



CITY OF PORT HUENEME

Housing Authority Special Meeting Agenda

July 29, 2024

**Port Hueneme City Hall
250 North Ventura Road, Port Hueneme, CA 93041**

5:00 PM

Notice and Call of a Special Meeting of the Port Hueneme Housing Authority

NOTICE IS HEREBY GIVEN that a special meeting of the Port Hueneme Housing Authority is hereby called to be held on Monday, July 29, 2024, at 5:00 p.m. in the Council Chamber located at Port Hueneme City Hall, 250 North Ventura Road, Port Hueneme, CA 93041. Said special meeting shall be for the purpose of conducting business in accordance with the attached Agenda.

/s/Misty Perez, Chair of the City of Port Hueneme Housing Authority

The following provides information to the public on how to participate at this meeting:

Watch Meetings Live or On-Demand

Official City Page: <https://porthuenemeca.suiteonemedia.com>

YouTube: <https://www.youtube.com/@cityofporthuenemegov>

Public Comments

Public comments may be submitted in person or in writing.

In-Person: Complete a speaker request card located at the entrance of the Council Chamber and give it to the Authority Clerk. Your name will be called when it is your turn to speak. Public Comment is limited to 3 minutes per speaker, unless for good cause, the Chair amends the time limit. A speaker's time may not be transferred to another speaker.

Written: All written public comments shall be no more than 500 words and are subject to the Public Records Act. Written comments should be submitted to the Authority Clerk by 4:00 p.m. on the day of the Housing Authority meeting by email or directly to the Authority Clerk's Office. Email clerk@cityofporthueneme.org and enter "Housing Authority Public Comment" in the Subject line and agenda item number). Mail or drop off written comments to the City Clerk's Office located at 250 N. Ventura Road, Port Hueneme, CA 93041. Please clearly mark envelope with "Housing Authority Public Comment and meeting date".

Translation Services

Use of a Translator

* The City shall provide a translator if one is requested by a member of the public with a 48-hour advance notice. If a 48-hour advance notice is not provided, the member of the public may provide their own translator. To request a translator, please contact clerk@cityofporthueneme.org.

* Per California Government Code 54954.3, if an individual utilizes a translator during Public Statements, the legislative body of a local agency shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.

* If the City provides a translator or translation equipment that allows for the simultaneous translation of the testimony, then no additional time shall be granted.

Uso de traductor

* La Ciudad proporcionará un traductor si un miembro del público lo solicita con un aviso de 48 horas de anticipación. Si no se avisa con 48 horas de anticipación, el público podrá proporcionar su propio traductor. Para solicitar un traductor, comuníquese con clerk@cityofporthueneme.org.

* Según el Código de Gobierno de California 54954.3, si una persona utiliza un traductor durante las declaraciones públicas, el cuerpo legislativo de una agencia local deberá proporcionar al menos el doble del tiempo asignado a un miembro del público que utilice un traductor para garantizar que las personas que no hablan inglés reciban la misma oportunidad de dirigirse directamente al cuerpo legislativo de una agencia local.

* Si la Ciudad proporciona un traductor o equipo de traducción que permita la traducción simultánea del testimonio, entonces no se concederá tiempo adicional.

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, contact the office of the city clerk at (805) 986-6503 or clerk@cityofporthueneme.org. Notice 48 hours prior to the meeting will enable the city to make reasonable arrangements to allow participation in this meeting.

Levine Act Disclaimer

The Levine Act (Gov. Code, § 84308) requires any Party, Participant, or Agent in a Proceeding, as those terms are defined in Government Code section 84308 and Title 2, California Code of Regulations, Sections 18400 *et seq.*, before the City of Port Hueneme that involves any action or consideration to their contract, license, permit, or other entitlement for use to disclose any campaign contributions made to City elected or appointed Officers totaling more than \$250 within the 12 months prior to the City decision. Any City elected or appointed Officer who has received a contribution totaling more than \$250 within the preceding twelve (12) months from a Party, Agent, or Participant, shall disclose that fact on the record of the proceeding and shall not make, participate in making, or in any way attempt to use the Officer's official position to influence the decision. Violations of Government Code section 84308 may result in a civil action brought by the FPPC for an amount up to five thousand dollars (\$5,000) per violation. Any person who knowingly or willfully violates any provision of the Political Reform Act is guilty of a misdemeanor and subject to a fine of up to the greater of ten thousand dollars (\$10,000) or three times the amount the person unlawfully contributed upon conviction for each violation. Any Party, Participant, or Agent is further prohibited from making, and any elected or appointed City Officer is prohibited from soliciting or accepting, any contribution in excess of \$250 for a period of twelve (12) months following any proceeding described above.

CALL TO ORDER

ROLL CALL

Port Hueneme Housing Authority Members Johnny Brown, Robert Blackwell, Steven A. Gama, Laura D. Hernandez, Roberto "Bobby" Martinez; Vice Chair Martha R. McQueen-Legohn; and Chair Misty Perez

HOUSING AUTHORITY PUBLIC COMMENT (10 Minutes)

Members of the public may submit comments only on scheduled items on the Agenda at this time. In-person public comments should be no more than 3 minutes in length. Written comments should be no more than 500 words. Please see Agenda cover page for submission instructions.

HOUSING AUTHORITY CONSENT CALENDAR – None.

HOUSING AUTHORITY BUSINESS ITEMS

1. [RAD Section 18 Small PHA Blend Conversion](#)

Recommendation:

1. Adopt a Resolution entitled, "A Resolution of the Housing Authority of the City of Port Hueneme, California, Approving the Financing Plan submission for RAD Section 18 Small PHA Blend Conversion."
2. Adopt a Resolution entitled, "A Resolution of the Housing Authority of the City of Port Hueneme, California, Authorizing submission to HUD Section 18 Disposition application."

AUTHORITY MEMBERS' REPORTS, COMMENTS, & REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

The Port Hueneme Housing Authority will adjourn to its next regular meeting of Tuesday, September 3, 2024, at 6:30 p.m.

Copies of staff reports or other written documentation relating to each item of business referred to in this Agenda are available for public inspection in the Office of the City Clerk and on the City's website at www.cityofporthueneme.org. Materials received after agenda packet distributions are made available to the public on the City's website and in the City Clerk's office at the same time they are provided to the Council. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, CONTACT THE OFFICE OF THE CITY CLERK AT (805) 986-6503 OR THE CALIFORNIA RELAY SERVICE. NOTICE 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ALLOW PARTICIPATION IN THIS MEETING

I, Georgianna Nicole Alvarez, Authority Clerk of the City of Port Hueneme, do hereby affirm that the agenda was posted at least 24 hours in advance of the meeting on the City's website and near the front entrance of Port Hueneme City Hall, 250 N. Ventura Road, Port Hueneme, California, 93041, in accordance with California Government Code Section 54956.



CITY OF PORT HUENEME

Housing Authority Agenda Staff Report

DATE: July, 29, 2024

TO: Housing Authority Board

FROM: James Vega, City Manager
Gabby Basua, Housing Executive Director

SUBJECT: RAD SECTION 18 SMALL PHA BLEND CONVERSION

RECOMMENDATION:

It is recommended that Housing Authority Board:

1. Adopt a Resolution entitled, "A Resolution of the Housing Authority of the City of Port Hueneme, California, Approving the Financing Plan submission for RAD Section 18 Small PHA Blend Conversion."
2. Adopt a Resolution entitled, "A Resolution of the Housing Authority of the City of Port Hueneme, California, Authorizing submission to HUD Section 18 Disposition application."

BACKGROUND/ANALYSIS:

On February 4th, 2019, the Housing Authority Board authorized the Executive Director to submit to the Department of Housing and Urban Development (HUD) an application for Rental Assistance Demonstration (RAD). The Housing Authority (PHA) submitted one application for two (2) developments. The developments consist of the Mar Vista Apartments and the Hueneme Village complex (Willowbrook). The Mar Vista apartments is a five (5) story high-rise building built in the early 1960s consisting of 60 units - 20 one (1) bedrooms and 40 studio apartments. The Hueneme Village complex, also built in the early 1960s, consists of thirty (30) walk-up garden style multi-family buildings and one (1) Facilities Maintenance Shop. The thirty (30) multi-family complex consists of four (4) one (1) bedroom, twelve (12) two (2) bedrooms and fourteen (14) three (3) bedroom apartments. On March 29, 2019, HUD approved the PHA's request for conversion and awarded a Commitment to Enter into a Housing Assistance Payments (CHAP).

Due to the complexity of this conversion, HUD has requested that the PHA submit a separate Section 18 Disposition application for the Hueneme Village complex. The current application will remain for the Mar Vista apartment complex. By separating the applications, the PHA would be considered a "Very Small PHA" and will be eligible for disposition under the Best Interest and Consistency criteria. This will provide a significant increase in annual subsidy to the PHA which will support reinvestment in the housing portfolio.

The Section 18 Disposition application also requires that the Board of Commissioners approve the financial plan developed for the RAD Small PHA Blend Conversion. The Plan is attached to this report. This transaction will also allow the PHA to transfer the Hueneme Village complex for \$1 to a non-profit that the PHA wholly owns and operates under the title of "Hueneme Housing Inc."

FISCAL IMPACT:

None. This item does not require an expenditure of funds.

ATTACHMENTS:

- A. Resolution
- B. Resolution
- C. Financial Plan

HA RESOLUTION NO. _____

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF PORT HUENEME, CALIFORNIA, APPROVING THE FINANCING PLAN SUBMISSION FOR RAD SECTION 18 SMALL PHA BLEND CONVERSION

WHEREAS, the Housing Authority of the City of Port Hueneme has applied to participate in the Rental Assistance Demonstration (RAD) Section 18 Small Public Housing Agency (PHA) Blend Conversion program; and

WHEREAS, the RAD Small PHA Blend Conversion program allows smaller public housing authorities to leverage private financing and other resources to address their capital needs and improve the quality of life for their residents; and

WHEREAS, the Housing Authority of the City of Port Hueneme has developed a financing plan that includes ~\$280,000 in Public Housing Capital Funds; and

WHEREAS, the financing plan is an important component of the RAD Small PHA Blend Conversion program application and must be approved by the board of commissioners prior to submission;

NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF PORT HUENEME HEREBY RESOLVES AS FOLLOWS:

SECTION 1: Approves the financing plan developed for the RAD Small PHA Blend Conversion program application, including the proposed sources and amounts of financing.

SECTION 2: That the board of commissioners authorizes Gabriela Basua to submit the financing plan as part of the RAD Small PHA Blend Conversion program application.

SECTION 3: This resolution shall be effective immediately upon its adoption.

SECTION 4: The Authority Clerk shall certify to the adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED, AND ADOPTED, this 29th day of July, 2024.

Misty Perez, Chair

ATTEST:

Georgianna Nicole Alvarez
Authority Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF PORT HUENEME)

I, Georgianna Nicole Alvarez, Authority Clerk of the Housing Authority of the City of Port Hueneme, California, do hereby certify that the foregoing Resolution No. _____ was duly adopted at the special meeting of the Housing Authority on the ___ day of _____, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dated:

Georgianna Nicole Alvarez
Authority Clerk

HA RESOLUTION NO. _____

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF PORT HUENEME, CALIFORNIA, AUTHORIZING SUBMISSION OF HUD SECTION 18 DISPOSITION APPLICATION

WHEREAS, the Housing Authority of the City of Port Hueneme (HACPH) owns 90 public housing units in 2 properties; and

WHEREAS, 1 property known as Hueneme Village totaling approximately 2.89 acres, 30 units are walk-up garden-style multi-family buildings; and

WHEREAS, the other property known as Mar Vista Apartments totaling approximately 0.91 acres, 60 units are garden-style apartments; and

WHEREAS, for many years the Congressional appropriations for both the Public Housing Operating Fund and the Public Housing Capital Fund have been insufficient to fully fund reasonable and necessary expenses to administer and make capital improvements to the public housing properties; and

WHEREAS, HACPH is also undergoing a RAD/Section 18 blend conversion program for the removal of the Mar Vista Apartments consisting of 60 units of public housing from the public housing program; and

WHEREAS, by participating in the RAD/Section 18 conversion program for the Mar Vista Apartments, HACPH will be left to operate the 30 units in Hueneme Village and HACPH will be considered a Very Small PHA; and

WHEREAS, HUD created the opportunity for Very Small PHAs to be eligible for disposition under the Best Interest and Consistency criterion which states that disposition would be in the best interest of the residents and public housing authority due to the unsustainability to operate and/or maintain the units as public housing; and

WHEREAS, the Tenant Protection Vouchers will provide a significant increase in annual subsidy to the HACPH which will support reinvestments in the portfolio and the replacement of the Declaration of Trust (DOT) with a use agreement will allow HACPH to utilize loans or other sources to support reinvestment in the portfolio to preserve this deeply affordable housing; and

WHEREAS, the Section 18 Disposition (Sec. 18) of the United States Department of Housing and Urban Development (HUD) allows public housing properties to be disposed to a different entity and preserve affordability with project-based Section 8 rental assistance contracts;

WHEREAS, the 30 public housing units in Hueneme Village will be transferred for \$1 to a non-profit that HACPH wholly owns and operates called Hueneme Housing Inc. (HH Inc.); and

WHEREAS, the Declaration of Trust on the scattered site properties will be replaced with a use agreement that will ensure the properties continue to be used for affordable housing for a minimum of 30 years; and

WHEREAS, the HACPH Board of Commissioners, the Governing Body of HACPH, finds that it is in the long-term best interest of HACPH to pursue Section 18 Disposition of selected Public Housing properties and close out its Section 9 public housing program in accordance with Notice PIH 2016-23, to facilitate the preservation and financial stability of the properties;

NOW, THEREFORE, BE IT RESOLVED BY THE HACPH BOARD OF HOUSING COMMISSIONERS, the governing body of the HACPH that:

SECTION 1: The Board authorizes the submission of Section 18 Disposition applications by HACPH to HUD for the disposition of HACPH-owned public housing properties.

SECTION 2: The Executive Director/CEO or the designee is authorized to execute and submit all required documents necessary for a complete application, including the attached Inventory Removal Application (HUD Form 52860) and Demolition and Disposition Addendum (HUD Form 52860-A).

SECTION 3: The Executive Director is hereby appointed as agent of the HACPH to execute all necessary Agreements and instruments for and on behalf of HACPH, to participate in the Section 18 Disposition and Section 9 Close Out program.

SECTION 4: This resolution shall be effective immediately upon its adoption.

SECTION 5: The Authority Clerk shall certify to the adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED, AND ADOPTED, this 29th day of July, 2024.

Misty Perez, Chair

ATTEST:

Georgianna Nicole Alvarez
Authority Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF PORT HUENEME)

I, Georgianna Nicole Alvarez, Authority Clerk of the Housing Authority of the City of Port Hueneme, California, do hereby certify that the foregoing Resolution No. ____ was duly adopted at the special meeting of the Housing Authority on the __ day of ____, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dated:

Georgianna Nicole Alvarez
Authority Clerk

Operating Pro Forma Report

PHA Name	Housing Authority of the City of Port Hueneme	Property Name	MAR VISTA
PIC Number	CA032000001		
Transaction Log Last Modified:	07/25/2024		
GPR RAD	\$106,848.00		
GPR Market Rate Apartments	\$0.00		
GPR Affordable Apartments	\$1,168,464.00		
GPR Commercial	\$0.00		
Vacancy Loss	\$38,319.36		
Bad Debt Loss	\$25,546.24		
Other Income	\$2,000.00		
Effective Gross Income	\$1,213,446.40		
Administrative	\$416,590.22		
Asset Management Fee	\$242,689.21		
Tenant Services	\$6,043.11		
Utility Expense	\$123,644.89		
Ordinary Maintenance and Ops	\$77,847.78		
Protective Services	\$0.00		
Real Estate Tax	\$20,903.33		
Property Insurance	\$53,053.11		
Liability Insurance	\$0.00		
Other General Expenses	\$0.00		
Total Operating Expenses	\$940,771.65		
Replacement Reserve Deposit	\$70,800.05		
Net Operating Income	\$201,874.70		
First Mortgage Debt Service	\$0.00		
Operating Cash Flow	\$201,874.70		

Sources and Uses Report

RCC Exhibit B

PHA Name Housing Authority of the City of Port Hueneme

PIC Number CA032000001

Transaction Log Last Modified: 07/25/2024

Property Name MAR VISTA

Sources	
Hard Debt	\$0.00
Soft Debt	\$0.00
Grants	\$278,950.00
Public Housing Capital Funds (inc DDTF)	\$278,950.00
Equity	\$0.00

Uses	
Acquisition Costs	\$0.00
Acquisition Land and Buildings	
Payoff Existing Loans and Payables	
Other Acquisition Costs	
Hard Costs	\$205,450.00
Demolition	
Construction/Rehabilitation	\$205,450.00
General Requirements/Overhead/Profit	
Construction/Rehabilitation Contingency	
Builder's Risk Insurance	
Relocation Costs	
Soft Costs	\$73,500.00
Architectural Design Fee (Plans & Specs)	
Construction Management/Budget Planning Fee	
Engineering Fee	
Feasibility Studies	
Environmental Reports	\$3,500.00
Appraisal/Market Study	
Accounting	
Survey	\$10,000.00
eCNA Tool	\$10,000.00
Title Insurance/Exam Fee, Closing Escrow	\$10,000.00
Organizational Costs	
Recordation Fee	
Borrower's Legal Counsel	\$20,000.00
Lender's Legal Counsel	
Consultants	\$20,000.00
Other Professional Fees	
Other Loan Fees	
FHA Fees (MIP, Application, Inspection)	
Tax Credit Financing Fees	
Prepayment Penalty/Premium	
Payables	
Construction Interest (Not Deferred)	
Construction Loan Fees	
Bond Issuance Cost and Fees	
Permits	
Investor's Legal Counsel	
Bond Legal Counsel	
Permanent Financing Fees	
Furniture, Fixtures & Equipment	
Marketing & Lease Up	
Soft Cost Contingency	
Reserves	\$0.00
Initial Deposit to Replacement Reserve	
Initial Operating Deficit Escrow	
Operating Reserve	
Tax and Insurance Escrow	
Lease-Up Reserve	
Other Reserves:	
Developer Fees	

TOTAL SOURCES: \$278,950.00

TOTAL USES: \$278,950.00