



**COMMUNITY DEVELOPMENT COMMISSION
OF MENDOCINO COUNTY**

Special Meeting Agenda

Thursday, December 13, 2018 at 1:30 P.M.

Community Development Commission
1076 S. State St.
Ukiah, CA 95482

1. **Roll Call**
2. **Approval of November 1, 2018 minutes** (Attached) – Pages 4-9
3. **Report of Posting Agenda:** Pursuant to Government Code §54954.2, the Agenda for this meeting was properly posted on December 7, 2018.
4. **Committee Reports** (Standing Committees)
 - A. Orientation/Welcome Committee
 - B. Executive Committee
 - C. Budget/Audit Committee
 - D. Development and Loan Committee
5. **Executive Director Report and Department Reports**
 - A. Administration- *10 Minutes* (Attached) – Pages 10-11
 1. Executive Directors Report
 - B. Accounting- *10 Minutes* (Attached) – Page 12-20
 1. Controller Report
 2. Revenues and Expenses Summary Comments
 3. CDC and BBN Combined Summary of Revenues and Expenses Report
 4. HAP Tracking Report for HCV
 5. Admin Tracking Report for HCV
 6. Permanent Supportive Housing Utilization Report
 7. Development and Sustainability Department Report of Revenues and Expenditures
 8. College Court and Holly Ranch Village Revenues and Expenses Report
 9. BBN and PMF Revenues and Expenses Report

D. Housing- *15 Minutes* (Attached) – Pages 23-28

1. Housing Manager Report
2. Housing Quality Standards Inspections Report
3. Occupancy Move in/Move out Report
4. TAR Report

6. Announcements

- A. Family Unification Program (FUP) award letter from HUD, November 21, 2018– Pages 29-30

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. New Business-*15 Minutes*

A. Discussion and Possible Action Regarding Election of Officers for 2019.

Page 31

B. Discussion and Possible Action Regarding adoption of Board meeting and holiday schedule for 2019. - Pages 32-33

C. Discussion and Possible Action Regarding Real Estate Transaction – Possible Acquisition (Closed Session) – Government Code 54956.8- Page 34

D. Discussion and Possible Action Regarding Resolution # 2003-18 Authorizing CDC to enter into real estate loans by Executive Director (Closed Session) – Government Code 54956.8- Pages 35-36

11. Public Expression

12. Adjournment

PUBLIC EXPRESSION

The Commission welcomes participation in the meeting. Comments shall be limited so that everyone may be heard. This item is limited to matters under the jurisdiction of the Commission which are not on the posted agenda and items which have not already been considered by the Commission. The Commission limits testimony on matters not on the agenda to three minutes per person and not more than 10 minutes for a particular subject. No action will be taken. Individuals wishing to address the Commission under Public Expression are welcome to do so throughout the meeting day. To best facilitate these items, please notify either the Chair of the Board, or a Commissioner.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Commission complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Office Representative I by calling (707) 463-5462 x119 at least five business days prior to the meeting.

ADDITIONS TO AGENDA

The Brown Act identifies the following three situations in which a body is permitted to take action on a matter not on the posted agenda:

- (1) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines that the matter in question constitutes an emergency pursuant to Section 54956.5.
- (2) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines (by 2/3 of the total body, or by unanimous vote if less than 2/3 present) that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. However, the need for immediate action must have come to the attention of the body after the agenda had already been posted. This determination must be made by two-thirds of the total body or by unanimous vote if less than 2/3 are present.
- 3) Pursuant to Section 54954.2(b)(3) when an item has been posted on an agenda for a prior meeting, the item may be continued to a subsequent meeting which is held within five days of the meeting for which the item was properly posted. Under these circumstances, the item need not be posted for the subsequent meeting.



Persons requiring a reasonable accommodation due to a disability may request such an accommodation at any time during this process.



Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
November 1, 2018

Chair Person Dawn Deetz called the meeting to order at 1:34 P.M., November 1, 2018. The meeting was held at the Community Development Commission Conference Room, 1076 N. State St., Ukiah, Ca 95482

1. Roll Call

The recording secretary took roll call and determined there was no quorum present.

Commissioner Members Present

Dawn Deetz

Gary Mirata - in at 1:41 P.M.

Jeff Warner - in at 1:55 P.M.

Richard Willoughby

Quorum present once Commissioner Warner Arrived

Commissioner Members Absent

Kathy Brigham

Others Present

None

CDC Employees

Heather Blough- Housing Manager

Todd Crabtree- Executive Director

Michelle Fox- Leasing and Property Specialist

Josh Killion- Sustainability and Energy Efficiency Specialist

Lisa Pope- Controller

Michelle Alvarez- Housing Programs Specialist

Sara Davis-Rogers- Housing Programs Specialist

Members of the Public

None

2. Approval of September 20, 2018 minutes

Motion by Commissioner Willoughby and Seconded by Commissioner Mirata to approve the September 20, 2018 Minutes.

Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

3. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted October 25, 2018.

4. Committee Reports

ADHOC Committee met- No updates

5. Executive Director Report and Department Reports

A. Administration

Todd Crabtree presented his report as written with a couple updates. Todd asked Heather to introduce the two new employees, Michelle Alvarez and Sara Davis-Rogers. They are the new Housing Programs Specialists. Todd announced that Michelle Fox has taken the position of Leasing and Housing Specialist.

CDC was approved for \$517,024 from HUD for disaster funds. We anticipate this can assist 70-80 additional vouchers. This is in addition to the nineteen mainstream vouchers and the five HUD/VASH vouchers that have been recently awarded.

Todd hired a temporary Maintenance Technician. Dennis Brown, he was a previous employee. At this time the position is temporary. Todd will be watching to see if having a fourth Maintenance Technician increases productivity and decreases in contracting with vendors to complete work orders. Dennis has already increased the productivity of the department.

B. Accounting

Lisa Pope presented her report as written. Fiscal year 2018-2019 Budget is completed. This is an action item for today.

The financials are through September 2018, though it is missing some year-end payables. These are still trickling in.

On the CDC and BBN Combined Summary, under BBN and PMF, Lisa explains that the \$98,107 write off is a one-time expense from the interest forgiven for an old Public Housing property loan.

College Court is breaking even with the depreciation expense. College Court has two loans on it, one is to BBN that is interest free and one is a City of Ukiah Redevelopment loan that accrues interest at the rate of \$490 per month. Payments on the city loan in the amount of \$2,127 will begin in January 2019.

Lisa made a correction on the College Court report. The date should be 9/30/18 not 7/31/18 under Loans Payable section.

C. Development and Sustainability

Josh Killion presented the report as written with several updates. Josh is working with the City of Fort Bragg on two projects. The Glass Beach lighting project is going back to the original contract. They are now strictly doing the lighting for the property, not adding door replacement as well.

The other project is for the Owner Occupied Rehabilitation program for people in the city limits of Fort Bragg. We received a contract for that today. The project is very close to starting. The City estimates there are

going to be seven homes that will be assisted. They already have a waitlist of people for this project.

Josh and Todd met with NCO October 31, 2018, regarding CDC's Owner Occupied Rehabilitation program for \$990,000 natural disaster grant specifically for the victims of last year's wildfires in Redwood Valley. NCO is writing a proposal so they can partner with CDC to help administer the program. They have a waitlist of people we can potentially help if we decide to work with them. NCO worked with a group in Lake County and know how to administer the program and have a waitlist of people that need the help.

CDC hired a new temporary Maintenance Technician. The new maintenance technician is helping the department be more efficient.

Received contract from PG&E for 2019 for the MendoLake Energy Watch program. Funds for the program were decreased by 30%. We expected funds to be decreased more due to changes with PG&E.

D. Housing

Heather Blough presented her report as written with one update. The final number of applications received for the Housing Choice Voucher waitlist is 696 not 847. The reason for the discrepancy is that people can fax or e-mail applications and the original must be submitted as well. The duplicates were matched up and all applications have been entered into Yardi (CDC's housing software program).

Heather introduced Michelle Alvarez and Sara Davis-Rogers to the Board. Michelle and Sara are the new Housing Program Specialists. Heather also told the Board that Michelle Fox is transitioning to be the Leasing and Property Specialist. She will continue to work with the Board until April and will determine at that time if she can continue.

Todd applied for additional voucher for natural disaster for last year's wildfires. CDC was awarded 130 vouchers and we think that it will actually help approximately 70-80 households.

CDC was awarded 5 HUD/VASH vouchers and 19 Mainstream Vouchers. The Mainstream vouchers are for non-senior disabled people. CDC still has not heard if we were award the Family Unification Vouchers.

6. Announcements

- A. Eligibility letter from HUD for Disaster HAP Adjustment- Component 2 for an additional 130 vouchers

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

Keep up the good work!

11. New Business

A. Discussion and Possible Action Regarding Resolution #1099-18 Approving the Section Eight Management Assessment Program Certification for Fiscal Year Ending 9/30/2018

CDC is self-certifying that we are Standard Performers. CDC received zero points on one indicator, the Determination of Adjusted Income. These were very small findings. A Corrective Action Plan is required when any zero points are received on any indicator.

Motion by Commissioner Warner and Seconded by Commissioner Mirata to Adopt Resolution #1099-18 Approving the Section Eight Management Assessment Program Certification for Fiscal Year Ending 9/30/2018

Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

B. Discussion and Possible Action Regarding Resolution #2000-18 Authorizing the Controller and Executive Director to Write Off Uncollectable Debts

Motion by Commissioner Willoughby and Seconded by Commissioner Warner to Approve Resolution #2000-18 Authorizing the Controller and Executive Director to Write Off Uncollectable Debts

Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

C. Discussion and Possible Action Regarding Resolution # 2001-18 Adopting the Agency's Salary Schedule Which Becomes Effective November 01, 2018

The changes to the Salary Schedule is the addition of the Assistant Property Specialist and Waitlist and Eligibility Specialist.

Motion by Commissioner Willoughby and Seconded by Commissioner Mirata to Approve Resolution #2001-18 Adopting the Agency's Salary Schedule Which Becomes Effective November 01, 2018

Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

D. Discussion and Possible Action Regarding Resolution #2002-18 Approving the Attached Budget for Fiscal Year 2018/2019

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to Approve Resolution #2002-18 Approving the Attached Budget for Fiscal Year 2018/2019

Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

E. Discussion and Possible Action Regarding Real Estate Transaction – Possible Acquisition (Closed Session) – Government Code 54957

Reported out of closed session at 3:24 P.M.

The Board reported out of closed session.

Motion by Commissioner Willoughby and Seconded by Commissioner Mirata to approve purchase of 140 Zinfandel Drive ad 1707 Tanya Lane.

Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

Motion by Commissioner Mirata and Seconded by Commissioner Warner approving ADHOC Committee to work with Executive Director to research and implement best course of action for the Roy Lee Tindle Jr. College Court Apartments.

Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

12. Public Expression
None

13. Adjournment 3:25 P.M.

Motion by Commissioner Warner and Seconded by Commissioner Willoughby to adjourn.

Dawn Deetz, Chairperson

ATTEST: _____
Todd Crabtree, Executive Director



Persons requiring an accommodation due to a disability may request such an accommodation at any time during this process.



**COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY
EXECUTIVE DIRECTOR'S REPORT**

MEETING DATE: 12/20/18
AGENDA ITEM: 5.A

DATE: 12/5/18
TO: Board of Commissioners
FROM: Todd Crabtree, Executive Director
SUBJECT: Administration

Personnel.

I have taken over managing Development and Sustainability Department.

Hired three new people. Also, close to hiring new Baechtel Creek Village Resident Manager – Maintenance.

That leaves one position – part time Accountant – to be filled.

Housing Assets/Housing Programs.

Application for Family Unification Program (FUP) vouchers was awarded

Development and Sustainability.

Working on a Glass Beach rehab project with the City of Fort Bragg. Will be for lighting and replacement of doors.

PG&E has approved contract extension for 2019. Been busy with this. Signed contract extension after negotiations.

Meadowbrook drainage project. Work is now completed.

Accounting.

Accounting has one vacant position. They have been busy with unaudited financials.

Other:

Had server crash/died Monday, December 3rd. Ordered a new server but at the time of the Board packet compiling we did not yet have a server or access to server based documents. Because of this, our board packet this month is missing some items such

as spreadsheet based information. We are in the process of getting ourselves back up to speed. We are also looking into cloud based backup and costs to help in the future.

Looking at possible properties for acquisition. This is an action item in the Board Packet.

California Association of Housing Authorities - CAHA

www.cdchousing.org

EDDEC5.18



Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date.

To: Board of Commissioners Date: 12/07/2018

From: Lisa Pope, Controller Agenda Date: 12/20/2018

Department Resource:	<u>Lisa Pope</u>	Phone: 463-5462 ex 116	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 10 min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

Agenda Title: Controller's Report

Previous Actions: Reports submitted to Board of Commissioners for review.

Summary

Accomplishments and Happenings:

- Processed the routine accounting transactions and related reports (payroll, accounts payable, paying landlords, deposits, monthly VMS report, etc).
- Work with Executive Director on purchase of 2 developments.
- Work with Department Managers with staff changes.
- Upgraded housing & accounting software to Yardi 7s on 11/7/18 – experiencing some setbacks that has slowed fiscal's daily routine that we are working on resolving.
- Submitted 9/30/18 Unaudited FDS to HUD 11/30/18.
- Audited 9/30/17 FDS still in "Review" status but has been picked up by a HUD team member to actually be looked at.
- Auditor is here this week to review housing files and test transactions for internal controls.
- Received a case number finally from Police Department regarding BBN identity theft.
- Server crashed over the first weekend of December. Has significantly impacted fiscal. Payroll had to be processed manually and all employees are receiving paper checks. If we are not able to recover files, we will have significant amount of work ahead to recreate vital information.
- Accountant position is back open.

Planned activities:

- Continue to find ways on how to improve accounting processes for efficiency and effectiveness.
- Calendar year end items such as W-2s and 1099s in January.
- Finish reconciling financials for Audited financials.

REAC – Real Estate Assessment Center: HUD's online system for many functions.

VMS – Voucher Management System: Module within REAC used to report HCV unit count and financial information.

FDS – Financial Data System: Module within REAC for reporting year end financials.

COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY
Summary of revenues and expenses from 10/01/18 through 11/30/2018

Housing Choice Vouchers (HCV) Admin

The attached report covers the first two months of the 2018-19 fiscal year. During this time the CDC has received \$16,681 more than was expended while administrating the HCV program.

Housing Choice Vouchers (HCV) HAP

During the first two months of the 2018-19 fiscal year we have been receiving an average of \$377,477 of HAP funding per month. During that same period we have been expending an average of \$535,551 of monthly HAP funds. The shortfall of funding was expected as we had excess cash on hand from the prior year. The November funding was reduced for the excess cash on hand.

Continuum of Care (CoC)

The Permanent Supportive Housing (PSH) and Coordinated Entry (CE) agreements between HUD and the CDC cover a July through June period. It is expected that revenues will cover all expenditures during 2018-19 for the PSH assistance and CE programs.

Development and Sustainability (D&S)

The Development and Sustainability department will be funded during 2018-19 via agreements with PG&E and via other smaller funding sources. Operational revenues exceeded expenses during the first two months of the fiscal year. The PG&E activity has been low due to staff needing to focus on our properties, but anticipates to pick up soon.

College Court (CC)

Seven rental units are owned and maintained at the College Court property. Revenues exceeded expenses during the first two months of the fiscal year.

Building Better Neighborhoods and Property Management Fund (BBN PMF)

BBN owns rental units and those properties are administered by CDC staff. Transactions related to these management efforts are recorded in the CDC's Property Management Fund (PMF). BBN pays the PMF fund \$62,500 per month for the maintenance of its properties and the service to its tenants.

The BBN-PMF revenues exceed expenses by \$19,454. The BBN Replacement Reserve had accumulated \$925,241 as of the end of the prior fiscal year (9/30/18). BBN-PMF have a combined non-cash depreciation expense of \$81,422.

**CDC and BBN Combined Summary of Resources and Expenditures
for the Period 10/01/2018 through 11/30/2018**

	Housing Choice Vouchers - Admin	Continuum of Care	Development and Sustainability	College Court	BBN and PMF	Subtotal Column	(VMS) Housing Choice Vouchers - HAP	Total Column
Resources:								
Rent				10,158	269,202	279,360		279,360
HAP Revenue		155,841				155,841	754,954	910,795
Admin and Activ Del Revenue	110,918	27,471				138,389		138,389
Property Management Fees					125,000	125,000		125,000
Revenues from PG and E			3,105			3,105		3,105
All Other Revenues			949	358	5,978	7,285		7,285
Transfers Into the RR Fund					28,000	28,000		28,000
Total Revenues	110,918	183,312	4,054	10,516	428,180	736,980	754,954	1,491,934
Expenses:								
Payroll Expenses	76,155	20,589	3,376	2,832	87,990	190,942		190,942
Property Management Expense					125,000	125,000		125,000
Loan Interest Expense				980		980		980
Appliances, Maint., Repairs				3	43,398	43,401		43,401
All Other Expenses	17,308	3,182	486	1,351	42,916	65,243		65,243
Transfers Out to Other Funds					28,000	28,000		28,000
Coordinated Entry Contract Services		3,578				3,578		3,578
HAP Assistance Expenses		155,841				155,841	1,071,102	1,226,943
Depreciation Expense	774	122		2,287	81,422	84,605		84,605
Total Expenses	94,237	183,312	3,862	7,453	408,726	697,590	1,071,102	1,768,692
Resources Less Expenses	16,681	0	192	3,063	19,454	39,390	(316,148)	(276,758)

Permanent Supportive Housing Utilization Report

Funding Period 07/01/2018 through 06/30/2019

Continuum of Care Program

HAP Funding Admin Funding
 \$ 1,402,951 \$ 73,980

Total Funding
 \$ 1,476,931

Month	Assistance		HUD Grant Authorized	Assistance Payments	Percent of Grant Year Elapsed	Percentage of Assistance Funds Expended	Admin		Percent of Grant Year Elapsed	Percentage of Admin Funds Expended
	Units Authorized	Units Leased					Portion of HUD Grant Authorized	Admin Expenses		
July	136	108	\$ 116,913	\$ 90,627	8.3%	5.9%	\$ 6,165	\$ 8,734	8.3%	11.8%
August	136	108	116,913	91,925	16.7%	13.0%	6,165	10,143	16.7%	25.5%
September	136	110	116,913	90,969	25.0%	19.5%	6,165	6,569	25.0%	34.4%
October	136	109	116,913	86,788	33.3%	25.7%	6,165	4,748	33.3%	40.8%
November	136	103	116,913	84,168	41.7%	31.7%	6,165	5,070	41.7%	47.7%
December	136		116,913		50.0%	31.7%	6,165		50.0%	47.7%
January	136		116,913		58.3%	31.7%	6,165		58.3%	47.7%
February	136		116,913		66.7%	31.7%	6,165		66.7%	47.7%
March	136		116,913		75.0%	31.7%	6,165		75.0%	47.7%
April	136		116,913		83.3%	31.7%	6,165		83.3%	47.7%
May	136		116,913		91.7%	31.7%	6,165		91.7%	47.7%
June	136		116,913		100.0%	31.7%	6,165		100.0%	47.7%
Totals			\$ 1,402,956	\$ 444,477			\$ 73,980	\$ 35,264		

Development and Sustainability
Report of Revenues and Expenditures
 October 1, 2018 through November 30, 2018

	P.G. & E.	County Loan Activities	Combined
Revenues:			
Project Revenue	3,105	949	4,054
Bond Oversight Revenue	0	0	0
Other Revenue	0	0	0
	<hr/>	<hr/>	<hr/>
Total Revenues	3,105	949	4,054
Expenses:			
Payroll Expenses	2,771	605	3,376
Staff Training and Travel	67	0	67
All Other Expenses	419	0	419
	<hr/>	<hr/>	<hr/>
Total Expenses	3,257	605	3,862
Revenues Less Expenses	<u>(152)</u>	<u>344</u>	<u>192</u>

College Court			
Report of Revenues and Expenditures			
Revenue and Expenses for the Period 10/01/2018 through 11/30/2018			
Revenues:			
	Rent Revenue	10,158	
	All Other Revenue	358	
	Total Revenues	10,516	
Expenses:			
	Payroll Expenses	2,832	
	Site Utilities	835	
	Maintenance and Supplies	3	
	All Other Expenses	516	
	Loan Interest Expense	980	
	Depreciation Expense	2,287	
	Total Expenses	7,453	
	Revenues Less Expenses	3,063	
Loans Payable:			
	The \$196,000 City of Ukiah Redevelopment loan accrues interest at a rate of \$490 per month.		
	As of 11/30/2018 the loan principal payable was \$196,000 and the interest payable amounted to \$120,516. Payments of \$2,127 per month begin January 2019.		
	The College Court project borrowed \$99,000 from BBN in April of 2016.		
	As of 11/30/2018 the outstanding portion of this loan amounted to \$76,950.		
	Loan payments for the fiscal year have amounted to \$1,100.		



Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date

To: Board of Commissioners Date: 12/7/18
 From: Development & Sustainability Department Agenda Date: 12/20/18

Department Resource:	<u>Todd Crabtree</u>	Phone: 463-5462 ext.112	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 10 min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

■ **Agenda Title: Development & Sustainability Department Report**

- **Previous Actions: Reports submitted monthly for review.**
- **Summary of Accomplishments for Period Future Planned Activities**

Useful acronyms for this report:

MLEW – Mendo-Lake Energy Watch
 OOR- Owner Occupied Rehabilitation Program
 NCO- North Coast Opportunities
 BCV- Baechtel Creek Village
 PM- Preventative Maintenance

Team (Department)

- We have filled the resident maintenance position at Baechtel Creek Village. Having on-site maintenance will make the department more efficient by reducing the need for our existing staff to travel to and from Willits. The addition should also help us stay ahead of landscaping issues and offer a new level of responsiveness in addressing the residents' needs.
- The maintenance team is focusing on cross training and sharing knowledge. We are conducting weekly maintenance meetings and trainings; allowing every member of the department an opportunity to express concerns, share insights and extend ideas.
- The addition of the fourth regular maintenance person in October has already had a positive effect on our department. We have caught up on PM inspections. We have significantly reduced our use of vendors for plumbing projects. In the last two months, we have saved an estimated \$22,000 on plumbing service costs.

Development

Community and Economic Development Programming

- We have received a proposal letter from NCO asking to collaborate with us in administering the CALHOME Disaster Assistance Program. We are currently reviewing this proposal. The CALHOME program will distribute funds to those affected by the October 2017 fires.
- The CDC will be helping the City of Fort Bragg administer 16-HOME-11373. This is an owner occupied rehab program. The Professional Services Agreement and Sub-Recipient Agreement will be presented at the 12/10/18 city council meeting.
- We are scheduled to take ownership of the Tanya Lane and Zinfandel Drive apartment complexes on 12/19/18. This will add 30 units to our housing stock.

Facilities Maintenance, Capital Improvements, Housing Development

- The maintenance team continues to complete scheduled preventative maintenance. We are now current on our PM inspection schedule.
- The last phase of Meadowbrook Drive drainage project should be completed by the end of December 2018, weather permitting. It was postponed on 12/4/18 due to rain.
- The duplexes at Leslie Street will be re-piped in December and January. There have been continuous water leaks at these units over the past couple of years as the water supply lines have deteriorated.
- Family Tree is schedule to cut back limbs and branches from the buildings at Baechtel Creek Village. This work is part of fire abatement measures we are taking at BCV. These measures include tree trimming, brush removal, and the installation of fire hose boxes across the property. Fire abatement will be a priority at all of our properties, but BCV will remain a particular concern, given its proximity to what can be a very dry creek bed.

Sustainability

Energy Efficiency and Sustainability Programming

- Working with PG&E to evolve the scope of MLEW.
- Signed the 2019 MLEW contract, extending our relationship with PG&E for another year.

Near-Term Department Priorities (All Areas)

- We continue to add to the list of vendors and contractors we use. We have added an additional HVAC contractor and glazier on the coast and an additional plumber inland.
- We have another bathroom repair at 825 Cindee that will go to bid this month. Structural damage to the subfloor and the need to replace the shower enclosure will require that a contractor complete this project.
- We are preparing to accept the maintenance responsibilities at our new properties by conducting PM inspections and identifying the locations of utility shut offs. We will also be working to make sure empty units at these properties are ready to rent so we reduce our vacancy days when we take ownership.

■ Past/Current Concerns & Planned Solutions/Actions for Addressing Concerns

Concerns outlined in previous report:

N/A

Status of progress towards previously identified concerns:

N/A

Concern(s) encountered since last report:

N/A

Plan for addressing concern:

N/A



Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date

To: Board of Commissioners Date: 12/5/2018

From: Heather Blough Agenda Date: 12/20/2018

Department Resource:	<u>Heather Blough</u>	Phone: 463-5462 ex 115	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 10 min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

■ Agenda Title: Manager’s Report

■ Previous Actions: Reports submitted for scheduled meetings for review.

General:

- Initiating supervision with new staff, continuing with existing staff.
- Continuing to process Reasonable Accommodations- 5 processed in November.

**Housing Assets and Housing Programs
(VASH, HCV, PSH, PBV, BBN, CC)**

- Occupancy as of 11/30/2018 is at 97%, unadjusted, and 98% adjusted (units may be off line for major repairs which is the adjusted number)
- September Voucher Management System (VMS) reflected 870, October Voucher Management System reflected and 862 units leased on the first of the month.
- Issued 9 Vouchers in November and 31 in October.
- Hired a Temporary Office Representative 1, and a Waitlist and Eligibility Specialist.
- Have new Community Aide at BCV.
- Former Resident manager moved off site on the 17th of November. Now is an Assistance Property Specialist.
- Family Unification Program vouchers awarded. Award letter states 22, but funding will likely only support 15 to 18.
- Upgraded Yardi in place effective on 11/7/2018. Still working out kinks.
- Continuing to work with legal regarding the 5th fair housing complaint (in five years) from the same resident.
- Beginning planning to incorporate anticipated new units into CDC owned and managed inventory.
- Server lost early December. Working out kinks with this, as well. Shared drive carried many, many documents and much of the day to day work. Hoping vendor server is being sent to can recover data.
- Retained services of a consultant, Nelrod, Inc. to assist with an RFP for Project Based Vouchers. With the new funding, and planned new developments, would be beneficial to clients to have actual units that are identified where they can receive rental assistance.

- Submitted an application to the CoC Collaborative Applicant, HHSA, for the Homeless Emergency Aid Program “HEAP” Notice of Funding Availability from HCD (California State Department of Housing and Community Development). The application was for 2 years of funding for one full time staff person to conduct homeless prevention activities for CDC clients.
- Some reports may not be provided due to updated software and working out the kinks.

RFP= Request for Proposals

NOFA= Notice of Funding Availability

PBV= Project Based Vouchers

HCV= Housing Choice Vouchers

VASH= Veterans Affairs Supportive Housing

BBN= Building Better Neighborhoods, Inc.

CC= College Court

CoC=Continuum of Care

TRA or TBRA= Tenant Based Rental Assistance

SRA=Sponsor Based Rental Assistance

HMIS=Homeless Management Information System

PSH=Permanent Supportive Housing

HAP=Housing Assistance Payments

CE=Coordinated Entry

Housing Quality Inspection Report 11/2018
Results by Inspection Type (Row) and Inspection Outcome (Column)

	Fail	Inconclusive	Pass	Pass w Comments	Total
Annual	6	2	24		32
Biennial	0	0	20		20
Initial	10	1	11		22
Reinspection	10	2	15		27
Special	3	0	1		4
Total	29	5	71	0	105

Annual: Each year most units require an annual inspection

Biennial: If a unit meets certain criteria, the unit may qualify for a biennial inspection

Initial: This is the first inspection when a unit is being leased by a household initially

Reinspection: if the unit does not pass the first inspection, the unit will be re-inspected

Special: This is an inspection out of the normal process.

Occupancy Status

As of: 11/30/2018

Project	Total Units	Occupied Units	Off Line	Make Ready	Vacant Units	Actual Occupancy	Adjusted Occupancy (Available Units-off line units)
College Court	7	7				100.00%	100.00%
Baechtel Creek	60	56	1		2	95.00%	98.33%
Seacliff	19	19				100.00%	100.00%
Ukiah 30	23	23				100.00%	100.00%
Sanderson Village	9	9				100.00%	100.00%
Glass Beach	15	14	1			93.33%	100.00%
Marlene Brookside	13	13				100.00%	100.00%
Total	146	141	2	0	2	96.58%	97.95%

11/30/2018

Address	Bed size	Projected Ready Date	Anticipated Lease Date	Applicatin Approved and waiting
60 Alder Court (ADA)	1	8/27/2018	Unknown	No
34 Alder Court	1	9/28/2018	Unknown	No

Unit turn days		
Month-FY 17-18	Avg Down Time	Avg Lease Up Time
10	12	10
11	1	208
12	3	133
1	7	16
2	0	12
3	4	9
4	1	0
5	1	0
6	0	0
7	0	10
8	0	8
9	2	20
Overall Average	3	36

Units Inspected	
Total units to be inspected for the year	145
Vacant Units Exempted	1
Number of Units inspected for the month	0
Number completed year to date	145
Percentage completed year to date	100.00%

Down Time: Lease end to work order issue
 Lease up time: Work order close to new lease

Pending Vacancies				
Address	Type of notice	Status	Lock out	Vacate date
908 John Cimolino Way	Maintenance	Pending - Offline		9/1/2018

Agency Owned and Managed Accounts Receivable

11/30/2018

Project	Rent	Other*	Total Tenant Due W/O Deposit	Deposit	HAP	Total	Comments
Baechtel Creek	\$ 144.00	\$ 931.14	\$ 1,075.14	\$ 457.00	\$ -	\$ 1,532.14	MT, CA, LF
Glass Beach	\$ 1,956.14	\$ 268.00	\$ 2,224.14	\$ 40.00	\$ -	\$ 2,264.14	MT
Marlene/Brookside	\$ 72.00	\$ 987.26	\$ 1,059.26	\$ -	\$ -	\$ 1,059.26	MT, LF
Sanderson Way	\$ -	\$ 190.00	\$ 190.00	\$ -	\$ -	\$ 190.00	MT, LF
SeaCliff	\$ 76.00	\$ 376.00	\$ 452.00	\$ 240.00	\$ -	\$ 692.00	MT, LF(R=Lost MO)
Ukiah 30	\$ 75.00	\$ 1,166.16	\$ 1,241.16	\$ 39.00	\$ -	\$ 1,280.16	
Subtotal BBN	\$ 2,323.14	\$ 3,918.56	\$ 6,241.70	\$ 776.00	\$ -	\$ 7,017.70	
College Court	\$ -	\$ 94.00	\$ -	\$ -	\$ -	\$ -	
Subtotal Agency	\$ -	\$ 94.00	\$ -	\$ -	\$ -	\$ -	
Total Combined	\$ 2,323.14	\$ 4,012.56	\$ 6,335.70	\$ 776.00	\$ -	\$ 7,111.70	

10/31/2018

Project	Rent	Other*	Total Tenant Due W/O Deposit	Deposit	HAP	Total	Comments
Baechtel Creek	\$ 149.00	\$ 811.14	\$ 960.14	\$ 535.00	\$ -	\$ 1,495.14	MT, LF, CA, NSF
Glass Beach	\$ 1.00	\$ 240.00	\$ 241.00	\$ 60.00	\$ -	\$ 301.00	MT
Marlene/Brookside	\$ 23.00	\$ 1,620.26	\$ 1,643.26	\$ -	\$ -	\$ 1,643.26	MT
Sanderson Way	\$ -	\$ 125.00	\$ 125.00	\$ -	\$ -	\$ 125.00	LF, MT
SeaCliff	\$ 336.00	\$ 513.00	\$ 849.00	\$ 240.00	\$ -	\$ 1,089.00	MT, LF
Ukiah 30	\$ -	\$ 839.16	\$ 839.16	\$ 114.00	\$ -	\$ 953.16	MT
Subtotal BBN	\$ 509.00	\$ 4,148.56	\$ 4,657.56	\$ 949.00	\$ -	\$ 5,606.56	
College Court	\$ -	\$ 60.00	\$ 60.00	\$ -	\$ -	\$ 60.00	MT
Subtotal Agency	\$ -	\$ 60.00	\$ 60.00	\$ -	\$ -	\$ 60.00	
Total Combined	\$ 509.00	\$ 4,208.56	\$ 4,717.56	\$ 949.00	\$ -	\$ 5,666.56	



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

November 21, 2018

CA084

MENDOCINO COUNTY

Dear Executive Director:

SUBJECT: FUP Award Letter

I am pleased to notify you that your public housing agency (PHA) has been awarded funds from the Family Unification Program (FUP) Notice of Funding Availability (NOFA) for Fiscal Years (FY) 2017 and 2018 (FUP NOFA for 2017 and 2018). This letter provides the specific details of the funding awarded and information concerning the disbursement of these funds.

The following table provides the details for your agency's FUP award:

Table with 4 columns: Budget Authority, Proposed Effective Date, Term, Number of Units. Row 1: \$156,156, 1/1/2019, 12, 22

The above proposed effective date is only a projection and can be modified. To change the effective date, you must contact your Financial Analyst, at the Financial Management Center (FMC), within 10 business days from the date of this letter. If you do not contact your Financial Analyst to request a change to the proposed effective date, funding under this award will be distributed to your agency in 1/12 distributions starting on January 1, 2019. Effective dates prior to December 1, 2018, are not permitted. Once funding for the award has been fully processed, the FMC will provide your agency with an amended Annual Contributions Contract that reflects the obligation of funds and monthly disbursements will be scheduled.

In administering the FUP, your agency must follow all Housing Choice Voucher (HCV) program requirements, including the regulations at 24 CFR part 982, and the requirements in the FUP NOFA for 2017 and 2018. To ensure that the occupying families are recorded properly in the Information Management System/Public and Indian Housing Information Center (IMS/PIC), you must record FUPF and/or FUPY vouchers on line 2n of the form HUD-50058 (Family Report) or line 2p of the MTW Family Report (HUD-50058 MTW), as applicable, to indicate whether the family or youth, respectively, is a participant in the FUP. FUP vouchers and corresponding Housing Assistance Payment (HAP) expenses must also be accurately reported in the Voucher Management System (VMS).

Additional information regarding the FUP can be found at:

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/family.

With your direct effort, these vouchers will help keep families together and provide a platform for youth to achieve self-sufficiency.

We are excited to tell you about an upcoming evaluation of the FUP. The Department of Health and Human Services (HHS), in partnership with HUD, has contracted with the Urban Institute, a nonpartisan nonprofit research organization, to conduct an evaluation of the program. From the evaluation, we will learn how FUP helps families involved in the child welfare system and how FUP programs operate. Only five to 10 awardees will have the opportunity to participate. Those who participate will learn more about homelessness and risk of homelessness for child welfare involved families within their region. Researchers at the Urban Institute will email potentially eligible programs in the near future with more information.

We think the evaluation is a valuable opportunity and strongly encourage you and your FUP partners to participate in the study. See the attached handout for more information.

Please contact your local HUD field office if you have any questions.

Sincerely

Danielle L Bastarache

Digital signed by Danielle L Bastarache
DN: CN = Danielle L Bastarache, C = US.
Reason: I am approving this document

Deputy Assistant Secretary for
Public Housing and Voucher Programs

Attachment

Memo Reference: 18-268



**COMMUNITY DEVELOPMENT COMMISSION
AGENDA SUMMARY**

BOARD AGENDA #11A

Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date

TO: Board of Commissioners DATE: 12/5/18
 FROM: Todd Crabtree, Executive Director AGENDA DATE: 12/20/18

DEPARTMENT RESOURCE:	<u>Todd Crabtree</u>	PHONE: 463-5462 ext. 112	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 10 Min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

■ **AGENDA TITLE: Discussion and Possible Action Regarding Election of Officers for 2019**

■ **PREVIOUS BOARD OR BOARD COMMITTEE ACTIONS:** Every year the Board of Commissioners elects a Chair and Vice Chair for the coming year.

■ **SUMMARY:** The Board of Commissioners elects Chair and Vice Chair for the coming year.

■ **ALTERNATIVES:** No action.

■ **RECOMMENDED ACTION/MOTION:** Elect Chair and Vice Chair for 2019.

■ **E.D. RECOMMENDATION:** Agree Disagree No Opinion Staff Report Attached



**COMMUNITY DEVELOPMENT COMMISSION
AGENDA SUMMARY**

BOARD AGENDA #11B

Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date

TO: Board of Commissioners DATE: 12/5/18

FROM: Todd Crabtree, Executive Director AGENDA DATE: 12/20/18

DEPARTMENT RESOURCE:	<u>Todd Crabtree</u>	PHONE: 463-5462 ext 112	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 10 min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

■ **AGENDA TITLE:** Discussion and possible action regarding adoption of Board meeting and holiday schedule for 2019

■ **PREVIOUS BOARD OR BOARD COMMITTEE ACTIONS:** Board approves schedule every year.

■ **SUMMARY:** Proposed schedule attached.

■ **ALTERNATIVES:** Modify.

■ **RECOMMENDED ACTION/MOTION:** Approve attached schedule for 2019.

■ **E.D. RECOMMENDATION:** Agree Disagree No Opinion Staff Report Attached



COMMUNITY DEVELOPMENT COMMISSION of Mendocino County

MEMORANDUM

TO: Commissioners and Staff
FROM: Todd Crabtree, Executive Director
DATE: December 5, 2018
RE: **2019 Schedule of Board Meetings & Holidays**

BOARD MEETINGS: 1:30PM

Thursday, February 21 - Ukiah
Thursday, April 18 – Fort Bragg
Thursday, May 23 - Ukiah
Thursday, July 11 - Ukiah
Thursday, August 15 Strategic Planning – Willits
Thursday, September 19 - Ukiah
Thursday, November 7 - Ukiah
Thursday, December 19 - Willits

Staff meetings are held the Thursday after a Board Meeting, CDC is closed on those Thursdays from 11-1.

HOLIDAYS:

Tuesday, January 1, 2019	New Year's Day
Monday, January 21, 2019	Martin Luther King Day
Monday, February 18, 2019	President's Day (Washington's Birthday)
Monday, April 1, 2019	Cesar Chavez Birthday (observed)
Monday, May 27, 2019	Memorial Day
Thursday, July 4, 2019	Independence Day
Monday, September 2, 2019	Labor Day
Monday, November 11, 2019	Veteran's Day
Thursday, November 28, 2019	Thanksgiving
Friday, November 29, 2019	Day after Thanksgiving
Tuesday, December 24, 2019	Christmas Eve
Wednesday, December 25, 2019	Christmas



Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date

TO: Board of Commissioners DATE: 12/5/18
 FROM: Todd Crabtree, Executive Director AGENDA DATE: 12/20/18

DEPARTMENT RESOURCE:	<u>Todd Crabtree</u>	PHONE: 463-5462 ext 112	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 20 min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

■ AGENDA TITLE: Discussion and Possible Action Regarding Real Estate Transaction – Possible Acquisition (Closed Session) – Government Code 54956.8

■ SUMMARY: The Community Development Commission has been considering adding to our affordable housing stock. Have looked at a couple of properties over the past couple of months.

We were informed by realtor that two properties were listed for sale:

140 Zinfandel Drive
 1701 Tanya Lane

Both located in northern Ukiah.

Each is a 15 unit apartment complex. One bedroom apartments. Each has about half of the units already under lease with our clients.

Details of the possible purchase to be discussed.

■ ALTERNATIVES: No action.

■ RECOMMENDED ACTION/MOTION: Report out of Closed Session on Discussion and Possible Action Regarding Real Estate Transaction – 140 Zinfandel Drive and 1701 Tanya Lane.

■ E.D. RECOMMENDATION: Agree Disagree No Opinion Staff Report Attached



**COMMUNITY DEVELOPMENT COMMISSION
AGENDA SUMMARY**

BOARD AGENDA #11D

Agenda Summaries must be submitted no later than noon Thursday, 14 days prior to the meeting date

TO: Board of Commissioners DATE: 12/05/18

FROM: Lisa Pope, Controller AGENDA DATE: 12/20/18

DEPARTMENT RESOURCE:	ACCOUNTING	PHONE: 463-5462 x116	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
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Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 15 min	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>
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**■ AGENDA TITLE: Discussion and Possible Action Regarding Resolution # 2003-18
Authorizing CDC to enter into real estate loans by Executive Director**

■ SUMMARY: Resolution #2003-18 required by Savings Bank of Mendocino County to authorize the Executive Director to enter into (sign) loan agreements and any other supporting /relevant documents on behalf of the Commission to purchase two 15-unit properties at 140 Zinfandel Drive and 1701 Tanya Lane, both in Ukiah CA, for amounts not to exceed \$550,000 per property.

■ ALTERNATIVES: No action.

■ RECOMMENDED ACTION/MOTION: Adopt Resolution #2003-18 Authorizing the Executive Director to enter into loans with Savings Bank on behalf of CDC for the purchase of two properties.

■ E.D. RECOMMENDATION: Agree Disagree No Opinion Staff Report Attached

RESOLUTION NO. 2003-18

**RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION
OF MENDOCINO COUNTY AUTHORIZING NEW LOANS**

WHEREAS, the Commission has decided to purchase two 15-unit properties at 140 Zinfandel Drive and 1701 Tanya Lane, both in Ukiah CA, and

WHEREAS, the Commission has decided to secure bank financing from Savings Bank of Mendocino County of each property not to exceed \$550,000 per property, and

WHEREAS, the Board of Commissioners authorizes the Executive Director to enter into (sign) such loans and any other supporting /relevant documents on the Commissions behalf,

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Community Development Commission of Mendocino County do hereby approve the Executive Director to act on behalf of the Commission to enter into two loans with Savings Bank of Mendocino County, and sign any other supporting /relevant documents, not to exceed \$550,000 each for the purchase of two 15-unit properties at 140 Zinfandel Drive and 1701 Tanya Lane, both in Ukiah CA.

The foregoing resolution was introduced by Commissioner_____ and seconded by Commissioner _____ and passed and adopted on this 20th day of December 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

WHEREUPON, the chairperson declared Resolution No. 2003-18 adopted, AND SO ORDERED.

Dawn Deetz, Chair

Todd Crabtree, Executive Director