSENT CALENDAR**12. PUBLIC HEARINGS****13. ADMINISTRATIVE ITEMS**

A. Recommendation to Approve Fiscal Year (FY) 2019-20 Vallejo Housing Authority Budget

For more information, a staff report is enclosed.

RECOMMENDATION: By motion, recommend that the Board of Commissioners approve the FY 2019-20 Housing Authority Budget.

14. POLICY ITEMS**15. ADJOURNMENT****AFFIDAVIT OF POSTING**

I, Chari Barrera, Housing and Community Development Commission 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 Housing and Community Development Commission, 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., June 3, 2019.

Dated: _____

June 3, 2019Chari F. Zana

Chari Barrera, Secretary

**City of Vallejo
Housing and Community Development Commission
City Council Chambers
May 2, 2019**

ACTION MINUTES

1. Call to Order

The Housing and Community Development Commission of the City of Vallejo met in a regular meeting on Thursday, May 2, 2019 at 7:04 p. m. in the Council Chambers of the Vallejo City Hall, at 555 Santa Clara Street, in Vallejo, California.

2. Pledge of Allegiance

3. Roll Call

Present: Beasley-Stansberry, Brown, Bryant (Vice Chair), Jackson, Roberson (Chair), Rodriguez

Absent/Excused: None

Absent/Unexcused: None

Liaison: Councilmember Sunga, Present

Staff: Chari Barrera, Administrative Analyst I
Guy L. Ricca, Temporary Senior Community Development Analyst
Judy Shepard-Hall, Housing and Community Development Manager

4. Approval of Agenda

Bryant made a motion to approve the Agenda.

ROLL CALL:

Ayes: Commissioners: Beasley-Stansberry, Brown, Bryant, Jackson, Roberson, Rodriguez

Noes: Commissioners: None

Abstentions: Commissioners: None

Absent/Unexcused: Commissioners: None

The motion passed unanimously, 6-0-0.

5. Approval of Minutes

A. Regular Meeting of March 7, 2019

Bryant made a motion to approve the Minutes.

Ayes: Commissioners: Beasley-Stansberry, Brown, Bryant, Jackson, Roberson, Rodriguez

Noes: Commissioners: None

Abstentions: Commissioners: None

Absent/Unexcused: Commissioners: None

The motion passed unanimously, 6-0-0.

6. Report of Presiding Officer and Members of the Commission - None

7. Secretary's Report - None

8. Council Liaison's Report - None

9. Communications and Presentations

Barrera reviewed the Communications.

10. Community Forum - None

11. Consent Calendar - None

12. Public Hearings

A. Proposed Fiscal Year (FY) 2019-20 Annual Action Plan

The Chair opened the public hearing. Staff presented the item.

There following members of the public spoke:

Casey Epp of Fair Housing Advocates of Northern California thanked the Commission and explained their services.

Cherene Sandidge of Community Housing Development Corporation thanked the Ad Hoc Committee and provided update on the Sonoma Estates Project.

There being no further speakers, the public hearing was closed. After discussion, Bryant made a motion to adopt the Resolution recommending approval by the City Council of the proposed FY 2019-20 Action Plan, which includes the allocation of FY 2019-20 CDBG Program and HOME Program funds, as recommended by a Commission Ad Hoc Committee (Jackson, Rodriguez), and staff.

ROLL CALL:

Ayes: Commissioners: Beasley-Stanberry, Brown, Bryant, Jackson, Roberson, Rodriguez

Noes: Commissioners: None

Abstentions: Commissioners: None

Absent/Unexcused: Commissioners: None

The motion passed unanimously, 6-0-0.

13. Administrative Items - None

14. Policy Items – None

15. Adjournment

There being no further business, at 7:49 p. m. the meeting was adjourned.

Respectfully submitted,

 //ss//
CHARI BARRERA, Secretary



DATE: June 6, 2019
TO: Chair and Commissioners
FROM: Judy Shepard-Hall, Housing and Community Development Manager
SUBJECT: RECOMMENDATION TO APPROVE OF FISCAL YEAR 2019-20 VALLEJO HOUSING AUTHORITY BUDGET

RECOMMENDATION

By motion, recommend that the Board of Commissioners approve the Fiscal Year (FY) 2019-20 Housing Authority Budget.

REASONS FOR RECOMMENDATION

The Vallejo Housing Authority (VHA) contracts with the City of Vallejo for financial and other services. The Housing Authority prepares a separate budget (Attachment 1), which is then consolidated into the City's FY 2019-20 Proposed Budget document. Preparation of a separate budget document increases efficiency and ease of review by the VHA Board and public.

BACKGROUND AND DISCUSSION

In FY 2019-20, the VHA will deliver the Housing Choice Voucher (HCV) Program, and its subprograms: Homeownership, Veterans Affairs Supportive Housing (VASH), and Project-Based Voucher, and the Family Self-Sufficiency Program. All programs administered by the VHA are funded by the U.S. Department of Housing and Urban Development (HUD). The budget for FY 2019-20 consists of revenue and expenditures related to HCV Programs, an operating reserve, housing development, and affordable housing funds.

The HCV Program provides rental subsidies to eligible extremely low- and very low-income families who choose to reside anywhere within Vallejo city limits. Voucher holders are encouraged to search for housing in areas of low poverty and minority concentration, but cannot be forced to choose any specific area due to Fair Housing laws. Landlords receive market rate rents, with the program participant paying a portion of the rent and the Housing Authority subsidizing the balance, and are required to maintain decent, safe, and sanitary housing for the duration of their contract with the VHA. The HCV Program is identified in the City's Consolidated Plan and the Housing Element as a high priority in meeting the City's housing goals, and is the single most important tool in preventing and addressing homelessness within the City.

The total Proposed FY 2019-20 Budget for VHA programs is \$23,784,879. The majority of these funds, \$21 million provided by HUD this year represents rent payments to landlords on behalf of eligible Vallejo families. HCV rental and mortgage assistance programs serve over 2,000 families in Vallejo each year.

The HUD funding methodology and level of funding for the HCV Program fluctuates annually. Housing Authorities are funded separately for Housing Assistance Payments (HAP) and administrative fees. HAP funding is restricted for use as rent or mortgage payments in the HCV Program, escrow payments for Family Self-Sufficiency Program participants, and utility reimbursements to eligible HCV households. Administrative

fees are revenues that housing authorities receive to fund the day-to day operations for the HCV Program and cannot be used for any other purpose. HUD provides funding for the HCV Program on a calendar year cycle.

The VHA also anticipates receiving \$69,100 for the Family Self-Sufficiency (FSS) Program grant for a Coordinator position. 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, Dress for Success, Five Keys Charter School, and other welfare agencies and local resources to develop a comprehensive program which gives participating FSS family members the skills and experience to enable them to obtain employment that pays a livable wage. The FSS Program Coordinator grant is supplemented by the HCV Program administrative funds to cover the full cost of an FSS Coordinator.

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 fund, which was created by the receipt of profits from the sale of VHA-owned properties.

It will fund the Crime-Free Multi-Housing Program (CFMHP), a collaborative effort between the Vallejo Police and Fire Departments and the Vallejo Housing Authority. The different components of the CFMHP include landlord training (tenant screening and credit checks, fair housing laws, the eviction process, and drug and gang awareness); Crime Prevention Through Environmental Design inspections, which identifies potential problem areas on a property such as insufficient lighting and security features; and educating the tenants about the CFMHP. Currently, there are fifteen properties certified and two more nearing certifications.

Affordable Housing Fund

The Affordable Housing Fund was created after the Redevelopment Agency dissolution. For FY 2019-20, VHA has allocated \$25,000 to supplement funding for a consultant who will work on providing supportive services to Vallejo residents experiencing homelessness.

FISCAL IMPACT

Total Housing Authority expenditures for FY 2019-20 are proposed at \$23,784,879 to provide rental subsidies and administrative costs. Funding for the Housing Authority comes from HUD and does not impact the General Fund.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because adoption of a budget 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. FY 2019-20 Vallejo Housing Authority Proposed Budget

CONTACT

Judy Shepard-Hall, Housing & Community Development Manager (707) 648-4408
Judy.shepard-hall@cityofvallejo.net

Other Programs
Housing Programs
FY 19-20 Proposed Budget

	Housing Authority			
	Section 8			
	Voucher Program Fund # 123		Admin Program Fund # 121	
	Adopted FY 18-19	Proposed FY 19-20	Adopted FY 18-19	Proposed FY 19-20
Beginning Available Fund Balance	\$ -	\$ 148,075	\$ 1,231,943	\$ 1,244,595
Revenues				
Operating				
Operating Grants and Contributions	21,119,000	21,119,000	1,995,500	2,077,100
Investment Income	-	-	1,232	1,232
Program Income	-	-	-	-
Fees and Forfeitures	6,000	5,000	24,000	19,000
Transfer in - General Fund	-	-	-	-
	<u>21,125,000</u>	<u>21,124,000</u>	<u>2,020,732</u>	<u>2,097,332</u>
Expenditures				
Grant programs	21,125,000	21,272,075	-	-
Administration	-	-	2,611,457	2,486,272
Interfund Reimbursement - staff costs	-	-	(35,078)	(108,990)
Housing Development Projects	-	-	-	-
	<u>21,125,000</u>	<u>21,272,075</u>	<u>2,576,379</u>	<u>2,377,282</u>
Net Annual Activity	-	(148,075)	(555,647)	(279,950)
Ending Available Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 676,296</u>	<u>\$ 964,645</u>
Project Balances, Including FY 19-20 Appropriations				
Housing Development				
Affordable Housing Loans outstanding at June 30, 2018				
Section 8 Funding:	June 30, 2019	June 30, 2020		
One month average expenditures :				
Voucher Program	\$ 21,125,000	\$ 21,272,075		
Admin Program	2,576,379	2,377,282		
Operating reserve	50,000	-		
Total Annual expenditures	<u>23,751,379</u>	<u>23,649,357</u>		
Number of months	12	12		
Average monthly expenditures	<u>\$ 1,979,282</u>	<u>\$ 1,970,780</u>		
Combined Available Fund				
Balance June 30				
Voucher Program	\$ -	\$ -		
Admin Program	676,296	964,645		
Operating Reserve	299,852	383,324		
	<u>\$ 976,148</u>	<u>\$ 1,347,969</u>		

Housing Authority

Section 8

Operating Reserve Fund # 122		Housing Development Fund # 124		Affordable Housing Fund # 126		Total	
Adopted FY 18-19	Proposed FY 19-20	Adopted FY 18-19	Proposed FY 19-20	Adopted FY 18-19	Proposed FY 19-20	Adopted FY 18-19	Proposed FY 19-20
\$ 348,900	\$ 383,324	\$ 420,078	\$ 387,049	\$ 1,622,451	\$ 460,864	\$ 3,623,372	\$ 2,623,907
-	-	-	-	-	-	23,114,500	23,196,100
952	-	458	458	11,435	11,000	14,077	12,690
-	-	-	-	2,113	-	2,113	-
-	-	26,000	26,000	-	-	56,000	50,000
-	-	-	-	-	145,548	-	145,548
952	-	26,458	26,458	13,548	156,548	23,186,690	23,404,338
-	-	-	-	-	-	21,125,000	21,272,075
50,000	-	-	40,000	5,000	25,000	2,666,457	2,551,272
-	-	70,522	70,522	-	-	35,444	(38,468)
-	-	-	-	1,600,000	-	1,600,000	-
50,000	-	70,522	110,522	1,605,000	25,000	25,426,901	23,784,879
(49,048)	-	(44,064)	(84,064)	(1,591,452)	131,548	(2,240,211)	(380,541)
\$ 299,852	\$ 383,324	\$ 376,014	\$ 302,985	\$ 30,999	\$ 592,412	\$ 1,383,161	\$ 2,243,366
\$ 599,732		\$ 18,228				\$ 617,960	
\$ 919,125				\$ 12,379,234		\$ 13,298,359	