HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ AGENDA OF THE REGULAR BOARD MEETING October 25, 2017 1:00 p.m. TO BE HELD AT: HOUSING AUTHORITY OFFICES 2931 Mission Street, Santa Cruz, CA 95060

- 1. Roll Call
- 2. Approval of Minutes of Regular Meeting held September 27, 2017
- 3. Consideration of Late Additions and Changes to the Agenda
- 4. Oral Communications (All oral communications must be directed to an item <u>not</u> listed on this agenda and must be within the jurisdiction of the Board. Presentations must not exceed three minutes in length. The Board will not take action or respond immediately to any Oral Communication presented, but may choose to follow up at a later time or schedule item for a subsequent agenda. The Board may limit the total amount of time allowed for oral communication). Anyone addressing the Board of Commissioners is asked to complete a card and leave it with the Board secretary so that their names may be accurately recorded in the Minutes.
- 5. Unfinished Business
- 6. New Business
 - A. Temporary Loans from 41st Ave Office Fund
 - B. Authorize Disposition of Office Equipment
 - C. Write off of Tenants Accounts Receivable
 - D. Discussion of the Proposed Cancellation of the November 22, 2017 and December 27, 2017 Regular Meetings and the Scheduling of a Special Meeting on December 13, 2017
 - E. Consent Agenda
 - F. Buena Vista Migrant Center
 - G. Landscaping Chemical Use
 - H. Consideration of Waiting List Residency Preference
- 7. Written Correspondence
- 8. Report of Executive Director
- 9. Reports from Board Members (Board members may report on meetings attended, if any, or other items of interest.)
- 10. Closed Session

(The Board will recess to discuss those items listed, if any.)

- A. Real Property Discussion
- 11. Report on Closed Session
- 12. Adjournment

^{*}The Housing Authority complies with the Americans with Disabilities Act. If you are a person with disabilities and you require special assistance in order to participate, please contact the Board secretary at 831-454-9455, ext. 201 at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format.

Spanish language translation is available on an as needed basis. Please make arrangements 72 hours in advance by contacting the Housing Authority at 831-454-9455, ext. 280.

Agendas can be obtained from the Housing Authority of the County of Santa Cruz Administration Department.

AGENDA ITEM NO. 1 Roll Call

Chairperson Berg called the meeting to order at 1:04 p.m. Members present Commissioners Berg, Eligio, Garcia, Pomerantz, Schiffrin and Schmale

Members Absent

Commissioner Brunner

Staff Present

Jennifer Panetta and Courtney Byrd of the Housing Authority

AGENDA ITEM NO. 2 Approval of Minutes of Annual Meeting held August 23, 2017

Commissioner Garcia would like the minutes to be amended to reflect that she informed the Board under <u>AGENDA ITEM NO.9</u> that she met with the current and past directors of the PVUSD Office of Migrant Education regarding the 50 Mile Rule.

Commissioner Schiffrin moved for approval of the Minutes of the Annual Meeting of August 23, 2017 as amended; Commissioner Pomerantz seconded the motion and it was passed by the following vote:

AYES:	Commissioners Berg, Eligio, Garcia, Pomerantz, Schiffrin and Schmale
NOES:	None
ABSENT:	Commissioner Brunner
ABSTAIN:	None

AGENDA ITEM NO. 3	Consideration of Late Additions or Changes to the Agenda
None.	

AGENDA ITEM NO. 4	Oral Communications

None.

AGENDA ITEM NO. 5A Landscaping Chemical Use

Secretary Panetta informed the Board that during the June meeting, the Board of Commissioners approved a landscaping contract with Paradise Landscape. Commissioner Pomerantz had a question about the use of the herbicide known as "round-up" and asked for more information regarding the use of this by Paradise Landscaping.

Secretary Panetta explained to the Board that round-up contains the active ingredient glyphosate, which was added to California's list of chemicals known to cause cancer on July 7, 2017. At this time it is unknown what level of exposure poses health risks. Paradise Landscaping uses round up for weed control at the Housing Authorities properties. The use of herbicides plays a significant

role in the quality and appearance of the exterior grounds and landscaping to each property. Prior to application, our tenants are notified in advance and necessary precautions are taken at all times.

If the Housing Authority eliminated the use of glyphosate based herbicides, Paradise Landscaping estimates that the cost of landscaping would increase by \$38,988 annually which represents a 25% increase in total landscaping expenses for the HA properties. Even with this increase in cost Paradise Landscaping anticipates that without the use of glyphosate based herbicides, the quality and appearance of lawn areas at HA properties would diminish over time. A discussed followed.

Commissioner Pomerantz commented that the City of Irvine stopped using round up. Commissioner Pomerantz is concerned about the use of this herbicide and the effect of this chemical on the tenants, especially the children who play in the outside areas.

Commissioner Garcia stated that she met with a couple who asked her what the City of Watsonville could do to stop the use of this chemical. Commissioner Garcia had also heard that the City of Irvine stopped using it.

Commissioner Garcia and Commissioner Pomerantz agreed to share additional information with staff, to be discussed with Paradise Landscaping.

Commissioner Schmale stated that some of the organic products they use to combat the weeds are not necessarily harmless.

Commissioner Eligio informed the Board that she heard of a lawsuit about round up causing cancer.

Commissioner Berg suggested doing a trial period at some point to see if the cost is actually 25% more as Paradise Landscaping estimated.

Commissioner Schiffrin said that County of Santa Cruz set up a task force to study ways reduce the use of round up.

The Board of Commissioners gave staff direction to continue evaluating ways to reduce or eliminate the use of round up.

AGENDA ITEM NO. 6A Resolution No. 2017-11 Resolution Retroactively Authorizing the Submittal of a Grant Application, the Execution of a Grant Agreement and Any Amendments Thereto, and Any Other Documents Necessary to Secure a U.S. Department of Housing and Urban Development (HUD) Family Self Sufficiency (FSS) Coordinator Grant

Secretary Panetta explained that this grant application covers the Housing Authority of the County of Santa Cruz Family Self Sufficiency Program (FSS) for Section 8 and Low Income Public Housing. It will continue funds for the existing 2.0 FTE coordinator positions.

The FSS program assists families who are transitioning from welfare to work. As a family's earned income increases, the family's monthly rent payments increases proportionately. If the family is enrolled in the FSS program, the Housing Authority places an amount equal to the monthly increase in the family's rent into an escrow savings account for the family. A discussion followed.

Commissioner Schiffrin moved to retroactively authorize Resolution No. 2017-11; Commissioner Garcia seconded the motion and it was passed by the following vote:

AYES:	Commissioners Berg, Eligio, Garcia, Pomerantz, Schiffrin and Schmale
NOES:	None
ABSENT:	Commissioner Brunner
ABSTAIN:	None

AGENDA ITEM NO. 6B Contract for Predevelopment Funding for Habitat for Humanity New Construction Project

Secretary Panetta informed the Board that the Housing Authority of the County of Santa Cruz, under contractual agreement with the County of Santa Cruz, provides information and services related to housing and affordable housing programs and activities. For certain activities, the Housing Authority works in partnership with the County of Santa Cruz staff to compliment the services provided through the Housing Authority Housing Services Contract.

In January of 2017, the County of Santa Cruz issued a Request for Proposal for disposition of the land they owned at 2340 Harper Street. In May of 2017, the County selected Habitat for Humanity Monterey Bay (HHMB) as the developer of the project. As part of the Housing Authority Housing Services Contract, the Housing Authority will enter into an agreement for funding of the Habitat of Humanity's predevelopment activities to the planned 12 unit affordable housing development. This loan agreement and promissory note between the HA and HHMB will cover predevelopment costs up to \$300,000.00. Amounts paid to the developer by the HA will be reimbursed by the County through the Housing Services Contract. A discussion followed.

Commissioner Berg and Commissioner Pomerantz questioned why these go before the Board for approval and would like to find out if the Housing Authority Housing Services Contract could be approved all at once. Secretary Panetta said she could check in with our legal counsel.

Commissioner Schiffrin informed the Board that these were redevelopment funds and it is good to have these funds overseen by the Board of Commissioners.

Commissioner Schiffrin moved to approve the Contract for Predevelopment Funding for Habitat for Humanity New Construction Project; Commissioner Pomerantz seconded the motion and it was passed by the following vote:

AYES:	Commissioners Berg, Eligio, Garcia, Pomerantz, Schiffrin and Schmale
NOES:	None
ABSENT:	Commissioner Brunner
ABSTAIN:	None

AGENDA ITEM NO. 6C Migrant Center 50 Mile Rule

Secretary Panetta informed the Board that as previously discussed, the Office of Migrant Services (OMS) has a requirement in their migrant farmer worker housing program that families must reside at least 50 miles away for at least three months during the off-season, in order to be eligible to return. Housing and Community Development (HCD) in response to the statewide criticism about the harmful impact of this rule on migrant children who must change schools at least twice per year as a result of this requirement, hosted a discussion about the 50 mile rule.

Additionally, this year Assembly Member Anna Caballero introduced legislation (AB1165) that would rescind the 50 mile rule. This bill, which was intended to eliminate the harmful consequences of the 50 mile rule, was opposed by many farmworker advocates. They state that while the proposed legislation was well intended, it would basically eliminate or change the State's Migrant Housing Program. Without the 50 mile rule, there is nothing to distinguish migrant worker housing from year-round permanent housing for farm workers. Therefore, the housing would no longer be designated for truly migrant farmworker families. In response to opposition, the bill has been pulled back and will not move forward this year. Each side has valid points. However, there may be ways to preserve the intent of the program to ensure it remains available to migrant farmworker households without the unintended consequences of the 50 mile rule.

Last month, the Board of Commissioners requested a letter that could, if approved, be sent on behalf of the Housing Authority Board and staff, regarding the 50 mile rule. The draft letter taking a middle ground approach is before the board for consideration. A discussion followed.

Commissioner Garcia stated that when she met with the current and former Director of Migrant Education at PVUSD they discussed the 50 mile rule and she would like to suggest after speaking with them adding to the letter expanding the time limit that the farmworkers can live at the migrant center to match up with the school year.

Commissioner Schiffrin supported the suggestion of requesting a longer operating season, but would like to see this in a separate letter The Board agreed. Commissioner Schiffrin would also like to see the regulation regarding the 50 mile rule.

Commissioner Schmale suggested that we could get information from educators regarding how the 50 mile rule effects the children. Secretary Panetta stated that she is working on getting data from the Deputy Superintendent of the County of Santa Cruz Office on Education, Farris Sabbah. The Board agreed that more data on the effects of the 50 mile would be helpful.

Commissioner Garcia would like a copy of the 50 mile rule letter to HCD sent to Dr. Ann Lopez, as well as other community stakeholders.

Commissioner Berg requested the letter wording be revised from "the following changes" on the second page to "the following potential options". The Board agreed.

Commissioner Schiffrin made a motion to approve the letter to HCD as amended with a second letter to be brought to the Board supporting increasing the length of the operating season, to continue getting data on the impact of the 50 mile rule on students and to bring the regulation regarding the rule to the Board; Commissioner Pomerantz seconded the motion and it was passed by the following vote:

AYES:Commissioners Berg, Eligio, Garcia, Pomerantz, Schiffrin and SchmaleNOES:NoneABSENT:Commissioner BrunnerABSTAIN:None

AGENDA ITEM NO. 6D Fair Market Rents

Secretary Panetta informed the Board that each year, HUD establishes Fair Market Rents (FMR's) which are intended to reflect the gross cost of rent and utilities for decent and safe housing. HUDs formula used to calculate the FMRs is extremely complicated, and changes frequently from year to year. HUD FMRs for FFY 2018 were published on September 1st. The FMRs for Santa Cruz County decreased, while FMRs for San Benito County increased. Housing Authorities have the opportunity to request that HUD re-evaluate their FMRs, by conducting their own FMR studies. The FMR's for Santa Cruz County were already inadequate before this reduction. Therefore the Housing Authority has contracted with the University of California at Santa Barbara Economic Department to conduct such a study for our area. A discussion followed.

Commissioner Pomerantz stated that the formula doesn't make sense as the rental prices are just going up in Santa Cruz County. Secretary Panetta informed the Board that staff is drafting comments to HUD regarding the formula.

Commissioner Berg informed that Board that the City of Santa Cruz can help with rental data if needed. Secretary Panetta thanked Commissioner Berg for the offer.

Commissioner Schiffrin stated that some rentals in the area, if the tenant has been living there for some time, are not as likely to be as high.

Commissioner Garcia asked how many times the Housing Authority has contracted a FMR study? Secretary Panetta informed the Board that this is the first time.

Commissioner Schiffrin stated that he appreciated that HUD allowed Housing Authorities to challenge the FMRs.

Finance Director Pomeroy entered the meeting at 2:25 p.m.

AGENDA ITEM NO. 6E Fiscal Year 2016-2017 Financial & Budget Comparison Reports

Secretary Panetta introduced Finance Director Pomeroy. Finance Director Pomeroy informed the Board that included in this month's Board Packet are the year-to-date budget comparison reports as of June 30, 2017, which takes us through the entire fiscal year. Overall, the fiscal year-end financial results closely mirror our budget for the 12 month period. A discussion followed.

Finance Director Pomeroy exited the meeting at 2:51 p.m. with thanks from the Board.

AGENDA ITEM NO. 7 None.	Written Correspondence
AGENDA ITEM NO. 8	Report of Executive Director

Executive Director Panetta informed the Board that the financials for July and August and a comparison against our approved budget (s) FY 2017-2018 is included in this month's Board Packet.

Executive Director Panetta informed the Board that earlier this month, she attended a conference on the California Association of Housing Authorities (CAHA).

Executive Director Panetta informed the Board that the Housing Authority is currently preparing to update to the newest version of our housing program software, Tenmast 2+.

Executive Director Panetta updated the Board on the Housing Authorities website upgrade. And that, additionally, the HA has established a Facebook page. Commissioner Garcia suggested we invite our community members and partner agencies to "like" our page.

Executive Director Panetta gave the Board a Legislative update.

AGENDA ITEM NO. 9

Reports from Board Members

Commissioner Garcia informed the Board that the City of Watsonville is giving Habitat for Humanity land. Commissioner Garcia suggested that staff follow up with Habitat to see if there was a role for the HA.

Commissioner Berg gave the Board of Commissioners a 2017 Housing Conversation Kit. This was developed by the City of Santa Cruz in regards to affordable housing in Santa Cruz.

Commissioner Garcia asked if Secretary Panetta or other Housing Authority staff will be attending the "No Place Like Home" UCSC study which is kicking off Affordable Housing Week (AHW) at the Civic. Secretary Panetta stated she will be attending this as well as other events surrounding AHW.

Commissioner Pomerantz asked whether staff has heard anything about the undocumented clients in our programs and household changes. Secretary Panetta stated that she knows of no household changes. Our staff is aware of the programs out there to assist clients if needed.

Deputy Director Failor entered the meeting at 3:06 p.m.

The Board of Commissioner entered Closed Session at 3:08 p.m.

AGENDA ITEM NO. 10 Closed Session

- A. Real Property Discussion
- B. Legal Matter

The Board of Commissioner exited Closed Session at 3:28 p.m.

AGENDA ITEM NO.11 Report on Closed Session

A. Real Property Discussion

The Board of Commissioners authorized staff to enter into a commercial lease for property on 41st Avenue in Capitola, California.

B. Legal Matter

No Action Taken.

AGENDA ITEM NO. 12 Adjournment

The Board of Commissioners meeting was adjourned at 3:32 p.m.

I hereby certify that these minutes were approved by the Housing Authority of the County of Santa Cruz, on the Twenty Fifth day of October, 2017.

Chairperson of the Authority

ATTEST: _____Secretary

17:mins09

MEETING DATE: October 25, 2017

ITEM NUMBER: 6B

FROM: Executive Director

SUBJECT: Authorize Disposition of Office Equipment

RECOMMENDATION: Write-Off

BACKGROUND SUMMARY:

The following list of office and computer equipment are items that have already been expensed or fully depreciated, but are tracked by the Finance Department staff in the property subsidiary ledger with a zero balance. A bi-annual inventory is performed and then reconciled with the property ledger. The following items are no longer operational and have been donated to Grey Bears.

- 34 Desktop CPUs
- 3 Printers
- 3 Monitors
- 2 Plasma TVs
- 1 Laptop
- 1 Projector
- 1 Server
- 1 Server Tape Drive
- 1 Filing Cabinet
- 1 Scanner

48 Total Items

ACTION:

Authorize write off and disposal of 48 pieces of outdated equipment listed.

MEETING DATE: October 25, 2017

ITEM NUMBER: 6C

FROM: Executive Director

SUBJECT: Write off of Tenants Accounts Receivable

RECOMMENDATION: Authorize

BACKGROUND SUMMARY:

Every effort is made to collect outstanding balances from tenants who have vacated their units. However, the longer a receivable remains outstanding, the more difficult it is to collect. The accounts listed below are more than 60 days past due and have already been sent to collections. If the collection agency is successful, the Housing Authority is reimbursed at a rate of 50 percent of the recovered funds.

Number of Tenants	Project	Amount	Charges Incurred
1 Tenant	Arista Court	\$1,027.02	Vacate charges
		\$1,027.02	Total Public Housing
14 Tenants	Santa Cruz Vouchers	\$16,871.00	HAP Unreported Income
		\$16,871.00	Total Santa Cruz Vouchers
		\$17,898.02	TOTAL WRITE-OFFS

RECOMMENDATION:

The Board to authorize write-offs in the amount of \$17,898.02 for tenant accounts listed above.

MEETING DATE: October 25, 2017

ITEM NUMBER: 6D

FROM: Executive Director

SUBJECT: Discussion of the Proposed Cancellation of the November 22, 2017 and December 27, 2017 Regular Meetings and the Scheduling of a Special Meeting on December 13, 2017

RECOMMENDATION: Adopt

BACKGROUND SUMMARY:

It is proposed the Board cancel the Regular Meetings set for November 22, 2017 and December 27, 2017 and schedule instead a Special Meeting on December 13, 2017at 1:00 p.m. The Special Meeting will allow sufficient time for the Board to conduct the agency business that is expected during this period of time.

MEETING DATE: October 25, 2017

ITEM NUMBER: 6E

FROM: Executive Director

SUBJECT: Consent Agenda

RECOMMENDATION: Discuss

BACKGROUND SUMMARY:

The Housing Authority by-laws determine the order of business at Board of Commissioner meetings. The by-laws include an item for a consent agenda, and further state that:

"Routine matters which normally require no discussion may be placed on a Consent Agenda. Any Commissioner or member of the public may require any item(s) to be removed from such Consent Agenda for discussion and action. All items remaining on the Consent Agenda will be voted on and passed by a single motion. Business normally on the Consent Agenda include Approval of Minutes. The Chair shall designate which items shall be placed on the Consent Agenda."

The Housing Authority Board of Commissioners has not historically made a practice of utilizing a Consent Agenda, although allowed in the by-laws. At this time, staff seeks direction from the Board about utilizing a Consent Agenda for routine business items selected by the Chair. Any such items may be pulled from the Consent Agenda by any Commissioner during the meeting.

MEETING DATE: October 25, 2017

ITEM NUMBER: 6F

FROM: Executive Director

SUBJECT: Buena Vista Migrant Center

RECOMMENDATION: Discuss

BACKGROUND SUMMARY:

Last month, the Board approved a letter that staff issued to Housing and Community Development (HCD) regarding the 50 mile rule. The Board requested that staff also discuss an additional letter to HCD regarding the 180 day requirement that limits the length of the operating season. Updates on related discussion items are provided below.

50 Mile Rule

Once the Board approved the amended HCD letter regarding the 50 Mile Rule, I shared the letter with several community stakeholders, including the Center for Farmworker Families, Community Action Board, members of the County Board of Supervisors, Assembly Member Mark Stone's office, and the County Office of Education.

I received an update from Mark Stone's office, indicating that Assembly Member Stone had spoken to Ben Metcalf, HCD Director about the issue. HCD is concerned about the educational outcomes of migrant farmworker children, and acknowledged receiving our letter, as well as letters from many stakeholders across the State. Assembly Member Stone's office is currently exploring administrative and legislative options, and will continue to work with the Housing Authority as these conversations progress.

Length of Operating Season

HCD regulations limit the operating season of migrant centers to 180 days. Board members had expressed a desire to send an additional letter to HCD, asking them to consider extending the season. Since our last meeting, the Governor signed Assembly Bill 571, which states that the standard occupancy period and extensions of migrant centers may not exceed 275 days. HCD's Office of Migrant Services (OMS) has indicated that guidance regarding this change will be forthcoming.

Regulations

One Commissioner requested to see the applicable regulations. An excerpt has been provided on the following page. For the full text of applicable regulations, please see Title 25 of Housing and Community Development Programs, Subchapter 7 Office of Migrant Services, 7600-7665

(available at <u>www.hcd.ca.gov</u>) and Health and Safety Code 50710-50715 (available at <u>www.leginfo.legislature.ca.gov</u>).

TITLE 25 HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS

p. 701.101

Subchapter 7. Office of Migrant Services Article 1. General

§ 7600. Authority and Purpose.

NOTE: Authority cited: Section 50710, Health and Safety Code; Reference: Section 50710, Health and Safety Code.

HISTORY

1. New Subchapter 7 (sections 7600-7665, not consecutive) filed 6-3-80; designated effective 1-1-81 (Register 80, No. 22).

2. Amendment filed 2-26-82; effective thirtieth day thereafter (Register 82, No. 9).

3. Repeater filed 11-2-88; operative 12-2-88 (Register 88, No. 46).

§ 7601. Federal Law and Regulations.

(a) This subchapter shall be interpreted to be consistent with all applicable federal law and regulations and, in the event of conflict, federal law or regulations will prevail.

(b) The Department of Housing and Community Development and its contractors and subcontractors shall comply with all state and federal civil rights laws and regulations and shall not discriminate based on race, color, sex, creed, religion, national origin, age, or any physical handicaps.

(c) Any information, documents or sources obtained by a contractor or the Department from resident shall remain confidential, and shall be released only pursuant to the requirements of the Information Practices Act of 1977 (Government Code Section. 1798 and following) and other applicable state and federal law.

(d) The Department shall review and approve the form of all notices, applications, and other documents required by these regulations, before they are provided to residents.

(e) The Department shall designate a period, of 180 days each calendar year, unless otherwise extended to or reduced by written agreement between the Department and the contractor, during which the housing center(s) shall be open to migratory agricultural workers and their families for occupancy, which period will be referred to as the on-season. The remaining period of time during each calendar year shall be referred to as the off-season.

NOTE: Authority cited: Section 50710, Health and Safety Code; Reference: Section 50710, Health and Safety Code.

HISTORY 1. Amendment of NOTE filed 2-26-82; effective thirtieth day thereafter (Register 82, No. 9).

§ 7602. Definitions.

(a) "Agricultural employment" means work on a farm, ranch or orchard, or the processing of agricultural products.

(b) "Applicant" means an individual who signs an application for admission to a migrant housing center.

(c) "Contractor" means a housing authority, school district, health agency or other appropriate local public or private nonprofit agency and its agents and other appropriate local public or private nonprofit agency and its agents and employees which has contracted with the Department to operate and maintain and provide services for one or more migrant centers pursuant to Subchapter 8.5 of Part 2 of Division 31 of the Health and Safety Code, commencing with Section 50710.

(d) "Department" means the Department of Housing and Community Development, Office of Migrant Services.

(e) "Earned income" means income received as payment for work.

(f) "Household" means immediate family members who reside, or who have made application to reside together, as a single family at a migrant center.

(g) "Immediate family" means a migrant center resident and his or her parents, children and spouse, or any other related dependents or persons who regularly live with the family and whose income(s) and resources are available for use in meeting the living expense of the group. In addition to sons and daughters of a resident, "children" shall include minors who are financially dependent on a resident, whether or not they are related to the resident. "Spouse" shall include a person who acts as the husband or wife of the resident, whether or not they are legally married.

TITLE 25 HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS

p. 701.102

(h) "Migrant center" and "migrant housing center" mean a housing center administered by the Department and operated by a contractor for the purpose of providing housing for migratory agricultural workers pursuant to Health and Safety Code section 50710 and shall include all housing units, common areas and structures, equipment and furniture within a housing center, excepting those facilities owned exclusively by a contractor or other interests and not meant for the use of migratory agricultural workers.

(i) "Migratory agricultural worker" means an individual who:

(1) has the employment status of one of the following:

(A) during the current or preceding calendar year, derived at least 50 percent of his/her total annual household earned income from agricultural employment, or

(B) can produce current evidence of a current job offer in agricultural employment; and

(2) performs, has performed, or will perform such agricultural labor during the current or preceding calendar year under conditions which require round trip travel exceeding 100 miles per day such that he/she was unable to return to his/her chosen place of residence within the same day of labor; and

(3) has resided together with his/her <u>immediate family</u> outside a 50 mile radius of the migrant center for at least 3 months out of the preceding 6 month period.

(j) "Operating costs" means the amount of the total expenditures necessary to pay for the costs of operating a migrant family housing center in compliance with Sections 50710 through 50713 of the Health and Safety Code and Sections 7601 through 7665 of Title 25 of the California Code of Regulations. Costs shall include permanent salaries/wages, temporary salaries/wages, and personnel benefits; center office supplies, household supplies, communication, travel and gas/oil; minor equipment and repair/maintenance; purchases under \$150.00; major equipment purchase and repair/maintenance, equipment rental, electricity, and gas; garbage, trash, sewer, and water; other costs; electric/plumbing/paint/solar supplies and services; lumber and materials; grounds maintenance; rehabilitation and repairs; debt service; replacement reserves; administrative support services, travel and auditing expenses.

(k) "Resident" means an individual migratory agricultural worker who signs a lease to reside in a migrant center.

NOTE: Authority cited: Section 50710, Health and Safety Code. Reference: Sections 50710 and 50712.5, Health and Safety Code.

- 1. Amendment filed 2-26-82; effective thirtieth day thereafter (Register 82, No. 9).
- 2. Amendment filed 11-2-88; operative 12-2-88 (Register 88, No. 46).
- 3. Editorial correction of subsection (d) (Register 95, No. 30).
- 4. Amendment of subsections (g) and (0) filed 2-22-96; operative 2-22-96 pursuant to Government Code section 11343.4(d) (Register 96, No. 8).

HISTORY

- 5. Change without regulatory effect amending subsections (g) and (6) filed 7-31-97 pursuant to section 100, title 1, California Code of Regulations (Register 97, No. 31).
- 6. Amendment of subsections (g), (i)(1)(A) and 6) filed 3-17-98; operative 3-17-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 12).

Article 2. Admissions

§7610. Eligibility for Admission.

An applicant and his/her immediate family are eligible for admission to a migrant center if they meet all of the following criteria:

(a) The applicant or applicant's spouse is a migratory agricultural worker. In determining status as a migratory agricultural worker, as defined in Section 7602, the combined earned income of all members of the applicant's household shall be considered, and as long as 50% of the household's combined earned income is derived from agricultural employment, any individual household members may engage in non-agricultural employment. Income from employment at a migrant center shall be included as agricultural employment in the total annual household income when evaluating compliance with the above 50% requirement.

(b) There is more than one person in the applicant's household and all household members are members of the applicant's immediate family.

(c) The applicant and his/her household conform to the occupancy standards set out in Section 7612.

(d) The contractor may determine that an applicant is not eligible for admission if, on the basis of substantial, factual evidence of that person's prior actions there is good cause to believe that the applicant or any member of his/her household will repeatedly fail to pay rent, will create a substantial threat to the health and safety of other residents, or

MEETING DATE: October 25, 2017

ITEM NUMBER: 6G

FROM: Executive Director

SUBJECT: Landscaping Chemical Use

RECOMMENDATION: Discuss

BACKGROUND SUMMARY:

As requested by our Board of Commissioners, Housing Authority staff is exploring ways to reduce or eliminate the use of Round Up / Glyphosate at our properties. Commissioners have provided additional information to staff, including a report produced by the City of Irvine regarding the use of alternative weed control products. Based on information in that study/report, we have asked our landscaping company to use one of the products noted in the report (Avenger), for a period of 6 months and to evaluate the effectiveness of this product and report back. We know the cost of this product is several times higher than Round Up / Glyphosate but are working with the vendor and will monitory cost increases closely.

Another Board member suggested that we reach out to a pesticide task force. The Housing Authority has contacted the County Integrated Pest Management Departmental Advisory Group that is chaired by the County Safety Officer, Josh Reilly. We are working with Josh in developing a plan to reduce or eliminate Round Up / Glyphosate from our sites. The discussions with Josh are still in process. Staff have also reached out to Steve Tjosvold, who is a UC Extension Advisor working in Santa Cruz and Monterey Counties and has done some work/research on alternative herbicides.

MEETING DATE: October 25, 2017

ITEM NUMBER: 6H

FROM: Executive Director

SUBJECT: Consideration of Waiting List Residency Preference

RECOMMENDATION: Discuss

BACKGROUND SUMMARY:

For most of the history of our Agency, the Housing Authority of the County of Santa Cruz (HACSC) has maintained an open waiting list for the Housing Choice Voucher (HCV) program, as did most of the neighboring Public Housing Authorities (PHAs). Over the years, nearly all of the PHAs on the Central Coast and Bay Area closed their HCV waiting lists, opening briefly once every several years. For years, the waiting list for HACSC was the only open list in the region. At the same time, HACSC began to allow online applications, which made it even easier for applicants to get on our waiting list.

Gradually, our waiting list became imbalanced and disproportionally under-represented residents of Santa Cruz County. While there have always been out of county applicants, a strong majority of applicants were County residents (typically in excess of 75%). By the time HACSC closed the HCV waiting list in 2011, the reverse was true, and a majority of applicants (roughly 75%) were not County residents.

In early 2017 HACSC undertook a massive update of our waiting lists, sending letters to each of the 9,000+ households on the HCV list to confirm continued interest, collect updated information, and to determine who might be eligible for a live/work residency preference, so that we could evaluate the impact of such a policy. At this time, the waiting list refresh is complete, and of the nearly 3,000 households remaining on the HCV waiting list, roughly half would be eligible for a live/work preference, and the other half would not.

In consideration of any residency preference, the primary concern is fair housing compliance. We are prohibited from establishing any policy which has a discriminatory effect. Therefore, staff have been evaluating the potential impacts of a residency preference, and have been in conversation with the Director at HUDs San Francisco Field Office, as well as the HUD Fair Housing Equal Opportunity (FHEO) Office. We have also been in consultation with our legal council, who is currently working on a legal opinion regarding a residency preference. This information, along with a staff recommendation, will be provided to you at the December meeting.

MEETING DATE: October 25, 2017

ITEM NUMBER: 8

FROM: Executive Director

SUBJECT: Executive Director's Report – October 25, 2017

RECOMMENDATION: Review

BACKGROUND SUMMARY:

<u>Please call or e-mail me with questions you might have on any of the Agenda Items for the October 25,</u> 2017 meeting. I would be happy to give you additional background or answer any of your questions in advance of the meeting. My direct line is 454-5931 and my email address is jennyp@hacosantacruz.org</u>

Financial Reports: Your packets today include our year to date unaudited financial reports which show revenue and expenses through September 2017 and a comparison against our approved budget(s) for FY 2017-18. Please note these reports have been reformatted based on Board feedback.

FMR Study: The FMR study is currently underway. The study has yielded a good response rate, but many of the responses cannot be used in the study. To date, we have approximately 40% of the required sample size. The researchers will be speaking with HUD this week, and we will decide by the end of October whether or not an additional mailing is needed, as well as any other steps we may be able to take to boost the number of valid responses. Responses are still being received by UCSB.

Email Updates: The Housing Authority has established a new email update subscription on our website. Now, interested parties can "sign up for Housing Authority updates", and receive notification regarding new programs, waiting list information, and other news. This email update feature is currently being promoted in certain commonly used documents, and will be sent to key community partners.

Affordable Housing Week: Affordable Housing Week is upon us, and the Housing Authority will be attending and participating in multiple events, beginning with staffing a table at the No Place Like Home UCSC study event on Thursday 10/19, followed by the St. Stephens Senior Housing Grand Opening on Friday 10/20, the All In Landlord Partnership event Monday 10/23, and finally the Section 8 Brown Bag Lunch Discussion and the Smart Solutions to Homelessness events which are both Wednesday 10/25.

Legislative Update: The current CR continues existing levels of funding through December 8th. The House is expected to draft an omnibus bill, which will serve as the foundation for negotiations with the Senate on a final spending package. Congress still needs to come to an agreement on spending levels. At this point, the Senate version of the THUD bill is significantly better than the House draft, with 3.5 billion more in overall funding. However, even the Senate version still falls below 2017 levels and fails to provide funding for all HAP renewals, with an estimated proration of 98%.

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HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ BUDGET COMPARISON REPORTS

October 25, 2017

Attached you will find the year to date reports as of September 30, 2017, which takes us 3 months, or 25%, into our fiscal year. The total of all revenue, excluding HAP reimbursements, is 23% of total budgeted, while HAP is 24% of the amount budgeted. Total expenses, excluding HAP payments, are 18% of the amount budgeted.

The agency as a whole experienced a net gain of \$538,912 with no individual program groups showing a net loss. The profits by program group are as follows:

Section 8 Programs	\$216,044	Vouchers, Mod Rehab & Mob Rehab SRO
Federal Housing Programs	249,195	LIPH and USDA
Federal Grants	2,439	Shelter + Care, FSS, Transitional Hsg
State Grants	1,501	Migrant Center & MCCs
Local Programs	2,543	Eligibilities, Security Deposits, Tech Asst
Administrative Services	67,190	Includes 41st Ave. & Mission St. rents
	\$538,912	

Budget Comparison - All Funds

September 2017

	2017-2018 Year to Date	2017-2018 Annual Budget	Budget Utilized	Budget Remaining
Revenues:	to Date	Duuget	Ullizeu	Kemanning
HAPS / Program	14,975,624	63,701,104	24%	76%
Administrative Fees	1,151,118	4,764,236	24%	76%
Grants / Contracts	507,406	2,621,675	19%	81%
Rental Income	678,766	2,604,412	26%	74%
Operating Transfers In	96,341	647,962	15%	85%
Other Income	62,157	242,835	26%	74%
Total Revenues:	17,471,411	74,582,224	23%	77%
Expenses:				
Housing Assistance Pmts	14,975,624	63,691,104	24%	76%
Salaries	740,617	3,742,613	20%	80%
Employee Benefits	302,215	1,570,319	19%	81%
Capital Purchases	9,885	1,507,375	1%	99%
Maintenance	357,701	1,376,586	26%	74%
General Administrative	270,127	1,194,115	23%	77%
Tenant Services	106,794	756,870	14%	86%
Operating Transfers Out	112,062	440,963	25%	75%
Debt Service	57,475	220,491	26%	74%
Total Expenses:	16,932,500	74,500,436	23%	77%
Net Income (Loss):	538,912	81,788		

Budget Comparison - Section 8

September 2017

	2017-2018	2017-2018		
	Year	Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
Revenues:				
HAPS / Program	14,852,364	63,255,736	23%	77%
Administrative Fees	1,135,380	4,700,046	24%	76%
Grants / Contracts	-	136	0%	100%
Rental Income	-	-	0%	0%
Operating Transfers In	-	-	0%	0%
Other Income	2,685	19,487	14%	86%
Total Revenues:	15,990,429	67,975,405	24%	76%
Expenses:				
Housing Assistance Pmts	14,852,364	63,255,736	23%	77%
Salaries	546,584	2,778,279	20%	80%
Employee Benefits	222,391	1,184,032	19%	81%
Capital Purchases	-	-	0%	0%
Maintenance	6,496	33,816	19%	81%
General Administrative	146,550	607,155	24%	76%
Tenant Services	-	-	0%	0%
Operating Transfers Out	-	-	0%	0%
Debt Service	-	-	0%	0%
Total Expenses:	15,774,385	67,859,018	23%	77%
Net Income (Loss):	216,044	116,387		

Budget Comparison - Federal Housing

September 2017

	2017-2018	2017-2018		
	Year	Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
Revenues:				
HAPS / Program	-	-	0%	0%
Administrative Fees	-	-	0%	0%
Grants / Contracts	156,225	512,951	30%	70%
Rental Income	531,031	2,031,210	26%	74%
Operating Transfers In	96,341	580,062	17%	83%
Other Income	49,177	173,260	28%	72%
Total Revenues:	832,773	3,297,483	25%	75%
Expenses:				
Housing Assistance Pmts	-	_	0%	0%
Salaries	136,970	692,039	20%	80%
Employee Benefits	53,964	268,328	20%	80%
Capital Purchases	3,062	872,225	0%	100%
Maintenance	272,117	980,749	28%	72%
General Administrative	94,878	398,420	24%	76%
Tenant Services	-	250	0%	100%
Operating Transfers Out	15,087	55,950	27%	73%
Debt Service	7,500	20,591	36%	64%
Total Expenses:	583,579	3,288,553	18%	82%
Net Income (Loss):	249,195	8,930		

Budget Comparison - Federal Grants

September 2017

	2017-2018	2017-2018		
	Year	Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
Revenues:				
HAPS / Program	123,260	445,368	28%	72%
Administrative Fees	-	-	0%	0%
Grants / Contracts	141,768	585,073	24%	76%
Rental Income	4,841	20,737	23%	77%
Operating Transfers In	-	17,900	0%	100%
Other Income	349	1,845	19%	81%
Total Revenues:	270,218	1,070,923	25%	75%
Expenses:				
Housing Assistance Pmts	123,260	435,368	28%	72%
Salaries	26,833	131,134	20%	80%
Employee Benefits	14,259	64,806	22%	78%
Capital Purchases	-	17,900	0%	100%
Maintenance	5,224	29,142	18%	82%
General Administrative	1,229	9,838	12%	88%
Tenant Services	-	33,334	0%	100%
Operating Transfers Out	96,975	385,013	25%	75%
Debt Service	-	-	0%	0%
Total Expenses:	267,780	1,106,535	24%	76%
Net Income (Loss):	2,439	(35,612)		

Budget Comparison - State Grants

September 2017

	2017-2018	2017-2018		
	Year	Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
Revenues:				
HAPS / Program	-	-	0%	0%
Administrative Fees	-	1,250	0%	100%
Grants / Contracts	85,095	726,906	12%	88%
Rental Income	-	-	0%	0%
Operating Transfers In	-	-	0%	0%
Other Income	2,652	15,120	18%	82%
Total Revenues:	87,747	743,276	12%	88%
Expenses:				
Housing Assistance Pmts	-	-	0%	0%
Salaries	14,386	70,660	20%	80%
Employee Benefits	6,080	30,820	20%	80%
Capital Purchases	6,298	335,250	2%	98%
Maintenance	44,572	193,381	23%	77%
General Administrative	14,910	97,107	15%	85%
Tenant Services	-	-	0%	0%
Operating Transfers Out	-	-	0%	0%
Debt Service	-	-	0%	0%
Total Expenses:	86,246	727,219	12%	88%
Net Income (Loss):	1,501	16,057		

Budget Comparison - Local Programs

September 2017

	2017-2018 Year	2017-2018 Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
Revenues:				
HAPS / Program	-	-	0%	0%
Administrative Fees	1,553	9,080	17%	83%
Grants / Contracts	124,318	796,609	16%	84%
Rental Income	-	-	0%	0%
Operating Transfers In	-	-	0%	0%
Other Income	84	550	15%	85%
Total Revenues:	125,955	806,239	16%	84%
Expenses:				
Housing Assistance Pmts	-	-	0%	0%
Salaries	10,908	48,158	23%	77%
Employee Benefits	3,912	15,340	25%	75%
Capital Purchases	525	-	0%	0%
Maintenance	88	325	27%	73%
General Administrative	1,185	7,266	16%	84%
Tenant Services	106,794	723,286	15%	85%
Operating Transfers Out	-	-	0%	0%
Debt Service	-	-	0%	0%
Total Expenses:	123,412	794,375	16%	84%
Net Income (Loss):	2,543	11,864		

Budget Comparison - Administrative Services

September 2017

	2017-2018	2017-2018		
	Year	Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
Revenues:		8		0
HAPS / Program	-	-	0%	0%
Administrative Fees	14,185	53,860	26%	74%
Grants / Contracts	-	-	0%	0%
Rental Income	142,894	552,465	26%	74%
Operating Transfers In	-	50,000	0%	100%
Other Income	7,210	32,573	22%	78%
Total Revenues:	164,289	688,898	24%	76%
Expenses:				
Housing Assistance Pmts	-	-	0%	0%
Salaries	4,935	22,343	22%	78%
Employee Benefits	1,610	6,993	23%	77%
Capital Purchases	-	282,000	0%	100%
Maintenance	29,204	139,173	21%	79%
General Administrative	11,374	74,328	15%	85%
Tenant Services	-	-	0%	0%
Operating Transfers Out	-	-	0%	0%
Debt Service	49,975	199,900	25%	75%
Total Expenses:	97,098	724,737	13%	87%
Net Income (Loss):	67,190	(35,839)		

Santa Cruz County housing crisis countered by landlord incentivization



Landlord Partnership helps Patrick Phillips, shown here working on the property he owns, to spruce it up before making it available for government-subsidized renting. (Lucjan Szewczyk -- Santa Cruz Sentinel)

By Delphine Burns, <u>dburns@santacruzsentinel.com</u>, <u>@DelphineBurns17</u> on Twitter

Posted: 10/07/17, 5:06 PM PDT | Updated: 1 week, 3 days ago



All-In Landlord Partnership volunteers help Boulder Creek home-owner Patrick Phillips to spruce up his property before making it available for government-subsidized renting. (Lucjan Szewczyk -- Santa Cruz Sentinel)

All-In Landlord Partnership

What: A program that incentivizes landlords to rent to people transitioning from homelessness, offering volunteer-run maintenance work.

To volunteer or participate: Email Julie Conway, County of Santa Cruz housing manager at julie.conway@santacruzcounty.us

BOULDER CREEK >> After sleeping in her car for the past 30 months, 50-year-old Debra Rivers soon will move into a new home with her husband and two children thanks to Veteran Affairs Supportive Housing vouchers and the All-In Landlord Partnership.

The partnership is a new a program that incentivizes landlords to rent to people coming out of homelessness. In return for accepting government-subsidized housing vouchers, landlords receive help from program volunteers to maintain and beautify their properties with painting and minor repairs. Saturday the partnership hosted its first "Spruce Up" event, a cleanup day to help Boulder Creek landlords Terry and Patrick Phillips prepare their space for the Rivers family to move in.

After serving in the military as a mechanic, Rivers' husband suffered from post-traumatic stress disorder and the family lived in a housing facility designated specifically for the mentally ill.

According to Rivers, the family stopped sleeping at their apartment because they were kept awake by other residents with "more serious conditions," and they eventually left the facility and became homeless. Rivers' family has been divided by its homelessness, as her children now live with their grandparents.

"It makes me so happy to have my children back," Rivers said of the family moving into their new home. "We will finally be reunited as a family."

Rivers has not yet met her future landlords, as Rivers was connected to the rental through employees of the Santa Cruz Homeless Services Center. Rivers said she hopes the Phillipses like her because she has never been evicted, has a deep respect of personal property and is clean.

Terry Phillips' dad was a veteran, and when she heard a veteran's family needed a place to live she said she was happy to help.

The couple has rented to government-subsidized renters before and Terry Phillips said their experiences have been mixed.

"We have had bad experiences with section 8 renters and great experiences," Terry Phillips said.

Phillips said she is grateful to have help from the All-in Landlord Partnership with painting and repairing her property.

"Repairs always come out of the landlord's pocket," Terry Phillips said. "People assume that if you're a landlord you must be rich."

County of Santa Cruz Housing Manager Julie Conway said the county's housing crisis is due to a combination of factors: a growing population, a lack of vacant properties and landlords' unwillingness to prioritize government-subsidized renters. Conway said many people coming out of homelessness cannot compete financially in the housing market.

"The answer to homelessness is people need a place to live, a way to pay and ongoing support," Conway said.

The All-In Landlord Partnership consists of a number of local organizations such as the county, the Housing Authority, Habitat for Humanity Monterey Bay, Families in Transition, the Homeless Service Center, Encompass, Front Street and the Veterans Transition Center. The partnership encourages Santa Cruz County residents to volunteer to help landlords and renters alike.

"We are so blessed to have help," Phillips said. "The volunteers are not being paid and are doing this out of the kindness of their hearts."

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