

**HASLO has returned to in-person meetings for the Board of Commissioners.**

**LOCATION: Pacific Western Bank, Conference Room, 997 Monterey St., 3<sup>RD</sup> Floor, San Luis Obispo**

**The public may join in person or via the Zoom link.**

Join Zoom Meeting:

<https://zoom.us/j/98057177103?pwd=TXljeW5UMVMYTS8rcS81Y0hiUjNOUT09>

Meeting ID: 980 5717 7103

Passcode: 975423

Dial in by phone: 253-215-8782

**12:00 PM**

**REGULAR MEETING**

**997 Monterey St.  
3<sup>rd</sup> Floor**

**CALL TO ORDER:** Chairman Ashlea Boyer

**ROLL CALL:** Commissioners Boyer, Crotser, Jeffries, Odenthal, Shower, Souza, Steinberg

**PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA** (not to exceed 15 minutes total)

The Board welcomes your input. You may address the Board by completing a speaker slip and giving it to the staff clerk prior to the meeting. At this time, you may address the Board on items that are not on the agenda. Time limit is three minutes. State law does not allow the Board to discuss or take action on issues not on the agenda, except that members of the Board or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights (Gov. Code Sec. 54954.2). Staff may be asked to follow up on such items.

**EXECUTIVE DIRECTOR REPORT**

The Executive Director's report is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not "agendized" as separate items on the HASLO Commission Agenda.

**CONSENT AGENDA**

A member of the public or a Commissioner may request the Board to pull an item for discussion, clarification, and/or separate action. Pulled items shall be heard at the close of the Consent Agenda unless a majority of the Board chooses another time. The public may comment on any and all items on the Consent Agenda within the three-minute time limit.

All items on the Consent Agenda are adopted by one motion.

**RECOMMENDED ACTION: Approve Consent Agenda Items as Presented**

**C1. MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING OF JULY 20, 2023, AND THE SPECIAL MEETING OF JULY 31, 2023**

Approve the Minutes of the Regular Meeting of the Board of Commissioners of July 20, 2023, and the Special Meeting of July 31, 2023.

**C2. HASLO MONTHLY DISBURSEMENT REGISTER (available for review at the meeting)**

**C3. HOUSING CHOICE VOUCHER (SECTION 8)**

**C4. VACANCY SUMMARY REPORT**

**C5. FAMILY SELF-SUFFICIENCY & RESIDENT SERVICES PROGRAM REPORT**

**C6. CONSTRUCTION & DEVELOPMENT REPORTS**

**DISCUSSION ITEMS**

**1. UPDATING ADMIN PLAN TO PROVIDE HOUSING NOW SET-ASIDE VOUCHERS**

See attached staff report.

**RECOMMENDED ACTION: Adopt Resolution No. 16 (2023 Series) Approving Amendments to the Housing Authority of San Luis Obispo's Administrative Plan – Approval of Modifications to the Setaside Voucher Commitment for Housing Now**

**2. ADDING A FULL-TIME POSITION TO THE CONSTRUCTION AND DEVELOPMENT DEPARTMENT**

See attached staff report.

**RECOMMENDED ACTION: Adopt Resolution No. 17 (2023 Series) Approving Addition of a Full-Time Position to the Construction & Development Department**

**3. AUTHORIZATION TO PURCHASE TWO ADDITIONAL MAINTENANCE VEHICLES**

See attached staff report.

**RECOMMENDED ACTION: Adopt Resolution No. 18 (2023 Series) Authorizing the Purchase of Additional Maintenance Vehicles**

**4. REQUEST FOR ONE-TIME PAYMENT TO HASLO STAFF**

See attached staff report.

**RECOMMENDED ACTION: Adopt Resolution No. 19 (2023 Series) Authorizing a One-Time Payment HASLO Staff at the End of the Fiscal Year**

**5. KOBLE COLLABORATIVE INC. – HASLO TEAM ENGAGEMENT AND ORGANIZATIONAL STRATEGY**

Koble Collaborative returns to provide questions for the Commissioners to answer.

**RECOMMENDED ACTION: Respond to questions provided by Koble Collaborative**

**ADJOURNMENT**

The next Regular Meeting will be held on September 21st, 2023, at 12:00 p.m., at 997 Monterey Street, 3<sup>rd</sup> Floor.

**REQUIREMENTS OF THE BROWN ACT HAVE BEEN SATISFIED AS THIS NOTICE WAS POSTED AT 1:00 P.M. ON AUGUST 11, 2023, PRIOR TO THE 72-HOUR NOTICING REQUIREMENT.**



HASLO wishes to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Executive Director's Assistant at (805) 594-5321 at least 48 hours before the meeting, if possible.

**\*\* DRAFT \*\***

**MINUTES**

**HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO**

**July 20, 2023**

**CALL TO ORDER**

The Regular Meeting of the Housing Authority of the City of San Luis Obispo was called to order on Thursday, July 20, 2023, at 12:04 p.m. at 997 Monterey St., San Luis Obispo, by Chair Ashlea Boyer.

Chair Boyer explained that she was authorized to attend via video because of just cause, caretaking issues.

**ROLL CALL**

**PRESENT:** Commissioners Boyer (video), Souza, Crotser, Odenthal, Shower, Steinberg

**ABSENT:** Commissioner Jeffries

**STAFF:** Scott Collins, Ken Litzinger (video), Sandra Bourbon, Michael Burke, and Vicky Culman

**PUBLIC COMMENT:**

None.

**12:06 P.M. Chair Boyer announced we were going into closed session.**

**12:06 P.M. Public attending via video were placed in a waiting room. Public attending in person (guests from Koble Collaborative Inc. for Discussion Item #1) were asked to leave and wait in another room.**

**CLOSED SESSION:**

**Closed session, pursuant to section 54956.8**

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: APNs 092-579-005, 092-579-006, 092-579-007, 092-579-008, and 092-579-009

Agency Negotiators: Scott Collins, Executive Director  
Ken Litzinger, Director of Finance

Negotiating Parties: The Housing Authority of the City of San Luis Obispo (HASLO)  
Abbott | Reed, Inc. (not present)

Under Negotiation: The Negotiators' authority regarding the price and terms.

**12:21 P.M. Chair Boyer announced that the closed session had ended and we were back in regular session.**

**12:22 P.M. Public returned to the in-person meeting. Public attending via video who had been in the waiting room had departed during the closed session.**

**EXECUTIVE DIRECTOR'S REPORT:**

Scott Collins, Executive Director, reported that TCAC recommended all three of our submitted projects for reservations. The Construction & Development Department will need additional staff.

Paso Homekey is a week away from completion of the construction phase of the project which will allow us to move more people into units. Collins graciously recognized the leadership that Michael Burke, Director of Construction & Development, and Elaine Archer, Director of Housing Management, provided. Paso Homekey will host a grand opening sometime in early fall.

The new office on Leff Street will begin construction in August.

HASLO applied for loans through the Multifamily Housing Program of the California Housing and Community Development for Oak Park in Arroyo Grande, and for both the Senior and Multifamily housing (separately) for 1422 Monterey Street.

Arroyo Grande City Council should provide Affordable Housing Funds for our Oak Park project at their City Council meeting next week.

HASLO will have a class and compensation study later this month to ensure that there is equity between what our employees receive and outside agencies.

Collins wants to ensure our projects are environmentally-friendly by providing electric vehicle stations, solar, and, possibly, providing a heat pump for Carmel to bring in air conditioning.

A Commissioner requested an update regarding Oak Park. Staff explained that if we receive a TCAC award in spring, then we will begin building in 2024-25.

Collins is keeping the neighboring businesses informed of the Anderson Hotel construction plans. A banner will be installed advertising that those stores are open for business. Bettina Swigger, CEO of Downtown SLO, has been helpful in promoting those businesses.

Morro Bay and Toscano are delayed due to electrical supply-chain issues. Toscano has a deadline for occupancy because it is a 9% TCAC award, as opposed to Morro Bay which is a 4% TCAC award.

Congressman Salud Carbajal's Field Representative, Greg Haas, visited with the Management Team to discuss the HUD funds that are currently being held back.

The House Appropriations Committee recommended a flat budget for the next fiscal year. There is hope that negotiations with the Senate will provide an increase to that budget item.

Two new vans were purchased and received for Maintenance. Many on the Maintenance staff have been using their own vehicles and getting reimbursed for mileage. Another Maintenance vehicle will need to be purchased as one of their trucks was just totaled in a crash.

Some of our staff are moving to one of the suites at our property on Monterey since there is not enough room at Laurel Lane for all employees. There may be an option for a conference room there.

Commissioners and staff discussed the purchase of an "Owl" meeting camera to facilitate the Commissioners' Zoom meetings.

**CONSENT AGENDA:**

- C1. MINUTES OF THE BOARD OF COMMISSIONERS SPECIAL MEETING OF JUNE 12, 2023, AND THE REGULAR MEETING OF JUNE 15, 2023**
- C2. HASLO MONTHLY DISBURSEMENT REGISTER (available for review at the meeting)**
- C3. HOUSING CHOICE VOUCHER (SECTION 8)**
- C4. PROPERTY MANAGEMENT REPORT**
- C5. FAMILY SELF-SUFFICIENCY & RESIDENT SERVICES PROGRAM REPORT**
- C6. CONSTRUCTION AND DEVELOPMENT REPORT**

There was a request to amend the minutes of the Special Meeting of June 12, 2023, to include the name of the public who participated, Linda Minton, who also happens to be a Director on the SLO Nonprofit Board.

**ACTION TAKEN:** A motion to approve all Consent Agenda items, with the correction mentioned above, was made by Commissioner Crotser, seconded by Commissioner Souza, and approved on the following roll call vote:

**AYES:** Commissioners Crotser, Souza, Boyer, Odenthal, Shower, Steinberg  
**NOES:** None  
**ABSENT:** Commissioner Jeffries  
**ABSTAINED:** None

**DISCUSSION ITEMS:**

**1. KOBLE COLLABORATIVE INC. – HASLO TEAM ENGAGEMENT AND ORGANIZATIONAL STRATEGY**

Collins introduced Carolyn Berg and Annie Chung from Koble Collaborative. Collins signed a contract with Koble Collaborative to provide HASLO with team engagement and an organizational strategy. This will be a two-year process. The first year will look inward on how we are doing and creating a sense of belonging. The second year will focus on moving forward. Carolyn Berg and Annie Chung spoke about their backgrounds and how the company was formed last year. They distributed their scope of work to the Commissioners and staff. They will return to the Board of Commissioners on August 17.

**1:06 P.M. Carolyn Berg and Annie Chung now absent.**

**2. CLOSING ESCROW ON 1708 BEACH STREET**

Ken Litzinger, Director of Finance, explained that the closing for 1708 Beach Street already occurred because the Commissioners had previously indicated their support for the project. The title company, First American Title, requires a resolution because we are a public entity. HASLO will once again work with Jim Rendler, our partner on Ironworks, Rockview at Sunset, and Monterey Street. The site will allow us to build affordable housing and provide office expansion.

**ACTION TAKEN:** A motion to adopt **Resolution No. No. 14 (2023 Series) Authorizing the Housing Authority of San Luis Obispo to Close Escrow and Complete the Purchase of the Property at 1708 Beach Street, San Luis Obispo, CA** was made by Commissioner Crotser, seconded by Commissioner Jeffries, and unanimously approved on the following roll call vote:

**AYES:** Commissioners Crotser, Jeffries, Boyer, Odenthal, Souza, Shower, Steinberg  
**NOES:** None  
**ABSENT:** None  
**ABSTAINED:** None

**3. CLOSING ESCROW ON MESA TRAILS**

Commissioners and staff agreed to table this action for the next meeting.

**There being no further business, the meeting was adjourned at 1:13 p.m.**

**Respectfully submitted,  
Scott Collins, Secretary**

**\* \* \* DRAFT \* \* \* MINUTES**

**SPECIAL MEETING**

**HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO**

**July 31, 2023**

**CALL TO ORDER**

A Special Meeting of the Housing Authority of the City of San Luis Obispo was called to order on Monday, July 31, at 12:00 p.m. by Chair Ashlea Boyer.

**ROLL CALL**

**PRESENT:** Commissioners Boyer, Crotser, Odenthal, Souza, Steinberg

**ABSENT:** Commissioners Jeffries, Shower

**STAFF:** Scott Collins, Ken Litzinger, Michelle Pedigo, Vicky Culman

**PUBLIC COMMENT:**

No public in attendance.

**DISCUSSION ITEM:**

**AUTHORIZATION for ACQUISITION OF LAND MESA TRAILS APARTMENT COMMUNITY**

Ken Litzinger, Director of Finance, explained that negotiations for this project have been complex, and, at times, looked unlikely to proceed. Originally, Abbott|Reed was going to purchase the 10-acre site partially using seller carry-back financing. Abbott|Reed and HASLO had agreed that HASLO would purchase approximately 2 acres from Abbott|Reed. When the seller withdrew the seller carry-back financing, it appeared the project would not move forward. HASLO asked the Housing Trust Fund (HTF) to provide acquisition financing to keep the project viable, which the HTF agreed to. However, the HTF required that HASLO purchase the entire 10-acre site and be the borrower on the loan. At closing, HASLO will execute an Option to Purchase with Abbott|Reed to purchase approximately 8 acres. Staff is looking for the Commissioners to authorize HASLO to:

1. Purchase the entire 10-acre site;
2. Borrow up to \$2.3 million from the HTF; and
3. Execute a purchase agreement and development agreement with Abbott|Reed for 8 acres.

At closing, Abbott|Reed will deposit an additional \$1,368,000 in addition to \$500k already deposited towards the purchase of 8 acres from HASLO. The Option to Purchase will give Abbott|Reed until January, 2024, to complete the purchase.

The worst-case scenario is that we keep all deposits and still have 8 additional acres.

Regarding a Commissioner question about a reference to two affordable housing sites, Litzinger explained that the two acres will house both a family project (approximately 34 units) and a senior project (approximately 40 units). The site has already received an intent-to-serve by the water board.

**ACTION TAKEN:** A motion to adopt **Resolution No. 15 (2023 Series) Authorizing HASLO Acquisition of Land Mesa Trails Apartment Community** was made by Commissioner Crotser, seconded by Commissioner Souza, and approved on the following roll call vote:

**AYES:** Commissioners Crotser, Souza, Boyer, Odenthal, Steinberg

**NOES:** None

**ABSENT:** Commissioners Jeffries, Shower

**ABSTAINED:** None

There being no further business, the meeting was adjourned at 12:13 p.m.

Respectfully submitted, Scott Collins, Secretary

## **Executive Summary**

### **Housing Choice Vouchers (“Section 8”)**

- SEMAP Report
  - The closing for PIC was successful for the month of July and the SEMAP report is attached.
  
- HOTMA Update
  - No updates to report at this time. The industry is waiting for a PIH Notice to be published for “Implementation Guidance”
  
- Voucher Funding Update
  - No updates to report at this time. We meet bi-weekly to review voucher activity and funding
  - Attached graphical analysis of average family income, average rent to owner and average HAP shows the predicted results through Sept 2023. For the first time in a very long time, we may see average HAP/voucher decline as rent to owners stay flat and average family income continues to rise
  
- Emergency Housing and Mainstream Vouchers
  - We are fully leased for both the emergency housing and mainstream voucher programs



# SEMAP Indicators Report

## As of July 31, 2023

Housing Authority: **CA064**  
 Housing Authority FYE: **September 30**

Current SEMAP Indicator Information	Most Recent SEMAP Indicator Information
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**Reporting Rate as of July 31, 2023**

Program Type	VMS Units Leased	As of MM/YY	Port-Outs	Port-Ins	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher Funded Assistance	2517	06/23	15	29	2531	2743	100

**Indicator 9:  
Annual Reexaminations**

Note: For Indicators 9-12 and 14, HUD mandates for SEMAP a Reporting Rate of at least 95 percent by the PHA's fiscal year end. If this threshold is not met, the PHA will receive zero points for these four indicators.

Percent of Families with reexaminations overdue (%) (Percentage includes all reexaminations more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.)	0
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Number of Families in Current Database	Number of Late Reexaminations
2935	2 – one EOP & one data entry error

**Indicator 10:  
Correct Tenant Rent Calculations**

Percent of Families with incorrect rent calculation (%) (SEMAP scores zero points when more than 2 percent of the Housing Authority's tenant rent calculations are incorrect as indicated by %'s shown in red and bold.)	0
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Number of Families in Current Database	Number of Rent Discrepancies
1706	0

[\[+\] Families with incorrect rent calculation\(s\)](#)

**Indicator 11:  
Precontract HQS Inspections**

Percent of units that did pass HQS inspection before the beginning date of the assisted lease and HAP contract (%) (SEMAP scores zero points when fewer than 98 percent of newly leased units pass the HQS inspection before the beginning of the lease/HAP as indicated by percentages as shown in red and bold.)	100
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Number of Families in Current Database	Number of Inspections On or Before Effective Date
620	620

[\[+\] Families where HQS inspection did not pass before lease and HAP contract](#)

**Indicator 12:  
Annual HQS Inspections**

Percent of units under contract where annual HQS inspection is overdue (%) (Percentage includes all HQS Inspections more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.) **0**

Number of Families in Current Database	Number of Late Inspections
2382	1 – related to data entry error with late AR

[\[+\] Families with annual HQS inspections overdue](#)

**Indicator 13:  
Lease-Up**

**Note: This data is not currently available.**

**Indicator 14:  
Family Self-Sufficiency Enrollment**

Enrolled	Escrow Balance	Points
80% or more	30% or more	10
60%-79%	30% or more	8
80% or more	Less than 30%	5
Less than 60%	30% or more	5
60%-79%	Less than 30%	3
Less than 60%	Less than 30%	0

Percentages shown in red and bold result in reduced SEMAP scores.

Number of Mandatory Slots (#)*	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
0	60	<b>0</b>	44	85

[\[+\] Families enrolled in Voucher FSS Program](#)

[\[+\] Families completing FSS Contract](#)

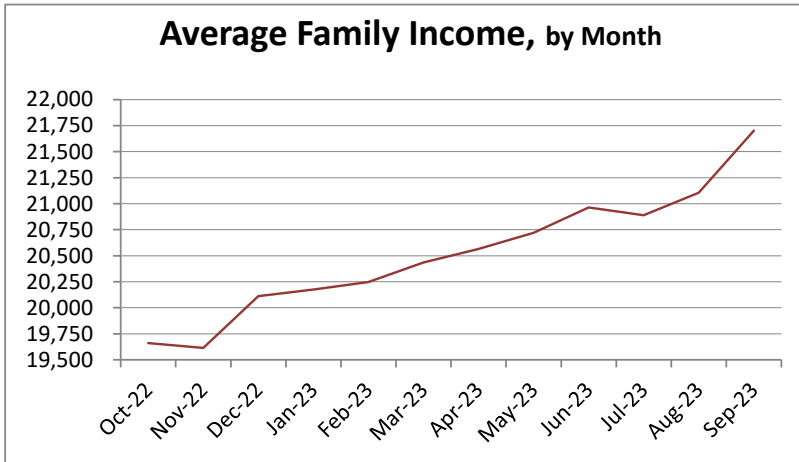
\* - As reported by the PHA in Indicator 14 (a) from the last SEMAP Certification and confirmed by the Field Office. This number may have decreased as families have graduated from the program. Also data may not include approved exceptions to mandatory slots.

# HASLO

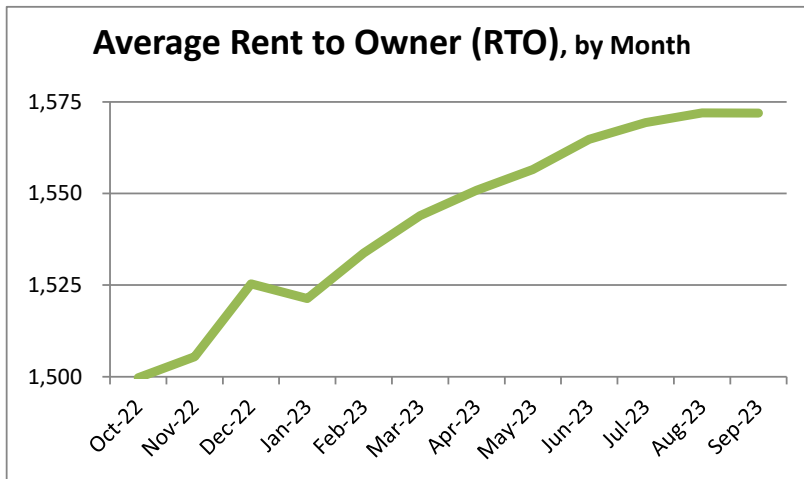
## Voucher Monthly Analysis (VMA)

### Rolling 12 months, with projections through Sept 2023

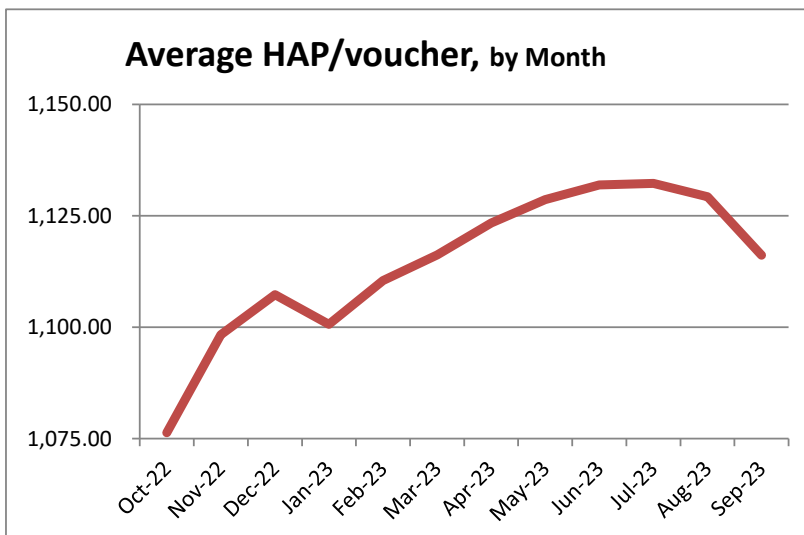
Note: includes Welcome Home Vouchers (EHV)



Average HH Income, 12 month % change: 10.4%



RTO, 12 month % change:  
(including new leases) 4.8%



Average HAP, 12 month % change: 3.7%

#### Notes:

- average HAP/voucher may differ from Finance submissions to HUD, due to timing/reporting differences
- represents averages across the programs/voucher types

**Vacancy Summary  
as of 07/31/23**

	<u>Vacancy Loss</u>		<u>GPR</u>	<u>Budgeted %</u>		<u>Avg Days Vacant</u>	<u>% Annual Turnover</u>	<u># of Units Turned</u>	<u>Total Units</u>	<u>% Occupied as of 6/30</u>
	<u>Current Month</u>	<u>Vacancy Loss Rolling 12 Month</u>		<u>of GPR</u>	<u>% of GPR</u>					
<b>Tax Credit Properties</b> <i>(rolling 12 months)</i>										
860 on the Wye	\$0	\$197	\$255,030	0.95%	0.08%	10	5%	1	20	100%
Atascadero	\$1,157	\$5,423	\$261,036	1.76%	2.08%	48	21%	4	19	95%
Bishop Street Studios	\$1,848	\$12,209	\$486,024	1.01%	2.51%	84	9%	3	33	97%
Brizzolara	\$492	\$7,692	\$389,556	2.00%	1.97%	38	17%	5	30	100%
Carmel	\$0	\$1,904	\$263,988	1.18%	0.72%	55	5%	1	19	100%
Courtyard	\$0	\$19,654	\$600,168	1.15%	3.27%	51	29%	10	35	100%
DRT (Johnson)	\$0	\$2,928	\$617,544	0.79%	0.47%	51	8%	3	40	100%
Halcyon	\$863	\$1,886	\$261,936	1.00%	0.72%	48	5%	1	20	100%
Hidden Creek	\$0	\$6,359	\$1,181,316	0.26%	0.54%	32	9%	7	80	100%
Ironworks	\$2,779	\$23,186	\$779,004	2.46%	2.98%	74	15%	7	46	98%
RAD175/SLO Villages	\$2,220	\$43,065	\$2,853,156	1.00%	1.51%	43	14%	25	175	98%
Islay Hills (Ironbark)	\$0	\$5,060	\$303,216	1.27%	1.67%	88	0%	0	20	100%
Laurel (Marvin Gardens)	\$0	\$440	\$350,928	1.27%	0.13%	81	0%	0	24	100%
Pismo Buchon	\$542	\$9,765	\$183,684	1.27%	5.32%	80	36%	4	11	91%
Willow Walk	\$828	\$6,153	\$744,048	2.00%	0.83%	26	13%	5	39	100%
<b>Total, Tax Credit Properties</b>	<b>\$10,729</b>	<b>\$145,921</b>	<i>Average=</i>	<i>1.29%</i>	<i>1.65%</i>	<i>54</i>	<i>12%</i>	<i>5</i>		<i>99%</i>
<b>SLONP Properties</b> <i>(rolling 12 months)</i>										
Blue Heron	\$0	\$352	\$236,808	0.58%	0.15%	22	7%	1	14	100%
Empire	\$0	\$1,114	\$173,400	1.00%	0.64%	41	8%	1	13	100%
Ferrell	\$2,145	\$4,307	\$180,144	1.64%	2.39%	27	25%	2	8	88%
Macadero	\$0	\$16,446	\$336,984	9.06%	4.88%	82	21%	4	19	100%
Margarita	\$1,133	\$1,258	\$414,348	1.12%	0.30%	13	10%	2	21	95%
<b>Total, SLONP Properties</b>	<b>\$3,278</b>	<b>\$23,477</b>	<i>Average=</i>	<i>2.68%</i>	<i>1.67%</i>	<i>37</i>	<i>14%</i>	<i>2</i>		<i>97%</i>
<b>EIHC Properties</b> <i>(rolling 12 months)</i>										
Poinsettia	\$0	\$0	\$487,380	4.00%	0.00%	-	0%	0	20	100%
<b>Total, EIHC Properties</b>	<b>\$0</b>	<b>\$0</b>								
<b>50059/Other Properties</b> <i>(rolling 12 months)</i>										
Dan Law	\$0	\$4,702	\$131,400	2.54%	3.58%	104	11%	1	9	100%
Parkwood	\$3,948	\$17,562	\$639,948	4.00%	2.74%	58	15%	5	34	97%
<b>Total, 50059/Other Properties</b>	<b>\$3,948</b>	<b>\$22,264</b>	<i>Average=</i>	<i>3.16%</i>		<i>81</i>	<i>13%</i>	<i>3</i>		<i>99%</i>
	<b>\$17,955</b>	<b>\$191,662</b>	<i>Overall Average=</i>	<i>1.72%</i>		<i>52</i>	<i>12%</i>	<i>4</i>		<i>98%</i>
<i>prior month</i>	<i>\$18,459</i>		<i>Prior Month Overall=</i>	<i>1.64%</i>		<i>54</i>	<i>11%</i>	<i>4</i>		<i>98%</i>
<i>% increase/(decrease)</i>	<i>-3%</i>		<i>net change</i>	<i>0.08%</i>		<i>-2</i>	<i>1%</i>	<i>0</i>		<i>0%</i>

\*\*NOTE: All day counts include weekends\*\*

August 8, 2023

To: HASLO Board of Commissioners  
From: Traci Walker, Resident Services Coordinator  
Re: July 2023

**Family Self Sufficiency Program (FSS):**

**\*FSS Graduates (2023):**

BS as of 02-28-2023, Assembler, \$3,112 (tw)	TF as of 05-31-2023, Postal Carrier, \$39,535.56 (sb)
MS as of 03-31-2023, Office Assistant, \$11,199 (tw)	RH as of 5-31-2023, Resort Coordinator, \$14,512 (tw)
JS as of 03-31-2023, Receptionist, \$5,122.04 (sb)	JR as of 5-31-2023, Carpenter, \$9,896 (tw)
LM as of 03-31-2023, Care Giver, \$6,572.36 (sb)	CA as of 7-31-2023, \$8,036 (sb)

**\*FSS Terminations and Forfeited Escrow (2023):**

2022: E.J-R/11-01-2022-contract expired and unemployed \$2,496.

2023: MR/01-04-2023-voluntary withdraw, \$0. AL/02-28-2023-contract expired, not working \$4,506. JO/02-28-2023-voluntary forfeit \$0. EA/02-28-2023-voucher terminated, \$2,614.08. AD/02-28-2023-lost HCV and not employed \$3,628, KT/07-31-23-contract expired, not working \$0

The quarterly FSS Program Coordinating Committee (PCC) was held in July. A draft of a holiday savings program challenge using FSS forfeited escrow was shared with the committee for feedback (see attachment).

**SERVICES:**

We continue to be busy providing services at our properties throughout the county. Here are some July highlights:

- Hidden Creek Learning Center kids have enjoyed the summer months of fun filled afternoons, recently enjoying tie-dying. Attendance has been steady, Learning Center participants also received Breakfast Bags from the Food Bank.
- Courtyard at the Meadows and South Hills Crossing: attendance continues to slowly increase with those that participate joining consistently. Some of the activities in the month of July included: watercolor fireworks, painting pots/growing plants, sun printing, and making homemade ice cream.
- Iron Works: Services started in July with a breakfast Meet & Greet including a small raffle for a Vons gift card. There was a good turnout. 45 Food Bank Breakfast Bags were distributed to IW youth.
- Halcyon Collective: Services started in July. Increased outreach and survey are planned.
- 860 on the Wye: residents are really enjoying playing a lot of chess with Mia now that she is covering RS Hours once a week, with a discussion of a possible chess tournament in the future.

- Carmel: Participation is limited, increased outreach & survey is planned. Residents do seem to enjoy the time with HASLO staff on-site, even though not utilized fully.
- Atascadero Senior Housing: Attendance has been steady; residents recently enjoyed a PM hosted potluck that included BBQ tri-tip & chicken. Residents are looking forward to the planned activities for August. Several new residents on site, continuing to outreach to gain participants.
- Marvin Gardens: Fluctuating attendance, residents are very verbal in what they would like to see out of the program. Many enjoy using the Community Room for their own activities and small gatherings.
- Willow Walk: Attendance continues to slowly increase with a few residents that regularly participate, especially when donuts or other treats are available along with board games and even chair yoga.
- Continuing Food Bank distribution: fair meat may be an option available soon.

### Hidden Creek: Tie-Dye



### Courtyard at the Meadows: Sun Printing



**South Hills Crossing – Sun Printing**



**South Hills Crossing: Water Coloring**



**Willow Walk Resident – proudly sharing his latest needle craft project**







# HASLO Development Outlook

Month	2023					2024												2025											
	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Anderson Hotel Reno 9%	Construction																												
68 Units Special Needs																		Lease-Up											
405 Atascadero 9%	Switchgear Delay																	Qualified Occupancy											
36 Large Family Units						Lease-Up																							
Tosceno 9%	Switchgear Delay																												
38 Large Family Units Office						Lease-Up												Qualified Occupancy											
Shell Beach Road 9%	Construction																												
26 Senior Units	Construction Phase																	Move In											
Arroyo Terrace 9%																		Lease-Up											
68 Large Family Units	Raise Funding/Tax Credit Application					Tax Credit Award/Closing												Qualified Occupancy											
Bridge Street 9%						Construction Phase																							
94 Senior/Large Family Units 1422 Monterey 9%	Phase 1 Tax Credit Award/Closing					Phase 1 Construction Phase																							
105 Senior/Large Family Units Maxine Lewis 9%	Raise Funding/Tax Credit Application					Tax Credit Award/Closing												Construction Phase											
40 Special Needs Units Mesa Trails 4%	Tax Credit Award/Closing					Construction Phase																							
70 Senior/Family Units	Acquisition																												
Victoria Yard Site 9%	Entitlements					Raise Funding/Tax Credit Application												Tax Credit Award/Closing											
30+ Large Family Units Cleaver Park 9%																		Raise Funding/Tax Credit Application											
50+ Large Family Units 1708 Beach Office 9% Seniors	Tax Credit Award/Closing					Construction Phase												Tax Credit Award/Closing											
	Entitlements																	Raise Funding/Tax Credit Application											
																		Tax Credit Award/Closing											

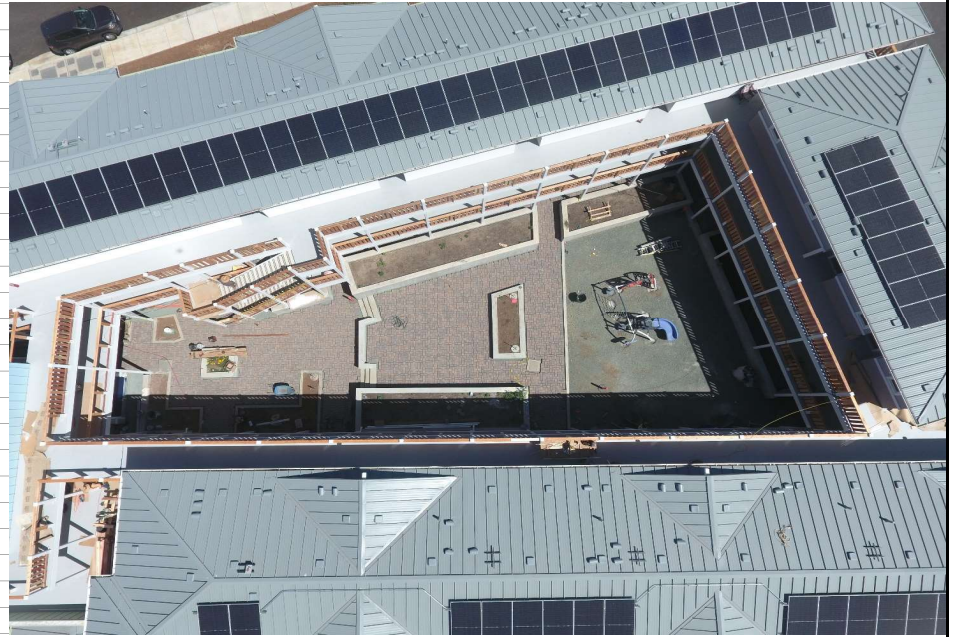
# Development Update



Date of Update	8/9/2023		
DEVELOPMENT	PROJECT	ACTION	NOTES/GOALS
	Anderson Hotel	Construction	Dewatering complete, seismic retro work is commencing Encroachment and traffic signage approved by City Public Works, ongoing neighborhood push back continues Improvements to heating system ongoing, and roofing work is almost complete Working to implement enhanced marketing campaign to assist the Morro Street businesses with the construction impacts Coordination with Spectrum to clean up their infrastructure is on going
	Project HomeKey	Construction	Working on punch list items
	Cleaver Site, Grover	Strategy	Partnership with PSHHC for 53 units of affordable housing
		Entitlements	Fully Entitled, City Council approved the project on 12/13/2021
		Financing	Tax Credit Allocation expected to be received, construction to start in Q1 of 2024
	1422 & 1480 Monterey	Acquisition	Escrow closed on 1/11/2021
		Strategy	Partnership with Jim Rendler, 100+ units of mixed-use housing. JB Enterprises to management the commercial tenants
		Entitlements	Project is fully entitled
		Financing	Submitted multiple financing application to the state. If recommended for funding we could proceed with TCAC apps as early as spring of 2024
	Toscano Site	Construction	Project broke ground on 1/10 Delays due to switchgear and PG&E expect occupancy and turnover to PM in September.
	Office	Construction	Demo expected to commence 8/15/2023
	2655 Shell Beach Road	Construction	Second floor framing underway Rain has delayed the project 3 months, working to make up time. Rough in MEPs beginning
	405 Atascadero Road	Construction	Finish work is underway New delay with switchgear will delay the occupancy of the project, project will defer some developer fee due to prolific archeological findings and ROW conflicts. Anticipated occupancy is now January of 2024
	736 Orcutt Road	Strategy	40+ units of special needs housing, built around the old house
		Entitlements	Project is approved
		Financing	Tax Credit Allocation received, construction to start in Q1 of 2024
	2690 Victoria	Strategy	A redesign has been authorized for the project to serve either senior, special needs, or other SRO populations
		Entitlements	Under new zoning regs, we will apply for Director Action. This aims to be a streamlined approach
		Financing	TCAC application planned for 2025
	Arroyo Terrace	Strategy	63 units of large family mixed use housing
		Entitlements	Fully approved
		Financing	Needs additional funding, tax credit application planned for 2024
	279 Bridge Street	Strategy	94 units of large family/senior mixed use housing
		Financing	Phased TCAC applications beginning in 2023
		Permitting	Tax Credit Allocation received for Phase 1, construction to start in Q1 of 2024
	Empire Apartments	Strategy	Renovate the existing 13 units and add 19 units
		Entitlements	Approved at Planning Commission on 7/20/2021
		Financing	TCAC application planned for 2025
	Macadero Apartments	Strategy	Renovate the existing 19 units and add 6 units
		Entitlements	Unanimously approved at Planning Commission on 9/7/2021
		Financing	TCAC application planned for 2025
	Mesa Trails Nipomo	Entitlements	CUP application has been deemed complete. ER and public hearing process to commence Community Outreach is ongoing Acquisition strategy has changed. HASLO to take down full acreage under the terms of the Restated Development Agreement, and PSA assignment



Anderson - new roof sheathing



Sunset at Rockview Courtyard

### **Discussion Item 1: Housing Now Program (originally the 50Now Program)**

- Attached is a Resolution requesting the Board to approve an expansion of the 50 Now program which was started in 2014 in response to the HSOC Strategic Plan to address homelessness
- The program was created by pledging 50 vouchers with an estimated value of \$500,000 with a request that the County fund 3 years of permanent supportive housing case management services to the most vulnerable homeless individuals in the County
- TMHA won the contract to provide the services and the original program was expanded to 65 vouchers after the initial 3 year contract. The program continues to be a vital part of the Strategic Plan to end homelessness as outlined in the HSOC Strategic Plan adopted in 2022.
- The program is being renamed the Housing Now program, rather than continuing to link the program name to the number of vouchers awarded.
- TMHA and the County are asking that HASLO commit up to 80 vouchers to the Housing Now program, and they will continue to provide case management services to ensure housing stability and a transition to permanent housing for those assisted
- The Board of Supervisors will be approving the new 3-year contract and continued services in late August or early September
- These vouchers are a very affordable component of the vouchers under contract, with an average HAP cost of approximately \$750 per voucher compared to the overall program cost of \$1125/voucher. The low cost is attributable to the congregate and shared housing options that are part of the program and plan for providing comprehensive case management services
- This program is operated under the Housing First principles
- Due to the funding challenges currently facing HASLO with the reserves that were taken by HUD, we are recommending that 10 of the Housing Now vouchers and associated permanent supportive housing vouchers be placed at Paso Homekey
- This will assist in the effort to manage vouchers commitments for the balance of 2023 and bring County-funded permanent supportive housing service team to Paso Homekey
- TMHA will place a .5 FTE person onsite at Paso Homekey to work with their 10 tenants and will collaborate with HASLO on continued provision of permanent supportive housing services

**RESOLUTION NO. 16 (2023 SERIES)**

**RESOLUTION APPROVING AMENDMENTS TO THE HOUSING AUTHORITY OF SAN LUIS OBISPO'S ADMINISTRATIVE PLAN – APPROVAL OF MODIFICATIONS TO THE SETASIDE VOUCHER COMMITMENT FOR HOUSING NOW**

**WHEREAS**, the Housing Authority of San Luis Obispo (hereinafter “HASLO”) has an Administrative Plan applicable to the Housing Choice Voucher Program, and

**WHEREAS**, in November 2013, HASLO pledged 50 Vouchers to the County of San Luis Obispo with goal of creating a new initiative to house the most frail and vulnerable chronically homeless along with intensive case management services to ensure a successful transition to permanent housing, and

**WHEREAS**, in the fall of 2014, setaside vouchers were awarded to the 50 Now Program with Transitions Mental Health Association (TMHA) for serving the most vulnerable clients referred by the Coordinated Entry System (CES) utilizing Housing First practices, and

**WHEREAS**, the success of the 3-year 50 Now program led to an expansion to 65 Vouchers awarded to TMHA in 2017 for providing intensive case management services along with the affordable housing provided through the setaside award of Housing Choice Vouchers, and

**WHEREAS**, HUD has updated their guidance with respect to working with setaside vouchers in PIH Notice 2023-13 “**Guidance on housing individuals and families experiencing homelessness through the Public Housing and Housing Choice Voucher Programs,**” and

**WHEREAS**, the recommendation is being made to the County of San Luis Obispo to expand the setaside voucher program and matching intensive case management services to 80 Vouchers and to rename the program “Housing Now,” and

**WHEREAS**, HASLO has previously received approval from the Board of Commissioners to pursue a Memorandum of Understanding with TMHA as a partnering agency for setaside vouchers and case management services to reduce homelessness.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners approves the issuance of up to 80 set-aside vouchers pursuant to the HASLO-TMHA MOU as an amendment to HASLO’s Administrative Plan.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and on the following roll call votes:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

The foregoing Resolution was duly adopted and passed this 17th day of August, 2023.

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**ASHLEY BOYER, CHAIRMAN**

**SEAL:**

**ATTEST:**

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**SCOTT COLLINS, SECRETARY**

## **Discussion Item 2: Adding A Full-Time Position to the Construction & Development Department**

HASLO will have a total of 165 affordable housing units under construction and renovation as of January 2024, in addition to the new HASLO 13,000 square foot office project. HASLO is staffed by three professional project/contract managers at this time. HASLO has an additional 400 affordable housing units in the pipeline. To help the organization successfully execute on the new construction and renovation project goals of the organization, staff is recommending the creation of an Assistant Project Manager position.

Summary of the Assistant Project Manager position recruitment:

We are seeking an energetic and experienced individual who is seeking to learn and grow with our Development & Construction Team as an Assistant Project Manager. Under the direction of a Project Manager and Director of Development and Construction, this individual coordinates and develops a variety of the HASLO's moderately complex capital improvement, affordable housing development and renovation projects through their entire lifecycle, including developing the scope of work, construction management and inspection, and transfer of completed projects to owner/asset management; and performs related work as required.

Job Description attached.

## **Assistant Project Manager**

Under the general direction of the Director of Construction & Development and the day-to-day supervision of the Project Manager; the Assistant Project Manager will support a wide range of affordable housing development projects and have the opportunity to perform meaningful and impactful work for an agency dedicated to providing affordable housing. The APM will manage multiple phases of various housing development projects (new construction and renovation projects).

This position is responsible for performing a variety of complex tasks, on multiple projects, involving administrative, analytical, and project management functions in a dynamic professional environment.

The Project Manager will represent HASLO to vendors and external partners by negotiating and preparing internal and external documents, creating content for competitive financing applications, and independently managing components of real estate development projects to support the growth and consistent quality of the Development Department's work and affordable housing.

### **Essential Functions:**

- Provide substantive project support to the Project Manager and technical support to project management team.
- Assist with entitlements and permit approvals from City planning, building inspection, and other agencies.
- Prepare, maintain and report on project schedule and progress to project sponsors and others.
- Track design development, obtain public approvals and permits; negotiate vendor contracts; monitor consultants, review documentation for accuracy; track and follow up on all deadlines, payments, and approvals.
- Monitor building construction; review building plans; attend construction meetings; process draws; coordinate consultants including relocation; and prepare project reports.
- Assist during the construction process including processing change orders, construction pay applications, and compliance with local government and lender requirements.
- Assist with construction and permanent financing applications.
- Help package materials for funding applications, periodic and regular reports, and special requests to lenders, investors and other funders.
- Record and distribute minutes at meetings as requested.
- Help organize, coordinate, document and facilitate escrow closings.
- Assist with bid and qualifications processes to select project consultants.
- Research, analyze and compile project information for monthly reporting, marketing and funding requests.
- Create and maintain centralized electronic files for project records and project information binders.
- Coordinate logistics for special events such as groundbreakings and grand openings.
- Schedule and coordinate meetings for Director, Associate Directors, and Project Managers.
- Prepare monthly development reports for communication to funders and Board of Directors.
- Assist with community outreach duties as needed.
- Attend neighborhood, community, and project meetings.
- Process invoices, file, copy, and other general office duties as requested.
- Works with board members, regulators, and associations to promote affordable housing.

### **Employment Standards**

Education, Training and Experience: Any combination of education and experience equivalent to a Bachelor's degree in construction, architecture, or related major field. Three+ years relevant experience in multifamily construction project management, affordable housing experience as an



Owner's representative preferred; and thorough knowledge of planning, funding, and completing projects.

Knowledge of: advanced project management principles and best practices. Modern office practices, procedures and equipment; specifically, Microsoft Office Suite, Internet and property management software program(s); work methods and techniques applicable to document preparation and record maintenance; proper telephone/voice mail system methods and procedures.

Ability to: read and interpret documents such as safety rules, operating and maintenance instructions, building plans, and procedure manuals; write routine reports and correspondence. Communicate effectively orally and in writing, including group facilitation, influencing and negotiations. Prepare reports and analyze data; maintain accurate records. Multi-task while meeting stringent deadlines. Demonstrate excellent judgement, organizational skills and attention to detail. Perform duties independently; thrive in a high-pressure environment; manage rapidly changing priorities and deadlines. Demonstrate flexibility, tact, patience, courtesy and tolerance; maintain impartiality, objectivity and confidentiality. Be a role model; remain calm and provide excellent customer service at all times; establish and maintain professional working relationships with those contacted in the course of work; effectively interact with persons from all socioeconomic and cultural backgrounds. May be required to deal with distraught, angry and/or potentially violent people. Be available as needed for evenings and weekends.

Physical Demands: This classification involves a combination of field and office work including: sitting for prolonged periods of time, walking, ascending/descending stairs, standing, bending, stooping, squatting, reaching, pulling; the coordinated use of fingers, hands, arms and knees; and occasional lifting of up to 30 lbs.

Work Conditions: Office: open ventilation environment with limited exposure to dust, noise, fumes, odors, chemicals. Field: exposure to power equipment, dust, noise, fumes, odors, chemicals and inclement weather; protective equipment is provided where necessary.

Special Requirements: Must be insurable by HASLO's automobile insurance carrier which requires a valid driver's license and a good driving record.

This Job Description is a guideline reflecting the primary activities associated with this position; it is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions. HASLO retains the right to assign other related duties; change or modify this job description at any time.

I acknowledge that I have read and understand this job description. I further understand that I may request a reasonable accommodation by submitting a verbal or written request (the HR Manager can provide a request form if needed).

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Printed Name

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Signature

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Date

**RESOLUTION NO. 17 (2023 SERIES)**

**RESOLUTION APPROVING ADDITION OF A FULL-TIME POSITION TO THE CONSTRUCTION & DEVELOPMENT DEPARTMENT**

**WHEREAS**, the Housing Authority of San Luis Obispo (hereinafter “HASLO”) has a Construction & Development Department; and

**WHEREAS**, the Construction & Development Department is staffed by three professional project/contract managers; and

**WHEREAS**, HASLO will have a total of 165 affordable housing units under construction and renovation as of January 2024, in addition to the new HASLO 13,000 square foot office project; and

**WHEREAS**, HASLO has an additional 400 affordable housing units in the pipeline; and

**WHEREAS**, HASLO recommends the creation of an Assistant Project Manager position to help the organization successfully execute the new construction and renovation project goals of the organization.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners approves the addition of a full-time Assistant Project Manager position.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and on the following roll call votes:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

The foregoing Resolution was duly adopted and passed this 17th day of August, 2023.

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**ASHLEY BOYER, CHAIRMAN**

**SEAL:**

**ATTEST:**

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**SCOTT COLLINS, SECRETARY**

### Discussion Item 3: Maintenance Vehicle Acquisitions

HASLO has a Maintenance staff of 15 employees to support, fix, repair, turnover, and maintain our 42 properties. The number of properties will soon be 45 with Shell Beach leasing in 2024, and Bridge Street and Orcutt Road leasing in 2025, which will require hiring additional Maintenance staff. To effectively carry out their duties, each member of the Maintenance team is provided with a vehicle to store their equipment and to travel between properties.

We currently have 12 Maintenance vehicles, one of which (1988 GMC C3500) is only used for hauling. Not included in that count are the 2001 Chevrolet G1500 which was totaled in an accident last month and the 2001 Ford E150 Van which was stolen off a property parking lot late last year. Half of the working Maintenance vehicles are from 1997 and 1998, and two more are reaching their 20-year mark.

Since there are not enough vehicles for each member of the Maintenance team, some staff members have been using their personal vehicles for work. While they are reimbursed for mileage, we want to provide each Maintenance employee with a reliable working official vehicle. Last month we purchased two new fully outfitted RAM vans which had been authorized by the Commissioners in 2021. The dealership from which we purchased the vans was extremely responsive to our needs, and we received the new vehicles within two weeks of requesting a quote.

That dealership has just informed us that they have received an additional supply of these vans. There is no dealership locally that has fully outfitted vans meeting the Maintenance requirements. While we may be able to purchase non-outfitted vans locally, we would then have to take time away from Maintenance duties to have staff locate and transport the vans to a company that could outfit them.

We are looking for the Commission's approval to purchase an additional two 2023 RAM 2500 ProMaster Cargo Vans from Normandin-Chrysler-Jeep-Dodge of San Jose. The approximate price breakdown per vehicle is below:

Base cost	\$55,000
Upfitting	\$7,000
Delivery	\$1,000
Tire fee	\$10.00
Document fee	\$85.00
Sales tax	\$5,500
Rebate	-\$1,000
<b>TOTAL</b>	<b>\$67,595</b>

Current Maintenance Vehicles

License	VIN	Year	Make	Model
74219	1GDGC34K0JE518144	1988	GMC	GMT-400 C3500
E431242	1FTHF25H3VEA52793	1997	FORD	F250
E431241	1FTHF25H1VEA52792	1997	FORD	F250
E1139851	1FDHF25G6VEB76687	1997	FORD	F250
E1009728	1GBGC24R5WZ263295	1998	CHEVROLET	GMT-400 C2500
1009729	1GBGC24R0WZ261468	1998	CHEVROLET	GMT-400 C2500
E1209554	1GBJC34U95E103670	2005	CHEVROLET	SILVERADO C3500
E1264719	5TENX22N36Z200255	2006	TOYOTA	TACOMA
1598369	1FDBF2A66LEE28969	2020	Ford	F-250
1589992	NM0LS7E24L1468626	2020	Ford	Transit Connect Van
1668246	3C6LRVDG5PE528567	2023	RAM	2500 ProMaster Cargo Van
1668427	3C6LRVDG8PE515067	2023	RAM	2500 ProMaster Cargo Van

**RESOLUTION NO. 18 (2023 SERIES)**

**RESOLUTION APPROVING OBLIGATION OF FUNDS NOT TO EXCEED \$137,000 FOR THE PURCHASE OF TWO NEW HASLO MAINTENANCE VEHICLES**

**WHEREAS**, the Housing Authority of San Luis Obispo (hereinafter “HASLO”) maintains a Maintenance vehicle fleet; and

**WHEREAS**, the existing Maintenance vehicle fleet is in serious need of replacement, as well as expansion, due to increased demand from growth of HASLO properties and staff; and

**WHEREAS**, HASLO’s procurement policy requires approval from the Board of Commissioners for purchases in excess of \$25,000; and

**WHEREAS**, the urgency of the situation requires immediate procurement of new vehicles; and

**WHEREAS**, HASLO recently purchased 2 new 2023 RAM 2500 ProMaster Cargo Vans fully outfitted and delivered from Normandin-Chrysler-Jeep-Dodge of San Jose (previously approved by the Commissioners); and

**WHEREAS**, Normandin-Chrysler-Jeep-Dodge of San Jose has informed us that they have a new supply of outfitted vans in stock.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners authorizes the Executive Director or his designee to enter into contracts to purchase 2 additional maintenance vehicles not to exceed a total cost of \$137,000.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and on the following roll call votes:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINED:**

The foregoing Resolution was duly adopted and passed this 17th day of August, 2023.

\_\_\_\_\_  
**ASHLEA BOYER, CHAIRMAN**

**SEAL:**

**ATTEST:**

\_\_\_\_\_  
**SCOTT COLLINS, SECRETARY**

#### **Discussion Item 4. One Time Payment to Staff**

As we near the end of our 2022-2023 fiscal year, we would like to take a moment to consider some of our major accomplishments:

- Maintained a very high lease up of Housing Choice Vouchers.
- Received a second award of Emergency Housing Vouchers and successfully leased them up.
- Received an additional award of Mainstream Vouchers and successfully leased them up.
- Purchased the Anderson Hotel using over \$10 million in Homekey funds.
- Closed on the Anderson Hotel and began construction.
- With the completion of the Anderson, HASLO will become the single largest provider of permanent supportive housing in the County.
- Successfully relocated all Anderson tenants into permanent or temporary housing.
- Closed on Shell Beach Senior project and began construction.
- Maintained low vacancy rates at properties under management.
- Relocated all staff from 487 Leff Street to temporary office space.
- Purchased the Sandercock property for future development.
- In contract to purchase a 10-acre site in Nipomo (2 acres of which are for future affordable housing development).
- Awarded tax credit reservations for Maxine Lewis and Bridge Street.
- Completed the major renovation of Paso Homekey using multiple grants with various deadlines and requirements.
- Submitted major grant applications for 700 N. Oak Park Blvd, Arroyo Grande and 1422 Monterey, San Luis Obispo projects.
- Rewrote the Family Self-Sufficiency program to comply with new regulations from HUD and graduated a participant with the largest payout ever of almost \$40,000.

Our team has gone the extra mile to make these accomplishments happen. In light of the above, and the continued inflation pressures, we are recommending that the Commission adopted a one-time payment of \$3,000 for each full-time HASLO employee. We are proposing that the same amount go to each employee regardless of their position or pay rate, since arguably lower wage employees have the least flexibility in their budgets, and basic necessities such as food, gasoline and rent have continued to increase. The payment would be pro-rated for part-time employees.

Financial Impact: This payment would come from current year cash flow, which has been very strong.

**RESOLUTION NO. 19 (2023 SERIES)**

**RESOLUTION APPROVING A ONE-TIME PAYMENT TO THE STAFF  
OF THE HOUSING AUTHORITY OF SAN LUIS OBISPO**

**WHEREAS**, the Housing Authority of San Luis Obispo (hereinafter “HASLO”) staff met major goals during this fiscal year; and

**WHEREAS**, HASLO staff maintained a high lease up of Housing Choice Vouchers; and

**WHEREAS**, HASLO received an additional award of Emergency Housing and Mainstream Vouchers and successfully leased them up; and

**WHEREAS**, HASLO purchased and began construction on the Anderson hotel and relocated all the tenants into permanent or temporary housing; and

**WHEREAS**, HASLO closed on Shell Beach Senior project and began construction; and

**WHEREAS**, HASLO maintained low vacancy rates at our properties; and

**WHEREAS**, HASLO relocated all staff from 487 Leff Street to temporary office space; and

**WHEREAS**, HASLO purchased the Sandercock property for future development; and

**WHEREAS**, HASLO was awarded tax credit reservations for Maxine Lewis and Bridge Street; and

**WHEREAS**, HASLO submitted major grant applications for our projects at 700 N. Oak Park Boulevard in Arroyo Grande and 1422 Monterey in San Luis Obispo; and

**WHEREAS**, HASLO purchased the Sandercock property for future development; and

**WHEREAS**, HASLO rewrote the Family Self-Sufficiency program to comply with new regulations from HUD and graduated a participant with the largest payout ever of almost \$40,000.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners authorizes a one-time payment of \$3,000 for each full-time HASLO employee and a pro-rated amount for part-time employees.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and on the following roll call votes:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

The foregoing Resolution was duly adopted and passed this 17th day of August, 2023.

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**ASHLEA BOYER, CHAIRMAN**

**SEAL:**

**ATTEST:**

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**SCOTT COLLINS, SECRETARY**



## **Discussion Item 5. Team Engagement and Organizational Strategy Discussion with Koble Collaborative**

HASLO has contracted with Koble Collaborative to facilitate team engagement and organizational strategy work with our organization. Koble presented an overview of their planned scope with the Board in July. Currently, they are surveying HASLO staff and will then meet with each of the divisions to discuss what is working and what can be improved within the organization in the coming months.

An important next step is to gain similar feedback from the HASLO Commission. On the next page is an agenda for their discussion with the Board for the August 17, 2023 meeting. Board members are encouraged to review the questions posed in the document ahead of the meeting.

# HASLO Board Pre-Session Meeting Agenda

Thursday, August 17, 2023, 12:00 pm  
Pacific Western Bank, 997 Monterey St, San Luis Obispo, CA

Duration	Topic	Lead
2 min	<b>Welcome</b>	Scott
3 min	<b>Overview meeting approach</b>	Carolyn
7 min	<b>Introductions</b>	Participants
25-30 min	<b>Facilitated brainstorming</b>  <i>Considering your experience of HASLO as an organization as well as the internal team dynamics and needs as you see them from the Board perspective:</i> <ul style="list-style-type: none"><li>• What would make this current Team Engagement and Organizational Strategy project a big success? A failure?</li><li>• What does HASLO as an organization do well?</li><li>• What could HASLO improve on? What's holding the team back?</li></ul>	Participants
3 min	<b>Summary &amp; next steps</b>	Carolyn