



Housing Authority of the
County of Alameda

22941 Atherton Street, Hayward, CA 94541

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HOUSING COMMISSION AGENDA

Regular Meeting: June 12, 2013

Time: 8:15 a.m.

HACA Board Room, 22941 Atherton Street, Hayward, CA 94541-6633

The public is welcome at all Housing Commission meetings. If you wish to speak on a matter NOT on the Agenda, please file a Public Comment card with the Commission Clerk. Upon recognition by the Chairperson during Public Comment, state your name, comments and/or questions. Anyone wishing to address the Commission on an agenda item or on business introduced by the Housing Commission may do so when the Chairperson calls for comments on the agenda item. Please be brief and limit your comments to the specific subject under discussion. NOTE: Only matters within the Housing Commission's jurisdiction may be addressed.

To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Housing Commission. The Chairperson has the discretion to further limit this time if warranted by the number of speakers.

*The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on **Thursday, June 6, 2013** duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.*

AMERICANS WITH DISABILITIES: In compliance with the Americans with Disabilities Act, if special assistance to participate in this meeting is needed, please contact the Housing Authority office at (510) 727-8511. Notification at least 48 hours prior to the meeting will enable the Housing Authority to make reasonable arrangements.

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1. CALL TO ORDER / ROLL CALL		
2. EXECUTIVE SESSION		
<i>Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda County Labor Negotiations Pursuant to Government Code 54957.6</i>		
3. APPROVAL OF THE MINUTES OF THE APRIL 10, 2013 MEETING	ACTION	3
4. PUBLIC COMMENT		
On matters not on the Agenda		
5. NEW BUSINESS		
5-1. Resolution Approving Contribution to the Alameda County Employees' Retirement Association (ACERA)	ACTION	9
5-2. Assign a Salary to the Newly-created Class of Special Programs Manager	ACTION	12
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5. COMMITTEE REPORTS

6. COMMISSIONER REPORTS

7. COMMUNICATION

-Report on California Association of Housing Authorities (CAHA) Legislative Days in Sacramento

-Report on ribbon cutting at Emerald Vista (formerly Arroyo Vista public housing)

-NAHRO Award of Merit for development of FTP site for portability payment processing; nomination for Award of Excellence

8. ADJOURNMENT

MINUTES

April 10, 2013



**HOUSING COMMISSION MINUTES
REGULAR MEETING: APRIL 10, 2013 8:00 A.M.
HACA BOARD ROOM**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Vice Chairperson Biddle called the meeting to order at 8:00 a.m.

Roll Call

Present: Cmr. Asher, Biddle, Cashmere, Gacoscas, Haddock, Natarajan, Peixoto and Steiner

Entered after Roll Call: Cmr. Iosefa

Excused: Cmr. Apodaca, Gerry and Reed

2. APPROVAL OF THE MINUTES OF THE MARCH 13, 2013 MEETING

Recommendation: Approve the minutes of the March 13, 2013 meeting as presented.

Motion/Second: Peixoto/Steiner.

7 ayes; 1 abstention: Cmr. Natarajan; 1 not present for the vote: Cmr. Iosefa.

Motion passed.

APPROVED AS RECOMMENDED.

3. PUBLIC COMMENT - On matters not on the agenda.

None.

4. NEW BUSINESS

4-1. PRESENTATION: RECOGNIZE TONYA EDMOND AS HACA'S SHINING STAR

Christine Gouig, Executive Director, presented the staff report. Ms. Gouig announced that Tonya Edmond, Housing Specialist, was selected as HACA's Shining Star and she read the comments that were submitted by those who nominated Tonya.

Public Comments: Linda Evans, Chairperson of HACA's Communications Committee, congratulated Tonya. Linda Morgan-Lyles, Housing Specialist, commented that Tonya is an awesome worker and an exceptional person. Aimee Fisher, Eligibility Technician, commented that Tonya has an extremely busy schedule but always makes time for co-workers when they need her help. Lynn Shanks, Housing Specialist, commented that Tonya is a "shining star" both in and out of the work place. Tonya thanked everyone for their comments and expressed her appreciation for the award.

The Commission applauded Tonya and Vice Chairperson Biddle presented her with a certificate.

4-2. ACTION: AUDIT FOR THE FISCAL YEAR ENDED JUNE 30, 2012

Christine Gouig gave a brief introduction on the audit for the fiscal year ended June 30, 2012 and Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio reported that the

Commission's Budget/Audit/Negotiations Committee met with the auditor from Patel & Associates to review the audit. She summarized the audit report, discussed the outcome of the audit, and discussed a finding in the audit related to the timeliness of annual re-examinations (RXs). Ms. Leoncio thanked staff for their cooperation during the audit.

Recommendation: Accept the audited financial statements and reports for all HACA programs for the fiscal year ended June 30, 2012.

Commission Discussion: Cmr. Peixoto and Ms. Gouig discussed the impact of the funding cuts on the process for RXs. Ms. Gouig commented that housing authorities are working together to advocate for HUD regulatory relief. Cmr. Natarajan praised Ms. Leoncio for her work on the audit. She also commented that housing authorities cannot continue to operate as they have in the past with these cuts to funding as evidenced by the late RXs. Ms. Gouig also praised Ms. Leoncio for her work on the audit and commented that Ms. Leoncio is viewed by other housing authorities in California as an expert in housing authority finance. Cmr. Gacoscos and Ms. Leoncio discussed the exterior siding project that was completed on the public housing project in Union City.

Motion/Second: Steiner/Peixoto.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

4-3. ACTION: ADJUSTMENTS TO HEALTH BENEFITS AND FURLOUGH DAYS FOR MANAGEMENT EMPLOYEES

Charla Freckmann, Human Resources Analyst, presented the staff report. Ms. Freckmann described the actions taken by the Commission in December 2012 and January 2013 to authorize furlough days and changes to health care contributions for HACA's management employees. She reported that in March 2013 the Commission approved a successor Memorandum of Understanding (MOU) with SEIU Local 1021 that contains provisions for health care contributions and furlough days for HACA's represented employees. Ms. Freckmann explained that the proposed adjustments for the management employees would make the amount of their health care contributions and the number of furlough days they are required to take equal to the amounts stated in the MOU for the represented employees.

Commission Discussion: Cmr. Peixoto and Ms. Freckmann discussed how action on this item would undo the previous actions taken by the Commission with respect to the health care contributions and furlough days for the management employees. Cmr. Natarajan and Ms. Freckmann discussed how many management employees have taken furlough days.

Motion/Second: Natarajan/Peixoto.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

4-4. ACTION: RESOLUTION APPROVING UPDATED UTILITY ALLOWANCE SCHEDULE

Jennifer Cado, Senior Administrative Analyst, presented the staff report. Ms. Cado reported that an analysis of the current utility rates indicates that some rates have changed by 10%. She described the changes in the utility rates and explained that the proposed updates to HACA's Utility Allowance Schedule reflect these changes.

Recommendation: Adopt Resolution 13-03 approving an update to HACA's Utility Allowance Schedule.

Commission Discussion: Vice Chairperson Biddle thanked Ms. Cado for doing a thorough analysis of

the rates.

Motion/Second: Peixoto/Natarajan.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

4-5. ACTION: REVISION TO HACA'S SECTION 8 ADMINISTRATIVE PLAN

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion reported that as part of the Memorandum of Understanding (MOU) with Alameda County Behavioral Health Care Services (BHCS) HACA has agreed to provide Section 8 Housing Choice Vouchers to graduates of the Choices for Community Living Program (CHOICES) and Forensic Assertive Community Treatment Program (FACT). He indicated that a number of participants in these programs reside in Alameda County but outside of HACA's jurisdiction and explained that the proposed revisions to HACA's Section 8 Administrative Plan (Admin Plan) would allow flexibility with the portability process. Mr. Dion further explained that providing this flexibility would allow the participants to remain where they currently reside.

Commission Discussion: Cmr. Cashmere and Mr. Dion discussed the types of services that these programs offer and HACA's role in the program. Cmr. Steiner and Ms. Gouig discussed the availability of Section 8 vouchers. Cmr. Steiner asked if the Oakland Housing Authority would provide Section 8 vouchers for this program in the future. Ms. Gouig indicated that these are demonstration programs and that BHCS may choose to expand the program in the future.

Motion/Second: Natarajan/Gacoscos.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

4-6. ACTION: QUARTERLY INVESTMENT PORTFOLIO REPORT FOR THE QUARTER ENDED MARCH 31, 2013

Cathy Leoncio presented the staff report. Report received with no questions or comments from the Commission.

4-7. INFORMATION: BUDGET STATUS REPORT

Cathy Leoncio presented the staff report. Ms. Leoncio highlighted the budget deficit. Ms. Gouig noted that the budget deficit is further impacted by sequestration.

Commission Discussion: Vice Chairperson Biddle and Ms. Gouig discussed HACA's reserves and how quickly the reserves are being depleted as a result of the cuts to funding.

4-8. INFORMATION: PROGRAM ACTIVITY REPORT

Sharon DeCray, HAFS Program Manager, reported that the annual Family Self-Sufficiency health fair is scheduled for June 29, 2013 and that HACA's FSS program is being considered for a national study.

Commission Discussion: Cmr. Steiner commented that it is important to get stories about the FSS successes in the local newspaper. Vice Chairperson Biddle agreed and commented that it could help to change the perception that many have of affordable housing. Cmr. Cashmere commented that residents of subsidized housing are often viewed in a negative light and that these success stories could help to change that. She suggested that staff check into the local Patch newsletters that are circulated in the cities. Cmr. Natarajan suggested contacting the newspapers during affordable housing month. Ms. DeCray indicated that the local newspapers have not been responsive to the

press releases that HACA has submitted and stated that staff will continue their efforts to get these stories out to the local newspapers.

5. COMMITTEE REPORTS

None.

6. COMMISSIONER REPORTS

Cmr. Natarajan reported that the City of Fremont is working with Habitat for Humanity on an affordable housing project that will provide 3- and 4-bedroom units for very low-income families. Cmr. Steiner reported on the status of the Kottinger Place senior project.

7. COMMUNICATIONS

Cmr. Cashmere reported on her attendance at the 2013 NAHRO Legislative Conference in Washington, D.C. She shared the conference program with the Commissioners and commented that the conference and meetings with the representatives went well. Christine Gouig also reported on her attendance at the 2013 NAHRO Legislative Conference. A copy of the *2013 Legislative Focus* pamphlet that was prepared by the California Association of Housing Authorities (CAHA) was distributed to the Commissioners. Ms. Gouig stated that the legislative requests in the pamphlet were discussed at the meetings with the various representatives.

8. ADJOURNMENT

There being no further business to discuss, Vice Chairperson Biddle adjourned the meeting at 9:18 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig, Executive Director/Commission Secretary

Approved:

Ursula Reed, Commission Chairperson

NEW BUSINESS

June 12, 2013

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 12, 2013

Subject: Contribution to Alameda County Employees' Retirement Association (ACERA) for Fiscal Year 2013-2014

Exhibits Attached: Resolution No. 13-04 Approving 401(h) Account Pursuant to Section 31592 of the County Employee Retirement Law (CERL)

Recommendation: Adopt the Resolution

Financial Statement: \$165,231.29 to be included in FY 2013-2014 Budget

BACKGROUND

The Housing Authority is a participating employer in the Alameda County Employees' Retirement Association (ACERA). In 1996, ACERA established a health benefits account, called a 401(h) account, to satisfy the requirements of Internal Revenue Code (IRC) Section 401(h) for providing non-vested, tax-free healthcare to the retirees of participating employers.

In 2006, changes to the IRC regulations required that participating employers establish a separate 401(h) sub-account under the overall ACERA account, and make contributions through ACERA designated specifically for healthcare benefits to fund the 401(h) sub-account. To continue providing HACA retirees with non-taxable health benefits, your Commission adopted a resolution in June 2006 (Resolution No. 14-06) that authorized ACERA to establish and manage a 401(h) sub-account on our behalf.

In accordance with Section 31592.4 and Article 5.5 of the CERL, ACERA holds assets in a Supplemental Retirees' Benefits Reserve (SRBR). Once HACA makes its designated 401(h) contribution to ACERA, ACERA will automatically transfer the same amount from the SRBR to HACA's Advance Reserve Account. ACERA has consistently paid supplemental retirement and post-employment health care benefits through the SRBR since 1985.

DISCUSSION and ANALYSIS

Your Commission has authorized HACA's contribution to its 401(h) sub-account every year since 2006. The Segal Company, ACERA's actuary, has determined that HACA's contribution for fiscal year July 1, 2013 – June 30, 2014 is \$165,231.29. ACERA requires that authorization to fund HACA's 401(h) sub-account must be completed by June 30, 2013.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 13-04

RESOLUTION APPROVING 401(h) ACCOUNT PURSUANT TO SECTION 31592

WHEREAS, in 1996, the Alameda County Employee's Retirement Association ("ACERA") Board of Retirement informed the Board of Supervisors that, by addition of Resolution 96-111, the Board of Retirement had established a health benefits account intended to satisfy the requirements of the Internal Revenue Code ("IRC") Section 401(h) and the regulations thereunder (the "401(h) Account") in order to provide non-vested, tax-free health benefits to eligible County and Participating Employer retirees (collectively, the "Retirees"); and

WHEREAS, in 1996, the Board of Supervisors adopted Resolution No. R-96-634, which provided that ACERA could offer such non-taxable benefits if the County designated a portion of its contribution to ACERA for a fiscal year as a contribution to the 401(h) Account; and

WHEREAS, under Section 31592.4 and Article 5.5 of the County Employees Retirement Law of 1937 ("CERL"), assets in the Supplemental Retiree Benefit Reserves (the "SRBR") at the end of a fiscal year of ACERA may, in the immediately succeeding fiscal year, be transferred to the Advance Reserves of the Participating Employers, and treated as a contribution to ACERA by the County and as applicable by other Participating Employers to the extent that in the immediately succeeding fiscal year the County and other Participating Employers make contributions to ACERA's 401(h) Account in order to pay for retiree health benefits; and

WHEREAS, Section 31592.4 and Article 5.5 of the CERL thus permit the Participating Employers to contribute to a 401(h) Account and pay for retiree health benefits for a fiscal year without increasing the Housing Authority of the County of Alameda's ("Housing Authority") total contributions to ACERA for that fiscal year; and

WHEREAS, commencing with the 1996-1997 fiscal year, and for each fiscal year thereafter, the County has directed that a specified portion of its fiscal year contribution to ACERA for that year be contributed to the 401(h) account; and

WHEREAS, in 2006 the Housing Authority authorized ACERA to establish and manage a 401(h) sub-account on its behalf to provide tax free health care benefits for its retirees;

NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:

- In fiscal year July 1, 2013 – June 30, 2014, the Housing Authority shall contribute to ACERA \$165,231.29 to be used only for the paying of retiree medical health benefits. This contribution shall be made on the terms and conditions set forth in the Agreement between the Housing Authority and ACERA concerning such contributions, executed on July 25, 2007.
- This contribution shall be designated, in writing, as being only for the Housing Authority's IRC § 401(h) Account, and such designation shall be made at the time of contribution.

- Such contribution is contingent on the Board of Retirement immediately transferring, in accordance with Government Code §31592.4, an amount equal to such contribution from ACERA's SRBR account to the Housing Authority's advance reserve account. Such amount shall be treated as a contribution for pension and, therefore, shall be applied to reduce the pension contribution otherwise required by the Housing Authority for the fiscal year beginning July 1, 2013.
- No party, including any existing or future Housing Authority employee, retiree, spouse, or dependent, shall have any vested rights, contractual rights or other rights in or to any retiree medical benefits or payment or subsidy for any such benefits nor shall any such person or ACERA have any such rights to have the Housing Authority contribute towards paying or subsidizing the cost of any retiree medical benefits provided by ACERA under the 401(h) Account or otherwise. The Housing Authority may modify or terminate, at any time and without any limitation, its decision to contribute to the Housing Authority's 401(h) Account. This modification or termination may occur even if it may affect any employee first hired prior to the date of such modification, any person who retired prior to such date, and/or any person who became a spouse or dependent of an employee or retiree prior to such date.
- All contributions by the Housing Authority to its 401(h) sub-account shall be governed by requirements of the Internal Revenue Code and all administrative and other applicable rules established by ACERA governing such sub-account and ACERA's 401(h) Account.

PASSED, APPROVED, AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this _____ day of _____ 2013, by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

Ursula Reed,
Housing Commission Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted:_____

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: June 12, 2013

Subject: Assign a salary to the newly-created class of Special Programs Manager

Exhibits Attached: Special Programs Manager classification specification

Recommendation: Approve salary for new classification

Financial Statement: Approximate 2.5% salary savings with this newer, more narrowly defined management classification

BACKGROUND

At today's Personnel Committee meeting the Committee considered the creation of the new class of Special Programs Manager. Your Commission has the responsibility for assigning the salary to the new classification.

For many years, the Housing Authority has operated with two program units: (1) the Housing Assistance and Family Services (HAFS) unit and (2) the Housing Assistance and Housing Management (HAHM) unit. Over the last few years, the Housing Authority has endeavored to operate its programs at the same level of service under increasingly constraining factors. These factors have included:

- Shrinking federal funding from HUD in the form of the Housing Authority's Administrative Fee it receives for the Housing Choice Voucher program. In 2013 the Administrative Fee is funded at only 69% of the eligibility formula.
- Reduced federal funding from HUD in the form of the Housing Authority's Operating Subsidy for the Public Housing Program. In 2013 the Operating Subsidy is funded at only 82% of the eligibility formula.
- A reduction-in-force of five positions resulting from an early retirement option the Housing Authority offered in the fall of 2011 – due to budget constraints these positions remain vacant.
- The retirement of one of the Program Managers.
- A reduction in the number of total work days available resulting from the implementation of mandatory unpaid furlough days.

In an effort to address these factors, effective May 1, 2013, a re-organization of the HAFS and HAHM program units was implemented in order to re-structure various workflow processes with the goal of increasing and maximizing operational efficiencies. While the implementation of the re-organization is occurring in a number of steps, Housing Authority management is concurrently meeting and conferring with SEIU Local 1021 over potential impacts the re-organization may have on the terms and conditions of employment for bargaining unit members.

Two new program units have been created: (1) a Programs Unit and (2) a Special Programs Unit.

Programs Unit. The new Programs Unit will retain all of the responsibilities of Housing Management for units owned by the Housing Authority and PACH and will now manage a variety of Housing Choice Voucher functional teams comprised of staff in job classifications such as Housing Specialist, Housing Inspector, Eligibility Technician and Administrative Clerk. These teams have been organized around various functions such as: moving, portability, interim re-exams, eligibility, inspections, participant issues, landlord issues and program integrity. All of the Housing Choice Voucher Program functions will be consolidated into the Programs Unit. As a result, the new Programs Unit will consist of far more staff than the Special Programs Unit. The current HAHM Program Manager, reclassified as a Programs Manager, will supervise the new Programs Unit.

Special Programs Unit. All of the special programs including the Family Self-Sufficiency Program, Project Based Vouchers, VASH, Shelter Plus Care, Mod Rehab, CHOICES/FACT and NED will be managed by the new Special Programs Unit, the smaller unit of the two new units. The new position of Special Programs Manager will be smaller in scope and manage fewer staff than the previous HAFS Program Manager position.

DISCUSSION AND ANALYSIS

As is our practice, staff surveyed other housing authorities in our comparability pool to see if those agencies had a comparable position and to determine a relevant salary. The survey results did not provide sufficient data to provide a salary recommendation for this new classification that could be based on an outside comparable agency comparison.

The current position of Housing Assistance and Family Services Manager is assigned to range 37 in HACA's Management Pay Range System. The control point for this range is \$9,366 per month. Staff recommends assigning the Special Programs Manager classification to range 34. The control point for the recommended range is \$8,697. Pending authorization by the Personnel Committee to conduct an open recruitment for the vacancy in the new Special Programs Manager classification, it is the intent to make an appointment at or close to the bottom of the proposed salary range. The bottom of

range 34 is \$6,422 per month. Appointment at this level would achieve an initial net savings of approximately \$2,255 per month or \$27,060 annually.

The differential between the two proposed salary ranges for the new manager classifications is reasonable given the smaller scope of duties and responsibilities of the Special Programs Manager classification and the expanded scope of duties and responsibilities for the Programs Manager classification.

Staff recommends assigning the aforementioned salary range to the newly-created classification of Special Programs Manager.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA (HACA)

MANAGER, SPECIAL PROGRAMS UNIT

EXEMPT: Yes
DEPARTMENT: Housing Programs Department
UNIT: Special Programs Unit
REPORTS TO: Deputy Director for Programs

JOB CODE: 3670M

DEFINITION/PURPOSE

Plans, manages, directs, and coordinates the program management activities and operations of the:

- Section 8 Project-Based Voucher (PBV) Program;
- Section 8 Moderate Rehabilitation Program;
- Family Self-Sufficiency (FSS) Program;
- Shelter + Care Program;
- Veterans Affairs Supportive Housing (VASH) Program;
- Non-Elderly Disabled (NED) Program;
- Alameda County Behavioral Health Services CHOICES and FACT Programs;
- any other specialized housing assistance and service programs as they may be implemented throughout HACA's jurisdiction.

Manages the day-to-day administration of the HACA waitlist.

Responds to in-jurisdiction Opt-Outs by sponsors of HUD-Assisted Housing and other HUD Preservation actions.

Coordinates activities with the Programs Unit of the Housing Programs Department, PACH, and with other HACA departments; and provides high level staff assistance to the Deputy Director for Programs and the Executive Director.

DISTINGUISHING FEATURES

This one position management classification is distinguished from Manager, Programs Unit, by its responsibility for the PBV Program, the Section 8 Moderate Rehabilitation Program, the Family Self-Sufficiency (FSS) Program, the Shelter + Care Program, the Veterans Affairs Supportive Housing (VASH) Program, the Non-Elderly Disabled (NED) Program, the Alameda County Behavioral Health Services CHOICES and FACT Programs, the HACA Wait List, and any other specialized housing assistance or service program as they are implemented throughout HACA's jurisdiction. Unlike the Manager, Programs Unit, this position has no responsibility for the Housing Choice Voucher Program, Housing Management, or for HQS inspections.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director for Programs, and receives indirect general direction from the Executive Director.

Exercises direction over subordinate professional and clerical staff.

ESSENTIAL JOB FUNCTIONS

Optimizes use of available staff and other Unit resources, and identifies and advocates for needed resources, in order to maximize results within budget constraints for the following areas of responsibility:

- Specialized housing options and service programs
 - Applying applicable HUD regulations and notices to all HUD specialized housing programs and service programs;
 - Applying applicable agreements and Memoranda of Understanding to non-HUD specialized housing options; and
 - Representing HACA in program planning and monitoring of specialized housing options.
- Applicant, Participant, and Tenant Eligibility, including:
 - Maintaining and updating the HACA waitlist;
 - Responding to waitlist inquiries;
 - Contacting applicants with housing offers;
 - Processing eligibility for new applicants from HACA's waitlist and referrals from agencies for specialized housing programs;
 - Issuing vouchers and briefing new participants;
 - Conducting group applicant briefings;
 - Determining initial eligibility;
 - Processing reasonable accommodation requests;
 - Issuing port-in vouchers; and
 - Processing annual redeterminations.
- Section 8 Project-Based Voucher Program (HAP) Contract management, specialized housing program management, and Voucher management, including:
 - Processing Requests for Tenancy Approval (RTAs);
 - Determining Reasonable Rents;
 - Conducting Housing Quality Standards (HQS) inspections;
 - Initiating, renewing, and terminating HAP contracts;
 - Conducting participant-initiated redeterminations;
 - Recertifying participants for intra-jurisdictional moves;
 - Resolving landlord-tenant, neighbor, and community issues that impact Program requirements;
 - Acting on landlord-initiated rent increase requests and other proposed HAP contract changes;
 - Conducting HQS quality control inspections;
 - Processing outgoing portability transfers;
 - Coordinating with HUD and property owners to manage Opt-Outs and other Preservation Actions;
 - Issuing Enhanced Vouchers to qualified residents; and
 - Performing certifications for Enhanced Voucher holders.
- Family Self-Sufficiency (FSS) Program Management:

- Filling mandatory participant slots;
- Developing, managing, and evaluating individual Self-Sufficiency action plans for each participant and obtaining participant buy-in;
- Developing, managing, and evaluating individual Self-Sufficiency training and service plans for each participant;
- Facilitating access of individual participants to self-sufficiency services (such as job training, career counseling, financial management, childcare, transportation, etc.) provided by local providers;
- Creating and updating participant escrow balances;
- Conducting annual & participant-initiated redeterminations;
- Coordinating, facilitating, and/or presenting participant programs or workshops; and
- Graduating or terminating participants.

Applies, and monitors applications, for FSS grants and grants for other family service programs.

Identifies and pursues third-party home-ownership initiatives targeted to the demographic of FSS Program participants.

Develops, plans, organizes, and implements jurisdiction-wide family service programs.

Serves as a hearing officer at informal hearings for program participants disputing HACA actions or failure to act.

Conducts studies and analyses related to the assigned areas of responsibilities; prepares reports and recommendations.

Directs, oversees and participates in the development of the Unit work plan; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures.

Identifies the information technology needs of the Unit; and participates in the evaluation and coordination of information technology resources and services as they apply to the Unit.

Provides staff assistance to the Housing Commission and other boards and committees regarding the assigned areas of responsibilities.

Participates in the development of the Unit budget; and administers the approved budget.

Coordinates with the Personnel Analyst to recruit, interview, and recommend the appointment of Unit staff.

Selects, supervises, trains, motivates, develops, and evaluates Unit staff; works with employees to identify development objectives and development plans, correct deficiencies; and, as necessary, implements disciplinary actions and recommends employee terminations.

Participates on standing and ad hoc HACA committees; serves on boards and in professional groups; prepares and delivers presentations.

Coordinates with social welfare agencies and community-based organizations as helpful to the responsibilities of the Unit and the mission of HACA.

Assesses community service needs; develops and recommends service level changes.

Receives, investigates, and responds to public inquiries and complaints.

Develops and recommends policy and procedures for the Unit.

Comments on proposed State and Federal legislation, as requested.

Coordinates the Unit's activities with those of the Programs Unit, Preserving Alameda County Housing, Inc. (PACH), HACA's non-profit instrumentality, and other HACA departments.

Provides staff assistance to the Deputy Director for Programs and the Executive Director; prepares and presents staff reports and other necessary correspondence.

Performs related duties as assigned.

REQUIREMENTS

Knowledge of

Local public and private services and agencies providing social services to low income groups.

Counseling techniques and principles of individual and group behavior.

Case management techniques.

Applying for and administering funding grants.

Legislation, regulations, methods, and practices related to federally-assisted housing, including the FSS Program.

Principles and practices of personnel supervision, training, development, and personnel management.

Procedures and techniques of budget administration.

Record keeping and reporting procedures.

Principles and practices of electronic data processing, content management, and business process management.

Ability to

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and objectives.

Understand and apply applicable state and federal rules and agency policies, procedures, and other written and oral operational guidance.

Organize work and establish priorities.

Prepare clear and concise reports, correspondence and other written materials.

Give clear, concise, and informative oral presentations and instructions.

Interact successfully with a variety of social, economic, and ethnic groups.

Resolve problems consistent with HACA policies and deal with a variety of variables where only limited standardization exists.

Work independently.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Develop and monitor an operating budget.

Develop, recommend and administer policies and procedures.

Licenses and Certifications

Possession of a California Driver License

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Either I

Three (3) years' experience in the class of Housing Specialist, Administrative Analyst, or higher class within the Housing Authority of Alameda County.

Or II

Four (4) years of recent, full time, experience in residential rental property management, community based organization management or administration, or management or administration of a governmental or social welfare program; at least one (1) year of which must have been in a supervisory capacity.

Or III

Some acceptable combination of education and experience.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Ability to stand, walk and sit within the workplace and related venues;

Mobility sufficient to move about the workplace, related venues, and the residences of program participants and tenants;

Ability to drive an automobile;

Manual dexterity sufficient to operate a computer keyboard and mouse, and telephone touchpad;

Eyesight sufficient to read, write, and perform calculations; and

Hearing and speech abilities sufficient to communicate effectively with staff, program participants, tenants, and the general public.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: June 12, 2013

Subject: Assign a salary to the newly-created class of Programs Manager

Exhibits Attached: Programs Manager classification specification

Recommendation: Approve salary for new classification

Financial Statement: Position funded by salary savings from the retirement of the Housing Assistance and Family Services Manager and by existing budgeted salaries and compensation

BACKGROUND

At today's Personnel Committee meeting the Committee considered the creation of the new class of Programs Manager and the reallocation of the current Housing Assistance and Housing Management Manager to the new classification. Your Commission has the responsibility for assigning the salary to the new classification.

For many years, the Housing Authority has operated with two program units: (1) the Housing Assistance and Family Services (HAFS) unit and (2) the Housing Assistance and Housing Management (HAHM) unit. Over the last few years, the Housing Authority has endeavored to operate its programs at the same level of service under increasingly constraining factors. These factors have included:

- Shrinking federal funding from HUD in the form of the Housing Authority's Administrative Fee it receives for the Housing Choice Voucher program. In 2013 the Administrative Fee is funded at only 69% of the eligibility formula.
- Reduced federal funding from HUD in the form of the Housing Authority's Operating Subsidy for the Public Housing Program. In 2013 the Operating Subsidy is funded at only 82% of the eligibility formula.
- A reduction-in-force of five positions resulting from an early retirement option the Housing Authority offered in the fall of 2011 – due to budget constraints these positions remain vacant.
- The retirement of one of the Program Managers.
- A reduction in the number of total work days available resulting from the implementation of mandatory unpaid furlough days.

In an effort to address these factors, effective May 1, 2013, a re-organization of the HAFS and HAHM program units was implemented in order to re-structure various workflow processes with the goal of increasing and maximizing operational efficiencies. While the implementation of the re-organization is occurring in a number of steps, Housing Authority management is concurrently meeting and conferring with SEIU Local 1021 over potential impacts the re-organization may have on the terms and conditions of employment for bargaining unit members.

Two new program units have been created: (1) a Programs Unit and (2) a Special Programs Unit.

Programs Unit. The new Programs Unit will retain all of the responsibilities of Housing Management for units owned by the Housing Authority and PACH and will now manage a variety of Housing Choice Voucher functional teams comprised of staff in job classifications such as Housing Specialist, Housing Inspector, Eligibility Technician and Administrative Clerk. These teams have been organized around various functions such as: moving, portability, interim re-exams, eligibility, inspections, participant issues, landlord issues and program integrity. All of the Housing Choice Voucher Program functions will be consolidated into the Programs Unit. As a result, the new Programs Unit will consist of far more staff than the Special Programs Unit. The current HAHM Program Manager, reclassified as a Programs Manager, will supervise the new Programs Unit.

Special Programs Unit. All of the special programs including the Family Self-Sufficiency Program, Project Based Vouchers, VASH, Shelter Plus Care, Mod Rehab, CHOICES/FACT and NED will be managed by the new Special Programs Unit, the smaller unit of the two new units. The new position of Special Programs Manager will be smaller in scope and manage fewer staff than the previous HAFS Program Manager position.

DISCUSSION AND ANALYSIS

As is our practice, staff surveyed other housing authorities in our comparability pool to see if those agencies had a comparable position and to determine a relevant salary. The survey results did not provide sufficient data to provide a salary recommendation that could be based on an outside comparable agency comparison.

The current position of Housing Assistance and Housing Management (HAHM) Manager is assigned to range 37 in HACA's Management Pay Range System. The control point for this salary is \$9,366 per month. Staff recommends assigning the Programs Manager classification to range 39, an increase of two ranges or approximately 5% in salary, to compensate for the additional management and supervisory duties. The control point for the recommended range is \$9,838 per month. The cost of the additional salary will be offset by the salary savings accumulated by not filling the prior vacant Housing

Assistance and Family Services Manager classification and by creating the position of Special Programs Manager with a lower range on the Management Pay Range System.

Staff recommends assigning the aforementioned salary range to the newly-created classification of Programs Manager.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA (HACA)

PROGRAMS MANAGER

EXEMPT: Yes
DEPARTMENT: Programs Department
UNIT: Programs Unit
REPORTS TO: Deputy Director for Programs

JOB CODE: 3671M

DEFINITION/PURPOSE

Plans, manages, directs, and coordinates the:

- program management activities and operations of the Section 8 Housing Choice Voucher Program (HCVP);
- HQS inspections for all HACA programs subject to HQS inspections; and
- housing and property management activities and operations of all Public Housing and all HACA-owned and HACA-managed units in HACA's jurisdiction.

Coordinates activities with the Programs Department Special Programs Unit, Preserving Alameda County Housing, Inc. (PACH), HACA's non-profit instrumentality, and with other HACA departments, as needed; and

Provides high level staff assistance to the Deputy Director for Programs and the Executive Director.

DISTINGUISHING FEATURES

This one position management classification is distinguished from Manager, Special Programs Unit by its responsibility for the Housing Choice Voucher Program and for Housing Management. Unlike the Manager, Special Programs Unit, this position has no responsibility for the Section 8 Moderate Rehabilitation Program, the Family Self-Sufficiency (FSS) Program, the Shelter + Care Program, the Veterans Affairs Supportive Housing (VASH) Program, the Non-Elderly Disabled (NED) Program, the Alameda County Behavioral Health Services CHOICES and FACT Programs, the HACA Wait List, or any other specialized housing assistance or service program as they are implemented throughout HACA's jurisdiction.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director for Programs, and receives indirect general direction from the Executive Director.

Exercises direction over subordinate professional and clerical staff.

ESSENTIAL JOB FUNCTIONS

Optimizes use of available staff and other Unit resources, and identifies and advocates for needed resources, in order to maximize results within budget constraints for the following areas of responsibility:

- Applicant, Participant, and Tenant Eligibility, including:
 - Processing reasonable accommodation requests;
 - Issuing port-in vouchers; and
 - Processing certifications.
- Section 8 Housing Assistance Payments (HAP) Contract management and Voucher management, including:
 - Processing Requests for Tenancy Approval (RTAs);
 - Determining Reasonable Rents;
 - Conducting Housing Quality Standards (HQS) inspections;
 - Initiating, renewing, and terminating HAP contracts;
 - Recertifying participants for intra-jurisdictional moves;
 - Resolving landlord-tenant, neighbor, and community issues that impact Program requirements;
 - Acting on landlord-initiated rent increase requests and other proposed HAP contract changes;
 - Conducting HQS quality control inspections for programs administered by both the Programs and Special Programs Units; and
 - Processing outgoing portability transfers.
- Public Housing and Property Management:
 - Screening applicants for suitability;
 - Initiating tenancies;
 - Conducting annual & tenant-initiated redeterminations (Public Housing only);
 - Collecting delinquent rent;
 - Inspecting units;
 - Enforcing the lease and resolving tenancy issues; and
 - Terminating tenancies.

Serves as a hearing officer at informal hearings for program participants disputing HACA actions or failure to act.

Conducts studies and analyses related to the assigned areas of responsibilities; prepares reports and recommendations.

Directs, oversees and participates in the development of the Unit work plan; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures.

Identifies the information technology needs of the Unit; and participates in the evaluation and coordination of information technology resources and services as they apply to the Unit.

Provides staff assistance to the HACA Housing Commission and other boards and committees regarding the assigned areas of responsibilities.

Participates in the development of the Unit budget; and administers the approved budget.

Coordinates with the Personnel Analyst to recruit, interview and recommend the appointment of Unit staff.

Selects, supervises, trains, motivates, develops, and evaluates Unit staff; works with employees to identify development objectives and development plans, corrects deficiencies; and, as necessary, implements disciplinary actions and recommend employee terminations.

Participates on standing and ad hoc HACA committees; and serves on boards and in professional groups; prepares and delivers presentations.

Coordinates with social welfare agencies and community-based organizations as helpful to the responsibilities of the Unit and the mission of HACA.

Appraises community service needs; develops and recommends service level changes.

Receives, investigates, and responds to public inquiries and complaints.

Develops and recommends policy and procedures for the Unit.

Comments on proposed State and Federal legislation, as requested.

Coordinates the Unit's activities with those of the Special Programs Unit, Preserving Alameda County Housing, Inc. (PACH), HACA's non-profit instrumentality, and other HACA departments.

Provides staff assistance to the Deputy Director for Programs and the Executive Director; prepares and presents staff reports and other necessary correspondence.

Performs related duties as assigned.

REQUIREMENTS

Knowledge of

Principles and techniques of residential property management.

Legislation, regulations, methods, and practices related to federally-assisted housing.

Principles and practices of personnel supervision, training, development, and personnel management.

Procedures and techniques of budget administration.

Record keeping and reporting procedures.

Principles and practices of electronic data processing, content management, and business process management.

Ability to

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals and objectives.

Understand and apply applicable state and federal rules and agency policies, procedures, and other written and oral operational guidance.

Organize work and establish priorities.

Prepare clear and concise reports, correspondence and other written materials.

Give clear, concise, and informative oral presentations and instructions.

Interact successfully with a variety of social, economic, and ethnic groups.

Resolve problems consistent with HACA policies and deal with a variety of variables where only limited standardization exists.

Work independently.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Develop and monitor an operating budget.

Develop, recommend and administer policies and procedures.

Licenses and Certifications

Possession of a California Driver License

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Either I

Three (3) years' experience in the class of Housing Manager, Housing Specialist, Administrative Analyst, or higher class within the Housing Authority of Alameda County.

Or II

Four (4) years of recent, full time, experience in residential rental property management, community based organization management or administration, or management or administration of a governmental or social welfare program; at least one (1) year of which must have been in a supervisory capacity. Possession of a Bachelor's degree from an accredited college or university may be substituted for two (2) years of general experience; an Associate degree may be substituted for one year of general experience.

Or III

Some acceptable combination of education and experience.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Ability to stand, walk and sit within the workplace and related venues;

Mobility sufficient to move about the workplace, related venues, and the residences of program participants and tenants;

Ability to drive an automobile;

Manual dexterity sufficient to operate a computer keyboard and mouse, and telephone touchpad;

Eyesight sufficient to read, write, and perform calculations; and

Hearing and speech sufficient to communicate effectively with staff, program participants, tenants, and the general public.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 12, 2013

Subject: Operating Budgets for Fiscal Year Ending June 30, 2014

Exhibits Attached:

- Resolution No. 13-05/HUD-52574 PHA Board Resolution
- Attachment A: Statement of Budgeted Revenues, Expenses and Changes in Net Assets FYE June 30, 2014; Supporting Schedules of Expenses

Recommendation: Adopt Resolution

Financial Statement: See below

BACKGROUND

HACA's 2013-2014 fiscal year (FY) will start on July 1, 2013. SEIU Local 1021's Memorandum of Understanding (MOU) expires on June 6, 2013, and as of this time there is no successor agreement. Consequently, staff prepared a budget that assumes only the medical cost sharing from the expired MOU will continue into the new fiscal year. Like last fiscal year, the resulting deficits are shown as "unspecified cost reductions." Actual offsetting reductions will be made throughout the fiscal year consistent with the goal of minimizing long term damage to the programs in response to possible further funding cuts.

HUD funding is provided on a calendar year (CY) basis, while HACA's fiscal year is July-June. This requires staff to estimate HUD funding for the second half of our fiscal year. In March, sequestration resulted in automatic across-the-board funding cuts that made an already highly challenging funding environment even more so. Funding for CY 2013 is based on the Continuing Resolution passed by Congress earlier this year and is at the lowest level in the 38-year history of HUD funding. The Housing Choice Voucher Program HAP renewal funding is prorated at 93.976% of renewal needs and Administrative Fees at 69% of fee eligibility. For Public Housing, funding for the Operating Subsidy is prorated at 82% of eligibility and funding for the Capital Fund is further reduced by about another 5%. HACA's informed guess for funding for the second half of our fiscal year is based on the President's proposed budget with sequestration applied.

DISCUSSION and ANALYSIS

A summary of five program budgets is presented--one each for the Housing Choice Voucher (HCV) Program, the Public Housing (PH) Program, the Housing Development Fund, Park Terrace and Ocean Avenue. An agency-wide summary of changes to net assets is provided as well. Key assumptions and facts are shown under each program below, in bulleted form.

Housing Choice Voucher (HCV) Program

The HCV budget projects a loss of \$426,699.

Income

- HACA's current actual Housing Assistance Payment (HAP) per unit cost is \$1,063 and the proposed budget assumes an annual average 98% lease-up rate. The Net Restricted Assets (NRA) at the beginning of the budget year is projected to be \$9 million. HAP is 100% federally funded through HUD, so any reductions to this funding will have an immediate impact on our families and on our agency's fiscal health. Sequestration (on top of the continuation of already-reduced 2012 funding levels) will further decrease our funding by almost 8% or \$982 per unit, resulting in a cut of approximately \$6 million dollars. At this time, the HAP funding formula for 2014 is unknown. To adhere to our realistically-targeted 98% lease up level (we want to maximize leasing in order to maximize administrative fees earned since we are paid based on the number of units under lease), HACA will use our NRA. If funding levels do not increase over the next two years, we will exhaust what NRA we have left. By law, HAP funding and NRA cannot be used for operating or administrative costs and are restricted to rental subsidy payments only.
- HUD compensates housing authorities for the cost of administering the HCV program through Administrative Fees. Section 8 Administrative Fees are the main source of funding to cover operating costs and are paid on the basis of the number of units leased as of the first day of each month. Each housing authority's eligibility is pro-rated, if needed, to ensure that fees granted do not exceed the funds appropriated by Congress. Due to proration, income from HCV program Administrative Fees is set at 69% of eligibility for the first six months of the fiscal year (July to December 2013) and staff is projecting 75% for the balance of the fiscal year. Income is calculated assuming a 98% lease-up rate for the year. If the number of units leased is less than 98% our Administrative Fees will be reduced accordingly.
- Other fees earned include: fees to administer the CHOICES/FACT, Moderate Rehabilitation and Shelter Plus Care programs and portability fees. The projection for our incoming portability reflects an average of 1,660 contracts that we will bill to other housing authorities (primarily Oakland). We earn only 80% of the prorated Administrative Fees for these contracts. The average fee used in the budget is \$55 per portability unit per month, which is \$14 less per unit than what we earn for our own voucher contracts. There are a few voucher holders (average of 100) of our own that move into other housing authorities' jurisdictions.

- Other income includes investment income and the fraud recovery income which, per HUD regulations, is split 50/50 between HACA and HUD.
- Total overall income decreased by 3%.

Expenses

- Indirect costs associated with more than one program are allocated using the 'percentage of total program unit' method.
- The budgeted salaries do not reflect economic agreements that were in place in the expired SEIU 1021 MOU, with the exception of the medical cost sharing. The proposed budget assumes the same staffing as last year's with the exception of the elimination of one housing inspector position and the Deputy Director of Operations position as well as the reclassifications of the two former Programs Managers. Administrative salaries are 13% less than the previous year's budget.
 - Employee benefits are budgeted at 52% of salaries. The budget assumes that health care premiums will increase by 7% as they did last year. It also assumes a 1% increase in the ACERA employer retirement contribution.
- Administrative expenses include expenses for the planned Section 8 HCV wait list opening and inspection services. It also includes three months of contracted services for the Deputy Director of Operations and Housing Assistance and Family Services (HAFS) manager. Other administrative expenses generally remained the same or were modestly inflated. Total administrative cost is 12% more than what was budgeted last fiscal year.
 - Total overall expenses decreased by 8%.

Public Housing (PH) Program

The PH Program projects a loss of \$150,689. The projected reserve balance at the beginning of the budget year is \$1.25 million, most of which came from reserves transferred to the PH Program as a result of the consolidation of HACA and the Dublin Housing Authority.

Income

- HUD provides Operating Subsidy on a calendar year basis. Operating Subsidy is for operations of the PH units and is determined by formula calculation. The Operating Subsidy covers costs such as employees' salaries and benefits, utilities, maintenance expenses and general costs. Funding is prorated if needed to ensure that funds granted do not exceed the funds appropriated by Congress. The CY 2013 Operating Subsidy was funded at 82% of formula eligibility and, therefore, the budget as presented reflects that revenue level.
- The additional disposition of the 100 Nidus/Dyer PH units resulted in reduced Operating Subsidy and rental income so that only our remaining 72 PH units will be eligible for Operating Subsidy. In lieu of Operating Subsidy for disposed of units, HUD provides, for two years, an asset repositioning fee to supplement the costs associated with the administration and management of the disposition effort, tenant relocation, and closing down a project.
- HUD provides a Capital Fund grant on a calendar basis. The Capital Fund grant is for capital and management activities, including rehabilitation, renovation and development of public housing. It is determined by formula calculation. The CY 2013 funding is 5% lower than the previous year's already dismal funding. For CY 2014, the grant is assumed to be the same as for CY 2013.
- Other income includes the Mission Blvd. office rent, investment income, and property and management fees.
- Total income decreased by 62%.

Expenses

- The budget assumes cost allocation for staff based on the percentage of PH units to total units owned and managed.
- The disposition of the Nidus and Dyer senior units and the 58 scattered units before that lowered most expenses as expected.

- Expenses now include the Mission Blvd. office expenses. The maintenance services expense includes repair contracts to address routine and turnover maintenance.
- Total expenses decreased by 40%.

Housing Development Fund, Park Terrace, and Ocean Avenue

- HACA maintains a Housing Development (Local) Fund for low-income housing development and rehabilitation and management improvements. Its budget projects a loss of \$1,750. The projected reserve balance at the beginning of the budget year is \$11.1 million. The budget assumes that there will be no income earned nor expenses incurred for our main office building.
- Park Terrace consists of nine units in the City of Hayward that are non-HUD assisted and rented to low income families. Park Terrace's budget projects an income of \$45,887. The projected reserve balance at the beginning of the budget year is \$995,591.
- Ocean Avenue consists of six units in the City of Emeryville that are non-HUD assisted and rented to low income families. Ocean Avenue's budget projects an income of \$13,886. The projected reserve balance at the beginning of the budget year is \$226,300. Your Commission previously approved the transfer of \$500,000 from the Ocean Avenue reserves to the PH Program to renovate the exterior of the Emery Glen public housing project in Emeryville.

Staff recommends that your Commission adopt the Resolution approving the proposed budget for the fiscal year ending June 30, 2014.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 13-05

**RESOLUTION APPROVING THE OPERATING BUDGET FOR
JULY 1, 2013 – JUNE 30, 2014 FISCAL YEAR**

WHEREAS, the Housing Authority of the County of Alameda operates on a July 1 – June 30 fiscal year and HUD funding is on a calendar year; and

WHEREAS, operating budgets for the Housing Authority's various programs must be adopted prior to the beginning of the fiscal year July 1, 2013 – June 30, 2014; and

WHEREAS, the Commission's Budget/Audit Committee has reviewed the proposed budgets developed by staff; and

WHEREAS, the fiscal year 2014 has considerable challenges including sequestration, reduced funding, rising costs of operations and the uncertainty of future federal funding; and

WHEREAS, the budgets may require a revision once major income and expense uncertainties become known;

NOW THEREFORE BE IT RESOLVED, that the Housing Commission does hereby adopt the proposed budgets for the various programs as presented.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this _____ day of _____ 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Ursula Reed
Housing Commission Chairperson

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: _____

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the County of Alameda PHA Code: CA067

PHA Fiscal Year Beginning: July 1, 2013 Board Resolution Number: 13-05

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 06/12/2013
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: June 12, 2013

Subject:	Amend PACH-HACA Management Agreement to add and list 100 additional units and to update Section 21. Nondiscrimination
Exhibits Attached:	Draft Amended Form of Agreement
Recommendation:	Approve proposed amendment to the PACH-HACA Management Agreement
Financial Statement:	None

BACKGROUND

On February 9, 2011, your Commission approved the formation of Preserving Alameda County Housing, Inc. (PACH), a non-profit corporation, for the purpose of acquiring from the Housing Authority of the County of Alameda (HACA), and operating, low-income public housing and other low-income housing. The units that HACA has transferred to PACH are managed by HACA under the terms of a property management contract that your Commission approved on September 14, 2011.

DISCUSSION AND ANALYSIS

When your Commission initially approved the PACH-HACA Management Agreement, only 58 former public housing units had been disposed of by HACA and transferred to PACH. Since then, HACA has transferred an additional 100 units to PACH, the former Nidus and Dyer developments.

The proposed amendment modifies Section 2 and Exhibit A of the PACH-HACA Management Agreement to add and list the additional 100 units that HACA has transferred to PACH.

The amendment also updates Section 21. Nondiscrimination, to incorporate updated federal requirements regarding nondiscrimination based on gender identity.

Staff recommends that your Commission approve the enclosed amendment to the PACH-HACA Management Agreement.

**Property Management Agreement
Between
Preserving Alameda County Housing, Inc.
And The
Housing Authority Of The County Of Alameda**

This Property Management Agreement ("Agreement") is made this _____ day of _____, 2011, by and between Preserving Alameda County Housing, Inc. (PACH), a California nonprofit public benefit corporation ("Owner") and the Housing Authority of the County of Alameda (HACA), a public body, corporate and politic ("Agent"). This Agreement shall be effective when it is executed by all parties.

- (1) **APPOINTMENT AND ACCEPTANCE.** The Owner appoints the Agent as exclusive agent for the management of the property described in Section 2 of this Agreement, and the Agent accepts the appointment, subject to the terms and conditions set forth in this Agreement. Agent hereby agrees to manage the Property in an efficient and satisfactory manner to the best of its ability.
- (2) **DESCRIPTION OF PROPERTY.** The property to be managed by the Agent under this Agreement (the "Property") is housing developments consisting of the land, building(s), and other improvements, which make up the Property:

Name: HACA Public Housing Disposition
Location: Union City
County of Alameda
California
Number of Units: 158, as listed in Exhibit A, which may be amended from time to time

- (3) **DEFINITIONS.** As used in this Agreement:

1. "Principal Parties" means the Owner and the Agent.
2. "Management Representative" means a HACA employee, i.e., Property Manager, Property Management Assistant or maintenance personnel.
3. "Property" means all aspects of administering, managing and maintaining the properties effectively and in compliance with all required provisions and budgets.

- (4) **RENTALS.** The Agent will offer for rent and will rent the dwelling units, parking spaces, and other rental facilities and concessions in the Property. Incident thereto, the following provisions will apply:

1. Agent will show the premises to prospective applicants.

Agent shall notify Owner in writing of all notices of such orders or other requirements.

(5) **NONDISCRIMINATION.** It is the policy of PACH and HACA to comply fully with all Federal and State regulations with regard to non-discrimination in housing including:

- (1) Title VI of the Civil Rights Act of 1964;
 - (2) The Fair Housing Act;
 - (3) Executive Order 11063 on Equal Opportunity in Housing;
 - (4) Section 504 of the Rehabilitation Act of 1973;
 - (5) The Age Discrimination Act of 1975; and
 - (6) The Americans with Disabilities Act.
1. The Principal Parties will comply with any legislation protecting individual rights which may be enacted.
 2. The Principal Parties shall not discriminate because of race, color, sex, age, religion, national origin, ancestry, disability, handicap, actual or perceived sexual orientation, gender identity, or marital status, or familial status in the leasing, rental or other disposition of housing or related facilities (including land) included in any development or developments under its control, or in the use or occupancy thereof.
 3. The Principal Parties shall not, on account of race, color, sex, age, religion, national origin, ancestry, disability, handicap, actual or perceived sexual orientation, gender identity, or marital status, or familial status:
 - i. Deny to any family the opportunity to apply for housing, or deny to any eligible applicant the opportunity to lease housing suitable to its needs;
 - ii. Provide housing which is different than that provided others;
 - iii. Subject a person to segregation or disparate treatment;
 - iv. Restrict a person's access to any benefit enjoyed by others in connection with the program;
 - v. Treat a person differently in determining eligibility or other requirements for admission;
 - vi. Deny a person access to the same level of services; or
 - vii. Automatically deny admission to a particular group or category of otherwise eligible and qualified applicants (e.g., families with children born to unmarried parents or families whose head or spouse is student).

PACH – HACA Management Agreement

Exhibit A

Address	Unit Designation
33857 7th Street	General Occupancy
33859 7th Street	General Occupancy
33861 7th Street	General Occupancy
33863 7th Street	General Occupancy
33865 7th Street	General Occupancy
33867 7th Street	General Occupancy
703 Decoto Road	General Occupancy
711 Decoto Road	General Occupancy
33882 8th Street	General Occupancy
33884 8th Street	General Occupancy
33724 14th Street	General Occupancy
33625 5th Street	General Occupancy
33504 8th Street	General Occupancy
33652 7th Street	General Occupancy
33726 14th Street	General Occupancy
33615 8th Street	General Occupancy
33650 7th Street	General Occupancy
33761 14th Street	General Occupancy
33615 5th Street	General Occupancy
33512 8th Street	General Occupancy
33763 14th Street	General Occupancy
33759 14th Street	General Occupancy
33765 14th Street	General Occupancy
33617 8th Street	General Occupancy
33510 8th Street	General Occupancy
33623 5th Street	General Occupancy
33502 8th Street	General Occupancy
33617 5th Street	General Occupancy
406 E Street	General Occupancy
408 E Street	General Occupancy
33524 Third Street	General Occupancy
33526 Third Street	General Occupancy
33532 Third Street	General Occupancy
33534 Third Street	General Occupancy
32657 Brenda Way #4	General Occupancy
2108 Eric Court #2	General Occupancy
2133 Eric Court #4	General Occupancy
4656 Barcelona Way	General Occupancy
2108 Eric Court #1	General Occupancy
4106 Polaris	General Occupancy

Address	Unit Designation
4260 Apollo Circle	General Occupancy
523 Tamarack #13	General Occupancy
4968 Bridgepointe	General Occupancy
4627 Granada Way	General Occupancy
211 Galano Plaza	General Occupancy
4248 Lunar Way	General Occupancy
4229 Jupiter Court	General Occupancy
119 Camino Plaza	General Occupancy
4218 Apollo Circle	General Occupancy
270 Galano Plaza	General Occupancy
4392 Planet Circle	General Occupancy
4359 Planet Circle	General Occupancy
4262 Comet Circle	General Occupancy
4504 Sonora Way	General Occupancy
4138 Venus Place	General Occupancy
4240 Apollo Circle	General Occupancy
4970 Bridgepointe	General Occupancy
139 Aurora Plaza	General Occupancy
2000 Nidus Court #1	General Occupancy
2000 Nidus Court #2	General Occupancy
2000 Nidus Court #3	General Occupancy
2000 Nidus Court #4	General Occupancy
2004 Nidus Court #5	General Occupancy
2004 Nidus Court #6	General Occupancy
2004 Nidus Court #7	General Occupancy
2004 Nidus Court #8	General Occupancy
2008 Nidus Court #10	General Occupancy
2008 Nidus Court #11	General Occupancy
2008 Nidus Court #12	General Occupancy
2008 Nidus Court #9	General Occupancy
2012 Nidus Court #13	General Occupancy
2012 Nidus Court #14	General Occupancy
2012 Nidus Court #15	General Occupancy
2012 Nidus Court #16	General Occupancy
2016 Nidus Court #17	General Occupancy
2016 Nidus Court #18	General Occupancy
2016 Nidus Court #19	General Occupancy
2016 Nidus Court #20	General Occupancy
2024 Nidus Court #21	General Occupancy
2024 Nidus Court #22	General Occupancy

Address	Unit Designation
2024 Nidus Court #23	General Occupancy
2024 Nidus Court #24	General Occupancy
2028 Nidus Court #25	General Occupancy
2028 Nidus Court #26	General Occupancy
2028 Nidus Court #27	General Occupancy
2028 Nidus Court #28	General Occupancy
2032 Nidus Court #29	General Occupancy
2032 Nidus Court #30	General Occupancy
2032 Nidus Court #31	General Occupancy
2032 Nidus Court #32	General Occupancy
2036 Nidus Court #33	General Occupancy
2036 Nidus Court #34	General Occupancy
2036 Nidus Court #35	General Occupancy
2036 Nidus Court #36	General Occupancy
2040 Nidus Court #37	General Occupancy
2040 Nidus Court #38	General Occupancy
2040 Nidus Court #39	General Occupancy
2040 Nidus Court #40	General Occupancy
2044 Nidus Court #41	General Occupancy
2044 Nidus Court #42	General Occupancy
2044 Nidus Court #43	General Occupancy
2044 Nidus Court #44	General Occupancy
2048 Nidus Court #45	General Occupancy
2048 Nidus Court #46	General Occupancy
2052 Nidus Court #47	General Occupancy
2052 Nidus Court #48	General Occupancy
2052 Nidus Court #49	General Occupancy
2052 Nidus Court #50	General Occupancy
4131 Dyer Street #1	General Occupancy
4131 Dyer Street #2	General Occupancy
4131 Dyer Street #3	General Occupancy
4131 Dyer Street #4	General Occupancy
4135 Dyer Street #5	General Occupancy
4135 Dyer Street #6	General Occupancy
4135 Dyer Street #7	General Occupancy
4135 Dyer Street #8	General Occupancy
4139 Dyer Street #10	General Occupancy
4139 Dyer Street #11	General Occupancy
4139 Dyer Street #12	General Occupancy
4139 Dyer Street #9	General Occupancy

Address	Unit Designation
4143 Dyer Street #13	General Occupancy
4143 Dyer Street #14	General Occupancy
4143 Dyer Street #15	General Occupancy
4143 Dyer Street #16	General Occupancy
4147 Dyer Street #17	General Occupancy
4147 Dyer Street #18	General Occupancy
4147 Dyer Street #19	General Occupancy
4147 Dyer Street #20	General Occupancy
4151 Dyer Street #21	General Occupancy
4151 Dyer Street #22	General Occupancy
4151 Dyer Street #23	General Occupancy
4151 Dyer Street #24	General Occupancy
4155 Dyer Street #25	General Occupancy
4155 Dyer Street #26	General Occupancy
4155 Dyer Street #27	General Occupancy
4155 Dyer Street #28	General Occupancy
4159 Dyer Street #29	General Occupancy
4159 Dyer Street #30	General Occupancy
4159 Dyer Street #31	General Occupancy
4159 Dyer Street #32	General Occupancy
4167 Dyer Street #33	General Occupancy
4167 Dyer Street #34	General Occupancy
4171 Dyer Street #35	General Occupancy
4171 Dyer Street #36	General Occupancy
4171 Dyer Street #37	General Occupancy
4171 Dyer Street #38	General Occupancy
4175 Dyer Street #39	General Occupancy
4175 Dyer Street #40	General Occupancy
4175 Dyer Street #41	General Occupancy
4175 Dyer Street #42	General Occupancy
4179 Dyer Street #43	General Occupancy
4179 Dyer Street #44	General Occupancy
4179 Dyer Street #45	General Occupancy
4179 Dyer Street #46	General Occupancy
4183 Dyer Street #47	General Occupancy
4183 Dyer Street #50	General Occupancy
4186 Dyer Street #47	General Occupancy
4186 Dyer Street #48	General Occupancy

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 12, 2013

Subject:	Award Contract for Exterior Improvements at Emery Glen Public Housing
Exhibits Attached:	None
Recommendation:	Contract Award Recommendation Provided at Commission Meeting
Financial Statement:	\$500,000

BACKGROUND

On May 8, 2013, staff issued an Invitation for Bids to upgrade the exterior of 36 public housing units, located at 6200 Doyle Street in Emeryville, with new siding, windows, doors and lights. This project was built in 1983 and still has the original T-111 siding on the exterior, which has been replaced in part and painted multiple times over the years. The siding and trim are now showing signs of severe dry rot and need replacing.

The new siding will be a fiber/cement board product that is factory painted and carries a 50-year warranty. We will also replace all the original windows with double-paned, energy efficient windows, install new exterior doors and replace the exterior lighting.

DISCUSSION AND ANALYSIS

Staff used the Housing Authority's Architect of Record, K2A Architects and Interiors, to assist with the bid documents. K2A will also monitor the construction.

Eleven contractors attended the mandatory pre-bid walk-through on May 21st. The bid opening is being held at 2:00 p.m. on Thursday, June 6, 2013. This did not leave sufficient time for a bid tabulation and recommendation to be included in your Commission's agenda packet. Therefore, a copy of the bid tabulation and a recommendation for award will be brought to your meeting for your consideration and award.

Staff budgeted \$500,000 for this project. Because the Public Housing Capital Fund is so small, your Commission approved the transfer of \$500,000 from the Ocean Avenue reserves at your February 2012 meeting for use at Emery Glen.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: June 12, 2013

Subject:	2013 Scholarship Program Awards
Exhibits Attached:	2013 HACA Scholarship Award Recommendations
Recommendation:	Approve the 2013 HACA Scholarship Awards and changes to the Scholarship Program, if any
Financial Statement:	\$12,750 included in 2013-2014 budget

DISCUSSION AND ANALYSIS

This year, 17 applications were submitted to your Commission's Scholarship Committee (Commissioners Apodaca, Asher, Cashmere and Gacoscos) for their review. A phone meeting with the Scholarship Committee was held on May 28 to discuss their selections.

In addition to discussing their selections, the Scholarship Committee reviewed the size of the awards for students attending for-profit colleges and universities. The Committee is recommending that these scholarships be reduced in size and would like the Commission to discuss whether this should be done for future scholarships. Committee members will present their reasoning at your meeting.

The Scholarship Committee also discussed the costs of certificate and adult education programs and indicated that it would be helpful if applicants who are enrolled in or plan to enroll in a certificate program could provide the cost of the certification. Staff indicated that we would revise the application for 2014 to include a field where applicants could provide this information.

After discussing their selections, the Scholarship Committee selected 15 applicants to receive scholarship awards, as shown on the attached exhibit, totaling \$12,750. If your Commission approves these, staff will ask the scholarship recipients to attend your July Commission meeting to receive their awards.

2013 HACA Scholarship Award Recommendations

NAME	SCHOOL	AWARD
Benafsha Ahadi	Chabot College (Hayward)	\$750
Hosai Aria-Faizi	Ohlone College (Fremont)	\$750
Carlotta Bell	Capella University (on-line)	\$500
Fatima Blackman	Chabot College (Hayward)	\$750
Erica Emerson	American Academy of Ophthalmology (certification)	\$500
Brandie Hill	Holy Names University (Oakland)	\$1,750
Myeisha Jefferson	Institute of Integrative Nutrition (on-line)	\$500
Joseph Lilly	Free Green Construction - Solar Installation Training (San Francisco)	\$750
Megan Lincoln	University of Phoenix (on-line)	\$1,000
Tarig Musa	Berkeley City College (Berkeley)	\$750
Motez Musa	Chabot College (Hayward)	\$750
Amal Omer	San Leandro Adult School (San Leandro)	\$750
Darby Raju	University of Riverside (Riverside)	\$1,750
Stacey Tafoya	Institute of Internal Auditors (certification)	\$500
J. Harlan Webster	California State University East Bay (Hayward)	\$1,000

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 12, 2013

Subject: Nominating Committee

Exhibits Attached: None

Recommendation: Appoint a Nominating Committee

DISCUSSION AND ANALYSIS

Your Commission must appoint a Nominating Committee to select candidates for the positions of Chairperson and Vice-Chairperson. The current Chairperson is Ursula Reed and Don Biddle is the Vice-Chairperson. While the Bylaws stipulate that the Chairperson can serve no more than two (2) successive full terms, they do not specify the number of terms the Vice-Chairperson can serve.

At the July meeting, the Nominating Committee will be asked to present the candidates it has selected and an election will be held. The newly-appointed officers will take office immediately and the new Chairperson will chair the July meeting.

BUDGET STATUS

REPORT

Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Budget Status Report FYE 2012-2013
March 2013

FY 2013 - HCV OPERATING BUDGET	Budgeted @ 3/31/2013	Actual @ 3/31/2013	OVER (UNDER)	PROJECTED TO 6/30/13	SCH. NO.	2012 BUDGET	2013 BUDGET	DIFFERENCE
INCOME								
Investment Income	2,700	2,321	(379)	3,094	A1	3,600	3,600	0
Misc. Income	156,000	95,729	(60,271)	171,534	A1	345,040	208,000	(137,040)
Administrative Fee Income	5,178,983	5,098,557	(80,426)	6,638,421	A	7,270,973	6,905,311	(365,662)
TOTAL INCOME	5,337,683	5,196,607	(141,076)	6,813,049		7,619,613	7,116,911	(502,702)
EXPENSES								
Administration					B-1& 2			
Salaries	(3,271,608)	(2,902,202)	369,406	(3,772,863)		(4,391,400)	(4,362,145)	29,255
Other Admin.	(871,108)	(986,168)	(115,060)	(1,472,452)	C-1&2	(1,077,012)	(1,161,477)	(84,465)
Total	(4,142,716)	(3,888,370)	254,346	(5,245,315)		(5,468,413)	(5,523,621)	(55,209)
General					E			
Insurance	(151,193)	(109,682)	41,511	(146,243)		(204,029)	(201,590)	2,439
Employee Benefits	(1,668,520)	(1,527,826)	140,694	(1,924,160)		(2,195,700)	(2,224,694)	(28,994)
Miscellaneous	0	0	0	0		0	0	0
Total	(1,819,713)	(1,637,508)	182,205	(2,070,403)		(2,399,729)	(2,426,284)	(26,555)
Total Routine Expenses	(5,962,429)	(5,525,878)	436,551	(7,315,718)		(7,868,142)	(7,949,905)	(81,763)
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	(5,962,429)	(5,525,878)	436,551	(7,315,718)		(7,868,142)	(7,949,905)	(81,763)
Income (Deficit) Unfunded 2012 FSS (1/2 year) - Use of Reserve				(158,607)			(158,607)	
Income (Deficit) UNSPECIFIED BUDGET REDUCTION				(344,062)			(674,387)	
NET INCOME (DEFICIT)	(624,746)	(329,271)	(577,627)	(502,669)		(248,529)	(832,994)	(584,465)

2012 Funding for FSS (unfunded)	103,020
Salaries and Benefits FSS expenses	(261,627)
Use of Reserve (unfunded FSS) for 1/2 2012 (July-Dec 2012) **	(158,607)

Unrestricted Net Assets @ 6/30/12	\$ 2,478,875
Use of Reserve (unfunded FSS) for 1/2 2012-July-December	(158,607)
Projected Income/(Deficit) @ 6/30/13	(344,062)
Projected Unrestricted Net Assets @ 6/30/13	\$ 1,976,206

Housing Authority of Alameda County
PUBLIC HOUSING
Budget Status Report FYE 2012-2013
March 2013

FY 2013 - PH OPERATING BUDGET	YTD BUDGET 3/31/2013	YTD ACTUALS 3/31/13	OVER/ (UNDER) BUDGET	Projected to 6/30/13	SCH. NO.	2012 BUDGET	2013 BUDGET	Difference
INCOME								
Dwelling Rentals	400,208	363,576	(36,632)	484,768	A-1	804,948	533,610	(271,338)
Investment Income	1,650	1,740	90	2,320	A	2,025	2,200	175
Misc. Income	101,823	66,613	(35,210)	88,817	A-1	85,108	135,764	50,656
Transfer of Reserves from Ocean Ave				500,000			500,000	500,000
Operating Subsidy	285,434	464,893	179,458	354,490	A-1	496,628	380,579	(116,049)
Asset Reposition Fee	149,265	0	(149,265)	186,129	A-1	148,594	199,020	50,426
Capital Grant	193,784	0	(193,784)		A-1	169,275	258,378	89,103
TOTAL INCOME	1,132,163	896,821	(235,343)	1,616,523		1,706,579	2,009,551	302,971
EXPENSES								
Administration					B-1 & 2			
Salaries	(174,820)	(163,385)	11,435	(223,579)		(383,445)	(233,093)	150,353
Other Admin.	(87,276)	(35,374)	51,902	(47,165)	C-1	(167,363)	(116,368)	50,995
Total	(262,096)	(198,758)	63,337	(270,744)		(550,808)	(349,461)	201,348
Tenant Services								
Resident Managers	(4,125)	(2,025)	2,100	(5,500)		(5,500)	(5,500)	0
Recreation	(5,625)	(147)	5,478	(7,500)		(7,500)	(7,500)	0
Total	(9,750)	(2,172)	7,578	(13,000)		(13,000)	(13,000)	0
Utilities								
Water	(55,500)	(37,561)	17,939	(50,081)		(74,000)	(74,000)	0
Electricity	(14,250)	(14,531)	(281)	(19,375)		(19,000)	(19,000)	0
Gas	(1,950)	(986)	965	(1,314)		(2,600)	(2,600)	0
Sewage	(35,700)	(18,200)	17,500	(24,267)		(47,600)	(47,600)	0
Total	(107,400)	(71,278)	36,124	(95,037)		(143,199)	(143,199)	0
Maintenance					B-2			
Salaries	(52,487)	(54,635)	(2,148)	(74,764)		(139,820)	(69,983)	69,836
Materials	(47,970)	(35,942)	12,028	(62,378)	D	(63,960)	(63,960)	0
Contract Costs	(445,618)	(258,692)	186,926	(404,923)	D	(466,552)	(594,158)	(127,606)
Total	(546,076)	(349,269)	196,807	(542,064)		(670,332)	(728,101)	(57,769)
General					E			
Insurance	(60,534)	(27,328)	33,208	(66,874)		(80,712)	(80,712)	0
Tax-In Lieu Of	(29,281)	(29,281)	0	(39,041)		(66,175)	(39,041)	27,134
Employee Benefits	(115,927)	(74,670)	41,256	(152,155)		(261,633)	(154,569)	107,064
Collection Loss	(750)	0	750	0		(1,000)	(1,000)	0
Miscellaneous	(750)	0	750	0		(1,000)	(1,000)	0
Total	(207,242)	(131,279)	75,964	(258,070)		(410,520)	(276,322)	134,198
Total Routine Expenses	(1,132,563)	(752,755)	379,809	(1,178,915)		(1,787,859)	(1,510,083)	277,776
Capital Expenditure-exterior renovation of Emery Glen				(500,000)		0	(500,000)	(500,000)
TOTAL EXPENSES	(1,132,563)	(752,755)	379,809	(1,678,915)		(1,787,859)	(2,010,083)	(222,224)
NET INCOME (DEFICIT)	(399)	144,066	144,467	(62,391)		(81,280)	(533)	80,747

Unrestricted Net Assets @ 6/30/12
Projected Income/(Deficit) @ 6/30/13
Projected Unrestricted Net Assets @ 6/30/13

\$1,318,583
(62,391)
\$1,256,192

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 12, 2013

Subject: Programs Activity Report

Exhibits Attached: Section 8 Contract Report; Section 8 Average Contract Rent Report; Fraud Payments Report; Landlord Rental Listing Report; FSS Program Monthly Report

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of June 1, 2013, the Section 8 Housing Choice Voucher program had 5,797 units under contract. The fiscal year-to-date lease-up average is 95.42% units. The budget authority use average through April 2013 is 99.1%.
- **Program Utilization:** As of June 1, 2013, the average HAP subsidy is \$1,044 and the average tenant-paid rent portion is \$405 for an average Contract Rent of \$1,448.
 - ❖ As of June 1, 2013, HACA had 96 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of June 1, 2013, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,657 incoming portability contracts. HACA receives only 80% of the HUD-authorized Administrative Fee for billed incoming portability contracts.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$2,747.84 in fraud and debt recovery payments for the month of April 2013. A total of \$13,005.06 was retained over the last six months.
- **Landlord Rental Listings:** As of May 31, 2013, there were 1,583 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were no new landlords added to the Section 8 program this month. There were 39 active properties listed.

FAMILY SELF SUFFICIENCY (FSS)

FSS held a “Bringing Healthy Back” workshop for participants that focused on being healthy, well and enjoying life. The workshop was very interactive and offered ways for participants to lower their chances of contracting diabetes, high blood pressure, heart disease and cancer.

The FSS Department has finalized the details of their annual Health and Resource Fair, which is scheduled for Saturday June 29th from 10:00 a.m. to 1:00 p.m. here at HACA. Staff also received a \$1,500 grant from The Community Assistance Fund of the Oakland Methodist Foundation to help support the activities at this event. We hope all Commissioners can join us for this event.

Another successful graduate of the FSS program, Ms. Davis, become a Section 8 homeowner. Ms. Davis is very joyful to become a homeowner and acknowledged that without the Section 8 program being a homeowner would have just been a dream rather than a reality.

Four FSS participants reported new suitable employment for the month of April earning between \$13.00-\$19.93 per hour. Congratulations to these participants and the FSS Coordinators who referred the available positions to them. The FSS Department has made direct contact with the hiring manager at the PepsiCo plant in Hayward in an effort to find additional suitable employment for program participants.

PUBLIC HOUSING

- **Occupancy:** As of June 1, 2013, the Public Housing program had 69 of 72 units leased and has a 97.85% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of May 2013

City	Certificates		Vouchers		May 2013 TOTAL		May 2012	May 2011
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	36	\$ 37,404	36	\$ 37,404	39	45
Castro Valley	14	\$ 12,334	224	\$ 232,736	224	\$ 245,070	246	254
Dublin	2	\$ 1,762	353	\$ 366,767	355	\$ 368,529	299	289
Emeryville	6	\$ 5,286	108	\$ 112,212	114	\$ 117,498	118	98
Fremont	30	\$ 26,430	1,296	\$ 1,346,544	1,326	\$ 1,372,974	1,427	1,429
Hayward	112	\$ 98,672	2,435	\$ 2,529,965	2,547	\$ 2,628,637	2,586	2,496
Newark	2	\$ 1,762	279	\$ 289,881	281	\$ 291,643	283	294
Pleasanton	4	\$ 3,524	129	\$ 134,031	133	\$ 137,555	156	163
San Leandro	16	\$ 14,096	1,447	\$ 1,503,433	1,463	\$ 1,517,529	1,415	1,382
San Lorenzo	2	\$ 1,762	234	\$ 243,126	236	\$ 244,888	222	207
Union City	4	\$ 3,524	837	\$ 869,643	841	\$ 873,167	773	732
TOTALS	192	\$169,152.00	7,378	\$7,665,742.00	7,556	\$7,834,894.00	7,564	7,389

**Based on an average May Housing Assistance Payment (HAP) of \$881 per certificate contract*

***Based on an average April Housing Assistance Payment (HAP) of \$1039 per voucher contract*

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the month of: May 2013

City	Number of HAP Contracts	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family- Paid Rent as a Percentage of Average Contract Rent
Albany	35	\$1,287	\$980	\$307	24%
Castro Valley	226	\$1,365	\$940	\$425	31%
Dublin	322	\$1,591	\$1,202	\$388	24%
Emeryville	105	\$1,232	\$857	\$375	30%
Fremont	1,301	\$1,570	\$1,117	\$452	29%
Hayward	2,452	\$1,359	\$974	\$384	28%
Newark	275	\$1,791	\$1,244	\$546	30%
Pleasanton	130	\$1,388	\$979	\$408	29%
San Leandro	1,441	\$1,366	\$984	\$382	28%
San Lorenzo	232	\$1,650	\$1,209	\$441	27%
Union City	760	\$1,632	\$1,201	\$431	26%

*Some rents may vary by \$1 due to rounding

2012-2013

DEBT COLLECTIONS

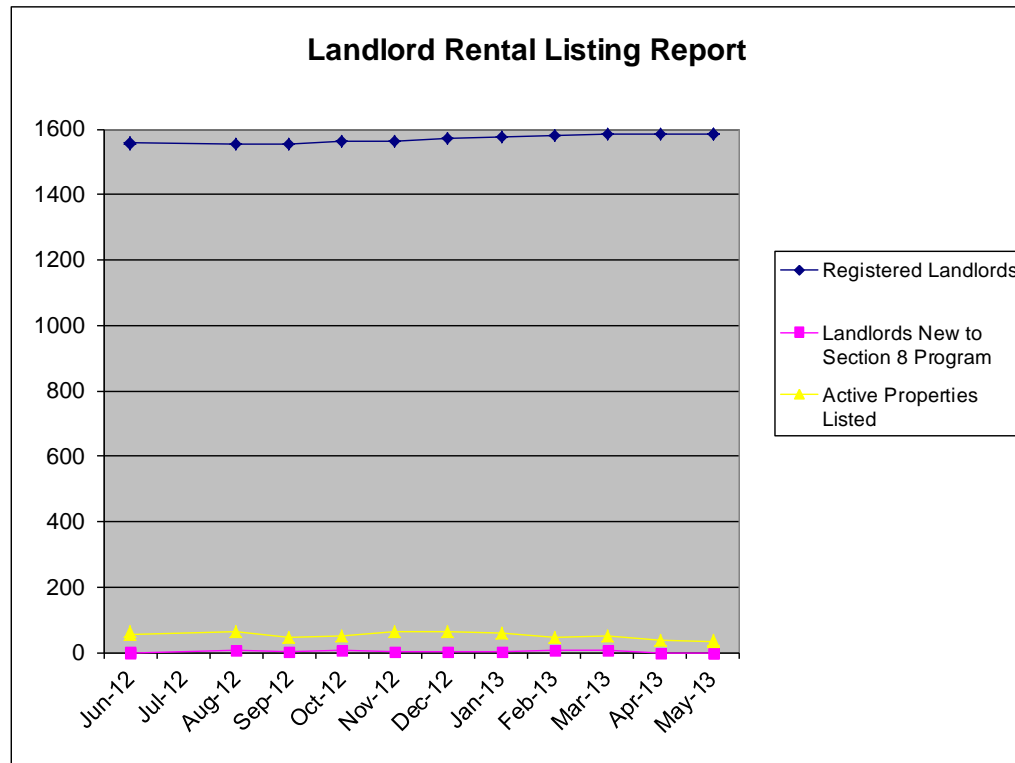
FYE 06/30/13

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND
													TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00	\$150.00	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00			\$250.00
<i>FRAUD REPAYMENTS</i>	\$2,719.93	\$2,507.22	\$2,861.70	\$2,712.85	\$2,140.42	\$2,079.05	\$2,294.11	\$1,185.64	\$2,558.00	\$2,747.84			\$23,806.76
TOTALS	\$2,719.93	\$2,657.22	\$2,861.70	\$2,712.85	\$2,190.42	\$2,129.05	\$2,294.11	\$1,185.64	\$2,558.00	\$2,747.84	\$0.00	\$0.00	\$24,056.76

Landlord Rental Listing Report

Monthly

	6/1/2012	6/29/2012	8/1/2012	9/4/2012	10/1/2012	11/1/2012	12/1/2012	1/2/2013	2/4/2013	3/4/2013	4/2/2013	5/1/2013	5/31/2013
Registered Landlords	1552	1558	1552	1556	1562	1565	1572	1575	1579	1583	1583	1583	1583
Landlords New to Section 8 Program	4	0	6	3	6	2	3	3	5	5	0	0	0
Active Properties Listed	64	55	64	47	52	63	65	61	44	50	35	34	39





To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges
Date: June 3, 2013

Program Summary	May 2013
Total Clients Under Contract:	142
Graduates:	2
Escrow Disbursed:	\$28,206.00
Ports In:	0
Ports Out:	1
Terminations:	12
New Contracts:	2

FSS PROGRAM NEWS:

Health and Resource Fair

In May, the FSS staff finalized details of our annual health and resource fair. The fair is scheduled for Saturday June 29, 2013, from 10:00 a.m.-1:00 p.m. in HACA's court yard and board room. Community vendors with information tables, mini workshops, poster drawings, and a free back pack giveaway with school supplies are some of the activities for the parents and children. A few of the vendors include:

- The Hayward Fire Department
- Healthy Oakland and their health van
- Life Coach, Gloria Brown
- Champions for Change Network for a Healthy California
- Eden Area One Stop Career Center
- A Helping Hand Career Training Center
- Eden I & R

This year's event is being assisted by volunteer students from Arroyo High School in San Lorenzo and possibly some employees from the Kohl's Cares program.

Work Shops

On Thursday May 23, Champions for Change Network for a Healthy California presented a workshop called "Bringing Healthy Back." The workshop focused on being healthy, well and

enjoying life. The participants learned about diabetes, high blood pressure, heart disease and cancer. They discussed how certain foods and daily exercise can lower their chances of contracting such diseases. Many were also interested in learning how to get their kids to eat healthier and how to incorporate fruits and vegetables into their daily meals. The facilitator was very enthusiastic, which encouraged lively interaction with the audience.

FSS Funding

FSS applied for and received a \$1500 grant to help support the activities of our annual health and resource fair. The grant was made by The Community Assistance Fund of the Oakland Methodist Foundation (OMF). OMF supports a range of community and charitable activities in the East Bay, with a focus on small or fledgling organizations. The funds will be used to purchase food, school supplies for the FSS kids, door prizes and other needs for the event.

Section 8 Homeownership

On May 29, FSS graduate Ms. Davis closed on her loan and became HACA's newest Section 8 homeowner. The family of seven is extremely excited and is looking forward to moving into their 6 bedroom 3 bath single family home in the city of San Leandro. Ms. Davis stated that she is still in shock that she is actually a homeowner and can barely contain her feelings of joy. Without the Section 8 program she believes being a homeowner in her lifetime would still be just a dream.

Volunteer

FSS would like to thank HACA retiree Barbara Barlow for coming into the office and assisting with various projects. In total, Ms. Barlow contributed approximately 16 hours and has committed to more volunteer time in the future as her schedule permits.

Referrals= Case Management = 61



To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges
Date: April 30, 2013

Program Summary	April 2013
Total Clients Under Contract:	151
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	4

FSS PROGRAM NEWS:

On Tuesday, April 2, 2013, Executive Director Chris Gouig and the FSS staff met with the research firm, MDRC, to discuss details of HUD's national study of the FSS program. The study will investigate the impact of FSS participation. FSS applicants will be assigned using random selection into either the FSS Program or the control group. MDRC representatives indicated that HACA has been chosen as one of the test sites. We anticipate receiving the draft MOU for consideration in mid-May. The study is slated to begin in August.

On Wednesday, April 17, 2013, FSS staff and various job developers were invited to the PepsiCo plant in Hayward for a presentation on Pepsi's hiring process and a tour of the distribution facility. PepsiCo has very low employee turnover and has had no downsizing so during the remainder of this year and into next year many people are expected to retire. A route sales person starts at about \$1,000 per week and a warehouseman starts at \$22.00 an hour. As a result of our visit, we will have direct contact with the hiring manager to recommend our clients for employment.

Health and Resource Fair

FSS staff is working to finalize the details of our annual Health and Resource Fair. The event will happen on Saturday, June 29, 2013 in the HACA court yard and Board Room. So far, we have confirmed the following vendors and are expecting many more confirmations:

- Planned Parenthood
- Eden I & R

- Child Family Community Services Inc.
- Alameda County Food Bank
- Hayward Fire Department
- Healthy Oakland and their Health Mobile
- Unity Council
- Family Paths, Inc.

FSS Participant Highlight

Four FSS participants reported new suitable employment for the month of April. Mr. Abrams was hired as a Merchandiser at the Gatorade plant in San Leandro, earning \$16.00 an hour. Ms. Edwards was hired at Davis Street Community Center as a Pre-School Teacher, earning \$13.00 an hour. Ms. Taylor was hired at BART as a Cash Handler with a starting wage of \$19.93 an hour with full benefits. Ms. Lincoln was hired at Kaiser Permanente as a clerk with a starting wage of \$18.00 an hour with full benefits and also received an invitation from Alameda County to test for an Eligibility Technician position. Ms. Lincoln sent this statement, ***"I'm very excited about this and I feel really blessed because this is actually not just a job it's a career and once I obtain my degree I will definitely be able to move up within this company..."*** All of the newly hired participants expressed appreciation to the FSS Coordinators because the positions they secured were direct referrals from the FSS program staff.

Referrals= 67 Case Management

ATTACHMENT A

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
BUDGET STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE FISCAL YEAR ENDING JUNE 30, 2014

	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014
Housing Assistance Payments (HAP)												
HUD PHA grants-HAP	74,365,140	73,858,068									74,365,140	73,858,068
HAP expense	76,268,304	77,017,922									76,268,304	77,017,922
Addition to/(Use of) Reserves	(1,903,164)	(3,159,854)									(1,903,164)	(3,159,854)
Estimated Net Restricted Asset (NRA) balance at 7/1/13		8,716,240									-	8,716,240
Estimated Net Restricted Asset (NRA) balance at 6/30/14		5,556,386									-	5,556,386
Operating income												
Rental revenue - tenants	-	-	533,610	390,545	84,000	-	119,088	134,496	70,300	70,920	806,998	595,961
Other revenue -tenants	-	-	5,000	5,000	-	-	300	300	500	500	5,800	5,800
HUD PHA grants	6,905,311	6,582,930	579,599	391,211	-	-	-	-	-	-	7,484,910	6,974,141
Capital Fund grants	-	-	258,378	29,560	-	-	-	-	-	-	258,378	29,560
Other revenue	208,000	346,000	70,764	66,250	5,000	5,000	-	-	500	500	284,264	417,750
Mission Blvd office-net income	-	-	60,000	46,688	(60,000)	-	-	-	-	-	-	46,688
Investment income	3,600	3,600	2,200	2,200	38,000	38,000	1,900	935	990	660	46,690	45,395
Total	7,116,911	6,932,530	1,509,551	931,454	67,000	43,000	121,288	135,731	72,290	72,580	8,887,040	8,115,295
Operating Expenses		-3%		-62%		-56%		11%		0%		-10%
Administrative salaries	4,362,145	3,857,494	233,093	226,217	-	-	-	-	-	-	4,595,238	4,083,711
Administrative expenses	1,161,477	1,313,499	116,368	28,830	24,422	44,750	36,274	37,056	26,683	27,204	1,365,224	1,451,339
Tenant service	-	-	13,000	13,000	-	-	-	-	-	-	13,000	13,000
Utilities	-	-	143,199	96,881	55,038	-	500	500	8,690	8,690	207,427	106,071
Maintenance Salaries	-	-	69,983	69,983	-	-	-	-	-	-	69,983	69,983
Maintenance Services	-	-	658,118	420,760	102,104	-	49,588	49,588	21,500	21,500	831,310	491,848
General expenses	201,590	182,340	121,754	72,448	3,704	-	2,500	2,700	1,200	1,300	330,748	258,788
Employee Benefits	2,224,693	2,005,896	154,569	154,024	-	-	-	-	-	-	2,379,262	2,159,920
Total	7,949,905	7,359,229	1,510,084	1,082,143	185,268	44,750	88,862	89,844	58,073	58,694	9,792,192	8,634,660
		-8%		-40%		-314%		1%		1%		-13%
Unfunded 2012 FSS-Use of reserves	(158,607)											
Unspecified Cost Reduction	(674,387)											
Capital Expenditure-Transfer of Reserve			500,000						(500,000)			-
Budgeted Income (Loss)	(832,994)	(426,699)	(533)	(150,689)	(118,268)	(1,750)	32,426	45,887	14,217	13,886	(905,152)	(519,365)
Unrestricted Net Assets - est. beginning balance at 7/1/2013		1,976,206		1,256,192		11,161,461		995,591		226,330		15,615,780
Unrestricted Net Assets - budgeted bal. at 6/30/14		1,549,507		1,105,503		11,159,711		1,041,478		240,216		15,096,415
Unexpended portion of previously approved use of reserves:												
Office building remodel					4,063,563	3,898,566						
Housing Software					169,630	n/a						

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Schedule of Administrative Expenses

FOR THE FISCAL YEAR ENDING JUNE 30, 2014

Administrative Expenses	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014
Legal Fees	60,000	60,000	13,000	2,744					2,000	2,000	75,000	64,744
Staff Training	24,400	14,400	1,500	103							25,900	14,503
Mileage Payments	12,000	8,000	2,000	4,172							14,000	12,172
Conference Travel	16,797	16,857									16,797	16,857
Auditing Fees	21,000	21,000	10,073	2,266							31,073	23,266
Office Bldg. Expenses	84,000	84,000									84,000	84,000
Office Supplies	70,000	65,000	2,000	1,228							72,000	66,228
Copier expense	16,000	10,000									16,000	10,000
Non-Cap Furn & Eqpt	3,000	3,000	1,000	175							4,000	3,175
Admin. Vehicles	15,000	15,000									15,000	15,000
Publications-	15,000	15,000	1,000	-							16,000	15,000
Recruitment exp	5,000	5,000									5,000	5,000
Membership Dues	27,000	27,000	-	-							27,000	27,000
Telephone	60,000	30,000	5,000	1,247							65,000	31,247
Contract/Consultant Svcs	277,005	465,465	1,595	73			1,000	1,000			279,600	466,538
Computer Software Svcs	137,352	149,869	4,000	2,559							141,352	152,428
Computer svcs-disaster	5,256	6,504									5,256	6,504
Non-Cap Furn & Eqpt-MIS	85,362	94,493									85,362	94,493
Leases or Rentals	20,800	12,000	1,500	1,816							22,300	13,816
Equipment Maintenance	3,087	13,000									3,087	13,000
Postage	106,022	106,022	1,000	1,000							107,022	107,022
Printing	52,821	52,821	1,500	981							54,321	53,802
Commission Meetings	6,600	6,600	1,200	1,100							7,800	7,700
Miscellaneous	5,000	7,200	20,000	9,366	5,000	32,000	500	500	1,500	1,500	32,000	50,566
Wait List Expense	32,975	25,268	-	-							32,975	25,268
Relocation Contract Cost			50,000	-							50,000	-
Scholarship expense					12,750	12,750					12,750	12,750
Fee for service					6,672	-	34,774	35,556	23,183	23,704	64,629	59,260
TOTAL	1,161,477	1,313,499	116,368	28,830	24,422	44,750	36,274	37,056	26,683	27,204	1,365,224	1,451,339
		12%		-304%		45%		2%		2%		6%

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Schedule of Maintenance Expenses
FOR THE FISCAL YEAR ENDING JUNE 30, 2014

	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014
Maintenance Expenses												
Materials												
Grounds & Gardening			-	-							-	-
Paint & Supplies			2,740	2,068							2,740	2,068
Repair Parts			38,468	25,735			1,000	1,000	500	500	39,968	27,235
Appliances & Fixtures			19,679	20,087			2,388	2,388	1,500	1,500	23,567	23,975
Locks and Keys			1,293	2,676							1,293	2,676
Miscellaneous			1,778	1,374							1,778	1,374
Maintenance & Contracts												
Vehicles			15,000	1,580							15,000	1,580
Garbage Service			63,263	60,214	10,536	-			1,300	1,300	75,099	61,514
Repair Contractors			389,317	243,876	52,854	-	10,000	10,000	15,000	15,000	467,171	268,876
Communications			500	-							500	-
Equipment Repair/Rental			477	511							477	511
Window Coverings			4,096	2,840			1,200	1,200	1,000	1,000	6,296	5,040
Condo Fees			-	-			35,000	35,000			35,000	35,000
Landscape Services			76,507	39,027	7,336	-			1,200	1,200	85,043	40,227
Maintenance Shop			10,000	20,772							10,000	20,772
Miscellaneous			35,000	-	31,378	-			1,000	1,000	67,378	1,000
TOTAL	-	-	658,118	420,760	102,104	-	49,588	49,588	21,500	21,500	831,310	491,848
				-56%		n/a		0%		0%		-69%

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Schedule of General Expenses
FOR THE FISCAL YEAR ENDING JUNE 30, 2014

General Expenses	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014	Approved 2013	Proposed 2014
General Liability Insurance	30,000	30,000	2,500	-							32,500	30,000
Auto Insurance	5,000	5,000	2,500	1,500			200	200			7,700	6,700
Worker's Compensation	139,590	120,340	52,712	27,081							192,302	147,421
Unemployment	27,000	27,000	2,000	3,000							29,000	30,000
Property Insurance	-	-	21,000	9,500	3,704		1,300	1,500	1,200	1,300	27,204	12,300
Payment in Lieu of Taxes			39,042	29,366							39,042	29,366
Collection Loss			1,000	1,000							1,000	1,000
Miscellaneous			1,000	1,000	-	-	1,000	1,000			2,000	2,000
Property Mgmt Fee												
TOTAL	201,590	182,340	121,754	72,447	3,704	-	2,500	2,700	1,200	1,300	330,748	258,787
		-11%		-68%		n/a		7%		8%		-28%

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Budgeted Positions
FOR THE FISCAL YEAR ENDING JUNE 30, 2014

Classification	Full-Time Equivalent (FTE)	Monthly Salary Range	
		Minimum	Maximum/Control
Account Specialist	5	\$3,610	\$4,291
Accountant	1	\$5,342	\$7,209
Administrative Clerk *	11	\$3,452	\$4,089
Deputy Director for Programs	1	\$8,538	\$11,525
Deputy Director for Operations ***	0	\$8,538	\$11,525
Eligibility Leadworker	2	\$4,253	\$5,106
Eligibility Technician	15	\$3,828	\$4,549
Executive Assistant	1	\$4,384	\$5,918
Executive Director	1	\$10,399	\$14,042
Finance Director	1	\$8,126	\$10,970
FSS Coordinator	3	\$4,072	\$4,884
FSS Leadworker (HO/FSS)	1	\$4,480	\$5,372
Housing Inspector	2	\$3,943	\$4,729
Housing Management Assistant	1	\$4,072	\$4,884
Housing Management Leadworker	1	\$5,208	\$6,394
Housing Specialist	8	\$4,524	\$5,428
Human Resources Analyst	1	\$5,473	\$7,390
Information Technology Manager	1	\$7,734	\$10,440
Leasing Services Leadworker	2	\$4,880	\$5,925
Maintenance & Modernization Manager	1	\$6,190	\$8,358
Maintenance Worker II	3	\$5,254	\$5,254
Network Administrator	1	\$5,610	\$7,574
Procurement Analyst	1	\$4,957	\$6,692
Program Integrity Officer	1	**	
Programs Manager	1	\$7,286	\$9,838
Secretary	1	\$3,535	\$4,306
Senior Administrative Analyst	1	\$6,040	\$8,158
Special Programs Manager	1	\$6,442	\$8,697
Total	69		

*One position is on a hiring freeze

**Service contract with the Alameda County District Attorney's office.

***Service contract with Appleone Employment Services

