



HOUSING COMMISSION AGENDA

Regular Meeting: July 11, 2012

Time: 8:00 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, July 5, 2012**, 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.*

	<u>PAGE</u>
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</i>	
<i>Labor Negotiations Pursuant to Government Code 54957.6</i>	
3. ELECTION OF OFFICERS	ACTION 2
4. APPROVAL OF THE MINUTES OF THE JUNE 13, 2012 MEETING	ACTION 4
5. PRESENTATION OF THE 2012 HACA SCHOLARSHIP WINNERS	PRESENTATION 9
6. PUBLIC COMMENT	
<i>On matters not on the Agenda</i>	
7. NEW BUSINESS	
7-1. Salary Freeze and Benefit Reduction for Management Employees	ACTION 12
7-2. Terminate Contract for Housing Software	ACTION 14
7-3. Procurement Award Information	INFORMATION 16
7-4. Quarterly Investment Portfolio Report for the Quarter Ended June 30, 2012	INFORMATION 17
7-5. Budget Status Report	INFORMATION 19
7-6. Program Activity Report	INFORMATION 22
8. COMMITTEE REPORTS	
9. COMMISSIONER REPORTS	
10. COMMUNICATIONS	
11. ADJOURNMENT	

ELECTION OF OFFICERS

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 11, 2012

Subject: Election of Officers

Exhibits Attached: None

Recommendation: Elect officers to the Chairperson and Vice Chairperson positions

DISCUSSION

In accordance with the Commission’s bylaws, your Commission must elect, by a majority vote, a Chairperson and Vice-Chairperson for a term of one year. At the June meeting, your Commission appointed Commissioners Gerry, Haddock and Steiner as the Nominating Committee.

The Nominating Committee will formally present the candidates that they have selected for the Chairperson and Vice-Chairperson positions and an election will be held. The newly-elected officers will take their seats immediately and the newly-elected Chairperson will chair the meeting.

MINUTES
June 13, 2012



**HOUSING COMMISSION MINUTES
REGULAR MEETING: JUNE 13, 2012, 8:00 A.M.
HACA BOARD ROOM**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

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

Roll Call

Present: Cmr. Apodaca, Asher, Biddle, Cashmere, Gascos, Gerry, Haddock, Natarajan, Peixoto, Reed and Steiner

Absent: Cmr. Iosefa

2. EXECUTIVE SESSION

Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda

Labor Negotiations Pursuant to Government Code 54957.6

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 (one potential case)

The Commission adjourned into an Executive Session at 8:01 a.m. and reconvened in regular session at 8:40 a.m. Chairperson Steiner reported that there were no reportable actions taken in the Executive Session.

3. ACTION: APPROVAL OF THE MINUTES OF THE APRIL 11, 2012 MEETING

Recommendation: Approve the minutes of the April 11, 2012 meeting as presented.

Motion/Second: Gascos/Biddle.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

4. PUBLIC COMMENT – On matters not on the agenda

None.

5. NEW BUSINESS

5-1. RESOLUTION NO. 07-12 APPROVING CONTRIBUTION TO THE ALAMEDA COUNTY EMPLOYEES’ RETIREMENT ASSOCIATION (ACERA)

Christine Gouig, Executive Director, presented the staff report. Ms. Gouig reported that the contribution to ACERA to fund HACA's 401(h) subaccount for the July 1, 2012-June 30, 2013 fiscal year is \$192,508.55.

Recommendation: Adopt Resolution No. 07-12 approving the contribution to ACERA.

Motion/Second: Biddle/Haddock

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-2. ACTION: RESOLUTION 08-12 APPROVING OPERATING BUDGET

Christine Gouig presented the staff report. Ms. Gouig summarized the projected income and expenses in the proposed budget and discussed the likelihood that the budget will need to be amended based on the outcome of the labor negotiations with SEIU Local 1021 and the approval of the federal budget.

Recommendation: Adopt Resolution No. 08-12 approving the operating budget for the July 1, 2012 - June 30, 2013 fiscal year.

Public Comment: Six members of the public commented on the proposed budget and the ongoing labor negotiations with SEIU Local 1021.

Comments from the Commission: Chairperson Steiner thanked the members of the public for their remarks and commented on the drastic cuts to federal funding. Cmr. Biddle and Ms. Gouig discussed the HUD requirements regarding the adoption and submittal of a resolution approving the operating budget.

Motion/Second: Biddle/Reed.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-3. ACTION: REJECT BIDS FOR CONSTRUCTION CONTRACT FOR HACA OFFICE REMODEL

Thomas Makin, Deputy Director for Operations, presented the staff report. Mr. Makin reported on the bid opening for the HACA office remodel construction contract and indicated that all of the bids were substantially over budget. He further reported that staff has scheduled a meeting with the project's architect, K2A Architecture + Interiors, to develop a plan to move forward.

Recommendation: Authorize staff to reject all bids for the construction contract for the HACA office remodel project and notify bidders.

Comments from the Commission: Cmr. Natarajan and Mr. Makin discussed the increase in construction costs and working with K2A to review the project's design.

Motion/Second: Natarajan/Apodaca.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-4. ACTION: 2012 HACA SCHOLARSHIP PROGRAM AWARDS

Christine Gouig gave a brief introduction and thanked Cmsrs. Biddle, Cashmere, Gacoscos and Gerry for serving on the 2012 Scholarship Committee. Sharon DeCray, HAFS Program Manager, presented the staff report. Ms. DeCray reported that the Scholarship Committee reviewed 19 scholarship applications and selected 17 applicants to receive scholarships.

Recommendation: Approve the 2012 HACA Scholarship Awards.

Comments from the Commission: Cmsrs. Biddle, Gacoscos and Cashmere talked about their participation on the 2012 Scholarship Committee.

Motion/Second: Biddle/Gacoscos.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-5. ACTION: APPOINTMENT OF A NOMINATING COMMITTEE FOR THE FY2012-13 OFFICERS

Christine Gouig presented the staff report. After a brief discussion, the Commission selected Cmsrs. Gerry, Haddock and Steiner to serve as the Nominating Committee to recommend candidates for the position of Chairperson and Vice-Chairperson of the Housing Commission.

Recommendation: Appoint Cmsrs. Gerry, Haddock and Steiner to serve on the Nominating Committee.

Motion/Second: Gacoscos/Reed.

Ayes: All Motion passed.

APPROVED AS RECOMMENDED.

5-6. INFORMATION: PROCUREMENT AWARD INFORMATION

Thomas Makin presented the staff report. Mr. Makin reported on the award of contracts for unit remodeling services in the amount of \$31,000 and \$30,900 to Bay Cities Construction, and the execution of a purchase order in the amount of \$29,400 with RDI Consulting for software upgrades and support to HACA's accounting software.

5-7. INFORMATION: QUARTERLY BUDGET STATUS REPORT

Report received with no questions or comments from the Commission.

5-8. INFORMATION: PROGRAM ACTIVITY REPORT

Report received.

Christine Gouig commented on HACA's lease-up report and read a section of the Family Self-Sufficiency (FSS) report that highlighted the accomplishments of a family member of one of the FSS participants. Sharon DeCray reported that staff recently submitted an application for a grant through the AHEAD program and acknowledged Meriwest Credit Union for sponsoring HACA's application.

6. **COMMITTEE REPORTS**

None.

7. **COMMISSIONER REPORTS**

None.

8. **COMMUNICATIONS**

None.

9. **ADJOURNMENT**

There being no further business Chairperson Steiner adjourned the meeting at 9:27 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Commission Secretary

Approved:

Chairperson

PRESENTATION

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 11, 2012

Subject: Presentation of the 2012 HACA Scholarship Winners

Exhibits Attached: None

Recommendation: Receive presentation and acknowledge winners

DISCUSSION

The Housing Authority's Scholarship Program includes a presentation to the Housing Commission of the applicants who were selected by the Scholarship Committee to receive a scholarship award. The Committee recommended \$13,250 in scholarships and your Commission approved the recommendation at your June meeting.

Staff will present the scholarship recipients who are in attendance at the meeting and recognize them for their achievements. The recipients are:

First Name	Field/Major	School	Award
DeAnn Agnew	Social Work	Ohlone College	\$750
Donna Anderson	Human Development	Las Positas College	\$250
Lucille Barker	Nursing/Healthcare	Cal State East Bay	\$1,250
Danielle Barr	Sociology/Social Work	Cal State East Bay	\$1,250
Cristal Bowman	Dental Hygiene/Nursing	Las Positas College	\$750
Tashauna Burnette	Sociology	Coppin State University	\$250
Marie Cross	Nursing	Contra Costa College	\$750
Shjondel Curtis	Finance/Accounting	Texas Southern University	\$1,750
Lanisha Griffin	Human Services	University of Phoenix	\$1,000
Shawna Madamba	GED exam preparation & GED	N/A	\$250
Sitome Mebrahtu	Project Management	Cal State East Bay	\$250
Janelle Nelson	Health Science	Cal State East Bay	\$1,250
Herman Ortega	EMT/First Responder	Chabot/Las Positas College	\$750
Andrea Robinson	Healthcare Administration	Cal State East Bay	\$1,250
Jasmine Valentine-Brooks	Criminal Justice	Colorado Tech University	\$1,000
Kimani Washington	Philosophy	Laney Community College	\$250
LaMika Williams	Nursing	Dillard University	\$250

NEW BUSINESS

July 11, 2012

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: July 11, 2012

Subject: Salary Freeze and Benefit Reduction for Management Employees

Exhibits Attached: None

Recommendation: Authorize a Salary Freeze and Benefit Reduction

Financial Statement: Not available at this time

BACKGROUND

At last month's Housing Commission meeting you approved the fiscal year 2012 – 2013 budget. The budget reflected a needed unspecified cost reduction of \$674,387. Similar to last year, staff is proposing benefit cuts and a salary and merit pay freeze for all management employees not at their salary control points.

DISCUSSION AND ANALYSIS

Staffing costs (i.e., salaries and benefits) make up approximately 85% of the costs of running the Housing Choice Voucher program, HACA's biggest program. Staff is reviewing a variety of options for balancing the budget and is meeting and conferring with represented employees. The Executive Director has met with management employees and explained the circumstances and the need for savings. Three reductions proposed at this time are shown below; there will likely be others as the budget picture becomes clearer and negotiations with represented employees continue.

- Freeze, for one year, the salaries of all management employees, including the elimination of merit increases and COLA adjustments for the 2012 – 2013 fiscal year. Management employees will continue to earn at the rate they are earning as of June 20, 2012, the first day of the first payroll of the new fiscal year. The exception will be those three employees who are not at their control point, who will be eligible for a merit increase capped at 5%.
- Suspend the \$800/year *taxable* benefit program contained in Housing Authority Personnel Rule 3.17.12. for one year, effective June 30, 2012.

- Suspend the \$1,500/year HACA contribution towards the *non-taxable* benefit program contained in HACA Personnel Rule Section 3.17.9. for the calendar year 2013. Management employees will still be able to defer their own salary into the program. This benefit cut will begin in January 2013 to coincide with the IRS tax year.

Staff recommends that your Commission approve the three reductions shown above.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 11, 2012

Subject: Cancellation of contract with Emphasys Software

Exhibits Attached: None

Recommendation: Cancel contract with Emphasys Software and authorize issuance of a new Request For Proposals for Housing Software

Financial Statement: Not available at this time

BACKGROUND

In March 2009, after a Request For Proposals process was completed, the Housing Commission awarded a contract to Emphasys Software, a nationwide software company that supplies and maintains software necessary for housing authorities to administer subsidized housing programs in compliance with HUD regulations. The estimated cost of the award was \$338,045. This amount was later increased to \$390,045.

DISCUSSION AND ANALYSIS

Staff began working with Emphasys in July 2009 by beginning the Housing Choice Voucher (HCV) data conversion process. The completion of the conversion process and date to begin using the software, called the "Go-Live Date," was set for November 2009. This date was delayed and rescheduled numerous times for a variety of reasons, including the tedious process of converting the letters and reports HACA uses to the Emphasys format, aligning the software with HACA work processes and coordinating the Emphasys software with HACA's Electronic Content Management software.

In December 2010 the HCV "Go-Live Date" was moved to July 2011 and the Public Housing conversion process was undertaken. Since Public Housing is a much smaller program than the HCV Program, data was entered manually. The Public Housing "Go-Live Date" was set for March 2011. This was delayed until May 2011 and in that month HACA began running parallel, i.e., entering data both in Emphasys and in HACA's current software system. Staff experienced multiple problems with Emphasys and in February 2012 staff stopped parallel entry. In March 2012 staff told the Emphasys general manager that we were stopping the conversion process as it had been three years since contract execution and no software modules were working.

A review of payment records indicates that HACA has paid Emphasys \$219,295 over the three year period. Staff recommends canceling the contract and directing the Executive Director to take the necessary steps to try to recover some of the money paid to Emphasys and to publish and process another Request For Proposals for Housing Software and related services.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: July 11, 2012

Subject: Procurement Award Information

Exhibits Attached: None

Recommendation: Information only

Financial Statement: As indicated below

BACKGROUND

The information below is provided in accordance with the Housing Authority's Procurement Policy, which requires that procurement actions valued between \$25,000 and \$100,000 be brought to your Housing Commission as an information item.

DISCUSSION AND ANALYSIS

On May 24, 2012, the Housing Authority issued an Invitation For Bids to remodel a three bedroom residence at 33623 Fifth Street, Union City. The scope of work included a complete remodel of the bathrooms and kitchen, replacement of all doors, windows, flooring and HVAC systems and extensive exterior work. The bid was awarded on June 19, 2012, and a contract was executed with TSM Construction, San Francisco, CA. The amount of the contract was \$58,565. Funding for this work comes from the PACH budget.

On May 24, 2012, the Housing Authority issued an Invitation For Bids to remodel a three bedroom residence at 406 E Street, Union City. The scope of work included a complete remodel of the bathrooms and kitchen, replacement of all doors, windows, flooring and HVAC systems and some exterior work. The bid was awarded on June 19, 2012, and a contract was executed with Bay Cities Construction, Oakland, CA. The amount of the contract was \$31,900. Funding for this work comes from the PACH budget.

On May 24, 2012, the Housing Authority issued an Invitation For Bids to remodel a two bedroom residence at 408 E Street, Union City. The scope of work included a complete remodel of the bathrooms and kitchen, replacement of all doors, windows, flooring and HVAC systems and some exterior work. The bid was awarded on June 19, 2012, and a contract was executed with Bay Cities Construction, Oakland, CA. The amount of the contract was \$28,200. Funding for this work comes from the PACH budget.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 11, 2012

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended June 30, 2012

Recommendation: Receive Report

Financial Statement: \$21,576,587 invested at an Average Monthly Yield ranging from 0.11% to 0.36% (excluding FSS Escrow Participant Accounts)

BACKGROUND

Public Agencies are required to file an investment policy with their governing boards and to provide quarterly financial reports on the status of the Agency's investments and to certify to their compliance with the approved investment policy.

DISCUSSION AND ANALYSIS

The investment portfolio report that is attached reflects the investments at June 30, 2012 for each program that HACA administers.

The Housing Choice Voucher program has a total investment of \$7,997,995, which is 37% of the total investment portfolio.

The Housing Development Fund has a total investment of \$10,668,766, which is 50% of the total investment portfolio. Approximately 63% of its portfolio is in the State of California Local Agency Investment Fund (LAIF).

The Public Housing program has a total investment of \$1,285,551, which is 6% of the total investment portfolio.

Ocean Avenue and Park Terrace investments are 3% and 4% of the total investment, respectively.

The FSS Participant Escrow Accounts are maintained in a savings account, in accordance with HUD regulations, at Union Bank.

Housing Authority of Alameda County
Investment Portfolio
For the Quarter ended June 30, 2012

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
HCV	Union Bank N.A.	\$ 1,998,600.00	0.280%	7/31/12
	Union Bank N.A.	\$ 5,999,395.00	0.110%	7/16/12
Ocean Avenue	Union Bank N.A.	\$ 699,510.00	0.280%	7/31/12
Park Terrace	Union Bank N.A.	\$ 924,764.90	0.150%	8/1/12
Housing Dev Fund	Union Bank N.A.	\$ 1,999,798.33	0.110%	7/16/12
	Union Bank N.A.	\$ 1,999,810.56	0.110%	7/2/12
	State of CA - Local Agency Investment Fund	\$ 6,666,262.22	0.363%	LAIF Avg Eff Yield 5/31/12
Local Fund (formerly DHA)	State of CA - Local Agency Investment Fund	\$ 2,894.56	0.363%	LAIF Avg Eff Yield 5/31/12
Public Housing	Union Bank N.A.	\$ 299,969.75	0.110%	7/16/12
Arroyo Vista	Union Bank N.A.	\$ 479,954.53	0.110%	7/2/12
	State of CA - Local Agency Investment Fund	\$ 505,626.84	0.363%	LAIF Avg Eff Yield 5/31/12
TOTAL		\$ 21,576,586.69		

The above investment portfolio is in compliance with the policy approved by the Housing Commission.



 Christine Gouig
 Executive Director

7-3-12

 Date

BUDGET STATUS **REPORT**

Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Budget Status Report FYE 2011-2012
MAY 2012

FY 2012 OPERATING BUDGET	Budgeted @ 5/31/2012	Actual @ 5/31/2012	OVER (UNDER)	PROJECTED TO 6/30/12	SCH. NO.	2011 BUDGET	2012 BUDGET	DIFFERENCE
INCOME								
Investment Income	3,300	3,992	692	4,355	A1	3,600	3,600	0
Misc. Income	316,287	203,534	(112,752)	222,037	A1	358,200	345,040	(13,160)
Fees	6,665,059	6,624,458	(40,600)	7,252,920	A	8,060,912	7,270,973	(789,939)
TOTAL INCOME	6,984,646	6,831,985	(152,661)	7,479,313		8,422,712	7,619,613	(803,099)
EXPENSES								
Administration								
Salaries	4,025,450	3,619,117	(406,333)	3,920,710	B-1& 2	4,749,188	4,391,400	(357,788)
Other Admin.	987,261	1,045,507	58,246	1,193,553	C-1&2	1,099,199	1,077,012	(22,187)
Total	5,012,711	4,664,624	(348,087)	5,114,263		5,848,386	5,468,412	(379,975)
General								
Insurance	187,027	150,067	(36,959)	163,710	E	194,547	204,029	9,482
Employee Benefits	2,012,725	1,896,256	(116,469)	2,068,643		2,374,594	2,195,700	(178,894)
Miscellaneous	0	459,282	459,282	459,282		0	0	0
Total	2,199,751	2,505,605	305,854	2,691,635		2,569,141	2,399,729	(169,412)
Total Routine Expenses	7,212,462	7,170,229	(42,233)	7,805,897		8,417,527	7,868,141	(549,386)
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	7,212,462	7,170,229	(42,233)	7,805,897		8,417,527	7,868,141	(549,386)
Income (Deficit) Unfunded 2012 FSS (1/2 year) - Use of Reserve				(158,607)				
Income (Deficit)	(227,817)	(338,244)	(110,427)	(167,978)		5,185	(248,527)	(253,713)
Total Net income (Deficit)				(326,585)				

Unrestricted Net Assets @ 6/30/10
Deficit @ 6/30/11
Unrestricted Net Assets @ 6/30/11
Budgeted Income/(Deficit) @ 6/30/12
Budgeted Unrestricted Net Assets-AF @ 6/30/12

\$ 2,919,590
(50,795)

2,868,795
(248,527)

\$ 2,620,268

**Housing Authority of Alameda County
PUBLIC HOUSING
Budget Status Report FYE 2011-2012
MAY 2012**

FY 2012 OPERATING BUDGET	YTD BUDGET 5/31/2012	YTD ACTUALS 5/31/12	OVER/ (UNDER) BUDGET	Projected to 6/30/12	SCH. NO.	2011 BUDGET	2012 BUDGET	Difference
INCOME								
Dwelling Rentals	737,869	770,282	32,412	827,710	A-1	1,030,260	804,948	(225,312)
Investment Income	1,856	8,183	6,327	8,927	A	900	2,025	1,125
Misc. Income	78,016	81,785	3,769	89,220	A-1	158,756	85,108	(73,648)
Operating Subsidy	455,243	563,442	108,198	496,628	A-1	398,218	496,628	98,410
Asset Reposition Fee	136,211	283,802	147,591	283,802	A-1	0	148,594	148,594
Capital Grant	155,169	0	(155,169)	169,275	A-1	231,178	169,275	(61,902)
TOTAL INCOME	1,564,364	1,707,493	143,128	1,875,562		1,819,312	1,706,579	(112,732)
EXPENSES								
Administration								
Salaries	351,492	352,922	1,430	382,332	B-1& 2	312,533	383,445	70,912
Other Admin.	153,416	203,828	50,412	222,358	C-1	64,902	167,363	102,461
Total	504,908	556,750	51,842	604,690		377,435	550,808	173,373
Tenant Services								
Resident Managers	5,042	2,475	(2,567)	2,700		5,500	5,500	0
Recreation	6,875	6,617	(258)	7,500		7,500	7,500	0
Total	11,917	9,092	(2,825)	10,200		13,000	13,000	0
Utilities								
Water	67,833	69,166	1,333	75,453		74,000	74,000	0
Electricity	17,417	21,639	4,223	23,607		19,000	19,000	0
Gas	2,383	2,731	349	2,980		2,600	2,600	0
Sewage	43,633	42,952	(681)	46,857		47,600	47,600	0
Total	131,266	136,489	5,224	148,897		143,199	143,199	0
Maintenance								
Salaries	128,168	124,679	(3,489)	135,069	B-2	189,144	139,820	(49,324)
Materials	58,630	86,039	27,410	93,861	D	80,600	63,960	(16,640)
Contract Costs	427,673	527,448	99,776	575,398	D	586,151	466,552	(119,599)
Total	614,471	738,167	123,696	804,328		855,895	670,332	(185,564)
General								
Insurance	73,986	61,780	(12,205)	67,396	E	87,800	80,712	(7,087)
Tax-In Lieu Of	60,660	58,901	(1,759)	64,256		88,706	66,175	(22,531)
Employee Benefits	239,830	209,355	(30,475)	228,387		250,839	261,633	10,794
Collection Loss	917	0	(917)	0		1,000	1,000	0
Miscellaneous	917	0	(917)	0		1,000	1,000	0
Total	376,310	330,036	(46,273)	360,039		429,344	410,520	(18,824)
Total Routine Expenses	1,638,871	1,770,533	131,664	1,928,154		1,818,874	1,787,859	(31,015)
Capital Expenditure						0	0	0
TOTAL EXPENSES	1,638,871	1,770,533	131,664	1,928,154		1,818,874	1,787,859	(31,015)
NET INCOME (DEFICIT)	(74,507)	(63,040)	11,464	(52,592)		438	(81,280)	(81,718)

Unrestricted Net Assets @ 6/30/11
 Budgeted Income/(Deficit) @ 6/30/12
 Budgeted Unrestricted Net Assets @ 6/30/12

\$ 1,279,237
 (81,280)
 \$ 1,197,957

PROGRAM ACTIVITY **REPORT**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 11, 2012

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of July 1, 2012, the Section 8 Housing Choice Voucher program had 5,797 units under contract. The fiscal year-to-date lease-up average is 98.52% units. The budget authority use average through May 2012 is 100.0%.
- **Program Utilization:** As of July 1, 2012, the average HAP subsidy is \$1,041 and the average tenant-paid rent portion is \$404 for an average Contract Rent of \$1,446.
 - ❖ As of July 1, 2012 HACA had 100 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of July 1, 2012 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,643 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:** Fraud and debt recovery payments for the month of June 2012 were not available at the time this report was prepared. Staff will provide the June 2012 information at your next meeting.

Housing Assistance Payment (HAP) overpayments for the month of June 2012 were not available at the time this report was prepared. Staff will provide the June 2012 information at your next meeting.

- **Landlord Rental Listings:** As of June 29, 2012, there were 1,558 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 55 active properties listed.

FAMILY SELF SUFFICIENCY (FSS)

June's FSS activities reflect the practical as well as the fun aspects of the program. Our community partner, Meriwest Credit, presented two workshops on the basics of budgeting and the importance of protecting your privacy in financial transactions. At the same time, various activities were initiated to prepare for the annual Family Health and Resource Fair. Back packs arrived and are ready to be stuffed with school supplies for all the children who paint or draw or create crafts in the art room. This year's theme will be "The Friendly Firefighters and their Truck." Please come on July 14th between 11:00 a.m. and Noon to participate with our families in this fun and information-filled day.

PUBLIC HOUSING

- **Occupancy:** As of July 1, 2012, the Public Housing program had 171 of 172 units leased and has a 99.42% fiscal year-to-date lease up rate.
- **Public Housing Family Profile:** Ms. O and her two-year-old son moved into Emery Glen in 1989. Ms. O had few marketable skills and at move-in the family's only income was assistance from TANF (welfare). Those benefits timed out and Ms. O needed to get creative. She took three different part-time jobs to support herself and her child. She found work as an artist's model at three local art schools. She planned her work around her son's school schedule so that she was always there to nurture, teach and encourage her son.

Creativity runs in the family. The little boy is now a man of twenty-four. He is a full-time student at the California Academy of Art in San Francisco. He's working toward a degree in Movie and Cartoon Production and Directing and is set to graduate in Spring 2013. He helps pay his tuition with the money he earns from the part-time job he's held since he was sixteen.

Ms. O still works three part-time jobs to keep food on the table and pay for necessities; however, the devotion she once put into raising her little boy has, in part, been redirected to planning for her future. Ms. O just completed her second year at Cal State East Bay working toward a degree in Political Science. She's maintaining a B average and intends to go to law school.

Ms. O is grateful to HACA and the Public Housing staff who have, over the years, shared her family's struggles and celebrated with her as the family reached new milestones.

Housing Authority of the County of Alameda

SECTION 8 CONTRACTS AND HAP REPORT FOR THE MONTH OF: JUNE 2012

City	Certificates		Vouchers		June 2012 TOTAL		June 2011	June 2010
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	39	\$ 40,794	39	\$ 40,794	45	42
Castro Valley	14	\$ 12,334	232	\$ 242,672	246	\$ 255,006	251	260
Dublin	2	\$ 1,762	298	\$ 311,708	300	\$ 313,470	294	257
Emeryville	7	\$ 6,167	111	\$ 116,106	118	\$ 122,273	100	95
Fremont	28	\$ 24,668	1,391	\$ 1,454,986	1,419	\$ 1,479,654	1,419	1,422
Hayward	110	\$ 96,910	2,469	\$ 2,582,574	2,579	\$ 2,679,484	2,494	2,425
Newark	2	\$ 1,762	281	\$ 293,926	283	\$ 295,688	295	297
Pleasanton	4	\$ 3,524	149	\$ 155,854	153	\$ 159,378	163	154
San Leandro	15	\$ 13,215	1,402	\$ 1,466,492	1,417	\$ 1,479,707	1,405	1,329
San Lorenzo	2	\$ 1,762	216	\$ 225,936	218	\$ 227,698	208	198
Union City	4	\$ 3,524	769	\$ 804,374	773	\$ 807,898	733	714
TOTALS	188	\$165,628.00	7,357	\$7,695,422.00	7,545	\$7,861,050.00	7,407	7,193

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

**Based on an average June Housing Assistance Payment (HAP) of \$1046 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of: JULY 2012

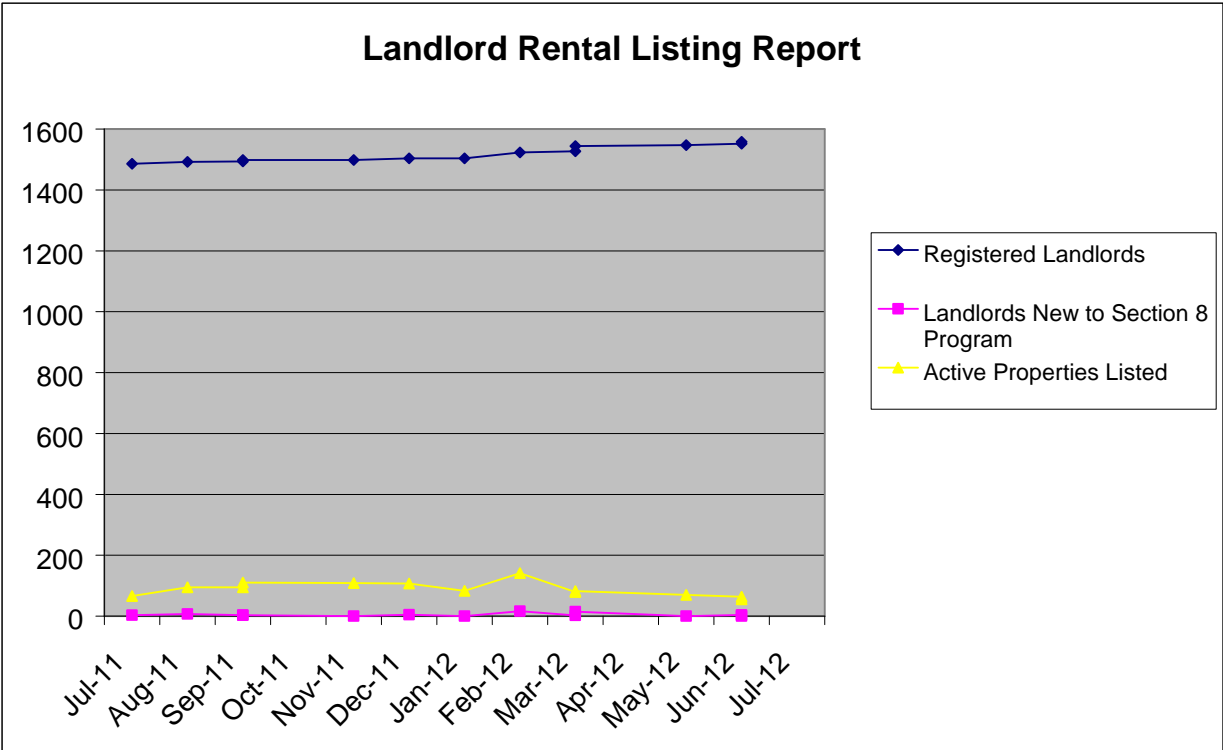
City	Number of HAP Contracts	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	39	\$1,311	\$1,020	\$291	22%
Castro Valley	232	\$1,354	\$933	\$421	31%
Dublin	300	\$1,602	\$1,217	\$386	24%
Emeryville	111	\$1,228	\$830	\$398	32%
Fremont	1,390	\$1,560	\$1,126	\$435	28%
Hayward	2,469	\$1,347	\$970	\$377	28%
Newark	283	\$1,802	\$1,309	\$493	27%
Pleasanton	149	\$1,352	\$962	\$390	29%
San Leandro	1,404	\$1,365	\$985	\$380	28%
San Lorenzo	216	\$1,623	\$1,181	\$442	27%
Union City	768	\$1,620	\$1,196	\$424	26%

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

Landlord Rental Listing Report

Monthly

	7/1/2011	8/1/2011	9/1/2011	9/29/2011	11/1/2011	12/1/2011	1/3/2012	2/1/2012	3/1/2012	3/29/2012	5/1/2012	6/1/2012	6/29/2012
Registered Landlords	1486	1492	1494	1498	1498	1504	1504	1523	1527	1544	1547	1552	1558
Landlords New to Section 8 Program	3	7	3	3	0	5	0	16	2	15	0	4	0
Active Properties Listed	66	95	95	110	109	107	83	141	79	82	70	64	55





To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges
Date: July 3, 2012

Program Summary	June 2012
Total Clients Under Contract:	172
Graduates:	1
Escrow Disbursed:	\$8,909.07
Ports In:	0
Ports Out:	1
Terminations:	0
New Contracts:	0

FSS PROGRAM NEWS:

Health and Resource Fair

In June, the FSS program finalized details of our annual health and resource fair. The fair is scheduled for Saturday July 14, 2012, from 10:00 a.m. to 1:00 p.m. in HACA's court yard and boardroom. Community vendors with information tables, mini workshops, fire truck poster drawings, and a free back pack giveaway with school supplies are some of the activities for the parents and children. The Hayward Fire Department will arrive with a fire engine truck at 11:00 a.m. They will share fire safety tips. A special treat at the end of the fair from 12:30 p.m. -1:00 p.m. will include an ice cream truck with free ice cream for the families. This year's event is being assisted by volunteer students from Arroyo High School in San Lorenzo and employees from the "Kohl's Cares" program. All Housing Commissioners are especially encouraged to attend.

Workshops

On Tuesday June 5, 2012, Meriwest Credit Union facilitated a Money Management I workshop. Participants were introduced to the importance of having a personal budget and how a budget can actually allow them to have extra money at the end of the month. A personal budget worksheet was given to each participant in addition to tips on how to save for unexpected expenses. The audience was highly engaged in the topic and asked many questions. A few of them also shared their own tips on budgeting. Also discussed were the various types of checking accounts, identification requirements for

opening up an account, and the “old fashioned” way of writing checks versus the 21st century way of electronic checking.

On Thursday June 14, 2012, Meriwest Credit Union facilitated a Money Management II workshop. The topics included credit and identity theft. The facilitator discussed:

- What is credit
- What is a credit report
- Where do credit reports come from
- Credit scores
- Debt collections
- How credit scores increase
- How to dispute an error on the credit report
- Sample dispute letter
- What is identity theft and how to prevent it

Referrals

72-Case Management