



HOUSING COMMISSION AGENDA
Regular Meeting: January 9, 2013

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, January 3, 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	
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<i>Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda Labor Negotiations Pursuant to Government Code 54957.6</i>	
3. APPROVAL OF THE MINUTES OF THE DECEMBER 12, 2012 MEETING	ACTION 2
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MINUTES
December 12, 2012



**HOUSING COMMISSION MINUTES
REGULAR MEETING: DECEMBER 12, 2012
HACA BOARD ROOM**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Reed called the meeting to order at 8:02 a.m.

Roll Call

Present: Cmrs. Apodaca, Asher, Biddle, Gacoscos, Gerry, Haddock, Natarajan, Peixoto, Reed, and Steiner

Entered after roll call: Cmrs. Cashmere and 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*

The Commission adjourned into Executive Session at 8:03 a.m. and reconvened in regular session at 8:37 a.m. Chairperson Reed reported that there were no reportable actions taken during the Executive Session.

3. APPROVAL OF THE MINUTES OF THE OCTOBER 10, 2012 MEETING

Recommendation: Approve the minutes of the November 14, 2012 meeting as presented.

Motion/Second: Gerry/Apodaca.

Ayes: All. Motion passed.

APPROVED AS RECOMMENDED.

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

None.

5. NEW BUSINESS

5-1. RESOLUTION NO. 10-12 ESTABLISHING A NEW TIER AND FORMULA FOR RETIREMENT SYSTEM

Report received with no questions or comments from the Commission.

Recommendation: Adopt Resolution No. 10-12 authorizing the establishment of a new tier of retirement for employees hired after January 1, 2013.

Motion/Second: Natarajan/Gerry.

Ayes: All. Motion passed.

APPROVED AS RECOMMENDED.

5-2. ACTION: VOLUNTARY FURLOUGH DAYS FOR MANAGEMENT EMPLOYEES

Thomas Makin, Deputy Director for Operations, presented the staff report. Mr. Makin reported that since it is not necessary for management employees to wait until union negotiations are resolved to begin taking furlough days, the management employees have indicated that they would like to begin taking furlough days now. Mr. Makin explained that furlough days, unlike salary cuts, do not impact retirement benefits and that allowing the managers to take furlough days now would alleviate the need for salary cuts for the managers. He indicated that the exact number of furlough days that they will have to take has not been determined yet.

Recommendation: Authorize the Executive Director to develop a schedule of furlough days for management employees.

Commission Discussion: Cmr. Asher asked for an update on the number of furlough days that would be needed and Ms. Gouig indicated that she would provide an update at the next Commission meeting.

Motion/Second: Biddle/Steiner.

Ayes: All. Motion passed.

APPROVED AS RECOMMENDED.

5-3. ACTION: CONTRACT AMENDMENT FOR OFFICE REMODELING

Thomas Makin presented the staff report. He summarized the terms of the agreement between HACA and K2A Architecture + Interiors (K2A) for HACA's office renovation project and reported that K2A is currently working on a redesign of the project since the bids for construction came in over budget and were rejected. Mr. Makin reported that K2A has stated that they can reallocate the funds remaining in their original contract to cover their costs but they can't absorb the additional costs for the sub-consultants, which they have presented as \$58,245. Mr. Makin described the options available to HACA and indicated that increasing the amount of the contract would be the most cost effective approach.

Recommendation: Amend contract with K2A Architecture + Interiors to reallocate funds and increase agreement by \$58,245.

Commission Discussion: Cmr. Asher expressed concern about increasing the contract amount and Mr. Makin explained why this would be more cost effective than pursuing litigation or starting over with a new architect. Cmr. Biddle and Mr. Makin discussed a general timeline for completing the project and also discussed what options are available to HACA if an

increase to the contract is not approved. Cmr. Natarajan recommended that a clause be included in the contract amendment stating that any additional costs for the redesign beyond the \$58,245 will be absorbed by K2A and/or its sub-consultants. Cmr. Steiner expressed agreement with Cmr. Natarajan.

Amended Recommendation: Amend contract with K2A Architecture + Interiors to reallocate funds and increase agreement by \$58,245 with an added provision that any additional costs for the redesign of the project beyond the \$58,245 will be absorbed by K2A and/or its sub-consultants.

Motion/Second: Biddle/Natarajan.

11 Ayes; 1 No: Cmr. Asher. Motion passed.

APPROVED AS RECOMMENDED AND AMENDED.

5-4. PRESENTATION: TAX EXEMPT BONDS AND TAX CREDITS

Christine Gouig presented the staff report. Ms. Gouig narrated a slideshow presentation on tax exempt bonds and low-income housing tax credits. In her presentation, she described tax exempt bonds and low income housing tax credits and how developers use these to finance the development of affordable housing projects.

Commission Discussion: Cmr. Cashmere and Ms. Gouig discussed the differences between projects funded by HUD and those that are funded through tax exempt bonds and low income housing tax credits.

Before moving on to the next item on the agenda, Chairperson Reed acknowledged the public comment cards that she received after the Public Comment portion of the agenda was closed and made an exception at the meeting. She allowed Barbara Lopez, SEIU representative, and three speakers to comment on items proposed in the labor contract negotiations.

5-5. INFORMATION: BUDGET STATUS REPORTS

Christine Gouig presented the staff report. Report received with no questions or comments from the Commission.

5-6. INFORMATION: PROGRAM ACTIVITY REPORTS

Christine Gouig presented the staff report. Ms. Gouig reported that HUD used erroneous data for the FSS program and is now re-evaluating all of the applications and re-calculating the funding for all of the FSS Coordinators nationwide. Report received with no questions or comments from the Commission.

6. COMMITTEE REPORTS

None.

7. COMMISSIONER REPORTS

Cmr. Cashmere asked if an Employee Assistance Program is available at HACA and Mr. Makin replied that it is. Cmr. Gacoscos announced that Carol Dutra-Vernaci, a former HACA Housing Commissioner, was elected mayor of Union City.

8. COMMUNICATIONS

Christine Gouig indicated that the agenda packet included the article, “The Affordable Housing Crisis” that was published in the New York Times.

Ms. Gouig announced that Sharon DeCray, HAFS Program Manager, is retiring and invited Ms. DeCray to say a few words. Ms. DeCray expressed her appreciation to the Commission for their support of HACA’s programs, particularly the FSS program. Chairperson Reed thanked Ms. DeCray for her hard work and dedication. She commented that Sharon brought a lot of joy particularly to the FSS program and that her commitment to the participants is very much appreciated.

Ms. Gouig also announced that Thomas Makin, Deputy Director for Operations, is retiring and invited Mr. Makin to say a few words. Mr. Makin expressed his heartfelt appreciation for the Commission and staff of the Housing Authority and shared some of his memories of his time at HACA. Chairperson Reed thanked Mr. Makin and commented that he will leave behind a lasting legacy and that it will be difficult to replace him.

An SEIU representative offered to provide some additional information on ACERA and the impact of the newly-enacted pension reform laws and Chairperson Reed suggested they speak after the meeting.

9. ADJOURNMENT

There being no further business to discuss Chairperson Reed adjourned the meeting at 9:50 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Commission Secretary

Approved:

Ursula Reed
Chairperson

NEW BUSINESS

January 9, 2013

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: January 9, 2013

Subject: Health Care Premium Contributions for Management Employees

Exhibits Attached: Proposed Health Care Contribution Schedule

Recommendation: Authorize the schedule of health care premium payments for management employees

Financial Statement: Savings amount depends on the choice of health care provider and whether an employee has self, self + 1 or family coverage

BACKGROUND

At the July 2012 Housing Commission meeting you approved a salary freeze and benefit reduction for management employees, needed to help reach an unspecified total cost reduction of \$674,387 in the approved budget. Savings from this action are \$32,200 in benefits plus an undetermined amount for COLAs that weren't granted. At the November 2012 Housing Commission meeting you approved furlough days for managers as an additional method of achieving the deficit reduction goal. Managers will take five furlough days; five furlough days is equivalent to a 2.15% salary reduction.

While further cost savings, including health care premium contribution changes, are being discussed with represented employees, managers have expressed a preference to have their proposed changes in health care contributions implemented at this time. The Housing Authority has historically paid health care contributions at a level equal to what Alameda County paid its SEIU represented employees. Previously, this was equal to 100% of the cost of the lowest priced premium. The County recently changed its agreement with SEIU so that the County will pay 90% of the cost of the lowest priced premium, effective February 2013. The Housing Authority's proposal to its SEIU represented employees is for the Authority to pay 2% of the 2013 premium *increase*, which translates to the Housing Authority paying an effective rate of 95.18% of the lowest priced premium.

DISCUSSION AND ANALYSIS

For 2013, the lowest priced premium is for Kaiser. The increase in the 2013 rate over that of 2012 is 7.16%. The following table shows the actual dollar amounts of the Kaiser increase for the employee only, the employee plus one, and a family. As you can see,

employees would pay \$13.44 per bi-weekly pay period for the employee only, \$26.87 per bi-weekly pay period for an employee plus one or \$38.02 per bi-weekly pay period for a family.

Coverage Category	2013 Cost (incl 7.16% increase)	HACA Portion	Manager Portion
<i>Bi-weekly</i>			
Self	278.72	265.28	13.44
Self+1	557.45	530.58	26.87
Family	788.79	750.77	38.02
<i>Annually</i>			
Self	7,246.80	6,897.48	349.32
Self+1	14,493.60	13,794.97	698.63
Family	20,508.48	19,519.86	988.62

Staff recommends that you authorize the Executive Director to pay an amount, for each management employee covered by health insurance, equal to an effective 95.18% of the lowest priced health care premium. If this recommendation is not approved then, based on the Housing Authority's past practice of paying what Alameda County pays for its represented employees, the Housing Authority would pay only 90% of the lowest priced health care premium and Housing Authority managers would actually pay more towards their health care coverage.

HEALTH CARE CONTRIBUTION SCHEDULE FOR MANAGEMENT EMPLOYEES

(HACA will contribute 2% of the premium rate increases for 2013
and management employees will contribute the remainder of the rate increase)

Health Care Premium Rate Increases for 2013

Cost-sharing	Kaiser	United Healthcare HMO	United Healthcare PPO
Rate increase:	7.16%	10.59%	9.6%
HACA contribution:	2.0%	2.0%	2.0%
Employee contribution:	5.16%	8.59%	7.6%

KAISER

	2013 (7.16% increase)	2012	HACA Portion (2% of total increase)	Employee Portion (difference over 2% HACA contribution)
Annually				
Self	7,246.80	6,762.24	6,897.48	349.32
Self + 1	14,493.60	13,524.48	13,794.97	698.63
Family	20,508.48	19,137.12	19,519.86	988.62
Monthly				
Self	603.90	563.52	574.79	29.11
Self + 1	1,207.80	1,127.04	1,149.58	58.22
Family	1,709.04	1,594.76	1,626.66	82.38
Bi-weekly				
Self	278.72	260.09	265.29	13.44
Self + 1	557.45	520.17	530.58	26.87
Family	788.79	736.04	750.77	38.02

UNITED HEALTHCARE (HMO)

	2013 (10.59% increase)	2012	HACA Portion (2% of total increase for the Kaiser rate)	Employee Portion (difference over 2% HACA contribution)
Annually				
Self	10,977.36	9,934.08	6,897.48	4,079.88
Self + 1	21,953.76	19,867.68	13,794.97	8,158.79
Family	31,064.40	28,112.64	19,519.86	11,544.54
Monthly				
Self	914.78	827.84	574.79	339.99
Self + 1	1,829.48	1,655.64	1,149.58	679.90
Family	2,588.70	2,342.72	1,626.66	962.04
Biweekly				
Self	422.21	382.08	265.28	156.92
Self + 1	844.38	764.14	530.58	313.80
Family	1,194.78	1,081.26	750.77	444.02

UNITED HEALTHCARE (PPO)

	2013 (9.6% total increase)	2012	HACA Portion (2% of total increase for the Kaiser rate)	Employee Portion (difference over 2% HACA contribution)
Annually				
Self	26,231.52	23,933.76	6,897.48	19,334.04
Self + 1	50,888.16	46,430.64	13,794.97	37,093.19
Family	71,870.40	65,575.20	19,519.86	52,350.54
Monthly				
Self	2,185.96	1,994.48	574.79	1,611.17
Self + 1	4,240.68	3,869.22	1,149.58	3,091.10
Family	5,989.20	5,464.60	1,626.66	4,362.54
Biweekly				
Self	1,008.90	920.53	265.29	743.62
Self + 1	1,957.24	1,785.79	530.58	1,426.66
Family	2,764.25	2,522.12	750.77	2,013.48

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: January 9, 2013

Subject: Procurement Policy

Exhibits Attached: Amendment to Procurement Policy

Recommendation: Approve amendment

Financial Statement: None

BACKGROUND

Tom Makin, who served as the Housing Authority's Procurement Officer for over 35 years, retired on December 20, 2012. His position of Deputy Director for Operations is not being re-filled. The Housing Authority's Procurement Analyst, Beverly Brewer, is the appropriate manager to fill Tom's former Procurement Officer role. Beverly is experienced, has been trained by Tom and has attended HUD procurement training and the State of California Contract Code training.

HUD requires each housing authority to develop and maintain a procurement policy. Your Commission adopted our policy in October 2008 in response to the long-awaited issuance of HUD's Procurement Handbook in February 2007. The amendment proposed by staff is to delete all references to the Deputy Director for Operations classification and replace it with the Procurement Analyst classification.

RECOMMENDATION

Approve the amendment to HACA's Procurement Policy as presented.

**HOUSING AUTHORITY
OF THE COUNTY OF ALAMEDA**

**PROCUREMENT POLICY
OCTOBER 8, 2008**

AMENDED JANUARY 9, 2013

Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in HACA prime contracts and subcontracting opportunities.

B. Definitions

1. A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR Part 121 should be used to determine business size.
2. A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.
4. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the U.S. Department of Labor in 20 CFR 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.
5. A Section 3 business concern is as defined under 24 CFR Part 135.

XVI BOARD APPROVAL OF PROCUREMENT ACTIONS

In addition to this Procurement Policy, approval by the Board of Commissioners is required for procurement activities exceeding \$100,000, as permitted under State and local law. It is the responsibility of the HACA Executive Director to make sure that all procurement actions are conducted in accordance with the policies contained herein.

XVII. DELEGATION OF CONTRACTING AUTHORITY

While the Executive Director is responsible for ensuring that the HACA's procurements comply with this Policy, the Executive Director may delegate all procurement authority as is necessary and appropriate to conduct the business of the HACA. The Executive Director herein delegates procurement authority unless specified elsewhere in this policy to the ~~Deputy Director for Operations~~ **Procurement Analyst**.

Further, and in accordance with this delegation of authority, the Executive Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The Executive Director shall also establish a system of sanctions for violations of the ethical standards described in this Policy, consistent with Federal, State, or local law.

XVIII. DOCUMENTATION

The HACA must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

- A. Rationale for the method of procurement (if not self-evident);
- B. Rationale of contract pricing arrangement (also if not self-evident);
- C. Reason for accepting or rejecting the bids or offers;
- D. Basis for the contract price (as prescribed in this Policy);
- E. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- F. Basis for contract modifications; and
- G. Related contract administration actions.

The level of documentation should be commensurate with the value of the procurement.

Records are to be retained for a period of five (5) years after final payment and all matters pertaining to the contract are closed.

XIX. FUNDING AVAILABILITY

Before initiating any contract, the HACA shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

XX. CAPITALIZATION OF FURNITURE AND EQUIPMENT

All furniture and equipment having a value of Five Thousand Dollars (\$5,000.00) or more and a useful life of more than five (5) year will be capitalized.

XXI. DISPOSITION OF EXCESS PERSONAL PROPERTY

- A. The Deputy Director for Operations **Procurement Analyst** shall, in conjunction with appropriate Housing Authority staff, determine the appropriate method of disposition of excess Housing Authority property in accordance with the policy herein listed. Property shall mean items recorded in the Housing Authority's inventory.
 - 1. Property determined to have no significant salvage value shall be recorded as disposed and hauled to the appropriate disposal or recycle facility under contract with the Housing Authority.
 - 2. Property determined to have value shall be disposed of by:

- E. When items of personal property are lost, stolen, destroyed or abandoned, the Executive Director or staff designated by the Executive Director will obtain all the facts relating to each case and determine 1) whether the person who had custody of the property is to be held responsible for the loss, theft, or destruction, or is to be relieved of responsibility; and 2) the amount, if any, such person will be required to reimburse the HACA if held responsible for the loss.
- F. In cases where items are abandoned, the Executive Director or designated staff will ascertain whether or not such items have a re-sale or trade-in value.

XXII REPAIR OF PERSONAL PROPERTY

The ~~Deputy Director for Operations~~ **Procurement Analyst** or appropriate HACA staff will determine if it is cost effective to repair or replace the appliances, furniture and equipment. If it is determined that it is not cost effective to repair the item, the procedures set forth in Section XXI would apply.

XXIII SELF CERTIFICATION

The HACA self-certifies that this Procurement Policy, and the HACA procurement system, complies with all applicable Federal regulations and, as such, the HACA is exempt from prior HUD review and approval of individual procurement actions.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: January 9, 2013

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 October 18, 2012, the Housing Authority issued Invitations for Bids to remodel five three-bedroom residences in Union City. The scope of work included the complete remodel of the kitchens and bathrooms and replacement of windows, doors and flooring. Some properties also received exterior work, which included cement slabs for patio areas. Funding for all projects comes from the PACH budget. The contract award results are listed in the table below.

No.	Contractor	Property Location	Contract	
			Award Date	Award Amount
1	World Priority, LLC Discovery Bay, CA	33615 8 th St. Union City	Dec. 20, 2012	\$26,535.00
2	World Priority, LLC Discovery Bay, CA	33617 8 th St. Union City	Dec. 20, 2012	\$34,125.00
3	Men of All Trades Oakland, CA	33724 14 th St. Union City	Dec. 20, 2012	\$37,053.00
4	Men of All Trades Oakland, CA	33726 14 th St. Union City	Dec. 20, 2012	\$31,242.00
5	I.I.C. Construction Union City, CA	33765 14 th St. Union City	Dec. 20, 2012	\$33,360.00

On November 27, 2012, the Housing Authority issued Invitations for Bids to remodel two two-bedroom residences at our Emery Glen public housing project in Emeryville. The scope of work included the complete remodel of the bathrooms and kitchens and replacement of doors, windows, and flooring. Funding for both projects comes from the Public Housing Capital Fund. The contract award results are listed in the table below.

No.	Contractor	Property Location	Contract	
			Award Date	Award Amount
1	Bay Cities Construction Oakland, CA	6200 Doyle St. # 13 Emeryville	Dec. 20, 2012	\$39,400.00
2	Bay Cities Construction Oakland, CA	6200 Doyle St. # 16 Emeryville	Dec. 20, 2012	\$39,100.00

On December 6, 2012, the Housing Authority purchased playground equipment for the Mission View public housing property in Union City. The old playground equipment was substandard, broken and posed a potential danger to residents. After a thorough review of products available, Landscape Structures was selected to provide and install the playground equipment and surface. The cost is \$50,204. An existing cooperative government contract was leveraged to ensure the Housing Authority received competitive pricing, while meeting all procurement requirements. Funding for this purchase comes from the Public Housing Capital Fund.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: January 9, 2013

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended December 31, 2012

Recommendation: Receive report

Financial Statement: \$19,394,642 invested at an Average Monthly Yield ranging from 0.11% to 0.348% (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 December 31, 2012 for each program that HACA administers.

The Housing Choice Voucher program has a total investment of \$5,998,698 which is 31% of the total investment portfolio.


The Housing Development Fund has a total investment of \$10,680,172 which is 55% 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 \$1,006,419 which is 5% of the total investment portfolio.

Ocean Avenue and Park Terrace investments are 4% and 5% 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 December 31, 2012**

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	INTEREST RATE	MATURITY DATE
HCV	Union Bank N.A. Commercial Paper	\$ 5,998,698.33	0.11002%	1/17/13
Ocean Avenue	Union Bank N.A. Commercial Paper	\$ 719,727.00	0.11002%	1/31/13
Park Terrace	Union Bank N.A. Commercial Paper	\$ 989,624.62	0.15006%	1/31/13
Housing Dev Fund	Union Bank N.A. Commercial Paper	\$ 3,999,132.22	0.11002%	1/17/13
	State of CA - Local Agency Investment Fund	\$ 6,678,140.38	0.348%	LAIF Avg Eff Yield 10/31/12
Local Fund (formerly DHA)	State of CA - Local Agency Investment Fund	\$ 2,899.72	0.348%	LAIF Avg Eff Yield 10/31/12
Public Housing	Union Bank NA Commercial Paper	\$ 499,891.53	0.11002%	1/31/13
	State of CA - Local Agency Investment Fund	\$ 506,527.78	0.348%	LAIF Avg Eff Yield 10/31/12
TOTAL		\$ 19,394,641.58		
The above investment portfolio is in compliance with the policy approved by the Housing Commission.				
 Christine Gould Executive Director			1-2-13 Date	

BUDGET STATUS **REPORT**

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

FY 2013 - HCV OPERATING BUDGET	Budgeted @ 11/30/2012	Actual @ 11/30/2012	OVER (UNDER)	PROJECTED TO 6/30/13	SCH. NO.	2012 BUDGET	2013 BUDGET	DIFFERENCE
INCOME								
Investment Income	1,500	1,635	135	3,923	A1	3,600	3,600	0
Misc. Income	86,667	13,074	(73,593)	208,000	A1	345,040	208,000	(137,040)
Administrative Fee Income	2,877,213	2,874,396	(2,817)	6,878,948	A	7,270,973	6,905,311	(365,662)
TOTAL INCOME	2,965,380	2,889,104	(76,275)	7,090,871		7,619,613	7,116,911	(502,702)
EXPENSES								
Administration								
Salaries	(1,817,560)	(1,652,670)	164,890	(3,966,408)	B-1& 2	(4,391,400)	(4,362,145)	29,255
Other Admin.	(483,949)	(507,390)	(23,441)	(1,252,566)	C-1&2	(1,077,012)	(1,161,477)	(84,465)
Total	(2,301,509)	(2,160,060)	141,449	(5,218,975)		(5,468,413)	(5,523,621)	(55,209)
General								
Insurance	(83,996)	(54,837)	29,159	(131,609)	E	(204,029)	(201,590)	2,439
Employee Benefits	(926,956)	(851,048)	75,908	(2,022,868)		(2,195,700)	(2,224,694)	(28,994)
Miscellaneous	0	0	0	0		0	0	0
Total	(1,010,952)	(905,885)	105,066	(2,154,478)		(2,399,729)	(2,426,284)	(26,555)
Total Routine Expenses	(3,312,461)	(3,065,945)	246,515	(7,373,453)		(7,868,142)	(7,949,905)	(81,763)
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	(3,312,461)	(3,065,945)	246,515	(7,373,453)		(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				(123,974)			(674,387)	
NET INCOME (DEFICIT)	(347,081)	(176,841)	(322,791)	(282,581)		(248,529)	(832,994)	(584,465)

2012 Funding for FSS (unfunded)
Salaries and Benefits FSS expenses
Use of Reserve (unfunded FSS) for 1/2 2012 (July-Dec 2012)

103,020
(261,627)
** (158,607)

Unrestricted Net Assets @ 6/30/12
Use of Reserve (unfunded FSS) for 1/2 2012-July-December
Projected Income/(Deficit) @ 6/30/13
Projected Unrestricted Net Assets @ 6/30/13

\$ 2,478,875
** (158,607)
(123,974)
\$ 2,196,294

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

FY 2013 - PH OPERATING BUDGET	YTD BUDGET 11/30/2012	YTD ACTUALS 11/30/12	OVER/ (UNDER) BUDGET	Projected to 6/30/13	SCH. NO.	2012 BUDGET	2013 BUDGET	Difference
INCOME								
Dwelling Rentals	222,338	236,112	13,775	533,610	A-1	804,948	533,610	(271,338)
Investment Income	917	1,130	213	2,712	A	2,025	2,200	175
Misc. Income	56,568	39,790	(16,778)	95,496	A-1	85,108	135,764	50,656
Transfer of Reserves from Ocean Ave				500,000			500,000	500,000
Operating Subsidy	158,575	236,239	77,663	380,579	A-1	496,628	380,579	(116,049)
Asset Reposition Fee	82,925	0	(82,925)	199,020	A-1	148,594	199,020	50,426
Capital Grant	107,658	0	(107,658)	258,378	A-1	169,275	258,378	89,103
TOTAL INCOME	628,979	513,271	(115,710)	1,969,795		1,706,579	2,009,551	302,971
EXPENSES								
Administration								
Salaries	(97,122)	(83,372)	13,750	(240,853)	B-1& 2	(383,445)	(233,093)	150,353
Other Admin.	(48,487)	(13,998)	34,488	(33,596)	C-1	(167,363)	(116,368)	50,995
Total	(145,609)	(97,370)	48,238	(274,449)		(550,808)	(349,461)	201,348
Tenant Services								
Resident Managers	(2,292)	(1,125)	1,167	(5,500)		(5,500)	(5,500)	0
Recreation	(3,125)	(147)	2,978	(7,500)		(7,500)	(7,500)	0
Total	(5,417)	(1,272)	4,145	(13,000)		(13,000)	(13,000)	0
Utilities								
Water	(30,833)	(25,421)	5,413	(74,000)		(74,000)	(74,000)	0
Electricity	(7,917)	(8,644)	(727)	(20,745)		(19,000)	(19,000)	0
Gas	(1,083)	(558)	526	(1,339)		(2,600)	(2,600)	0
Sewage	(19,833)	(10,111)	9,722	(47,600)		(47,600)	(47,600)	0
Total	(59,666)	(44,733)	14,935	(143,683)		(143,199)	(143,199)	0
Maintenance								
Salaries	(29,160)	(29,950)	(790)	(86,521)	B-2	(139,820)	(69,983)	69,836
Materials	(26,650)	(22,440)	4,210	(68,782)	D	(63,960)	(63,960)	0
Contract Costs	(247,566)	(82,878)	164,688	(620,778)	D	(466,552)	(594,158)	(127,606)
Total	(303,375)	(135,268)	168,108	(776,081)		(670,332)	(728,101)	(57,769)
General								
Insurance	(33,630)	(17,089)	16,542	(65,787)	E	(80,712)	(80,712)	0
Tax-In Lieu Of	(16,267)	(27,573)	(11,306)	(66,175)		(66,175)	(39,041)	27,134
Employee Benefits	(64,404)	(40,715)	23,689	(154,569)		(261,633)	(154,569)	107,064
Collection Loss	(417)	0	417	0		(1,000)	(1,000)	0
Miscellaneous	(417)	0	417	0		(1,000)	(1,000)	0
Total	(115,134)	(85,376)	29,759	(286,531)		(410,520)	(276,322)	134,198
Total Routine Expenses	(629,201)	(364,020)	265,184	(1,493,744)		(1,787,859)	(1,510,083)	277,776
Capital Expenditure-exterior renovation of Emery Glen				(500,000)		0	(500,000)	(500,000)
TOTAL EXPENSES	(629,201)	(364,020)	265,184	(1,993,744)		(1,787,859)	(2,010,083)	(222,224)
NET INCOME (DEFICIT)	(222)	149,251	149,474	(23,948)		(81,280)	(533)	80,747

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

\$1,318,585
(23,948)
 \$1,294,637

PROGRAM ACTIVITY **REPORT**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: January 9, 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 January 1, 2013, the Section 8 Housing Choice Voucher program had 5,774 units under contract. The fiscal year-to-date lease-up average is 96.52% units. The budget authority use average through November 2012 is 98.8%.
- **Program Utilization:** As of January 1, 2013, the average HAP subsidy is \$1,046 and the average tenant-paid rent portion is \$401 for an average Contract Rent of \$1,447.
 - ❖ As of January 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 January 1, 2013, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,673 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 \$2,140.42 in fraud and debt recovery payments for the month of November 2012. A total of \$15,958.02 was retained over the last six months.
- **Landlord Rental Listings:** As of January 2, 2013, there were 1,575 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were three new landlords added to the Section 8 program this month. There were 61 active properties listed.

FAMILY SELF SUFFICIENCY (FSS)

HUD is conducting a national evaluation of the FSS program in order to measure the effectiveness of FSS programs overall. HUD contracted with MDRC, a national research firm, to conduct the study. HACA has met with MDRC and hopes to know in the near future if HACA's FSS program will be selected to participate in the study.

The FSS Giving Connection, HACA's program to provide holiday gifts to FSS families that need support during the holidays, was a huge success again this year thanks to donations and grants from the United Methodist Foundation, a HACA Commissioner, a Section 8 landlord, HACA management, the Hayward Fire Department and the community including some of our FSS participants. We were able to distribute \$2,230 in grocery gift cards and toys to 79 FSS families.

Last, but certainly not least, while we are very happy for Sharon DeCray in her retirement, we greatly appreciate that Sharon has agreed to continue to work for HACA part-time for the time being.

PUBLIC HOUSING

- **Occupancy:** As of January 1, 2013, the Public Housing program had 68 of 72 units leased and has a 98.63% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the month of DECEMBER 2012

City	Certificates		Vouchers		December 2012 TOTAL		December 2011	December 2010
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	37	\$ 38,702	37	\$ 38,702	38	46
Castro Valley	14	\$ 12,334	231	\$ 241,626	245	\$ 253,960	250	248
Dublin	2	\$ 1,762	274	\$ 286,604	276	\$ 288,366	313	276
Emeryville	6	\$ 5,286	106	\$ 110,876	112	\$ 116,162	110	91
Fremont	29	\$ 25,549	1,334	\$ 1,395,364	1,363	\$ 1,420,913	1,412	1,415
Hayward	114	\$ 100,434	2,453	\$ 2,565,838	2,567	\$ 2,666,272	2,536	2,433
Newark	2	\$ 1,762	274	\$ 286,604	276	\$ 288,366	288	297
Pleasanton	4	\$ 3,524	136	\$ 142,256	140	\$ 145,780	166	164
San Leandro	15	\$ 13,215	1,434	\$ 1,499,964	1,449	\$ 1,513,179	1,430	1,355
San Lorenzo	2	\$ 1,762	226	\$ 235,350	227	\$ 237,112	212	198
Union City	4	\$ 3,524	867	\$ 906,882	871	\$ 910,406	769	712
TOTALS	192	\$169,152.00	7,372	\$7,710,066.00	7,563	\$7,879,218.00	7,524	7,235

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

**Based on an average December 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: DECEMBER 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	37	\$1,313	\$1,026	\$286	22%
Castro Valley	231	\$1,363	\$947	\$417	31%
Dublin	276	\$1,607	\$1,214	\$393	24%
Emeryville	106	\$1,202	\$848	\$354	29%
Fremont	1,333	\$1,565	\$1,123	\$442	28%
Hayward	2,462	\$1,350	\$978	\$372	28%
Newark	276	\$1,789	\$1,268	\$520	29%
Pleasanton	135	\$1,349	\$953	\$395	29%
San Leandro	1,426	\$1,369	\$990	\$379	28%
San Lorenzo	225	\$1,639	\$1,201	\$438	27%
Union City	777	\$1,628	\$1,217	\$411	25%

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

2012-2013

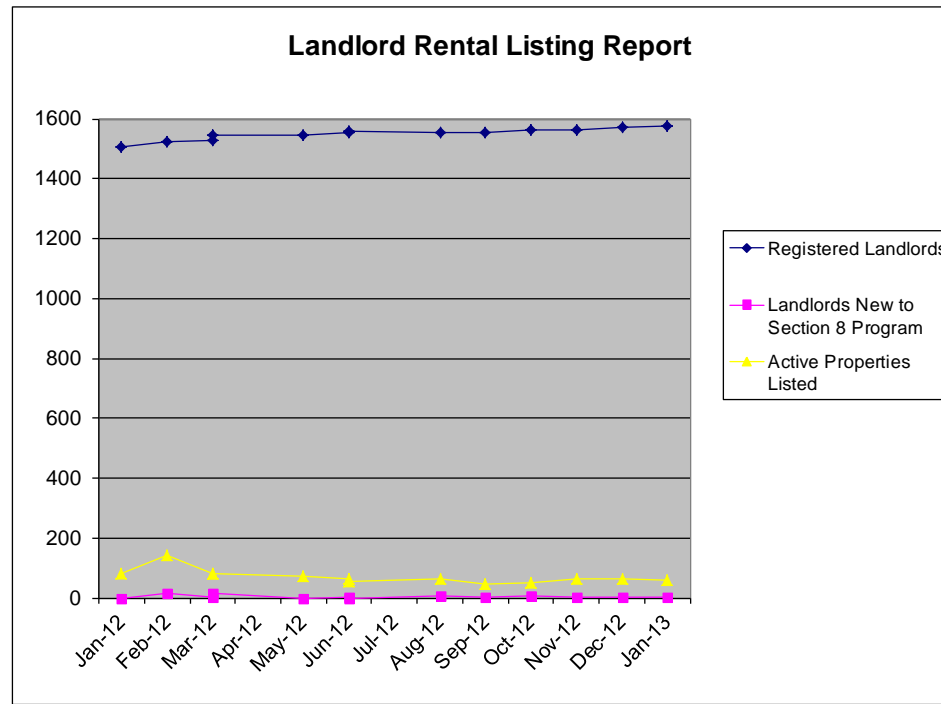
DEBT COLLECTIONS
FYE 06/30/13

	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								\$200.00
<i>FRAUD REPAYMENTS</i>	\$2,719.93	\$2,507.22	\$2,861.70	\$2,712.85	\$2,140.42								\$12,942.12
TOTALS	\$2,719.93	\$2,657.22	\$2,861.70	\$2,712.85	\$2,190.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,142.12

Landlord Rental Listing Report

Monthly

	1/3/2012	2/1/2012	3/1/2012	3/29/2012	5/1/2012	6/1/2012	6/29/2012	8/1/2012	9/4/2012	10/1/2012	11/1/2012	12/1/2012	1/2/2013
Registered Landlords	1504	1523	1527	1544	1547	1552	1558	1552	1556	1562	1565	1572	1575
Landlords New to Section 8 Program	0	16	2	15	0	4	0	6	3	6	2	3	3
Active Properties Listed	83	141	79	82	70	64	55	64	47	52	63	65	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: January 2, 2013

Program Summary	December 2012
Total Clients Under Contract:	156
Graduates:	4
Escrow Disbursed:	\$53,800.76
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	7

FSS PROGRAM NEWS:

FSS Study

On December 5th and 6th the FSS Department hosted a site visit from MDRC, a national research firm. MDRC is contracted with HUD to conduct the “first long term, rigorous national evaluation of the Family Self-Sufficiency (FSS) program since its inception.” The goal of the study is to measure the effectiveness of FSS programs overall. Two researchers from MDRC conducted the site visit and spoke with HACA management, FSS staff, FSS participants and our partner community based organizations. Each interviewee answered general questions about the FSS program from their perspective. The results of the research will make it possible to assess, with a high degree of rigor, whether FSS is helping families achieve economic independence and improve their quality of life. MDRC will contact HACA in the near future to let us know if our FSS program will be selected to participate in the study.

Sharon DeCray

Housing Assistance and Family Services Manager Sharon DeCray officially retired on December 12, 2012. HACA staff put together a retirement party for her with a theme of “Free as a Bird,” as Sharon is an avid bird watcher. Sharon will continue to work for HACA part-time as a temporary employee and will make a transition to full retirement in the near future.

Nursing / Medical Student Round Table Discussion

On Friday, December 14, 2012, FSS participants interested in the health care field attended a round table discussion about the future of nursing careers. The session was led by Leslie Skillet, a nurse with an extensive background and over 20 years' experience at an Oakland hospital. Leslie talked about her nursing foundation and her opportunity as a chief union representative to go to the White House in March 2012 to discuss various issues concerning nurses. The discussion had a strong impact on the FSS participants, who were very appreciative of Leslie's presentation.

The Giving Connection

Thanks to a grant from the United Methodist Foundation and donations from a HACA Commissioner, a Section 8 landlord, HACA management, the Hayward Fire Department and the community, the FSS Department was able to distribute \$2,230 in grocery gift cards and toys to 79 FSS families. Upon picking up a toy, each child wrote a thank you note to the firemen for delivering the gifts. The families were extremely grateful that we were able to provide gifts again this year because they are aware of our funding and budget cuts. Each one of them gave thanks and some even decided to donate gifts instead of receiving one this year.

Referrals=55 Case Management