



**COMMUNITY DEVELOPMENT COMMISSION
OF MENDOCINO COUNTY**
Regularly Scheduled Meeting Agenda
Thursday, April 21, 2016, 1:30 P.M.

Fort Bragg Police Department Conference Room
250 Cypress Street
Fort Bragg, CA 95437

1. **Roll Call**
2. **Approval of February 18, 2016 minutes** (Attached) – Pages 4-7
3. **Report of Posting Agenda:** Pursuant to Government Code §54954.2, the Agenda for this meeting was properly posted on April 14, 2016.
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 8-9
 1. Executive Directors Report
 - B. Accounting- *10 Minutes* (Attached) – Pages 10-19
 1. Controller's 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. Supportive Opportunity for Permanent Housing Report
 8. Community Development and Sustainability Programming Report of Revenues and Expenditures
 9. College Court Revenues and Expenses Report
 10. BBN and PMF Revenues and Expenses Report
 - C. Development and Sustainability- *10 Minutes* (Attached) – Pages 20-21
 1. Development and Sustainability Department Report

D. Housing- *15 Minutes* (Attached) – Pages 22-26

1. Housing Manager Report
2. Occupancy Move in/Move out Report
3. TAR Report

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

A. Article from the Ukiah Daily Journal, “Ukiah City Council discusses city’s housing needs” by Justine Frederiksen on February 20, 2016 - Pages 27-28

9. Unfinished Business

None

10. New Business-*15 Minutes*

A. Discussion and Possible Action on Resolution #1059-16 Authorizing the Controller and Executive Director to Write Off of Uncollectable Debts
- Pages 29-31

B. Discussion and Possible Action Regarding Executive Director Yearly Evaluation (Closed Session) – Government Code 54957 -page 32

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 x 119 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
February 18, 2016

Chair Person Dawn Deetz called the meeting to order at 1:31 PM., February 18, 2016. The meeting was held at 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 a quorum present.

Commissioner Members Present

Kathy Brigham
Dawn Deetz
Gary Mirata
Vishnu- in at 1:33 PM
Richard Willoughby

Commissioner Members Absent

Jeffrey Warner

Others Present

None

CDC Employees

Heather Bought- Housing Manager
Todd Crabtree-Executive Director
Larry Cuneo-Controller
Michelle Leher-Office Representative I
Craig Schlatter- Development and Sustainability Manager

Members of the Public

None

2. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted February 11, 2016.

3. Approval of the minutes

Approval of December 17, 2015 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to approve the December 17, 2015 Minutes.

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

4. Committee Reports

None

Todd Crabtree proposed to add an item to the agenda. The item is a closed session item. 10B Discussion and Possible Action Regarding Litigation/Mediation Possible Settlement of Holly Ranch Village Stairs Negotiation- (Closed Session) - Government Code 54956.9

Motion by Commissioner Mirata and Seconded by Commissioner Vishnu to Add 10B Closed Session to the Agenda.

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

5. Executive Director Report

a. Administration

Todd Crabtree presented his report as written. Todd went to the California Association of Housing Authorities annual meeting in southern California on February 4-6. There was discussion of HUD changing the Section 8 inspection process. They want to change the inspection process to mirror the Public Housing inspection process. Instead of using Housing Quality Standards (HQS), they will change to the Uniform Physical Conditions Standards (UPCS). This would be a more comprehensive inspection process. This change may go into effect in the next year.

b. Accounting

Larry Cuneo presented his report as written. Larry reviewed the CDC and BBN Combined Summary of Revenues and Expenses report. This shows the revenue and expenses for the first quarter of the fiscal year.

The Housing Choice Voucher (HCV) program admin revenue less expenses is a favorable \$24,626.

Permanent Supportive Housing (PSH) programs revenue equals the expenses.

Community Development and Sustainability programs revenues are exceeding their expenses.

College Court has a favorable \$3,490. This balance may get closer to \$0 as the year continues.

Building Better Neighborhoods (BBN) and Property Management Fund (PMF) has a favorable \$63,486 so far this year.

Housing Choice Vouchers HAP has been spending about \$500,000 a month in rental assistance and HUD is reimbursing at the same amount.

c. Development and Sustainability

Craig Schlatter presented his report as written with a couple of updates. Craig informed the Board that the reports in the Board packet will be changing in the next couple of meetings. He removed the grant worksheet. Grant management is only about 10-15% of what the department is doing now. He wants to get some input from his staff what they think the reports should look like.

At the request of the Board, Craig did some research of why the First Time Homebuyer program was put on hiatus. Craig handed out a Supplemental Staff Report to the Board. This report outlines the reasons he has been able

to identify for why this occurred. The County had unexpended program income, which is basically loan repayments. This money collects in an account, CDBG Program Income (PI) account. There are certain requirements and regulations regarding the reuse of the Program Income.

The County has had a huge balance in this account for the last several years. CDC had made several recommendations of how they can spend that money down. The County did not follow these recommendations and the reason given was that they wanted to spend the Program Income on economic development loans. The County had reallocated the \$550,000 of committed grant funds to the Program Income pool and disbursed it to other projects. It appears most of the projects are not eligible for these CDBG and HCD funds.

Supervisor Woodhouse reached out to Craig to describe what happened. It was evident that the Board of Supervisors were unaware of the ramifications of their decisions and how the reallocation of the funding was occurring. Basically they were told that the County needed to spend down the Program Income so they can apply for more grant funds. Supervisor Woodhouse apologized for what had happened and said he would get to the bottom of this.

d. Housing

Heather Blough presented her report as written. Commissioner Vishnu asked about the restitution of the big fraud case. Heather informed the Board that CDC has requested the full amount be paid back but the Assistant District Attorney will negotiate what the restitution will be.

Commissioner Mirata compliments Heather on the 99% leased units in the Project Based Voucher program.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. New Business

A. Discussion and Possible Action Regarding Resolution #1058-16 Approving Updated Chapter II and III and Adding Addendum I and J to the Administrative Polices for the Permanent Supportive Housing Program (formerly Shelter Plus Care)

Part of the funding requirements of the Permanent Supportive Housing program is that the administrators of the of these funds participate in a coordinated entry process in which homeless individuals have a place to go and can be assessed and referred to the most appropriate housing programs such as Permanent Supportive

Housing, transitional housing, rapid rehousing. This is defining that process in the Admin Plan.

Motion by Commissioner Mirata and Seconded by Commissioner Brigham to Adopt Resolution #1058-16 Approving Updated Chapter II and III and Adding Addendum I and J to the Administrative Policies for the Permanent Supportive Housing Program (formerly Shelter Plus Care).

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

B. Discussion and Possible Action Regarding Litigation/Mediation Possible Settlement of Holly Ranch Village Stairs Negotiation- (Closed Session) - Government Code 54956.9

Reported out of closed session at: 2:48 PM.

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to Adopt Resolution #1059-16 Approving the settlement agreement of \$45,000 with Robert Barnett of R.R. Barnett and Associates for the Holly Ranch Village stairs construction issue.

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

11. Public Expression

None

12. Adjournment 2:59 PM

Motion by Commissioner Willoughby and Seconded by Commissioner Vishnu 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: 4/21/16
AGENDA ITEM: 5.A

DATE: 4/6/16
TO: Board of Commissioners
FROM: Todd Crabtree, Executive Director
SUBJECT: Administration

Personnel.

Housing Manager has one temporary Housing Specialist and Housing Specialist who has been out on long leave has returned to work on a part time basis.

Development and Sustainability Department has conducted interviews for hiring a Development and Sustainability Specialist Intern. It is expected the intern would start in the summer (July/August) and work here for a year while completing their degree work.

Kathy Brigham has been approved as a Commissioner. This leaves one vacancy, coastal client. Need to schedule meeting for Kathy with Orientation/Welcome Committee.

Housing Assets/Housing Programs.

Been working with Housing Manager to wrap up VASH project based at PEP Housing project. We are both looking at work for a possible post disposition activity. When CDC did a disposition of our public housing properties, the office building was not included. It wasn't housing and no one at HUD said anything about including it. However, it still shows up in HUD online systems with a public housing identification number. HUD has said they want it removed from that database and we would need to do a similar disposition application process. We are working with our disposition attorney and trying to find someone at HUD with common sense on this matter. Only been a month so far and will update if we find any such person; otherwise we will be doing a disposition application for the office building and bring it to the board as part of the agency plan in July.

Development and Sustainability.

Been working on agreement with City of Ukiah for general housing and economic development services. Expecting to go to the City Council meeting on April 20th for City Council consideration of the contract.

Accounting.

Audit has started. This week wrapping up initial work. So far things are progressing well.

Also, working with Controller about possibly paying off College Court loan with Savings Bank off early. It would save us over \$30,000 in interest.

Other:

Have started employee recognition program to replace performance incentive program as of October 1.

CHWCA annual meeting in May. Expect myself or our alternate, Larry Cuneo, to attend.

Have draft personnel policy to share with staff for input then final legal review. Then will bring to board for consideration.

Have started putting board agendas and minutes on the website.

www.cdchousing.org

EDDAPRIL6.16



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

To: Board of Commissioners Date: 4/06/2016

From: Larry Cuneo Agenda Date: 4/21/2016

Department Resource:	<u>Larry Cuneo</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:

- The Commission's accounting staff has been preparing for this spring's audit season. Support for key balance sheet accounts were assembled prior to the auditor's first day of field work.
- Processed routine accounting transactions (AP, paying landlords, reporting to HUD, payroll, deposits, etc). Processed routine reports such as US Census Bureau labor report, monthly Voucher Management System (VMS) report, and quarterly worker's comp report, etc.
- The preparation of IRS 1099 MISC paper forms took place in January. The related data was uploaded to the Federal IRS and State FTB web sites in late March.
- The accountants have been revising the system used for reconciling the costs of benefits and the related payments to providers of health benefits. This reconciliation is performed each month.
- Michelle Leher has been continuing to process clients from the rental assistance waiting list. She purged her list of nonresponding families during March.

Planned activities:

- Our attention in May pertains to working with our auditors on the preparation of the audit report. There are new reporting requirements related to governmental retirement obligations. This will take some time to study and prepare. The goal is to have the audit report materially prepared by mid May 2016.

COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY
Summary of revenues and expenses from 10/01/15 through 03/31/16

Housing Choice Vouchers (HCV) Admin

The attached report is for the first half of the fiscal year. The CDC has continued its trend of spending less on the administration of the HCV program than is earned. Revenues exceeded expenses by \$44,246.

Housing Choice Vouchers (HCV) HAP

The Housing Authority is providing approximately \$500,000 of rental assistance per month. HUD is sending approximately \$500,000 per month to the CDC.

Permanent Supportive Housing (PSH)

The PSH agreements between HUD and the CDC cover a July through June period. The Housing staff has initiated the Supportive Opportunities for Permanent Housing program (SOPH) this fall. It is expected that revenues will cover all expenditures during 2015-16 for both the PSH and SOPH assistance programs.

Development and Sustainability (D&S)

The Development and Sustainability department will be funded during 2015-16 via agreements with PG & E and the department will continue its participation in City and County federally-supported activities. The department has earned approximately \$16,650 more than it expended during the first half of the 2015-16 fiscal year.

College Court

Seven rental units are maintained at the College Court property. During the first half of the year revenues exceeded expense by \$7,794.

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 \$55,000 per month for the maintenance of its properties and the service to its tenants.

The combined BBN-PMF effort realized a \$105,214 gain during the first half of the fiscal year.

CDC and BBN Combined Summary of Revenues and Expenses									
for the Period 10/01/2015 through 03/31/2016									
		Permanent Supportive Housing and SOPH	Development and Sustainability	College Court	BBN and PMF	Subtotal Column	Housing Choice Vouchers - HAP	Total Column	
Revenues:									
Rent				30,474	827,738	858,212		858,212	
HAP Revenue		681,901				681,901	3,066,805	3,748,706	
Admin Revenue	370,546	36,754			7,792	407,300		407,300	
Cable Charges						7,792		7,792	
Property Management Fees					330,000	330,000		330,000	
Revenues from PG and E			110,250			110,250		110,250	
City and County Dvlpmt Rev			45,636			45,636		45,636	
All Other Revenues			15,072	902	33,934	49,908		49,908	
Transfers Into the RR Fund					84,000	84,000		84,000	
Total Revenues	370,546	718,655	170,958	31,376	1,283,464	2,574,999	3,066,805	5,641,804	
Expenses:									
Payroll Expenses	261,040	29,403	100,246	6,889	276,442	674,020		674,020	
Property Management Expense					330,000	330,000		330,000	
Loan Interest Expense				5,345		5,345		5,345	
Appliances, Maint., Repairs				1,202	183,196	184,398		184,398	
All Other Expenses	65,260	7,351	54,065	3,288	46,198	176,162		176,162	
Transfers Out to Other Funds					84,000	84,000		84,000	
HAP Assistance Expenses		681,901				681,901	3,002,319	3,684,220	
Depreciation Expense				6,858	258,414	265,272		265,272	
Total Expenses	326,300	718,655	154,311	23,582	1,178,250	2,401,098	3,002,319	5,403,417	
Revenues Less Expenses	44,246	0	16,647	7,794	105,214	173,901	64,486	238,387	

HAP tracking sheet for Housing Choice Vouchers (HCV)									
A	B	C	D	E	F	G	H	I	J
					(C+D-E)				(E/I)
			HAP part						
	Total	HUD's HAP	Revenues of Fraud	HAP Expense	Month's Net Income	NRA	Units	Units	Average HAP
Month	Authorized ABA	Disbursements to the CDC	and Int rev	per Month		Running Balance	Authorized	Served	
Sep of 2014						80,064.00			
Oct of 2014	460,223.00	478,693.00		480,234.00	(1,541.00)	78,523.00	1149	859	559.06
Nov of 2014	460,222.00	480,157.00	552.00	486,874.80	(6,165.80)	72,357.20	1149	867	561.56
Dec of 2014	460,222.00	467,962.00	2,178.00	488,049.20	(17,909.20)	54,448.00	1149	870	560.98
Jan of 2015	462,511.00	488,018.00	1,140.50	494,959.08	(5,800.58)	48,647.42	1156	878	563.73
Feb of 2015	463,896.00	492,850.00	177.00	487,705.55	5,321.45	53,968.87	1156	880	554.21
Mar of 2015	463,896.00	492,850.00	2,014.00	488,481.86	6,382.14	60,351.01	1156	873	559.54
Apr of 2015	497,846.00	555,901.00	2,132.50	493,185.88	64,847.62	125,198.63	1156	882	559.17
May of 2015	497,845.00	495,840.00	3,704.00	496,824.61	2,719.39	127,918.02	1156	887	560.12
June of 2015	497,845.00	495,840.00	1,333.50	499,200.83	(2,027.33)	125,890.69	1156	882	565.99
July of 2015	503,495.00	484,663.00		503,639.53	(18,976.53)	106,914.16	1156	876	574.93
Aug of 2015	497,845.00	494,425.00	1,821.00	504,863.15	(8,617.15)	98,297.01	1156	873	578.31
Sep of 2015	497,845.00	494,425.00	5,938.00	501,053.01	(690.01)	97,607.00	1156	879	570.03
Oct of 2015	486,375.00	515,600.00	500.00	499,117.21	16,982.79	114,589.79	1156	863	578.35
Nov of 2015	482,703.00	507,199.00	776.00	497,471.00	10,504.00	125,093.79	1156	862	577.11
Dec of 2015	482,703.00	507,199.00	667.00	506,653.00	1,213.00	126,306.79	1156	861	588.45
Jan of 2016	507,651.00	516,417.00	1,140.50	497,228.00	20,329.50	146,636.29	1156	862	576.83
Feb of 2016	507,651.00	510,085.00	177.00	498,397.00	11,865.00	158,501.29	1156	855	582.92
Mar of 2016	507,651.00	505,030.00	2,014.00	503,453.00	3,591.00	162,092.29	1156	856	588.15

Permanent Supportive Housing Utilization Report

Funding Period 07/01/2015 through 06/30/2016

previously referred to as Shelter Plus Care - TRA

Month	Assistance		Assistance	Percentage		Admin	Admin	Percentage	
	Units	Leased		of Grant Year	Funds				Portion of HUD Grant
July	130	140	\$ 133,083	101,507	8.3%	5,606	\$ 5,549	8.3%	8.2%
August	130	136	133,083	103,584	16.7%	5,606	5,697	16.7%	16.7%
September	130	145	133,083	112,466	25.0%	5,606	5,638	25.0%	25.1%
October	130	146	133,083	112,278	33.3%	5,606	5,644	33.3%	33.5%
November	130	146	133,083	106,015	41.7%	5,606	5,635	41.7%	41.9%
December	130	146	133,083	108,503	50.0%	5,606	5,863	50.0%	50.6%
January	130	143	133,083	102,490	58.3%	5,606	5,643	58.3%	59.0%
February	130	139	133,083	99,484	66.7%	5,606	4,922	66.7%	66.3%
March	130	140	133,083	102,227	75.0%	5,606	5,614	75.0%	74.6%
April	130	130	133,083		83.3%	5,606		83.3%	74.6%
May	130	130	133,083		91.7%	5,605		91.7%	74.6%
June	130		133,083		100.0%	5,605		100.0%	74.6%
Totals			\$ 1,596,996	\$ 948,554		\$ 67,270	\$ 50,205		

HAP Funding \$ 1,596,996 Admin Funding \$ 67,270

Total Funding \$ 1,664,266

Permanent Supportive Housing Utilization Report

Funding Period 07/01/2015 through 06/30/2016

previously referred to as Shelter Plus Care - Ford Street

Month	Assistance		Assistance	Percentage		Admin	Admin	Percentage	
	Units	Leased		of Grant Year	Funds				Portion of HUD Grant
July	4	4	\$ 4,588	2,732	8.3%	259	\$ 256	8.3%	8.2%
August	4	4	4,588	3,704	16.7%	259	345	16.7%	19.3%
September	4	4	4,588	3,601	25.0%	259	259	25.0%	27.6%
October	4	4	4,588	2,594	33.3%	259	159	33.3%	32.7%
November	4	3	4,588	2,150	41.7%	259	256	41.7%	40.9%
December	4	4	4,588	7,473	50.0%	260	253	50.0%	49.1%
January	4	4	4,588	3,934	58.3%	260	267	58.3%	57.6%
February	4	4	4,588	4,055	66.7%	260	304	66.7%	67.4%
March	4	4	4,588	3,793	75.0%	260	184	75.0%	73.3%
April	4		4,588		83.3%	260		83.3%	73.3%
May	4		4,588		91.7%	260		91.7%	73.3%
June	4		4,588		100.0%	260		100.0%	73.3%
Totals			\$ 55,056	\$ 34,036		\$ 3,115	\$ 2,283		

HAP Funding \$ 55,056 Admin Funding \$ 3,115

Total Funding \$ 58,171

Supportive Opportunity for Permanent Housing Report							HAP Funding	Admin Funding	Total Funding	
Funding Period 09/01/2015 through 06/30/2016							\$ 67,106	\$ 6,710	\$ 73,816	
also known as SOPH										
	Units Authorized	Units Leased	Assistance HUD Grant Authorized	Assistance Payments	Percent of Grant Year Elapsed	Percentage of Assistance Funds Expended	Admin HUD Grant Authorized	Admin Expenses	Percent of Grant Year Elapsed	Percentage of Admin Funds Expended
July			\$ -	-			\$ -	-		
August										
September	6	5	6,711	1,805	25.0%	2.7%	671	0	25.0%	0.0%
October	6	5	6,711	4,461	33.3%	9.3%	671	568	33.3%	8.5%
November	6	6	6,711	5,236	41.7%	17.1%	671	242	41.7%	12.1%
December	6	5	6,711	4,252	50.0%	23.5%	671	554	50.0%	20.3%
January	6	5	6,711	4,252	58.3%	29.8%	671	321	58.3%	25.1%
February	6	5	6,711	4,452	66.7%	36.4%	671	162	66.7%	27.5%
March	6	5	6,710	4,252	75.0%	42.8%	671	163	75.0%	30.0%
April	6		6,710		83.3%	42.8%	671		83.3%	30.0%
May	6		6,710		91.7%	42.8%	671		91.7%	30.0%
June	6		6,710		100.0%	42.8%	671		100.0%	30.0%
Totals			\$ 67,106	\$ 28,710			\$ 6,710	\$ 2,010		

Development and Sustainability Programming

Report of Revenues and Expenditures

October 1, 2015 through March 31, 2016

	P.G. & E. Related Projects		City of Ukiah		County		Combined
	Oversight	Bond	Funded Activities	Funded Activities	Funded Activities		
Revenues:							
Project Revenue	110,250	5,000	20,206	0	25,430	160,886	
Admin Earnings	0	0	0	0	0	0	
Activity Delivery Earnings	0	0	0	0	0	0	
Interest Revenue from Banks	0	0	0	0	0	0	
Bond Oversight Revenue	0	10,000	0	0	0	10,000	
Other Revenue	0	72	0	0	0	72	
Total Revenues	110,250	15,072	20,206		25,430	170,958	
Expenses:							
Payroll Expenses	62,803	2,324	10,441	0	24,678	100,246	
Legal Expenses	0	321	0	0	0	321	
Staff Training and Travel	1,269	522	0	0	406	2,197	
Project and Subcontractors	35,444	0	8,680	0	0	44,124	
Computer Expenses	2,136	1,135	0	0	0	3,271	
Insurance (HARRP)	2,100	0	0	0	60	2,160	
All Other Expenses	1,110	645	0	0	237	1,992	
Total Expenses	104,862	4,947	19,121		25,381	154,311	
2015-16 Revenues Less Expenses	5,388	10,125	1,085		49	16,647	

College Court
Report of Revenues and Expenditures
Revenue and Expenses for the Period 10/01/2014 through 03/31/2016

Revenues:

Rent Revenue	30,474
Insurance Proceeds (sewer problem)	0
Transfers IN from other funds	0
All Other Revenue	902
Total Revenues	31,376

Expenses:

Payroll Expenses	6,889
Sewer and Utilities	975
Garbage Removal	1,392
Appliances and Appliance Repair	76
Maintenance and Supplies	1,126
All Other Expenses	921
Loan Interest Expense	5,345
Depreciation Expense	6,858
Total Expenses	23,582

Revenues Less Expenses **7,794**

Loan Principal Disbursements:

3,043

Building Better Neighborhoods												
Revenue and Expenses for the Period 10/01/2015 through 03/31/16												
	Baechtel	Glass Beach	Marlene Brookside	Sanderson Way	Sea Cliff	Ukiah 30	Replacement Reserve	Total BBN	CDC's Project Management Fund (PMF)	BBN and PMF Combined		
Revenues:												
Rent	273,147	107,555	100,367	75,517	90,684	180,468	0	827,738				
Cable Charges	7,792							7,792				
Property Management Fees								0	330,000			
All Other Revenues	3,185	1,018	357	55	3,856	667		9,138	24,796			
Transfers Into the RR Fund								84,000				
Total Revenues	284,124	108,573	100,724	75,572	94,540	181,135	84,000	928,668		354,796		1,283,464
Expenses:												
Payroll Expenses												276,442
Property Management Expense	141,060	35,880	31,080	21,540	45,420	55,020		330,000				
All Other Expenses	6,753	4,809	1,471	1,882	4,896	2,135		21,946		24,252		
Sewer and Utilities	42,901	547	0	576	3,624	8,429		56,077		105		
Garbage Removal	5,491	6,577	102	2,257	5,659	862		20,948		81		
Appliances and Appliance Repa	468	575	142	0	163	2,276		3,624		0		
Materials, Supplies and Repair	22,514	11,480	11,024	4,362	8,454	10,540		86,145		16,216		
Transfers Out to RR Fund	36,120	9,240	7,560	5,040	11,760	14,280		84,000		0		
Depreciation Expense	59,472	48,324	29,730	21,006	39,630	53,196		251,358		7,056		
Total Expenses	314,779	117,432	81,109	56,663	119,606	146,738	17,771	854,098		324,152		1,178,250
Revenues Less Expenses	(30,655)	(8,859)	19,615	18,909	(25,066)	34,397	66,229	74,570		30,644		105,214



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

To: Board of Commissioners Date: 4/7/2016

From: Development & Sustainability Department Agenda Date: 4/21/2016

Department Resource:	<u>Craig Schlatter</u>	Phone: 463-5462 ext. 109	Present <input 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 and Future Planned Activities**

Please see below for a summary and details on significant accomplishments and activities for the period.

Useful acronyms for this report:

- CDBG – Community Development Block Grant program
- HCD – State of California Department of Housing and Community Development
- NOFA – Notice of Funding Availability
- PG&E – Pacific Gas and Electric Company
- MLEW – Mendo-Lake Energy Watch
- RHTR – Rural and Hard to Reach
- IOU – Investor Owned Utility
- REAP – CDC’s Responsible Energy Awareness Practices program

Team (all Staff)

- Held Department retreat on February 25 and 26
- Department began coordinating on capital improvement and maintenance projects

Development

Community and Economic Development Programming

- Creekside Village multi-family housing rehabilitation project is over 75% completed; submitted CDBG project funds request #1 to HCD for 60% expenditure in March; expect project completion by mid-May at the latest.
- Finalized CDC-City of Ukiah administrative services agreement; agreement is on City Council April 20 consent agenda for approval.
- Secured approval on revised City of Ukiah single-family housing rehabilitation program from City Council for mobile home replacement; launched new program.

Facilities Maintenance, Capital Improvements, and Housing Development

- Completed vacant unit make-ready turnovers in 20 days or less.
- Completed sewer lateral replacement project at 1504 S Dora.
- Completed all preventative maintenance inspections and unit repairs in preparation of Housing Quality Standards inspections in mid-April.

Sustainability

Energy Efficiency and Sustainability Programming

- Completed and submitted 2016-17 MLEW Program Management Plan; received approval from PG&E and have begun implementation.
- Designed and began implementation of schools marketing campaign to pursue Proposition 39 and energy efficiency projects.
- Interviewed Stevenson Center for Community and Economic Development potential interns to join the D&S Department, focusing on schools energy efficiency support.
- A professional engineer conducted an assessment of the CDC building to satisfy a final requirement for obtaining Energy Star Certification. The full application is in the process of being submitted, and we expect a determination within a few weeks.
- Collaborated with other RHTR energy watch partnerships to write a proposal to all IOUs for the Public Sector Business Plan; the Plan advocates for rural areas.
- CDC was invited by the Local Government Commission and State Energy Efficiency Coordinator to present at the 2016 Statewide Energy Efficiency Collaborative Forum in Riverside about the REAP program; this presentation will occur in mid-June.

Near-Term General Department Priorities

- Select Stevenson Center intern; work with Illinois State University on contract.
- Create new department reports by next board meeting.
- Secure approval on CDC-City of Ukiah agreement; begin implementation of housing element activities. Complete Creekside Village rehabilitation project.
- Complete make-ready vacancy turns at two units in May.
- Design and implement new preventative maintenance plan.
- Complete procurement of all vendor services.
- Hold next department meeting/celebration- scheduled April 14.

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

Concerns outlined in previous report:

None

Status of progress towards previously identified concerns:

N/A

Concern(s) encountered since last report:

None for period.

Discussion of why a concern:

N/A

Actions planned or taken to address identified 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: 3/30/2016

From: Heather Blough Agenda Date: 4/21/2016

Department Resource:	<u>Heather Blough</u>	Phone: 463-5462 ex 115	Present <input 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:

- Continuing Supervision with Staff, mostly monthly at this time.
- Continuing to process Reasonable Accommodations

**Housing Assets:
(BBN, CC, HRV, PBV)**

- Occupancy as of 2/29/2016 is 99%
- Working with Leasing and Property Specialist to track and monitor the different types of vacant unit time.
- Working with Sustainability and Development Manager on transitioned maintenance activities to that department.
- Write offs under separate action item.

**Housing Programs
(VASH, HCV, PSH, PBV)**

- February 2016 Yardi Voucher Management System report reflected 855 units leased on the first of the month.
- One staff person returned two days a week, after being out on an extended leave.
- Large fraud case that the district attorney has been prosecuting has resulted in a felony guilty plea, with the former participant being assigned to 3 years of felony probation, 90 days in local jail (which will mean 45 days) and restitution in the amount of \$42,382. Formal notification of this has not been received yet, however I attended the court proceedings, and was able to voice CDC’s position that the full amount is due, however CDC recognized that the District Attorney’s office had authority to negotiate this plea deal.
- Project Based HUD/VASH Agreement to enter into a Housing Assistance Payments Contract (AHAP) finalized and signed by all parties. Attended the ground breaking ceremony as an honored guest and speaker.
- Continue to conduct “distance” appointments for re-certifications for housing programs (except PBV) during this period.

- Working with Office Rep I, who is assigned to the waitlist for Housing Choice Voucher and Project Based Voucher. We have established target voucher issue amounts, based on meeting with Controller, which determined we could increase the leasing rate to between 875 and 900.
- During this period the Quality Control Specialist is managing the case load while training new staff, so I have been assisting with quality control of new contracts and voucher issue files.
- The past two months have had 10 hearings for either termination actions or reasonable accommodations.
- Attended an all-day webinar on Fair Housing in anticipation of the new Affirmatively Furthering Fair Housing requirements.
- Have hosted PEP housing staff at the monthly HUD/VASH meeting and beginning to develop the plan for housing veterans once the development opens.
- Have attended monthly, and also a special meeting of the Continuum of Care meetings.
- The Emergency Solutions Grants (funded by HUD to the State and then administered by Housing and Community Development) is in the process of a re-vamp which should provide for funding possibilities for small rural communities. Have been attending the CoC committee meetings regarding this funding possibility.
- Funding announced for Tier 1 of the CoC grants:

CDC was awarded three grants:

SOPH- Tenant Based Rental Assistance: \$80,709.

TAY-TRA- Tenant based rental assistance: \$41,659

Tenant Based Rental Assistance: \$1,522,294

The Sponsor Based rental assistance was not funded in Tier 1.

SOPH is the grant CDC assumed from Ford Street and is 6 units, TAY-TRA is a new grant for 4 tenant based rental assistance units for transitional aged youth in partnership with Redwood Community Services, and the Tenant Based Rental Assistance is the 130 units we have administered for many years. Last year the Sponsor Based Rental Assistance was funded in Tier 2, so I am hopeful that is what will happen for this grant cycle.

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= Tenant Based Rental Assistance
SRA=Sponsor Based Rental Assistance
TAY= Transitional Aged Youth
HMIS=Homeless Information Management System
PSH=Permanent Supportive Housing
HAP=Housing Assistance Payments

Project	Total Units	Occupied Units	Off Line **	Make Ready	Vacant Units	Actual Occupancy	Adjusted Occupancy (Available Units- off line units)
College Court	7	7	0	0	0	100.00%	100.00%
Baechtel Creek	60	60	0	0	0	100.00%	100.00%
Seacliff	19	18	0	0	1	94.74%	94.74%
Ukiah 30	23	23	0	0	0	100.00%	100.00%
Sanderson Village	9	9	0	0	0	100.00%	100.00%
Glass Beach	15	15	0	0	0	100.00%	100.00%
Marlene Brookside	13	13	0	0	0	100.00%	100.00%
Total	146	145	0	0	1	99.32%	99.32%

Vacant Units and their Status				
Address	Bed size	Projected Ready Date	Anticipated Lease Date	Applicatin Approved and waiting
531 Cypress St. # R	2	2/18/2016	3/8/2016	Yes

Units Inspected	
Total units to be inspected for the year	146
Vacant Units Exempted	0
Number of Units inspected for the month	12
Number completed year to date	75
Percentage completed year to date	51.37%

Pending Vacancies				
Address	Type of notice	Status	Lock out	Vacate date
531 Cypress St. #A	Under Occupied	Moving to BCV		3/3/2016
914 John Cimolino Way	Zero HAP-Under Occup	Noticed		3/16/2016

Agency Owned and Managed Accounts Receivable

2/29/2016							
Project	Rent	Other*	Total Tenant Due W/O Deposit	Deposit	HAP	Total	Comments
Sanderson Way			\$ -			\$ -	
Marlene/Brookside	\$ 481.00		\$ 481.00	\$ 540.00		\$ 1,021.00	Repay, New MI
Glass Beach		\$ 31.00	\$ 31.00	\$ 1,191.00		\$ 1,222.00	MT, New MI
Baechtel Creek	\$ 271.00	\$ 14.00	\$ 285.00	\$ 378.00		\$ 663.00	MT
SeaCliff	\$ 427.00		\$ 427.00	\$ 409.00	\$ -	\$ 836.00	Kelley, New MI
Ukiah 30		\$ 140.00	\$ 140.00		\$ -	\$ 140.00	Repay
Subtotal BBN	\$ 1,179.00	\$ 185.00	\$ 1,364.00	\$ 2,518.00	\$ -	\$ 3,882.00	
College Court	\$ -	\$ 52.00	\$ 52.00			\$ 52.00	Lock Outs
Subtotal Agency	\$ -	\$ 52.00	\$ 52.00	\$ -	\$ -	\$ 52.00	
Total Combined	\$ 1,179.00	\$ 237.00	\$ 1,416.00	\$ 2,518.00	\$ -	\$ 3,934.00	

1/31/2016							
Project	Rent	Other*	Total Tenant Due W/O Deposit	Deposit	HAP	Total	Comments
Sanderson Way			\$ -	\$ 400.00	\$ -	\$ 400.00	
Marlene/Brookside	\$ 536.00	\$ 74.94	\$ 610.94	\$ 649.00	\$ 171.00	\$ 1,430.94	MT, Repayment, LF
Glass Beach	\$ 6.00	\$ 30.00	\$ 36.00	\$ 612.00		\$ 648.00	LF
Baechtel Creek	\$ 343.00	\$ 37.29	\$ 380.29	\$ 737.00	\$ 270.00	\$ 1,387.29	MT, Repay, Cable
SeaCliff	\$ 237.00		\$ 237.00			\$ 237.00	Moving Out Rent
Ukiah 30		\$ 279.36	\$ 279.36			\$ 279.36	Windows, MT
Subtotal BBN	\$ 1,122.00	\$ 421.59	\$ 1,543.59	\$ 2,398.00	\$ 441.00	\$ 4,382.59	
College Court		\$ 80.00	\$ 80.00	\$ 106.00		\$ 186.00	Lock Outs
Subtotal Agency	\$ -	\$ 80.00	\$ 80.00	\$ 106.00	\$ -	\$ 186.00	
Total Combined	\$ 1,122.00	\$ 501.59	\$ 1,623.59	\$ 2,504.00	\$ 441.00	\$ 4,568.59	

*Other-includes such things as maintenance charges, late fees, utilities paid by CDC that were tenant responsibility.

* Note: LF= late fees which are \$25 if rent is not paid by close of business on the 5th of the month

MT= Maintenance charge

MI= Move In

Ukiah City Council discusses city's housing needs

By [Justine Frederiksen](#), Ukiah Daily Journal

Posted: 02/20/16, 4:15 PM PST | Updated: 1 day ago

[0 Comments](#)

The Ukiah City Council held one of two public hearings Wednesday on a new draft Housing Element, which may help the city address what seems to be a critical lack of housing.

“Our vacancy rate is 1.5 percent, which is one of the lowest in the state,” said Principal Planner Kevin Thompson. “We need housing, we know that, and the low-vacancy rate is driving up the rents.”

The updated Housing Element Plan first came to the Planning Commission, where Commissioner Linda Sanders expressed concern about the amount of homes that have been converted into offices near downtown and wondered if the city might consider zoning changes to prevent more homes from being taken out of the available stock.

Members of the City Council agreed that there's definitely a need for more housing, even for middle- to upper-income professionals, but that changing the zoning from commercial to residential in certain areas might not be the best solution.

“There is flexibility with commercial that you don't have with residential,” said Council member Kevin Doble, explaining that a home in a commercial zone could be rented out for either an office or a living space, while a home in a residential zone could only be used for a living space.

Council member Maureen Mulheren agreed that instead of stopping or reversing the practice of converting homes to offices, perhaps some buildings could make better use of their space by combining living and office space.

“I think we should encourage the owners of vacant offices downtown, (particularly the ones upstairs that aren't ADA compliant), to turn them into the upper-middle class dwellings such as lofts or studios that we're lacking right now,” Mulheren said, adding that she knows young professionals who are being forced to rent single-family homes that they share with others while preferring to live alone. She suggested that the city look beyond the standard apartment complexes and instead encourage infill projects in smaller lots that could have duplexes, “courtyard bungalows” or other living spaces that younger professionals would likely rent.

“One of the things we need here in the valley are jobs and industry, and we need to match our housing stock to the industry that we want to attract,” said Doble, describing it as somewhat of a

“chicken and egg” situation where it’s not clear which comes first, “but you can’t have one without the other.”

City Manager Sage Sangiacomo said staff was hearing and exploring the suggestions for the plan so far, and pointed out that this draft plan represented an important shift in philosophy as it was prepared in-house rather than by consultants.

“Typically this type of report would cost \$60,000 to \$80,000, but it’s being done in-house,” Sangiacomo said.

“That’s a direction we need to go citywide if we can,” said Doble, describing that route as better for the city and its staff. “I hope we have our staff do as many projects as we can.”

No one from the public spoke about the 150-page plan, but it will be brought back to the council in its finished form, likely in April, and members of the public can comment then.

“Hopefully we will have a final draft plan soon, because it is important for a number of reasons,” said Sangiacomo. “Especially when we are looking at grants. When we are going after housing dollars we want to have the document completed.”



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

TO: Board of Commissioners DATE: 4/3/2016

FROM: Heather Blough, Housing Manager AGENDA DATE: 4/21/2016

DEPARTMENT RESOURCE:	<u>H Blough</u>	PHONE: 463-5462 ex 115	Present <input type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 5 min	Urgent <input type="checkbox"/>	Routine <input type="checkbox"/>

■ **AGENDA TITLE: Discussion and Possible Action on Resolution #1059-16 Authorizing the Executive Director and Controller to Write Off of Uncollectable Debts.**

■ **PREVIOUS BOARD OR BOARD COMMITTEE ACTIONS: On 9/17/2015 the Board authorized Resolution #1049-15 which authorized the Controller and Executive Director to write off \$23,091.87 in uncollectable debts.**

■ **SUMMARY:**

CDC has established policies for the write off of tenant accounts receivable as follows:

Debts may be written off in the PHA's reasonable discretion.

When the Board approves the write offs, they are then submitted to a collection agency for further action. Fifty percent of any funds recovered by the collection agency are paid to CDC. The Collection agency keeps the balance.

Additionally, debts by former rental assistance participants in the Housing Choice Voucher Program, as well as the Project Based Voucher Program are entered in to the Enterprise Income Verification (EIV) System so that other Housing Authorities will be aware of the debt.

Attached please find a list of debts that are recommended for write off.

■ **RECOMMENDED ACTION/MOTION:** Approve Resolution #1059-16 authorizing the Executive Director and Controller to write off the listed debts.

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

RESOLUTION NO. 1059-16

**RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION
OF MENDOCINO COUNTY AUTHORIZING THE EXECUTIVE DIRECTOR AND
CONTROLLER TO WRITE OFF ACCOUNTS DECLARED UNCOLLECTABLE**

WHEREAS, in the operation of the Community Development Commission of Mendocino County it becomes necessary to write off certain accounts debts of former tenants and or clients, and

WHEREAS, charged-off accounts will remain a legal debt to the Community Development Commission unless forgiven by judgment, statute of limitations, or legal action, and

Whereas, further collection efforts will be undertaken by an outside collection agency for the accounts attached hereto and made a part hereof,

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Community Development Commission of Mendocino County do hereby authorize the Executive Director and Controller to write off uncollectable debts in the amount totaling \$728.00.

PASSED AND ADOPTED, BY THE Board of Commissioners of the Community Development Commission of Mendocino County on this 21st day of April, 2016 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

WHEREUPON, the chairperson declared Resolution No. 1059-16 adopted, AND SO ORDERED.

Dawn Deetz, Chairperson

ATTEST:

Todd Crabtree, Executive Director



**COMMUNITY DEVELOPMENT COMMISSION
AGENDA SUMMARY**

BOARD AGENDA #10B

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

TO: Board of Commissioners DATE: 4/7/16
 FROM: Todd Crabtree, Executive Director AGENDA DATE: 4/21/16

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 Executive Director Yearly Evaluation (Closed Session) – Government Code 54957

■ **SUMMARY:** The Board of Commissioners hires the Executive Director. Board conducts a yearly evaluation. Executive Director was hired in May of 2006.

■ **ALTERNATIVES:** No action.

■ **RECOMMENDED ACTION/MOTION:** Discussion and Possible Action Regarding Executive Director Yearly Evaluation (Closed Session).

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