



AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA

**REGULAR BOARD OF COMMISSIONERS  
MEETING TO BE HELD**

**September 27, 2017**

1400 W. HILLCREST DRIVE  
NEWBURY PARK, CALIFORNIA

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**REGULAR MEETING OF THE AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA**

**Wednesday, September 27, 2017 at 3:00 P.M.**

**1400 W. Hillcrest Drive, Newbury Park, CA 91320**

"The Area Housing Authority of the County of Ventura shall be a leader in providing opportunities and assistance to people in need of affordable housing through development, acquisitions, and partnerships."

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**1. CALL TO ORDER/WELCOME**

**A. PLEDGE OF ALLEGIANCE**

**B. COMMISSIONER ATTENDANCE:** BRAMSON, CRUTCHFIELD, DIAZ-MARTINEZ, LECH, LUNN, MCCARTY, MCCLENAHAN, MERCER, NIELSEN, NOBLE, PAINTER, REISENDER, AND WALL

**2. ADOPTION OF AGENDA**

**3. APPROVAL OF MINUTES - REGULAR MEETING OF AUGUST 23, 2017**

**4. CONSENT CALENDAR ITEMS**

Review and approve unless an item is pulled for separate action by the Board and moved to the Regular agenda for consideration. Consent items are to be routine and non-controversial. All items are approved as recommended without discussion.

**A. Receive Executive Director Report (Michael Nigh)**

**B. Receive Financial Report (Denise Howells)**

**C. Receive Section 8 Report (Carrie Sabatini & James Markot)**

**D. Receive Housing Programs Report (Carrie Sabatini)**

**E. Receive Housing Assets and Development Report (George McGehee, Jr.)**

**F. Receive Personnel/Human Resources (Tricia Friou)**

**5. PUBLIC COMMENTS**

Members of the public are invited to address their questions, concerns, and comments to the Board. Those wishing to do so are reminded to: a) address the Board at the time designated for public comments; b) limit their comments to three (3) minutes in which to speak to the Board of Commissioners; and c) the Board will not respond to these comments, but will take them into consideration and the item may appear on a future agenda, if discussion is determined necessary.

**6. AHA PARTNER SPOTLIGHT**

**Introducing Senior Concerns**

Martha Shapiro, Director of Programs

**7. STAFF COMMENTS**

Information Only

**8. CLOSED SESSIONS**

**A. Government Code Section 54956.9(d)(2) – Existing Litigation**

Conference with Legal Counsel – Existing Litigation, Victoria Bramson v. Area Housing Authority of the County of Ventura, DFEH Case No. 897171-294008 HUD Case No. 09-17-8802-8.

**B. Government Code § 54956.8 - Conference with Real Property Negotiators**

**Property:** Approximately 1.08 acres of improved property located at 1415 Patricia Ave, Simi Valley, CA 93065

**Agency negotiator:** Michael Nigh, Area Housing Authority of the County of Ventura

**Negotiating parties:** Greti Croft (property owner); Area Housing Authority of the County of Ventura

**Under negotiation:** Purchase of the property, including purchase price and terms of payment.

**C. Government Code Section 54957(b)(1) – Evaluation of Performance**

*Conference with the Executive Director Performance Evaluation Committee regarding Public Employee Performance Evaluation*

*Title: Executive Director*

**D. Government Code Section 54954.5(f) and 54957.6 – Conference with Labor Negotiator**

*Designated Representative: Jorgen Nielson. Unrepresented Employee: Executive Director.*

**9. FINAL ACTION ON COMPENSATION**

**Government Code Section 54953(c)(3), final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive**

Review, Motion, Discuss, Second, Voice Vote

**10. PRESENT UPDATES ON AGENCY DEVELOPMENT PROJECTS**

Michael Nigh, Executive Director

**11. EXECUTIVE DIRECTOR COMMENTS**

Information Only

**12. COMMISSIONER COMMENTS**

Comments by Commissioners on matters they consider appropriate. The Board of Commissioners will not respond to comments but will take them into consideration and the item may appear on a future agenda if discussion is determined necessary. Commissioners are asked to limit their comments to three (3) minutes or less.

**13. CHAIR COMMENTS (5 MIN)**

**NEXT SCHEDULED MEETING**

**October 25, 2017**

**AT 3:00 P.M.**

Americans with Disabilities Act (ADA): In compliance with ADA, if you need special assistance to participate in this meeting, please contact the Area Housing Authority of the County of Ventura's Executive Assistant via email at [agutierrez@ahacv.org](mailto:agutierrez@ahacv.org) or by phone at (805) 480-9991 ext. 850. Notification at least 48 hours prior to the meeting will ensure that reasonable accommodations can be addressed appropriately.



**REGULAR MEETING OF THE  
AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA  
BOARD OF COMMISSIONERS**

**MEMBERS OF THE BOARD:**

**Victoria Bramson**, Resident Commissioner  
**Julie Diaz-Martinez**, Moorpark  
**Marques Crutchfield**, Simi Valley  
**Charles Lech**, Thousand Oaks  
**Mark Lunn**, Thousand Oaks  
**Loretta McCarty**, Unincorporated County  
**Jane McClenahan**, Ojai  
**Stephanie Mercer**, Camarillo  
**Jorgen Nielsen**, Moorpark  
**Margaret Noble**, Simi Valley  
**William Painter**, Ojai  
**Brent Reisender**, Camarillo  
**Terry Wall**, Unincorporated County

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**MINUTES – August 23, 2017**

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**DISCLAIMER:** These minutes are DRAFT minutes. These minutes do not constitute an official record of the Area Housing Authority and are subject to change upon further review by the Board of Commissioners of the Area Housing Authority. Official minutes, incorporating any approved revisions, are available after approval of the corresponding draft minutes by the Board of Commissioners at a subsequent meeting.

**1. CALL TO ORDER / WELCOME / PLEDGE OF ALLEGIANCE**

This regular meeting of the Area Housing Authority of the County of Ventura's Board of Commissioners was held on Wednesday, August 23, 2017, at 1400 W. Hillcrest Drive, Newbury Park, California. Chair Nielsen called the meeting to order at 3:00 p.m.; Commissioner Noble led the Pledge of Allegiance.

**ATTENDANCE:**

**Commissioners present:** Victoria Bramson, Julie Diaz-Martinez, Charles Lech, Mark Lunn, Loretta McCarty, Jane McClenahan, Stephanie Mercer, Jorgen Nielsen, Margaret Noble, William Painter, Brent Reisender and Terry Wall

**Commissioners absent:** Marques Crutchfield

**Staff present:** Executive Director Michael Nigh, George McGehee Jr., James Markot, Denise Howells, Patricia Friou and Linda Fisher-Helton

**Legal Counsel:** James McDermott

**2. ADOPTION OF AGENDA**

Chair Nielsen removed Item 9 from the agenda and asked that it be placed on the next Board agenda. Commissioner Reisender moved to adopt the revised Agenda for the Board meeting of August 23, 2017; the motion was seconded by Commissioner Mercer. The pre-existing agenda items were renumbered accordingly for minute recording. Following a voice vote, the motion passed and the Agenda was approved as revised.

**3. APPROVAL OF MINUTES - REGULAR MEETING OF JULY 26, 2017**

Commissioner Nielsen requested that Commissioner Painter's comment "expressed the need to be prepared for development opportunities, recognize them and act on them in order to receive the benefits" be extracted from the Commissioner Comments and changed to "commended AHA staff for effectively recognizing and acting on unexpected development opportunities." Commissioner Wall moved to adopt the revised Minutes from the Board meeting of July 26, 2017; the motion was seconded by Commissioner McClenahan. Following a voice vote, the motion passed and the Minutes were approved as revised.

**4. CONSENT CALENDAR ITEMS**

The following consent items required no discussion and had no objections: Executive Director Report, Financial Report, Section 8 Report, Housing Programs Report, Housing Assets & Development Report, and the Personnel/Human Resources Report. Following a voice vote, the consent calendar items were unanimously approved.

**5. PUBLIC COMMENTS**

There were no members of the public who spoke.

**6. ACTION ITEMS**

**A. RESOLUTION #1046 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA TO AUTHORIZE EXECUTION OF A CONTRACT WITH ADVANCED HEATING AND AIR CONDITIONING COMPANY INC. FOR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) IMPROVEMENTS**

Chair Nielsen called for a motion. Commissioner Lunn moved to adopt Resolution #1046. The motion was seconded by Commissioner McClenahan. Following a roll call vote, Resolution #1046 was approved, as written.

AYES: DIAZ-MARTINEZ, LECH, LUNN, MCCARTY, MCCLENAHAN, MERCER, NIELSEN, PAINTER, and WALL

NOES: NONE

ABSTAIN: BRAMSON, NOBLE, and REISENDER

ABSENT: CRUTCHFIELD

**7. CLOSED SESSION - Government Code § 54956.8 - Conference with Real Property Negotiators**

**Property:** Approximately 1.08 acres of improved property located at 1415 Patricia Ave, Simi Valley, CA 93065

**Agency negotiator:** Michael Nigh, Area Housing Authority of the County of Ventura

**Negotiating parties:** Greti Croft (property owner); Area Housing Authority of the County of Ventura

**Under negotiation:** Purchase of the property, including purchase price and terms of payment.

Under the direction of Board of Commissioners Chair Nielsen and pursuant to Government Code Section 54956.8 regarding real property negotiators, 1415 Patricia Ave, Simi Valley, CA 93065, and the Board of Commissioners entered into Closed Session at 3:10 p.m.

Staff and members of the public were excused.

Chair Nielsen reconvened the meeting into Open Session at 3:13 p.m. and reported that there is no reportable action.

**8. CLOSED SESSION - Government Code § 54956.8 - Conference with Real Property Negotiators**

**Property:** Approximately 2.52 acres of property located at 2800 Barry Street, Camarillo, CA 93010

**Agency negotiator:** Michael Nigh, Area Housing Authority of the County of Ventura

**Negotiating parties:** DAUM Commercial Real Estate Services; Area Housing Authority of the County of Ventura

**Under negotiation:** Purchase of the property, including purchase price and terms of payment.

Under the direction of Board of Commissioners Chair Nielsen and pursuant to Government Code Section 54956.8 regarding real property negotiators, 2800 Barry Street, Camarillo, CA 93010, and the Board of Commissioners entered into Closed Session at 3:14 p.m.

Staff and members of the public were excused.

Chair Nielsen reconvened the meeting into Open Session at 3:22 p.m. and reported that there is no reportable action.

**9. CLOSED SESSION - Government Code § 54956.9 (d)(2) - Existing Litigation**

Conference with Legal Counsel - Existing Litigation, Victoria Bramson v. Area Housing Authority of the County of Ventura, DFEH Case No. 897171-294008 HUD Case No. 09- 17-8802-8.

Pursuant to Government Code Section 54956.9 (d)(2) regarding an existing litigation, under Board Chair Nielsen’s direction, the Board of Commissioners entered into Closed Session at 3:23 p.m.

Commissioner Bramson, Staff and members of the public were excused.

The Board reconvened into Open Session at 3:40 p.m. and Chair Nielsen reported in open session that the Board will continue monitoring the situation.

**10. STAFF COMMENTS**

None at the time

**11. EXECUTIVE DIRECTOR COMMENTS**

Executive Director Michael Nigh directed the Board’s attention to a report from the National Low Income Housing Coalition. The report compares statistics regarding Ventura County and the State of California.

A Ventura County STAR editorial published on August 20, 2017 by Carl Morehouse regarding Save Open Space and Agricultural Resources (SOAR) was distributed to the Board.

The annual Housing Opportunities Made Easier (HOME) conference is October 18, 2017. The Board was encouraged to attend.

The Public Housing wait list will open September 12, 2017, through September 26, 2017. Announcements will be published in the local newspaper, AHA website, and applications will be distributed to the cities within our jurisdiction. Those who have signed up for the AHA email blast will receive an emailed announcement.

**12. COMMISSIONER COMMENTS**

Commissioner Wall expressed that the Board meeting went well.

**13. CHAIR COMMENTS**

Chair Nielsen thanked the Board for coming and expressed that it was a good meeting.

Chair Nielsen adjourned the meeting at 3:47 p.m.

**NEXT REGULAR MEETING DATE & TIME & LOCATION:**

**SEPTEMBER 27, 2017, AT 3:00 P.M.  
1400 W. HILLCREST DRIVE  
NEWBURY PARK, CA 91320**

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_



**Meeting Date:** September 27, 2017  
**Agenda Item:** 4A  
**Subject:** Executive Director Report  
**Prepared by:** Michael Nigh, Executive Director  
**Requested Action:** Information Only

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This report reflects progress for the period of August 15, 2017 to September 18, 2017. I continue to actively pursue the goals established by the Board of Commissioners.

- Met with Assemblymember Jacqui Irwin and discussed State housing bills
- Participated in a social service provider meeting hosted by the City of Thousand Oaks and special guest Congresswoman Julia Brownley
- Met with Many Mansions for partnership and property management update meeting
- Arranged and attended a meeting with Supervisor Kelly Long as an introduction to AHA and affordable housing issues in Ventura County
- Attended a resident meeting called “Onions and Orchids” at Florence Janss hosted by new property manager Anna D.
- Held a conference call regarding Mira Vista in Camarillo
- Continued due diligence on the Moorpark property known as Walnut St.
- Continued due diligence with City of Simi Valley staff and USA Properties regarding Vintage Sycamore senior apartments
- Spoke with local developer regarding developing mixed-use properties in Thousand Oaks and Camarillo
- Participated in a webinar regarding Alternative Utility Allowances
- Participated in CalAHA Executive Committee August meeting via conference call
- Held conference calls with development team on Mountain View (Fillmore) development
- Actively investigated possible affordable housing opportunities in City of Camarillo
- Participated in the August Ventura County Continuum of Care Board Meeting
- Continued to follow City Council and BOS agendas for pertinent topics
- Forwarded housing related news articles to Commissioners
- Met with management staff weekly to discuss operational and procedural processes and have an open dialog regarding agency business

Please contact me at extension 850 or via email at [mnigh@ahacv.org](mailto:mnigh@ahacv.org) in order to discuss your individual questions.





**Meeting Date:** September 27, 2017  
**Agenda Item:** 4B  
**Subject:** Financial  
**Prepared by:** Denise Howells, Director of Finance  
**Requested Action:** Information Only

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**July 2017 Financial Statements**

Please find following the financial reports for the month ended July 31, 2017.

- **Summary Financial Statement**
  1. Salaries and benefits, utilities and maintenance and operations reflect a favorable variance. This is a result of many of these expenses paid in July had been accrued for FYE June 30, 2017.
  2. Administrative expenses reflect an unfavorable variance as the membership dues and equipment contracts have been paid in full for FY2018.
  3. The interest portion of some of the loan payments paid in July was accrued for FYE June 30, 2017 resulting in a favorable variance. Additionally, loan payments for the Energy Performance Contract (Public Housing) are paid on a quarterly basis.
- **Statement of Revenue, Expenditures and Changes in Net Position**

There are not any unusual or unanticipated expenses for July.
- **Analysis of Reserve Summary**

This report includes all year to date activity for the fiscal year.

Please contact me at extension 610 or via email at [dhowells@ahacv.org](mailto:dhowells@ahacv.org) in order to discuss your individual questions.

Area Housing Authority of the County of Ventura Summary Financial Statement Period Ended July 31, 2017	Combined Low Rent Public Housing	Housing Choice Vouchers	General Fund	Combined Agency Owned Housing	Tax Credit Property Management	FY 2018 Budget	Variance Favorable/ (Unfavorable)
<b>Statement of Net Position</b>							
Current assets	1,482,436	4,877,345	3,069,682	1,699,303	56,605		
Current liabilities	302,157	287,187	457,621	367,170	146		
<b>Current Ratio</b>	<b>4.91</b>	<b>16.98</b>	<b>6.71</b>	<b>4.63</b>	<b>387.71</b>		
Long term assets	5,124,714	9,088	16,180,475	6,098,036	19,457		
Long term liabilities	903,035	85,621	1,866,463	6,723,903	1,006		
Net position invested in capital	4,075,026	9,088	(1,264,887)	(907,567)	-		
Restricted net position	150,055	451,864	-	128,755	-		
Unrestricted net position	1,176,877	4,052,673	18,190,960	1,485,078	74,910		
<b>Statement of Revenue, Expenditures and Changes in Net Position</b>							
<b>Operating revenue</b>							
Tenant revenue	131,092	-	-	142,468	-	270,943	2,617
Management fee income	-	-	30,634	-	10,172	41,249	(443)
Portability	-	3,813	-	-	-	3,240	573
Other	-	221	28,199	-	508	30,697	(1,769)
<b>Total operating revenue</b>	<b>131,092</b>	<b>4,034</b>	<b>58,833</b>	<b>142,468</b>	<b>10,680</b>	<b>346,129</b>	<b>978</b>
<b>Operating expenses</b>							
Salaries and benefits	27,809	133,912	23,061	12,086	4,439	276,042	74,735
Administrative expenses	3,144	38,959	6,429	2,001	179	42,000	(8,712)
Management fee expense	30,634	-	-	-	-	32,919	2,285
Resident services	3,028	-	300	3	67	9,609	6,211
Utilities	15,259	612	272	4,710	-	67,031	46,178
Maintenance and operations	28,083	1,682	787	14,481	-	114,300	69,267
General expenses	32,618	6,717	2,456	10,280	858	62,592	9,663
Housing assistance	-	2,337,909	-	-	-	2,351,967	14,058
<b>Total operating expenses</b>	<b>140,575</b>	<b>2,519,791</b>	<b>33,305</b>	<b>43,561</b>	<b>5,543</b>	<b>2,956,460</b>	<b>213,685</b>
<b>Nonoperating revenue/expenses</b>							
Grant revenue	86,323	2,599,337	-	-	-	2,635,341	50,319
Investment income	13	5	222	34	-	3,751	(3,477)
Loan payments/reserve deposits	-	-	(12,110)	(33,917)	-	(67,009)	20,982
Deferred maintenance/capital improvement	-	-	-	-	-	(48,083)	48,083
<b>Total nonoperating revenue/expense</b>	<b>86,336</b>	<b>2,599,342</b>	<b>(11,888)</b>	<b>(33,883)</b>	<b>-</b>	<b>2,524,001</b>	<b>115,906</b>
<b>Change in net position</b>	<b>76,853</b>	<b>83,585</b>	<b>13,640</b>	<b>65,024</b>	<b>5,137</b>		

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA  
**Public Housing - Statement of Revenue, Expenditures and Changes in Net Position**  
For the period ended July 31, 2017

	Whispering Oaks 100 units Senior/ Disabled  Ojai	Florence Janss 63 units Senior/ Disabled Thousand Oaks	Leggett Court 48 units Family Thousand Oaks	Roth Apts 34 units Family Ojai	Tafoya Terrace 30 units Senior/ Disabled Moorpark	Ellis Terrace 26 units Family Camarillo	Fiore Gardens 49 units Family Thousand Oaks
<b>Operating revenue</b>							
Tenant revenue	26,246	20,510	24,058	14,564	8,207	9,974	27,533
Other revenue	-	-	-	-	-	-	-
<b>Total operating revenue</b>	<b>26,246</b>	<b>20,510</b>	<b>24,058</b>	<b>14,564</b>	<b>8,207</b>	<b>9,974</b>	<b>27,533</b>
<b>Operating expenses</b>							
Total administrative expenses	14,157	7,414	7,428	4,858	4,276	5,556	8,314
Resident services	-	3	526	578	-	604	1,317
Utilities	6,156	1,530	1,630	1,914	1,371	208	2,450
Maintenance and operations	6,452	5,124	4,789	2,677	3,096	3,411	2,534
General expenses	8,499	3,474	5,189	3,815	3,333	1,950	6,358
<b>Total operating expenses</b>	<b>35,264</b>	<b>17,545</b>	<b>19,562</b>	<b>13,842</b>	<b>12,076</b>	<b>11,729</b>	<b>20,973</b>
<b>Nonoperating revenue/expenses</b>							
Grant revenue	22,852	8,628	6,972	12,608	10,157	5,294	10,228
Investment income	2	1	-	3	1	3	3
Loan payments	-	-	-	-	-	-	-
Deferred maintenance/capital improvement	-	-	-	-	-	-	-
<b>Total nonoperating revenue/expense</b>	<b>22,854</b>	<b>8,629</b>	<b>6,972</b>	<b>12,611</b>	<b>10,158</b>	<b>5,297</b>	<b>10,231</b>
<b>Change in net position</b>	<b>13,836</b>	<b>11,594</b>	<b>11,468</b>	<b>13,333</b>	<b>6,289</b>	<b>3,542</b>	<b>16,791</b>

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA  
**Agency Owned - Statement of Revenue, Expenditures and Changes in Net Position**  
For the period ended July 31, 2017

	Raemere Street 2 units Family Camarillo	Glenn Oaks 39 units Senior Thousand Oaks	Royal Oaks 5 units Family Thousand Oaks	Los Arboles 43 units Family Thousand Oaks	Sunset Villas 11 units Family Thousand Oaks	Grand Ave 5 units Family/ Senior Ojai	Summer Apts 10 units Family/ Senior Ojai	Summerwind 15 units Family/ Senior Piru
<b>Operating revenue</b>								
Tenant revenue	1,950	34,345	7,750	60,162	15,420	4,500	9,000	9,341
Other revenue	-	-	-	-	-	-	-	-
<b>Total operating revenue</b>	<b>1,950</b>	<b>34,345</b>	<b>7,750</b>	<b>60,162</b>	<b>15,420</b>	<b>4,500</b>	<b>9,000</b>	<b>9,341</b>
<b>Operating expenses</b>								
Total administrative expenses	21	2,107	119	6,112	133	55	103	513
Resident services	-	-	-	3	-	-	-	-
Utilities	-	664	189	1,740	625	595	799	12
Maintenance and operations	340	2,632	1,254	7,268	513	348	369	1,470
General expenses	107	1,575	549	3,707	1,242	587	1,213	716
<b>Total operating expenses</b>	<b>468</b>	<b>6,978</b>	<b>2,111</b>	<b>18,830</b>	<b>2,513</b>	<b>1,585</b>	<b>2,484</b>	<b>2,711</b>
<b>Nonoperating revenue/expenses</b>								
Grant revenue	-	-	-	-	-	-	-	-
Investment income	1	9	3	7	5	3	-	-
Loan payments/replacement reserves	(50)	(11,118)	(3,573)	(11,649)	(7,027)	(125)	-	(375)
Deferred maintenance/capital improvement	-	-	-	-	-	-	-	-
<b>Total nonoperating revenue/expense</b>	<b>(49)</b>	<b>(11,109)</b>	<b>(3,570)</b>	<b>(11,642)</b>	<b>(7,022)</b>	<b>(122)</b>	<b>-</b>	<b>(375)</b>
<b>Change in net position</b>	<b>1,433</b>	<b>16,258</b>	<b>2,069</b>	<b>29,690</b>	<b>5,885</b>	<b>2,793</b>	<b>6,516</b>	<b>6,255</b>

Area Housing Authority of the County of Ventura  
**Analysis of Projected Reserves By Program**  
 July 2017

	<b>AHA General Fund</b>	<b>Agency Owned</b>	<b>Section 8 Program*</b>	<b>Public Housing*</b>
<b><u>Cash &amp; Equivalents</u></b>				
Cash	11,113	103,493	11,752	57,098
Investments	2,855,901	1,291,863	4,856,677	1,420,716
Replacement Reserve		273,875		
Accounts Receivable	85,510	115	8,915	4,622
<b>Total Cash &amp; Equivalents</b>	<b>2,952,525</b>	<b>1,669,345</b>	<b>4,877,345</b>	<b>1,482,436</b>
<b><u>Uses of Cash &amp; Equivalents</u></b>				
Accounts Payable	(279)	(433,343)	(454,213)	(150,055)
Accrued Liabilities	(429,604)	(4,712)	(370,459)	(5,448)
<b>Total Uses of Cash &amp; Equivalents</b>	<b>(429,883)</b>	<b>(438,055)</b>	<b>(824,672)</b>	<b>(155,503)</b>
<b>Sub Total</b>	<b>2,522,641</b>	<b>1,231,290</b>	<b>4,052,673</b>	<b>1,326,933</b>
<b><u>Projected Other Uses thru 6/30/18</u></b>				
Remaining Yr Projected Income/(Loss)	(27,205)	62,476	(304,846)	(60,774)
Capital Improvements/Deferred Maintenance		(142,000)		(35,000)
Transfer Property Mgmt Programs				
<b>Total Other Uses</b>	<b>(27,205)</b>	<b>(79,524)</b>	<b>(304,846)</b>	<b>(95,774)</b>
<b>Projected Fiscal Year End Balance</b>	<b>2,495,436</b>	<b>1,151,766</b>	<b>3,747,827</b>	<b>1,231,159</b>

\*Restricted use for specific programs only.

*This report is not prepared in accordance with GAAP and is intended for internal use only.*



**Meeting Date:** September 27, 2017  
**Agenda Item:** 4C  
**Subject:** Section 8  
**Prepared by:** James Markot, Director of Information Systems and  
 Carrie Sabatini, Director of Housing Programs  
**Requested Action:** Information Only

**HOUSING CHOICE VOUCHER PROGRAM STATUS**

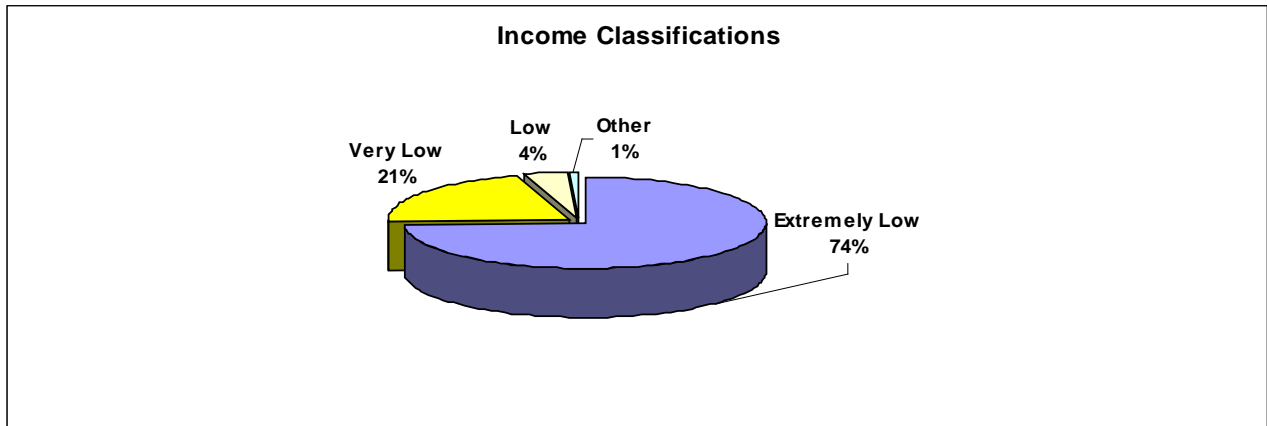
Total Family Members Assisted 4,539

**WAITING LIST STATUS**

Current S8 Waiting List Closed 05/09/2016 2,089

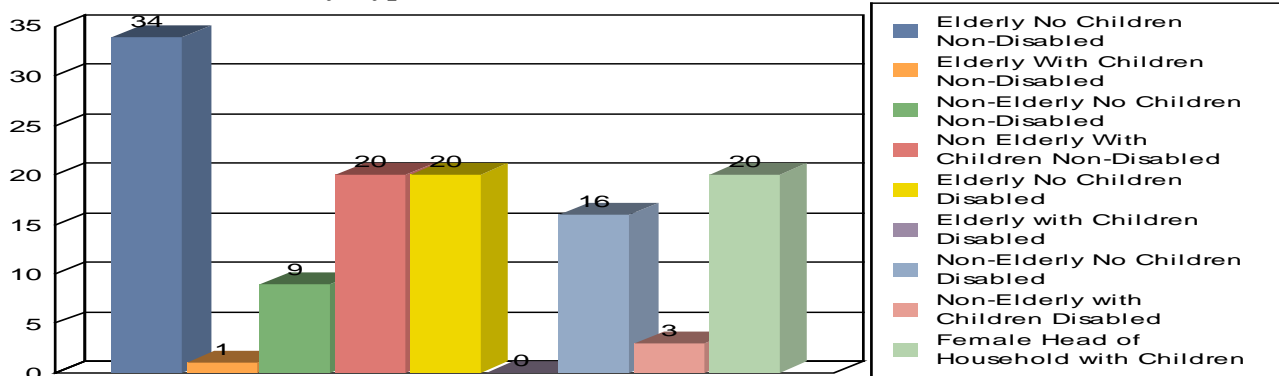
**DEMOGRAPHICS**

**Voucher Holders Income Classifications - All Cities**

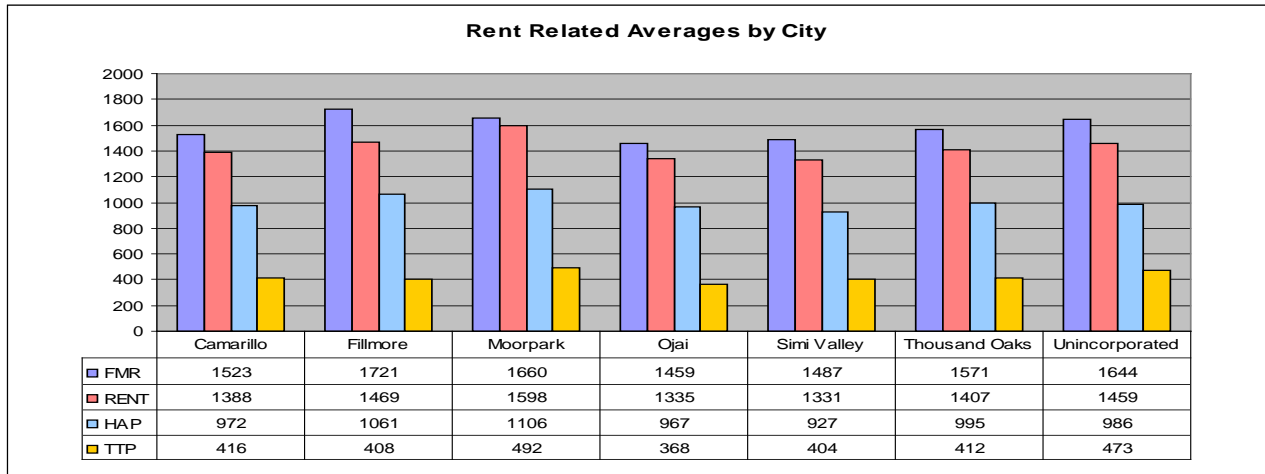


EL = EXTREMELY LOW, <= 30% of Median Income; VL=VERY LOW, >30% and <= 50% of Median Income; LOW = LOW, > 50% and <= 80% of Median Income; OTH = OTHER, > 80% of Median Income

**Voucher Holders Family Types - All Cities**



Monthly Rent Related Averages by City



**FMR** = Avg. Fair Market Rent (Payment Standard) based on Housing and Urban Development at time of Lease Up  
**RENT** = Contract Rent  
**HAP** = Housing Assistance Payment  
**TTP** = Total Tenant Payment (Tenant Portion of Rent)

DEMOGRAPHICS

Monthly Vouchers in use, Dollars – Comparison of City to All Vouchers

	Vouchers	% of All Vouchers	HAP Dollars	% of all HAP Dollars
<b>Camarillo</b>	448	19.0%	\$435,673	18.8%
<b>Fillmore</b>	207	8.8%	\$219,668	9.5%
<b>Moorpark</b>	103	4.4%	\$113,907	4.9%
<b>Ojai</b>	98	4.1%	\$94,723	4.1%
<b>Simi Valley</b>	747	31.6%	\$692,786	29.9%
<b>Thousand Oaks</b>	590	25.0%	\$587,196	25.4%
<b>Unincorporated</b>	138	5.8%	\$136,102	5.9%
<b>Outside of Area</b>	32	1.4%	\$35,365	1.5%
	2363	100.0%	\$2,315,420	100.0%

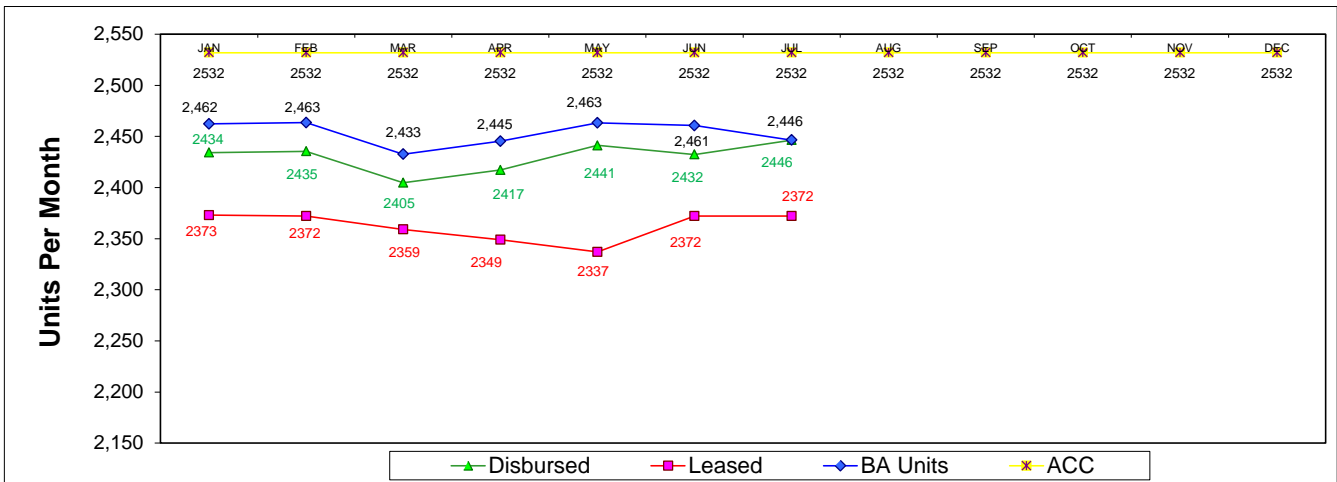
**Vouchers** = Number of vouchers actively in use in designated city.  
**% of Vouchers** = Percentage of monthly vouchers leased in a city compared to all vouchers in use.  
**HAP Dollars** = Total monthly Housing Assistance Payments made in designated city.  
**% of Dollars** = Percentage of monthly voucher HAP paid in a city compared to all HAP dollars paid.

Please contact Jim at extension 888 or via email at [jmarkot@ahacv.org](mailto:jmarkot@ahacv.org) or Carrie at extension 390 or via email at [csabatini@ahacv.org](mailto:csabatini@ahacv.org) in order to discuss your individual questions.

Area Housing Authority of the County of Ventura  
**Section 8 Voucher Program Leasing Summary**  
 January 1, 2017 - July 31, 2017

	HUD Budget Authority (BA)	HUD Disbursement	AHA Actual	Percentage of Actual Compared to BA	Per Unit Average HAP
<b>Housing Assistance Payments</b>					
Current Month	\$2,426,965	\$2,426,965	\$2,353,083	97.0%	\$992
Year To Date	\$16,988,755	\$16,828,120	\$16,355,686	96.3%	\$989
<b>Administrative/Other Fees</b>					
		AF Disbursed	AF (Prorated) Earned		
Current Month		\$200,991	\$204,311		
Year To Date		\$1,441,728	\$1,377,222		
<b>Total Dollars</b>					
Current Month		\$2,627,956	\$2,557,394		
Year To Date		\$18,269,848	\$17,732,908		

<b>Units Leased</b>							
	Budget Authority (BA) Funded Units	HUD Disbursement Funded Units	AHA Actual Units	% of Actual Compared to BA	HUD BA Units (Over) / Under Leased	Average Units Leased	
Current Month	2,446	2,446	2,372	96.96%	74		
Year To Date	17,174	17,012	16,534	96.27%	640	2,362	







**Area Housing Authority of the County of Ventura**  
**Revised 10-01-2017**

**PAYMENTS STANDARDS**  
Effective 10-01-2017 ALL AREAS OF COUNTY

**AHA**

0-BR	\$1,093
1-BR	\$1,317
2-BR	\$1,762
3-BR	\$2,490
4-BR	\$2,738
5-BR	\$3,149

**Single Room Occupancy**

**SRO17**                      75% of 0BR                      \$820

**INCOME LIMITS**

Effective 06-01-2017

<b>INCOME LIMITS: 85600</b>	<b>%</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>30% OF MEDIAN</b>	<b>30</b>	<b>21000</b>	<b>24000</b>	<b>27000</b>	<b>29950</b>	<b>32350</b>	<b>34750</b>	<b>37150</b>	<b>41320</b>
<b>VERY LOW-INCOME</b>	<b>50</b>	<b>35000</b>	<b>40000</b>	<b>45000</b>	<b>49950</b>	<b>53950</b>	<b>57950</b>	<b>61950</b>	<b>65950</b>
<b>LOW-INCOME</b>	<b>80</b>	<b>55950</b>	<b>63950</b>	<b>71950</b>	<b>79900</b>	<b>86300</b>	<b>92700</b>	<b>99100</b>	<b>105500</b>

**REVISED 10-01-2017**



**Meeting Date:** September 27, 2017  
**Agenda Item:** 4D  
**Subject:** Housing Programs  
**Prepared by:** Carrie Sabatini, Director of Housing Programs  
**Requested Action:** Information Only

**PUBLIC HOUSING PROGRAM STATUS**

Total Family Members Assisted 723

**WAITING LIST STATUS**

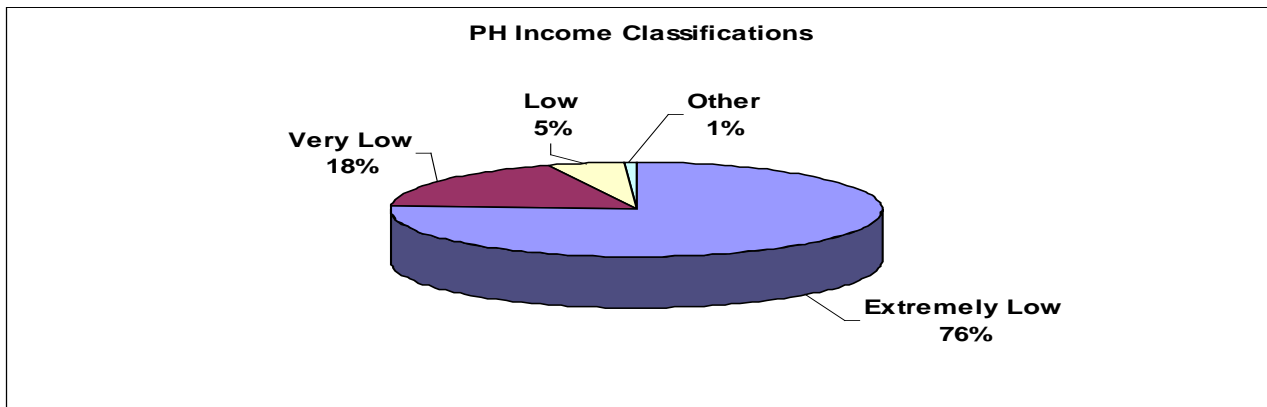
Current Public Housing Elderly Waiting List 256

Current Public Housing Family Waiting List 188

The waiting lists will be open from September 12-26, 2017

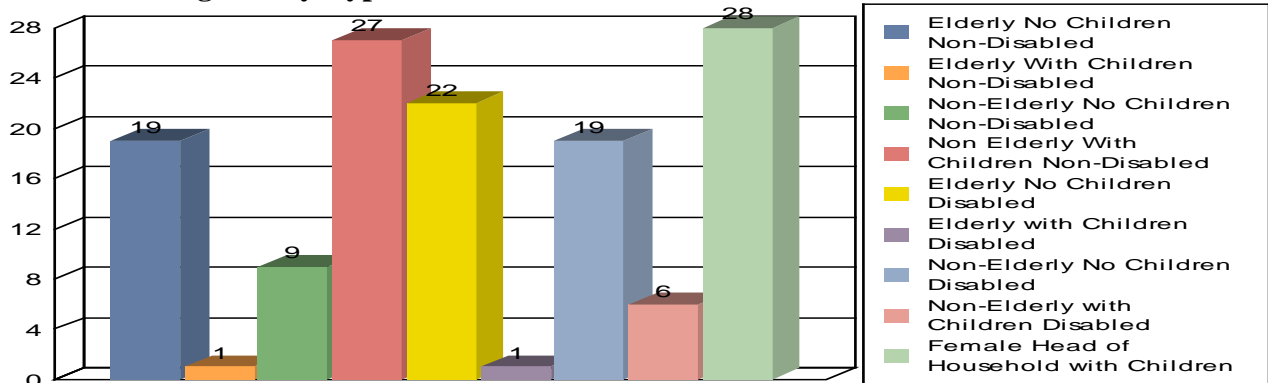
**DEMOGRAPHICS**

**Public Housing Income Categories**



EL = EXTREMELY LOW, <= 30% of Median Income; VL=VERY LOW, >30% and <= 50% of Median Income; LOW = LOW, > 50% and <= 80% of Median Income; OTH = OTHER, > 80% of Median Income

**Public Housing Family Types**



	<b>Units</b>	<b>Units Leased</b>	<b># of Vacancies</b>	<b>Occupancy %</b>
<b>Public Housing</b>	350	345	5	99%
<b>Agency Owned</b>	130	129	1	99%
<b>Charles Street</b>	19	19	0	100%
	499	493	6	99%

**RESIDENT SERVICES:**

**ACTION team**

The ACTION team sponsored field trips to the beach and park, as well as a movie night for the children of the Fiore Gardens and Los Arboles Apartments (Thousand Oaks).

**Social Events**

- The monthly “Coffee with the Manager” was held at Glenn Oaks (Thousand Oaks). Residents were able to enjoy a sweet treat, socialize, and meet with their new Site Manager, Maria D.
- A summer time barbeque was held at Tafoya Terrace (Moorpark) and Florence Janss Apartments (Thousand Oaks).
- A coffee social was held at Florence Janss Apartments (Thousand Oaks) with the Resident Site Manager, Anna D.

**Homework Club**

Homework Club preparations began in anticipation of the Clubs starting in September for Ellis Terrace (Camarillo), Fiore Gardens, Leggett Court, Los Arboles, Garden View Terrace (Thousand Oaks), Roth Apartments (Ojai), and Charles Street (Moorpark).

For questions on the demographic information, please contact Jim at extension 888 or via email at [jmarkot@ahacv.org](mailto:jmarkot@ahacv.org). For questions on other Housing Programs related information, please contact Carrie at extension 390 or via email at [csabatini@ahacv.org](mailto:csabatini@ahacv.org).



**Meeting Date:** September 27, 2017  
**Agenda Item:** 4E  
**Subject:** Housing Assets/Development Update  
**Prepared by:** George McGehee, Jr., Director of Housing Assets  
**Requested Action:** Information Only

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**AHA CENTRAL OFFICE:**

- S.L. Leonard and Associates, Inc. continues working with the AHA to acquire proposals for the building upgrades including the roofing replacement, driveway replacement and drought tolerant landscaping. The HVAC system contract was signed last month.

**AHA-OWNED:**

- The draft Operations and Maintenance (O&M) plan for AHA-Owned properties has been reviewed and approved. The O&M plan will provide written steps to complete maintenance and rehabilitation work, as needed.
- A contract for the remaining 23 tubs at the Los Arboles Apartments (Thousand Oaks) has been executed.
- Bids for the asphalt repair/replacement have been obtained for the Summer Street and Grand Avenue properties (Ojai). Funding availability will be reviewed to determine the extent of service.
- A proposal to change all the laundry machines from a coin operated system to a card payment system has been submitted for review.

**PUBLIC HOUSING:**

- Organizing scope of work including product selection for the unit flooring replacement at the Roth Apartments (Ojai), Fiore Gardens (Thousand Oaks) and Tafoya Terrace (Moorpark) as well as the common area at Florence Janss (Thousand Oaks). Funds for the improvements are being provided through the 2016 and 2017 Capital Fund Program and Operating Funds. A Request for Proposal (RFP) will be advertised next month.
- The cabinet replacement project at the Ellis Terrace Apartments (Camarillo) continues with punch list items left to finish on Phase 1. Materials for Phase 2, funded with the 2017 CFP, have been ordered. The project is scheduled to be completed in October.
- All repairs noted in the Uniform Physical Condition Standards (UPCS) inspection reports at Roth (Unincorporated), Tafoya Terrace (Moorpark), Ellis Terrace (Camarillo) and Fiore Gardens (Thousand Oaks) have been completed.
- The draft Operations and Maintenance (O&M) plan for Public Housing has been reviewed and approved. The O&M plan will provide written steps to complete maintenance and rehabilitation work, as needed.
- A final report was completed on oak trees #72 and #80 at Whispering Oaks (Ojai) and included a final conclusion to remove the trees with mitigated conditions on tree #80. A permit application was submitted to the City of Ojai for the removal of the trees. An approval was received and proposals are being obtained. A final report on the remaining

oak tree is being written and should be delivered next month. A certified arborist will be on site at all times monitoring work.

- The three Public Housing properties selected for Real Estate Assessment Center (REAC) inspections this year are Whispering Oaks (Ojai), Florence Janss and Leggett Court (Thousand Oaks). The inspections were performed on September 12th, 13th and 14th respectively.
- The asphalt repair/replacement at Whispering Oaks (Ojai) and Florence Janss and Leggett Court (Thousand Oaks) properties has been completed.
- A proposal to change all the laundry machines from a coin to card payment system has been submitted for review.

## **MANAGED PROPERTIES:**

### **Colina Vista (Piru)**

This is a 35-unit Tax Credit family development (1 apartment set aside for manager).

- Occupancy is at 100%. Out of 34 available units, there were no vacancies as of the end of August.
- Compliance period ends: December 3, 2028

Many Mansions is the management company for the property.

### **Oak Creek (Thousand Oaks)**

This is a 57-unit Tax Credit, Section 8 project-based, senior development (1 apartment set aside for manager).

- Occupancy is at 100%. Out of 56 available units, there were no vacancies as of the end of August.
- Compliance period ends: January 1, 2019

Many Mansions is the management company for the property.

### **Mira Vista (Camarillo)**

This is a 305-unit Tax Credit senior development (2 units set aside for management).

- Occupancy is at 99 %. Out of 303 available units, there was 1 vacancy as of the end of August.
- We are working with Bank of America on the re-financing of the property.
- Compliance period ends: July 19, 2021

LOMCO is the management company for the property.

### **Meadowbrook (Camarillo)**

This is a 13-unit Tax Credit family development.

- Occupancy is at 100%. Out of 13 available units, there were no vacancies as of the end of August.
- We are working with the City of Camarillo to possibly utilize CDBG funds for improvements.
- Compliance period ends: March 30, 2023

Many Mansions is the management company for the property.

### **Garden View Terrace 1 (Thousand Oaks)**

This is a 35-unit Tax Credit, Section 8 project-based, family development (1 apartment is set aside for the manager).

- Occupancy is at 97%. Out of 35 available units, there was 1 vacancy as of the end of August.
- Compliance period ends: August 1, 2029

Many Mansions is the management company for the property.

### **Garden View Terrace 2 (Thousand Oaks)**

This is a 19-unit Tax Credit, Section 8 project-based, family development (1 apartment is set aside for the manager).

- Occupancy is at 95%. Out of 19 available units, there was 1 vacancy as of the end of August.
- Compliance period ends: November 1, 2029

Many Mansions is the management company for the property.

### **Bradford Apartments (Camarillo)**

This is a 27-unit Tax Credit family/senior development (1 apartment is set aside for the manager).

- Occupancy is at 100%. Out of 26 available units, there were no vacancies as of the end of August.
- Compliance period ends: December 1, 2031

Many Mansions is the management company for the property.

### **DEVELOPMENT:**

#### **Moorpark: Walnut Street – Family Complex**

- Meetings continue with the General Contractor and architect to review value engineering ideas.
- We continue to work with various service providers to finalize all plans and submittals.
- The property block wall installation has been completed.
- Footings for the foundations have been dug and forming has begun.
- The slabs' underground plumbing and electrical are being installed.
- Under ground utility plans have been approved and installation schedules are being determined.
- The General Contractor is planning to pour the footings and slabs by the end of the month.
- When completed this will be a 24-unit Tax Credit, Section 8 project-based, family development (1 apartment is set aside for the manager).
- Construction is scheduled to be completed July 2018.

Please contact me at extension 520 or via email at [gmcgehee@ahacv.org](mailto:gmcgehee@ahacv.org) in order to discuss your individual questions.



**Meeting Date:** September 27, 2017  
**Agenda Item:** 4F  
**Subject:** Personnel/ Human Resources  
**Prepared by:** Patricia Friou, Human Resources Manager  
**Requested Action:** Information Only

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**SUMMARY**  
**REPORTING DATES: AUGUST 1, 2017 – AUGUST 31, 2017**

**AHA EMPLOYEE PAYROLL HEADCOUNT**

37 Regular Full-time Employees  
0 Regular Part-time Employees  
0 Temporary Full-time Employee\*  
0 Temporary Part-time Employee\*  
*\*Temporary and part-time employees are not represented by the SEIU MOU*

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**37 Total AHA Active Employees**

**ADDITIONAL AHA EMPLOYEE INFORMATION**

11 Management and Confidential Employees  
26 Bargaining Unit Employees (Represented by SEIU)

**TUTORS & TEMPORARY WORKERS**

0 California Lutheran University part-time temporary  
0 Temporary employees from temporary employment agencies

**ANNIVERSARIES – August 2017**

<u>Years of Service</u>	<u>Employee Name</u>	<u>Department</u>
11	Shelena L.	Housing Assets
3	Crystal C.	Section 8
3	Maria D.	Housing Assets
2	Carrie S.	Housing Programs

Please contact me at extension 840 or via email at [humres@ahacv.org](mailto:humres@ahacv.org) in order to discuss your individual questions.



**Meeting Date:** September 27, 2017  
**Agenda Item:** 6  
**Subject:** AHA Partner Spotlight: Senior Concerns  
**Prepared by:** Staff  
**Requested Action:** Information Only

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Senior Concerns is one of AHA's long-time partners and provides individual case management to our elderly residents through the Resident Services Department. In addition, Senior Concerns offers an adult day care program and provides Meals on Wheels, along with many other services to assist seniors in living a fulfilling and self-sufficient life.





**Meeting Date:** September 27, 2017

**Agenda Item:** 7

**Subject:** Staff Comments

**Prepared by:** Staff

**Requested Action:** Information Only

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Staff will provide department updates as needed.



**Meeting Date:** September 27, 2017  
**Agenda Item:** 8A  
**Subject:** Closed Session  
**Prepared by:** James McDermott, Legal Counsel  
**Requested Action:** Information Only

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**EXISTING LITIGATION**

Closed Session

Government Code § 54956.9 (d)(2).

Conference with Legal Counsel - Existing Litigation,  
Victoria Bramson v. Area Housing Authority of the  
County of Ventura, DFEH Case No. 897171-294008  
HUD Case No. 09- 17-8802-8



**Meeting Date:** September 27, 2017  
**Agenda Item:** 8B  
**Subject:** Closed Session  
**Prepared by:** Michael Nigh, Executive Director  
**Requested Action:** Information Only

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**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Closed Session

Government Code § 54956.8

**Property:** Approximately 1.08 acres of improved property located at 1415 Patricia Ave, Simi Valley, CA 93065

**Agency negotiator:** Michael Nigh, Area Housing Authority of the County of Ventura

**Negotiating parties:** Greti Croft (property owner); Area Housing Authority of the County of Ventura

**Under negotiation:** Purchase of the property, including purchase price and terms of payment.



**Meeting Date:** September 27, 2017  
**Agenda Item:** 8C  
**Subject:** Closed Session  
**Prepared by:** Executive Director Evaluation Committee  
**Requested Action:** Performance Evaluation, Michael Nigh

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**EXECUTIVE DIRECTOR PERFORMANCE EVALUATION COMMITTEE**

**Mark Lunn, Committee Chair**

**Commissioners Jorgen Nielsen, Jane McClenahan, Stephanie Mercer, Terry Wall**

Closed Session

Government Code § 54947(b)(1)

Conference with the Executive Director  
Performance Evaluation Committee regarding  
Public Employee Performance Evaluation  
Title: Executive Director



**Meeting Date:** September 27, 2017  
**Agenda Item:** 8D  
**Subject:** Closed Session  
**Prepared by:** Jorgen Nielsen, Chair  
**Requested Action:** Discussion

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**CONFERENCE WITH LABOR NEGOTIATOR**

Closed Session

Government Code § 54954.5(f) and 54957.6

Conference with Labor Negotiator  
Designated Representative: Jorgen Nielson  
Unrepresented Employee: Executive Director



**Meeting Date:** September 27, 2017  
**Agenda Item:** 9  
**Subject:** Final Action on Compensation  
**Prepared by:** Executive Director Evaluation Committee  
**Requested Action:** Review, Motion, Discuss, Second, Voice Vote

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Approve final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive and direct legal counsel to amend contract as necessary.



**Meeting Date:** September 27, 2017  
**Agenda Item:** 10  
**Subject:** Present Updates on Agency Development  
**Prepared by:** Michael Nigh, Executive Director  
**Requested Action:** Information Only

Staff will provide an update on the proposed acquisition of 1415 Patricia Ave, Simi Valley and 2800 Barry St, Camarillo, as well as the progress of each of the following development projects:

Overview	Walnut Street	Vintage at Sycamore	Avenida Simi	Mountain View
City	Moorpark	Simi Valley	Simi Valley	Fillmore
Type	Family	Seniors	Senior Veterans	Family
# of units (plus 1 manager's unit)	23	101	24	80
Unit Break Down by BR	1- 1BR, 14- 2BRs, 8- 3BRs	101- 1BR	21- 1BR, 3-2BRs	40- 1BR, 20- 2BRs, 20- 3BRs
Funding	9% Tax Credits, Project Based Vouchers, VC Housing Trust Fund, VC HOME Funds, City of Moorpark Loans, AHA Loan	Tax Credits, Project Based Vouchers	Tax Credits, Project Based Vouchers	Tax Credits, Project Based Vouchers
Partners	City of Moorpark, Many Mansions	USA Properties	City of Simi Valley, Many Mansions	Many Mansions
<b>Milestones</b>				
Entitlements	Jun-16	Feb-18	Jun-18	Jun-18
Tax Credits Awarded	Sep-16	Jul-18	Sep-18	Sep-18
Construction Begins	Jun-17	Nov-18	Jun-19	Jun-19
Estimated Occupancy	Sep-18	May-20	Dec-19	Dec-19



**Meeting Date:** September 27, 2017  
**Agenda Item:** 11  
**Subject:** Executive Director Comments  
**Prepared by:** Michael Nigh, Executive Director  
**Requested Action:** Information Only

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Congratulations to Commissioner Crutchfield who has been reappointed for a 4 year term ending on September 30, 2021.

Enclosed: Reappointment letter & resolution





# CITY OF SIMI VALLEY

*Home of The Ronald Reagan Presidential Library*

September 20, 2017

Michael Nigh, Executive Director  
Area Housing Authority of the County of Ventura  
1400 W. Hillcrest Drive  
Newbury Park, CA 91320

Dear Mr. Nigh:

At the City Council meeting on September 11, 2017, City Council Members ratified the reappointment of Mr. Marques T. Crutchfield as Commissioner to the Area Housing Authority of the County of Ventura Board of Commissioners, to a term expiring on September 30, 2021. Please find attached a certified copy of Resolution No. 2017-36 for your files.

We look forward to Mr. Crutchfield's continuing contribution to the Authority and in representing the City of Simi Valley. If you have any questions please contact Eric Chen, Associate Planner directly at (805) 583-6773.

Respectfully,

A handwritten signature in black ink, appearing to read "Ky Spangler".

Ky Spangler  
Deputy Director/City Clerk

Enclosure

KS:ks

RESOLUTION NO. 2017-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIMI VALLEY RATIFYING THE REAPPOINTMENT OF MARQUES T. CRUTCHFIELD AS COMMISSIONER TO THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA BOARD OF COMMISSIONERS

WHEREAS, the City of Simi Valley, with other local agencies, has created the Area Housing Authority of the County of Ventura (the "Area Housing Authority") through an agreement executed by the City on January 24, 1975; and

WHEREAS, the City Council of the City of Simi Valley ratify the reappoint of Marques T. Crutchfield as Commissioner representing the City of Simi Valley to the Area Housing Authority Board of Commissioners, to complete a four-year term commencing October 1, 2017 and concluding on September 30, 2021. The Area Housing Authority supports this appointment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIMI VALLEY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to California Health and Safety Code Section 34246, the reappointment of Marques T. Crutchfield is hereby ratified for a four-year term as Commissioner to the Area Housing Authority Board of Commissioners, expiring on September 30, 2021.

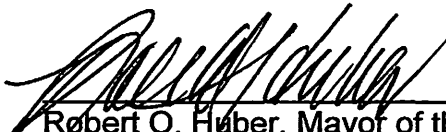
SECTION 2. The City Clerk is hereby directed to send a certified copy of this resolution to the Area Housing Authority.

SECTION 3. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

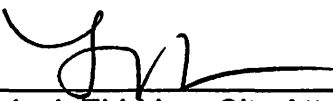
PASSED and ADOPTED this 11<sup>th</sup> day of September 2017.

Attest:

  
Ky Spangler, Deputy Director/City Clerk

  
Robert O. Huber, Mayor of the City of Simi Valley, California

Approved as to Form:

  
Lonnie J. Eldridge, City Attorney  
I hereby certify that the foregoing is a true and correct copy of the original  
Date 9/20/2017

Approved as to Content:

  
Eric J. Levitt, City Manager  
  
Peter Lyoris, Director  
Department of Environmental Services

  
Office of the City Clerk

CERTIFICATION

I, Deputy Director/City Clerk of the City of Simi Valley, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2017-36 which was regularly introduced and adopted by the City Council of the City of Simi Valley, California, at a regular meeting thereof held on the 11<sup>th</sup> day of September 2017, by the following vote of the City Council:

AYES: Council Members Cavanaugh, Mashburn, Mayor Pro Tem Judge, and Mayor Huber

NAYS: None

ABSENT: Council Member Becerra

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Simi Valley, California, this 19<sup>th</sup> day of September 2017.

  
\_\_\_\_\_  
Ky Spangler  
Deputy Director/City Clerk