



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

DATE: MONDAY, OCTOBER 28, 2024

TIME: 5:00 P.M.

QR CODE:



LINK: <https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRlR0UtnYnYwZ3dtekxDdz09>

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

1. **CALL TO ORDER** (Pledge of Allegiance)

2. **ROLL CALL**

	<u>PRESENT</u>	<u>ABSENT</u>
Chair Hans Buder	_____	_____
Vice Chair Kathleen Ballesteros	_____	_____
Commissioner Kevin Healy	_____	_____
Commissioner Francine Goodwin	_____	_____
Commissioner Maria Orozco	_____	_____
Commissioner Yuri Anderson	_____	_____
Commissioner, Vacant	_____	_____

ADDITIONS AND CORRECTIONS BY THE EXECUTIVE DIRECTOR

The Executive Director will announce agenda corrections and proposed additions, which may be acted on by the Board in accordance with Section 54954.2 of the California Government Code.

3. **COMMENTS FROM THE PUBLIC**

4. **MINUTES**

A. Approval of Minutes of the Regular Board Meeting held on August 26, 2024

5. **REPORTS OF COMMITTEES**

<u>Board Reports Ad Hoc Committee</u>	Commissioners Buder & Healy
<u>Development Ad Hoc Committee</u>	Commissioners Healy & Orozco
<u>Policy Committee</u>	Commissioners Anderson, Ballesteros & Goodwin.

6. REPORT OF SECRETARY

- A. Executive Report

7. NEW BUSINESS

- A. Election of Officers
- B. Nominations: Tenant Commissioner Ad Hoc Committee
- C. Resolution 3117: Resolution for Approval to Award RFP #HACM-RFP-2024-08 for Window Replacement Services
- D. Resolution 3118: Resolution to Provide Housing Counseling to the Residents of Monterey County
- E. Resolution 3119: Resolution for the Approval of the Youth Homelessness Demonstration Program (YHDP) Funds Budget
- F. Resolution 3120: Resolution Updating Confidential/Classified and Acceptable Use Policy
- G. Resolution 3121: Resolution Updating Exempt/Non-Exempt Status and Overtime Policy
- H. Resolution 3122: Resolution Updating Military Leave Policy
- I. Resolution 3123: Resolution Adopting Narcan Administration Policy
- J. Resolution 3124: Resolution Updating Paid Time Off (PTO) Policy
- K. Resolution 3125: Resolution Updating Travel Policy
- L. Resolution 3126: Resolution to Increase Posted Salary for Director of Property Management Position
- M. Resolution 3127: Resolution to Increase Posted Salary for Director of Development Position
- N. Resolution 3128: Resolution Ratifying Resolution 3115 Amending HCV Policies for Security Deposits

8. INFORMATION

- A. Letter from the City of Salinas Re: Notice of Violation of City of Salinas Regulatory Agreements – Haciendas Phase I
- B. Human Resource Report
- C. Finance Report
- D. Property Management Report
- E. Development Report
- F. Housing Programs Report
- G. Property Spotlight: Salinas Family RAD
- H. Director Spotlight: Jonathan Campbell, Director of Housing Programs
- I. Commissioner Ballestero’s Report of the NAHRO Conference 2024

9. CLOSED SESSION

The Board of Commissioners will meet in Closed Session for the following purpose and reason:

- A. Government Code Section 54956.9(d)(2): This section permits closed session discussions of certain matters relating to litigation involving the public housing board or agency.

10. COMMISSIONER COMMENTS

11. 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 **November 25, 2024, 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



ROLL CALL

Chair Hans Buder

Vice Chair Kathleen Ballesteros

Commissioner Kevin Healy

Commissioner Francine Goodwin

Commissioner Maria Orozco

Commissioner Yuri Anderson



COMMENTS FROM THE PUBLIC



California's Brown Act mandates public comment periods in government meetings, but it's crucial to understand that these sessions aren't intended for dialogue. Instead, they provide citizens with a platform to express their views or concerns, while officials typically refrain from engaging in discussion or debate during this time.

For inquiries regarding specific items in the report, please send questions to grivero@hamonterey.org



ACTION
 MINUTES OF THE REGULAR BOARD MEETING OF
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
 HELD AUGUST 26, 2024

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL (Pledge of Allegiance)

CALL TO ORDER:

Chair Buder called the meeting to order at 5:05 p.m.

2. ROLL CALL:

PRESENT:

Chair Hans Buder

Commissioner Francine Goodwin

Commissioner Yuri Anderson

Commissioner Maria Orozco

ABSENT:

Vice-Chair Kathleen Ballesteros

Commissioner Kevin Healy

Also present: Zulieka Boykin, Executive Director; James Maynard-Cabrera, Director of Human Resources; Jin Lu, Director of Finance; Nora Ruvalcaba, Interim Director of Development; Jonathan Campbell, Director of Housing Programs; Andrew Palacio, Property Manager; Julio Hernandez, Maintenance Supervisor.
 Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

A. 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 Regular Board Meeting held on May 28, 2024.

B. Minutes - Approval of Minutes of the Regular Board Meeting held on June 24, 2024

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

AYES: Buder, Goodwin, Orozco, Anderson

NOES: None

ABSENT: Ballesteros, Healy

5. **PRESENTATION**: HACM FY23 Audit Presentation by Jon Adkins & Rich Larsen, Novogradac.

Rich Larsen presented the FY23 audit report, emphasizing the unmodified opinion on the financial statements of the Housing Authority and its entities. He discussed internal control processes, compliance issues, and findings carried over from prior years. Larsen provided an overview of the financial statements, focusing on key metrics such as the current ratio, liquidity, operating reserves, and operating revenues. The discussion included financial reporting, housing authority operations, the write-off of uncollectible rents, the transition of property management responsibilities, and progress toward achieving superior status in HUD or FHIR CMAP certification.

6. **REPORTS OF COMMITTEES**

Board Reports Ad Hoc Committee: Commissioners: Buder and Healy

Commissioner Buder reported that no meeting was held this month and noted that he is exploring alternative dates for future meetings.

Development Ad Hoc Committee: Commissioners: Healy & Orozco

Ms. Boykin reported that she met with Commissioner Healy to further discuss the development of the board report matrix. She noted that it is nearing completion and will be ready for presentation to the board soon.

Policy Committee: Commissioners Anderson, Ballesteros, & Goodwin

Commissioner Anderson reported that recommendations were made for six policy revisions, which were reviewed with Human Resources. The focus has been on Human Resources policies, with plans to revise additional policies soon. Meeting again in September.

7. **REPORT OF SECRETARY**

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

Ms. Boykin provided an update on the Work Street Project (Home Key), originally owned by the City of Salinas, which had its project-based vouchers (PBVs) rescinded on June 26, 2024, due to unresolved issues. A regulatory violation issued in December 2022 has since been nullified, and a clearance letter is now pending. HACM is assisting with the relocation of 51 clients. HACM is also partnering with CCCIL and the City of Salinas to secure vouchers for the displaced clients. Addressed Resolution

3116, which pertains to the agency’s Annual SEMAP Certification, noting that the agency maintained STANDARD status and has implemented a corrective action plan. The agency will host a three-day event from September 16-18, 2024, at Sherwood Hall, where 1,000 vouchers will be issued through the Rent Cafe Portal, with approximately 330 applicants scheduled per day. The event aims to increase voucher utilization and prevent fund recapture, with support from landlords and community partners. Commissioner Anderson inquired about AB 653, and it was noted that both NAHRO and HUD oppose the bill due to concerns about doubling workloads, as it would require HCD to duplicate processes already managed by HUD and puts an extra burden on Housing Authorities. HACM is collaborating with the City of Soledad on a foster youth project, with The County of Monterey funding expected by October. The developer has requested a \$16,000 deposit for a purchase agreement, potentially leading to a \$2 million purchase, and the County has agreed to reimburse HACM if the project does not proceed. The RAD write-off resolution for HDC was addressed, revealing past errors where full amounts were not disclosed, and past-due rents were not properly removed from tenant ledgers, resulting in compounded errors over three years. A zero-balance batch was used to clear the accounts by August 2024 after auditors highlighted the issue.

8. NEW BUSINESS

- A. Resolution 3116 – Resolution Approving the HUD-Required SEMAP Certification for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024

Motion to approve Resolution 3116 – Resolution Approving the HUD-Required SEMAP Certification for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024, was made by Commissioner Orozco and seconded by Commissioner Anderson. The motion was carried through a roll call vote.

AYES: Buder, Goodwin, Orozco, Anderson

NOES: None

ABSENT: Ballesteros, Healy

9. INFORMATION

In a departure from traditional board reporting methods, we're adopting a new approach. Going forward, reports won't be verbally presented as before. Instead, they'll be provided as is for commissioners to review. Any questions or comments can be addressed during the meeting. This shift aims to streamline the process and ensure that meeting time is used efficiently.

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

A Headhunter agency was engaged for the vacant Director positions.

- B. Finance Report – Presented by Jin Lu, Director of Finance

- C. Property Management Report – Presented by Zulieka Boykin.
Ms. Boykin discussed revisions to the board report concerning work orders, noting that an extra column had been added, which will be removed in the revised version. Questions about the online waitlist were addressed, confirming that HCV already has its waitlist online, and Property Management will follow, with the goal of having the entire agency’s processes available online. Mr. Palacios is covering for the Asset Manager, Mayra Zesati.
- D. Development Report – Presented by Nora Ruvalcaba, Interim Director of Development.
- E. Housing Programs Report – Presented by Jonathan Campbell, Director of Housing Programs
- F. Property Spotlight: Gonzalez Family RAD
- G. Director Spotlight: Nora Ruvalcaba, Interim Director of Development

10. COMMISSIONER COMMENTS

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

11. ADJOURNMENT

With no additional matters to address, the Board concluded the meeting and adjourned it to 6:47 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

Date



REPORTS OF COMMITTEES

Board Reports Ad Hoc Committee

Commissioners: Buder and Healy

Development Ad Hoc Committee

Commissioners: Healy & Orozco

Policy Committee

Commissioners: Anderson, Ballesteros, and Goodwin

MEMORANDUM

TO: [OBJ] Board of Commissioners

FROM: [OBJ] Zulieka Boykin
Executive Director

RE: [OBJ] Executive Director Report

DATE: [OBJ] October 18, 2024

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

INFORMATIONAL UPDATE

No Updates

CHSP – Coalition of Homeless Service Providers

The Authority applied for the 2024 Youth Homelessness Demonstration Program Request for Qualifications, and we were selected as the awardee. The Youth Homelessness Demonstration Program was previously awarded to Bay Area Community Services, unfortunately, they are leaving the area; therefore, the RFQ was issued to transfer the funding to ensure that services would continue for the homeless and at-risk of homelessness youth in our County. The award is comprised of two grants: Rapid Rehousing and Youth Supportive Services. The total funding amount is \$2,119,000 dollars. The awarded funding will be transferred directly from the U.S. Department of Housing and Urban Development. This funding will be used in South County to operate a Drop-In Center at Benito Affordable or Benito FLC as previously discussed for the Las Vivendas Quadraplex Project. A resolution is included in the board packet for budget approval.

San Francisco HUD Field Office

- Many housing authorities are experiencing a funding shortfall for their HCV (Section 8 Program) this year. To address these concerns HUD is performing a second wave of offsets and recapturing funds from authorities that are underutilized with high reserves. Our agency had high reserves as of August and funding was recaptured in the second wave of offsets. The recaptured amount is approximately \$14 million dollars. An appeal has been sent to the HUD office and is under review. I am hopeful that the success of our three-day voucher event “One of a Thousand” and quick lease up will assist in approval. The plan is to demonstrate an increase in vouchers on the street, which was successful with the September VMS report showing 1003 searching and to increase lease up for the October VMS report. Our total lease up as of this report is 4,172 clients housed.

City of Salinas- Community Development Department

- The City of Salinas has completed all past year property audits beginning from FY2019. As a result, we have received two notices of fines. One is for HACM property management which is approximately \$157,000 dollars and the other is for a property managed by John Stewart Company for approximately \$67,000 dollars. We are composing a response for the city to address the findings and the fines. Once an agreement has been reached, the Board of Commissioners will be updated.



City of Soledad

- Received consent from the City of Soledad to move forward with ownership transfer for Benito FLC and Benito Affordable. To proceed with taking over ownership the Board of Directors have been provided with detailed information about the cost and organizational structure that have been approved by CTAC and the current investors. A resolution has been drafted and included in this board packet for consideration. It is my recommendation that the resolution is approved, and the final steps can be taken to complete this transaction.

County of Monterey

- Working with the County on possible partnership opportunities. PDM units have been turned over to Monterey County Behavioral Health for housing of participants in Hope Housing as outlined in the Bridge Housing Award.

HACM/HDC

PROPERTY MANAGEMENT

- There are resolutions and board memos attached for work required at PDM. The rehabilitation work is almost complete. The current budget is being used as outlined in the MOU and the Bridge Housing Application. We are working diligently to complete the exterior repairs.

FINANCE DEPARTMENT

- Working with department to improve internal controls by utilizing security and permissions in software system.
- The finance department is up-to-date and is taking this time to access processes, procedures, and staffing.
- The department is working with development and property management to finalize budgets and review information for future and current projects.

DEVELOPMENT DEPARTMENT

- Working on several projects and more information will be available at next month's meeting.
- Working to finalize the Articles of Incorporation for the CHODO, WISH Monterey County.
- Working with agency attorneys to finalize the agreement with the RFP awardee, Milestone. The agreement mirrors the board approved proposal and will be executed soon.
- Benito FLC loan extension has been approved and will cost \$10,000 for Freddie Mac Legal Fees.

HCV DEPARTMENT

- The agency held a voucher event from 9/16/2024 through 09/20/2024 to increase utilization and perform community outreach. The event was titled “One of a 1000” and was held at Sherwood Hall in Salinas. Applicants on the waiting list were contacted for on the spot voucher issuance. Voucher issuance normally takes approximately 180 days after being pulled from the waiting list. This event is unprecedented which lead to some media attention. KSBW aired the story on the 16th.

During the three days we issued 762 vouchers and have 154 applicants still pending in the system. This brings our three-day total to 916 vouchers. The total amount of new vouchers searching is 1003 for the month of September. The entire agency worked together and made this a reality. Additionally, we had landlords, community partners, and the City of Salinas onsite assisting clients.

Sonia De La Rosa, the County Administrator, was onsite assisting with everything from set-up to clients. Kathleen Ballesteros and Yuri Anderson, HACM Commissioners, assisted clients and staff during the event.

- The second part of the event is lease-up/inspections and landlord engagement. We leased 28 new families in September and 99 in October. These numbers will increase as the month continues.
- We have planned a New Landlord Workshop on October 23rd at the Rico Street location. The theme is “How to be a Landlord.” We are hopeful that this approach will create a welcoming atmosphere and encourage more landlords to participate.
- We have also reiterated to landlords and voucher holders that the HACM has funding available to issue \$500 new landlord incentives and assist with paying security deposits. After a review of the funds, it was determined that the previously imposed caps be removed allowing all voucher holders eligibility up to \$3000 regardless of their AMI designation. A resolution is included in this board packet for the board’s ratification of the previous policy conditions and approval of the change as of October 18, 2024. The desire is to assist as many families as possible in securing affordable housing.

HUMAN RESOURCES DEPARTMENT

- The policy committee agreed to forward six policies to the board for review. The policies are included in the board packet under resolutions 3120 through 3125. Supporting documentation is attached.
- Employee-related policies are being reviewed; however, we will begin to focus on procedural policies as well. The hope was to receive the findings from the HUD Compliance review before making any changes in case they provided instructions and/or feedback.
- Two resolutions are included in this packet regarding increasing the salary range for the position of Director of Development and Director of Housing Management. The Director of Development will increase to a maximum of \$160,000 and the Director of Housing Management will increase to \$150,000. We are also working with a recruiting company to fill the positions.

MCHI/MCHI AA

- Jardines property management has been transitioned to Coast and Valley. We are no longer managing any properties for MCHI/MCHI AA.

MISCELLANEOUS

- Jonathan Campbell and I attended a landlord workshop in Pacific Grove. We are taking the necessary steps to increase affordable housing and voucher usage on the Peninsula.



ELECTIONS



FOR THE FUTURE



MEMORANDUM

TO: Board of Commissioners
FROM: Zulieka Boykin, Executive Director
RE: **Procedures for Election of Officers**
DATE: September 26, 2024



The Bylaws of the Housing Authority do not specify the procedures for the election of officers. Instead, they defer to Robert's Rules of Order for any matters not addressed within the bylaws. Below is an excerpt from Robert's Rules, outlining the procedures for the election of officers and defining term limits.

"Before proceeding to an election to fill an office it is customary to nominate one or more candidates. This nomination is not necessary when the election is by ballot or roll call, as each member may vote for any eligible person whether nominated or not. When the vote is via voice the nomination is like a motion to fill a blank, the different names being repeated by the Chair as they are made, and then the vote is taken on each in the order in which they were nominated, until one is elected. The nomination need not be seconded. The usual method in permanent societies is by ballot, the balloting being continued until the offices are all filled. An election takes effect immediately if the candidate is present and does not decline. After the election has taken effect and the officer or member has learned the fact, it is too late to reconsider the vote on the election. An officer-elect takes possession of his office immediately, unless the rules specify the time. In most societies, it is necessary that this time be clearly designated."

According to Article II, Section 6 of the HACM Bylaws, "The Chair and Vice Chair shall serve one-year terms with a limit of two consecutive terms." The current Chair, Hans Buder, and Vice Chair, Kathleen Ballesteros, have each served one year in their respective roles and are eligible to serve another term. All other Commissioners are also eligible to hold office. A copy of the Housing Authority of the County of Monterey Bylaws, revised February 27, 2017, with amendments, is attached for your reference.

The process below would satisfy Robert's Rules of Order for the election of officers and is an option for consideration:

- Open the floor to nominations for "Chair".
- "The floor is now open for nominations for the Chair of the Board of Commissioners of the Housing Authority of the County of Monterey." All nominations must be seconded to be accepted.
- "Are there any other nominations?"
- "Nominations are now closed."
- "Voting for the position of Chair will be conducted publicly, with each vote announced aloud"
- The Secretary will be responsible for conducting the vote tabulations
- Secretary: "Mr. Chairman, I count __ votes for Commissioner __ as Chair."
- Chair - Commissioner has been properly elected as the Chair of the Board of Commissioners of the Housing Authority of the County of Monterey."

Then repeat the process for Vice Chair.

Action: Nominate and elect a current Commissioner to serve as Chair and Vice Chair of the Housing Authority of the County of Monterey Board of Commissioners.

*original in
file*

**BYLAWS
OF
THE HOUSING AUTHORITY
OF THE
COUNTY OF MONTEREY
STATE OF CALIFORNIA
(Revised February 27, 2017)**

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BYLAWS
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
STATE OF CALIFORNIA
(Revised July 24, 2000)

ARTICLE I

THE AUTHORITY:

Section 1. Name of Authority. The name of the Authority shall be "HOUSING AUTHORITY OF THE COUNTY OF MONTEREY."

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The offices of the Authority shall be at such location in the City of Salinas, County of Monterey, State of California, as the Authority may, from time to time, designate by resolution. The Authority may hold its meetings at such places as it may, from time to time, designate by resolution.

Section 4. Governing Board. The governing board of the Authority shall be the Board of Commissioners. The members of the Board shall be appointed according to law. The Board may, from time to time, establish committees comprised of three or fewer Commissioners.

Section 5. Indemnification. The Authority shall indemnify and hold a Commissioner of the Board harmless to the fullest extent permitted by law against any lawsuit or threat of lawsuit arising out of or resulting from acts of said Commissioner which are performed within the scope of his or her duties as a Commissioner, including reasonable attorneys' fees (from reasonably competent counsel selected by the Authority), and judgments incurred in connection with such litigation or threat of litigation and to the fullest extent permitted by law against all expenses, judgments, fines, and other amounts actually and reasonably incurred by them in connection with any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative.

A Commissioner shall repay any amount(s) paid by the Housing Authority pursuant to the preceding paragraph, if it is later determined that the act or acts of the Commissioner (giving rise to the suit or threat of suit) were performed outside (rather than under) the scope of the Commissioner's duties as a Commissioner.

Section 6. Insurance of Board Members. The Agency, through the action of its Board of Commissioners may (from time to time) procure errors and omissions insurance coverage (from a non-public entity) whenever reasonably priced, therein naming the Housing Authority of the County of Monterey, and also the individual Commissioners as joint and several beneficiaries of said errors and omissions insurance policy. If and when such a private company carrier policy is not reasonably procurable at a reasonable price, then said errors and omissions insurance policy may be obtained through action of the Board, from HARRP or similar public entity insurance groups. Any deductible shall be payable by the Housing Authority of the County of Monterey under its aforementioned duty to indemnify its Board Members.

Section 7. Conflicts of Interest. No Commissioner or officer who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter.

ARTICLE II

OFFICERS:

Section 1. Officers. The officers of the Authority shall be a Chair, a Vice-Chair, and a Secretary.

Section 2. Chair. The Chair shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chair may sign contracts, deeds and other instruments made by the Authority. At each meeting, the Chair shall submit such recommendations and information as considered proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice Chair. The Vice-Chair shall perform the duties of Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

Section 4. Secretary. The Secretary shall be the Executive Director of the Authority and as Executive Director shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. The Secretary shall be charged with the management of the housing projects of the Authority including signing contracts, deeds and other instruments made by the Authority in the normal course of business.

The Secretary shall keep the records of the Authority, act as a Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to the office. The Secretary shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Secretary shall also be the Treasurer of the Authority. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Treasurer shall sign all orders and checks for payment of money and shall pay out and disburse such moneys under direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Director of Finance. The Treasurer shall keep regular books of account showing receipts and expenditures and shall render to the Authority, at each regular meeting (or at least quarterly) an account of transactions and also of the financial condition of the Authority. The Treasurer shall give such bond for the faithful performance of duties as the Authority may require. The disbursements shall be provided to the Board of Commissioners for information only.

The compensation of the Secretary shall be determined by the Authority, provided that a temporary appointee selected from among the Commissioners of the authority shall serve without compensation other than the payment of necessary expenses.

In order to insure the smooth flow of business transactions upon delegation by the Executive Director, the designated Executive Director shall be authorized to sign all necessary documents.

Section 5. Additional duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the Bylaws or rules and regulations of the Authority.

Section 6. Election of Officers. The Chair and Vice Chair shall be elected from among all the Commissioners at the Annual Meeting in September beginning in the year 2001 by nomination through motion made and seconded and voted upon by the majority of Commissioners present at the Annual Meeting. The Chair and Vice Chair shall serve one year terms with two year consecutive term limits. Then the Chair and Vice Chair must sit out at least one year before being elected to another term.

Section 7. Vacancies. Should the offices of Chair or Vice-Chair become vacant, the Authority shall elect a successor from its membership at the next Regular Meeting and such election shall be for the unexpired term of said office.

Section 8. Appointment of Secretary. The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary or any vacancy therein, shall have such term the Authority fixes, but no Commissioners of the Authority shall be

eligible to this office except as a temporary appointee. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as foreshaid.

ARTICLE III

MEETINGS:

Section 1. Annual Meeting. The Annual meeting of the Authority shall be held on the date of the Regular September Meeting at the time and place stated in the notice of meeting.

Section 2. Regular Meetings. Regular meetings shall be held in accordance with the Brown Act at such time and place as may, from time to time, be determined by resolution or motion of the Authority or such other meeting day, time and place as shall be stated in the notice of meeting.

Notice of meetings shall be given in accordance with the Brown Act notice requirements.

Section 3. Special Meetings.

(a) The Chair of the Authority may, in the Chair's discretion, and shall, upon the request of two (2) members of the Authority, call a Special Meeting of the Authority for the purpose of transacting any business designated in the call. Notice of said meeting shall be given in accordance with the Brown Act. No business shall be considered at the Special Meeting other than designated in the call, except as permitted by law for matters of an emergency nature.

(b) An Emergency Meeting may be held in accordance with the Brown Act.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four (4) Commissioners shall constitute a quorum for the purpose of conducting the Authority's business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of majority of the Commissioners empowered to vote.

Section 5. Alternate Chair. In the event a quorum of the Board is present for a meeting, but both the Chair and Vice Chair are absent, the Commissioners present shall select from among themselves a Commissioner to preside as Chair for that meeting.

Section 6. Manner of Voting. The voting on any resolution or issue coming before the Authority will be by roll call vote in accordance with California law. All "ayes" and "noes" on any vote shall be entered in the Minutes of such meeting.

Section 7. Rules of Order. In the absence of specific rules of order herein, Roberts Rules of Order shall prevail.

Section 8. Proceedings. Any unintentional, inadvertent or unavoidable violation of any of these Bylaws of any rule of procedure shall not affect the validity of any proceedings.

ARTICLE IV

AMENDMENTS TO BYLAWS:

The Bylaws of the Authority shall be amended only with the approval of at least four (4) of the members of the Authority at a Regular or Special Meeting, but no such amendment shall be adopted unless notice of meeting has been given pursuant to the Brown Act.

Original Bylaws adopted on March 17, 1941

Revised June 27, 1994

Revised July 29, 1996

Revised June 22, 1998

Revised July 24, 2000

Revised August 24, 2015

Revised February 27, 2017

Amendment #1 – December 18, 2000

Amendment #2 – February 25, 2002

Amendment #3 – April 25, 2005

Amendment #4 – August 24, 2015

Amendment #5 – August 24, 2015

ARTICLE V

**Certificate of Secretary of the
*HOUSING AUTHORITY OF THE COUNTY OF MONTEREY***

I hereby certify that I am the duly appointed and acting Secretary of the Board of Commissioners of the Housing Authority of the County of Monterey and that the foregoing Bylaws, comprising of thirteen pages including this page, constitute the Bylaws of the Housing Authority of the County of Monterey as duly revised at a meeting of the Board of Commissioners held on February 27, 2017 to include Amendment #1 dated December 18, 2000, Amendment #2 dated February 25, 2002, Amendment #3 dated April 25, 2005, Amendment #4 dated August 24, 2015, and Amendment #5 dated August 24, 2015.


Jean Goebel, Secretary

2-28-2017
Date

Amendment to Bylaws
of the
Housing Authority of the County of Monterey

Amendment #1
Article II, Section 4 Secretary

This issue was considered at the December 18, 2000, Regular Board Meeting under New Business, Item 9I, Resolution 2095, Recommended change in Bylaws Signature Authority. "The Treasurer shall sign all orders and checks for payments of money and shall pay out and disburse such moneys under direction of the authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by **the Deputy Executive Director or Chief Financial and Housing Development Officer.**"

(Amend#1)

Amendment to Bylaws
of the
Housing Authority of the County of Monterey

Amendment #2
Article II, Section 4 Secretary

This issue was considered at the February 25, 2002, Regular Board Meeting under New Business, Item 7J, Bylaws, Article II, Section 4, page 5, disbursement procedure changed to read, The disbursements shall be provided to the Board of Commissioners for information only.

(Amend#2)

Amendment to Bylaws
Of the
Housing Authority of the County of Monterey

Amendment #3
Article I, Section 7 Conflicts of Interest

This issue was considered at the April 25, 2005, Regular Board Meeting under New Business, Item 8F, Change to HACM Bylaws. Article I, Section 7 was added to the Bylaws as stated below:

“Section 7. Conflicts of Interest. No Commissioner or officer who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter.”

(Amend #3)

Amendment to Bylaws
of the
Housing Authority of the County of Monterey

Amendment #4
Article II, Section 4 Secretary

This issue was considered at the August 24, 2015, Regular Board Meeting under New Business.

Recommended change to Paragraph 3: "The Treasurer shall sign all orders and checks for payments of money and shall pay out and disburse such moneys under direction of the authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Director of Finance. The Treasurer shall keep regular books of account showing receipts and expenditures and shall render to the Authority, at each regular meeting (or at least quarterly) an account of transactions and also of the financial condition of the Authority.

Further recommended change to Paragraph 5: In order to insure the smooth flow of business transactions upon delegation by the Executive Director, the designated Executive Director shall be authorized to sign all necessary documents.

This Amendment replaces Amendment #1.

(Amend#4)

Amendment to Bylaws
of the
Housing Authority of the County of Monterey

Amendment #5

Article III, Section 7. Manner of Voting.

This issue was considered at the August 24, 2015, Regular Board Meeting under New Business.

Recommended change to Manner of Voting: The voting on any resolution or issue coming before the Authority will be by roll call vote in accordance with California law. All "ayes" and "noes" on any vote shall be entered in the minutes of such meeting.

(Amend#5)



Consider appointing two members of the Board of Commissioners to serve alongside Supervisor Alejo and Supervisor Askew to serve on an Ad Hoc Tenant Commissioner Selection Committee for the Housing Authority of the County of Monterey, effective upon appointment through December 31, 2024.

MEMORANDUM

TO: Board of Commissioners
THRU: Zulieka Boykin, Executive Director
FROM: Delayna Cambunga & Pablo Verdugo
Procurement and Contracts Managers
RE: **Window Replacement Services HACM-RFP-2024-08 Award**
DATE: October 10, 2024



On August 1st, 2024, The Housing Authority of the County of Monterey initiated the Request for Proposal (RFP) process for the Pueblo del Mar rehabilitation project. Solicitation #HACM-RFP-2024-08 specifically outlined the need for qualified contractors to replace the windows of the Pueblo del Mar Apartments. This initiative aims to improve energy efficiency and update the overall appearance of the building, contributing to a better living environment for residents.

Within the 30-day timeframe of the solicitation, three proposals were received and opened on September 9th, 2024. An evaluation committee carefully assessed all bids against the criteria outlined in the RFP. After a thorough evaluation, the winner was identified based on the competitive nature of the submissions, with the lowest cost determining the selected contractor. Dales Glass Shop submitted the lowest-cost proposal at \$282,040.78, which is notably lower than our independent cost estimate of \$375,000 calculated by our Project manager.

Key details from the HACM committee discussion; With 66 years of experience in the industry, Dales Glass Shop benefits from established relationships with vendors and suppliers, allowing them to secure lower pricing. This advantage enables them to provide high-quality products to HACM at more competitive rates than their competitors. Furthermore, Dales Glass Shop has been a reliable vendor for HACM for over 20 years, demonstrating their consistent commitment to quality and service. This long-standing partnership reinforces our confidence in their ability to meet the needs of the Pueblo del Mar rehabilitation project.

It is in the recommendation of the Review Committee (Interim Director of Development, Project Manager, Finance Director, Development Analyst, and Development Assistant) that Zulieka Boykin, Executive Director, and the Board of Commissioners, approve the attached award letter to Dale's Glass Shop.

Additional Materials: Letter of Award & Score Cards

AWARD NOTIFICATION LETTER

October 10, 2024

Dale's Glass Shop
275 Griffin Street
Salinas, CA 93901

Subject: Award of HACM-2024-RFP-08 PDM Window Replacement Services

Dear Sam Daniele,

In response to your Window Replacement proposal, we are pleased to inform you that your proposal has been carefully reviewed and your bid for this project has been accepted. The Housing Authority County of Monterey (HACM) intends to award Dale's Glass Shop.

The Evaluation Committee reviewed all proposals in strict accordance with the evaluation criteria outlined in the RFP and has concluded that Dale's Glass Shop's proposed plan best matches our needs and agrees to the cost of \$282,040.78.

Thank you for your interest in meeting the needs of the Housing Authority County of Monterey. Your participation in the process is appreciated.

Sincerely,

Zulieka Boykin
Executive Director

Sent via USPS Mail and Email to joe@dalesglassshop.com



Master Score Sheet Totals

Instructions: Complete the Master Score Sheet below providing all the requested information for each bidder that submitted a proposal in response to the RFP. This document is to be included in the Selection Package submitted to the Zulieka Boykin Executive Director for review/approval

Score Sheet for #HACM-RFP-2024-08 Window Replacement Services			
PROPOSAL SUBMITTED BY:		Espino Construction	Dales Glass Shop
PROPOSED COST:		\$327,750.06	\$282,040.78
EVALUATION TEAM	POINTS AVAIL.		
Jin Lu	100	78	96
Nora Ruvalcaba	100	80	100
Jane Infante	100	80	100
Ricardo Calderon	100	85	100
Jorge Camacho	100	80	100
TOTAL:		403	496
		81%	99%

RESOLUTION 3117

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY FOR APPROVAL OF AWARDED RFP #HACM-RFP-2024-08 FOR WINDOW REPLACEMENT SERVICES

WHEREAS, the Commissioner Bylaws of the Housing Authority of the County of Monterey ("HACM") state that the board sets policy over fiscal management and ensures there are good internal controls; and

WHEREAS, HACM has property management agreements, procurement policies, internal controls, and cash management regulations; and

WHEREAS, HACM Board of Commissioners must approve fiscal obligations over \$250,000 for a single payment or transactions of \$250,000 that are not included in normal day-to-day activities; and

WHEREAS, the Exterior Walls Painter Rehabilitation Services RFP was advertised in compliance with the Authority’s procurement policy, and proposals were received; and

WHEREAS, HACM assigned an evaluation committee to review and evaluate the submitted proposals based on the criteria outlined in the Request for Proposal documents, and the most qualified proposal was selected; and

WHEREAS, funding for this project is coming from the \$2.8 million awarded as part of the MOU between the County of Monterey on behalf of the Health Department and the Housing Authority of the County of Monterey;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey hereby authorizes and directs the Executive Director, Zulieka Boykin, to enter a contract and any required legal documents with the selected contractor for Window Replacement Services in the amount of \$282,000 for the Pueblo del Mar Apartments.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of October 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

MEMORANDUM

TO: The Board of Commissioners

FROM: Zuliaka Boykin, Executive Director

RE: **Authorization to Provide Housing Counseling Services**

DATE: October 18, 2024



In line with the Housing Authority of the County of Monterey’s ongoing commitment to addressing the housing needs of our community, we are seeking approval to expand our services to include housing counseling services for residents of Monterey County. This initiative will strengthen our support to individuals and families by providing guidance and assistance with housing-related matters, ultimately promoting stability and sustainable living conditions. We propose that the Housing Authority of the County of Monterey provide both individual and group housing counseling services to address the following key areas:

- Housing stability and retention
- Tenant rights and responsibilities
- Financial literacy related to housing
- Assistance with navigating housing programs and applications

These services will be designed to address the unique needs of our community and will be accessible to all residents, particularly those facing barriers to stable housing. To proceed, we are requesting that the Board of Commissioners formally authorize the Housing Authority to offer these housing counseling services as part of our agency’s mission to promote affordable and sustainable housing. The attached resolution outlines the specifics of the proposal.

RESOLUTION 3118

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY AUTHORIZING THE PROVISION OF HOUSING COUNSELING SERVICES

WHEREAS, the Housing Authority of the County of Monterey ("HACM") is committed to supporting efforts towards affordable and sustainable housing for the residents of Monterey County and its surrounding cities and communities, including Monterey, Carmel-by-the-Sea, Salinas, Pacific Grove, Seaside, Marina, Carmel Valley, Soledad, King City, Moss Landing, Castroville, Prunedale, Greenfield, Sand City, Pajaro, Gonzales, Del Rey Oaks, Spreckels, San Ardo, Chualar, Del Monte Forest, Boronda, San Lucas, and Las Lomas; and

WHEREAS, the Board of Commissioners recognizes the importance of providing housing counseling services as part of the Agency's mission to assist residents of Salinas, California, and the surrounding communities with guidance and support to achieve housing stability; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey hereby authorizes the agency to provide housing counseling services to the residents of Monterey County.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of October 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:



Housing Authority County of Monterey
Work Plan
October 10, 2024

123 Rico Street
Salinas, CA 93907
831-775-5000

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Overview

The Housing Authority of the County of Monterey (HACM) was created under the authority of the Health and Safety Code by Resolution which identified a need for safe and sanitary low-income housing by the Monterey County Board of Supervisors on March 17, 1941.

Monterey County Housing Authority Development Corporation (HDC), a 501(c)(3) public benefit corporation specializes in offering comprehensive development consulting services to housing authorities and affordable housing developers.

The consolidated organization, operating under the name Housing Authority of the County of Monterey, brings together HACM's and HDC's strengths. This strategic merger is designed to optimize resources, improve operational efficiency, and amplify the collective impact on housing development and community welfare. The commitment to maintaining high standards of service and accountability remains unwavering, ensuring continued dedication to the community and the pursuit of a more resilient and inclusive housing infrastructure.

The goal of HACM is to assist homeowners, homebuyers, and renters to acquire and retain a home of their own. HACM provides counseling, information, assistance, and education to buyers, owners, and renters in the city, state, county and surrounding areas.

To meet this goal, HACM offers one-on-one counseling in a private, secure setting, as well as counseling over the phone and via e-mail. The agency also conducts group seminars to provide general consumer information on the home purchase process, financing and re-financing options, credit repair, financial literacy, and other topics that help meet the goal of home acquisition or retention and assist clients to make informed and reasonable decisions regarding their housing needs.

HACM promotes the development and professional management of a variety of affordable housing opportunities, facilities, and supportive services to nurture neighborhoods and provide economic development and self-sufficiency activities for residents while also assuring equal access to safe, quality housing for low and moderate-income families throughout the community.

1. Target Communities

The HACM's agency counseling program is devoted to providing housing counseling services to the residents of Monterey County, California which is our main targeted area. In addition, our agency provides counseling in the following areas: Carmel-by-the-Sea, Salinas, Pacific Grove, Seaside, Marina, Carmel Valley, Soledad, King City, Moss Landing, Castroville, Prunedale, Greenfield, Sand City, Greenfield, Sand City, Pajaro, Gonzales, Del Rey Oaks, Spreckels, San Ardo, Chualar, Del Monte Forest, Boronda, San Lucas, Las Lomas

According to the 2020 US Census, Monterey County, California has 3,281.7 square miles of land area and is the 17th largest county in California.

US Census Statistical Data (Monterey County, CA)

Population	
i Population estimates, July 1, 2023, (V2023)	△ 430,723
i Population estimates base, April 1, 2020, (V2023)	△ 439,035
i Population, percent change - April 1, 2020 (estimates base) to July 1, 2023, (V2023)	△ -1.9%
i Population, Census, April 1, 2020	439,035
i Population, Census, April 1, 2010	415,057
Age and Sex	
i Persons under 5 years, percent	△ 6.4%
i Persons under 18 years, percent	△ 25.5%
i Persons 65 years and over, percent	△ 15.5%
i Female persons, percent	△ 49.2%
Race and Hispanic Origin	
i White alone, percent	△ 82.9%
i Black or African American alone, percent (a)	△ 3.2%
i American Indian and Alaska Native alone, percent (a)	△ 2.6%
i Asian alone, percent (a)	△ 6.7%
i Native Hawaiian and Other Pacific Islander alone, percent (a)	△ 0.6%
i Two or More Races, percent	△ 4.0%
i Hispanic or Latino, percent (b)	△ 62.0%
i White alone, not Hispanic or Latino, percent	△ 27.2%
Population Characteristics	
i Veterans, 2018-2022	15,238
i Foreign born persons, percent, 2018-2022	28.9%
Housing	
i Housing Units, July 1, 2023, (V2023)	146,386
i Owner-occupied housing unit rate, 2018-2022	52.2%
i Median value of owner-occupied housing units, 2018-2022	\$683,700
i Median selected monthly owner costs -with a mortgage, 2018-2022	\$2,661
i Median selected monthly owner costs -without a mortgage, 2018-2022	\$710
i Median gross rent, 2018-2022	\$1,873
i Building Permits, 2023	617
Families & Living Arrangements	
i Households, 2018-2022	130,973
i Persons per household, 2018-2022	3.20
i Living in same house 1 year ago, percent of persons age 1 year+, 2018-2022	88.7%
i Language other than English spoken at home, percent of persons age 5 years+, 2018-2022	55.1%

Housing Authority County of Monterey

Economy	
i In civilian labor force, total, percent of population age 16 years+, 2018-2022	58.8%
i In civilian labor force, female, percent of population age 16 years+, 2018-2022	54.1%
i Total accommodation and food services sales, 2017 (\$1,000) (c)	1,894,474
i Total health care and social assistance receipts/revenue, 2017 (\$1,000) (c)	2,803,852
i Total transportation and warehousing receipts/revenue, 2017 (\$1,000) (c)	687,440
i Total retail sales, 2017 (\$1,000) (c)	5,629,518
i Total retail sales per capita, 2017 (c)	\$12,977
Transportation	
i Mean travel time to work (minutes), workers age 16 years+, 2018-2022	25.0
Income & Poverty	
i Median household income (in 2022 dollars), 2018-2022	\$91,043
i Per capita income in past 12 months (in 2022 dollars), 2018-2022	\$37,741
i Persons in poverty, percent	 12.1%

The listed zip codes for our service areas:

Monterey County

95076, 93906, 93905, 93955, 93940, 93901, 93960, 93907, 93933, 93908, 93927, 93930, 93923, 93950, 95012, 93926, 93924, 93451, 95004, 93953, 93461, 93920, 95039, 93426, 93944, 93925, 93921, 93943, 93450, 93928, 93962, 93902, 93915, 93912, 93922, 93932, 93942, 93954

These statistics and trends in Monterey County and surrounding areas illustrate a clear need for HUD Housing Counseling services. With lack of affordable housing and foreclosure specifically among those living in poverty, there is an urgent requirement for assistance in areas such as homeownership education, financial planning, renter education and debt management. These services will play a crucial role in enhancing financial stability and improving the quality of life for many residents in Monterey County and surrounding area.

2. Housing Needs and Problems

These challenges suggest Monterey County and surrounding areas need for comprehensive housing counseling, programs to assist with affordable homes, home buying, credit & housing counseling services, and educational initiatives focused on financial literacy and rights awareness. The target population in Monterey County and surrounding areas faces a variety of housing needs, problems, and barriers.

The specific housing problems in Monterey County are the cost of living and availability of housing. Monterey County is rich in agriculture land, bringing many families to work in this industry, around 22.8% of the employment force <https://montereycfb.com/wp-content/uploads/2022/11/Economic-Contributions-of-MoCo-Ag-2020.pdf> . Given the data provided by the U.S Census Bureau from a survey conducted in 2021, the average median income for households residing in Monterey county was \$69,021 and a per capital income of \$37, 638 <https://www.census.gov/quickfacts/>.

One barrier surrounding the county is housing availability as it pertains to the use of land. The prominent land in the county is protected by agriculture, limiting the availability to further develop more housing. The next barrier in the community is the cost of living. The average

market-rent in Monterey County is \$4000 per month, <https://www.ushousingdata.com/fair-market-rents/monterey-county-ca#rent-tables> with most landlords requiring first and last month's rent and or, a security deposit on hand at move in.

Due to the high demand, the average cost to purchase a home in this county is \$775K, according to a report from Redfin, from June 2023, <https://www.redfin.com/county/329/CA/Monterey-County/housing-market>. In May 2023, KSBW News, the county's local news station, reported that in the upcoming two to three years, the city of Salinas anticipates bringing over 6000 units to the area in the attempts to address the housing crisis <https://www.ksbw.com/article/salinas-plans-to-build-over-six-thousand-new-homes-to-combat-housing-crisis/43935827>. To which 3,212 of these developments will be designated for very-low, low, and moderate-income households. Which means that currently, there is a great need for Housing Counseling services in Monterey County, especially for families interested in purchasing a home. HACM can provide counseling services and educate the residents of its county with the essential financial tools to better equip those moderate to very-low-income families and provide support to assist with preparation in navigating the upcoming opportunities and changes in the housing market. The market in the county shows a decrease in homes sold as it compares from 2021 to 2023 with a downward trend <https://www.redfin.com/county/329/CA/Monterey-County/housing-market>. Homeownership readiness and affordability amongst other factors are considered to be contributions to this decreasing shift. Those mostly employed in the agriculture sector are Hispanic or Latinos making up 60.8% of the population in the county <https://www.census.gov/quickfacts/fact/table/montereycountycalifornia,US/PST045222> .

3. Affirmatively Furthering Fair Housing

The HACM does not and will not indicate any preference or limitation or otherwise does not discriminate based on race, color, disability, religion, sex, familial status, sexual orientation, national origin, genetic information, ancestry, children, marital status, or the receipt of public assistance. Exceptions may apply if the preference or limitation is pursuant to a lawful eligibility requirement. All advertising that includes depictions of people (photographs or illustrations) will include representations of both majority and minority groups. The HACM will not advertise a local preference for any programming or service offered. The Fair Housing logo and slogan will be included in all marketing materials.

4. Description of Services

The HACM aims to provide Housing Counseling Services to assist individuals and families navigating the complexities of housing. This service includes the following: Rental Topics Counseling, Pre-Purchase Counseling and Pre-Purchase Homebuyer Education Workshop.

Objectives are to educate clients on their rights and responsibilities in various housing situations. We also strive to assist clients in understanding and navigating housing finance and affordability. Through our services, we provide personalized counseling to prevent homelessness and foreclosures. Lastly, we empower clients with financial literacy skills specific to housing.

<p>Pre-Purchase Homebuyer Education Workshop</p>	<p>a client may be referred to. Any funding used for rental assistance will be on a first come first serve basis, and clients will be scheduled by the severity of the client's situation.</p> <p>HACM offers Pre-purchase Homebuyer Education Workshops. GHDC schedules regular workshops to present an 8-hour home buyer education course. HACM presents home buyer education workshops in group in-person settings as well as in a virtual space.</p> <p>The workshops will provide Pre-purchase Homebuyer Education Workshops to individuals seeking homeownership and clients referred by local lending institutions. This will provide the 8 hours of Homebuyer Education recommended and required by HUD to ensure the skills needed to create successful homeowners.</p> <p>This education not only prepares them for the purchasing process but prepares the future homeowners for the full experience of maintaining their homes forever and avoiding foreclosure.</p> <p>Dissemination of Home Inspection Materials - Clients will be given a copy of "For Your Protection Get a Home Inspection (HUD Form 92564) and "Ten Important Questions.</p> <p>These important home inspection guidance documents are shared early in the prepurchase counseling and homebuyer education sessions. Upon signing the sign-in sheet, the client acknowledges they have received these documents.</p>
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5. Record Keeping

Electronic:

- The Client Management System (CMS) is used to track the client and store information.
- The online program is password protected and only authorized users have access to the program.

Hard Copy Files:

- A central file for each client will be used to store hard copies. Files are stored in secure filing cabinets and the office is locked when counselors are not present.
- All meetings and phone calls with the client are logged.
- Any letters, correspondence, or copies of client documents (loan docs, etc.) to or on behalf of the client are kept in their confidential file.

Client File Documentation Includes:

- Date activity occurred
- Start and end time of session
- Name of housing counselor
- Client's name, address, and phone number
- FHA case number, if applicable
- Client number for cases for housing counseling
- Client action plan
- Screening interview information
- Financial analysis
- Disclosure/Conflict of Interest statements given to client
- Alternatives discussed
- Log of activities performed on behalf of the client
- Required data elements are kept in the on-line system
- Copies of pertinent records and correspondence
- Follow up activities
- Termination date (date client file closed and reason for termination)

Group File Documentation Includes:

- Agenda of class
- Topic of class
- Sign in sheet
- Course Logistics (Date, Place, Duration)
- Copies of certificates of completion
- Copies of evaluations
- Demographic sheet for each attendee referred to class from an outside agency
- Participation Information
- Signed Disclosures

- Demographics are kept with the CMS (Client Management System)

6. Homeownership Counseling and Home Inspection

All Pre-Purchase clients are seen via one-on-one sessions. HACM will meet the entire process of homeownership covering the general areas of: decision to purchase a home; selection and how to purchase a home, home inspections; issues arising during or affecting the period of homeownership (including but not limited to refinance, default, foreclosure, post purchase maintenance and other financial decisions).

HACM is willing to provide reasonable accommodation for clients when necessary. In the event a client is unable to visit the office due to work schedules, health related issues, or other reasons beyond their control. HACM looks at alternate methods to complete the necessary counseling for clients to ensure the services are still received. This could consist of electronically sending info, phone sessions, as well as home visits to the client.

All pre-purchase clients are provided home inspection materials such as “For Your Protection, Get a Home Inspection” form as well as “10 Important questions to Ask Your Home Inspector.” All clients sign a Client Certification acknowledging they have received the documents forecordkeeping.

6. Impact and Scope of One-on-One Counseling Services

Intake: Client appointments are made by support staff. A client assessment and application are completed by the counselor. The applications are reviewed by a counselor and client information is entered into CMS (Client Management System).

Action Plan: At the first meeting an action plan is developed including the following:

- o Goals, including any issues that must be resolved
- o Steps for reaching goals and who is responsible for each step
- o Estimated time frame for steps

Financial Analysis:

- o Create and review budget
- o Discuss ways to save money, cut expenses
- o Help client develop budget they can afford

Follow-Up: HACM makes reasonable efforts to have follow up communication with the client, to ensure that the individual/family is progressing towards their goal. Each individual/family receiving services will be encouraged to provide feedback; the impact of services provided but as to the knowledge and the effectiveness of the materials provided by the certified housing counselors. HACM gains a better understanding of the community needs from the perspective of the individual/families served versus what the agency feels the community needs; in addition, this information will help the agency monitor how well it is

delivering services. If additional barriers that are out of the scope of work performed by HACM are identified, clients will be referred to community resources for assistance.

Termination: Client file will be terminated when the presenting issue has been resolved, goal is met, or lack of non-compliance.

8. Formats for Delivery of Services

Delivery of housing counseling service are provided through:

- Phone
- Internet
- Video Conference (Zoom, Google Meet, Teams).
- In-Person - in a private office setting
- Email

We also provide the support needed to deliver counseling services requested for individuals who require ADA accommodations - sight impaired, hearing impaired, or physical condition. Our office location and the facility meet accessibility laws, rules, and regulations.

9. Client Follow Up

HACM makes reasonable efforts to have follow-up communication with the client, to ensure that clients are progressing toward their housing goal, to modify or terminate housing counseling, and to learn and report outcomes. The client follow-up is conducted by a qualified housing counselor who makes reasonable efforts to conduct a verbal follow-up session within the first 60 days of no client contact. If unsuccessful, after two attempts to conduct a verbal follow-up session, the counselor writes a letter to the client stating that such efforts have been made and informs the client that there is a need for follow-up communication. The letter requests that the client contact the housing counseling agency no later than 30 days from the date of the letter, to help the agency assess if additional client services are necessary to assist them in achieving their housing goals or if services should be terminated.

10. Fee Structure

HACM does not charge fees for housing counseling services.

11. Limited English Proficiency

HACM serves non-English-speaking clients or clients with limited English proficiency. We provide access to program benefits and information to LEP individuals through language assistance services at no cost to the client. The agency has staff that speak Spanish. Translators will be hired to accommodate other languages, which might be needed.

12. Marketing and Outreach

HACM will regularly post announcements on our social media page and website. Announcements may also be provided through radio, local news stations, and local newspapers. Physical flyers and publications may be provided through local resource fairs, partner agencies, large employers, or frequently visited public areas that post community information.

13. Supervisory Monitoring/Quality Control Plan

HACM Executive Director will review 3-5 client files monthly for each housing counselor for compliance with HUD requirements and quality of housing counseling. Counselors will check each other's files weekly, using a checklist to review every file and the checklist will remain in the file with signatures from the counselor and program director upon review. The supervisor will have a separate spreadsheet to track client sessions and outcomes that will be checked bi-weekly against the HUD-9902 report. This should ensure that all client sessions and outcomes are being captured correctly. The program manager will document their review using a checklist and discuss with the counselors any deficiencies identified in each file. The program manager will produce quarterly reports that identify for their senior executive management and board of directors' areas of deficiency, including violations of HUD regulations and HACM's own policies and procedures.

14. Emergency Response and Continuity of Operations Plan

Our location in Monterey County and surrounding areas are prone to extreme weather. It is not uncommon for these weather conditions to create emergency conditions where power is interrupted, property and office facilities are heavily damaged, destroyed or rendered temporarily unsafe or uninhabitable.

To cope with such circumstances and facilitate the resumption of normal operations as quickly as possible, HACM has arranged for the Work Plan and other HACM numerical records to be stored in an encrypted form in an offsite cloud backup facility. This will provide the staff with ready access to crucial information and records regardless of whether the offices are accessible and/or usable.

Once an assessment of the feasibility of resuming normal operations is completed, the Director will recommend steps to be implemented. Steps may include arranging necessary facility repairs, restoration of utility service, replacement/repair of equipment, restoring data, arranging a temporary off-site work location and other actions, as necessary.

Conclusion

This work plan is used as a guide to create a standard of practice for HACM and its counseling activities. Our goal always is to advocate for and provide premier services to all clients. We reserve the right to make needed adjustments in the services, workshops, and programs we provide to best serve the needs of the community while still maintaining adherence to the National Standards of Homeownership Education and Counseling.

(Executive Director)

Date

Appendix A

Additional Work Plan Links

- Local housing market conditions-
- <https://www.redfin.com/county/329/CA/Monterey-County/housing-market>
- <https://www.rockethomes.com/real-estate-trends/ca/monterey-county>
- <https://www.rentcafe.com/average-rent-market-trends/us/ca/monterey/>

- Prevalent housing issues (foreclosure, rental challenges, homeownership readiness)
- <https://www.co.monterey.ca.us/how-do-i-/buy/property-tax-auction>
 - <https://www.co.monterey.ca.us/home/showpublisheddocument/113267/638441087042930000>
- <https://www.change.org/p/renters-against-rent-control-stabilization-in-monterey-county-ca>
- <https://chpc.net/wp-content/uploads/2023/05/Monterey-County-Housing-Report-2023.pdf>

- Community resources available:
- <https://www.co.monterey.ca.us/government/departments-a-h/human-resources/community-resources>

RESOLUTION 3119

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY(HACM) FOR APPROVAL OF THE YOUTH HOMELESSNESS DEMONSTRATION PROGRAM FUNDS BUDGET IN THE AMOUNT OF \$2,119,000 MILLION DOLLARS FOR THE TERM OF NOVEMBER 01, 2024, TO NOVEMBER 30, 2025

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) awards funding to support affordable housing and wrap around services for the youth at risk of homelessness or homeless under the Youth Homelessness Demonstration Program referred to as YHDP; and

WHEREAS, a 2024 YHDP Request for Qualifications was released by Youth 4 Action and the Coalition of Homeless Service Providers to award the transfer of \$2,119,000 million in grant funding from Bay Area Community Services to a qualified agency; and

WHEREAS, HACM submitted a response and were chosen as the new recipient for the funding; and

WHEREAS, HACM desires to utilize the funding in South County to operate a Homeless Youth Drop-In Center for youths 18-24 focusing on housing case management and individual wraparound services; and

WHEREAS, the funding is comprised of two grants. The Rapid Rehousing Grant (“RRH”) and the Youth Supportive Services Grant (“SSO”);and

WHEREAS, HACM has proposed a budget to utilize funding by employing a program director, service coordinator, property manager, maintenance worker, and two outreach coordinators. The Drop-In Center will be located on an existing property in the agency portfolio; and

WHEREAS, the funds transfer will be between the HACM and HUD; and

WHEREAS, the HACM shall exercise due care in carrying out its responsibilities to comply with all HUD statues, regulations, and standards for the appropriate program component; and

WHEREAS, the Board of Commissioners previously approved the program/Drop-In Center as part of the Las Viviendas Project the HACM is requesting budget and final program approval for the YHDP program to be implemented in South County;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey (HACM) hereby authorizes and directs the Executive Director, Zulieka Boykin to execute all documents related to the YHDP Program.

Chairman

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of October 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:

COC Name and Number	CA-506 MONTEREY/SAN BENITO
Recipient Name	Housing Authority of the County of Monterey
Project Name	Las Vivendas
Grant Number	
Period of Performance	2024-2025

Budget Line Item	Anticipated Monthly Draw												Total		
	November	December	January	February	March	April	May	June	July	August	September	October		November	
Planning	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$85,000
Leasing	\$17,314	\$17,314	\$17,314	\$17,314	\$17,314	\$17,314	\$17,314	\$17,314	\$17,314	\$17,314	\$17,314	\$17,314	\$17,314	\$17,314	\$225,082
Rental Assistance	\$6,592	\$6,592	\$6,592	\$6,592	\$6,592	\$6,592	\$6,592	\$6,592	\$6,592	\$6,592	\$6,592	\$6,592	\$6,592	\$6,592	\$85,696
Supportive Services	\$52,833	\$52,833	\$52,833	\$52,833	\$52,833	\$52,833	\$52,833	\$52,833	\$52,833	\$52,833	\$52,833	\$52,833	\$52,833	\$52,833	\$686,829
Operating Costs	\$43,983	\$43,983	\$43,983	\$43,983	\$43,983	\$43,983	\$43,983	\$43,983	\$43,983	\$43,983	\$43,983	\$43,983	\$43,983	\$43,983	\$571,779
HMIS	\$3,404	\$3,404	\$3,404	\$3,404	\$3,404	\$3,404	\$3,404	\$3,404	\$3,404	\$3,404	\$3,404	\$3,404	\$3,404	\$3,404	\$44,252
Administration	\$33,874	\$33,874	\$33,874	\$33,874	\$33,874	\$33,874	\$33,874	\$33,874	\$33,874	\$33,874	\$33,874	\$33,874	\$33,874	\$33,874	\$440,362
Total	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$2,119,000
Total expended cumulative	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000
% of award expended	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%

Instructions

The purpose of this workbook is to project spending through the end of the term and determine how many months is needed to fully expend the award. These budget line items are HUD categories. The recipient's budget will be more detailed but all the costs must roll up to these BLIs. The recipient may include more detailed budgets under each BLI. The spending projection must include the entire funded amount, not just the Year 1 or Year 2 amount. YHDP funds are available for the entire period of the award. The recipient must demonstrate that the award will be fully expended by the end of the current term or proposed term if they are asking for an extension. If funds will remain, the recipient must provide a justification. The recipient is encouraged to use this analysis to determine if adjustments in the budget can be made to fully expend the award. The additional tabs in this workbook describe in more detail what can be funded under each BLI per the CoC regulations. The recipient should also review all the YHDP special activities (Appendix A of the NOFO) to see which ones would be useful for participants and help expend funds. The recipient should change the name of the cell titled "Month 1" etc. to actual months (i.e. May, June, July...)

MEMORANDUM

TO: Policy Committee
THRU: Zulieka Boykin, Executive Director/CEO
FROM: James Maynard-Cabrera, Director of Human Resources
RE: **Revisions to Personnel Policies**
DATE: September 9, 2024



As a follow-up to our Policy Committee meeting held on August 14, 2024, I would like to update you on the revisions made to the personnel policies. These revisions aim to ensure consistency and a uniform format across all policies, as discussed during our last meeting.

1. Confidential/Classified Information and Acceptable Use Policy
 - Updated format for easier readability and consistency.
 - Reinforced procedural clarity regarding confidentiality and the role of Adaptive Information Systems in securing HACM's network.
 - Enhanced details on acceptable use of network resources and consequences of policy violations.
2. Exempt/Non-Exempt Status and Overtime Policy
 - Revised structure to align with other policies.
 - Clarified definitions of exempt and non-exempt employees, and overtime pay practices to ensure compliance with the Fair Labor Standards Act (FLSA).
3. Military Leave Policy
 - Reformatted for uniformity.
 - Detailed compensation and benefit procedures during military leave, ensuring that policies comply with state and federal laws.
4. NARCAN Administration Policy
 - Adjusted layout for consistency across all policies.
 - Emphasized the procedures for training and certification of authorized personnel.
5. Paid Time Off Policy
 - Reformatted to standardize presentation.
 - Clarified guidelines on vacation, sick leave, and bereavement.

Please review the revised policies attached to this memo. Should you have any questions or require further clarification, feel free to reach out.

Thank you for your time and commitment to ensuring our policies remain clear and consistent.

RESOLUTION 3120

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY (HACM) FOR APPROVAL OF UPDATING THE CONFIDENTIAL/CLASSIFIED AND ACCEPTABLE USE POLICY

WHEREAS, the Housing Authority of the County of Monterey (HACM) desires to maintain policies that follows all current SEIU521 Memorandum of Understanding Agreement, the Housing and Urban Development Rules and Regulations, federal, state, and local laws; and

WHEREAS, HACM has outlined the desire to update the policy to align with agency standards; and

WHEREAS, HACM has outlined the policy to align with the HUD Privacy Handbook; and

WHEREAS, HACM has outlined this policy to ensure compliance with cybersecurity procedures, protecting personal identifiable information, and maintaining confidentiality; and

WHEREAS, the original policy was created on October 26, 1992, and is hereby being updated on October 28, 2024; and

WHEREAS, this policy has been reviewed by the Policy Committee and recommended to the HACM Board of Directors for final approval; and

WHEREAS, this policy will be reviewed for updates and revisions every two years to ensure agency compliance with all regulatory requirements;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey (HACM) hereby authorizes and directs the Executive Director, Zulioka Boykin to implement the revised Confidential/Classified and Acceptable Use Policy as presented.

Chairman

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of October 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

AYES:
NOES:
ABSENT:



CONFIDENTIAL/CLASSIFIED INFORMATION AND ACCEPTABLE USE POLICY

I. PURPOSE

The Housing Authority of the County of Monterey (HACM) is committed to safeguarding the confidentiality and security of all sensitive information managed within the organization, including data accessed through its network. This policy establishes guidelines for handling, protecting, and disseminating confidential and classified information, as well as outlining the acceptable use of HACM's network resources, which are maintained and supported by Adaptive Information Systems (Adaptive IS). By adhering to this policy, HACM ensures the privacy of individuals, the integrity of its operations, and compliance with legal and regulatory obligations.

II. SCOPE

This policy applies to all HACM employees, especially those directly involved in the collection, maintenance, use, and dissemination of information. It encompasses all forms of confidential and classified data, including:

- Personal information (e.g., employment history, medical records, financial status)
- Client and employee files
- Operating procedures, financial records, and computer reports

III. POLICY

HACM requires all employees to maintain the confidentiality of sensitive information, including personal, financial, and operational data, and to use network resources responsibly. Unauthorized access, use, or disclosure of confidential information or misuse of the network is strictly prohibited and will result in disciplinary action, up to and including termination of employment, and may lead to legal consequences.

IV. PROCEDURE

4.1 Confidentiality of Information

Employees must maintain the confidentiality of all personal and organizational data, ensuring that such information is not disclosed to unauthorized persons or entities. Sensitive information, including but not limited to client and employee records, is not open to the public and should be handled with the utmost care to prevent unauthorized access.

4.2 Acceptable Use of Network Resources

Adaptive Information Systems is the IT service provider and network administrator for HACM. Adaptive IS is responsible for managing HACM's network infrastructure, ensuring secure access to data, and implementing security protocols that protect against unauthorized access, data breaches, and other cyber threats. They also monitor network activity to ensure compliance with HACM's internal policies and industry standards. Adaptive IS plays a critical role in maintaining the confidentiality, integrity, and availability of HACM's information systems.

Employees are expected to:

- Use the network efficiently and only for work-related activities.
- Maintain the confidentiality of sensitive data when using the network, ensuring that encryption is utilized for secure communications.

4.3 Prohibited Activities on the Network

Employees are prohibited from engaging in the following activities:

- Unauthorized access to network resources.
- Sharing login credentials or attempting to access restricted areas.
- Transmitting inappropriate, offensive, or harassing content.
- Engaging in activities that violate copyright or intellectual property laws.
- Using the network for personal financial gain or malicious activities, such as hacking.

4.4 Release of Information

Confidential information may only be released under the following conditions:

- **Written Consent:** Authorized written consent from the tenant, owner, or employee is obtained.
- **Legal Mandates:** A valid court order, subpoena, or enforceable directive from an authorized government entity is received.
- **Internal Approval:** All requests must be approved in writing by the Department Director, with legal-related releases authorized by the Executive Director/CEO.

Any release of information or review of records must be documented, including details of the request, who reviewed the information, and the date and content of the review.

4.5 Network Monitoring and Security

Adaptive IS may monitor network traffic for security purposes. Employees should have no expectation of privacy when using HACM's network. Any security incidents, such as suspected unauthorized access or data breaches, must be reported immediately to the IT department.

4.6 Required Cyber Security Training

All employees are required to complete periodic **Cyber Security Training** provided through Adaptive IS or HACM's designated IT vendor. This training is designed to ensure employees are aware of the latest cyber threats, best practices for safeguarding confidential information, and how to prevent security breaches. Failure to complete the training within the designated timeframe may result in disciplinary action.

4.7 Employee Responsibilities

Employees must implement proper safeguards, both administrative and technical, to protect the confidentiality of sensitive information. Confidential data obtained through employment at HACM should never be used for personal gain or private interests.

V. CONSEQUENCES OF VIOLATION

Violation of this policy, including the improper use of the network or the unauthorized disclosure of confidential information, may result in disciplinary action, up to and including termination of employment. Legal action may also be pursued for violations of applicable laws.

VI. REVIEW AND APPROVAL

This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws. Any updates or revisions will be presented to the Board of Commissioners Policy Committee for approval.



**CONFIDENTIAL AND CLASSIFIED INFORMATION AND ACCEPTABLE USE POLICY
EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

I, _____, (print full name) acknowledge that I have received and read the confidential and classified information data policy of the Housing Authority of the County of Monterey. I understand my responsibilities as outlined in this policy and agree to comply with its provisions.

Employee Signature

Date

HR Representative Signature

Date

RESOLUTION 3121

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY (HACM) FOR APPROVAL OF UPDATING THE EXEMPT/NON-EXEMPT STATUS AND OVERTIME POLICY

WHEREAS, the Housing Authority of the County of Monterey (HACM) desires to maintain policies that follows all current SEIU521 Memorandum of Understanding Agreement, the Housing and Urban Development Rules and Regulations, federal, state, and local laws

WHEREAS, HACM has outlined the desire to update the policy approved under resolution 210 and 220 to align with agency standards

WHEREAS, HACM has clarified exempt and non-exempt employee definitions to ensure transparency and accountability

WHEREAS, HACM has outlined this policy to ensure compliance with the Fair Labor Standards Act

WHEREAS, the original policy was created on April 01, 1999, and is hereby being updated on October 28, 2024

WHEREAS, this policy has been reviewed by the Policy Committee and recommended to the HACM Board of Directors for final approval

WHEREAS, this policy will be reviewed for updates and revisions every two years to ensure agency compliance with all regulatory requirements

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey (HACM) hereby authorizes and directs the Executive Director, Zulieka Boykin to implement the revised Exempt/Non-Exempt Overtime Policy as presented.

Chairman

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of October 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:



Exempt/Non-Exempt Employee Status and Overtime Policy *(Replaces policy# 210 & 220)*

I. PURPOSE

The Housing Authority of the County of Monterey (HACM) is committed to fair and equitable treatment of all employees in accordance with federal and state labor laws. This policy is designed to clearly define exempt and non-exempt employee status, providing guidelines to ensure that these classifications are applied correctly and consistently. The policy also aims to administer overtime pay in compliance with applicable wage and hour regulations. By adhering to these guidelines, HACM emphasizes its dedication to protecting the rights of its employees, ensuring they are compensated fairly for their time and efforts while maintaining compliance with legal standards.

II. SCOPE

This policy applies to all positions at HACM.

III. POLICY

All positions at HACM will be classified as either exempt or non-exempt in strict compliance with applicable laws, particularly the Fair Labor Standards Act (FLSA). HACM's overtime pay policy conforms to the provisions of the FLSA to ensure that non-exempt employees receive proper compensation for overtime work. Exemption from these provisions will only be claimed when it can be definitively established that an employee's duties and responsibilities meet the specific requirements for such an exemption.

IV. PROCEDURE

1. Definitions

1.1 *Exempt:* Employees in management, supervisory, professional, administrative, and outside sales positions whose roles meet specific tests established by the FLSA and state law, and who are exempt from overtime pay requirements.

1.2 *Non-Exempt:* Employees whose positions do not meet FLSA exemption tests and who are entitled to overtime pay at one and one-half times their regular

rate of pay for hours worked beyond forty (40) in one week and/or eight (8) hours in one day.

2. Determination Process

- 2.1 Initial Assessment: The exempt or non-exempt status of each position will be determined based on the duties and responsibilities outlined in the job description and assessed against FLSA exemption tests.
- 2.2 Uncertain Status: If the exempt/non-exempt status of a position is in doubt, the department head will collaborate with the Human Resources Director to review the position's duties and responsibilities against FLSA exemption tests and make a provisional decision.
- 2.3 Final Decision: The Executive Director and/or their designated appointee will review provisional decisions and make the final determination in all cases.

3. Overtime Pay for Non-Exempt Employees

- 3.1 Regular Time Pay: Non-exempt employees will be paid regular time for all hours worked up to eight (8) hours in one day or forty (40) hours in one workweek.
- 3.2 Overtime Pay: Non-exempt employees will be paid time-and-one-half for hours worked beyond eight (8) in one day and/or forty (40) in one workweek, unless working a flexible or alternative schedule as defined by California law.
- 3.3 Holiday Pay: Employees who work on a HACM holiday and are eligible for holiday pay will receive pay at one-and-one-half times their regular rate for hours worked, in addition to eight (8) hours' holiday pay.
- 3.4 Holiday and Vacation Hours: Paid holiday and vacation hours will be considered as hours worked for the purpose of determining overtime.
- 3.5 Authorization for Overtime: Overtime worked by non-exempt employees must be authorized in advance by the employee's department head.
- 3.6 Compensating Time Off: Compensating time off in lieu of overtime payments will not be granted.

RESOLUTION 3122

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY (HACM) FOR APPROVAL OF UPDATING THE MILITARY LEAVE POLICY

WHEREAS, the Housing Authority of the County of Monterey (HACM) desires to maintain policies that follows all current SEIU521 Memorandum of Understanding Agreement, the Housing and Urban Development Rules and Regulations, federal, state, and local laws related to military leave for employees

WHEREAS, HACM has outlined the desire to update the military policy approved under Resolution #355 to align with agency standards

WHEREAS, HACM has outlined the benefit and compensation procedures during military leave

WHEREAS, HACM has outlined this policy to ensure compliance with 5 U.S.C. 6323(a) regulated by the United States Department of Commerce

WHEREAS, the original policy was created on March 01, 1998, and is hereby being updated on October 28, 2024

WHEREAS, this policy has been reviewed by the Policy Committee and recommended to the HACM Board of Directors for final approval

WHEREAS, this policy will be reviewed for updates and revisions every two years to ensure agency compliance with all regulatory requirements

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey (HACM) hereby authorizes and directs the Executive Director, Zulieka Boykin to implement the revised Military Leave Policy as presented

Chairman

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of October 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:



MILITARY LEAVE POLICY *(Replaces current military leave policy #355)*

I. PURPOSE

The Housing Authority of the County of Monterey (HACM) is committed to supporting its employees who serve in the armed forces. This policy is designed to provide eligible employees with paid time off during military leave, ensuring that they can fulfill their service obligations without undue financial hardship. It also underscores HACM's dedication to upholding the rights of those who serve our country, in compliance with all relevant federal and state laws. The policy serves as a testament to HACM's respect and appreciation for the sacrifices made by our military personnel, ensuring that their employment and benefits are protected during their time of service.

II. SCOPE

This policy applies to all eligible employees of the Housing Authority of the County of Monterey (HACM).

III. POLICY

HACM shall provide up to **30 days** of military leave of absence with pay and all applicable benefits as provided under Division II, Part I, Chapter VII of the California Military and Veterans Code. HACM shall comply with regulations governed by the Uniformed Services Employment and Reemployment Rights Act (USERRA).

IV. PROCEDURE

1. Request for Leave:

- 1.1 Employees who are active in the armed forces must complete a Request for Leave of Absence Form prior to any military leave.
- 1.2 Employees must also provide a copy of their military orders.

2. Compensation and Benefits:

2.1 During the first 30 days of military leave, HACM shall pay the employee's salary and continue any applicable benefits.

2.2 After 30 days, if eligible, the employee may request a Leave of Absence Without Pay. Refer to the Leave of Absence Without Pay policy for guidelines.

3. Individual Assessment:

3.1 HACM shall independently assess each request for leave based on the specific circumstances and in accordance with federal and state statutes.

RESOLUTION 3125

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY (HACM) FOR APPROVAL OF UPDATING THE PAID TIME OFF POLICY

WHEREAS, the Housing Authority of the County of Monterey (HACM) desires to maintain policies that follows all current SEIU521 Memorandum of Understanding Agreement, the Housing and Urban Development Rules and Regulations, federal, state, and local laws

WHEREAS, HACM has outlined the desire to update the current paid time off policy referenced under resolution numbers 395,360, and 380

WHEREAS, HACM has outlined the process for accumulating and requesting paid time off

WHEREAS, HACM has outlined the various types of paid time off and correlation to employee benefits

WHEREAS, HACM has clarified all guidelines and ensured alignment with Fair Labor Standards Act

WHEREAS, this policy was originally created on April 01, 1999, and has been revised as of October 28, 2024

WHEREAS, this policy has been reviewed by the Policy Committee and recommended to the HACM Board of Directors for final approval

WHEREAS, this policy will be reviewed for updates and revisions every two years to ensure agency compliance with all regulatory requirements

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey (HACM) hereby authorizes and directs the Executive Director, Zulieka Boykin to implement the revised Paid Time Off Policy as presented.

Chairman

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of October 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

AYES:
NOES:
ABSENT:



Paid Time-Off Policy *(Replaces policy# 395, 360, & 380)*

I. PURPOSE

The Housing Authority of the County of Monterey (HACM) values its employees' health, well-being, and civic responsibilities. This policy provides paid time off (PTO) for vacation, illness, bereavement, and personal civic duties such as jury duty, witness leave, and voting. By offering this support, HACM emphasizes its commitment to work-life balance, health, and civic participation while maintaining employment and benefits.

II. SCOPE

This policy applies to all regular, probationary, and part-time employees (on a pro-rata basis). Temporary employees are excluded from paid leave benefits.

III. POLICY

3.1 Vacation Leave

HACM encourages employees to take their annual vacation entitlement to promote rest and well-being. Vacation leave accrual begins upon hire and is based on continuous years of service:

Years of Service	Hours Per Pay Period Maximum Accrual
0-2 Years	3.69 hours (12 days) 260 hours
After 2 Years	4.61 hours (15 days) 260 hours
After 10 Years	6.15 hours (20 days) 320 hours
After 20 Years	7.69 hours (25 days) 400 hours

Leave of Absence: Vacation time is not accrued during unpaid leaves exceeding five (5) working days within a pay period. Accrual resumes upon return to active status.

Maximum Accrual: Vacation hours may be accumulated up to the maximum accrual limit. Once this limit is reached, accrual will stop and resume only after hours are used.

Separation Pay: Unused vacation entitlement is paid upon separation from employment based on the hourly rate at the time of separation. In the event of an employee's death, payment will be made to their designated beneficiary.

Scheduling Vacation: Employees must schedule vacations in advance, subject to supervisor approval. At least one vacation period per year should consist of five consecutive days. If a HACM-paid holiday occurs during vacation, it will not be counted against vacation time.

3.2 Sick Leave

Sick leave protects employees from income loss due to illness, injury, or family illness. It is accrued as follows:

3.08 hours per pay period

Usage: Sick leave can be used for the employee's illness, injury, or family illness. Employees may be asked to provide a physician's certificate for verification, especially for absences of more than three days.

Bereavement Leave: Up to five (5) working days of paid sick leave can be used for bereavement following the death of a family member (parent, sibling, spouse, domestic partner, child, grandparent, or grandchild).

Workers' Compensation: Employees receiving Workers' Compensation benefits will not receive sick or vacation pay for time off due to work-related injuries. If Workers' Compensation payments do not cover scheduled work hours, sick leave can be used.

State Disability & Pregnancy Disability: State Disability Insurance (SDI) payments will be integrated with the employee's sick leave so the employee does not receive more than their normal salary. Once sick leave is exhausted, employees may choose to use vacation time or take unpaid leave.

Separation: Employees are not entitled to payment for unused sick leave upon separation, except in the case of retirement or death, where up to 30% of accumulated sick leave (to a maximum of 1,500 hours) will be paid out.

Sick Leave Donations: Employees may voluntarily donate up to ten (10) days of sick leave to a colleague experiencing a major illness after 60 days of absence, subject to the Executive Director's approval.

3.3 Paid Personal Time for Civic Responsibilities

HACM provides paid personal time for jury duty, witness leave, and voting:

Jury Duty or Witness Leave: Employees summoned to jury duty or court appearances as a witness will receive paid leave. Court earnings (excluding mileage) must be reported and integrated with regular pay to ensure the employee does not receive more than their usual salary.

Time Off to Vote: Registered voters may take up to two (2) paid hours off work to vote if they lack sufficient time outside of working hours. A request must be submitted two days before Election Day.

3.4 Bereavement Leave

Up to five (5) paid days of leave can be used for the death of a family member, as listed under Section B.2.

3.5 Coordination of Benefits

Employees using PTO continue to be covered under all eligible insured benefit plans during their paid leave.

3.6 Administrative Requirements

Accrual Tracking: Employees are responsible for monitoring their vacation and sick leave balances, which are provided via payroll stubs or by inquiry through HR.

Substantiating Evidence: A physician's certificate or other proof may be required to validate any request for paid sick leave.

RESOLUTION 3123

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY (HACM) FOR APPROVAL OF THE NARCAN ADMINISTRATION POLICY

WHEREAS, the Housing Authority of the County of Monterey (HACM) desires to maintain policies that follows all current SEIU521 Memorandum of Understanding Agreement, the Housing and Urban Development Rules and Regulations, federal, state, and local laws

WHEREAS, HACM has outlined the desire to create a policy for the administration of Narcan

WHEREAS, HACM has outlined the procedures for training and certification of authorized personnel

WHEREAS, HACM has outlined this policy as an additional procedure to assist residents and employees in response to an opioid overdose

WHEREAS, HACM has outlined a Narcan policy that falls under the California Good Samaritan Law and AB472 which protects individuals and employers from professional, civil, and criminal liability

WHEREAS, this policy has been reviewed by the Policy Committee and recommended to the HACM Board of Directors for final approval

WHEREAS, this policy will be reviewed for updates and revisions every two years to ensure agency compliance with all regulatory requirements

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey (HACM) hereby authorizes and directs the Executive Director, Zulieka Boykin to implement the revised Narcan Administration Policy as presented.

Chairman

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of October 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:

:



NARCAN Administration Policy

I. PURPOSE

The Housing Authority of the County of Monterey (HACM) recognizes the importance of equipping our staff with the necessary knowledge and skills to respond effectively to opioid overdoses within our community. Naloxone (referred to in this policy by the common brand name “NARCAN”) is a life-saving medication used to rapidly reverse opioid overdose, and its proper administration can potentially save lives. This policy outlines the guidelines and procedures for the administration of NARCAN by authorized personnel at HACM.

II. SCOPE

This policy applies to all employees of the Housing Authority of the County of Monterey who may encounter situations involving opioid overdose while performing their duties.

III. POLICY

- 1.1 Authorized Personnel: Only authorized personnel who have completed the required NARCAN training provided by HACM, or an approved external provider are authorized to administer NARCAN at HACM.
- 1.2 Training and Certification: All authorized personnel must undergo initial NARCAN training and receive certification prior to administering the medication. Additionally, regular refresher training sessions may be required to ensure competency and knowledge retention. Participation in this training is voluntary, and employees will not be mandated to administer NARCAN if they are uncomfortable doing so.
- 1.3 Storage and Accessibility: NARCAN kits will be securely stored in designated locations throughout HACM facilities, accessible only to authorized personnel. These locations will be clearly marked and easily accessible in case of emergencies.
- 1.4 Recognition of Opioid Overdose: Authorized personnel should be able to recognize the signs and symptoms of opioid overdose, including but not limited to respiratory depression, unconsciousness, and pinpoint pupils.

2 Administration Protocol:

2.1 In the event of a suspected opioid overdose, designated personnel should immediately assess the situation and ensure their own safety.

2.2 Authorized personnel may administer NARCAN when they are reasonably and in good faith believe someone is exhibiting signs and symptoms of opioid overdose and that person needs emergency medical care. NARCAN should be administered promptly at the scene of the emergency, and according to the manufacturer's instructions.

2.3 Authorized personnel retain discretion under this policy to administer or not administer NARCAN depending on the relevant circumstances surrounding the emergency situation.

2.4 Emergency medical services (EMS) should be contacted immediately, even if the individual responds positively to NARCAN, as further medical attention may be required.

2.5 Authorized personnel should remain with the individual until EMS arrives, providing any necessary assistance or information. EMS must be informed that NARCAN has been administered.

3 Documentation:

Following the administration of NARCAN, authorized personnel must complete an incident report detailing the circumstances, dosage administered, and any other relevant information. This report should be submitted to the appropriate supervisor as soon as possible.

4 Confidentiality:

All information related to the administration of NARCAN, including the identity of the individual receiving the medication, should be treated as confidential and handled in accordance with HACM's privacy policies and applicable laws.

5 Compliance:

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, depending on the severity and circumstances of the violation.

6 Review and Revision:

This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations. Any revisions or updates will be communicated to all relevant staff members.



NARCAN Administration Policy

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

I, _____, (print full name) acknowledge that I have received and read the NARCAN Administration Policy of the Housing Authority of the County of Monterey. I understand my responsibilities as outlined in this policy and agree to comply with its provisions. This policy is not a commitment and does not establish terms or conditions of employment or form an employment contract.

Employee Signature

Date

HR Representative Signature

Date

MEMORANDUM

TO: The Board of Commissioners
THRU: Zulieka Boykin, Executive Director
FROM: James Maynard-Cabrera, Human Resources Director
RE: **Revised Travel & Entertainment Policy**
DATE: October 6, 2024



This memo outlines the key differences between the newly revised Travel and Entertainment Policy and the previous version (Policy 905, 2010). The revised policy focuses on streamlining processes and ensuring compliance with HUD regulations while supporting HACM's mission.

Key Changes in the Revised Travel Policy:

1. **Document Length and Structure:**
The **Original Policy** (6 pages) included detailed travel-related topics, whereas the **Revised Policy** (3 pages) is more concise, focusing on key travel and reimbursement processes.
2. **Purpose:**
The **Original Policy** aimed to provide general guidelines, while the **Revised Policy** emphasizes cost-effective practices and compliance with HUD, aligning with HACM's goals.
3. **Scope and Responsibility:**
The **Original Policy** targeted employees traveling for more than 12 hours. The **Revised Policy** includes both employees and commissioners, emphasizing HUD compliance and financial principles.
4. **Approval Process:**
Executive Director approval is still required for all overnight travel, but the **Revised Policy** introduces a more straightforward process managed by designated administrative staff.
5. **Per Diem and Reimbursement:**
The **Revised Policy** introduces a flat per diem rate of \$100 for meals and incidentals, simplifying the process compared to the **Original Policy**, which adjusted rates for partial travel days.
6. **Credit Card Usage:**
While the **Original Policy** provided detailed guidance on Authority-sponsored credit cards, the **Revised Policy** focuses on itemized receipts and stricter rules for unsubstantiated expenses.
7. **Entertainment Expenses:**
The **Revised Policy** continues to prohibit alcoholic beverages, simplifies the approval process, and ensures compliance with IRS regulations.

8. **Mileage and Personal Automobile Use:**

The **Revised Policy** maintains IRS mileage rates but provides clearer, streamlined language.

9. **Lodging and Incidentals:**

The **Revised Policy** focuses on securing the lowest possible room rates and eliminates some of the specific guidance, such as room sharing requirements.

10. **Miscellaneous Expenses:**

While the **Original Policy** included a longer list of non-reimbursable expenses, the **Revised Policy** retains the same content but condenses the examples for clarity.

11. **Receipt Submission:**

The **Revised Policy** imposes stricter consequences for failing to submit receipts within 30 days, which may result in delays or forfeiture of reimbursement.

12. **Insurance:**

The **Revised Policy** clarifies that employee-purchased travel insurance is not reimbursable and emphasizes coverage under workers' compensation insurance.

In summary, the **Revised Policy** simplifies and clarifies the previous guidelines, focusing on enforceability and compliance with HUD regulations, making the travel process more efficient for both employees and commissioners.

ACTION: Move forward for full board review and approval by the Commissioners.



TRAVEL POLICY *(Replaces Policy# 905)*

I. PURPOSE

The purpose of this policy is to provide clear guidelines for business travel and entertainment for representatives of the Housing Authority of the County of Monterey (HACM), including employees and commissioners. It ensures that travel expenses are necessary, reasonable, and compliant with HUD regulations and HACM's financial principles. The policy promotes cost-effective practices, outlines procedures for requesting and documenting expenses, and ensures all expenditures support HACM's mission to provide affordable, safe housing for Monterey County residents.

II. RESPONSIBILITY

Department heads and supervisors are responsible for ensuring that all representatives understand and comply with this policy before engaging in business travel.

III. POLICY

- A. Approval for Travel: All overnight business travel requires prior approval from the Executive Director.
 - Travel arrangements, including transportation, lodging, and conference registration, must be handled by designated Administrative Department staff.
- B. Travel and Per Diem Advances: Travel advances of up to 100% of the estimated expenses may be requested at least seven (7) days prior to the travel date.
- C. Credit Cards: HACM-issued credit cards may be provided for business travel.
 - Credit cards will be issued as needed for travel-related incidentals and must be returned upon the completion of the trip or upon termination of employment.
 - All receipts for expenses incurred using a HACM-issued credit card must be submitted within 30 days of the trip's completion.
 - Receipts must be itemized, and credit card slips, or bank statements are not acceptable substitutes. Failure to submit an itemized receipt will result in reimbursement to the agency for the unsubstantiated expense.
- D. Air Travel: All air travel must be in coach class.
 - Advance Booking: Arrangements should be made in advance to secure the lowest possible rates.
 - Checked Baggage: The Housing Authority of the County of Monterey (HACM) will cover the cost of the first checked bag for roundtrip travel. Any additional costs for overweight luggage or extra bags are not covered by HACM.

- Seat Upgrades: Any payment for seats outside of coach class is not covered by HACM.
- E. Rental Cars: Rental cars may be used if necessary and in the best interest of HACM.
 - Insurance: Representatives are covered under HACM's workers' compensation insurance and automobile liability insurance. Therefore, additional insurance should not be purchased from rental car agencies.
- F. Travel to and From Terminals: The least costly method should be used for transportation to and from airport terminals, such as shuttles, taxis, or long-term parking for personal vehicles. HACM is not responsible for travel outside of transportation to and from terminals
- G. Traveling to and From the Venue: HACM will make every effort to book accommodations at hotels closest to the venue; in some instances, the venue may be within the hotel. Travelers are expected to use their best judgment when traveling from the hotel to the venue, utilizing hotel shuttles or other cost-effective methods. Personal travel outside of the training or airport is not covered by HACM.
- H. Use of Personal Automobile: Representatives using personal vehicles for HACM business will be reimbursed at the IRS-established mileage rate.
 - Reimbursement will not exceed the cost of commercial airfare for the same trip.
- I. Lodging: The lowest possible room rates should be secured, with government rates requested when available.
 - Personal expenses (e.g., in-room entertainment, mini-bar, laundry) will not be reimbursed.
- J. Meals & Incidentals - Per Diem
 - The per diem for meals and incidental expenses is set at **\$100** per day.
- K. Entertainment: Entertainment expenses must serve a clear business purpose and comply with IRS regulations.
 - All receipts and documentation related to travel and entertainment expenses must be submitted to the Executive Assistant's office for approval and processing. No reimbursement will be made without the proper documentation and approval.
 - Alcoholic beverages and personal entertainment expenses are non-reimbursable.
- L. Tips: Tips related to reimbursable expenses such as meals or transportation (e.g., taxis) should be limited to 15%.
 - Gratuities for baggage handling (e.g., porters or bellhops) are reimbursable at \$1 per bag.

M. Laundry

- Laundry expenses during business travel will not be reimbursed unless the representatives are traveling for five (5) or more consecutive days.

N. Insurance – Travel: Medical expenses resulting from an accident while on HACM business are covered under HACM's workers' compensation insurance.

- Other personal travel insurance purchased by representatives will not be reimbursed.

O. Combined Business and Personal Travel

- If personal travel is combined with business travel, HACM will only reimburse the portion of expenses related to business travel.

P. Spouse or Guest on Trip: If a representative chooses to take a spouse or significant other on a business trip, any additional expenses incurred are personal and must be covered by the representatives in advance of booking.

- HACM will only reimburse expenses that would have been incurred for the representatives alone (e.g., single room rates).

Q. Miscellaneous Expenses and Reimbursements: Unexplained items labeled as "miscellaneous" are not allowable for reimbursement.

- Examples of non-reimbursable expenses include newspapers, magazines, movies, shoeshines, and household services incurred due to representatives' absence on a business trip.
- All receipts and documentation related to travel and entertainment expenses must be submitted to the Executive Assistant's office for approval and processing. No reimbursements will be made without the proper documentation and approval.

R. Airline Clubs

- Fees for membership in airline clubs or lounges are considered personal expenses and will not be reimbursed.

Receipts Submission and Approval Process: All receipts for reimbursable travel and entertainment expenses must be submitted to the Executive Director/CEO's Executive Assistant for approval. After approval, the Finance Department will review the submission and process it for payment.

Failure to submit receipts within 30 days of trip completion may result in delays or forfeiture of reimbursement.



TRAVEL POLICY

I. PURPOSE

To establish guidelines for business travel and entertainment.

II. SCOPE

All employees traveling on Authority business outside of Monterey County for a period of more than 12 hours. For this section only, reference to employee(s) also includes other persons representing the Authority on Authority-authorized business.

III. RESPONSIBILITY

Establishment and administration of this policy is the responsibility of the Executive Director. Each department head and supervisor is responsible for ensuring that employees, prior to departure on their first business trip, review this policy to understand its intent and requirements.

IV. POLICY

A. Approval for Travel. All overnight business travel requires prior approval by the Executive Director. The department head shall approve travel for the purposes of training. All travel arrangements, hotel, airlines, rental car, and conference registration will be arranged through the designated Administrative Department staff member. A training request form shall be completed and approved prior to traveling. Reimbursement for travel is further considered when:

1. An employee works excessively long hours away from regular worksite; (more than 12 hours)
2. Work at a complex located sufficiently distant from regular worksite to require overnight lodging or is required in performance of official duties to attend a meeting in which a meal is served;
3. Travel is away from regular worksite on very limited notification; or to
4. Attend a school, convention or meeting away from regular worksite.

B. Credit Cards. The Authority has an arrangement with a credit card company to charge travel and entertainment expenses on Authority-sponsored charge cards. Credit cards shall be issued as deemed necessary by the Executive Director.

Employees who have been issued an Agency credit card should charge reimbursable expenses to the credit card whenever possible, including all entertainment, travel, and hotel expenses. Only reimbursable expenses should be charged on the credit card; personal expenses should be paid for by the employee separately.

Upon termination of employment, all personnel who have been assigned credit cards must return all Authority-issued credit cards to Human Resources.

- C. Travel and Per Diem Advances. When a travel advance is necessary, an advance request must be made within a minimum of seven (7) days prior to the date of travel. Upon approval of the advance, the employee may receive up to 100% of the total estimated expenses. The advance will be disbursed to the employee one to two days before the trip. An expense report must be filed within 30 days of the completion of the trip (See IV.T). If no report is filed, IRS regulations require that the amount of the advance be reported as wages on the employee's W-2.
- D. Air Travel Policy.
1. All air travel will be in coach class.
 2. If en route and because of airline difficulties, an employee is required to exchange tickets through rerouting, an airline refund voucher must be obtained and attached to the ticket receipt. An explanation and the receipt are required when submitting expense reports.
 3. The Authority will select the carrier based on flight schedule and rate structure. The carrier and/or employee shall select the most reasonable and lowest possible fare.
 4. Travel arrangements should be made as far in advance as possible to take advantage of the most economical rate. It should be noted that hotel accommodations may be extended over a Saturday night in order to save money on airline tickets.
 5. If there are penalties associated with changing reservations, the Authority will pay for these, provided the Authority required the change or the change was beyond the control of the employee.

Penalties or cancellation charges incurred for any other reason will be the responsibility of the employee. This includes changes to arrive on an earlier flight.
 6. If last minute changes are required during non-working hours or while out of town, the employee should contact the appropriate airline carrier.
- E. Rental Car. The use of a rental car is permitted when it is in the interest of the Authority to do so. Arrangements shall be made through the most reasonable and feasible rental company. Employees must maintain an acceptable driving record at all times. Employees shall adhere to all state and federal laws and rules of the rental company.

Personal medical insurance should not be purchased from the car rental agency since employees are already covered under the Authority's workers' compensation insurance. Additional automobile liability insurance should not be

purchased as employees are covered through the Authority's automobile liability policy.

Rental charges must be supported by a receipt and should be charged to the credit card.

- F. Travel To and From Terminals. Travel to and from airport terminals will be by the least costly method available consistent with business requirements; e.g., airport shuttle or limousine, taxi, air commuter, or personal automobile (including parking or storage fees). On trips of more than one day's duration, long-term parking must be used and receipts must be attached to the expense report.
- G. Use of Personal Automobile. Employees traveling by personal automobile on Authority business are required to carry, at the employee's expense, public liability and property damage insurance at the minimum required by law.

Employees will be reimbursed for mileage at rate(s) as established by the Internal Revenue Service. Rates shall be posted on departmental bulletin boards for employees' information. Such reimbursement will not exceed the cost of commercial airfare for the same trip. A mileage reimbursement form must be completed for reimbursement. Mileage reimbursement includes costs incurred for gasoline, maintaining liability and collision insurance, tires, oil, lube, routine maintenance, registration, and depreciation.

- H. Baggage Expenses. Charges imposed by a carrier for personal luggage that exceeds weight or other established limitations will be borne by the employee, unless the Executive Director approves a particular exception. The Authority will pay for standard baggage charges. The Authority will not reimburse for excess baggage charges.
- I. Rooms. Every effort will be made to guarantee the lowest rate. If, during check-in, the hotel is overbooked, the employee is expected to use sound business judgment in selecting alternative accommodations. In many cases, a government rate is available and the employee should request this rate when registering at the hotel. The employee should use an Authority ID badge for identification.

The Authority pays only for standard room rates. Two employees may be required to share accommodations in order to save costs. In this case, a double room rate is acceptable.

If late arrival is guaranteed and the reservation must be canceled, the cancellation must be made within the time allowed. The Authority will not pay for no-shows.

All hotel charges should be charged to the credit card. The charges, when shown on the expense report form, should be itemized to show meals, telephone charges, etc. In-room movies, laundry, and use of mini-bars are considered personal expenses and, therefore, not reimbursable.

If the employee must pay the bill, they must personally submit for reimbursement. The original detailed hotel bill must be attached to the expense report. Miscellaneous expenses must be supported by receipts and attached to the expense report.

- J. Meals & Incidentals – Per diem. The Housing Authority provides the federal government’s per diem rate for meals and incidental (M&IE) expenses for the travel destination as stated in IRS publication 1542 or subsequent bulletin. Incidentals are paid at \$5.00 for any portion of the day. If travel is not for the full day, the balance of the per diem amount will be adjusted as follows:

The trip begins at or before 7:00 a.m.	- Breakfast	- 25%
The trip begins at or before 11:00 a.m.	- Lunch	- 25%
The trip begins at or before 4:00 p.m.	- Dinner	- 50%

After a 24-hour period continuing to the next day, incidentals are paid at \$5.00 for any portion of the day. If travel is not for the full day, the balance of the per diem amount will be adjusted as follows:

The trip ends at or after 8:00 a.m.	- Breakfast	- 25%
The trip ends at or after 2:00 p.m.	- Lunch	- 25%
The trip ends at or after 7:00 p.m.	- Dinner	- 50%

Meals may be claimed using these guidelines in combination as noted above when fractional travel days extend over two or three meal periods.

The per diem for meals will not be adjusted for meals provided by a common carrier or a complimentary meal provided by a hotel/motel. If meals are furnished other than as noted above, the per diem will be adjusted based upon the applicable amount stated in IRS publication 1542. Meals will not be reimbursed above this rate unless for purposes of approved entertainment and accompanied by properly documented receipts.

- K. Entertainment. Internal Revenue Service regulations require that entertainment expenses (including business lunches, dinners, etc.) must serve definite business purposes with a reasonable expectation of deriving increased business benefits. Implicit in these requirements is the disallowance of “goodwill.” Entertainment must be associated with the active conduct of business and must be incurred during, before, or after a substantial business discussion. Events such as birthday parties, going away parties, showers, etc. are considered personal expenses and will not be reimbursed under this policy. Alcoholic beverages, in any form, are non-reimbursable expenses.

Entertainment (luncheon, dinner, etc.) of fellow employees of the Authority is not generally allowed except when:

1. A customer or outside contact is in attendance.
2. Visiting another location.
3. The employees are meeting during a meal time and discussing Authority business.

To ensure compliance with these regulations on lunches, dinners, and other entertainment expenses, the following information must be shown on the expense report.

1. Cost.
2. Date.
3. Place (name and location) and nature of entertainment.
4. Business purpose and nature of business benefit derived or expected to be derived.
5. Name and title of people present or other designation sufficient to establish business relationship to the Authority.

Original receipts are required for all non-per diem expenditures and must be attached to the expense reports. Photocopies will not be accepted. Only the actual cost of the meal plus tip will be reimbursed.

- L. Tips. For expenses such as meals, taxi, etc., the gratuity should be limited to the accepted norm (generally 15%) and included in the amount reported. It is proper to show as “tips” gratuities to redcaps, skycaps, hotel porters, and bellhops (generally \$1.00 per bag).
- M. Laundry and Valet. No laundry expenses will be reimbursed.
- N. Insurance - Travel. Medical expenses resulting from an accident while on Authority business are covered under workers' compensation insurance. Any travel insurance purchased by an employee is at his or her personal expense.
- O. Telephone. An agency provided cell phone should be used for making business related telephone calls. Any personal phone calls used on an agency issued cell phone are reimbursable to the Agency. Hotel charges for internet service connectivity used for Agency business will be reimbursed.
- P. Combined Business and Personal Travel. The Authority will pay for the cost of the business segment, and the employee will pay for the difference between that and the total.
- Q. Spouse on Trip. If an employee chooses to take his or her spouse or significant other on an approved business trip, the additional expense incurred is personal, and must be paid in advance of the travel being booked. The Authority will reimburse expenses to the extent that it would have incurred for the employee alone; i.e., the standard rate for a hotel room.

- R. Miscellaneous Expense. Unexplained items labeled “miscellaneous” are not allowable items of expense. Some examples of items not considered allowable are: newspapers, magazines, movies, shoe shines, personal expenses incurred for household services due to employee's absence on a business trip, etc.
- S. Airline Clubs. Fees for membership in airline clubs are considered a personal expense and, therefore, not reimbursable.
- T. Reporting Travel and/or Entertainment Expenses. A travel report form must be filed within 30 days after the completion of the trip. The travel report must document the dates of travel, the destination of the travel and the purpose of the trip. Employees are considered to have accounted for the amount of per diem expense that does not exceed the rates established by the federal government if the report is filed and contains this information. Expenses other than per diem, such as shuttle services, taxis, hotels, etc. must be documented and receipts must be provided.
- U. Approvals and Review. Expenses incurred as the result of business travel or entertainment require the approval of the department head or in the case of department heads, the Executive Director. Implicit in the approval is that the approver has personally reviewed the details of the expense report.

Final review, prior to reimbursement, is the responsibility of the Finance Department.

BOARD APPROVED: August 23, 2010

MEMORANDUM



TO: Board of Commissioners

FROM: Zulieka Boykin, Executive Director

RE: **Resolution to Increase Posted Salary for Director of
Development & Director of Property Management**

DATE: October 18, 2024

We are submitting Resolution 3126 and Resolution 3127 for your consideration, proposing salary increases to fill key vacancies at the Housing Authority of the County of Monterey.

Resolution 3126 addresses the Director of Property Management position, vacant since January 2024. To attract qualified candidates, we propose a salary increase of \$30,800.

Resolution 3127 pertains to the Director of Development position, vacant since December 2023, with a proposed salary increase of \$25,500.

These adjustments aim to improve our recruitment efforts and will take effect immediately upon approval by the Board of Commissioners.

RESOLUTION 3126

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY TO INCREASE POSTED SALARY FOR DIRECTOR OF DEVELOPMENT

WHEREAS, The Housing Authority of the County of Monterey ("HACM") acknowledges that the position of Director of Development has remained vacant since December 2023; and

WHEREAS, HACM recognizes the importance of attracting a highly qualified individual to fill the Director of Development position to effectively carry out the organization's mission and responsibilities; and

WHEREAS, HACM has encountered challenges in attracting a suitable pool of candidates due to the current posted salary level; and

WHEREAS, HACM seeks to address this issue by increasing the posted salary amount for the Director of Development position by \$25,500; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the County of Monterey hereby approves and authorizes an immediate increase of \$25,500 in the posted salary for the Director of Development position to make it competitive in the current job market for professionals with similar qualifications and responsibilities; and

BE IT FURTHER RESOLVED that the Executive Director and Human Resources Department are directed to ensure that the revised salary amount is reflected in all relevant job postings and recruitment materials without delay.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of October 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

RESOLUTION 3127

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY TO INCREASE POSTED SALARY FOR DIRECTOR OF PROPERTY MANAGEMENT

WHEREAS, The Housing Authority of the County of Monterey ("HACM") acknowledges that the position of Director of Property Management has remained vacant since January 2024; and

WHEREAS, HACM recognizes the importance of attracting a highly qualified individual to fill the Director of Property Management position to effectively carry out the organization's mission and responsibilities; and

WHEREAS, HACM has encountered challenges in attracting a suitable pool of candidates due to the current posted salary level; and

WHEREAS, HACM seeks to address this issue by increasing the posted salary amount for the Director of Property Management position by \$30,800; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the County of Monterey hereby approves and authorizes an immediate increase of \$30,800 in the posted salary for the Director of Property Management position to make it competitive in the current job market for professionals with similar qualifications and responsibilities; and

BE IT FURTHER RESOLVED that the Executive Director and Human Resources Department are directed to ensure that the revised salary amount is reflected in all relevant job postings and recruitment materials without delay.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of October 2024, upon motion of _____, seconded by _____ and carried by the following vote-to-wit:

MEMORANDUM

TO: The Board of Commissioners

FROM: Zulieka Boykin, Executive Director

RE: **Ratifying Resolution 3115: Amending the HCV Program Policies for Security Deposits**

DATE: October 18, 2024



We are submitting Resolution 3128 for your consideration, which ratifies Resolution 3115 as of October 18, 2024. This ratification includes modifications to the conditions regarding security deposits for the Housing Stabilization Program. Specifically, we are removing paragraphs a. and b. under the Security Deposits section, expanding eligibility for security deposits to all qualifying applicants, regardless of Area Median Income (AMI).

Summary of Key Changes:

- Removal of the income restrictions tied to security deposits outlined in paragraphs a. and b. of Resolution 3115.
- Security deposits will now be provided to all applicants who meet the broader eligibility requirements, without considering their AMI.

These changes are intended to streamline the disbursement process and ensure that all eligible participants under the Housing Stabilization Program have access to security deposit assistance.

RESOLUTION NO. 3115

RESOLUTION APPROVING AND ADOPTING THE HOUSING CHOICE VOUCHER PROGRAM POLICY FOR SECURITY DEPOSITS AND NEW LANDLORD INCENTIVES

WHEREAS, the Housing Authority of the County of Monterey (“HACM”) entered into a Subgrantee Funding Agreement with the City of Salinas (“City”), which is the passthrough agency for the receipt of Emergency Rental Assistance Program (“ERAP”) funds awarded to the United Way of Monterey County (“UWMC”) from the United States Department of the Treasury, totaling \$15,000,000; and

WHEREAS, the City authorized, via a 2023 City Resolution (No. 22866), a \$331,000 UWMC Funding Agreement (“Agreement 23UWHS01”); and

WHEREAS, HACM may utilize these funds to fulfill the overarching goals of the City’s Housing Stabilization Program, specifically to impact housing stabilization through providing owner incentives to landlords and financial assistance in the form of rental application fees and security deposits; and

WHEREAS, it is necessary to ensure consistency and compliance in the disbursement of these funds;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Monterey, as follows:

Security Deposits for Housing Stabilization

- a. HACM will provide a security deposit of up to \$3,000 on behalf of eligible applicant families that have an eligibility income of no more than 30% of area median income (“AMI”) according to HUD’s income limit schedule, in effect at the time of eligibility determination. If the security deposit is less than \$3,000, HACM will pay the full amount of the security deposit.
- b. HACM will provide a security deposit of up to \$1,500 on behalf of eligible applicant families that have an eligibility income of no more than 50% of AMI according to HUD’s income limit schedule, in effect at the time of eligibility determination. If the security deposit is less than \$1,500, HACM will pay the full amount of the security deposit.
- c. Eligible applicant families must request security deposit assistance and must not have previously received financial assistance from any of the following partner agencies:

Central Coast Center for Independent Living (“CCCIL”), Housing Resource Center of Monterey County (“HRC”), Young Women’s Christian Association of Monterey County (“YWCA”), Helping Empower Reentry Services (“HERS”), Interim, Inc., Sun Street

Centers, Dorothy's Place, City of Salinas, Community Homeless Solutions, Community Human Services, any other agency that may be added later.

d. Any family that is denied a security deposit for housing stabilization does not have a right to an informal review or informal hearing, as such denial is a discretionary administrative determination by HACM pursuant to 24 CFR 982.554 (c)(1) and 982.555 (b)(1).

New Landlord Incentives for Housing Stabilization

a. HACM will pay a one-time monetary stipend of \$500 to a landlord who has not previously received any housing assistance payment (HAP) subsidy from HACM.

General Provisions

- a. Both the Security Deposits for Housing Stabilization and New Landlord Incentives for Housing Stabilization are subject to all HUD regulations.
- b. No payment will be issued prior to a passing inspection and agreement on the HAP contract rent amount.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the Housing Authority of the County of Monterey that the Executive Director of HACM is hereby authorized and directed to take all necessary actions to implement this policy recommendation and to ensure that the disbursement of funds is consistent with this Resolution.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Monterey on this 24th day of June, 2024, by the following vote:

RESOLUTION 3128

RESOLUTION RATIFYING RESOLUTION 3115 AMENDING THE HOUSING CHOICE VOUCHER PROGRAM POLICY FOR SECURITY DEPOSITS

WHEREAS, The Housing Authority of the County of Monterey (“HACM”) entered a Subgrantee Funding Agreement with the City of Salinas for the distribution of Emergency Rental Assistance Program (“ERAP”) funds, including \$331,000 for the Housing Stabilization Program; and

WHEREAS, Resolution 3115 approved policies for security deposits and landlord incentives under the Housing Stabilization Program; and

WHEREAS, HACM has identified a need to expand access to security deposit assistance by removing the Area Median Income (AMI) restrictions outlined in paragraphs a. and b. of Resolution 3115; and

WHEREAS, all other provisions of Resolution 3115 remain in effect to ensure consistency and compliance with HUD regulations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the County of Monterey:

1. Resolution 3115 is hereby ratified with the removal of paragraphs a. and b. under the Security Deposits section as of October 18, 2024.
2. HACM will provide security deposits to all eligible applicants regardless of AMI.
3. The Executive Director is authorized to take all necessary actions to implement this policy revision.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of October 2024, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieta Boykin
Executive Director/CEO

FROM: James Maynard-Cabrera
Director of Human Resources

RE: Human Resources Report

DATE: October 17, 2024



The Human Resources Department is committed to fostering a positive and resilient work environment that aligns with HACM's mission of providing quality, affordable housing. Our focus is to attract, develop, and retain talent through strategic recruitment, employee relations, and culture-building initiatives. This report highlights October's key activities, reflecting our commitment to an engaged and supportive workforce that drives HACM's goals forward. We aim to create a workplace where employees feel valued, empowered, and inspired to contribute to our shared mission.

Human Resources Department Goals and Progress Tracking

HR departmental goals are aligned with HACM's broader strategic objectives, driving our mission to provide quality, affordable housing. These goals are essential to HACM's success and support the ongoing transformation of our workplace culture to foster retention, engagement, and a strong sense of shared purpose.

1) Executive Team Hires

Filling the critical leadership roles of Director of Development and Director of Housing Management has been a top priority for HACM, as these positions are essential to our strategic growth and operational success. Finding candidates who possess the necessary expertise and align with HACM's mission has been challenging, but we are committed to identifying the right leaders for these roles.

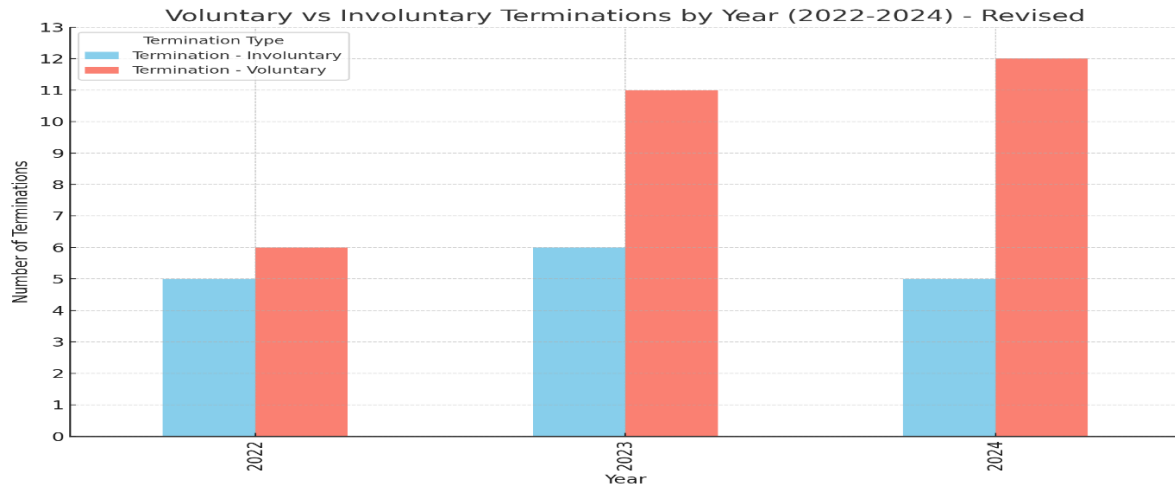
- **Director of Development:** This role is pivotal to advancing our housing initiatives. The Director will lead efforts to secure funding and oversee project management to drive HACM's development goals forward. The selected individual will have the vision and leadership skills needed to foster new projects and provide quality, affordable housing solutions for our community.
- **Director of Housing Management:** This position is key to maintaining excellence in property management operations. The Director will be responsible for ensuring all properties meet HACM's quality and compliance standards, underscoring our commitment to providing safe, well-maintained, and sustainable housing for our residents.

To assist in identifying the right talent, we have partnered with CPS HR Consulting, a firm with deep experience in recruiting for California Housing Authorities. CPS HR Consulting has been actively involved in developing a tailored recruitment strategy for these roles. They bring extensive knowledge of the housing authority landscape, which is invaluable as we seek candidates who can navigate the specific challenges and opportunities of our industry. CPS HR Consulting is currently

finalizing recruitment brochures that emphasize the strategic importance and unique opportunities these positions offer within HACM. Once completed, these materials will be distributed to a broad network, increasing visibility and attracting candidates who are not only qualified but also resonate with our mission. We anticipate filling both positions by year-end, which will strengthen our leadership team and support HACM's growth and community impact.

2) Employee Relations

Employee relations remain a top priority as we focus on improving retention and fostering a supportive, engaged workforce. With a turnover rate of **25.9%**, it's evident that a strategic emphasis on employee well-being, career development, and recognition is essential to enhancing retention.



The bar chart above shows the number of voluntary and involuntary terminations at HACM from 2022 to 2024. In 2022, we saw a total of **13 terminations**, evenly split between voluntary and involuntary reasons. This number significantly increased in 2023, with a total of **23 terminations**, reflecting **13 voluntary** and **10 involuntary** terminations. However, 2024 saw a decrease in total terminations to **19**, with **13 voluntary** and **6 involuntary** terminations recorded as of October.

The distinction between voluntary and involuntary terminations is important to highlight. Voluntary terminations include resignations and retirements, while involuntary terminations result from performance issues, layoffs, or other administrative decisions. The steady number of voluntary terminations in both 2023 and 2024 suggests that while some employees chose to move on, many did so for reasons like retirement or new opportunities, which we fully support. Meanwhile, the drop in involuntary terminations reflects our efforts to improve performance management, provide additional support, and retain employees through better engagement and career development.

This decrease in overall terminations, particularly in involuntary cases, signals the positive impact of our initiatives. We have been focusing on building a stronger, more resilient team, improving leadership training, and enhancing employee engagement. These efforts are key to reducing involuntary turnover, while voluntary departures are often influenced by external factors such as personal growth or retirement.

As HACM continues to undergo cultural and organizational changes, our aim is to foster an environment where employees feel supported, are aligned with our mission and are committed to long-term careers with HACM. The declining trend in involuntary terminations demonstrates

that we are on the right path, though we acknowledge that further efforts are needed to maintain and improve retention levels.

We remain committed to reducing overall turnover, with the goal of bringing it below **10%**, by investing in professional development, offering more career advancement opportunities, and ensuring ongoing engagement. This approach will not only help us retain talent but also ensure our workforce remains motivated and aligned with HACM's mission.

➤ Promotion and Career Development

In October, **Andrew Palacios** was promoted from Property Management Specialist to Property Management Supervisor. This internal promotion reflects HACM's commitment to providing career growth opportunities, which is key to retaining talented employees. By promoting from within, we ensure that our employees have a clear path to advancement and a reason to invest in long-term careers with HACM.

➤ Employee Recognition

Our Employee Spotlight for October shines on **Michael Romero**, Accounting Assistant, whose dedication to HACM's financial operations has been truly outstanding. Since joining us nearly a year ago, Michael has consistently displayed a can-do attitude, tackling every task within the Finance Department with enthusiasm and professionalism. His willingness to step up and take on challenges, no matter how complex, reflects his commitment to the organization.

Michael's positive attitude and strong work ethic not only contribute to the smooth functioning of our financial processes but also inspire his colleagues. This recognition is a testament to his dedication and the impact he has had within our team. **Congratulations, Michael, on being our Employee Spotlight for October!**



➤ Labor and Union Relations

Positive relations with SEIU Local 521 are foundational to our success. Throughout October, we maintained an open dialogue with union representatives, addressing concerns promptly and fostering a collaborative environment. This proactive engagement has helped minimize grievances and supports a positive, productive workplace for all employees.

3) Organizational Culture

Cultivating a strong, resilient workplace culture is an ongoing focus, and we are implementing strategic initiatives that align with HACM’s broader goals of creating an engaged and cohesive workforce.

- Emergency Preparedness – National Shakeout Drill
On **October 17th**, HACM employees participated in the National Shakeout drill. This initiative highlights our commitment to safety and readiness, ensuring that our staff is prepared to respond effectively in an emergency. Safety and preparedness are integral to maintaining a stable, resilient workforce that feels secure in their work environment.
- Leadership Training – Verbal Judo
In October, we introduced Verbal Judo as part of our leadership training series. This training focuses on tactical communication, teaching our leaders how to handle conflict and challenging situations with empathy and authority. It’s essential that our leadership team continues to build the skills necessary to foster a positive and respectful workplace, and this training plays a key role in that effort.
- Open Enrollment for 2025 Health Coverage
Open Enrollment for the 2025 benefits year began on October 1st, with a deadline of October 28. The HR Department facilitated meetings with health vendors to ensure employees have the information they need to make informed decisions. By supporting employee well-being through comprehensive health benefits, we are laying the foundation for a healthier, more productive workforce.

HR Department Goals Tracking Progress

Goal	Target Date	Status	Details
Hire Director of Finance	12/31/2024	Completed	Jin Lu hired
Hire Director of Property Management	12/31/2024	In Progress	Actively recruiting for this position.
Hire Director of Development	12/31/2024	In Progress	Actively recruiting for this position.
Revise Employee Handbook	12/31/2024	In Progress	Policies are currently being reviewed.
Manage Workers' Compensation Claims	12/31/2024	In Progress	Monthly monitoring of claims shows significant decrease of claims filed.
Increase Aspire Usage	12/31/2024	In Progress	Developing new learning plan system available via Yardi Aspire
Improve Employee Morale (2024)	12/31/2024	In Progress	The Event Committee has been established to help increase morale within the agency.
Provide Training & Resources	12/31/2024	In Progress	The Leadership Management training calendar is currently being reviewed.

I. HR METRICS & ANALYTICS

Tracking our HR metrics allows us to gauge the effectiveness of our initiatives and adjust our strategies as needed. Below are key HR metrics for October:

- Total Number of Employees: **72**
- Number of Vacant Positions: **2**
- Promotions/Transfers: **1**
- Terminations: **0**
- Turnover Rate (*January – October 2024*): **25.9%** *Goal: Below 10%*

Current Vacant Positions/Active Recruitments (2)

- ❖ Director of Housing Management
- ❖ Director of Development

New Employees/Lateral Transfers (1)

- ❖ Andrew Palacios, PM Specialist → PM Supervisor

Temporary Employees (2)

- ❖ Yvonne Martinez Matias, Office Assistant – Property Management
- ❖ Lidia Escalera, Office Assistant -- Property Management

Departed Employees (0)

- ❖ None.

II. RECRUITMENT & STAFFING

In addition to the ongoing recruitment efforts for the Director of Development and Director of Housing Management positions, we are actively recruiting for a temporary employee to support HACM's operational needs within the HCV department. These efforts, combined with our internal development and promotion strategy, are essential to maintaining an efficient, high-performing organization.

III. EMPLOYEE DEVELOPMENT & TRAINING

As part of our commitment to leadership development, we are finalizing the 2025 Leadership Training Calendar, which includes a range of sessions on conflict resolution, effective communication, and team management. This comprehensive calendar will ensure that our management team continues to build the skills needed to lead effectively in our dynamic environment.

The Verbal Judo training introduced this month equips our leaders with tactical communication skills, allowing them to de-escalate conflicts and handle difficult interactions with empathy and professionalism. This training is critical in building a respectful, solutions-focused workplace culture.

IV. EMPLOYEE ENGAGEMENT & TEAM BUILDING

Regular team-building activities are key to fostering a cohesive work environment. This month, we facilitated exercises for the Property Management and Housing Development teams, focusing on improving interdepartmental communication and collaboration. These efforts are crucial to building a workplace where employees feel connected and supported.

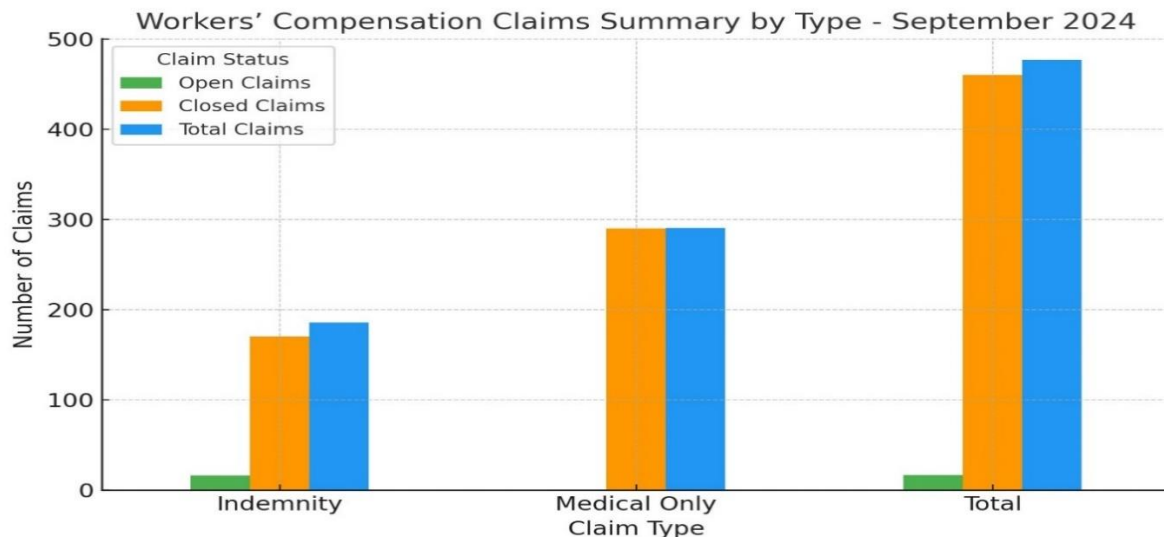
V. DIVERSITY, EQUITY & INCLUSION (DEI)

In line with our ongoing DEI efforts, we updated the Paid Time Off Policy this month to include a more inclusive definition of family for bereavement leave. This change reflects HACM's commitment to supporting employees through challenging times and fostering a culture of inclusivity and respect.

VI. COMPLIANCE & RISK MANAGEMENT

Policy updates for October include revisions to our Exempt/Non-Exempt Status, NARCAN Administration, and Travel Policy to ensure alignment with California state laws. Additionally, our participation in the National Shakeout drill this month underscores our ongoing commitment to safety and emergency preparedness. No compliance issues were identified during this month's safety checks.

As discussed in previous Board meetings, this report provides an in-depth overview of workers' compensation claims under HACM's new administration, beginning in 2022. This comprehensive analysis highlights claims data and the positive effects of our 2024 safety initiatives. Since our first workers' compensation claim in 2000, HACM has managed **477 total claims**, with **17 currently open** and **460 successfully closed**. Our proactive safety strategy has resulted in significant improvements, as shown by this year's data. Below is a detailed summary of our Workers' Compensation Claims and Safety Initiatives, which reflect HACM's dedication to maintaining a safe and compliant work environment.



The chart above reflects the safety initiatives launched in 2024 which have had a profound impact on our organization. By implementing targeted safety measures, HACM has achieved a significant reduction in workers' compensation claims, indicating that these efforts are not only protecting our employees but also strengthening our workplace culture.

Claims Overview by Year: 2022 - 2024

Below is a breakdown of claims data under the new administration, showing a positive trend due to the enhanced safety measures implemented in 2024.

2022 Claims

In 2022, HACM had 2 indemnity claims, both resolved by year-end. This reflects a low number of incidents and an effective claims management process, with all cases closed promptly.

- ❖ Total Claims: 2
- ❖ Indemnity Claims: 2 (0 open, 2 closed)
- ❖ Medical-Only Claims: 0

2023 Claims

The claims volume increased in 2023, with 10 total claims: 5 indemnity and 5 medical-only. By year-end, 2 indemnity claims remained open, reflecting cases that required ongoing support. This increase highlighted areas where further safety improvements were needed, leading to the safety measures introduced in 2024.

- ❖ Total Claims: **10**
- ❖ Indemnity Claims: **5** (2 open, 3 closed)
- ❖ Medical-Only Claims: **5** (0 open, 5 closed)

2024 Claims (as of September 2024)

Thanks to the new safety initiatives, 2024 has seen a substantial reduction in claims, with only **2** reported to date. Both remain open, as our HR team continues to support employees throughout the recovery process. This notable decrease in claims highlights the effectiveness of our proactive safety approach this year.

- ❖ Total Claims: **2**
- ❖ Indemnity Claims: **1** (1 open, 0 closed)
- ❖ Medical-Only Claims: **1** (1 open, 0 closed)

Safety Initiatives and Their Impact

The safety initiatives we implemented in 2024 have played a crucial role in reducing claims and supporting employee well-being. Here are the key measures we focused on this year:

- **Enhanced Safety Training**
We introduced AED/First Aid/CPR certification courses as part of our comprehensive training, making these lifesaving skills accessible across all departments. These courses equip our employees to respond effectively to emergencies, building confidence and fostering a culture of readiness.
- **Ergonomic Improvements**
We upgraded workspaces and introduced ergonomic tools to reduce strain in physically demanding roles. Administrative areas now feature adjustable chairs and workstations, while maintenance teams have lighter, ergonomic tools. These changes have already shown positive results, reduced strain-related injuries and contributing to employee comfort.

Our goal with these measures is to encourage a safety-first mindset, which has already resulted in a noticeable reduction in claims for 2024. By emphasizing prevention, we're empowering employees to take ownership of their safety, creating a more supportive work environment.

Comparative Analysis and Industry Averages

The industry average for similar organizations is approximately **5%** of the workforce filing claims each year, translating to about **25 claims** annually for an organization of HACM's size. In 2024, however, we have recorded only **2 claims**, significantly outperforming this industry benchmark. This reduction is a direct reflection of our proactive safety initiatives and our commitment to a safer workplace for everyone at HACM.

Types of Injuries and Preventative Focus

Though specific injury details are omitted for privacy, **indemnity claims** generally involve more serious injuries—such as fractures or significant strains—that may result in time away from work. **Medical-only claims** tend to involve minor injuries, such as sprains or cuts, that are treatable without affecting work schedules.

Our HR team is focused on preventing these incidents through strategic safety measures that minimize hazards and educate employees on best practices. By proactively addressing risks, we're committed to reducing both the frequency and severity of workplace injuries.

HACM's commitment to safety is at the core of our operations, and we're dedicated to ensuring every employee feels valued and supported. We look forward to keeping the Board updated on our continued progress as we prioritize safety and the well-being of everyone.

VII. COMPENSATION & BENEFITS

Open Enrollment for the 2025 benefits year is underway, with a deadline of October 28. The HR Department has worked to ensure that employees have access to all necessary information, supporting informed decision-making. We are also developing wellness initiatives focused on mental health and stress management, which will be incorporated into the 2025 wellness calendar.

VIII. STRATEGIC HR INITIATIVES

October's efforts have been focused on advancing our leadership development programs and supporting succession planning through targeted professional development. The 2025 Leadership Training Calendar is currently under review by the Executive Director, and once approved, will provide a structured approach to building a resilient and skilled leadership team.

As we move forward, our key priorities include:

- Completing the recruitment process for the Director of Development and Director of Housing Management positions.
- Finalizing Open Enrollment for the 2025 benefits year.
- Implementing updated personnel policies to support HACM's objectives.
- Expanding wellness and leadership training initiatives to foster a safe, engaged, and productive workforce.

HR remains committed to supporting HACM's strategic objectives and continuing to build a strong, resilient organization through effective leadership, engagement, and development initiatives.

MEMORANDUM

TO: Board of Commissioners
THRU: Zulieka Boykin, Executive Director
FROM: Jin Lu, Director of Finance
RE: **October 2024 Finance Report**
Status Report: Finance Report for August 2024
DATE: Oct. 15, 2024



Highlights:

HACM/HDC - Non-Quarterly Financial Reports

- Voucher Funding and HCV Payments
- Department Transactions Statistics
- Revenue Sources by Property
- Balance Sheets - HACM/HDC
- Budget Comparisons - HACM/Voucher Program / HDC
- 12 Month Income Statement Reports - HACM/Voucher Program/HDC

Audit Status Summary:

- **2023 Audits** – Tynan Audit is in the final stage.
- **FY 2023-2024 Audits** – 6 of 24 Audits have been initiated. 2 are completed.
- All Tax Returns for 2023 have been completed and filed
- HACM and HDC FY24 Financial Audits start.

Key Departmental Activities:

- Implementation of Payscan for automated AP
- Working with BDO, calculate FY23surplus distribution and process payment for external loan lenders, and clean up/confirm prior years payment when needed.
- Accounting staff workload review and hiring Financial Specialist 1
- Creating standard of procedure (SOP) and updating accounting policies on an ongoing basis
- Smartsheet for calendar function and tracking of projects and corporate due dates
- Cash handling of rent in new module used by property management

Hi-Level Explanation of Financial Results Aug 2024 (FY2025)
(thousands of \$)

	Aug					YTD			
HACM Results	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
Revenue	\$ 8,449	\$ 7,855	\$ 594	7.6%	Revenue	\$ 22,544	\$ 15,709	\$ 6,835	43.5%
Operating Expenses	\$ 7,721	\$ 7,706	\$ (15)	-0.2%	Operating Expenses	\$ 15,060	\$ 15,413	\$ 353	2.3%
Other Inc/Expense	\$ 14	\$ 56	\$ 42	75.0%	Other Inc/Expense	\$ 66	\$ 111	\$ 45	40.5%
Net Income	\$ 714	\$ 93	\$ 621	667.7%	Net Income	\$ 7,418	\$ 185	\$ 7,233	3909.7%

	Aug					YTD			
HDC Results	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
Revenue	\$ 310	\$ 325	\$ (15)	-4.6%	Revenue	\$ 616	\$ 649	\$ (33)	-5.1%
Operating Expenses	\$ 188	\$ 268	\$ 80	29.9%	Operating Expenses	\$ 315	\$ 537	\$ 222	41.3%
Other Inc/Expense	\$ 62	\$ 62	\$ -	0.0%	Other Inc/Expense	\$ 124	\$ 124	\$ -	0.0%
Net Income	\$ 60	\$ (5)	\$ 65	-1300.0%	Net Income	\$ 177	\$ (12)	\$ 189	-1575.0%

	Aug					YTD			
Total Entity	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
Revenue	\$ 8,759	\$ 8,180	\$ 579	7.1%	Revenue	\$ 23,160	\$ 16,358	\$ 6,802	41.6%
Operating Expenses	\$ 7,909	\$ 7,974	\$ 65	0.8%	Operating Expenses	\$ 15,375	\$ 15,950	\$ 575	3.6%
Other Inc/Expense	\$ 76	\$ 118	\$ 42	35.6%	Other Inc/Expense	\$ 190	\$ 235	\$ 45	19.1%
Net Income	\$ 774	\$ 88	\$ 686	779.5%	Net Income	\$ 7,595	\$ 173	\$ 7,422	4290.2%

Commentary:

HACM - Revenue

Tenant rent is less than the budget YTD \$17K.

Voucher revenue has consistently exceeded budget due to the significant increase in vouchers being placed in the community.

YTD HACM total revenue is favorable \$6.8M or 43%. Of this number, HAP increased \$4.5M and S8 Admin fee \$105K,

PDB grant \$2.8m (cost will be capitalized to fixed assets) other revenue decreased 540K

HACM - Expenses

Total expenses YTD are \$353K less than budget. This is due to the increased HAP 928K offset by admin and admin fees \$1.1M and tenant service \$155K

HACM - Bottomline

HACM YTD net gain is \$7.4M, including \$2.8m PDM grant less being expensed yet in July and Aug and HAP subsidies increased \$4.5M vs budget net income \$185K .

HDC - Revenue

Total revenue YTD is \$616K less than budget \$649K. This is due primarily to tenant rent unfavorable \$200K offset by interest income \$162K.

HDC - Expenses

Total expenses YTD are \$315K favorable to budget \$537K, Administrative expenses are \$159K favorable due to lower headcount and benefits and maint and utility \$56K favorable.

HDC - Bottomline is \$177K, 189K favorable to budget loss \$12K.

Total - Entity

Entity revenue favorable due to higher voucher placements. Total entity revenue YTD is favorable \$6.8M or 41%.

HACM expenses unfavorable due to higher voucher payments.

Bottomline for the agency is actual YTD net gain \$7.6M, including PDB grant \$2.8m not being expensed in July&Aug and HAP subsidy increased \$4.5M vs budget YTD net income \$173K or 4290% favorable to budget.

Attached is a table that shows what each property produces in revenue, expenses and bottomline for Aug 2024

HOUSING AUTHORITY BALANCE SHEET SUMMARY AUG 2024

(thousands of \$)

	<u>HDC</u>	<u>HACM</u>	<u>TOTAL</u>
CASH	\$ 3,788	\$ 19,326	\$ 23,114
INVESTMENTS	\$ -	\$ 1,065	\$ 1,065
TOTAL CASH	\$ 3,788	\$ 20,391	\$ 24,179
RECEIVABLES	\$ 11,476	\$ 20,823	\$ 32,299
DEFERRED CHARGES	\$ 10	\$ 934	\$ 944
TOTAL CURRENT ASSETS	\$ 15,274	\$ 42,148	\$ 57,422
FIXED ASSETS (NET)	\$ 17,449	\$ 10,798	\$ 28,247
CONSTRUCTION IN PROGRESS	\$ 446	\$ 183	\$ 629
NOTE RECEIVABLE	\$ 36,183	\$ 72,360	\$ 108,543
OTHER NONCURRENT ASSETS	\$ 1	\$ 3,459	\$ 3,460
TOTAL ASSETS	\$ 69,353	\$ 128,948	\$ 198,301
CURRENT LIABILITIES	\$ 3,062	\$ 1,828	\$ 4,890
LONG TERM LIABILITIES	\$ 23,147	\$ 6,238	\$ 29,385
TOTAL LIABILITIES	\$ 26,209	\$ 8,066	\$ 34,275
RETAINED EARNINGS			
PRIOR YEAR	\$ 33,129	\$ 95,624	\$ 128,753
CURRENT YEAR	\$ 10,015	\$ 25,258	\$ 35,273
TOTAL EQUITY	\$ 43,144	\$ 120,882	\$ 164,026
TOTAL LIABILITIES & EQUITY	\$ 69,353	\$ 128,948	\$ 198,301

**DETAIL OF CASH BALANCES FOR PROPERTIES (Cash
Change during the period)**

	ACTIVITY 24-Jun	ACTIVITY 24-Jul	ACTIVITY 24-Aug
Starting July			
204 OAK GROVE			
205^206 PUEBLO DEL MAR	21,129.23	2,826,760.43	2,593,360.63
212 PORTOLA VISTA	46,010.24	103,487.20	80,040.25
214 MONTECITO WATSON	(46,736.23)	8,177.75	13,511.42
904 CHULAR FLC	134.20	12.17	23.24
906 SALINAS FLC	338.88	30.73	58.67
TOTAL HACM PROPERTIES	20,876.32	2,938,468.28	2,686,994.21
400 HDC ADMIN	943,611.55	(107,762.35)	(166,165.65)
552 SINGLE FAMILY HOMES	141,904.68	28,748.24	54,629.46
555 CASANOVA	519,491.21	100,738.38	63,523.48
TOTAL HDC	1,605,007.44	21,724.27	(48,012.71)
Starting Janyary			
801 SOUTH COUNTY RAD	57,984.79	65,527.50	65,449.86
802 SALINAS FAMILY RAD	177,779.40	265,713.80	279,664.90
803 EAST SALINAS FAMILY RAD	303,367.96	419,575.67	440,766.53
804 GONZALES FAMILY RAD	13,844.04	37,224.97	56,340.82
960^970 RIPPLING RIVER	(91,603.03)	(4,820.35)	(94,381.28)
965 TYNAN	682,046.37	755,752.01	832,722.34
972 BENITO FLC	145,773.95	145,094.39	98,532.34
973 MONTEREY AFFORDABLE	184,140.69	195,121.10	207,995.02
974 BENITO STREET AFFORDABLE	364,155.43	393,108.62	458,463.69
980 FANOE	430,045.96	501,438.98	582,340.86
984 CASTROVILLE	(17,872.30)	21,458.55	3,136.93
985 HACIENDA 1	(41,538.15)	11,712.16	37,372.13
986^987 HACIENDA 2	112,455.91	147,235.08	142,111.73
988 HACIENDA SR	159,727.56	182,714.58	184,208.66
989 HACIENDA 3	171,552.47	224,775.73	223,826.39
990 OAK PARK 1	176,799.34	142,921.57	165,989.19
991 OAK PARK 2	135,786.51	84,364.29	112,995.15
992 ONE PARKSIDE	(633,862.89)	(547,527.39)	(497,627.77)
TOTAL LIMITED PARTNERSHIPS	2,330,584.01	3,041,391.26	3,299,907.49
TOTAL PROPERTIES	3,956,467.77	6,001,583.81	5,938,888.99

THIS SCHEDULE SHOWS THE CHANGE IN CASH BY PROPERTY.

YTD PERFORMANCE SUMMARY FOR AGENCY AUG 24

		REVENUE	EXPENSES	OTHER	TOTAL EXPENSES	NET BOTTOM LINE	DEPRECIATION	ADJUSTED BOTTOM LINE	CUMULATIVE
Starting July									
	204 OAK GROVE	\$ 20,512.00	\$ 7,733.00	\$ -	\$ 7,733.00	\$ 12,779.00	\$ -	\$ 12,779.00	\$ 12,779.00
	205^206 PUEBLO DEL MAR	\$ 2,825,558.05	\$ 139,093.01	\$ -	\$ 139,093.01	\$ 2,686,465.04	\$ -	\$ 2,686,465.04	\$ 2,699,244.04
	212 PORTOLA VISTA	\$ 245,316.15	\$ 99,276.22	\$ -	\$ 99,276.22	\$ 146,039.93	\$ -	\$ 146,039.93	\$ 2,845,283.97
	214 MONTECITO WATSON	\$ 26,493.31	\$ 18,130.04	\$ -	\$ 18,130.04	\$ 8,363.27	\$ (37,300.41)	\$ 45,663.68	\$ 2,890,947.65
	904 CHULAR FLC	\$ 60,880.82	\$ 41,625.07	\$ -	\$ 41,625.07	\$ 19,255.75	\$ -	\$ 19,255.75	\$ 2,910,203.40
	906 SALINAS FLC	\$ 132,826.31	\$ 72,284.67	\$ -	\$ 72,284.67	\$ 60,541.64	\$ -	\$ 60,541.64	\$ 2,970,745.04
	TOTAL HACM PROPERTIES	\$ 3,311,586.64	\$ 378,142.01	\$ -	\$ 378,142.01	\$ 2,933,444.63	\$ (37,300.41)	\$ 2,970,745.04	
Starting July									
	400 HDC ADMIN	\$ 169,120.98	\$ 23,318.77	\$ 123,306.82	\$ 146,625.59	\$ 22,495.39	\$ -	\$ 22,495.39	\$ 22,495.39
	552 SINGLE FAMILY HOMES	\$ 67,705.94	\$ 18,625.00	\$ -	\$ 18,625.00	\$ 49,080.94	\$ -	\$ 49,080.94	\$ 71,576.33
	555 CASANOVA	\$ 378,980.38	\$ 273,386.06	\$ -	\$ 273,386.06	\$ 105,594.32	\$ -	\$ 105,594.32	\$ 177,170.65
	TOTAL HDC	\$ 615,807.30	\$ 315,329.83	\$ 123,306.82	\$ 438,636.65	\$ 177,170.65	\$ -	\$ 177,170.65	
Starting January									
	801 SOUTH COUNTY RAD	\$ 382,260.56	\$ 521,333.72	\$ 195,916.40	\$ 717,250.12	\$ (334,989.56)	\$ (195,916.40)	\$ (139,073.16)	\$ (139,073.16)
	802 SALINAS FAMILY RAD	\$ 1,449,892.88	\$ 1,503,418.27	\$ 542,134.76	\$ 2,045,553.03	\$ (595,660.15)	\$ (541,551.92)	\$ (54,108.23)	\$ (193,181.39)
	803 EAST SALINAS FAMILY RAD	\$ 1,801,535.94	\$ 1,725,983.73	\$ 564,144.32	\$ 2,290,128.05	\$ (488,592.11)	\$ (564,144.32)	\$ 75,552.21	\$ (117,629.18)
	804 GONZALES FAMILY RAD	\$ 335,155.08	\$ 336,704.71	\$ 127,483.04	\$ 464,187.75	\$ (129,032.67)	\$ (127,483.04)	\$ (1,549.63)	\$ (119,178.81)
	960 RIPPLING RIVER	\$ 884,987.57	\$ 1,254,561.46	\$ 238,654.98	\$ 1,493,216.44	\$ (608,228.87)	\$ (234,591.63)	\$ (373,637.24)	\$ (492,816.05)
	965 TYNAN	\$ 3,114,028.51	\$ 2,390,357.99	\$ 935,171.99	\$ 3,325,529.98	\$ (935,171.99)	\$ (935,171.99)	\$ 723,670.52	\$ 230,854.47
	972 BENITO FLC	\$ 772,051.73	\$ 681,450.78	\$ 466,141.00	\$ 1,147,591.78	\$ (375,540.05)	\$ (466,141.00)	\$ 90,600.95	\$ 321,455.42
	973 MONTEREY AFFORDABLE	\$ 679,506.79	\$ 550,888.10	\$ 310,046.32	\$ 860,934.42	\$ (181,427.63)	\$ (310,046.32)	\$ 128,618.69	\$ 450,074.11
	974 BENITO STREET AFFORDABLE	\$ 1,097,721.54	\$ 718,733.42	\$ 556,011.06	\$ 1,274,744.48	\$ (177,022.94)	\$ (498,496.00)	\$ 321,473.06	\$ 771,547.17
	980 FANOE	\$ 928,765.20	\$ 407,208.97	\$ 233,201.87	\$ 640,410.84	\$ 288,354.36	\$ (213,266.15)	\$ 501,620.51	\$ 1,273,167.68
	984 CASTROVILLE	\$ 792,579.30	\$ 744,062.65	\$ 1,300.00	\$ 745,362.65	\$ 47,216.65	\$ -	\$ 47,216.65	\$ 1,320,384.33
	985 HACIENDA 1	\$ 848,535.74	\$ 608,186.59	\$ 268,500.92	\$ 876,687.51	\$ (28,151.77)	\$ (264,637.92)	\$ 236,486.15	\$ 1,556,870.48
	986^987 HACIENDA 2	\$ 637,106.26	\$ 588,734.39	\$ 302,765.28	\$ 891,499.67	\$ (302,765.28)	\$ (302,765.28)	\$ 48,371.87	\$ 1,605,242.35
	988 HACIENDA SR	\$ 498,469.46	\$ 322,347.93	\$ 226,292.64	\$ 548,640.57	\$ (50,171.11)	\$ (226,292.64)	\$ 176,121.53	\$ 1,781,363.88
	989 HACIENDA 3	\$ 773,918.70	\$ 707,471.28	\$ 527,202.64	\$ 1,234,673.92	\$ (460,755.22)	\$ (527,202.64)	\$ 66,447.42	\$ 1,847,811.30
	990 OAK PARK 1	\$ 949,082.70	\$ 690,679.05	\$ 462,262.00	\$ 1,152,941.05	\$ (203,858.35)	\$ (462,262.00)	\$ 258,403.65	\$ 2,106,214.95
	991 OAK PARK 2	\$ 875,633.59	\$ 755,000.66	\$ 439,935.92	\$ 1,194,936.58	\$ (319,302.99)	\$ (439,935.92)	\$ 120,632.93	\$ 2,226,847.88
	992 ONE PARKSIDE	\$ 1,259,426.48	\$ 1,279,906.75	\$ -	\$ 1,279,906.75	\$ (20,480.27)	\$ -	\$ (20,480.27)	\$ 2,206,367.61
	TOTAL LIMITED PARTNERSHIPS	\$ 18,080,658.03	\$ 15,787,030.45	\$ 6,397,165.14	\$ 22,184,195.59	\$ (4,103,537.56)	\$ (6,309,905.17)	\$ 2,206,367.61	
	TOTAL PROPERTIES	\$ 22,008,051.97	\$ 16,480,502.29	\$ 6,520,471.96	\$ 23,000,974.25	\$ (992,922.28)	\$ (6,347,205.58)	\$ 5,354,283.30	
Starting July									
	602 HR	\$ 31.00	\$ 35,384.43	\$ -	\$ 35,384.43	\$ (35,353.43)	\$ -	\$ (35,353.43)	
	604 FINANCE	\$ -	\$ 119,461.94	\$ -	\$ 119,461.94	\$ (119,461.94)	\$ -	\$ (119,461.94)	
	601 ADMIN	\$ 277,886.82	\$ 64,637.43	\$ -	\$ 64,637.43	\$ 213,249.39	\$ -	\$ 213,249.39	
	670 MAINTENANCE	\$ -	\$ 13,339.07	\$ -	\$ 13,339.07	\$ (13,339.07)	\$ -	\$ (13,339.07)	
	660 PROPERTY MANAGEMENT	\$ -	\$ 36,717.05	\$ -	\$ 36,717.05	\$ (36,717.05)	\$ -	\$ (36,717.05)	
	TOTAL OVERHEAD	\$ 277,917.82	\$ 269,539.92	\$ -	\$ 269,539.92	\$ 8,377.90	\$ -	\$ 8,377.90	
Starting July									
	059 S8 FSS ADMIN	\$ 22,102.84	\$ 16,675.17	\$ -	\$ 16,675.17	\$ 5,427.67	\$ -	\$ 5,427.67	
	078 MAINSTREAM	\$ 378,873.00	\$ 208,596.00	\$ -	\$ 208,596.00	\$ 170,277.00	\$ -	\$ 170,277.00	
	080 EHV HOMELESS	\$ 1,055,505.00	\$ 1,172,286.49	\$ -	\$ 1,172,286.49	\$ (116,781.49)	\$ -	\$ (116,781.49)	
	PLUG ALL OTHER S8	\$ 17,069,988.01	\$ (1,044,986.66)	\$ 14,015,561.57	\$ 12,970,574.91	\$ 4,099,413.10	\$ -	\$ 4,099,413.10	
	TOTAL SECTION 8	\$ 18,526,468.84	\$ 352,571.00	\$ 14,015,561.57	\$ 14,368,133.27	\$ 4,158,336.28	\$ -	\$ 4,158,336.28	
TOTAL	S8	\$ 18,526,468.84	\$ 352,571.00	\$ 14,015,561.57	\$ 14,368,132.57	\$ 4,158,336.27	\$ -	\$ 4,158,336.27	
TOTAL	HACM OTHER	\$ 4,017,093.11	\$ 692,297.85	\$ 65,602.71	\$ 757,900.56	\$ 3,259,192.55	\$ -	\$ 3,259,192.55	
TOTAL	TOTAL HACM	\$ 22,543,561.95	\$ 1,044,868.85	\$ 14,081,164.28	\$ 15,126,033.13	\$ 7,417,528.82	\$ -	\$ 7,417,528.82	
TOTAL	HDC	\$ 615,807.30	\$ 315,329.83	\$ 123,306.82	\$ 438,636.65	\$ 177,170.65	\$ -	\$ 177,170.65	
TOTAL	AGENCY	\$ 23,159,369.25	\$ 1,360,198.68	\$ 14,204,471.10	\$ 15,564,669.78	\$ 7,594,699.47	\$ -	\$ 7,594,699.47	

REVENUE SOURCES BY PROPERTY

Aug-24

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy	Type of Subsidy
440	Tynan Land Lease	5,807.06	5,184.51	0.00	Bakery / HDC Office Rental Income
		\$ 5,807.06	\$ 5,184.51	\$ -	
205	Pueblo Del Mar	0.00	0.00	0.00	Grant Income
903	King City Migrant	0.00	0.00	0.00	OMS
		\$ -	\$ -	\$ -	
204	Oak Grove	10,256.00	0.00	0.00	HCV
552	Single Family Homes	31,388.00	0.00	0.00	HCV
555	Casanova	190,923.00	0.00	0.00	HCV
934	Jardines	18,138.00	0.00	0.00	HCV
970	Rippling River - New	0.00	0.00	0.00	HCV
960	Rippling River	0.00	0.00	0.00	HCV
965	Tynan Affordable	377,133.00	0.00	-7,300.00	HCV
973	Monterey Affordable	84,695.00	0.00	0.00	HCV
974	Benito Affordable	139,333.00	750.00	-2,275.00	HCV
980	Fanoe Vista	117,543.00	0.00	-2,691.00	HCV
985	Haciendas 1	101,384.00	0.00	0.00	HCV
986	Haciendas 2	75,641.00	0.00	-1,490.00	HCV
988	Haciendas Senior	63,989.00	0.00	0.00	HCV
989	Haciendas 3	97,011.48	0.00	-6,068.48	HCV
990	Oak Park !	104,270.00	0.00	13,712.00	HCV
991	Oak Park 2	108,465.00	1,400.00	0.00	HCV / USDA
		\$ 1,520,169.48	\$ 2,150.00	\$ (6,112.48)	
212	Portola Vista	23,371.00	0.00	98,359.00	PBRA
214	Montecito Watson	9,182.00	0.00	4,045.00	PBRA
801	South County RAD	27,673.87	0.00	17,689.13	PBRA
802	Salinas Family RAD	121,868.00	0.00	52,390.00	PBRA
803	East Salinas Family RAD	176,045.13	0.00	42,807.87	PBRA
804	Gonzales Family RAD	29,309.00	0.00	5,765.00	PBRA
		\$ 387,449.00	\$ -	\$ 221,056.00	
992	One Parkside	151,539.00	0.00	0.00	PBV
		\$ 151,539.00	\$ -	\$ -	
904	Chualar FLC	26,224.00	0.00	3,185.00	USDA
906	Salinas FLC	51,323.00	0.00	12,296.00	USDA
972	Benito FLC	77,771.00	0.00	15,503.00	USDA
984	Castroville FLC	53,692.00	0.00	40,933.00	USDA
		\$ 209,010.00	\$ -	\$ 71,917.00	
TOTAL		\$ 2,273,974.54	\$ 7,334.51	\$ 286,860.52	
		\$ -	\$ -	\$ -	

Voucher Funding and HCV Payments

	30-Jun	31-Jul	31-Aug	Total
HUD Grant - HAP Payments	\$ 6,397,453	\$ 10,036,282	\$ 7,289,061	\$ 23,722,796
Total Housing Assistance Payments	\$ 6,856,490	\$ 6,952,671	\$ 6,994,365	\$ 20,803,527

Finance Transactional Statistics - AUGUST 2024	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
Receipts	59	\$ 5,318	3386	\$ 1,412,209	3445	\$ 1,417,527
Charges	98	\$ -	3280	\$ 1,153,989	3378	\$ 1,153,989
Journal Entries	751	\$ 39,673	1581	\$ 20,739,835	2332	\$ 20,779,508
Payables	4574	\$ 6,975,984	961	\$ 1,433,377	5535	\$ 8,409,361
Checks	1454	\$ 7,036,165	190	\$ 1,563,402	1644	\$ 8,599,568
Transaction Amts Processed*	6936	\$ 14,057,141	9398	\$ 26,302,811	16334	\$ 40,359,952

Housing Authority of the County of Monterey Budget Comparison

Period = Aug 2024

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
7000	REVENUE:									
7031	Tenant Rents	148,437.56	147,713.33	724.23	0.49	269,456.62	295,426.66	-25,970.04	-8.79	1,772,559.56
7037	Tenant Subsidies	122,671.00	117,726.00	4,945.00	4.20	245,385.00	235,452.00	9,933.00	4.22	1,412,711.00
7041	Other Tenant Income	2,003.00	1,829.00	174.00	9.51	2,609.00	3,658.00	-1,049.00	-28.68	21,935.57
7050	Total Tenant Revenue	273,111.56	267,268.33	5,843.23	2.19	517,450.62	534,536.66	-17,086.04	-3.20	3,207,206.13
7071	Section 8 HAP Subsidies	7,289,061.00	6,407,716.66	881,344.34	13.75	17,325,343.00	12,815,433.32	4,509,909.68	35.19	76,892,600.00
7081	Section 8 Administrative Fees	598,130.26	580,444.75	17,685.51	3.05	1,265,841.84	1,160,889.50	104,952.34	9.04	6,965,337.00
7060060000	PDM Hope Housing Project	0.00	0.00	0.00	N/A	2,825,492.00	0.00	2,825,492.00	N/A	0.00
7095	Operating Grants (Non-HUD)	0.00	45,317.00	-45,317.00	-100.00	42,127.76	90,634.00	-48,506.24	-53.52	543,807.00
7151	Other Income	120,200.20	343,774.01	-223,573.81	-65.04	197,793.28	687,548.02	-489,754.74	-71.23	4,125,302.00
7152	Interest Income	168,020.66	210,174.33	-42,153.67	-20.06	369,513.44	420,348.66	-50,835.22	-12.09	2,522,090.00
7999	Total Revenue	8,448,523.68	7,854,695.08	593,828.60	7.56	22,543,561.94	15,709,390.16	6,834,171.78	43.50	94,256,342.13
	EXPENSES:									
9051	Administrative	432,100.89	686,959.87	254,858.98	37.10	516,946.16	1,373,919.74	856,973.58	62.37	8,243,421.40
9101	Administrative Fees	18,920.08	149,255.00	130,334.92	87.32	37,840.16	298,510.00	260,669.84	87.32	1,791,041.00
9201	Tenant Services	9,006.99	86,767.19	77,760.20	89.62	18,325.01	173,534.38	155,209.37	89.44	1,041,206.25
9301	Utilities	52,528.90	40,260.01	12,268.89	-30.47	98,284.20	80,520.02	17,764.18	-22.06	483,073.00
9401	Maintenance	142,878.48	168,853.90	25,975.42	15.38	283,745.79	337,707.80	53,962.01	15.98	2,026,262.08
9501	Protective Services	0.00	1,401.00	1,401.00	100.00	7,384.93	2,802.00	-4,582.93	-163.56	16,796.00
9611	Insurance	33,143.53	23,366.48	9,777.05	-41.84	65,648.55	46,732.96	18,915.59	-40.48	280,403.50
9621	Other General Expenses	18,053.50	40,300.16	22,246.66	55.20	42,718.10	80,600.32	37,882.22	47.00	483,602.00
9631	Payments in Lieu of Taxes	14,017.95	9,012.00	5,005.95	-55.55	14,017.95	18,024.00	4,006.05	22.23	108,130.00
9671	Housing Assistance Payments	6,972,068.38	6,489,311.67	482,756.71	-7.44	13,906,994.57	12,978,623.34	928,371.23	-7.15	77,871,740.00
9681	FSS Escrows	28,245.00	11,000.00	17,245.00	-156.77	68,525.00	22,000.00	46,525.00	-211.48	132,000.00
9691	Total Operating Expenses	7,720,963.70	7,706,487.28	14,476.42	-0.19	15,060,430.42	15,412,974.56	352,544.14	2.29	92,477,675.23
9702	Interest Expense	13,672.75	35,712.00	22,039.25	61.71	65,602.71	71,424.00	5,821.29	8.15	428,557.00
9711	Extraordinary Maintenance	0.00	5,646.00	5,646.00	100.00	0.00	11,292.00	11,292.00	100.00	67,763.00
9741	Depreciation Expense	0.00	14,166.67	14,166.67	100.00	0.00	28,333.34	28,333.34	100.00	170,000.00
9999	NET INCOME	713,887.23	92,683.13	621,204.10	670.25	7,417,528.81	185,366.26	7,232,162.55	3,901.55	1,112,346.90

**Housing Authority of the County of Monterey
Budget Comparison (with PTD)**

Period = Aug 2024

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
7000	REVENUE:								
7031	Tenant Rents	148,437.56	147,713.33	724.23	0.49	148,437.56	147,713.33	724.23	0.49
7037	Tenant Subsidies	122,671.00	117,726.00	4,945.00	4.20	122,671.00	117,726.00	4,945.00	4.20
7041	Other Tenant Income	2,003.00	1,829.00	174.00	9.51	2,003.00	1,829.00	174.00	9.51
7050	Total Tenant Revenue	273,111.56	267,268.33	5,843.23	2.19	273,111.56	267,268.33	5,843.23	2.19
7071	Section 8 HAP Subsidies	7,289,061.00	6,407,716.66	881,344.34	13.75	7,289,061.00	6,407,716.66	881,344.34	13.75
7081	Section 8 Administrative Fees	598,130.26	580,444.75	17,685.51	3.05	598,130.26	580,444.75	17,685.51	3.05
7095	Operating Grants (Non-HUD)	0.00	45,317.00	-45,317.00	-100.00	0.00	45,317.00	-45,317.00	-100.00
7151	Other Income	120,200.20	343,774.01	-223,573.81	-65.04	120,200.20	343,774.01	-223,573.81	-65.04
7152	Interest Income	168,020.66	210,174.33	-42,153.67	-20.06	168,020.66	210,174.33	-42,153.67	-20.06
7999	Total Revenue	8,448,523.68	7,854,695.08	593,828.60	7.56	8,448,523.68	7,854,695.08	593,828.60	7.56
	EXPENSES:								
9051	Administrative	432,100.89	686,959.87	254,858.98	37.10	432,100.89	686,959.87	254,858.98	37.10
9101	Administrative Fees	18,920.08	149,255.00	130,334.92	87.32	18,920.08	149,255.00	130,334.92	87.32
9201	Tenant Services	9,006.99	86,767.19	77,760.20	89.62	9,006.99	86,767.19	77,760.20	89.62
9301	Utilities	52,528.90	40,260.01	-12,268.89	-30.47	52,528.90	40,260.01	-12,268.89	-30.47
9401	Maintenance	142,878.48	168,853.90	25,975.42	15.38	142,878.48	168,853.90	25,975.42	15.38
9501	Protective Services	0.00	1,401.00	1,401.00	100.00	0.00	1,401.00	1,401.00	100.00
9611	Insurance	33,143.53	23,366.48	-9,777.05	-41.84	33,143.53	23,366.48	-9,777.05	-41.84
9621	Other General Expenses	18,053.50	40,300.16	22,246.66	55.20	18,053.50	40,300.16	22,246.66	55.20
9631	Payments in Lieu of Taxes	14,017.95	9,012.00	-5,005.95	-55.55	14,017.95	9,012.00	-5,005.95	-55.55
9671	Housing Assistance Payments	6,972,068.38	6,489,311.67	-482,756.71	-7.44	6,972,068.38	6,489,311.67	-482,756.71	-7.44
9681	FSS Escrows	28,245.00	11,000.00	-17,245.00	-156.77	28,245.00	11,000.00	-17,245.00	-156.77
9691	Total Operating Expenses	7,720,963.70	7,706,487.28	-14,476.42	-0.19	7,720,963.70	7,706,487.28	-14,476.42	-0.19
9702	Interest Expense	13,672.75	35,712.00	22,039.25	61.71	13,672.75	35,712.00	22,039.25	61.71
9711	Extraordinary Maintenance	0.00	5,646.00	5,646.00	100.00	0.00	5,646.00	5,646.00	100.00
9741	Depreciation Expense	0.00	14,166.67	14,166.67	100.00	0.00	14,166.67	14,166.67	100.00
9999	NET INCOME	713,887.23	92,683.13	621,204.10	670.25	713,887.23	92,683.13	621,204.10	670.25

**Monterey County Housing Development Corp.
Budget Comparison**

Period = Aug 2024

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
7000	REVENUE:									
7031	Tenant Rents	63,545.00	162,816.00	-99,271.00	-60.97	126,051.00	325,632.00	-199,581.00	-61.29	393,438.00
7037	Tenant Subsidies	158,766.00	145,000.00	13,766.00	9.49	317,820.00	290,000.00	27,820.00	9.59	1,740,000.00
7041	Other Tenant Income	1,356.94	751.25	605.69	80.62	1,820.94	1,502.50	318.44	21.19	-1,550.00
7050	Total Tenant Revenue	223,667.94	308,567.25	-84,899.31	-27.51	445,691.94	617,134.50	-171,442.56	-27.78	2,131,888.00
7151	Other Income	2,188.71	13,206.84	-11,018.13	-83.43	2,157.96	26,413.68	-24,255.72	-91.83	142,235.00
7152	Interest Income	83,978.46	2,780.75	81,197.71	2,919.99	167,957.40	5,561.50	162,395.90	2,920.00	33,347.00
7999	Total Revenue	309,835.11	324,554.84	-14,719.73	-4.54	615,807.30	649,109.68	-33,302.38	-5.13	2,307,470.00
	EXPENSES:									
9051	Administrative	98,350.64	152,398.02	54,047.38	35.46	145,134.48	304,796.04	159,661.56	52.38	1,597,322.00
9101	Administrative Fees	21,745.08	17,642.34	-4,102.74	-23.26	43,459.44	35,284.68	-8,174.76	-23.17	156,482.00
9201	Tenant Services	0.00	416.67	416.67	100.00	0.00	833.34	833.34	100.00	4,960.00
9301	Utilities	27,855.26	33,137.67	5,282.41	15.94	48,208.70	66,275.34	18,066.64	27.26	88,599.00
9401	Maintenance	24,113.96	41,092.25	16,978.29	41.32	44,744.93	82,184.50	37,439.57	45.56	136,101.00
9501	Protective Services	0.00	634.00	634.00	100.00	502.50	1,268.00	765.50	60.37	2,519.00
9611	Insurance	15,563.31	18,610.67	3,047.36	16.37	32,279.78	37,221.34	4,941.56	13.28	131,081.00
9621	Other General Expenses	0.00	4,202.67	4,202.67	100.00	1,000.00	8,405.34	7,405.34	88.10	50,072.00
9631	Payments in Lieu of Taxes	0.00	377.33	377.33	100.00	0.00	754.66	754.66	100.00	3,090.00
9691	Total Operating Expenses	187,628.25	268,511.62	80,883.37	30.12	315,329.83	537,023.24	221,693.41	41.28	2,170,226.00
9702	Interest Expense	62,037.11	57,666.67	-4,370.44	-7.58	123,306.82	115,333.34	-7,973.48	-6.91	453,280.00
9711	Extraordinary Maintenance	0.00	833.33	833.33	100.00	0.00	1,666.66	1,666.66	100.00	10,000.00
9720	Casualty Losses - Non-Capitalized	0.00	1,166.67	1,166.67	100.00	0.00	2,333.34	2,333.34	100.00	14,000.00
9741	Depreciation Expense	0.00	2,159.00	2,159.00	100.00	0.00	4,318.00	4,318.00	100.00	74,699.00
9999	NET INCOME	60,169.75	-5,782.45	65,952.20	1,140.56	177,170.65	-11,564.90	188,735.55	1,631.97	-414,735.00

**Monterey County Housing Development Corp.
Budget Comparison (with PTD)**

Period = Aug 2024

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
7000	REVENUE:								
7031	Tenant Rents	63,545.00	162,816.00	-99,271.00	-60.97	63,545.00	162,816.00	-99,271.00	-60.97
7037	Tenant Subsidies	158,766.00	145,000.00	13,766.00	9.49	158,766.00	145,000.00	13,766.00	9.49
7041	Other Tenant Income	1,356.94	751.25	605.69	80.62	1,356.94	751.25	605.69	80.62
7050	Total Tenant Revenue	223,667.94	308,567.25	-84,899.31	-27.51	223,667.94	308,567.25	-84,899.31	-27.51
7151	Other Income	2,188.71	13,206.84	-11,018.13	-83.43	2,188.71	13,206.84	-11,018.13	-83.43
7152	Interest Income	83,978.46	2,780.75	81,197.71	2,919.99	83,978.46	2,780.75	81,197.71	2,919.99
7999	Total Revenue	309,835.11	324,554.84	-14,719.73	-4.54	309,835.11	324,554.84	-14,719.73	-4.54
	EXPENSES:								
9051	Administrative	98,350.64	152,398.02	54,047.38	35.46	98,350.64	152,398.02	54,047.38	35.46
9101	Administrative Fees	21,745.08	17,642.34	-4,102.74	-23.26	21,745.08	17,642.34	-4,102.74	-23.26
9201	Tenant Services	0.00	416.67	416.67	100.00	0.00	416.67	416.67	100.00
9301	Utilities	27,855.26	33,137.67	5,282.41	15.94	27,855.26	33,137.67	5,282.41	15.94
9401	Maintenance	24,113.96	41,092.25	16,978.29	41.32	24,113.96	41,092.25	16,978.29	41.32
9501	Protective Services	0.00	634.00	634.00	100.00	0.00	634.00	634.00	100.00
9611	Insurance	15,563.31	18,610.67	3,047.36	16.37	15,563.31	18,610.67	3,047.36	16.37
9621	Other General Expenses	0.00	4,202.67	4,202.67	100.00	0.00	4,202.67	4,202.67	100.00
9631	Payments in Lieu of Taxes	0.00	377.33	377.33	100.00	0.00	377.33	377.33	100.00
9691	Total Operating Expenses	187,628.25	268,511.62	80,883.37	30.12	187,628.25	268,511.62	80,883.37	30.12
9702	Interest Expense	62,037.11	57,666.67	-4,370.44	-7.58	62,037.11	57,666.67	-4,370.44	-7.58
9711	Extraordinary Maintenance	0.00	833.33	833.33	100.00	0.00	833.33	833.33	100.00
9720	Casualty Losses - Non-Capitalized	0.00	1,166.67	1,166.67	100.00	0.00	1,166.67	1,166.67	100.00
9741	Depreciation Expense	0.00	2,159.00	2,159.00	100.00	0.00	2,159.00	2,159.00	100.00
9999	NET INCOME	60,169.75	-5,782.45	65,952.20	1,140.56	60,169.75	-5,782.45	65,952.20	1,140.56

Voucher Program Only
Budget Comparison

Period = Aug 2024

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
7000	REVENUE:									
7071	Section 8 HAP Subsidies	7,289,061.00	6,407,716.66	881,344.34	13.75	17,325,343.00	12,815,433.32	4,509,909.68	35.19	76,892,600.00
7081	Section 8 Administrative Fees	598,130.26	580,444.75	17,685.51	3.05	1,265,841.84	1,160,889.50	104,952.34	9.04	6,965,337.00
7151	Other Income	0.00	16,875.00	-16,875.00	-100.00	-64,861.31	33,750.00	-98,611.31	-292.18	202,500.00
7152	Interest Income	86.42	0.00	86.42	N/A	145.31	0.00	145.31	N/A	0.00
7999	Total Revenue	7,887,277.68	7,005,036.41	882,241.27	12.59	18,526,468.84	14,010,072.82	4,516,396.02	32.24	84,060,437.00
	EXPENSES:									
9051	Administrative	193,891.51	282,169.60	88,278.09	31.29	303,054.30	564,339.20	261,284.90	46.30	3,386,035.00
9101	Administrative Fees	0.00	130,000.00	130,000.00	100.00	0.00	260,000.00	260,000.00	100.00	1,560,000.00
9201	Tenant Services	9,006.99	85,517.19	76,510.20	89.47	18,325.01	171,034.38	152,709.37	89.29	1,026,206.25
9401	Maintenance	12,075.41	750.00	-11,325.41	-1,510.05	12,520.24	1,500.00	-11,020.24	-734.68	9,000.00
9611	Insurance	9,552.99	5,204.65	-4,348.34	-83.55	18,564.15	10,409.30	-8,154.85	-78.34	62,455.75
9621	Other General Expenses	0.00	1,083.33	1,083.33	100.00	0.00	2,166.66	2,166.66	100.00	13,000.00
9671	Housing Assistance Payments	6,994,365.38	6,489,311.67	-505,053.71	-7.78	13,947,036.57	12,978,623.34	-968,413.23	-7.46	77,871,740.00
9681	FSS Escrows	28,245.00	11,000.00	-17,245.00	-156.77	68,525.00	22,000.00	-46,525.00	-211.48	132,000.00
9691	Total Operating Expenses	7,247,137.28	7,005,036.44	-242,100.84	-3.46	14,368,025.27	14,010,072.88	-357,952.39	-2.56	84,060,437.00
9999	NET INCOME	640,140.40	-0.03	640,140.43	2,133,801,433.33	4,158,443.57	-0.06	4,158,443.63	6,930,739,383.33	0.00

**Voucher Program Only
Budget Comparison (with PTD)**

Period = Aug 2024

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
7000	REVENUE:								
7071	Section 8 HAP Subsidies	7,289,061.00	6,407,716.66	881,344.34	13.75	7,289,061.00	6,407,716.66	881,344.34	13.75
7081	Section 8 Administrative Fees	598,130.26	580,444.75	17,685.51	3.05	598,130.26	580,444.75	17,685.51	3.05
7151	Other Income	0.00	16,875.00	-16,875.00	-100.00	0.00	16,875.00	-16,875.00	-100.00
7152	Interest Income	86.42	0.00	86.42	N/A	86.42	0.00	86.42	N/A
7999	Total Revenue	7,887,277.68	7,005,036.41	882,241.27	12.59	7,887,277.68	7,005,036.41	882,241.27	12.59
	EXPENSES:								
9051	Administrative	193,891.51	282,169.60	88,278.09	31.29	193,891.51	282,169.60	88,278.09	31.29
9101	Administrative Fees	0.00	130,000.00	130,000.00	100.00	0.00	130,000.00	130,000.00	100.00
9201	Tenant Services	9,006.99	85,517.19	76,510.20	89.47	9,006.99	85,517.19	76,510.20	89.47
9401	Maintenance	12,075.41	750.00	-11,325.41	-1,510.05	12,075.41	750.00	-11,325.41	-1,510.05
9611	Insurance	9,552.99	5,204.65	-4,348.34	-83.55	9,552.99	5,204.65	-4,348.34	-83.55
9621	Other General Expenses	0.00	1,083.33	1,083.33	100.00	0.00	1,083.33	1,083.33	100.00
9671	Housing Assistance Payments	6,994,365.38	6,489,311.67	-505,053.71	-7.78	6,994,365.38	6,489,311.67	-505,053.71	-7.78
9681	FSS Escrows	28,245.00	11,000.00	-17,245.00	-156.77	28,245.00	11,000.00	-17,245.00	-156.77
9691	Total Operating Expenses	7,247,137.28	7,005,036.44	-242,100.84	-3.46	7,247,137.28	7,005,036.44	-242,100.84	-3.46
9999	NET INCOME	640,140.40	-0.03	640,140.43	2,133,801,433.33	640,140.40	-0.03	640,140.43	2,133,801,433.33

Housing Authority of the County of Monterey Balance Sheet

Period = Aug 2024

		Current Balance
1000-000	ASSETS	
1100-000	CURRENT ASSETS	
1110-000	Cash:	
1110-010	Cash - Unrestricted	10,389,721.40
1110-020	Cash - Restricted	8,936,604.49
1199-000	Total Cash	19,326,325.89
1200-000	Accounts Receivable:	
1210-000	Accounts Receivable - Tenants	838,951.95
1220-000	Accounts Receivable - Agency	1,044,780.24
1240-000	Accounts Receivable - Other	697,788.60
1250-000	Accrued Interest Receivable	19,291,955.61
1260-000	Less: Allowance for Doubtful Accounts	-1,050,871.61
1269-000	Total Receivables, Net of Allowance	20,822,604.79
1300-000	Current Investments:	
1300-010	Investments - Unrestricted	1,065,217.25
1399-000	Total Current Investments	1,065,217.25
1420-010	Prepaid Expenses	428,997.48
1430-010	Inventories, Net of Obsolete Inventories	239,939.70
1440-010	Interprogram - Due From	265,421.18
1500-000	TOTAL CURRENT ASSETS	42,148,506.29
1600-000	NONCURRENT ASSETS	
1610-000	Capital Assets:	
1610-010	Land	3,569,623.47
1610-020	Buildings & Improvements	21,251,256.67
1610-025	Site Improvements	3,055.41
1610-030	Furniture & Equipment	816,018.40
1610-040	Less: Depreciation	-14,841,504.23
1669-000	Total Capital Assets, Net of Depreciation	10,798,449.72
1670-010	Construction In Progress	182,808.52
1700-010	Notes Receivable	72,360,225.14
1740-010	Other Noncurrent Assets	4,048,316.44
1790-000	Less: Accumulated Amortization	-589,664.88
1800-000	TOTAL NONCURRENT ASSETS	86,800,134.94
1900-000	TOTAL ASSETS	128,948,640.94

Housing Authority of the County of Monterey Balance Sheet

Period = Aug 2024

		Current Balance
3000-000	LIABILITIES & EQUITY	
3000-010	LIABILITIES	
3000-020	CURRENT LIABILITIES	
3110-000	Accounts Payable:	
3110-010	Accounts Payable - Vendors	-260,462.26
3110-020	Accounts Payable - Other	-32,016.49
3110-030	Accrued Wages/Taxes/Benefits Payable	289,448.17
3110-040	Accrued Interest Payable	708,935.32
3110-050	Accounts Payable - Agency	2,525.35
3100-060	Tenant Security Deposits	111,069.24
3199-000	Total Accounts Payable	819,499.33
3420-010	Deferred Revenues	290,609.87
3430-010	Developer Fees Payable	30,000.00
3450-010	FSS Escrows	425,222.72
3460-010	Other Current Liabilities	263,077.20
	TOTAL CURRENT LIABILITIES	1,828,409.12
3500-000	NONCURRENT LIABILITIES	
3510-010	Long-Term Hard Debt	7,311,382.46
3510-020	Long-Term Subordinate Debt	-1,073,442.47
3600-000	TOTAL NONCURRENT LIABILITIES	6,237,939.99
3999-000	TOTAL LIABILITIES	8,066,349.11
5000-000	EQUITY/NET ASSETS:	
5000-010	Equity/Net Assets at Prior Year-end	95,624,015.96
5000-020	Current Year Retained Earnings	25,258,275.87
6000-000	TOTAL LIABILITIES AND EQUITY	128,948,640.94

Monterey County Housing Development Corp.

Balance Sheet

Period = Aug 2024

		Current Balance
1000-000	ASSETS	
1100-000	CURRENT ASSETS	
1110-000	Cash:	
1110-010	Cash - Unrestricted	3,518,480.25
1110-020	Cash - Restricted	269,191.37
1199-000	Total Cash	3,787,671.62
1200-000	Accounts Receivable:	
1210-000	Accounts Receivable - Tenants	75,866.38
1220-000	Accounts Receivable - Agency	302,997.00
1230-000	Accounts Receivable - Developer Fees	3,303,633.22
1240-000	Accounts Receivable - Other	3,372,754.09
1250-000	Accrued Interest Receivable	4,420,342.26
1269-000	Total Receivables, Net of Allowance	11,475,592.95
1420-010	Prepaid Expenses	23,157.37
1440-010	Interprogram - Due From	-12,562.01
1500-000	TOTAL CURRENT ASSETS	15,273,859.93
1600-000	NONCURRENT ASSETS	
1610-000	Capital Assets:	
1610-010	Land	5,009,826.00
1610-020	Buildings & Improvements	13,959,608.07
1610-030	Furniture & Equipment	19,947.46
1610-040	Less: Depreciation	-1,540,280.06
1669-000	Total Capital Assets, Net of Depreciation	17,449,101.47
1670-010	Construction In Progress	446,257.55
1700-010	Notes Receivable	36,182,576.44
1740-010	Other Noncurrent Assets	1,401.00
1800-000	TOTAL NONCURRENT ASSETS	54,079,336.46
1900-000	TOTAL ASSETS	69,353,196.39

Monterey County Housing Development Corp.
Balance Sheet

Period = Aug 2024

		Current Balance
3000-000	LIABILITIES & EQUITY	
3000-010	LIABILITIES	
3000-020	CURRENT LIABILITIES	
3110-000	Accounts Payable:	
3110-010	Accounts Payable - Vendors	-11,449.01
3110-040	Accrued Interest Payable	1,406,994.38
3100-060	Tenant Security Deposits	114,143.12
3199-000	Total Accounts Payable	1,509,688.49
3420-010	Deferred Revenues	1,141,875.16
3430-010	Developer Fees Payable	404,393.00
3460-010	Other Current Liabilities	5,616.01
	TOTAL CURRENT LIABILITIES	3,061,572.66
3500-000	NONCURRENT LIABILITIES	
3510-010	Long-Term Hard Debt	10,055,442.47
3510-020	Long-Term Subordinate Debt	13,272,250.00
3550-010	Other Noncurrent Liabilities	-180,803.80
3600-000	TOTAL NONCURRENT LIABILITIES	23,146,888.67
3999-000	TOTAL LIABILITIES	26,208,461.33
5000-000	EQUITY/NET ASSETS:	
5000-010	Equity/Net Assets at Prior Year-end	33,129,057.56
5000-020	Current Year Retained Earnings	10,015,677.50
6000-000	TOTAL LIABILITIES AND EQUITY	69,353,196.39

Housing Authority of the County of Monterey Statement (12 months)

Period = Jul 2024-Aug 2024

		Jul 2024	Aug 2024	Total
7000	REVENUE:			
7031	Tenant Rents	121,019.06	148,437.56	269,456.62
7037	Tenant Subsidies	122,714.00	122,671.00	245,385.00
7041	Other Tenant Income	606.00	2,003.00	2,609.00
7050	Total Tenant Revenue	244,339.06	273,111.56	517,450.62
7071	Section 8 HAP Subsidies	10,036,282.00	7,289,061.00	17,325,343.00
7081	Section 8 Administrative Fees	667,711.58	598,130.26	1,265,841.84
7060060000	PDM Hope Housing Project	2,825,492.00	0.00	2,825,492.00
7095	Operating Grants (Non-HUD)	42,127.76	0.00	42,127.76
7151	Other Income	77,593.08	120,200.20	197,793.28
7152	Interest Income	201,492.78	168,020.66	369,513.44
7999	Total Revenue	14,095,038.26	8,448,523.68	22,543,561.94
	EXPENSES:			
9051	Administrative	84,845.27	432,100.89	516,946.16
9101	Administrative Fees	18,920.08	18,920.08	37,840.16
9201	Tenant Services	9,318.02	9,006.99	18,325.01
9301	Utilities	45,755.30	52,528.90	98,284.20
9401	Maintenance	140,867.31	142,878.48	283,745.79
9501	Protective Services	7,384.93	0.00	7,384.93
9611	Insurance	32,505.02	33,143.53	65,648.55
9621	Other General Expenses	24,664.60	18,053.50	42,718.10
9631	Payments in Lieu of Taxes	0.00	14,017.95	14,017.95
9671	Housing Assistance Payments	6,934,926.19	6,972,068.38	13,906,994.57
9681	FSS Escrows	40,280.00	28,245.00	68,525.00
9691	Total Operating Expenses	7,339,466.72	7,720,963.70	15,060,430.42
9702	Interest Expense	51,929.96	13,672.75	65,602.71
9999	NET INCOME	6,703,641.58	713,887.23	7,417,528.81

**Monterey County Housing Development Corp.
Statement (12 months)**

Period = Jul 2024-Aug 2024

		Jul 2024	Aug 2024	Total
7000	REVENUE:			
7031	Tenant Rents	62,506.00	63,545.00	126,051.00
7037	Tenant Subsidies	159,054.00	158,766.00	317,820.00
7041	Other Tenant Income	464.00	1,356.94	1,820.94
7050	Total Tenant Revenue	<u>222,024.00</u>	<u>223,667.94</u>	<u>445,691.94</u>
7151	Other Income	-30.75	2,188.71	2,157.96
7152	Interest Income	83,978.94	83,978.46	167,957.40
7999	Total Revenue	<u>305,972.19</u>	<u>309,835.11</u>	<u>615,807.30</u>
	EXPENSES:			
9051	Administrative	46,783.84	98,350.64	145,134.48
9101	Administrative Fees	21,714.36	21,745.08	43,459.44
9301	Utilities	20,353.44	27,855.26	48,208.70
9401	Maintenance	20,630.97	24,113.96	44,744.93
9501	Protective Services	502.50	0.00	502.50
9611	Insurance	16,716.47	15,563.31	32,279.78
9621	Other General Expenses	1,000.00	0.00	1,000.00
9691	Total Operating Expenses	<u>127,701.58</u>	<u>187,628.25</u>	<u>315,329.83</u>
9702	Interest Expense	61,269.71	62,037.11	123,306.82
9999	NET INCOME	<u>117,000.90</u>	<u>60,169.75</u>	<u>177,170.65</u>

Voucher Program Only Statement (12 months)

Period = Jul 2024-Aug 2024

		Jul 2024	Aug 2024	Total
7000	REVENUE:			
7071	Section 8 HAP Subsidies	10,036,282.00	7,289,061.00	17,325,343.00
7081	Section 8 Administrative Fees	667,711.58	598,130.26	1,265,841.84
7151	Other Income	-64,861.31	0.00	-64,861.31
7152	Interest Income	58.89	86.42	145.31
7999	Total Revenue	10,639,191.16	7,887,277.68	18,526,468.84
	EXPENSES:			
9051	Administrative	109,162.79	193,891.51	303,054.30
9201	Tenant Services	9,318.02	9,006.99	18,325.01
9401	Maintenance	444.83	12,075.41	12,520.24
9611	Insurance	9,011.16	9,552.99	18,564.15
9671	Housing Assistance Payments	6,952,671.19	6,994,365.38	13,947,036.57
9681	FSS Escrows	40,280.00	28,245.00	68,525.00
9691	Total Operating Expenses	7,120,887.99	7,247,137.28	14,368,025.27
9999	NET INCOME	3,518,303.17	640,140.40	4,158,443.57



MEMORANDUM

TO: Board of Commissioners
 THRU: Zulieka Boykin Executive Director
 FROM: Mayra Zesati Asset Manager
 RE: **Property Management Report**
 DATE: September 15, 2024

HACM Strategic Goals

<ul style="list-style-type: none"> ○ Utilize Yardi to digitize key elements of HACM operations. 100% utilization of the following systems by year end: <ul style="list-style-type: none"> ○ Complete the transition to electronic payment for tenants as the default. ○ Move the voucher waitlist and site-based waiting lists to Yardi with auto-generated notification emails. ○ Move annual income certification online. 	<p>On-Going: Online payments, optional currently. Next waitlist opening will be fully online at lease 3 sites anticipated to begin this online waitlist process. Paperless annual recertifications will be required to maximize utilization, reduce operations costs and remain in compliance with monitoring agency requirements. Managers are required to begin this process this year.</p>	<p align="center">On Track</p>	<p>Properties are 100% live with online features for: online payments, work order submission and certifications. Rippling River Rent Café set up in complete. PM inserting rent and voucher posting updates for April to current.</p>
<p>Create a plan to ensure that all properties are financially self-sustaining and</p>	<p align="center">12/31/2024</p>	<p align="center">90% Achieved</p>	<p>Preliminary outline submitted for review.</p>

maintained to a high level of quality by 12/31/2024.			
Transition away from warehouse model.		60% Achieved	Preliminary draft reviewed. Pending second revision.
Reduce workers' comp claims. Safety.		65% Achieved	Preliminary draft reviewed. Pending second revision.
Build the capacity of the PM by training staff from professional agencies and senior staff members.	Ongoing	In Progress: Property Managers & Maintenance	September: focus partnership with staff & Caretakers, and PG&E vacancy reporting.

Objective's	Target Date	Status	Detail
OCAF Submission	June 1, 2024	Pending Final Approved notice from HUD: South Co. Fam. & Gonzales Fam. Revised worksheet sent for East Salinas Fam RAD- pending response HUD processing: Salinas Fam RAD & Montecito Watson	OCAF rents updated in Yardi: 801 only, pending final response to process remaining properties as this interferes with CAHI TRACS submission. Follow up sent to HUD on 10/14/24.
CAHI Transition	September 1, 2024	Complete Transition: Montecito/ Watson. Pending: Salinas Fam. RAD & South County RAD.	801 & 802- corrections involve SSN convert to all 9's vs 0's, AR dates to align with Universal recertification date & baseline History not received through TRACS
Tax Credit File Scan Project	December 31, 2024	In progress: below goals October 31 st , 34% November 30 th , 33% December 31 st , 33%	Managers are working independently to complete this project. Progress will be tracked
Spectrum Reporting	November 2024	Will Begin working on electronic submission	Follow up with rep. 10/2024
Rippling River transaction Yardi Implementation	June 30, 2024	In Progress, technical issues on rent posting Yardi has resolved this.	March rent backlog updated, working on April to Current, will compete by 10/31/2024
Housing Counseling Application	September 30, 2024	HUD provided review and final approval will be anticipated by 10/31/24	Minor updates on forms and signatures, to send back to HUD -expedite final approval.
HOTMA Discretionary Implementation Items	April 2025	HUD has moved the implementation date to 7/2025	Anticipated document review and revision to begin 1/2025

Tenant Evictions	
Open during the Month	YTD
3 128	18

Monitoring Compliance Audits			
Agency	Scheduled Date	Status	Findings
Tax Credit Allocation Committee – Castroville	Physical Audit/Inspection completed, June 4, 2024	9/25/24 CTCAC reviewing corrections	Pending response/ close out letter
Tax Credit Allocation Committee – Dia-Ichi Village	Physical Audit/ Inspection completed, June 6, 2024	9/25/24 CTCAC reviewing corrections	Pending response/ close out letter
CREA LIHTC	Electronic Submission 10/1/24	Pending review and response	N/A
HUD Compliance Review	July 10-12, 2024	Sent requested documentation July 16, 2024	No further actions
City of Salinas Audit	2021, 2022 & 2023	Review completed for Haciendas 1,2,3, & 4. Received response with findings.	Remediation Plan required & being worked on for Haciendas 1
NEF -RADs	July 12, 2024	Submitted July 11, 2024, follow up sent 10/14/24.	Pending review & response
HCD - PDM	July 18, 2024	Inspection Completed but not closed out.	HCD to schedule second visit once units 98% occupied. Pending future notice inspection date.
Tax Credit – One Parkside	September 12, 2024	Audit & Inspection completed on 9/12/24, follow up sent on 10/12/24	Pending response/ close out letter
Hudson Audit – One Parkside	September 16, 2024	Electronic submission complete, follow up sent 10/14/24	Pending response

BY THE NUMBERS

WAITING LIST

Public Housing Applicants:

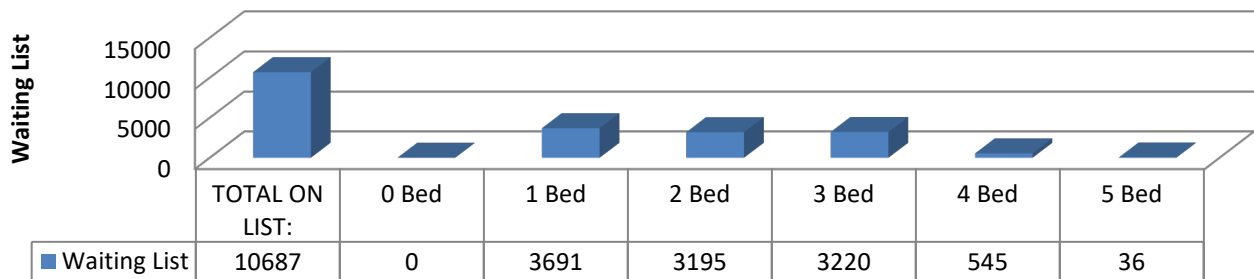
TOTAL ON LIST:	0 Bed	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
10687	0	3691	3195	3220	545	36

Transfers - Public Housing

TOTAL on Transfer List: 48

Administrative: Over/Under Housed, Reasonable Accommodations, VAWA etc.

Waiting List



Note:

Identified need to open several waiting lists and staff will engage in this process this year: Portola Vista, Oak Grove and Chualar FLC.

CURRENT VACANCIES

Development	Total Units	Out of Occupancy	Vacancies	Total Occupied	Occupancy Rate
Rippling River	77	0	2	75	97%
Castroville FLC LP	54	0	2	52	96%
One Parkside	80	0	4	76	95%
One Haciendas	53	0	0	53	100%
Haciendas 2 LP	46	0	1	45	98%
Dai-Ichi Village	41	0	0	41	100%
Haciendas 3 LP	50	0	5	45	90%
TOTAL:	401	0	14	387	97%
<i>PBV Vacancies</i>			9		

CURRENT VACANCIE. PBV Units in Green -HACM

Development	Total Units	Out of Occupancy	Vacancies	Total Occupied	Occupancy Rate
Oak Grove	5	0	1	4	80%
Portola Vista Monterey	64	0	4	60	94%
Montecito/ Watson	13	0	0	13	100%
Pueblo Del Mar	55	55	0	0	0%
Casanova Plaza	86	0	1	85	99%
Single Family Homes	9	0	1	8	89%
Chualar FLC	29	0	4	25	86%
Salinas FLC	57	1	3	53	93%
South County RAD	70	0	4	66	94%
Salinas Family RAD	170	0	1	169	99%
East Salinas Family RAD	202	0	6	196	97%
Gonzales Family RAD	30	0	0	30	100%
King City Migrant Center	81	0	8	73	90%
TOTAL:	871	56	33	782	90%

Note:

- Strong focus on housing all these units until reaching at least 98% occupancy.
- High turnover rate in applicants on waitlist due to stale waiting lists.
- Oak Grove, Portola Vista & Chualar FLC; called all applicants on WL, processing files for approval.
- South County RAD & East Salinas Family RAD staffing issues, processing applicants.
- King City Migrant Center has begun off season, units will begin to become vacant for occupancy until May 2025.



COLLECTIONS -HACM

Development	Rent Billed	Subsidy Billed	Total Billed	Rent Collected	Subsidy Collected	Total Collected	Vacancy Loss	Current Arrears
Oak Grove	\$ 5,470.00	\$ 4,786.00	\$ 10,256.00	\$ 4,977.00	\$ 4,792.00	\$ 9,769.00	\$ (331.33)	\$ 3.00
Portola Vista Monterey	\$ 23,489.00	\$ 99,031.00	\$ 122,520.00	\$ 24,630.52	\$ 95,120.00	\$ 119,750.52	\$ (7,963.80)	\$ (656.50)
Montecito/Watson	\$ 9,251.00	\$ 4,045.00	\$ 13,296.00	\$ 8,852.00	\$ 4,045.00	\$ 12,897.00	\$ -	\$ (7,269.56)
Pueblo Del Mar	\$ -		\$ -	\$ -	\$ -	\$ -		
Single Family Homes	\$ 11,972.00	\$ 20,828.00	\$ 32,800.00	\$ 8,955.00	\$ 17,077.00	\$ 26,032.00	\$ (2,360.00)	\$ (297.50)
Casanova Plaza	\$ 47,989.00	\$ 135,118.00	\$ 183,107.00	\$ 43,988.92	\$ 132,429.00	\$ 176,417.92	\$ (1,987.00)	\$ 29,698.78
Chualar FLC	\$ 25,930.00	\$ 3,068.00	\$ 28,998.00	\$ 25,267.37	\$ 3,508.00	\$ 28,775.37	\$ (3,465.00)	\$ 7,329.14
Salinas FLC	\$ 52,028.00	\$ 11,464.00	\$ 63,492.00	\$ 55,652.38	\$ 11,464.00	\$ 67,116.38	\$ (2,993.83)	\$ 2,779.00
South County RAD	\$ 22,926.00	\$ 21,405.00	\$ 44,331.00	\$ 22,732.37	\$ -	\$ 22,732.37	\$ (2,572.40)	\$ 1,268.00
Salinas Family RAD	\$ 116,581.00	\$ 51,061.00	\$ 167,642.00	\$ 114,533.00	\$ -	\$ 114,533.00	\$ (489.57)	\$ 33,939.50
East Salinas Family RAD	\$ 171,654.00	\$ 47,077.00	\$ 218,731.00	\$ 168,224.51	\$ 47,692	\$ 168,224.51	\$ (5,802.79)	\$ 8,305.20
Gonzales Family RAD	\$ 28,679.00	\$ 7,742.00	\$ 36,421.00	\$ 30,027.76	\$ 5,246 -	\$ 30,027.76	\$ -	\$ 11,653.70
King City Migrant Center	\$ 25,977.00	\$ -	\$ 25,977.00	\$ 123,059.41	\$ -	\$ 123,059.41	\$ -	\$ 554.50
TOTAL:	\$ 541,946.00	\$ 405,625.00	\$ 947,571.00	\$ 630,900.24	\$ 268,435.00	\$ 899,335.24	\$ (27,965.72)	\$ 87,307.26

PORTAFOLIO PERFORMANCE

Average Total Collection Against Arrears	\$ 812,027.98
Average Vacancy	\$ (2,330.48)
Average Collection	\$ 69,179.63

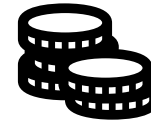
COLLECTIONS -HDC

Development	Rent Billed	Subsidy Billed	Total Billed	Rent Collected	Subsidy Collected	Total Collected	Vacancy Loss	Current Arrears
Rippling River	\$ 28,320.00	\$ 80,106.00	\$ 108,426.00	\$ 30,317.04	\$ 115,848.00	\$ 146,165.04	\$ (1,802.00)	\$ (31,974.50)
Castroville FLC LP	\$ 50,467.00	\$ 42,539.00	\$ 93,006.00	\$ 54,210.18	\$ 26,099.02	\$ 80,309.20	\$ (891.34)	\$ (3,352.65)
One Parkside	\$ 32,317.00	\$ 109,483.00	\$ 141,800.00	\$ 29,398.21	\$ 119,848.00	\$ 149,246.21	\$ (3,227.00)	\$ (4,767.06)
One Haciendas	\$ 41,758.00	\$ 51,668.00	\$ 93,426.00	\$ 44,486.83	\$ 60,367.00	\$ 104,853.83	\$ -	\$ 9,151.65
Haciendas 2 LP	\$ 45,448.00	\$ 33,584.00	\$ 79,032.00	\$ 37,270.69	\$ 36,509.00	\$ 73,779.69	\$ 99.33	\$ 5,656.96
Dai-Ichi Village FKA Ha. Snr.	\$ 11,157.00	\$ 45,501.00	\$ 56,658.00	\$ 12,551.85	\$ 55,376.00	\$ 67,927.85	\$ -	\$ 602.05
Haciendas 3 LP	\$ 39,197.00	\$ 46,766.00	\$ 85,963.00	\$ 35,751.78	\$ 49,365.00	\$ 85,116.78	\$ (6,593.00)	\$ 17,029.76
TOTALS:	\$ 248,664.00	\$ 409,647.00	\$ 658,311.00	\$ 243,986.58	\$ 463,412.02	\$ 707,398.60	\$ (12,414.01)	\$ (7,653.79)
PORTFOLIO PERFORMANCE								
Total Collection Against Arrears:		\$715,052						
Average Vacancy:		\$ (1,773)						
Average Collection:		\$ 101,057						

Notes:

HAP payment held until CAHI conversion is complete:

- Montecito/Watson- Complete
- Salinas Family RAD- pending corrections to TRACS Submission
- South County Family RAD- pending review of baseline, submission not being received for some certifications
- PDM will begin collecting rent 10/1/24
- KCMC begins off season to close occupancy in units



ROUTINE WORK ORDERS -HDC

Development	Open W/O Fwd Prior Mon.	Routine W/O Received	Routine W/O Completed	Total Days to Complete	Average Days to Complete	YTD
Rippling River	0	32	32	37	11	75
Castroville FLC LP	0	14	14	36	1	265
One Parkside	0	29	29	1	1	198
One Haciendas	0	14	14	14	2	172
Haciendas 2 LP	0	6	6	8	6	161
Dai-Ichi Village FKA Ha. Snr.	0	4	4	1	1	118
Haciendas 3 LP	0	16	16	8	2	146
TOTAL:	0	115	115	105	3	1135

EMERGENCY WORK ORDERS -HDC

Development	Emergency W/O Complete	Total Days to Complete	Average Days to Complete	YTD Emergency W/O
Rippling River	0	0	0	15
Castroville FLC LP	0	0	0	15
One Parkside	5	5	5	9
One Haciendas	7	1	1	13
Haciendas 2 LP	2	1	1	7
Dai-Ichi Village FKA Ha. Snr.	2	1	1	12
Haciendas 3 LP	4	4	1	184
TOTAL:	20	9	1	255

ROUTINE WORK ORDERS -HACM

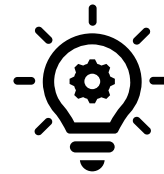
Development	Routine Open W/O Fwd	Routine W/O Received	Routine W/O Complete	Total Days to Complete	Average Days to Complete	YTD Routine W/O
Oak Grove	0	0	0	0	0	15
Portola Vista Monterey	0	12	12	5	1	294
Montecito/Watson	0	4	4	1	1	42
Pueblo Del Mar	0	113	113	28	7	218
Casanova Plaza	0	36	36	19	4	314
SingleFamily Homes	0	1	1	6	2	45
Chualar FLC	0	5	5	14	7	61
Salinas FLC	0	19	19	9	4	204
South County RAD	0	16	16	9	7	140
Salinas Family RAD	0	35	35	29	3	582
East Salinas Family RAD	0	65	65	7	2	618
Gonzales Family RAD	0	0	0	0	0	5
Total:	0	306	306	127	38	2538

EMERGENCY WORK ORDERS - HACM

Development	Emergency W/O Complete	Total Days to Complete	Average Days to Complete	YTD Emergency W/O
Oak Grove	0	0	0	6
Portola Vista Monterey	4	1	1	46
Montecito/Watson	0	0	0	9
Pueblo Del Mar	3	0	0	33
Casanova Plaza	6	0	0	72
SingleFamily Homes	2	2	0	18
Chualar FLC	3	0	0	32
Salinas FLC	6	0	0	55
South County RAD	2	0	0	30
Salinas Family RAD	8	2	1	84
East Salinas Family RAD	14	1	1	63
Gonzales Family RAD	2	1	1	12
TOTAL:	50	7	1	460

Note:

Work orders will be monitored to closed; accordingly, 24 hr. emergency & 72 hr. routine Staff to implement Preventive Maintenance Plan to reduce work orders.



ANNUAL RECERTIFICATIONS HDC & HACM

Development	Total Units	Late	Due in 30 Days	No Required Annual Recertification
Oak Grove	5	0	0	X
Portola Vista Monterey	64	0	0	
Montecito/Watson	13	0	0	
Pueblo Del Mar	55	0	0	X
Casanova Plaza	86	0	0	X
Single Family Homes	9	0	0	X
Chualar FLC	29	0	2	
Salinas FLC	57	0	7	
King City Migrant Center	81	0	0	X
South County RAD	70	0	0	
Salinas Family RAD	170	0	0	
East Salinas Family RAD	202	0	0	
Gonzales Family RAD	30	0	0	
Rippling River	77	0	0	
Castroville FLC LP	54	0	8	
One Parkside	80	0	25	
One Haciendas	53	0	0	
Haciendas 2 LP	46	0	0	
Dai-Ichi Village FKA Ha. Snr.	41	3	1	
Haciendas 3 LP	50	8	4	
Total:	1272	11	47	

Note:

Haciendas 3 & Dai-Ichi Village AR in process to be closed by 11/1/2024
Continued monitoring throughout the year for all sites.



RENT CAFÉ

Rent Café Utilization					
Property	Total Units	% Registered	Num. Regd.	Num. Paying	% Paying
Haciendas 1	53	102%	54	9	17%
Haciendas 2	46	98%	45	3	7%
Dai-Ichi Village	41	88%	36	3	7%
Haciendas 3	50	90%	45	17	34%
Casanova Plaza	86	73%	63	4	5%
Castroville FLC	54	104%	56	12	22%
Chualar FLC	29	90%	26	0	0%
Salinas FLC	57	102%	58	0	0%
East Salinas Fam. RAD	202	100%	202	35	17%
Gonzales Fam. RAD	30	97%	29	0	0%
Salinas Fam. RAD	170	100%	170	12	7%
South Co. Fam. RAD	70	100%	70	0	0%
Montecito/Watson	13	62%	8	1	8%
Oak Grove	5	100%	5	0	0%
One Parkside	80	40%	32	0	0%
Portola Vista	64	91%	58	7	11%
Single Family Homes	9	100%	9	1	11%
Rippling River	79	9%	7	0	0%
Total:	1138	86%	973	104	11%

Note:

- Managers, Life Steps & other community agencies based on tenant outreach will continue to assist with registrations.
- Focused plan in preparation to sign up tenant's fmo Rippling River & One Parkside. Engagement to include with 100% of registration for all other sites.
- Not anticipated to use Rent Café: PDM managed by Sun Street Centers & KCMC transitions though many families based on seasonal housing.



MEMORANDUM

To: Board of Commissioners
From: Nora Ruvalcaba, Interim Director of Development
Thru: Zuliaka Boykin, Executive Director/President/CEO
Date: October 15, 2024
Re: MONTHLY DEVELOPMENT DEPARTMENT REPORT



Development Department Highlights

- **Development Partner RFP:**
The agreement is pending finalization and execution with the selected bidder
- **City of Salinas CHDO Application:**
Staff are collaborating with an attorney to establish the W.I.S.H Monterey County non-profit to be utilized for the proposed CHDO Application to the City of Salinas.
- **Loan Extensions (Benito FLC):**
All necessary approvals were obtained and the extension has been granted.
- **Limited Partnership Interest – 15-year buyouts (Benito FLC, LP and Benito Street Affordable Housing, LP):**
Pending Freddie Mac and HACM Board of Commissioners approval of terms to proceed with Limited Partnership buyout for submission to Limited Partner, RBC.
- **One Parkside, LP:**
The Regulatory Agreement has been self-recorded and submitted to the California Tax Credit Allocation Committee.

The submission packet is in phase three of the PIS process and upon completion and approval will move to the final phase of issuance of the 8609 documents.

Once 8609s are issued we will submit a request for final Capital Contribution from the Investor for \$205,979.00.

- **Las Viviendas:**
On August 28, 2024, the CHSP Leadership Council approved our proposal for the YHDP funding for \$2,119,000.

We are pending the awarded funds to be transferred to HACM.

- **City of Salinas Parcel:**
The City staff reached out to further discussions on a potential property available for redevelopment.

The Community Development Department wishes to partner with HACM to submit its 2024 LHTF application to HCD and has issued a conditional commitment letter for funds and a potential parcel.

- **2025 Operational Budgets for Limited Partnerships (Nineteen Sites):**

The development staff is working on budget preparations for the various developments.

The submission deadline of 10/1/2024 to USDA for the three USDA sites was met. Staff is now working on the remaining property budgets which are due by 10/31/2024.

Potential Development Opportunities – Pending Initial Feasibility Determination:

- Two potential family site in Salinas.
- Potential Senior site in Greenfield.
- One potential family site in Soledad.
- One potential site in Carmel Valley.
- One potential site in King City.
- Potential supportive housing site in Salinas.

One Parkside, LP -



One Parkside, LP is a new construction, infill multifamily housing development, for seniors aged sixty-two and over. The eighty-one- and two-bedroom units replaced the forty dilapidated 1970s-era units that were on the site.

Project Description:

<p>Address: 1108, 1110, 1112 Parkside St. Salinas, Ca. 93906</p> <p>Project Type: Acquisition/New Construction</p> <p>Number of Units: 80</p> <p>PBVs: 79</p> <p>Target Population: Low-Income Seniors</p>	<p>Affordability Targeting: 30-60% of AMI</p> <p>Architect: Paul Davis Group</p> <p>General Contractor: Palisade Builders</p> <p>Property Management: HACM</p> <p>Total Development Cost: \$48,715,862</p>
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Permanent Funding Sources:

<p>Tax Exempt Perm Loan \$13,269,000</p> <p>Seller Carryback Loan \$4,055,000</p> <p>Accrued/Deferred Interest \$747,459</p> <p>HDC Sponsor Loan \$6,984,956</p> <p>HDC Sponsor Loan (second) \$500,000</p> <p>MCHI Loan \$4,100,000</p>	<p>City of Salinas Fee Deferral \$394,943</p> <p>HOME \$957,540</p> <p>PHLA \$756,505</p> <p>Deferred Developer Fee \$1,020,900</p> <p>Tax Credit Equity \$20,597,892</p>
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<p>Approved Equity Disbursements to Date: DDF in the amount of \$1,959,883.00</p>	<p>Pending on Equity Disbursements: DDF in the amount of \$240,117.00</p>
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Current Project Status: NOC issued 10-27-2022 and converted to Permanent Financing 11-30-2023

<p>Construction Progress:</p> <p>Completion Percentage: 100%</p> <p>Occupancy Percentage: 100%</p> <p>Rent Collection Percentage: 100%</p>	<p>New Hires:</p> <p>Number of New Hires: 01</p> <p>Number of Section 3 Hires: 0</p>
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Construction Contract Status:	
Original Contract Amount	\$25,150,331.00
Approved Change Orders	\$1,276,477.00
Final Contract Amount	\$26,426,808.00

- Milestones:**
- The CTCAC Regulatory Agreement was recorded on 9/5/2024 and submitted to CTCAC for review and processing.
 - The PIS package is now in step three of the PIS review. Once this phase is completed the package will move to the final phase of IRS Tax Forms(s) 8609's being issued.

Pueblo Del Mar – HOPE Housing Modernization



Pueblo Del Mar – Hope Housing is a collaborative effort between the Housing Authority of the County of Monterey and Monterey County Behavioral Health provides an affordable short-and-mid-term residential bridge housing community that combines housing services and behavioral health services. Each participant will collaborate with a care team to reach health and housing goals.

Project Description:

<p>Project Address: 3026-3044 Kwajalein Ct and 3048-3100 Regiment Ct., Marina.</p> <p>Project Type: Rehabilitation</p> <p>Number of Units: 55 units/110 Beds</p> <p>PBVs: 0</p> <p>Target Population: Homelessness who have been diagnosed with mental illness and/or substance use disorders.</p>	<p>Affordability Targeting: 30-60</p> <p>Other Uses: Transitional Housing</p> <p>General Contractor: MCHADC</p> <p>Property Manager: Sun Street</p> <p>Service Provider: Sun Street and Interim Inc.</p> <p>Total Project Cost: \$2,825,492.00</p>
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Permanent Funding Sources:

- Behavioral Health Bridge Housing Funds (“BHBH”)

Approved Affiliate Funding:

BHBH Grant: \$2,825,492.00

Disbursements to Date:

None – Expected Receipt 7/31/2024

Current Project Status:

- PDM-Hope Housing Modernization Work began on 6/27/2024.
- Phase one of the modernization work included the interior work of the Nancy Dodd Community Center (flooring, painting, and kitchen upgrades) and the abatement of the landscaping of the exterior of the center and residential units. **This work is now complete.**
- Following the work in the Nancy Dodd Community Center, we proceeded with the replacement of tubs and enclosures in nine residential units. The demolition of restrooms was completed and the work to install the tubs and renovate those restrooms has begun. **This work is now complete.**
- In addition, there has been scope of work added to the project plan to include upgrades to the interior of the residential units. **This work is 100% complete. All units have been transferred to Monterey County Behavioral Health’s possession as of 10/9/2024.**
- Service Providers continue to lease units in their possession with qualified participants.
- Staff is in the process of submitting the invoice for the projected rent and security deposits in the amount of \$3,037,313.
- The next phase of work will include modernization work including roof replacements, stairwell repairs, exterior paint, furnace replacements, window replacements, patio/deck repairs, and asphalt repairs.

Milestones Completed Past Month:

- HACM received the modernization funds of \$2,825,492.00 on 7/16/24 from the Monterey County Behavioral Health Department as agreed upon in the executed MOU.
- Modernization work in the Nancy Dodd Community Center was completed to allow for Monterey County Behavioral Health Department and Sun Street Centers staff to move into the Nancy Dodd Community Center.
- Fifty-five units were made ready, and keys were given to the Service Providers on 10/9/2024 to allow them to begin moving in families.

Modernization Progress:

Completion Percentage:	60%
Occupancy Percentage:	4%
Rent Collection Percentage:	0%

Pueblo Del Mar – Nancy Dodd Community Center Modernization – rica

Exterior of Community Center (weed abatement)

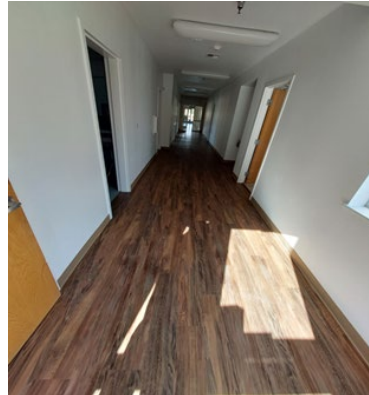
Before



After



Interior of Community Center (flooring and paint)



Interior of Residential Units (Tub replacements and restroom upgrades)



&



Non-ADA Compliant

ADA Compliant

Nancy Dodd Community Center (Commercial Kitchen Upgrades)



New Appliances/Floors/Paint/Kitchen/Sink/Counters

Capital Improvement Projects (CIP)

Capital Needs Assessments are conducted by on-site staff as part of the ongoing daily operations and the Development Department team conducts monthly site visits to identify any items needing to be addressed.

The Project Manager is in the process of collaborating with on-site teams to solicit bids for as-needed services for various developments and to create a scope for projects to be included in the 2025 proposed Operational budgets.

- **CIP/Modernization Projects in progress:**
Approved CIP projects:

- Monterey Street FLC LP:
 1. Roof moss removal and clean gutters
- Haciendas 1 LP and Haciendas 2 LP:
 1. Metals project: Maintenance staff performing repairs on rusted railings and fascia.

CIP Projects pending approvals:

- Tynan Village Affordable Housing LP:
 1. Asphalt Resealing and Striping. Pending bids.
 2. Irrigation Zone valves. Pending bids.
 3. Retaining wall repair.
- Fano Vista LP:
 1. Installation of four cameras near building 17. Pending bids.
 2. Pressure washing of all buildings. Pending bids.
 3. Tree trimming of 37 trees.
- Benito FLC LP:
 1. Addition of exterior lighting. Pending review of bids.
- Salinas Family RAD LP:
 1. Natividad – Installation of 350ft retaining wall. Pending bids.
 2. Natividad – Exterior pressure wash and paint. Pending bids
 3. 350 Casentini – Installation of retaining wall. Pending bids.
 4. 350 Casentini – Exterior pressure wash.
- One Parkside LP:
 1. Installation of Privacy Fence. Pending review of bids and Investor approval.
 2. Installation of exterior cameras. Pending bids.
 3. Installation of Monumental sign. Pending review of bids and Investor approval.



JSCo Monthly Management Report

Monday, August 2024

BENITO AFFORDABLE/FARM LABOR

1. Vacancy:

- a.) Benito Affordable- (1) vacant unit. Unit 444B – 2 applicants in process. Compliance reviewed file, requesting additional, awaiting additional documents from applicant. The file was approved by JSCo compliance on 9-3-2024 pending move in date from applicant.
- b.) Benito FLC – (2) vacant units. 216 Gab Dr -2BR unit will transfer to this unit. Resident will transfer into 544B due to occupancy standard for the 3BR unit.

2. Audits Pending:

- a.) HOME Audit was scheduled for March 8, 2024, for Benito FLC. Corrections were submitted. Pending close-out letter from HOME.
- b.) Benito Affordable has an HCD audit done on July 23, 2024. Currently working on findings.

3. Resident Services:

- a.) LifeSteps visits the property twice a month, a total of 16 hrs. a month. Food distribution provided by Monterey County Food Bank has a good outcome. LifeSteps continues to struggle to get services that will bring residents to participate in the classes they offer. Shelia Morales resident services reported to Benito staff her last day at Benito's sites and are awaiting on a new resident services personnel to begin.
- b.) Community rooms are open to the public subject to COVID safety protocols. The community room is being reserved by residents at least once a month.

BENITO AFFORDABLE/FARM LABOR

4. Capital Improvement/ maintenance.

- a) Received updated proposal for the extra cameras for both sites. Waiting on the window replacement approval work to be done for Benito FLC from HDC. Will start will doing individual unit window replacement and working with King City Glass on this.
- a) Working on getting quotes for 2025 budget.



MONTEREY STREET AFFORDABLE

1. Vacancy: (1) vacant- 1353 vacant, waitlist has been requested from HACM.
2. Reporting & Audits: None
3. Resident Services: Life Steps is active:
 - a. After school Program Coordinator, Severo Gasca, Mon- Friday 4:15-7 pm
 - b. Director of Social Services, Sheila Morales, / Every other Tuesday (Twice Monthly) 9:00 am-5:00pm
 - c. Community rooms open to for resident events.
4. Capital Improvement/ maintenance:
 - a. King City Glass on-site windows replacements: Pending HA Approval
 - b. Camera bids: Currently obtaining updated proposals from Core.
 - c. Tree Trimming Proposals-Pending HA approval.
5. Staffing:
 - a. Full staff

FANOE VISTA APARTMENTS

1. Vacancy:
 - a. 1 vacancy, Unit 9, pending approved applicants to process from HA, waitlist has been requested from HA.
2. Reporting & Audits Pending
 - a. None
3. Resident Services: Services: Life Steps: On site Mondays 10-5:00pm -Edith Rodriguez for Social Services support
 - a. After School program in session Monday- Friday 3pm-5:00pm
 - b. Food bank distribution is scheduled for the first Monday of each month.
 - c. Community rooms are open for resident events/rentals.
4. Capital Improvements/ maintenance:
 - a.) Property signage order in process, pending replacement.
 - b.) Tree Trimming services needed; proposals submitted for approval
 - c.) Seeking Proposals for rubber chips for play structure
 - d.) Solar panel & Gutter cleaning needed, proposals submitted for approval

TYNAN VILLAGE APARTMENTS

1. Vacancy: 2 vacancies
 - a. 122 A-Move-out: 5/16/2024. Unit ready for move-in. Pending waitlist from HACM
 - b. 302 B-Move out: 5/31/2024. Unit ready for move-in. Received waitlist on 8/20/2024.



2. Reporting & Audits Pending
 - a. None
3. Resident Services:
 - a. Afterschool Program scheduled daily from 2-5 PM for the summer.
 - b. National Night Out was a success. We had participation from several vendors, local emergency response personnel, a DJ, dance contests, paint & sip, games, free back-to-school haircuts, and more. Large raffles included a laptop donated by Comcast and a 4 pack of Monterey County Fair Tickets

TYNAN VILLAGE APARTMENTS

4. Capital Improvements/Maintenance:
 - a. Irrigation-Pending revision of proposals.
 - b. Piping near bakery needs to be redone. 3 proposals pending approval.
 - c. Paint for all hallways and stairways approved. Paint rendering complete. site staff will be painting the interior hallways beginning September 2024.
 - d. Proposals for fencing along property line pending.
 - e. Axis working on issues caused during modernization project, 2 units have containment.
 - f. Proposals for RA's pending HDC approval (3 units)
 - g. Concrete wall unstable. 1 proposal for wall repairs, pending 2 additional because of pricing. Pending HDC contact an architect for a second opinion.
 - h. Concrete near building A has been approved by HDC. Vendor agreement approved. Pending vendor scheduling.
 - I. Awning on building A has been installed.
 - j. Camera proposal obtained. Pending 2 additional because of pricing.
 - k. Playground proposal pending approval.
5. Staffing Update:
 - a. 1 Occupancy specialist position open



PASO ROBLES
HOUSING AUTHORITY

Est. 1942

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

REPORT TO HDC REGULAR BOARD MEETING, September 2024

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

1. Vacancy:
 - a. None- 100% occupied
2. Audits Pending
 - a. None
3. Resident Services
 - a. Youthworks daily activity- afterschool program, 2 hours a day, Mon- Thurs
 - b. 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. 1 bedroom – TC 50%
 - b. 1 bedroom - PBV unit
2. Reporting & Audits Pending
 - a. CTCAC Audit/Inspection- June 6, 2024-
Received final report on 8/15/2024, findings are due 9/16/2024.
3. Resident Services
 - a. Youthworks daily activity- afterschool program, 2 hours a day Mon- Thurs
 - b. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
 - a. No capital improvements or major maintenance pending.

East Salinas

Family RAD



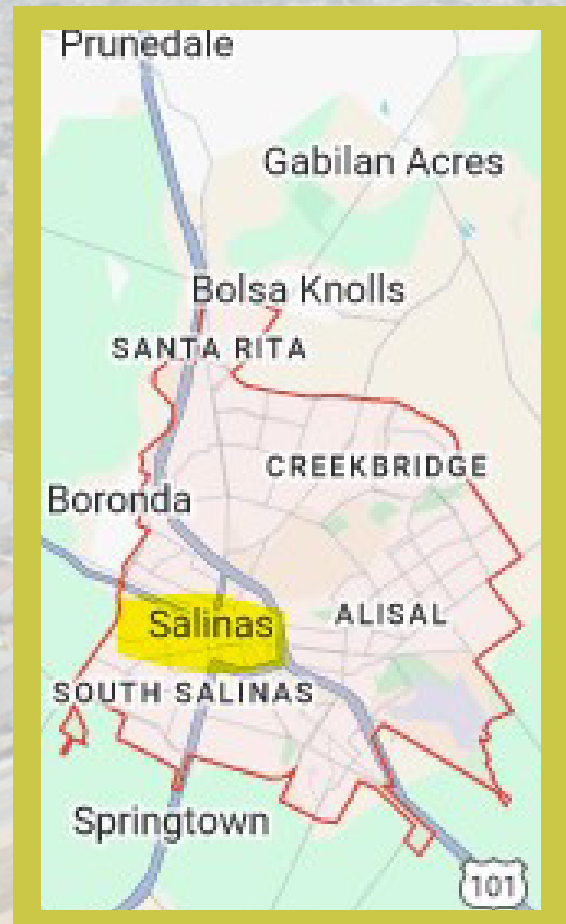
Property Overview:

East Salinas Family RAD, formerly a scattered portfolio, was converted from Public Housing to Affordable Housing through the Rental Assistance Demonstration (RAD) program in 2016. Located in Salinas, California, this multifamily housing project serves households of all ages across a total of 20 addresses and 124 units.

The property is managed by a dedicated team of two property managers, two maintenance technicians, and five resident caretakers. Rents for this property are subsidized by HUD under a Housing Assistance Payment (HAP) contract.

Locations:

- 1011 E. Laurel St., Salinas, CA 93906
- 1025 N. Sanborn Rd., Salinas, CA 93905
- 1039 N. Sanborn Rd., Salinas, CA 93905
- 1058 N. Sanborn Rd., Salinas, CA 93905
- 1062 N. Sanborn Rd., Salinas, CA 93905
- 1012 N. Sanborn Rd., Salinas, CA 93905
 - 1113 D St., Salinas, CA 93906
- 1253 Del Monte Ave., Salinas, CA 93905
- 1259 Del Monte Ave., Salinas, CA 93905
- 1415 Del Monte Ave., Salinas, CA 93905
 - 1030 Rider Ave., Salinas, CA 93905
 - 1029 Rider Ave., Salinas, CA 93905
- 780 Elkington Ave., Salinas, CA 93905
- 775 Elkington Ave., Salinas, CA 93905
 - 737-747 Mae Ave., Salinas, CA 93905
- 1111-1112 Alamo Way, Salinas, CA 93905
 - 312 Williams Rd., Salinas, CA 93905
 - 540 Williams Rd., Salinas, CA 93905
 - 24 N. Wood St., Salinas, CA 93905
- 1253 Del Monte Ave., Salinas, CA 93905



Eligibility and Funding:

To qualify for residency, households must not exceed 50% of the Area Median Income (AMI) and must have acceptable credit and criminal backgrounds. The property is supported by a combination of funding sources, including the California Tax Credit Allocation Committee (CTCAC) and Project-Based Rental Assistance (PBRA) vouchers. Families participating in the PBRA program for 12 months are eligible to request a Mobility Choice Voucher, which can offer more housing flexibility.



Financial Snapshot (YTD as of 8/31/2024):

- Net Collection: \$1,372,192.39
- Profit/Loss: (\$23.55) Loss

Loan Details:

- Loan Holder: California Community Reinvestment Corporation (CCRC)
 - Annual Payment: \$276,457.20
 - Maturity Date: 10/01/2036
 - Loan Balance: \$4,449,068.04

MEMORANDUM

TO: Board of Commissioners
FROM: Jonathan Campbell, Housing Programs Director
THRU: Zulieka Boykin, Executive Director/CEO
SUBJECT: Housing Programs Report – September 2024
DATE: October 16, 2024



Executive Summary

HUD Happenings

- 2nd Round of Offsets
 - Appeal still pending for ~\$14M in 2nd round of offsets
- FSS Funding Notification and Guidelines
 - HUD changed process for applying for FSS Grant Funds
 - General Funding Requirements and Procedures – PIH Notice 2024-32 (should be read together with each year's Annual Funding Notice for the full guidance to FSS applicants and awardees)
 - Annual Funding Notification – (applies only to award year funding)
 - Priority funding deadline: November 1, 2024 (awarded renewal funds prior to January 1, 2025)
 - Final funding deadline: June 30, 2025 (may be unable to receive funding under this notice)
 - Application changed from Grants.gov to grantsolutions.gov
- Statutory/Regulatory Waivers for Mainstream
 - Requirement to have 120 initial search term
- Policy Guidance of HCV Payment Standards
 - No new changes to effect HACM

Housing Programs Updates/Concerns

- PBV vacancies are no longer more than 10% of our allocation
- FYI utilization continues to drag – working with additional foster youth service providers to send direct referrals
- Over 1,000 vouchers holders are searching for new admission, increasing landlord participation is a continuing emphasis

Staff Training – 4 HPS took the certification course 3 who have taken the test have passed

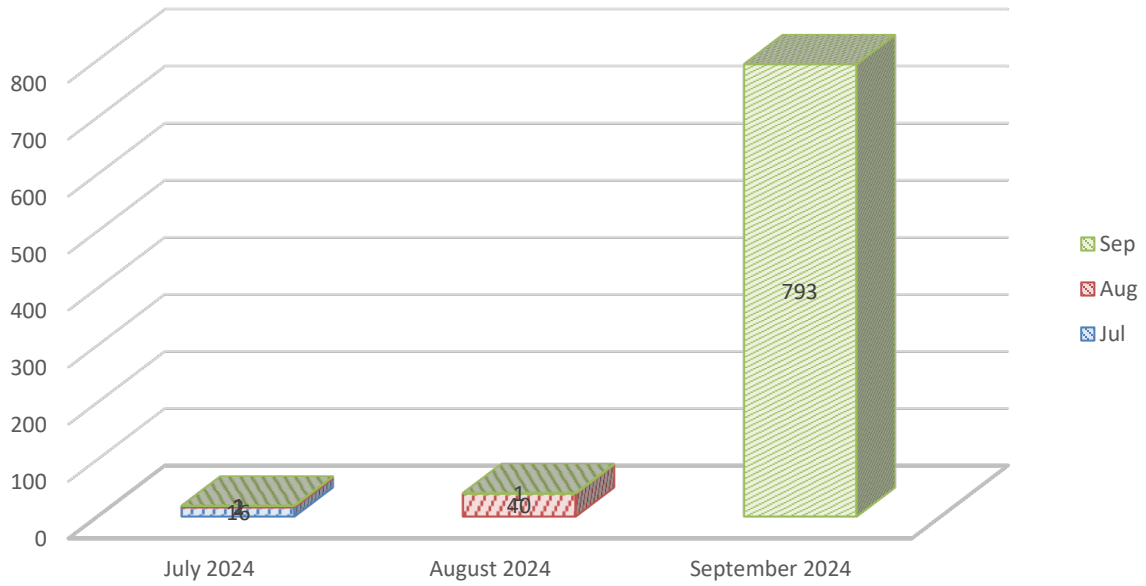
Housing Authority of the County of Monterey HCV Report September 2024

HCV Annual Budget Authority	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monthly HUD HAP Disbursements	\$5,274,480	\$7,304,480	\$6,050,967	\$6,050,967	\$7,440,024	\$6,397,453	\$9,904,253	\$7,277,901	\$6,818,547			
Monthly HAP Payments	\$5,969,083	\$6,182,022	\$6,380,375	\$6,584,082	\$6,634,623	\$6,690,714	\$6,762,747	\$6,841,395	\$6,900,540			
YTD HAP Expenditure	\$5,969,083	\$12,151,105	\$18,531,480	\$25,115,562	\$31,750,185	\$38,440,899	\$45,203,646	\$52,045,041	\$58,945,581			
Monthly HAP Difference	-\$694,603	\$1,122,458	-\$329,408	-\$533,115	\$805,401	-\$293,261	\$3,141,506	\$436,506	-\$81,993			
Initial 2024 Budget Authority Funding	\$62,572,085	\$62,572,085	\$62,572,085	\$62,572,085	\$62,572,085	\$62,572,085	\$62,572,085	\$62,572,085	\$62,572,085			
Voucher Utilization (Includes Mainstream and EHV)												
Voucher Allocation	5117	5117	5117	5117	5117	5117	5117	5117	5117			
Vouchers Leased-Up	3903	3954	3983	4017	4026	4045	4061	4063	4081			
Per Unit Cost	\$1,529	\$1,563	\$1,602	\$1,639	\$1,648	\$1,654	\$1,665	\$1,684	\$1,691			
Eligibility												
Vouchers Issued	86	55	43	93	47	9	17	40	793			
Annual Reexaminations												
Completed	396	299	295	268	264	219	268	265	129			
Late Reexaminations	2%	1%	3%	0%	1%	1%	0%	0%	0%			
Watchlist Programs (Utilization Under 90%)												
FYI	11%	11%	11%	11%	15%	17%	17%	22%	22%			
Family Self-Sufficiency Program												
Total Participating Families	103	117	111	126	130	133	133	136	136			
Monthly Escrow Accrued	29	30	33	40	39	47	47	51	53			
Escrow Balance	\$17,739	\$15,491	\$19,015	\$22,472	\$21,440	\$23,594	\$24,892	\$27,082	\$27,617			
Reasonable Accommodation												
Reasonable Accommodation Requests	26	21	20	7	21	16	15	29	29			
Requests Approved	24	18	20	4	20	15	14	26	26			
Requests Denied	2	3	0	3	1	1	1	3	3			

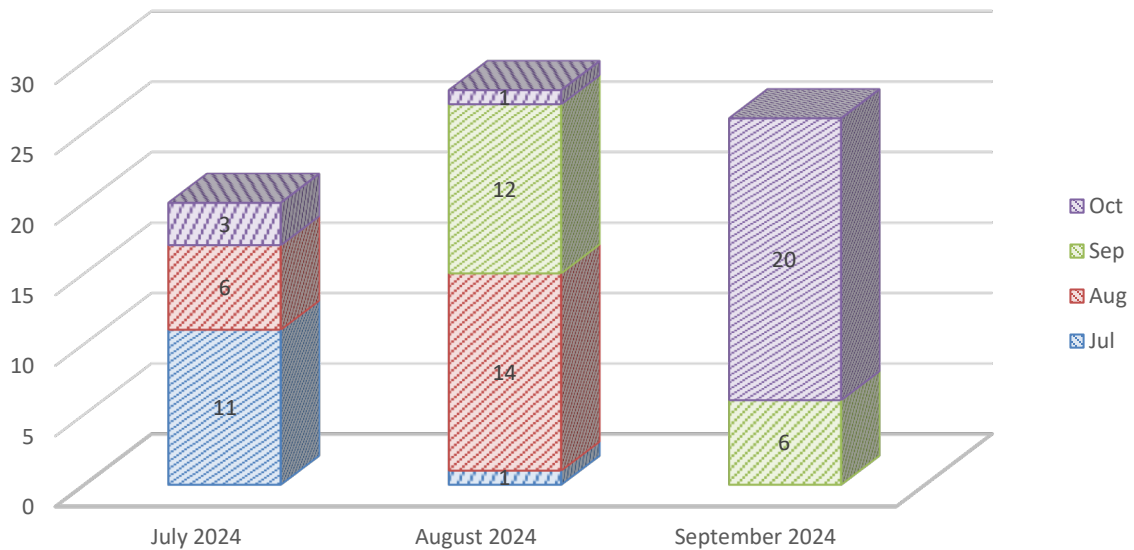
SEMAP Report September 2024

SEMAP Indicator	Possible Points	Maximum Score	FY 2024 Score	Q1 FY 2024 Score	Score Notes
1. Selection from the Waiting List (QC)	0 or 15	15	15	15	
2. Reasonable Rent (QC)	0, 15 or 20	20	20	20	
3. Determination of Adjusted Income (QC)	0, 15 or 20	20	20	20	
4. Utility Allowance Schedule (QC)	0 or 5	5	5	5	
5. HQS Quality Control Inspections (QC)	0 or 5	5	5	5	
6. HQS Enforcement (QC)	0 or 10	10	10	10	
7. Expanding Housing Opportunities (QC)	0 or 5	5	5	5	
8. Payment Standards (QC)	0 or 5	5	5	5	
9. Annual Reexaminations (PIC)	0, 5 or 10	10	10	10	In compliance per PIC as of September 30, 2024. We have 63 late Reexaminations (2%)
10. Correct Tenant Rent Calculations (PIC)	0 or 5	5	5	5	In compliance per PIC as of September 30, 2024
11. Pre-Contract HQS Inspections (PIC)	0 or 5	5	5	5	In compliance per PIC as of September 30, 2024 (100%)
12. Annual HQS Inspections (PIC)	0, 5 or 10	10	0	0	Annual HQS inspections overdue (11%)
13. Lease-up (VMS)	0, 15 or 20	20	0	0	
14. Family Self-Sufficiency (PIC)	0, 3, 5, 8 or 10	10	10	10	
15. Bonus Indicator - Deconcentration (QC)	0 or 5	N/A	N/A	N/A	
Total		145	115	115	
		Percentage	79%	79%	

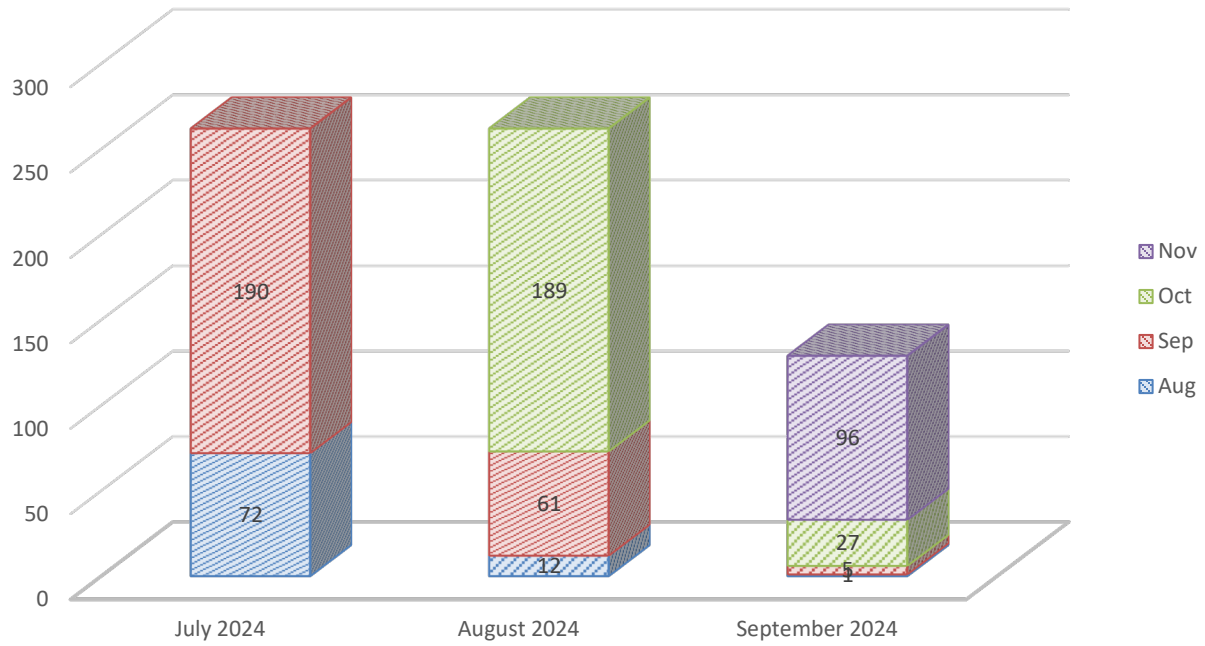
VOUCHERS ISSUED



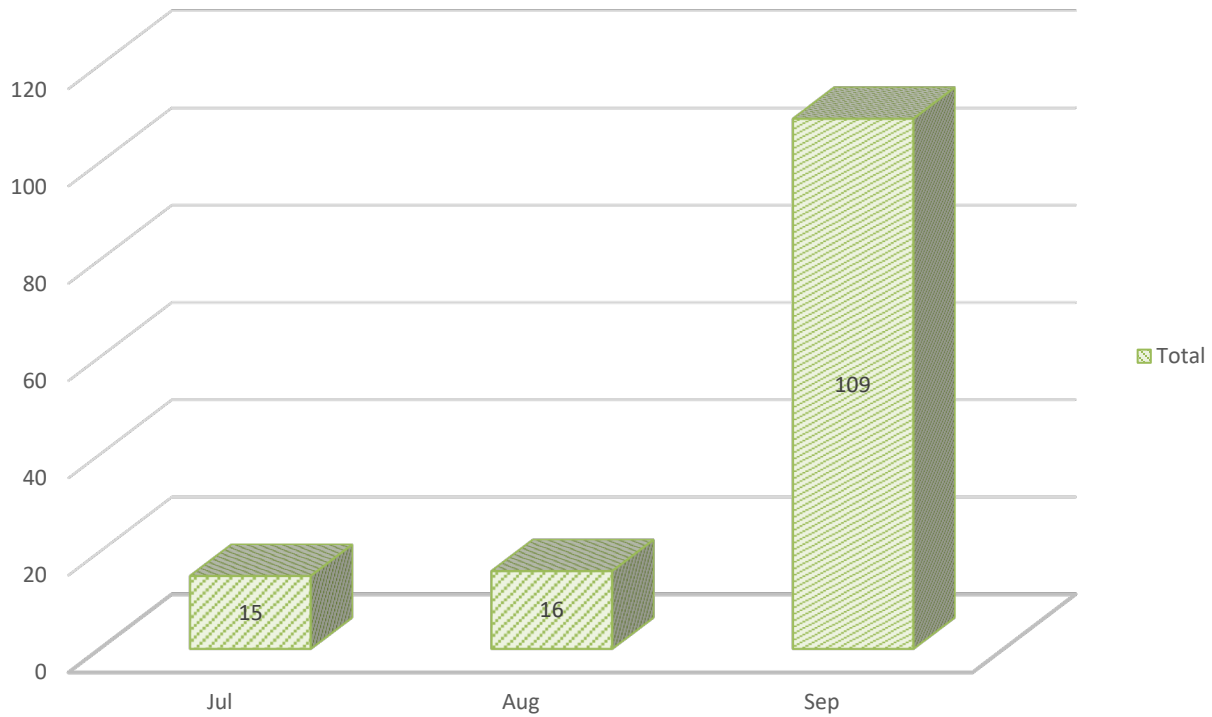
NEW ADMISSIONS



ANNUAL REEXAMINATIONS



HQS INSPECTIONS



Strategic Goals			
Goal	Target Date	Status	Details
<i>Implement industry's best practices to enhance operational efficiency</i>			
Implement Landlord Portal on Rent Café	12/31/2024	Completed	•All Landlord have received registration codes to sign up for the Landlord Portal
			•HCV Staff has encouraged all existing and new landlords on creating their portal
Establish the voucher waitlist and PBV waiting lists to Rent Café incorporating auto-generated notification emails	12/31/2024	Completed	•Launched new HCV waiting list online, receiving more than 5,000 applications
Begin Online Annual Reexaminations through Rent Café	8/30/2024	Completed	•Participants with December annuals have been sent registration codes to complete annual online
		Completed	•Train HCV Department on the online workflows
Complete the transition to remote/virtual voucher briefings	12/31/2024	Completed	•Conducted nationwide survey of PHAs that are performing remote briefings
			•Reviewed Nan McKay's briefing video
	8/12/2024	Completed	•Currently researching AI technologies and its implications on briefings
	11/30/2024	In Progress	•Test AI Driven Briefing Video • Complete Briefing Video
Go live on Rent Café RFTA Tracking Portal	8/30/2024	Completed	•Gone live with all other HCV-related Rent Café modules (required prerequisite per Rent Café's Technical Account Manager)
	10/11/2024	Completed	•Our Executive Director has officially approved the portal to go live. We anticipate reduced processing times, improved communication with applicants, and better tracking of RFTAs.
	10/15/2024	In Progress	•Train with Rent Café's Technical Account Manager
Transitioning the HAP contract procedure into an online process	12/31/2024	In Progress	•Gone live with all other HCV-related Rent Café modules (required prerequisite per Rent Café's Technical Account Manager)
		Next Step	•Train with Rent Café's Technical Account Manager

Set up autogenerated emails through Yardi to correspond with participants and landlords	12/31/2024	In Progress	<ul style="list-style-type: none"> •Gone live with all other HCV-related Rent Café modules (required prerequisite per Rent Café's Technical Account Manager)
		Next Step	<ul style="list-style-type: none"> •Establish a transitional period between HCV staff and participants/landlords
Transition to direct deposit/electronic payments	12/31/2024	In Progress	<ul style="list-style-type: none"> •Landlord were first notified of the change in April 2024 during the Landlord Symposium •As of April 2024, all new landlords have enrolled for direct deposit
			<ul style="list-style-type: none"> •Landlords who are currently receiving physical checks were sent the required forms by mail during the last two check runs
		Next Step	<ul style="list-style-type: none"> •Establish a deadline for the implementation of direct deposit

Executive Goals			
Goal	Target Date	Status	Details
HOTMA			
Implementation of HOTMA and Housing Information Portal (HIP) HUD's replacement for IMS/PIC	12/31/2024	In Progress	Place on hold until further notice
		Next Step	<ul style="list-style-type: none"> •Continue PIC clean up efforts to ensure smooth transition once HIP becomes live
•Administrative Policy Revision	12/31/2024	In Progress	<ul style="list-style-type: none"> •Conducted National Survey of High Performing PHAs
		Next Step	
Voucher Utilization			
Increase total leased up vouchers by 15% from 3,875 to 4,456 (4,081)	8/1/2024	Completed	<ul style="list-style-type: none"> •Launched new HCV waiting list online, receiving more than 5,000 applications.
	9/18/2024	Completed	<ul style="list-style-type: none"> •HCV Department determined eligibility for 800 applicants selected off the waiting list in our Voucher Issuance Event
	10/23/2024	In Progress	<ul style="list-style-type: none"> •Hosting our "Who wants to be a landlord" Event to bring in more landlords to the program. Our goal is to foster partnerships with both experienced and prospective landlords who are interested in our program while positively impacting the local housing community
	12/31/2024	In Progress	<ul style="list-style-type: none"> •There are 985 vouchers currently searching, 82 housed during the months of September and October, and a lease up potential of an additional 186 families by the end of October

<ul style="list-style-type: none"> Increase foster youth voucher utilization to 50% from 7 to 32 (14) 	12/31/2024	In Progress	<ul style="list-style-type: none"> On May 2024, JC presented to service providers through the Youth Systems Meeting on FYI Process
	12/31/2024	In Progress	<ul style="list-style-type: none"> Met with Service Providers to obtain their information to submit referrals through Rent Café
	10/31/2024	Next Step	<ul style="list-style-type: none"> The Eligibility Department will focus on processing all FYI referrals and issuing those eligible for the program Sign up providers through Rent Café so they can start submitting referrals
SEMAP			
Increase rating on Indicator 8: Payment Standards	8/29/2024	Completed	<ul style="list-style-type: none"> Effective January 1, 2024, Payment Standards have been updated
Increase rating on Indicator 14: FSS	8/29/2024	Completed	<ul style="list-style-type: none"> As of July 2024, FSS Participation was greater than 80% of the mandatory slots (138%) and more than 30% of participating families are escrowing (35%)
Increase rating on Indicator 12: Inspections	8/31/2024	Completed	<ul style="list-style-type: none"> PIC cleanup was conducted to remove any participants who were not part of the program but were showing up on the report
	9/30/2024	Completed	<ul style="list-style-type: none"> HCV was tasked with inspecting units whose biannual inspection is due September to December 2024. Project took place September 3-10, 2024
	12/31/2024	In Progress	<ul style="list-style-type: none"> HACM Staff will train and certify for HQS Inspection to help with backlog and initial inspections
	12/31/2024	Next Step	<ul style="list-style-type: none"> Develop procedures to ensure timeliness with Annual Inspection
Increase rating on Indicator 13: Lease Ups	7/12/2024	Completed	<ul style="list-style-type: none"> Launched new HCV waiting list online, receiving more than 5,000 applications
	9/18/2024	Completed	<ul style="list-style-type: none"> Hosted "Voucher 1000" Event to voucher and briefed more than 800 families to increase our lease up rating
	12/31/2024	Next Step	<ul style="list-style-type: none"> Increase the number of vouchers searching and house at least 600 families by end of CY 2024

DIRECTOR SPOTLIGHT



**JONATHAN
CAMPBELL**

Director of Housing Programs

NAHRO Conference Summary – Kathleen Ballesteros

September 25-28, 2024

Orlando, FL

This is a summary of sessions I attended at the NAHRO 2024 National Conference & Exhibition.

Commissioner Fundamentals:

This session was specifically for Board Commissioners, to identify and understand my various role and responsibilities as a commissioner. I really enjoy this session because I take my role seriously and I want to adhere to the principles of board governance. As a Board Commissioner, I support the success of the ED and the agency to accomplish its mission/goals.

Listed below are other sessions I attended:

“So, You Want to Be A Customer Service Icon?” – this session concentrates on maintaining positive and effective customer service in an agency. One of the strengths of an employee is to be flexible to situations and people. Another strength is to “be kind back”. I encourage staff at our agency to take Customer Service training courses because we all need brushing up as we serve our community.

“Repositioning and Understanding Instrumentalities and Affiliates”- this session was a difficult one for me to understand but I was willing to attend to learn something new. The trainers discussed how PHA’s have successfully created non-profits to benefit the residents and tax credit repositioning.

“Board Accountability Through Board Evaluations” – this session discussed how a Board can evaluate themselves and include the necessary training to be a productive commissioner.

“Streamlining PHA Operations with Upfront Income Verification” – this session was interesting as it addressed how fraud is on the rise. Various situations were brought up such as “false check stubs” or “false bank statements”. One of the highlights mentioned is that income verification is time consuming which can pose a risk.

Attending this conference inspires me as a Board Commissioner to continue the task set before me and to do it with passion with the agency/other commissioners I work with.

Thank you to Zulieka Boykin and Gabriela Rivero for setting up the conference arrangements. Thank you, Hans Buder, for allowing me to be part of this conference. Lastly, thank you Supervisor Luis Alejo for allowing me to represent Monterey County at the Housing Authority of Monterey County as a Board Commissioner.



COMMISSIONER COMMENTS

&

ADJOURNMENT



CLOSED SESSION

The Board of Commissioners will meet in Closed Session for the following purpose and reason:

- A. Government Code Section 54956.9(d)(2): This section permits closed session discussions of certain matters relating to litigation involving the public housing board or agency.



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

DATE: MONDAY, OCTOBER 28, 2024

TIME: 6:00 P.M. (Follows after HACM Meeting)

QR CODE: 

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

ADDITIONS AND CORRECTIONS BY THE PRESIDENT/CEO

The President/CEO will announce agenda corrections and proposed additions, which may be acted on by the Board in accordance with Section 54954.2 of the California Government Code.

1. CALL TO ORDER

2. ROLL CALL

	<u>PRESENT</u>	<u>ABSENT</u>
Chair Francine Goodwin	_____	_____
Vice Chair Yuri Anderson	_____	_____
Director Kathleen Ballesteros	_____	_____
Director Hans Buder	_____	_____
Director Maria Orozco	_____	_____
Director Kevin Healy	_____	_____
VACANT, Director	_____	_____

3. COMMENTS FROM THE PUBLIC

4. MINUTES

- A. Minutes - Approval of Minutes of the Regular Board Meeting held on June 24, 2024.
- B. Minutes - Approval of Minutes of the Regular Board Meeting held on August 26, 2024.

5. NEW BUSINESS

- A. Elections
- B. HDC - MDC – 239: Resolution Authorizing Acquisition of Limited Partner Interests in Benito FLC, L.P. and Benito Street Affordable Housing, L.P.

6. DIRECTOR COMMENTS

7. 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 Annual Board Meeting on **November 25, 2024, at 6:00 p.m.**



COMMENTS FROM THE PUBLIC



California's Brown Act mandates public comment periods in government meetings, but it's crucial to understand that these sessions aren't intended for dialogue. Instead, they provide citizens with a platform to express their views or concerns, while officials typically refrain from engaging in discussion or debate during this time.

For inquiries regarding specific items in the report, please send questions to grivero@hamonterey.org



ACTION
MINUTES OF THE REGULAR BOARD MEETING OF
THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION
HELD JUNE 24, 2024

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL (Pledge of Allegiance)

CALL TO ORDER:

Chair Goodwin called the meeting to order at 9:08 p.m.

2. ROLL CALL:

PRESENT:

Chair Francine Goodwin
Vice-Chair Yuri Anderson
Director Kevin Healy
Director Kathleen Ballesteros
Director Hans Buder

ABSENT:

Director Maria Orozco

Also present: Zuleika Boykin, Executive Director; James Maynard-Cabrera, Director of Human Resources; Michael Underwood, Director of Finance; Nora Ruvalcaba, Interim Director of Development. 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 Directors without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

A new business item was added to the Consent Agenda regarding the scheduling of Housing Development Corporation (HDC) meetings. Introduced by HDC President and Executive Director Zuleika Boykin, this item specifies that HDC meetings will only proceed when there are

resolutions or new business items to present to the board. Meetings will be skipped if there are no new business items or resolutions to approve.

- A. Minutes - Approval of Minutes of the Special Board Meeting held on April 22, 2024.
- B. Approval to add New Business Item to the Agenda.

Upon motion by Director Healy, seconded by Director Ballesteros, the Board of Directors moved to approve the items listed on the Consent Agenda. The board unanimously carried the motion through a roll call vote:

AYES: Goodwin, Anderson, Ballesteros, Buder, Healy
NOES: None
ABSENT: Orozco

5. OLD BUSINESS

- A. HDC - MDC – 235 - Resolution Approving the Operating Budget for the Fiscal Year Beginning July 1st, 2024, and Ending June 30th, 2025.

Motion to table HDC - MDC – 235 - Resolution Approving the Operating Budget for the Fiscal Year Beginning July 1st, 2024, and Ending June 30th, 2025, was made by Director Anderson and seconded by Director Healy. The motion was carried through a roll call vote.

AYES: Goodwin, Anderson, Ballesteros, Buder, Healy
NOES: None
ABSENT: Orozco

ADDED ITEM

NEW BUSINESS

- A. Approval to Skip Housing Development Corporation (HDC) Meetings unless there are Actionable Items to Present.

Upon motion by Director Buder, seconded by Director Ballesteros, the Board of Directors approved skipping Housing Development Corporation (HDC) meetings unless there are actionable items to present. The board unanimously carried the motion through a roll call vote:

AYES: Goodwin, Anderson, Ballesteros, Buder, Healy
NOES: None
ABSENT: Orozco

6. DIRECTOR COMMENTS

Director Anderson suggested adding a section to the agenda specifically for addressing items that are not listed. This addition would provide an opportunity to discuss unlisted new business items.

7. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

President/CEO

Date



ACTION
MINUTES OF THE REGULAR BOARD MEETING OF
THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION
HELD AUGUST 26, 2024

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL (Pledge of Allegiance)

CALL TO ORDER:

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

2. ROLL CALL:

PRESENT:

Chair Francine Goodwin
Vice-Chair Yuri Anderson
Director Kevin Healy

Director Maria Orozco

ABSENT:

Director Kathleen Ballesteros
Director Hans Buder

Also present: Zulieka Boykin, Executive Director; James Maynard-Cabrera, Director of Human Resources; Jin Lu, Director of Finance; Nora Ruvalcaba, Interim Director of Development.
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 Directors 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 May 28, 2024.

Upon motion by Director Orozco, seconded by Director Anderson, the Board of Directors moved to approve the items listed on the Consent Agenda. The board unanimously carried the motion through a roll call vote:

AYES: Goodwin, Anderson, Buder, Orozco

NOES: None

ABSENT: Ballesteros, Healy

5. **PRESENTATION**: The HDC FY23 Audit, presented by Jon Adkins and Rich Larsen of Novogradac, was reviewed under Item 5, Presentation, during the HACM Regular Board Meeting.

6. **OLD BUISNESS**

- A. HDC - MDC – 235 - Resolution Approving the Operating Budget for the Fiscal Year Beginning July 1st, 2024, and Ending June 30th, 2025.

Upon motion by Director Buder, seconded by Director Orozco, the Board of Directors of HDC moved to approve HDC - MDC – 235 - Resolution Approving the Operating Budget for the Fiscal Year Beginning July 1st, 2024, and Ending June 30th, 2025. The board unanimously carried the motion through a roll call vote:

AYES: Goodwin, Anderson, Buder, Orozco

NOES: None

ABSENT: Ballesteros, Healy

7. **NEW BUSINESS**

- A. HDC - MDC – 236 – Approval of Write-offs of the RAD Properties; South County RAD, Salinas Family RAD, East Salinas Family RAD & Gonzalez Family RAD

Upon motion by Director Anderson, seconded by Director Buder, the Board of Directors of HDC moved to approve HDC - MDC – 236 – Approval of Write-offs of the RAD Properties: South County RAD, Salinas Family RAD, East Salinas Family RAD & Gonzalez Family RAD. The board unanimously carried the motion through a roll call vote:

AYES: Goodwin, Anderson, Buder, Orozco

NOES: None

ABSENT: Ballesteros, Healy

- B. HDC - MDC – 237 – Authorizing a Partnership with Monterey County to Provide Youth Permanent Supportive Housing Referred to as the Las Vivienda’s Project

Upon motion by Director Orozco, seconded by Director Anderson, the Board of Directors of HDC moved to approve HDC - MDC – 237 – Authorizing a Partnership with the County of Monterey to Provide Youth Permanent Supportive Housing Referred to as the Las Vivienda’s Project, with edits suggested by Commissioner Anderson to refer to the legal entity as "The County of Monterey." The board unanimously carried the motion through a roll call vote:

AYES: Goodwin, Anderson, Buder, Orozco
NOES: None
ABSENT: Ballesteros, Healy

C. HDC - MDC – 238 – Resolution Awarding the Request for Proposal for a Development Partner to Milestone Housing Group.

Upon motion by Director Buder, seconded by Director Orozco, the Board of Directors of HDC moved to approve HDC - MDC – 238 – Resolution Awarding the Request for Proposal for a Development Partner to Milestone Housing Group, as amended by Commissioner Anderson to include wording from the RFP process. The board unanimously carried the motion through a roll call vote:

AYES: Goodwin, Anderson, Buder, Orozco
NOES: None
ABSENT: Ballesteros, Healy

8. **DIRECTOR COMMENTS**

None.

9. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:20 P.M.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

President/CEO

Date

MEMORANDUM

**MONTEREY COUNTY HOUSING AUTHORITY
DEVELOPMENT CORPORATION**

TO: Board of Directors – Monterey County Housing Authority Development Corporation (HDC)

FROM: Zulieka Boykin, President/CEO

RE: PROCEDURE FOR ELECTION OF DIRECTORS

DATE: October 18, 2024

The Bylaws of the Monterey County Housing Authority Development Corporation (HDC) do not identify the procedures for election of director. The bylaws defer to Robert’s Rules of Order for any item not covered by the bylaws. Below is language from Robert’s Rules that provide the procedures for election of directors and defines term limits.

“Before preceding to an election to fill an office it is customary to nominate one or more candidates. This nomination is not necessary when the election is by ballot or roll call, as each member may vote for any eligible person whether nominated or not. When the vote is via voice the nomination is like a motion to fill a blank, the different names being repeated by the chair as they are made, and then the vote is taken on each in the order in which they were nominated, until one is elected. The nomination need not be seconded....The usual method in permanent societies is by ballot, the balloting being continued until the offices are all filled. An election takes effect immediately if the candidate is present and does not decline,....After the election has taken effect and the director or member has learned the fact, it is too late to reconsider the vote on the election. An director-elect takes possession of his office immediately, unless the rules specify the time. In most societies it is necessary that this time be clearly designated.”

According to Article V, Section 5.7 of the HDC Bylaws, “The Chair and Vice Chair shall be elected from among all the Directors at the annual meeting in October beginning in the year 2012 by nomination through motion made and seconded and voted upon by the majority of Directors present at the annual meeting. The Chair and Vice Chair shall serve one year terms with two consecutive term limits”. All Directors are eligible to hold office. A copy of the Bylaws for the Monterey County

Housing Authority Development Corporation as revised October 22, 2012 is attached for reference.

The process below would satisfy Robert's Rules of Order for election of directors and is an option for consideration:

- Open the floor to nominations for "Chair"
- ***"The floor is now open for nominations for the Chair of the Board of Directors of the Monterey County Housing Authority Development Corporation."*** All nominations must be seconded to be accepted.
- "Are there any other nominations?" "Nominations are now closed."
- "Voting for the position of Chair will be held by secret ballot." - *Open Ballot if Hybrid Meeting*
- "Please pass the ballots to the Secretary for tabulation."
- **Secretary** – "Mr. Chairman, I count __votes for Director _____ as Chair."
- **Chair** – Director _____ has been properly elected as the Chair of the Board of Directors of the Monterey County Housing Authority Development Corporation." (The new Chair assumes the duties immediately.)

Then repeat the process for Vice Chair should the process be necessary.

Ballots for Chair will be provided at the meeting.

Action Required: Nominate and elect an active Director to fill the positions of Chair, HDC Board of Directors.

**BYLAWS
OF THE
MONTEREY COUNTY HOUSING
AUTHORITY DEVELOPMENT
CORPORATION
(HDC)
STATE OF CALIFORNIA
(REVISED OCTOBER 22, 2012)**

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THIRD AMENDED AND RESTATED BYLAWS
OF
MONTEREY COUNTY HOUSING DEVELOPMENT CORPORATION,
A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION

Article I

NAME

Section 1.1 The name of this corporation is Monterey County Housing Authority Development Corporation (the "**Corporation**").

Article II

OFFICES

Section 2.1 Principal Office. The principal office for the transaction of the affairs and activities of the Corporation is located at 123 Rico Street, Salinas, California 93907. The board of directors of the Corporation (the "**Board**") may change the location of the principal office. Any such change in location shall be noted on these Bylaws, or this section may be amended to state the new location.

Section 2.2. Other Offices. The Board may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

Article III

GENERAL AND SPECIFIC PURPOSES; DEDICATION OF ASSETS

Section 3.1 General Purposes. This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for charitable purposes. The general purpose of this Corporation is to have and exercise all rights and powers conferred on nonprofit corporations under the laws of California, provided that this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this Corporation.

Section 3.2 Specific Purposes. The specific charitable and public purposes for which this Corporation is organized are the acquisition, rehabilitation, development, ownership and operation of affordable housing and the provision of related services for low-, very low- and moderate-income households where no adequate housing exists for such households, for and on behalf of the Housing Authority of the County of Monterey, the City of Soledad Housing Authority, other political subdivisions of the State of California, and nonprofit corporations which are exempt

from federal tax under Section 501(c)(3) of the Code or successor provision, and to carry on other charitable activities associated with these goals as allowed by law.

Section 3.3 Limitation on Corporate Activities. This Corporation is organized and shall be operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") or successor provision. No substantial part of the activities of the Corporation shall consist of lobbying, carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3.4 Dedication and Disposition of Assets. The property of this Corporation is irrevocably dedicated to charitable purposes, and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director or officer of this Corporation, or to the benefit of any private person. Upon the dissolution or winding up of the Corporation, its assets remaining after payment or provision for payment of all debts and liabilities of the Corporation shall be distributed for public purposes to the Housing Authority of the County of Monterey ("**Housing Authority**") or to a nonprofit fund, foundation or corporation which is organized and operated exclusively for public and charitable purposes and which has established and maintained its tax-exempt status under Section 501(c)(3) of the Code, or successor provision.

Article IV

MEMBERS

Section 4.1 No Members. The Corporation shall have no members. All corporate actions shall be approved by the Board as provided in these Bylaws, except such actions as are authorized by these Bylaws without further Board approval. All rights which would otherwise rest in a corporation's members, if any, shall rest in the directors.

Article V

DIRECTORS

Section 5.1 General Corporate Powers. Subject to any limitation set forth in the Articles of Incorporation of the Corporation, these Bylaws, the California Nonprofit Public Benefit Corporation Law and any other applicable laws, the Corporation's activities and affairs shall be managed by, and all corporate powers shall be exercised under the direction of, the Board.

Section 5.2 Specific Powers. Without prejudice to the general powers set forth in Section 5.1 of these Bylaws, but subject to the same limitations, the directors shall have the power to:

- (a) Appoint and remove, all the Corporation's officers, and agents;;; prescribe powers and duties for them that are consistent with applicable law, the Corporation's Articles of Incorporation, and these Bylaws; and fix their compensation and require from them security for faithful performance of their duties;

- (b) Change the Corporation's principal office or principal business office in California from one location to another;
- (c) Borrow money and incur indebtedness on behalf of the Corporation, and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, and other evidences of debt and securities; and
- (d) Construct, operate, maintain, improve, buy, sell, convey, assign, mortgage or lease any real estate and personal property necessary and incident to the provision of housing and related services substantially for the benefit of very low-, low-, and moderate-income persons.

Section 5.3 Authorized Number of Directors. The authorized number of directors shall be seven (7).

Section 5.4 Compensation and Reimbursement of Directors. The directors shall serve without compensation, although they may be reimbursed for their expenditures on behalf of the Corporation. Each Director shall receive a stipend of \$50 for each public meeting attended. Directors shall also be eligible for mileage reimbursement.

Section 5.5 Restriction on Interested Persons as Directors. No more than forty-nine percent (49%) of the persons serving on the Board may be "interested persons." An "interested person" is (a) any person compensated by the Corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise and/or (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person. Any violation of the provisions of this Section 5.5 shall not affect the enforceability of any transaction entered into by the Corporation.

Section 5.6 Appointment, Term of Office and Qualification of Directors.

The directors of the Corporation shall consist of the members of the Board of Commissioners of the Housing Authority. Each director shall hold office until his or her successor is appointed.

Section 5.7 Election of Board Chair and Vice Chair. The Chair and Vice Chair shall be elected from among all the Directors at the annual meeting in October beginning in the year 2012 by nomination through motion made and seconded and voted upon by the majority of Directors present at the annual meeting. The Chair and Vice Chair shall serve one year terms with two year consecutive term limits. Then the Chair and Vice Chair must sit out at least one year before being elected to another term. The Chair and Vice Chair shall not be the same for the HACM Board of Commissioners.

Section 5.8 Resignations of Directors. Except as provided below, any director may resign by giving written notice to the President or Secretary of the Corporation. The resignation shall be effective when the notice is given or at any later time specified in the notice. Except on notice to the Attorney General of California, no director may resign if the Corporation would be left without a duly appointed director.

Section 5.9 Vacancies; Removal of Directors. Vacancies occurring on the Board of Directors due to death, removal or resignation of any director shall be filled by appointment made by the Board of Commissioners of the Housing Authority. Directors appointed by the Board of Commissioners of the Housing Authority may be removed by the Board of Commissioners of the Housing Authority with or without cause.

Section 5.10 Meetings of the Board and Compliance with the Ralph M. Brown Act. Each Director shall be given a copy of the Ralph M. Brown Act upon being elected to the Board.¹ The Ralph M. Brown Act shall apply to meetings of the Board, and any committee of the Board.² Meeting” includes any congregation of a majority of the members of the Board at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the Board.³ The Annual Board meeting shall occur in October of each year at which time the Chair and Vice Chair shall be elected.

(a) Record of Proceedings. Any person attending an open and public meeting of the Board shall have the right to record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding by the Board that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute a persistent disruption of the proceedings. Any tape or film record of an open and public meeting made for whatever purpose by or at the direction of the Board shall be subject to inspection pursuant to the California Public Records Act, but notwithstanding, may be erased or destroyed thirty (30) days after the taping or recording. Any inspection of the video or tape recording shall be provided without charge on a video or tape player made available by the Board.⁴

(b) Agenda to Be Posted. At least seventy-two (72) hours before a regular meeting the Board shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including the items to be discussed in closed session.⁵ The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to the members of the public.⁶ The Agenda shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public, before or during the Board’s consideration of such item that is within the subject matter jurisdiction of the Board.⁷

(c) Action on Other Matters. No action or discussion shall be undertaken by the Board on any item not appearing on the posted agenda, except that members of the Board may respond briefly to statements made or questions posed by persons present. In limited circumstances, the Board may take action on items of business not appearing on the agenda, but only if one of the following conditions exists:

¹ Government Code §54952.7.

² Government Code §54952(c)(1)(B).

³ Government Code §54952.2.

⁴ Government Code §54953.5.

⁵ Government Code §54954.5.

⁶ Government Code §54954.2.

⁷ Government Code §54954.3.

(1) Upon a determination by a majority vote of the Board that an emergency situation exists; or

(2) Upon a determination by two-thirds vote of the Board that there is a need to take immediate action and that the need for action came to the attention of the Board after the agenda had been posted; or

(3) The item presented for action was posted for a prior meeting of the Board which occurred not more than five calendar days prior to the date of the proposed action and the action item was continued to the meeting at which action is being taken.⁸

Section 5.11 Special Meetings. Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the President, or if he or she is absent or unable or refuses to act, by a majority of the members of the Board.⁹ Written notice of the time and place of all special meetings of the Board of Directors shall be delivered personally or by any other means and shall be received by each Director, and be posted at the proposed location of the public meeting, posted on the Corporation's website, and may be printed in each local newspaper of general circulation, radio or television station requesting notice in writing at least twenty-four (24) hours before the meeting.¹⁰ Written notice of any special meeting which is set at least one week prior to the date set for the meeting shall be mailed at least one week prior to the date set for the meeting to any person who has filed a written request for that notice.¹¹ Every notice for a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the notice for the meeting before or during consideration for that item.¹² The calling of the special meeting and the notice shall be posted at least twenty-four (24) hours prior to the special meeting in a location that is freely accessible to members of the public.¹³

Section 5.12 Emergency Meetings. In cases of an emergency, the Board may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement provided that each local newspaper of general circulation and radio or television station which has requested notice of special meetings is notified by telephone at least one hour prior to the emergency meeting. An emergency includes a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the Board. Notwithstanding the foregoing, in cases of a dire emergency situation, the Board may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement provided that each local newspaper of general circulation and radio or television station which has requested notice of special meetings is notified by telephone at or near the time that the members of the Board are notified of the emergency meeting. A dire emergency is a crippling disaster, mass destruction, terrorist act, or

⁸ Government Code §54954.2.

⁹ Government Code §54956.

¹⁰ Government Code §54956.

¹¹ Government Code §54954.1.

¹² Government Code §54954.3.

¹³ Government Code §54956.

threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by the Board. The Board shall not meet in closed session at a meeting called pursuant to this section.¹⁴

Section 5.13 Waiver of Notice. Notice of the meeting need not be given to any Director who signs a waiver of notice, whether before or after the meeting, or who attends the meeting without protesting prior thereto or at its commencement, the lack of notice to such Director. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Section 5.14 Continued Meeting and Notice of Adjournment. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment. A copy of the order of adjournment or order of continuance shall be conspicuously posted on or near the door of the meeting location within twenty-four (24) hours after the time of the adjournment, except that if the hearing is continued to a time less than twenty-four (24) hours after the time specified in the order or notice of hearing, the copy of the order or notice of continuance shall be posted immediately.¹⁵ When a regular or adjourned regular meeting is adjourned, the resulting adjourned regular meeting is a regular meeting for all purposes.¹⁶

Section 5.15 Action at Meeting. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 5.16 Disclosure of Items to be Discussed in Closed Session. Prior to holding any closed session, the Board shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as said items are listed by number or letter on the agenda. In the closed session, the Board may consider only those matters covered in the statement. After any closed session, the Board shall reconvene into open session prior to adjournment and shall make any disclosures required by Government Code Section 54957.1, or any successor section of action, taken in the closed session.¹⁷

Section 5.17 Notice. Notice of regular and special meetings shall be given to the directors not less than four (4) days prior to the meeting if delivered by first class mail or not less than twenty-four (24) hours prior to the meeting if the notice is delivered personally or by telephone or

¹⁴ Government Code §54956.5.

¹⁵ Government Code §§54955, 54955.1.

¹⁶ Government Code §54955.

¹⁷ Government Code §54957.7.

electronic mail. The notice shall state the date and time of the meeting and the place of the meeting if it is other than the principal office of the Corporation.

Section 5.18 Waiver of Notice to Directors. Notice of a meeting need not be given to any director who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. Notice of a meeting need not be given to any director who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to him or her.

Section 5.19 Quorum; Action by Majority. A majority of the directors currently on the Board shall constitute a quorum for the transaction of business, except to adjourn. Every action taken or decision made by a majority of the directors present at a duly held meeting at which a quorum is present shall be the act of the Board.

Section 5.20 Adjournment. A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of any adjournment to another time and place shall be given in accordance with the requirements of this Section 5.

Section 5.21 Committees of Directors. The Board may, by resolution adopted by a majority of the directors then in office, designate one or more committees, each consisting of two (2) or more directors, to serve at the pleasure of the Board. Appointments to such committees shall be by majority vote of the directors then in office. Any committee, to the extent provided in the Board's designating resolution, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

- (a) Fill vacancies on the Board or on any committee;
- (b) Fix compensation of directors for serving on the Board or any committee;
- (c) Amend or repeal these Bylaws;
- (d) Amend or repeal any resolution of the Board which is not by its express terms so amendable or repealable;
- (e) Appoint any other committees of the Board or the members of these committees.
- (f) Spend corporate funds to support a nominee for director after there are more people nominated for director than can be elected.
- (g) Approve any contract or transaction to which the Corporation is a party and in which one or more of its directors has a material financial interest, except as special approval is provided for in Corporations Code §5233(d)(3) of the California Corporations Code and otherwise in compliance with applicable state and federal law.

Section 5.22 Committee Meetings. Meetings and actions of committees shall be governed by and held and taken in accordance with the provisions of this Article V concerning meetings of directors,

with such changes in the context of such Bylaws as are necessary to substitute the committee and its members for the Board and its members. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The Board may adopt rules for the governance of any committee not inconsistent with the provisions of these Bylaws concerning meetings of directors.

Section 5.23 Self-Dealing Transactions. Except as specifically provided below, the Board shall not approve a self-dealing transaction. A self-dealing transaction is one in which the Corporation is a party and in which one or more of the directors has a material financial interest, or a transaction between this Corporation and any entity in which one or more of its directors has a material financial interest. The Board may approve a self-dealing transaction if a majority of the Board, not including the self-interested director, determines that the transaction is fair and reasonable to this Corporation and, after reasonable investigation under the circumstances, determines that it could not have secured a more advantageous arrangement with reasonable effort under the circumstances.

Article VI

OFFICERS

Section 6.1 Officers of the Corporation. The officers of the Corporation shall be a President, a Vice-President, a Secretary and a Treasurer. The Corporation may also have, at the Board's discretion, additional Vice Presidents, one (1) or more assistant secretaries, and/or one (1) or more assistant financial officers. Any number of offices may be held by the same person, except that the Secretary nor the Treasurer may serve concurrently as the President.

Section 6.2 Election of Officers. The officers of the Corporation shall be chosen by the Board and shall serve at the pleasure of the Board until replaced.

Section 6.3 Other Officers. The Board may appoint or may authorize the President, or any other officer, to appoint any other officers that the Corporation may require. Each officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in the Bylaws or determined by the Board.

Section 6.4 Removal of Officers. Any officer may be removed with or without cause by the Board, and if the officer was appointed by an officer, by the officer who appointed him or her.

Section 6.5 Resignation of Officers. Any officer may resign at any time by giving written notice to the President or Secretary of the Corporation. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation as an officer shall not affect the resigning officer's position as a director of the Corporation.

Section 6.6 Vacancies in Office. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office. Vacancies may be filled as they occur.

Section 6.7 Reimbursement of Expenses. The Corporation may provide reimbursement for expenditures on behalf of the Corporation by its officers.

Section 6.8 President. The President shall be the Chief Executive Officer of the Corporation, shall preside at meetings of the Board and shall exercise and perform such other powers and duties as may from time to time be assigned to the President by the Board. Subject to the control of the Board, the President shall be the general manager of the Corporation and shall supervise and direct the Corporation's activities, affairs, and officers.

Section 6.9 Vice Presidents. If the President is absent or disabled, the Vice President shall perform all duties of the President. If there is more than one Vice President, the Vice President to perform such duties shall be chosen in order of his or her rank as fixed by the Board, or if, if the Vice Presidents are not ranked, be designation of the Board. When so acting, a Vice President shall have all powers of and be subject to all restrictions on the President. The Vice President(s) shall have such other powers and perform such other duties as the Board or these Bylaws may prescribe.

Section 6.10 Secretary. The Secretary of the Corporation shall have the following duties:

- (a) The Secretary shall keep or cause to be kept, at the Corporation's principal office, or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of the meetings shall include the time and place that each meeting was held, whether the meeting was annual, regular, or special, and, if special, how authorized and the notice given.
- (b) The Secretary shall keep or cause to be kept, at the Corporation's principal office, a copy of the Corporation's Articles of Incorporation and these Bylaws, as amended to date.
- (c) The Secretary shall give or cause to be given notice of all meetings of the Board and of committees of the Board required by these Bylaws to be given. The Secretary shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

Section 6.11 Treasurer. The Treasurer Officer shall have the following duties:

- (a) The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's funds, properties and transactions. The Treasurer shall send or cause to be given to the directors such financial statements and reports as are required to be given by law, by these Bylaws, or the Board. The books of account shall be open to inspection by any director at all reasonable times during the business hours of the Corporation.
- (b) The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the President and the Board, when requested, an account of all transactions and of the financial condition of the Corporation, and shall have other powers and perform such other duties as the Board or the Bylaws may prescribe.

Article VII

CONFLICT OF INTEREST POLICY

Section 7.1 Purpose. The purpose of the Conflict of Interest Policy (the “Policy”) is to protect the Corporation’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 7.2 Definitions.

(a) “Interested Person” Any director or principal officer, who has a direct or indirect financial interest, as defined below, is an interested person.

(b) “Financial Interest” A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

(1) An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;

(2) A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement; or

(3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under 0 of this Article, a person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists.

Section 7.3 Procedures.

(a) Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors considering the proposed transaction or arrangement.

(b) Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board Members shall decide if a conflict of interest exists.

(c) Procedures for Addressing the Conflict of Interest.

(1) An interested person may make a presentation at the meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(2) The Chairperson of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(3) After exercising due diligence, the Board shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(4) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors, whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the Board shall make its decision as to whether to enter into the transaction or arrangement.

Section 7.4 Violations of the Conflicts of Interest Policy.

(a) If the Board has reasonable cause to believe a director or principal officer has failed to disclose actual or possible conflicts of interest, it shall inform the director or principal officer of the basis for such belief and afford the director or principal officer an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the director's or principal officer's response and after making further investigation as warranted by the circumstances, the Board determines the director or principal officer has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

(c) Records of Proceedings. The minutes of the Board shall contain:

(1) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.

(2) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 7.5 Compensation. A voting member of the Board or a principal officer who receives compensation, directly or indirectly, from the Corporation for services other than a minimal stipend payment, is precluded from voting on matters pertaining to that member's compensation. Provided that, no voting member of the Board or principal officer or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 7.6 Annual Statements. Each director or principal officer shall annually sign a statement which affirms such person:

- (a) Has received a copy of the conflicts of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and
- (d) Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7.7 Periodic Reviews. To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- (b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Section 7.8 Use of Outside Experts. When conducting the periodic reviews as provided for in this 0, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

Article VIII

CORPORATE RECORDS AND REPORTS

Section 8.1 Maintenance of Corporate Records. The Corporation shall keep at its principal office in the State of California:

(c) Agendas and Minutes of all meetings of Directors and committees of the Board, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof.

(d) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.

(e) A copy of the Corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the Directors of the Corporation at all reasonable times during office hours.

Section 8.2 Director's Inspection Rights. Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation.

Section 8.3 Public Records Act. The agendas of public meetings and any other writings, when distributed to all, or a majority of the Directors in connection with a matter subject to discussion or consideration at a public meeting are disclosable public records under the California Public Records Act and shall be made available upon request without delay, unless exempted from disclosure under the Public Records Act.¹⁸

Section 8.4 Right to Copy and Make Extracts. Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection includes the right to copy and make extracts.

Section 8.5 Annual Report. The Board shall cause an annual report to be furnished not later than one hundred twenty (120) days after the close of the Corporation's fiscal year to all Directors of the Corporation, which report shall comply with section 6321 of the California Nonprofit Public Benefit Corporation Law and in particular without limitation shall contain the following information in appropriate detail:

(a) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.

(b) The principal changes in assets and liabilities, including trust funds, during the fiscal year.

¹⁸ Government Code §54957.5.

(c) The revenue or receipts of the Corporation, both restricted and unrestricted for particular purposes, for the fiscal year.

(d) The expenses or disbursements of the Corporation, for both general and restricted purposes, during the fiscal year.

(e) Any information required by Section 6 of this Article VIII.

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation.

Section 8.6 Annual Statement of Specific Transactions. This Corporation shall mail or deliver to all Directors a statement within one hundred twenty (120) days after the close of its fiscal year which briefly describes the amount and circumstances of any transaction in which the Corporation was a party, and in which any Director or officer of the Corporation had a direct or indirect material financial interest (a mere common directorship does not constitute (in and of itself) a material financial interest).

Any statement required by this Section shall briefly describe the names of the interested persons involved in such transactions, stating each person's relationship to the Corporation, the nature of such person's interest in the transaction and, where practical, the amount of such interest; provided, that in the case of a transaction with a partnership of which such person is a partner, only the interest of the partnership need be stated.

Article IX

MISCELLANEOUS

Section 9.1 Fiscal Year. The fiscal year of this Corporation shall end each year on June 30.

Section 9.2 Contracts. All contracts entered into on behalf of the Corporation shall be authorized by resolution of the Board, or in the case of contracts for less than One Hundred Thousand Dollars (\$100,000)], by the President of the Corporation. The Board of Directors, except as these Bylaws otherwise provide, may authorize any officer of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to a specific instance; and unless so authorized by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit, or render it liable for any purpose or for any amount.

Section 9.3 Execution of Checks. Except as otherwise provided by law, every check, draft, promissory note, money order, or other evidence of indebtedness of the Corporation shall be signed by such individuals as are authorized by resolution of the Board.

Section 9.4 Indemnification. The Corporation shall indemnify its directors, officers, employees, and agents, including persons formerly occupying any such position, to the fullest extent permitted by law

against all expenses, judgments, fines and other amounts actually and reasonably incurred by them in connection with any threatened, pending or completed action or proceeding, whether it is civil, criminal, administrative or investigative. In all cases where indemnification is sought, the Corporation shall be subject to the restrictions and requirements contained in Section 5238 of the California Corporations Code.

Section 9.5 Insurance. The Board may adopt a resolution authorizing the purchase of insurance on behalf of any director, officer, employee or agent of the Corporation against any liability asserted against or incurred by the director, officer, employee or agent in such capacity or arising out of the director's, officer's, employee's or agent's status as such, whether or not this Corporation would have the power to indemnify the director, officer, employee, or agent against that liability under law, to the extent such insurance is commercially available and it is economically feasible for the Corporation to purchase.

Section 9.6 Amendment of Bylaws. The Bylaws may be amended or repealed and new Bylaws adopted by the vote of a majority of the directors of the Board except that Sections 4.1, 5.6, 5.8, and this Section 7.8 may only be amended with approval of the Board of Commissioners of the Housing Authority. Such amended or newly adopted Bylaws shall take effect immediately.

Original Bylaws adopted on August 22, 2005

Amendment #1 – February 23, 2009

Amendment #2 – April 25, 2011

Amendment #3 – October 22, 2012

Amendment to Bylaws
of the
Monterey County Housing Authority
Development Corporation

Amendment #1

These issues were considered at the February 23, 2009, Regular Board Meeting under New Business, Item 4B, Bylaws:

Article V, Section 5.9 thru 5.15 Directors

More detailed guidance on meetings under Section 5.9 thru 5.15.

Article VII, Section 7.1 thru 7.8 Conflict of Interest Policy

The inclusion of a Conflict of Interest Policy

Article VIII, Section 8.1 thru 8.6 Corporate Records and Reports

Adding section on Corporate Records and Reports

Article IX, Section 9.1 thru 9.6 Miscellaneous

Miscellaneous Section containing information on fiscal year end, contracts, execution of checks, Indemnification, Insurance and Amendment of Bylaws

Amendment to Bylaws
of the
Monterey County Housing Authority
Development Corporation

Amendment #2

The issue was considered at the March 21, 2011, Regular Board Meeting under New Business, Item 5A. Director Styles requested that legal counsel attend the next board meeting for discussion and requested that this item be tabled.

The issue was reconsidered at the April 25, 2011, Regular Board Meeting under Old Business, Item 6A1 & 6A2. Three motions were made:

Board Action 1: The Board approved changing the Vice President/Chief Financial Officer position to Vice President and Treasurer.

Board Action 2: The Board appointed new officers Kimmy Nguyen as Secretary and Lynn Santos as Treasurer.

Board Action 3: The Board ratified the Bylaws to reflect the stipend for the Directors.

Amendment to Bylaws
of the
Monterey County Housing Authority
Development Corporation

Amendment #3

These issues were considered at the October 22, 2012, Annual Board Meeting under New Business, Item 6B, Change to Bylaws Relative to Annual Elections and Meeting.

Article V, Section 5.1 thru 5.23 Directors

A review of the existing Bylaws revealed no guidance on an annual meeting and election of Chair and Vice Chair.

- Added Section 5.7 Election of Board Chair & Vice Chair
- Added line to Section 5.10 Meetings of the Board and Compliance with the Ralph M. Brown Act

Note: There was also clean-up work on the bylaws (formatting, numbering, etc.)

AMENDED AND RESTATED BYLAWS
OF
MONTEREY COUNTY HOUSING DEVELOPMENT CORPORATION,
A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION

Article I

NAME

Section 1.1 The name of this corporation is Monterey County Housing Development Corporation (the "**Corporation**").

Article II

OFFICES

Section 2.1 Principal Office. The principal office for the transaction of the affairs and activities of the Corporation is located at 123 Rico Street, Salinas, California 93907. The board of directors of the Corporation (the "**Board**") may change the location of the principal office. Any such change in location shall be noted on these Bylaws, or this section may be amended to state the new location.

Section 2.2. Other Offices. The Board may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

Article III

GENERAL AND SPECIFIC PURPOSES; DEDICATION OF ASSETS

Section 3.1 General Purposes. This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for charitable purposes. The general purpose of this Corporation is to have and exercise all rights and powers conferred on nonprofit corporations under the laws of California, provided that this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this Corporation.

Section 3.2 Specific Purposes. The specific charitable and public purposes for which this Corporation is organized are the acquisition, rehabilitation, development, ownership and operation of affordable housing and the provision of related services for low-, very low- and moderate-income households where no adequate housing exists for such households, for and on

behalf of the Housing Authority of the County of Monterey, the City of Soledad Housing Authority, other political subdivisions of the State of California, and nonprofit corporations which are exempt from federal tax under Section 501(c)(3) of the Code or successor provision, and to carry on other charitable activities associated with these goals as allowed by law.

Section 3.3 Limitation on Corporate Activities. This Corporation is organized and shall be operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”) or successor provision. No substantial part of the activities of the Corporation shall consist of lobbying, carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3.4 Dedication and Disposition of Assets. The property of this Corporation is irrevocably dedicated to charitable purposes, and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director or officer of this Corporation, or to the benefit of any private person. Upon the dissolution or winding up of the Corporation, its assets remaining after payment or provision for payment of all debts and liabilities of the Corporation shall be distributed for public purposes to the Housing Authority of the County of Monterey (“**Housing Authority**”) or to a nonprofit fund, foundation or corporation which is organized and operated exclusively for public and charitable purposes and which has established and maintained its tax-exempt status under Section 501(c)(3) of the Code, or successor provision.

Article IV

MEMBERS

Section 4.1 No Members. The Corporation shall have no members. All corporate actions shall be approved by the Board as provided in these Bylaws, except such actions as are authorized by these Bylaws without further Board approval. All rights which would otherwise rest in a corporation's members, if any, shall rest in the directors.

Article V

DIRECTORS

Section 5.1 General Corporate Powers. Subject to any limitation set forth in the Articles of Incorporation of the Corporation, these Bylaws, the California Nonprofit Public Benefit Corporation Law and any other applicable laws, the Corporation's activities and affairs shall be managed by, and all corporate powers shall be exercised under the direction of, the Board.

Section 5.2 Specific Powers. Without prejudice to the general powers set forth in Section 5.1 of these Bylaws, but subject to the same limitations, the directors shall have the power to:

- (a) Appoint and remove, all the Corporation's officers, agents, and employees; prescribe powers and duties for them that are consistent with applicable law, the Corporation's Articles of Incorporation, and these Bylaws; and fix their compensation and require from them security for faithful performance of their duties;
- (b) Change the Corporation's principal office or principal business office in California from one location to another;
- (c) Borrow money and incur indebtedness on behalf of the Corporation, and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, and other evidences of debt and securities; and
- (d) Construct, operate, maintain, improve, buy, sell, convey, assign, mortgage or lease any real estate and personal property necessary and incident to the provision of housing and related services substantially for the benefit of very low-, low-, and moderate-income persons.

Section 5.3 Authorized Number of Directors. The authorized number of directors shall be seven (7).

Section 5.4 Compensation and Reimbursement of Directors. The directors shall serve without compensation, although they may be reimbursed for their expenditures on behalf of the Corporation.

Section 5.5 Restriction on Interested Persons as Directors. No more than forty-nine percent (49%) of the persons serving on the Board may be "interested persons." An "interested person" is (a) any person compensated by the Corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise and/or (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person. Any violation of the provisions of this Section 5.5 shall not affect the enforceability of any transaction entered into by the Corporation.

Section 5.6 Appointment, Term of Office and Qualification of Directors.

The directors of the Corporation shall consist of the members of the Board of Commissioners of the Housing Authority. Each director shall hold office until his or her successor is appointed.

Section 5.7 Resignations of Directors. Except as provided below, any director may resign by giving written notice to the President or Secretary of the Corporation. The resignation shall be effective when the notice is given or at any later time specified in the notice. Except on notice to the Attorney General of California, no director may resign if the Corporation would be left without a duly appointed director.

Section 5.8 Vacancies; Removal of Directors. Vacancies occurring on the Board of Directors due to death, removal or resignation of any director shall be filled by appointment made by the Board of Commissioners of the Housing Authority. Directors appointed by the Board of

Commissioners of the Housing Authority may be removed by the Board of Commissioners of the Housing Authority with or without cause.

Section 5.9 Meetings of the Board and Compliance with the Ralph M. Brown Act. Each Director shall be given a copy of the Ralph M. Brown Act upon being elected to the Board.¹ The Ralph M. Brown Act shall apply to meetings of the Board, and any committee of the Board.² Meeting” includes any congregation of a majority of the members of the Board at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the Board.³

(a) Record of Proceedings. Any person attending an open and public meeting of the Board shall have the right to record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding by the Board that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute a persistent disruption of the proceedings. Any tape or film record of an open and public meeting made for whatever purpose by or at the direction of the Board shall be subject to inspection pursuant to the California Public Records Act, but notwithstanding, may be erased or destroyed thirty (30) days after the taping or recording. Any inspection of the video or tape recording shall be provided without charge on a video or tape player made available by the Board.⁴

(b) Agenda to Be Posted. At least seventy-two (72) hours before a regular meeting the Board shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including the items to be discussed in closed session.⁵ The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to the members of the public.⁶ The Agenda shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public, before or during the Board’s consideration of such item that is within the subject matter jurisdiction of the Board.⁷

(c) Action on Other Matters. No action or discussion shall be undertaken by the Board on any item not appearing on the posted agenda, except that members of the Board may respond briefly to statements made or questions posed by persons present. In limited circumstances, the Board may take action on items of business not appearing on the agenda, but only if one of the following conditions exists:

(1) Upon a determination by a majority vote of the Board that an emergency situation exists; or

¹ Government Code §54952.7.

² Government Code §54952(c)(1)(B).

³ Government Code §54952.2.

⁴ Government Code §54953.5.

⁵ Government Code §54954.5.

⁶ Government Code §54954.2.

⁷ Government Code §54954.3.

(2) Upon a determination by two-thirds vote of the Board that there is a need to take immediate action and that the need for action came to the attention of the Board after the agenda had been posted; or

(3) The item presented for action was posted for a prior meeting of the Board which occurred not more than five calendar days prior to the date of the proposed action and the action item was continued to the meeting at which action is being taken.⁸

Section 5.10 Special Meetings. Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the President, or if he or she is absent or unable or refuses to act, by a majority of the members of the Board.⁹ Written notice of the time and place of all special meetings of the Board of Directors shall be delivered personally or by any other means and shall be received by each Director, and each local newspaper of general circulation, radio or television station requesting notice in writing at least twenty-four (24) hours before the meeting.¹⁰ Written notice of any special meeting which is set at least one week prior to the date set for the meeting shall be mailed at least one week prior to the date set for the meeting to any person who has filed a written request for that notice.¹¹ Every notice for a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the notice for the meeting before or during consideration for that item.¹² The calling of the special meeting and the notice shall be posted at least twenty-four (24) hours prior to the special meeting in a location that is freely accessible to members of the public.¹³

Section 5.11 Emergency Meetings. In cases of an emergency, the Board may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement provided that each local newspaper of general circulation and radio or television station which has requested notice of special meetings is notified by telephone at least one hour prior to the emergency meeting. An emergency includes a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the Board. Notwithstanding the foregoing, in cases of a dire emergency situation, the Board may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement provided that each local newspaper of general circulation and radio or television station which has requested notice of special meetings is notified by telephone at or near the time that the members of the Board are notified of the emergency meeting. A dire emergency is a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting under this

⁸ Government Code §54954.2.

⁹ Government Code §54956.

¹⁰ Government Code §54956.

¹¹ Government Code §54954.1.

¹² Government Code §54954.3.

¹³ Government Code §54956.

section may endanger the public health, safety, or both, as determined by the Board. The Board shall not meet in closed session at a meeting called pursuant to this section.¹⁴

Section 5.12 Waiver of Notice. Notice of the meeting need not be given to any Director who signs a waiver of notice, whether before or after the meeting, or who attends the meeting without protesting prior thereto or at its commencement, the lack of notice to such Director. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Section 5.13 Continued Meeting and Notice of Adjournment. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment. A copy of the order of adjournment or order of continuance shall be conspicuously posted on or near the door of the meeting location within twenty-four (24) hours after the time of the adjournment, except that if the hearing is continued to a time less than twenty-four (24) hours after the time specified in the order or notice of hearing, the copy of the order or notice of continuance shall be posted immediately.¹⁵ When a regular or adjourned regular meeting is adjourned, the resulting adjourned regular meeting is a regular meeting for all purposes.¹⁶

Section 5.14 Action at Meeting. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 5.15 Disclosure of Items to be Discussed in Closed Session. Prior to holding any closed session, the Board shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as said items are listed by number or letter on the agenda. In the closed session, the Board may consider only those matters covered in the statement. After any closed session, the Board shall reconvene into open session prior to adjournment and shall make any disclosures required by Government Code Section 54957.1, or any successor section of action, taken in the closed session.¹⁷

Section 5.16 Notice. Notice of regular and special meetings shall be given to the directors not less than four (4) days prior to the meeting if delivered by first class mail or not less than twenty-four (24) hours prior to the meeting if the notice is delivered personally or by telephone or electronic mail. The notice shall state the date and time of the meeting and the place of the meeting if it is other than the principal office of the Corporation.

¹⁴ Government Code §54956.5.

¹⁵ Government Code §§54955, 54955.1.

¹⁶ Government Code §54955.

¹⁷ Government Code §54957.7.

Section 5.17 Waiver of Notice to Directors. Notice of a meeting need not be given to any director who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. Notice of a meeting need not be given to any director who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to him or her.

Section 5.18 Quorum; Action by Majority. A majority of the directors currently on the Board shall constitute a quorum for the transaction of business, except to adjourn. Every action taken or decision made by a majority of the directors present at a duly held meeting at which a quorum is present shall be the act of the Board.

Section 5.19 Adjournment. A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of any adjournment to another time and place shall be given in accordance with the requirements of this Section 5.

Section 5.20 Committees of Directors. The Board may, by resolution adopted by a majority of the directors then in office, designate one or more committees, each consisting of two (2) or more directors, to serve at the pleasure of the Board. Appointments to such committees shall be by majority vote of the directors then in office. Any committee, to the extent provided in the Board's designating resolution, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

- (a) Fill vacancies on the Board or on any committee;
- (b) Fix compensation of directors for serving on the Board or any committee;
- (c) Amend or repeal these Bylaws;
- (d) Amend or repeal any resolution of the Board which is not by its express terms so amendable or repealable;
- (e) Appoint any other committees of the Board or the members of these committees.
- (f) Spend corporate funds to support a nominee for director after there are more people nominated for director than can be elected.
- (g) Approve any contract or transaction to which the Corporation is a party and in which one or more of its directors has a material financial interest, except as special approval is provided for in Corporations Code §5233(d)(3) of the California Corporations Code and otherwise in compliance with applicable state and federal law.

Section 5.16 Committee Meetings. Meetings and actions of committees shall be governed by and held and taken in accordance with the provisions of this Article V concerning meetings of directors, with such changes in the context of such Bylaws as are necessary to substitute the committee and its members for the Board and its members. Minutes shall be kept of each meeting of any

committee and shall be filed with the corporate records. The Board may adopt rules for the governance of any committee not inconsistent with the provisions of these Bylaws concerning meetings of directors.

Section 5.17 Self-Dealing Transactions. Except as specifically provided below, the Board shall not approve a self-dealing transaction. A self-dealing transaction is one in which the Corporation is a party and in which one or more of the directors has a material financial interest, or a transaction between this Corporation and any entity in which one or more of its directors has a material financial interest. The Board may approve a self-dealing transaction if a majority of the Board, not including the self-interested director, determines that the transaction is fair and reasonable to this Corporation and, after reasonable investigation under the circumstances, determines that it could not have secured a more advantageous arrangement with reasonable effort under the circumstances.

Article VI

OFFICERS

Section 6.1 Officers of the Corporation. The officers of the Corporation shall be a President, a Vice-President, a Secretary, and a Chief Financial Officer. The Corporation may also have, at the Board's discretion, additional Vice Presidents, one (1) or more assistant secretaries, and/or one (1) or more assistant financial officers. Any number of offices may be held by the same person, except that neither the Secretary may serve concurrently as the President.

Section 6.2 Election of Officers. The officers of the Corporation shall be chosen annually by the Board and shall serve at the pleasure of the Board.

Section 6.3 Other Officers. The Board may appoint or may authorize the President, or any other officer, to appoint any other officers that the Corporation may require. Each officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in the Bylaws or determined by the Board.

Section 6.4 Removal of Officers. Any officer may be removed with or without cause by the Board, and if the officer was appointed by an officer, by the officer who appointed him or her.

Section 6.5 Resignation of Officers. Any officer may resign at any time by giving written notice to the President or Secretary of the Corporation. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation as an officer shall not affect the resigning officer's position as a director of the Corporation.

Section 6.6 Vacancies in Office. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office. Vacancies may be filled as they occur.

Section 6.7 Reimbursement of Expenses. The Corporation may provide reimbursement for expenditures on behalf of the Corporation by its officers.

Section 6.8 President. The President shall be the Chief Executive Officer of the Corporation, shall preside at meetings of the Board and shall exercise and perform such other powers and duties as may from time to time be assigned to the President by the Board. Subject to the control of the Board, the President shall be the general manager of the Corporation and shall supervise and direct the Corporation's activities, affairs, and officers.

Section 6.9 Vice Presidents. If the President is absent or disabled, the Vice President shall perform all duties of the President. If there is more than one Vice President, the Vice President to perform such duties shall be chosen in order of his or her rank as fixed by the Board, or if, if the Vice Presidents are not ranked, be designation of the Board. When so acting, a Vice President shall have all powers of and be subject to all restrictions on the President. The Vice President(s) shall have such other powers and perform such other duties as the Board or these Bylaws may prescribe.

Section 6.10 Secretary. The Secretary of the Corporation shall have the following duties:

- (a) The Secretary shall keep or cause to be kept, at the Corporation's principal office, or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of the meetings shall include the time and place that each meeting was held, whether the meeting was annual, regular, or special, and, if special, how authorized and the notice given.
- (b) The Secretary shall keep or cause to be kept, at the Corporation's principal office, a copy of the Corporation's Articles of Incorporation and these Bylaws, as amended to date.
- (c) The Secretary shall give or cause to be given notice of all meetings of the Board and of committees of the Board required by these Bylaws to be given. The Secretary shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

Section 6.11 Chief Financial Officer. The Chief Financial Officer shall have the following duties:

- (a) The Chief Financial Officer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's funds, properties and transactions. The Chief Financial Officer shall send or cause to be given to the directors such financial statements and reports as are required to be given by law, by these Bylaws, or the Board. The books of account shall be open to inspection by any director at all reasonable times during the business hours of the Corporation.
- (b) The Chief Financial Officer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the President and the Board, when requested, an

account of all transactions and of the financial condition of the Corporation, and shall have other powers and perform such other duties as the Board or the Bylaws may prescribe.

Article VII

CONFLICT OF INTEREST POLICY

Section 7.1 Purpose. The purpose of the Conflict of Interest Policy (the “Policy”) is to protect the Corporation’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 7.2 Definitions.

(a) “Interested Person” Any director or principal officer, who has a direct or indirect financial interest, as defined below, is an interested person.

(b) “Financial Interest” A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

(1) An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;

(2) A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement; or

(3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 7.3(b) of this Article, a person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists.

Section 7.3 Procedures.

(a) Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors considering the proposed transaction or arrangement.

(b) Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board Members shall decide if a conflict of interest exists.

(c) Procedures for Addressing the Conflict of Interest.

(1) An interested person may make a presentation at the meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(2) The Chairperson of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(3) After exercising due diligence, the Board shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(4) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors, whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the Board shall make its decision as to whether to enter into the transaction or arrangement.

Section 7.4 Violations of the Conflicts of Interest Policy.

(a) If the Board has reasonable cause to believe a director or principal officer has failed to disclose actual or possible conflicts of interest, it shall inform the director or principal officer of the basis for such belief and afford the director or principal officer an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the director's or principal officer's response and after making further investigation as warranted by the circumstances, the Board determines the director or principal officer has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

(c) Records of Proceedings. The minutes of the Board shall contain:

(1) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.

(2) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 7.5 Compensation. A voting member of the Board or a principal officer who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation. Provided that, no voting member of the Board or principal officer or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 7.6 Annual Statements. Each director or principal officer shall annually sign a statement which affirms such person:

- (a) Has received a copy of the conflicts of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and
- (d) Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7.7 Periodic Reviews. To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- (b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Section 7.8 Use of Outside Experts. When conducting the periodic reviews as provided for in this 0, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

SECTION VIII

CORPORATE RECORDS AND REPORTS

Section 8.1 Maintenance of Corporate Records. The Corporation shall keep at its principal office in the State of California:

(a) Agendas and Minutes of all meetings of Directors and committees of the Board, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof.

(b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.

(c) A copy of the Corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the Directors of the Corporation at all reasonable times during office hours.

Section 8.2 Director's Inspection Rights. Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation.

Section 8.3 Public Records Act. The agendas of public meetings and any other writings, when distributed to all, or a majority of the Directors in connection with a matter subject to discussion or consideration at a public meeting are disclosable public records under the California Public Records Act and shall be made available upon request without delay, unless exempted from disclosure under the Public Records Act.¹⁸

Section 8.4 Right to Copy and Make Extracts. Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection includes the right to copy and make extracts.

Section 8.5 Annual Report. The Board shall cause an annual report to be furnished not later than one hundred twenty (120) days after the close of the Corporation's fiscal year to all Directors of the Corporation, which report shall comply with §6321 of the California Nonprofit Public Benefit Corporation Law and in particular without limitation shall contain the following information in appropriate detail:

(a) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.

(b) The principal changes in assets and liabilities, including trust funds, during the fiscal year.

(c) The revenue or receipts of the Corporation, both restricted and unrestricted for particular purposes, for the fiscal year.

(d) The expenses or disbursements of the Corporation, for both general and restricted purposes, during the fiscal year.

¹⁸ Government Code §54957.5.

(e) Any information required by Section 6 of this Article VIII.

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation.

Section 8.6 Annual Statement of Specific Transactions. This Corporation shall mail or deliver to all Directors a statement within one hundred twenty (120) days after the close of its fiscal year which briefly describes the amount and circumstances of any transaction in which the Corporation was a party, and in which any Director or officer of the Corporation had a direct or indirect material financial interest (a mere common directorship does not constitute (in and of itself) a material financial interest).

Any statement required by this Section shall briefly describe the names of the interested persons involved in such transactions, stating each person's relationship to the Corporation, the nature of such person's interest in the transaction and, where practical, the amount of such interest; provided, that in the case of a transaction with a partnership of which such person is a partner, only the interest of the partnership need be stated.

Article IX

MISCELLANEOUS

Section 9.1 Fiscal Year. The fiscal year of this Corporation shall end each year on June 30.

Section 9.2 Contracts. All contracts entered into on behalf of the Corporation shall be authorized by resolution of the Board, or in the case of contracts for less than One Hundred Thousand Dollars (\$100,000), by the President of the Corporation. The Board of Directors, except as these Bylaws otherwise provide, may authorize any officer of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to a specific instance; and unless so authorized by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit, or render it liable for any purpose or for any amount.

Section 9.3 Execution of Checks. Except as otherwise provided by law, every check, draft, promissory note, money order, or other evidence of indebtedness of the Corporation shall be signed by such individuals as are authorized by resolution of the Board.

Section 9.4 Indemnification. The Corporation shall indemnify its directors, officers, employees, and agents, including persons formerly occupying any such position, to the fullest extent permitted by law against all expenses, judgments, fines and other amounts actually and reasonably incurred by them in connection with any threatened, pending or completed action or proceeding, whether it is civil, criminal, administrative or investigative. In all cases where indemnification is sought, the Corporation shall be subject to the restrictions and requirements contained in Section 5238 of the California Corporations Code.

Section 9.5 Insurance. The Board may adopt a resolution authorizing the purchase of insurance on behalf of any director, officer, employee or agent of the Corporation against any liability asserted against or incurred by the director, officer, employee or agent in such capacity or arising out of the director's, officer's, employee's or agent's status as such, whether or not this Corporation would have the power to indemnify the director, officer, employee, or agent against that liability under law, to the extent such insurance is commercially available and it is economically feasible for the Corporation to purchase.

Section 9.6 Amendment of Bylaws. The Bylaws may be amended or repealed and new Bylaws adopted by the vote of a majority of the directors of the Board except that Sections 4.1, 5.6, 5.8, and this Section 7.8 may only be amended with approval of the Board of Commissioners of the Housing Authority. Such amended or newly adopted Bylaws shall take effect immediately.



Memo

To: Board of Directors of Monterey County Housing Authority Development Corporation

Date: October 28, 2024

Subject: Benito FLC and Benito Street Affordable Housing – Acquisition of Limited Partner’s Interest in Benito FLC and Benito Street Affordable Housing

REQUESTED ACTIONS

Staff requests the approval of the Monterey County Housing Authority Development Corporation (the “Corporation”) to authorize the following actions:

- Authorize the Corporation’s staff, to negotiate and acquire, in the name of the Housing Authority Limited Liability Company, a California limited liability company (“HALLC”), the limited partner interest in each of Benito FLC, L.P. (the “Benito FLC Partnership”), a California limited partnership and Benito Street Affordable Housing, L.P. (the “Benito Street Partnership”), a California limited partnership for up to fifty thousand dollars (\$50,000.00) in the aggregate;
- Enter into any other agreements required from limited partner and other third-party agencies to complete the transfer of limited partners interest to the Affiliate;

Applicable Board Resolutions:

Monterey County Housing Authority Development Corporation

Resolution #<2024-XX> authorizing the Corporation, in its capacity as general partner of the Benito FLC Partnership and Benito Street Partnership, to cause the Partnerships to (i) authorize the substitution of the Limited Partners with the Housing Authority Limited Liability Company (“HALLC”); and (iii) enter into any other agreements to complete the assignment of limited partner interests to the Affiliate.

SUMMARY OF REQUEST

Background:

In 2006, Benito FLC Partnership, Benito Street Partnership and Housing Authority of the City of Soledad (“HACS”) entered into two separate ground leases to develop and construct 144 affordable rental homes for families working in agriculture and their dependents on land owned by the HACS for 65 years through 2070 (“Ground Leases”). See Exhibit A for a summary of current and proposed ownership changes for both Benito FLC Partnership and Benito Street Partnership.

Benito FLC Partnership acquired the building improvements of Benito FLC and Benito Affordable Housing from HACS on August 1, 2006. Benito Street Partnership acquired the building improvements of Benito Affordable Housing from HACS November 30, 2007. Benito FLC Partnership and Benito Affordable Housing proceeded to rehabilitate the building improvements of each properties using federal income tax credits, mortgages, and various soft loan funding sources. As consideration in both transactions, HASC received Option and Right of First Refusal rights to purchase both properties 15 years after the beginning of the tax credit compliance period (“Options”). Under the Ground Leases for Benito FLC Partnership and Benito Street Partnership, HACS had the exclusive Option right to purchase both properties. As of 2024, HACS has been a dormant entity primarily serving as the lessor under the Ground Leases, according to City staff. All of the City’s rights under the Options have been incorporated into the City of Soledad, as successor-in-interest.

Benito FLC Partnership and Benito Street Partnership reached the end of the 15-year tax credit compliance periods and City of Soledad’s Options to purchase expired on December 31, 2022 and December 31, 2023, respectively.

To facilitate the preservation of Benito Street FLC and Benito Affordable Housing, the Corporation’s staff requested from that the City of Soledad approve the acquisition of the limited partner interests in each of Benito Street FLC and Benito Affordable Housing by the Corporation. By Resolution Number 6155/SHA 2024-01 dated September 4, 2024, the City of Soledad approved of and consented to the acquisition of the limited partner interests in each of Benito Street FLC and Benito Affordable Housing by the Corporation.

The John Stewart Companies currently property manage Benito FLC and Benito Affordable Housing and is expected to continue to manage both properties after the Limited Partner buyouts.

There is an exit tax liability payable to the investor of Benito Affordable Housing. The estimated tax is \$330,000. The Corporation’s staff has been negotiating with the investor the investor has agreed to the significantly discounted sum of \$10,000 plus legal fees.

The Corporation’s staff requests that the Corporation, as the general partner, authorize the two partnerships to (i) authorize Corporation staff and its consultants to negotiate the transfer of limited partner’s interests from the Limited Partner to HALLC for an amount not to exceed fifty-thousand dollars (\$50,000.00); and (iii) enter in any all agreements to complete the investor buyouts.

Subsequent Process/Timeline:

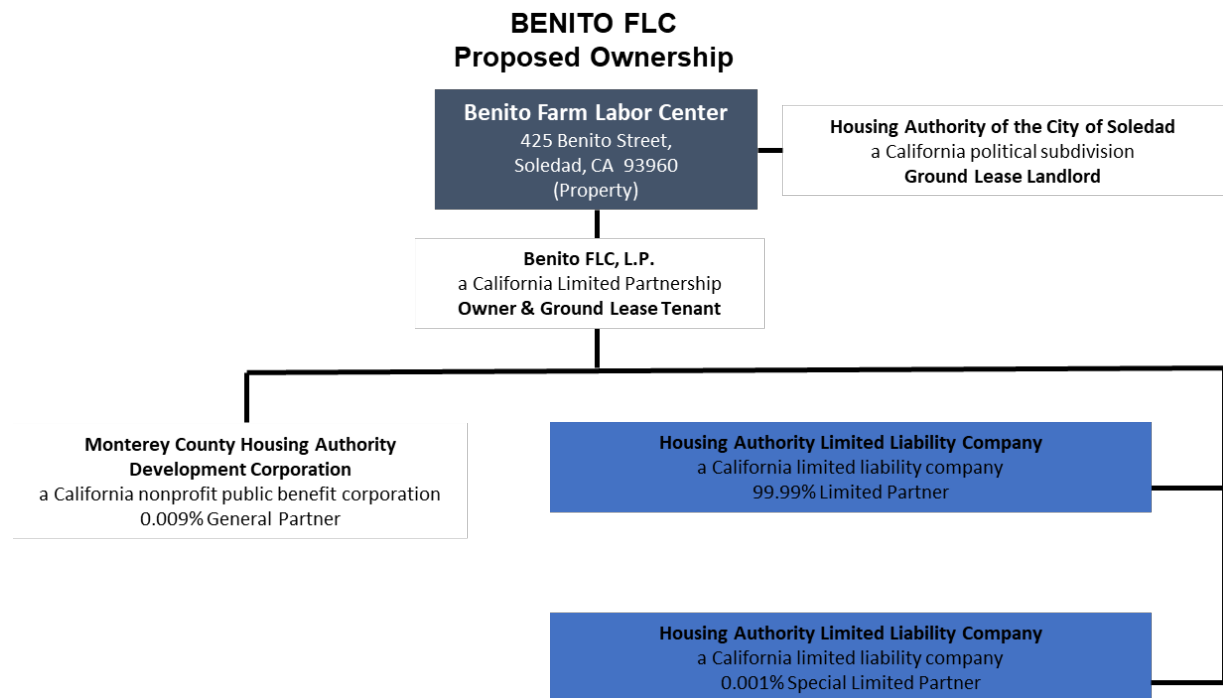
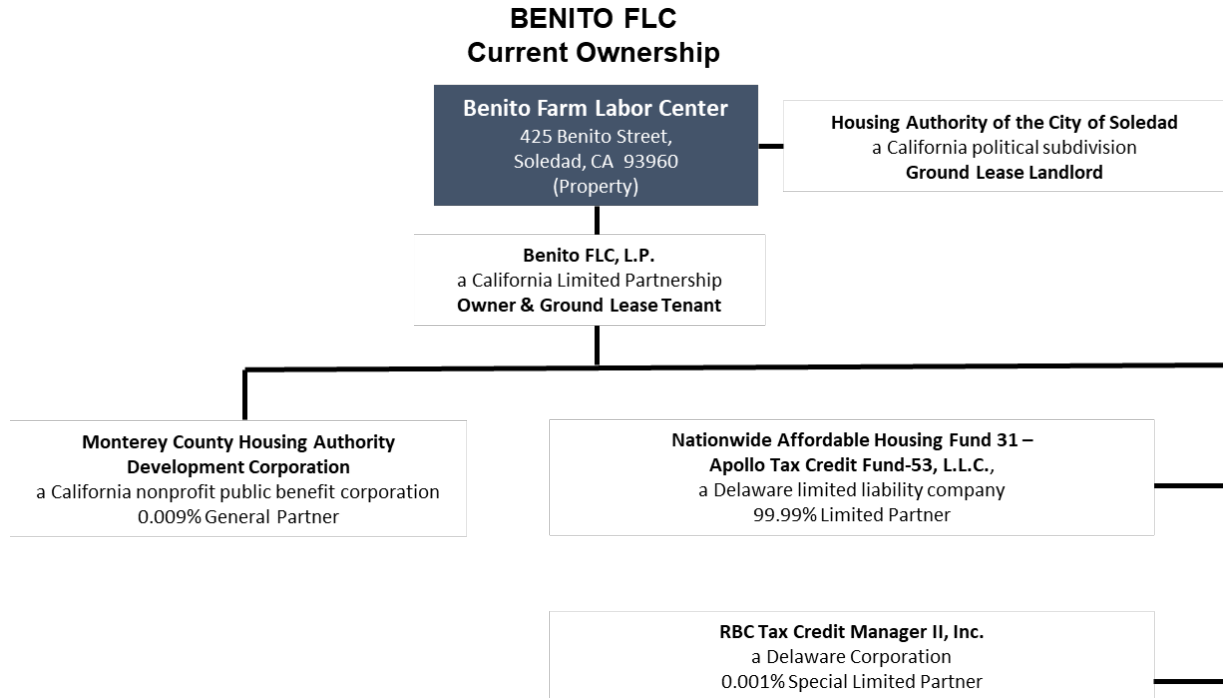
The Corporation staff has been in negotiations with the limited partner to formulate the terms of their exit from both Benito FLC Partnership and Benito Street Partnership. It is the intention and goal of the Corporation to have HALLC assume control of both properties by purchasing the limited partner interests in the two partnerships, so as to avoid loan transfers, and other costs that would unnecessarily slow the buyout process and increase costs to the Corporation.

Upon reaching a final agreement on the acquisition of the limited partner interests for both Benito FLC Partnership and Benito Street Partnership the Corporation desires to close the transactions as

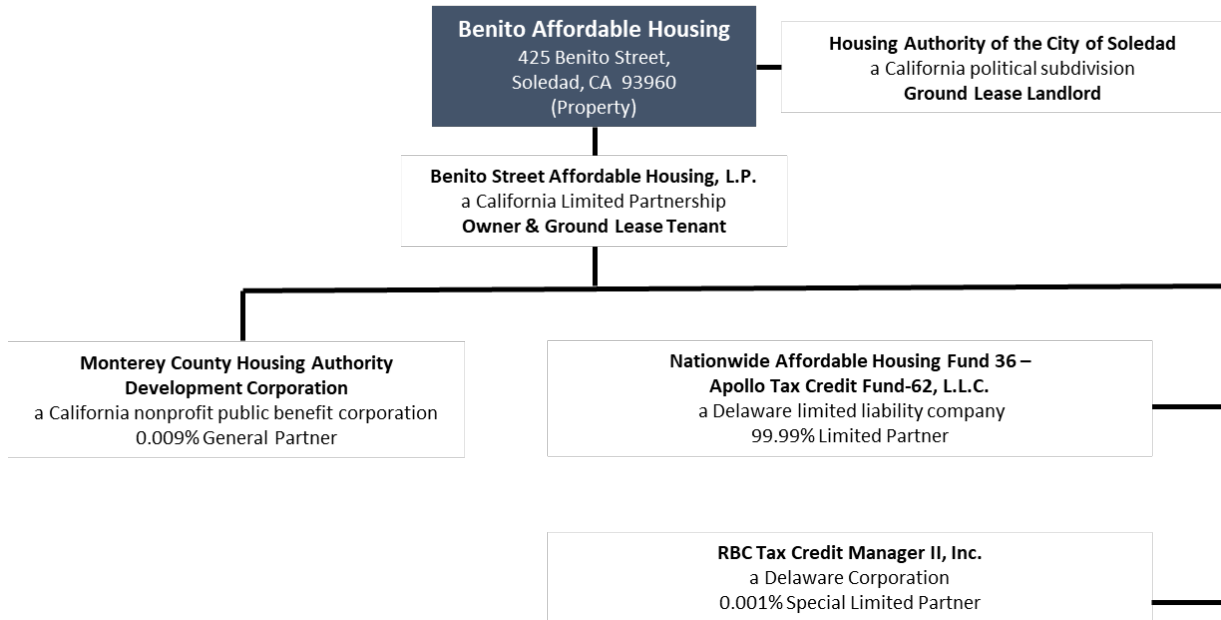


soon as possible. Based on the steps described above, the closing date for both transactions should be completed by December 31, 2024.

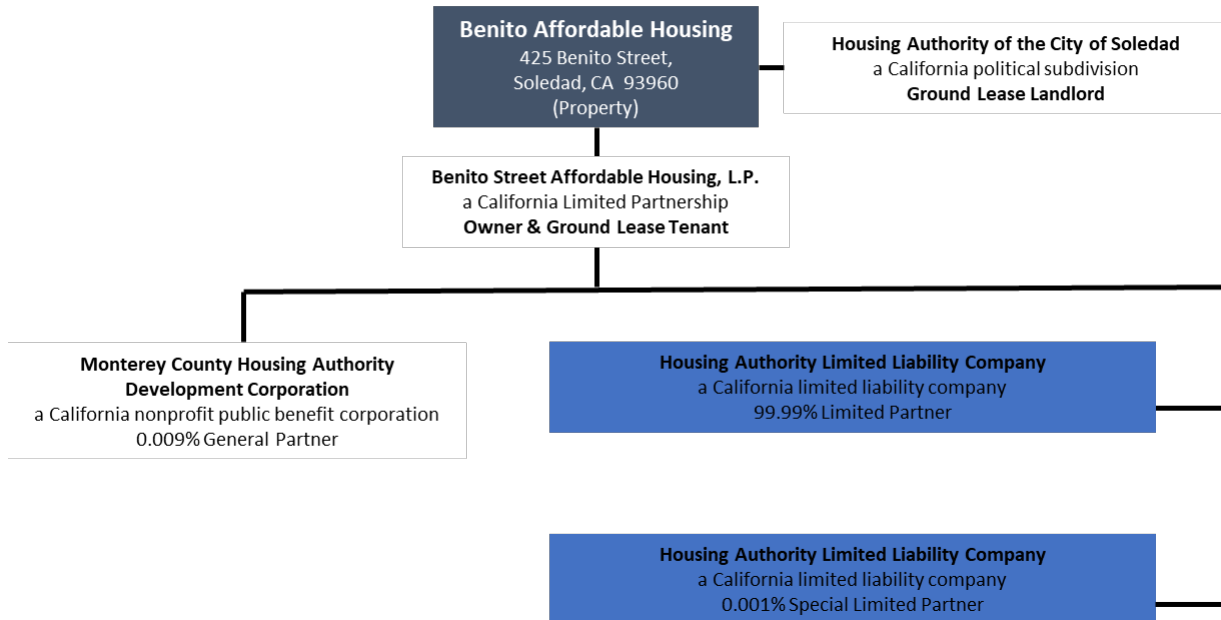
**EXHIBIT A
CURRENT AND PROPOSED OWNERSHIP CHANGES**



BENITO AFFORDABLE HOUSING Current Ownership



BENITO AFFORDABLE HOUSING Proposed Ownership



RESOLUTION HDC - MDC – 239

MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION RESOLUTION AUTHORIZING ACQUISITION OF LIMITED PARTNER INTERESTS IN BENITO FLC, L.P. AND BENITO STREET AFFORDABLE HOUSING, L.P.

At a meeting of the Board of Directors of Monterey County Housing Authority Development Corporation, a California nonprofit public benefit corporation (the “Corporation”) held on October 28, 2024, the following resolutions were adopted:

WHEREAS, the Corporation serves as the general partner of Benito FLC, L.P. and Benito Street Affordable Housing, L.P.;

WHEREAS, Benito FLC, L.P., a California limited partnership owns the leasehold interests of a 73-unit affordable rental housing community located in the City of Soledad (“Benito Farm Labor Center”);

WHEREAS, Benito Street Affordable Housing, L.P., a California limited partnership owns the leasehold interests of a 71-unit affordable rental housing community located in the City of Soledad (“Benito Affordable Housing”);

WHEREAS, the City of Soledad as successor-in-interest to the Housing Authority of the City of Soledad (the “City”) owns the fee title of the land in Benito Farm Labor Center and Benito Affordable Housing and ground leases the land to Benito FLC, L.P. and Benito Street Affordable Housing, L.P.;

WHEREAS, the Board of Directors of the Corporation desires to negotiate and enter into certain assignment agreements and amendments to the Limited Partnership Agreements with the current Limited Partners to substitute the Housing Authority Limited Liability Company, a California limited liability company (the “Authority”), as the new Limited Partner in Benito FLC, L.P. and Benito Street Affordable Housing, L.P. for up to fifty-thousand dollars (\$50,000) in the aggregate;

WHEREAS, The City has certain rights and/or options regarding the transfer of the limited partner interests in each of Benito FLC, L.P. and Benito Street Affordable Housing, L.P.;

WHEREAS, by Resolution Number 6155/SHA 2024-01 dated September 4, 2024, the City approved of and consented to the acquisition of the limited partner interests in each of Benito Street FLC and Benito Affordable Housing by the Corporation.

WHEREAS, the Corporation’s staff has reviewed the financial and physical condition of Benito Farm Labor Center and Benito Affordable Housing including, but not limited to, Limited Partnership Agreements, and have performed the financial analysis of the buyout of the Limited Partner and determined that the Corporation will benefit in fulfilling its corporate purpose by having the Affiliate acquiring long-term ownership of Benito Farm Labor Center and Benito Affordable in becoming the new Limited Partner;

WHEREAS, following the Limited Partner’s exit from Benito FLC, L.P. and Benito Street Affordable Housing, L.P., the Corporation staff and its consultants will explore financing options for both Benito Farm Labor Center and Benito Affordable Housing in order to address deferred maintenance, and,

NOW, THEREFORE BE IT RESOLVED, The Board of Directors of the Corporation hereby authorize and direct the President/CEO, or her designee, to negotiate, execute and deliver all agreements, and assignments for the acquisition of the limited partner interests in Benito FLC, L.P. and Benito Street Affordable Housing, L.P. by the Authority;

RESOLVED, The Board of Directors of the Corporation hereby authorize and direct the President/CEO or her designee, in the name of and on behalf of the Corporation, to negotiate, execute and deliver all agreements including, but not limited to, all agreements, amendments, documents and instruments they deem necessary, advisable or appropriate in connection with for the acquisition of the limited partner interests by the Authority in each of Benito FLC, L.P. and Benito Street Affordable Housing, L.P. to complete the buyout of the Limited Partner and amendment of the Limited Partnership Agreements;

RESOLVED, The Board of Directors of the Corporation hereby ratifies, confirms and approves all lawful actions taken by the President/CEO or her designee, or other officers or employees of the Corporation, and all lawful papers and documents executed by any of the foregoing on behalf of the Corporation where such actions, papers or documents effectuate the intent of these resolutions and the consummation of the transactions and matters set forth herein.

Chair

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 28th day of October 2024, upon motion of _____ -
_____, seconded by _____, and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:



6.DIRECTOR COMMENTS

&

7.ADJOURNME

NT



AGENDA
ANNUAL BOARD MEETING FOR
TYNAN VILLAGE, INC.
BOARD OF DIRECTORS

DATE: MONDAY, OCTOBER 28, 2024

TIME: 6:30 P.M. (Follows after HDC Meeting)

QR CODE:



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

1. CALL TO ORDER

2. ROLL CALL

	<u>PRESENT</u>	<u>ABSENT</u>
Chair Francine Goodwin	_____	_____
Vice Chair Yuri Anderson	_____	_____
Director Kathleen Ballesteros	_____	_____
Director Hans Buder	_____	_____
Director Maria Orozco	_____	_____
Director Kevin Healy	_____	_____
VACANT, Director	_____	_____

3. COMMENTS FROM THE PUBLIC

4. MINUTES

A. Minutes - Approval of Minutes of the Regular Board Meeting held on October 23, 2023.

5. NEW BUSINESS

A. Election of Officers

6. INFORMATION

A. Letter from the City of Salinas Re: Notice of Violation of City of Salinas Regulatory Agreements – Tynan Village.

7. DIRECTORS COMMENTS

8. ADJOURNMENT

This agenda was posted on the Bulletin Boards at 123 Rico Street, Salinas, CA. 93901



TYNAN VILLAGE, INC.

ACTION
MINUTES OF THE REGULAR BOARD MEETING OF
TYNAN VILLAGE, INC.
HELD OCTOBER 23, 2023

SUMMARY ACTION MINUTES.

1. CALL TO ORDER:

Chair Healy called the meeting to order at 7:40 P.M.

2. ROLL CALL:

PRESENT:

Chair Kevin Healy
Vice-Chair Francine Goodwin

Director Yuri Anderson
Director Maria Orozco

ABSENT:

Director Kathleen Ballesteros
Director Hans Buder

3. COMMENTS FROM THE PUBLIC

None

4. CONSENT AGENDA

Approval of the Minutes from the Meeting held on October 24, 2022.

Motion to approve the October 24, 2022, minutes was made by Commissioner Healy and seconded by Commissioner Anderson. The motion was carried through a roll call vote.

AYES: Goodwin, Anderson, Healy, Orozco

NOES: None

ABSENT: Ballesteros, Buder

5. NEW BUSINESS

A. Elections

It was resolved that officers from HDC would take on the officer roles within Tynan Village, Inc.

Motion to nominate Director Goodwin as Chair and Director Anderson as Vice-Chair was made by Director Orozco and seconded by Director Anderson. The motion was carried through a roll call vote.

AYES: Goodwin, Anderson, Healy, Orozco

NOES: None

ABSENT: Ballesteros, Buder

6. DIRECTOR COMMENTS

None.

7. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:46 P.M.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

President/CEO

Date

MEMORANDUM



TYNAN VILLAGE, INC.

TO: Board of Directors – Tynan Village, Inc.

FROM: Zulieka Boykin, President/CEO

RE: **PROCEDURE FOR ELECTION OF DIRECTORS**

DATE: October 19, 2024

The Bylaws of the Tynan Village Inc. do not identify the procedures for election of director. The bylaws defer to Robert’s Rules of Order for any item not covered by the bylaws. Below is language from Robert’s Rules that provide the procedures for election of directors and defines term limits.

“Before preceding to an election to fill an office it is customary to nominate one or more candidates. This nomination is not necessary when the election is by ballot or roll call, as each member may vote for any eligible person whether nominated or not. When the vote is via voice the nomination is like a motion to fill a blank, the different names being repeated by the chair as they are made, and then the vote is taken on each in the order in which they were nominated, until one is elected. The nomination need not be seconded....The usual method in permanent societies is by ballot, the balloting being continued until the offices are all filled. An election takes effect immediately if the candidate is present and does not decline,....After the election has taken effect and the director or member has learned the fact, it is too late to reconsider the vote on the election. An director-elect takes possession of his office immediately, unless the rules specify the time. In most societies it is necessary that this time be clearly designated.”

According to Article V, Section 5.7 of the HDC Bylaws, “The Chair and Vice Chair shall be elected from among all the Directors at the annual meeting in October beginning in the year 2012 by nomination through motion made and seconded and voted upon by the majority of Directors present at the annual meeting. The Chair and Vice Chair shall serve one year terms with two consecutive term limits”. The position of Chair is currently vacant and will need to be filled by election. All other Directors are eligible to hold office. A copy of the Bylaws for the Monterey County Housing Authority Development Corporation as revised October 22, 2012 will be available at the meeting for reference.

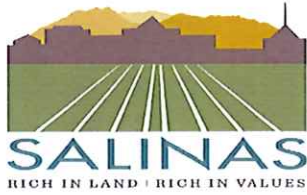
The process below would satisfy Robert’s Rules of Order for election of directors and is an option for consideration:

- Open the floor to nominations for “Chair”
- ***“The floor is now open for nominations for the Chair of the Board of Directors of the Monterey County Housing Authority Development Corporation.”*** All nominations must be seconded to be accepted.
- “Are there any other nominations?” “Nominations are now closed.”
- “Voting for the position of Chair will be held by secret ballot.” - *unless Hybrid Meeting is held.*
- “Please pass the ballots to the Secretary for tabulation.”
- **Secretary** – “Mr. Chairman, I count __ votes for Director _____ as Chair.”
- **Chair** – Director _____ has been properly elected as the Chair of the Board of Directors of the Monterey County Housing Authority Development Corporation.” (The new Chair assumes the duties immediately.)

Then repeat the process for Vice Chair should the process be necessary.

Action Required: Nominate and elect an active Director to fill the positions of Chair, and Vice-Chair from the HDC Board of Directors.

INFORMATION



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street, 2nd Floor • Salinas, California 93901
(831) 758-7387 • (831) 775-4258 (Fax) • www.ci.salinas.ca.us

October 9, 2024

Via Certified Mail, Return Receipt Requested and Electronic Mail

Tynan Affordable Housing Limited Partnership
c/o Housing Authority of the County of Monterey
123 Rico Street
Salinas, CA 93907
Attn: Zulieka Boykin

Re: Notice of Violation of City of Salinas Regulatory Agreements - Tynan Village Apartments

Dear President and CEO:

On September 27, 2006, Tynan Affordable Housing Limited Partnership, a California limited partnership ("Owner") and the City of Salinas (the "City") entered into a Home Program Regulatory Agreement and Declaration of Covenant and Restrictions (the "Home Agreement"), which was recorded on September 29, 2006, as Document No. 2006085939 in the Official Records of Monterey County (the "Official Records"). Additionally, on October 7, 2008, Owner and the City entered into a Regulatory Agreement and Declaration of Restrictive Covenants (the "SRA Agreement"), recorded on December 2, 2008, as Document No. 2008077920 in the Official Records. On October 13, 2006, Owner and the City entered into an Affordable Housing Agreement Covenants Conditions and Restriction For Affordable Housing (the "Inclusionary Agreement"), recorded on December 13, 2006, as Document No. 2006109279. The SRA Agreement and the Inclusionary Agreement, together with the HOME Agreement constitute the "Agreements." Copies of the Agreements are enclosed with this letter. The term of the Home Agreement expires on September 29, 2066, the term of the SRA Agreement expires on December 4, 2063, and the term of the Inclusionary Agreement expires on December 13, 2036.

Section 4 of the HOME Agreement require that the Owner provide throughout Tynan Village Apartments (the "Property"):

1. Eight (8) rental units affordable to very low income households
2. Thirty-three (33) rental units affordable to low income households

Article 2.1 and 2.2 of the SRA Agreement require that the Owner provide throughout the property:

1. Thirty-three (33) rental units affordable to very low income households
2. Fifty (50) rental units affordable to moderate income households

Section 1 of the Inclusionary Agreement require that the Owner provide throughout the property:

1. Twenty-one (21) rental units affordable to low income households.

The specific unit numbers of the Affordable Units to be restricted and the applicable maximum rents Owner is permitted to charge, calculated pursuant to the HOME requirements of 24 C.F.R. 92 et seq. and the Health and Safety Code (the "Required Rents") are set forth in the enclosed Schedule of Overpayments. Additionally, Section 4 of the HOME Agreement and Article 2.1 and 2.3 of the SRA Agreement provide that Owner shall only rent Affordable Units to households with qualifying income, as defined in Section 1 of the HOME Agreement and Article 1 of the SRA Agreement (the "Qualifying Household Income").

This letter serves as notice that Owner is currently out of compliance with the Agreement for the following reasons: (1) Owner charged households of Affordable Units monthly rent higher than the Required Rents, and (2) Affordable Units were occupied by households with incomes greater than the Qualifying Household Income. Please refer to the table below for the breakdown from the Annual Compliance Reports between 2019 and 2023:

Non-compliance Issue	2019	2020	2021	2022	2023
Units Exceeding Max Rent Limit	0	4	5	4	3
Households Exceeding Max AMI Limit	1	4	5	6	4

Note: Reporting periods align with HCD State income limits publication dates: 2019 (May 6, 2019 - April 29, 2020), 2020 (April 30, 2020 - March 31, 2021), 2021 (April 1, 2021 - May 12, 2022), 2022 (May 13, 2022 - June 5, 2023) and 2023 (June 6, 2023 – May 8, 2024).

To resolve these issues, Owner must complete and submit a Remediation Plan covering the years 2019 through 2022. Please refer to Appendix A for detailed instructions. Also, please refer to Appendix B for the Schedule of Overpayments and Over-Income Households. Additionally, the Inclusionary Agreement includes a monitoring clause, and a monitoring fee will need to be paid to the City. Please see the attached invoice under Appendix C.

Sincerely,



Vincent Montgomery, Planning Manager
Housing and Community Development Division

Electronic Attachments:

- [HOME Agreement](#)
- [SRA Agreement](#)
- [Inclusionary Agreement](#)

Appendices:

- Appendix A – Remediation Plan Template
- Appendix B – Schedule of Overpayments and Over-Income Households
- Appendix C – Monitoring Fee Invoice

CC:

Lisa Brinton, Community Development Director
Christopher Callihan, City Attorney
Luis Ochoa, Sr. Community Development Analyst
David Vigil, Administrative Analyst
Luis Rodriguez, Community Development Analyst
Monica Flores-Ponce, Community Development Analyst

Appendix A: Remediation Plan Template

Introduction and purpose: This remediation plan outlines the steps to be taken by Tynan Affordable Housing Limited Partnership to address the overpayment of rents for affordable housing units within the City of Salinas and which are currently restricted by covenant document(s). The objective of this plan is to rectify the overpayment issue in a timely and transparent manner, ensuring compliance with the applicable regulatory agreements on the property.

Remediation Plan: Required information and attachments:

1. Provide a rent charge analysis for the specified period during which the units were overcharged. If there are multiple years involved, provide separate analysis for each year of overcharge. Include a cover page with an attestation statement affirming the accuracy of the calculations prepared by your financial officer.
2. Describe the approach and process for locating and notifying affected tenants, along with specific timeframe for conducting the search to find the affected tenants.
3. Define the statute of limitations for tenants to recover overpaid rents and specify the duration for which funds will be retained. After the agreed-upon timeframe, any outstanding balances of vacated tenant rent excess will be escheated to the state of California in accordance with California Code of Civil Procedure §§ 1500-1582, at which time the state will assume the responsibility of returning those funds to their rightful owner.
4. In the event that a current tenant vacates tenancy before receiving full reimbursement for any excess rents owed to them via credits against current rent, please specify the timeframe within which the vacating tenant will be fully reimbursed for any outstanding balance.

Upon approval of the Remediation Plan, the Community Development Director will issue an approval letter so that you can move forward with executing the Remediation Plan.

Appendix B: Schedule of Overpayments and Over-Income Households

2019								
Unit #	Tenant Rent	Tenant Utility	Tenant Total	Max Rent + Util	Overpayment	Overpayment Yearly	Unit AMI	Tenant AMI
Units Over AMI								
B-104	\$1,120	\$73	\$1,193	\$1,292	0	0	H-80%	100%

2020								
Unit #	Tenant Rent	Tenant Utility	Tenant Total	Max Rent + Util	Overpayment	Overpayment Yearly	Unit AMI	Tenant AMI
A-307	\$945	\$54	999	\$816	\$183	\$2,196	S-50%	174%
125	\$1,120	\$73	1193	\$918	\$275	\$3,300	S-50%	133%
A-215	\$1,120	\$73	1193	\$918	\$275	\$3,300	S-50%	30%
A-407	\$945	\$54	999	\$816	\$183	\$2,196	S-50%	80%
Total					\$916	\$10,992		
Units Over AMI								
125	\$1,120	\$73	1193	\$918	\$275	\$3,300	S-50%	133%
A-307	\$945	\$54	999	\$816	\$183	\$2,196	S-50%	174%
A-407	\$945	\$54	999	\$816	\$183	\$2,196	S-50%	80%
B-104	\$1,120	\$73	\$1,193	\$1,396	0	0	H-80%	120%

2021								
Unit #	Tenant Rent	Tenant Utility	Tenant Total	Max Rent + Util	Overpayment	Overpayment Yearly	Unit AMI	Tenant AMI
C-213	\$1,502	\$131	1633	\$1,102	\$531	\$6,372	S-50%	30%
125	\$1,176	\$83	1259	\$918	\$341	\$4,092	S-50%	196%

A-215	\$1,176	\$83	1259	\$918	\$341	\$4,092	S-50%	50%
A-407	\$819	\$62	881	\$816	\$65	\$780	S-50%	80%
C-415	\$1,290	\$106	1396	\$1,322	\$74	\$888	H-50%	60%
Total					\$1,352	\$16,224		
Units Over AMI								
A-407	\$819	\$62	881	\$816	\$65	\$780	S-50%	80%
B-203	\$1,176	\$83	\$1,259	\$1,464	0	0	H-80%	100%
B-303	\$1,120	\$83	\$1,203	\$1,464	0	0	H-80%	179%
C-415	\$1,290	\$106	\$1,396	\$1,322	0	0	H-50%	60%
125	\$1,176	\$83	1259	\$918	\$341	\$4,092	S-50%	196%

2022								
Unit #	Tenant Rent	Tenant Utility	Tenant Total	Max Rent + Util	Overpayment	Overpayment Yearly	Unit AMI	Tenant AMI
C-303	\$1,145	\$106	1251	\$1,126	\$125	\$1,500	S-50%	50%
A-215	\$1,234	\$83	1317	\$1,014	\$303	\$3,636	S-50%	60%
A-407	\$878	\$62	940	\$901	\$39	\$468	S-50%	80%
C-415	\$1,423	\$106	1529	\$1,478	\$51	\$612	H-50%	80%
Total					\$518	\$6,216		
Units Over AMI								
A-215	\$1,234	\$83	1317	\$1,014	\$303	\$3,636	S-50%	60%
A-315	\$544	\$83	\$627	\$1,014	0	0	S-50%	80%
A-407	\$878	\$62	\$940	\$901	\$39	\$468	S-50%	80%
C-116	\$1,423	\$106	\$1,529	\$2,478	0	0	S-120%	127%

C-310	\$1,423	\$106	\$1,529	\$2,478	0	0	S-120%	143%
C-415	\$1,423	\$106	\$1,529	\$1,478	0	0	H-50%	80%

2023								
Unit #	Tenant Rent	Tenant Utility	Tenant Total	Max Rent + Util	Overpayment	Overpayment Yearly	Unit AMI	Tenant AMI
C-303	\$1,193	\$150	\$1,343	\$1,255	\$88	\$1,056	S- 50%	50%
C-315	\$1,554	\$150	\$1,704	\$1,255	\$449	\$5,388	D- 50%	30%
C-407	\$1,967	\$150	\$2,117	\$1,565	\$552	\$6,624	H-50%	30%
Total					\$1,089	\$13,068		
Units Over AMI								
B-104	\$1,357	\$120	\$1,477	\$2,485	0	0	S- 120%	160%
B-303	\$1,357	\$120	\$1,477	\$1,739	0	0	H- 80%	160%
C-205	\$1,565	\$150	\$1,715	\$2,001	0	0	H- 80%	110%
C-312	\$1,735	\$181	\$1,916	\$2,213	0	0	H- 80%	150%

Cumulative Overpayment Table	
Overpayment Year	Amount
2020	\$10,992
2021	\$16,224
2022	\$6,216
2023	\$13,068
Total	\$46,500



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street, 2nd Floor • Salinas, California 93901
(831) 758-7387 • (831) 775-4258 (Fax) • www.ci.salinas.ca.us

INVOICE: TYNAN VILLAGE 2019-2023 MONITORING FEES

Invoice Date: October 9, 2024
Due Date: November 21, 2024

TYNAN VILLAGE - FEES PER RECORDED COVENANTS, CONDITIONS, AND RESTRICTIONS TO ASSURE AFFORDABLE HOUSING (DOC # 2006109279)

MONITORING FEES RECEIPT FOR ANNUAL COMPLIANCE MONITORING

FY 2019	\$80.00 x 83 = \$6,640.00
FY 2020	\$80.00 x 83 = \$6,640.00
FY 2021	\$80.00 x 83 = \$6,640.00
FY 2022	\$80.00 x 83 = \$6,640.00
FY 2023	\$80.00 x 83 = \$6,640.00

Please Pay this Amount..... .. \$33,200.00

NOTE: If you have any questions or concerns regarding this invoice, please call the Housing and Community Development Division at (831) 758-7334.

.....
ACCOUNTS DUE AND PAYABLE UPON RECEIPT OF THIS INVOICE
RETURN THIS STUB WITH YOUR REMITTANCE

Send Your Remittance To:

City of Salinas
Community Development Department
Attn: Housing Division
65 West Alisal, 2nd Floor
Salinas, CA 93901

Housing Division (831) 758-7334
Rev. Acc. 2957.30.3230-57.8460
Invoice 2019-2023 Monitoring Fees
Amount \$33,200
Invoice Date October 9, 2024
Due Date November 21, 2024

Tynan Affordable Housing Limited Partnership
303 Front Street, Ste. 107
Salinas, CA 93901

7. DIRECTORS COMMENTS

&

8. ADJOURNMENT