



**HOUSING COMMISSION AGENDA**  
**Special Meeting: January 20, 2016**  
**Time: 8:00 a.m.**

**HACA Board Room, 22941 Atherton Street, Hayward, CA 94541**

*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 14, 2016 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>
<b>1. CALL TO ORDER / ROLL CALL</b>	
<b>2. CLOSED SESSION</b>	
<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>	
<b>3. APPROVAL OF THE MINUTES OF THE DECEMBER 16, 2015 MEETING</b>	<b>ACTION 2</b>
<b>4. PUBLIC COMMENT - On matters not on the Agenda</b>	
<b>5. NEW BUSINESS</b>	
<b>5-1. Recognize Carmela Contreras as HACA's Shining Star for January - June 2016</b>	<b>PRESENTATION 7</b>
<b>5-2. Resolution Recognizing Ursula Reed for her Service on the Housing Commission</b>	<b>PRESENTATION 8</b>
<b>5-3. Resolution Recognizing Ruth Cashmere for her Service on the Housing Commission</b>	<b>PRESENTATION 10</b>
<b>5-4. Rental Assistance Demonstration Phase-in of Tenant Rent Increases for Public Housing Tenants Paying Flat Rents</b>	<b>ACTION 12</b>
<b>5-5. Quarterly Investment Portfolio Report for the Quarter Ended December 31, 2015</b>	<b>INFORMATION 14</b>
<b>5-6. Budget Status Report</b>	<b>INFORMATION 16</b>
<b>5-7. Program Activity Report</b>	<b>INFORMATION 19</b>
<b>6. COMMISSIONER REPORTS</b>	
<b>7. COMMUNICATIONS</b>	
<b>8. ADJOURNMENT</b>	

**MINUTES**  
**December 16, 2015**



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**HOUSING COMMISSION MINUTES  
SPECIAL MEETING: DECEMBER 16, 2015  
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

**SUMMARY ACTION MINUTES**

**1. CALL TO ORDER/ROLL CALL**

**Call to Order**

Chairperson Biddle called the meeting to order at 8:04 a.m.

**Roll Call**

Present: Cmr. Asher, Bacon, Biddle, Buckholz, Gacoscos, Hannon, Iosefa, Peixoto and Steiner

Excused: Cmr. Gerry and Reed

Entered after Roll Call: Cmr. Buckholz and Iosefa

Absent: Cmr. Cashmere

**2. CLOSED SESSION**

*CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION*

*Initiation of litigation pursuant to subdivision (c) of Section 54956.9: one case*

The Commission adjourned into a closed session at 8:06 a.m. and reconvened in regular session at 8:21 a.m. Chairperson Biddle reported that there were no reportable actions taken in the closed session.

**3. APPROVAL OF THE MINUTES OF THE NOVEMBER 18, 2015 HOUSING COMMISSION MEETING**

Recommendation: Approve the minutes of the November 18, 2015 Housing Commission meeting as presented.

Motion/Second: Steiner/Gacoscos.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

**4. PUBLIC COMMENT**

None.

**5. NEW BUSINESS**

**5-1. ACTION: EMERY GLEN PUBLIC HOUSING EXTERIOR SIDING BID AWARD**

Christine Gouig, Executive Director, presented the staff report. Ms. Gouig reported that an invitation to bid was issued for the Emery Glen public housing exterior siding project and that on December 8 staff received 3 bids. She explained that the Commission's agenda packets had

to be mailed out before the bids were due and asked George Smith, Maintenance and Modernization Manager, to report on the bid amounts. Mr. Smith stated that the bid amounts were: \$207,600, \$228,229 and \$261,260 and provided the Commission with an overview of what the cost estimates entailed. Ms. Gouig reported that the procurement checklist process has been completed and that HACA's counsel has reviewed the bids. She described a bid protest that was submitted by one of the bidders and HACA's attorney, Cameron Ward, indicated that there is no reason to reject the bids at this point. Ms. Gouig recommended that the Housing Commission authorize her to award the contract to the lowest, responsible bidder, sign the contract, and bring the contract back to the Commission in January for ratification.

Recommendation: Authorize the Executive Director to award and sign a contract for exterior siding services at the Emery Glen public housing project.

Commission Discussion: Cmr. Hannon and Mr. Smith discussed some of the possible reasons why more contractors did not bid on this project. Ms. Gouig mentioned that staff had reached out to the contractor who worked on the HACA office building remodel project, however, the contractor could not respond to the invitation to bid due to a timing issue.

Cmr. Bacon and Mr. Smith discussed the process for change orders.

Cmr. Hannon stated that staff needs to be able to move forward on this project as quickly as possible and not wait for ratification of the contract. Cmr. Hannon made a motion to authorize the Executive Director to award, sign and enter into a contract for exterior siding services at the Emery Glen public housing project without returning to the Commission for ratification. Ms. Gouig commented that once this project is completed staff will do something for the residents to express HACA's appreciation for their patience through this entire process.

Motion/Second: Hannon/Bacon.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

**6. COMMISSIONER REPORTS**

Cmr. Biddle reported that excavation work has begun at the site of the veterans' housing project in Dublin.

**7. COMMUNICATIONS**

Ms. Gouig provided an update on the status of the federal budget and HACA's funding. She reported that staff should be receiving the results of the Fair Market Rent (FMR) survey on December 18. Ms. Gouig explained that HUD has granted emergency exception payment standards pending HUD's analysis of the FMR survey results. Ms. Gouig expressed appreciation for the efforts of Congresswoman Barbara Lee and her staff in obtaining these exceptions from HUD. Ms. Gouig also reported that the work that HACA did with the housing authorities in Alameda and Contra Costa counties to protest the results of HUD's Administrative Fee study may result in some positive changes to the administrative funding for HACA. Ms. Gouig announced that the HACA office holiday function is scheduled for later in the afternoon and that the office will be closing at 3p.m. She also announced that Commissioner Ursula Reed will no longer be able to serve on the

Housing Commission due a schedule conflict with a new job she has accepted in Concord and that staff will present a resolution at the January meeting to recognize Ursula for her service on the Housing Commission.

**8. ADJOURNMENT**

There being no further business to discuss Chairperson Biddle adjourned the meeting at 8:41 a.m.

Respectfully Submitted,

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Melissa Taesali  
Executive Assistant

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Christine Gouig  
Executive Director/Housing Commission Secretary

**Approved:** 

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Don Biddle  
Housing Commission Chairperson

# **NEW BUSINESS**

**January 20, 2016**

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: January 20, 2016

Subject: Recognize Carmela “Carmen” Contreras as HACA’s Shining Star for  
January – June 2016

Exhibits Attached: None

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**BACKGROUND**

In 2006 the Housing Authority created a Communications Committee composed of staff from all departments. The Committee created an “Employee of the Quarter” recognition program to acknowledge exceptional individual contributions of HACA employees. At the end of 2011 the Committee decided to revamp the program to allow more time for chosen employees to enjoy their recognition. The Committee re-named the award “HACA’s Shining Star” and extended the recognition period to six months, so there will be two Shining Stars per year.

**DISCUSSION**

The Housing Authority is privileged to have on its staff Carmen Contreras, an Administrative Clerk in the Programs Department. Carmen staffs HACA’s customer service call center and thus serves as one of HACA’s frontline service providers to the public. Her selection was announced at the HACA holiday function held on December 16, 2015. Those who nominated Carmen recognized her for her outstanding work in the following categories: Innovative Idea, Problem Solving; Acknowledgement from the Public, Co-workers and Clients; Team Effort & Flexibility in Working with Others; and Customer Service:

*“Carmen is an excellent example of the perfect employee. She is a total professional in every aspect of her job and a real hard worker. She’s a great team player. She is always going above and beyond not only with our customers but with her superiors and co-workers. I always see a smile on her face, even at times when the job becomes stressful and there are deadlines to meet. Carmen is very uplifting and a very positive individual. She always answers calls and deals with the public in a very respectful and professional manner, trying to help our customers and landlords to get any issues resolved and gets the work done so that everyone will be happy. As an individual, I have no words that can express what a wonderful and exceptional woman she is and the big heart she has. Carmen is always eager to help everyone, no matter what it takes, to make our lives easier and to put a smile on our faces. Carmen always thinks about others before herself and I think it’s finally time that she gets recognized for her exceptional hard work and dedication over the last 7+ years at the Housing Authority of the County of Alameda.”*

Staff recommends that your Housing Commission recognize Carmen Contreras as “HACA’s Shining Star” for January – June 2016.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: January 20, 2016

Subject: Resolution Recognizing Ursula Reed

Exhibits Attached: Resolution No. 01-16

Recommendation: Adopt Resolution

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**BACKGROUND**

The City of San Leandro appointed Ursula Reed to your Commission in 2009.

Throughout her years on the Commission, Ursula has provided staff with valuable guidance and sound advice on the matters that have been brought forward to the Commission. She has served on the Budget/Audit/Negotiations Committee and on the HACA Scholarship Committee and she has held both the Chair and Vice-Chair positions. In addition to her service on the Housing Commission, Ursula provided valuable support to the Housing Authority's Family Self-Sufficiency program. She was instrumental in assisting staff to secure the San Leandro Library as a venue for the FSS annual *It's Your Time to Shine* event for many years. Ursula has also assisted the FSS staff through the years in their fundraising efforts by bringing bottles and cans for the FSS recycling fund.

While Ursula still sits on the San Leandro City Council, she recently announced that she has accepted a new job in Concord and will not be able to serve on the Housing Commission due to her new work schedule. She will be greatly missed and the Commission and staff wish Ursula all the best in her future endeavors.



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 01-16**

**RECOGNIZING URSULA REED FOR HER YEARS OF SERVICE ON THE HOUSING COMMISSION OF THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**WHEREAS**, the Housing Authority of the County of Alameda (“HACA”) administers a number of programs that provide rental housing assistance and other related services to low-income families; and

**WHEREAS**, in 2009, the City of San Leandro appointed Ursula Reed to serve on the HACA Housing Commission; and

**WHEREAS**, throughout her many years of service on the Housing Commission, Ursula Reed has actively engaged in the matters that have come before the Housing Commission and provided staff with constructive feedback and sound advice; and

**WHEREAS**, Ursula Reed has provided valuable guidance through her work on the Budget/Audit/Negotiations Committee and the Scholarship Committee, and has demonstrated a genuine concern for the HACA Housing Commission, staff and clients; and

**WHEREAS**, Ursula Reed will be greatly missed by HACA’s Commissioners and staff, and they wish Ursula all the best in her future endeavors;

**NOW, THEREFORE BE IT RESOLVED**, that the Housing Commissioners and staff of the Housing Authority of the County of Alameda extend their appreciation to Ursula Reed for her years of dedicated service on the Housing Commission.

**PASSED, APPROVED AND ADOPTED**, by the Housing Commissioners of the Housing Authority of the County of Alameda on this 20<sup>th</sup> day of January, 2016 by the following vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

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Don Biddle  
Housing Commission Chairperson

**Attest:**

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Christine Gouig  
Executive Director/Housing Commission Secretary

**Adopted: January 20, 2016**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: January 20, 2016

Subject: Resolution Recognizing Ruth Cashmere

Exhibits Attached: Resolution No. 02-16

Recommendation: Adopt Resolution

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**BACKGROUND**

The City of Albany appointed Ruth Cashmere to your Commission in 2010.

In her role as a Housing Commissioner, Ruth demonstrated a sincere interest in HACA’s staff, clients and operations by actively engaging in the matters that have been brought forward to the Commission. She served on the HACA Scholarship Committee and was passionate about helping as many scholarship applicants as possible.

Ruth recently notified staff that she has moved from the city of Albany and is no longer able to serve as Albany’s representative on the Housing Commission. She will be greatly missed and the Commission and staff wish Ruth all the best in her future endeavors.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 02-16**

**RECOGNIZING RUTH CASHMERE FOR HER YEARS OF SERVICE ON THE  
HOUSING COMMISSION OF THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**WHEREAS**, the Housing Authority of the County of Alameda (“HACA”) administers a number of programs that provide rental housing assistance and other related services to low-income families; and

**WHEREAS**, in 2010, the City of Albany appointed Ruth Cashmere to serve on the HACA Housing Commission; and

**WHEREAS**, throughout her five years of service on the Housing Commission, Ruth Cashmere has actively engaged in the matters that have been brought forward to the Housing Commission; and

**WHEREAS**, through her work on the HACA Scholarship Committee, Ruth Cashmere has demonstrated a genuine desire to help HACA’s program participants; and

**WHEREAS**, Ruth Cashmere will be greatly missed by HACA’s Commissioners and staff, and they wish Ruth the best in all of her future endeavors;

**NOW THEREFORE BE IT RESOLVED**, that the Housing Commissioners and staff of the Housing Authority of the County of Alameda extend their deep appreciation to Ruth Cashmere for her years of dedicated service on the Housing Commission and extend their best wishes.

**PASSED, APPROVED, AND ADOPTED**, by the Housing Commissioners of the Housing Authority of the County of Alameda on this 20<sup>th</sup> day of January, 2016 by the following vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

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Don Biddle  
Housing Commission Chairperson

**Attest:**

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Christine Gouig  
Executive Director/Housing Commission Secretary

**Adopted: January 20, 2016**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: January 20, 2016

Subject: Rental Assistance Demonstration Phase-in of Tenant Rent Increases for Public Housing Tenants Paying Flat Rents at the Time of Conversion

Exhibits Attached: None

Recommendation: Approve Proposed Policy

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**BACKGROUND**

HACA is nearing the closing of the conversion of its remaining 72 units of Public Housing to HUD's Rental Assistance Demonstration (RAD) program. HACA received its formal RAD Conversion Commitment from HUD on December 28, 2015 and the actual closing is scheduled to occur by March 2, 2016. Under the RAD program all 72 units of Public Housing will be converted to Section 8 Project-based Vouchers (PBV).

RAD gives HUD the authority to waive certain statutory and regulatory provisions governing the PBV program, or to establish alternative requirements for the effective conversion of assistance. Additionally, the RAD statute imposes certain unique requirements. One group of special requirements concerns Resident Rights and Participation; in particular, the phase-in of tenant rent increases for tenants paying 'flat rents' at the time of conversion. Flat rents are set by each housing authority in conformity with HUD regulations. They are authorized for Public Housing, but not for the PBV program.

**DISCUSSION and ANALYSIS**

Flat rents are paid by Public Housing tenants who were income-eligible for the Public Housing program when they were admitted to the Public Housing but are now over-income. HUD regulations do not *require* that such tenants be removed from Public Housing (although a housing authority may choose to do so) but do require that they pay a flat rent equivalent to 80% of HUD's Fair Market Rent for the size unit they occupy, regardless of their income. For HACA's Public Housing such rents are: 2-bedroom - \$1,263; 3-bedroom - \$1,630.

Under RAD, if the rent of a tenant paying a flat rent increases by more than the greater of 10 percent or \$25, purely as a result of conversion, the rent increase must be phased in over 3 or 5 years. To implement this provision, a housing authority must create a policy setting the length of the phase-in period at three years, five years or a combination, depending on circumstances. For example, a housing authority may create a policy that uses a three-year phase in for smaller increases in rent and a five-year phase-in for larger increases in rent. This policy must be in place at conversion and may not be modified after conversion.

Proposed Policy. Staff has reviewed the circumstances of each affected household currently paying a flat rent (10 families) and determined that some families currently paying flat rent will be required to

pay substantially more to comply with the PBV rent (which, like any Section 8 unit, is 30% of the family's monthly adjusted income). In order to not overly burden these affected families, HACA will apply the following to families whose rent increases more than 10 percent or \$25, whichever is greater, solely as a result of the RAD conversion:

- Year 1 – At any recertification prior to the second annual recertification after conversion, the family rent will be the rent paid at the time of conversion (flat rent) plus 20% of the difference between the flat rent and the standard Total Tenant Payment (TTP). (The TTP is 30% of the family's monthly adjusted income calculated in accordance with 24 CFR 5.628.)
- Year 2 – At the second annual recertification and any recertification prior to the third annual recertification after the conversion, the family rent will be the flat rent plus 40% of the difference between the flat rent and the standard TTP.
- Year 3 – At the third annual recertification and any recertification prior to the fourth annual recertification after the conversion, the family rent will be the flat rent plus 60% of the difference between the flat rent and the standard TTP.
- Year 4 – At the fourth annual recertification and any recertification prior to the fifth annual recertification after the conversion, the family rent will be the flat rent plus 80% of the difference between the flat rent and the standard TTP.
- Year 5 – The phase-in is completed and the family will be responsible for paying 100% of the standard TTP (i.e., 30% of the family's monthly adjusted income).

Of course, should a family's income decrease during this phase-in to the point where they are no longer over-income then the phase-in stops and the family reverts to the usual Section 8 PBV TTP.

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Staff recommends that your Commission approve the RAD Flat Rent/PBV Phase-in Policy and authorize staff to implement it.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: January 20, 2016

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended December 31, 2015

Recommendation: Receive Report

Financial Statement: \$9,373,131 invested at an Average Monthly Yield ranging from 0.10% to 0.32% (excluding FSS Escrow Participant Accounts)

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**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 quarter ending December 31, 2015 for each program that HACA administers. \$5.65M or 60% of the total portfolio is invested in Union Bank commercial papers and \$3.72M or 40% is in the State of California Local Agency Investment Fund (LAIF).

The Housing Choice Voucher program has a total investment of about \$1.2M, which is 13% of the total investment portfolio. As of June 30, 2015, HACA has used all of its Net Restricted Position (NRP) to augment HUD HAP funding received. The re-establishment of HUD-held program reserves, decreased funding, and the declining balance of Unrestricted Net Position (UNP) has caused amounts available for investment to decrease and the duration to maturity to be shorter.

The Housing Development Fund has a total investment of \$3,724,523, which is 40% of the total investment portfolio and entirely in LAIF.

The Public Housing program has a total investment of about \$1.5M, which is 16% of the total investment portfolio. This will be transferred to the RAD account after conversion of our Public Housing to RAD PBVs.

PACH, Ocean Avenue and Park Terrace investments are 19%, 1% and 11% 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, 2015

<b>PROGRAM NAME</b>	<b>TYPE OF ACCOUNT</b>	<b>AMOUNT</b>	<b>INTEREST RATE</b>	<b>MATURITY DATE</b>
Conventional PH	Union Bank N.A. Commercial Paper	\$ 1,499,655.83	0.14003%	2/1/16
PACH	Union Bank N.A. Commercial Paper	\$ 1,799,426.00	0.14004%	3/1/16
Ocean Avenue	Union Bank N.A. Commercial Paper	\$ 149,952.17	0.14004%	3/1/16
Park Terrace	Union Bank N.A. Commercial Paper	\$ 999,681.11	0.14004%	3/1/16
HCV	Union Bank N.A. Commercial Paper	\$ 1,199,893.33	0.10001%	1/5/16
	Sub-total	\$ 5,648,608.44		
Housing Dev Fund	State of CA - Local Agency Investment Fund	\$ 3,724,523.14	0.32000%	N/A
<b>TOTAL</b>		<b>\$ 9,373,131.58</b>		

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

\_\_\_\_\_  
Christine Gouig  
Executive Director

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Date

# BUDGET STATUS REPORT



**Housing Authority of Alameda County  
HOUSING CHOICE VOUCHER  
Administrative Budget Status Report FYE 2015-2016  
November 2015**

FY 2016 - HCV OPERATING BUDGET	Budgeted @ 11/30/2015	Actual @ 11/30/2015	OVER (UNDER)	PROJECTED TO 6/30/16	SCH. NO.	2015 BUDGET	2016 BUDGET	DIFFERENCE
<b>INCOME</b>								
Investment Income	306	183	(124)	439	A1	1,680	735	(945)
Misc. Income	134,874	137,017	2,143	328,842	A1	346,000	323,698	(22,302)
Grant Income	0	0	0	0		350,000		(350,000)
Administrative Fee Income	2,686,329	2,749,565	63,237	6,516,656	A	6,697,025	6,447,189	(249,836)
<b>TOTAL INCOME</b>	<b>2,821,509</b>	<b>2,886,765</b>	<b>65,256</b>	<b>6,845,936</b>		<b>7,394,705</b>	<b>6,771,622</b>	<b>(623,083)</b>
<b>EXPENSES</b>								
<b>Administration</b>								
Salaries	(1,580,999)	(1,489,237)	91,762	(3,520,014)	B-1&2	(4,035,794)	(3,794,397)	241,397
Other Admin.	(640,960)	(634,727)	6,233	(1,523,344)	C-1&2	(1,337,122)	(1,538,303)	(201,181)
Total	(2,221,958)	(2,123,964)	97,995	(5,043,359)		(5,372,915)	(5,332,700)	40,215
<b>General</b>								
Insurance	(84,988)	(73,647)	11,341	(176,752)	E	(203,253)	(203,970)	(717)
Employee Benefits	(885,359)	(951,668)	(66,308)	(2,124,862)		(2,098,613)	(2,124,862)	(26,250)
Miscellaneous	0	0	0	0		0	0	0
Total	(970,347)	(1,025,314)	(54,968)	(2,301,614)		(2,301,865)	(2,328,832)	(26,967)
Total Routine Expenses	(3,192,305)	(3,149,278)	43,027	(7,344,973)		(7,674,781)	(7,661,532)	13,248
<b>Capital Expenditures</b>	0	0	0	0	D2	0	0	0
<b>TOTAL EXPENSES</b>	<b>(3,192,305)</b>	<b>(3,149,278)</b>	<b>43,027</b>	<b>(7,344,973)</b>		<b>(7,674,781)</b>	<b>(7,661,532)</b>	<b>13,248</b>
Income (Deficit) UNSPECIFIED BUDGET REDUCTION						(280,075)	(889,910)	
<b>NET INCOME (DEFICIT)</b>	<b>(370,796)</b>	<b>(262,512)</b>	<b>108,283</b>	<b>(499,036)</b>		<b>(280,075)</b>	<b>(889,910)</b>	<b>(609,835)</b>

Unaudited Unrestricted Net Assets @ 6/30/15  
 Projected Income (Deficit) @ 6/30/16  
 Projected Unrestricted Net Assets @ 6/30/16

1,892,976  
 (499,036)  
\$ 1,393,940

**Housing Authority of Alameda County  
PUBLIC HOUSING  
Administrative Budget Status Report FYE 2015-2016  
November 2015**

FY 2016 - PH OPERATING BUDGET	YTD BUDGET 11/30/2015	YTD ACTUALS 11/30/15	OVER/ (UNDER) BUDGET	Projected to 6/30/16	SCH. NO.	2015 BUDGET	2016 BUDGET	Difference
<b>INCOME</b>								
Dwelling Rentals	153,972	170,375	16,403	408,900	A-1	349,229	369,533	20,304
Office Rental (Mission Blvd-net)	0	0	0	0	A	0	0	0
Investment Income	375	377	2	904	A	665	900	235
Misc. Income	30,538	29,695	(842)	73,290	A-1	71,250	73,290	2,040
Transfer of Reserves from Ocean Ave				0				0
Operating Subsidy	92,386	133,435	41,048	221,726	A-1	161,830	221,726	59,896
Asset Reposition Fee	26,176	0	(26,176)	62,822	A-1	175,568	62,822	(112,747)
Capital Grant	77,582	77,582	0	186,197	A-1	204,000	186,197	(17,803)
<b>TOTAL INCOME</b>	<b>381,028</b>	<b>411,464</b>	<b>30,435</b>	<b>953,839</b>		<b>962,542</b>	<b>914,468</b>	<b>(48,074)</b>
<b>EXPENSES</b>								
<b>Administration</b>								
Salaries	(86,288)	(94,067)	(7,779)	(222,341)	B-1& 2	(209,968)	(207,091)	2,877
Other Admin.	(32,423)	(50,138)	(17,715)	(120,331)	C-1	(96,513)	(77,814)	18,699
<b>Total</b>	<b>(118,711)</b>	<b>(144,205)</b>	<b>(25,494)</b>	<b>(342,672)</b>		<b>(306,481)</b>	<b>(284,906)</b>	<b>21,576</b>
<b>Tenant Services</b>								
Resident Managers	(2,292)	(250)	2,042	(600)		(5,500)	(5,500)	0
Recreation	0	0	0	0		(7,500)	0	7,500
<b>Total</b>	<b>(2,292)</b>	<b>(250)</b>	<b>2,042</b>	<b>(600)</b>		<b>(13,000)</b>	<b>(5,500)</b>	<b>7,500</b>
<b>Utilities</b>								
Water	(20,867)	(16,017)	4,850	(38,442)		(50,081)	(50,081)	0
Electricity	(7,917)	(4,718)	3,199	(11,322)		(19,000)	(19,000)	0
Gas	(583)	(294)	291	(705)		(1,400)	(1,400)	0
Sewer	(7,500)	(4,793)	2,707	(11,504)		(26,400)	(18,000)	8,400
<b>Total</b>	<b>(36,867)</b>	<b>(25,822)</b>	<b>11,047</b>	<b>(61,972)</b>		<b>(96,881)</b>	<b>(88,481)</b>	<b>8,400</b>
<b>Maintenance</b>								
Salaries	(29,892)	(30,749)	(856)	(72,679)	B-2	(70,822)	(71,742)	(919)
Materials	(20,834)	(13,097)	7,737	(46,981)	D	(43,904)	(50,001)	(6,097)
Contract Costs	(87,458)	(143,372)	(55,914)	(219,520)	D	(358,834)	(209,900)	148,934
<b>Total</b>	<b>(138,184)</b>	<b>(187,218)</b>	<b>(49,033)</b>	<b>(339,180)</b>		<b>(473,560)</b>	<b>(331,643)</b>	<b>141,918</b>
<b>General</b>								
Insurance	(12,042)	(9,093)	2,949	(24,346)	E	(28,426)	(28,900)	(474)
Tax-In Lieu Of	(11,710)	(11,710)	0	(28,105)		(25,235)	(28,105)	(2,870)
Employee Benefits	(62,737)	(39,060)	23,677	(150,460)		(146,011)	(150,570)	(4,559)
Collection Loss	(417)	0	417	(1,000)		(1,000)	(1,000)	0
Miscellaneous	(417)	0	417	(1,000)		(1,000)	(1,000)	0
<b>Total</b>	<b>(87,323)</b>	<b>(59,864)</b>	<b>27,460</b>	<b>(204,912)</b>		<b>(201,672)</b>	<b>(209,575)</b>	<b>(7,903)</b>
<b>Total Routine Expenses</b>	<b>(383,377)</b>	<b>(417,359)</b>	<b>(33,980)</b>	<b>(949,335)</b>		<b>(1,091,594)</b>	<b>(920,104)</b>	<b>171,490</b>
Capital Expenditure-exterior renovation of Emery Glen								
<b>TOTAL EXPENSES</b>	<b>(383,377)</b>	<b>(417,359)</b>	<b>(33,980)</b>	<b>(949,335)</b>		<b>(1,091,594)</b>	<b>(920,104)</b>	<b>171,490</b>
<b>NET INCOME (DEFICIT)</b>	<b>(2,348)</b>	<b>(5,894)</b>	<b>(3,545)</b>	<b>4,504</b>		<b>(129,052)</b>	<b>(5,636)</b>	<b>123,416</b>

Unaudited Unrestricted Net Position @ 6/30/15	\$1,519,225
Projected Income/(Deficit) @ 6/30/16	<u>4,504</u>
<b>BUDGETED Unrestricted Net Position Balance @ 6/30/16</b>	<b><u>\$1,523,729</u></b>

# PROGRAM ACTIVITY REPORT

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: January 20, 2016

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

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**SECTION 8 HOUSING CHOICE VOUCHERS**

- **Lease-Up:** As of January 1, 2016, the Section 8 Housing Choice Voucher program had 5,984 units under contract. The fiscal year-to-date lease-up average is 96.71% units as of January 1, 2016. The budget authority use average through November 2015 is 104%.
- **Program Utilization:** As of January 1, 2016, the average HAP subsidy was \$1,105 and the average tenant-paid rent portion was \$478 for an average Contract Rent of \$1,585. Amounts vary by \$1 due to rounding.
  - ❖ As of January 1, 2016, HACA had 65 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
  - ❖ As of January 1, 2016, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 479 incoming portability contracts. The number is dropping as HACA absorbs older port-in contracts in order to increase its lease-up, which has been dropping due to skyrocketing rents in the county and the inability of tenants to locate affordable units.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$5,703.87 for the month of November 2015. A total of \$27,730.26 was retained over the last six months.
- **Landlord Rental Listings:** As of January 4, 2016 there were 699 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There was one new landlord added to the Section 8 program this month. There were only 4 active properties listed as of January 4, 2016.

**FAMILY SELF SUFFICIENCY (FSS)**

The FSS Department's annual holiday Giving Connections was a great success this year. Thanks to the donations from the United Methodist Foundation, Safe America Credit union, a HACA commissioner, a Section 8 landlord, some HACA management employees, a retired HACA manager, the Hayward Fire Department and the community, approximately \$5,000 in grocery gift cards and toys were distributed to 108 FSS families.

The FSS Department held a round table discussion in December led by Life Coach, Gloria Brown. The topic was *How to Make Powerful Decisions for an Amazing Holiday Season, No Matter What!*

**PUBLIC HOUSING**

- **Occupancy:** As of January 1, 2016, the Public Housing program had 68 of 72 units leased. The program has a 94.05% fiscal year-to-date lease up rate as of January 1, 2016. Three of the unleased units are in the Emery Glen public housing project and are off-line due to water damage from the incomplete exterior siding project.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**Section 8 Contract and HAP Report for the Month of December 2015**

City	Certificates		Vouchers		December 2015 TOTAL		December 2014	December 2013
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	27	\$30,267	27	\$30,267	29	37
Castro Valley	11	\$11,477	199	\$223,079	210	\$234,556	225	245
Dublin	3	\$3,130	354	\$396,834	357	\$399,964	358	276
Emeryville	6	\$6,260	124	\$139,004	130	\$145,264	120	112
Fremont	24	\$25,041	1,055	\$1,182,655	1,079	\$1,207,696	1,173	1,363
Hayward	115	\$119,990	1,945	\$2,180,345	2,060	\$2,300,335	2,286	2,567
Newark	3	\$3,130	222	\$248,862	225	\$251,992	243	276
Pleasanton	3	\$3,130	107	\$119,947	110	\$123,077	119	140
San Leandro	18	\$18,781	1,452	\$1,627,692	1,470	\$1,646,473	1,535	1,449
San Lorenzo	0	\$0	198	\$221,958	198	\$221,958	218	228
Union City	5	\$5,217	738	\$827,298	743	\$832,515	781	871
<b>TOTALS</b>	<b>188</b>	<b>\$196,156.00</b>	<b>6,421</b>	<b>\$7,197,941.00</b>	<b>6,609</b>	<b>\$7,394,097.00</b>	<b>7,087</b>	<b>7,564</b>

\*Based on an average December Housing Assistance Payment (HAP) of \$1043.39 per certificate contract.

\*\*Based on an average December Housing Assistance Payment (HAP) of \$1,121 per voucher contract.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of: December 2015

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	27	\$1,381	\$1,058	\$323	23%
Castro Valley	182	\$1,573	\$1,088	\$485	31%
Dublin	274	\$1,728	\$1,273	\$455	26%
Emeryville	118	\$1,378	\$962	\$416	30%
Fremont	1004	\$1,774	\$1,253	\$521	29%
Hayward	1914	\$1,513	\$1,037	\$476	31%
Newark	222	\$1,975	\$1,353	\$622	31%
Pleasanton	109	\$1,403	\$995	\$408	29%
San Leandro	1456	\$1,488	\$1,021	\$467	31%
San Lorenzo	200	\$1,788	\$1,280	\$507	28%
Union City	551	\$1,836	\$1,288	\$549	30%

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

**DEBT COLLECTIONS**

2015-2016

FYE 06/30/16

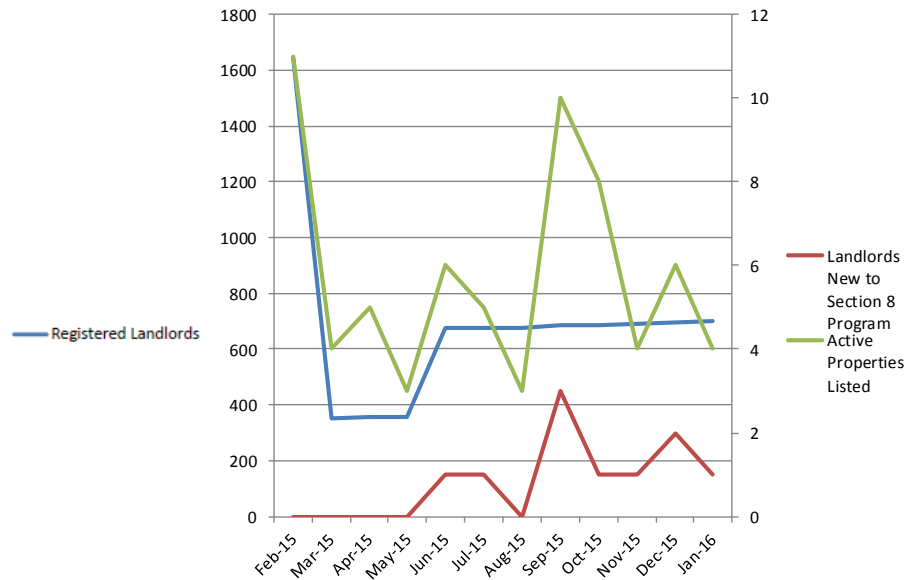
	JULY	AUGUST	SEPTEMBER*	OCTOBER	NOVEMBER	DECEMBER	JANUARY '16	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00								\$200.00
<i>FRAUD REPAYMENTS</i>	\$5,070.25	\$3,442.19	\$4,293.91	\$4,363.48	\$5,703.87								\$22,873.70
<b>TOTALS</b>	<b>\$5,270.25</b>	<b>\$3,442.19</b>	<b>\$4,293.91</b>	<b>\$4,363.48</b>	<b>\$5,703.87</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,073.70</b>



## Landlord Rental Listing Report

### Monthly

	2/2/2015	3/2/2015	4/1/2015	5/1/2015	6/1/2015	7/1/2015	8/3/2015	9/1/2015	10/1/2015	11/2/2015	12/1/2015	1/4/2016
Registered Landlords	1645	354	355	355	675	678	678	685	686	691	694	699
Landlords New to Section 8 Program	0	0	0	0	1	1	0	3	1	1	2	1
Active Properties Listed	11	4	5	3	6	5	3	10	8	4	6	4





**To:** Christine Gouig, Executive Director  
**From:** Daniel Taylor, Special Programs Manager  
**Re:** **FSS Program Summary**  
**CC:** Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges, Eli Isaacs  
**Date:** January 4, 2016

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<b>Program Summary</b>	<b>December 2015</b>
Total Clients Under Contract:	146
MDRC:	100
Graduates:	1
Escrow Disbursed:	\$2,860
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	2

**FSS PROGRAM NEWS:**

**The Giving Connection**

The FSS team was able to distribute approximately \$5,000 in grocery gift cards and toys to 108 FSS families, thanks to grants from the United Methodist Foundation and Safe America Credit union as well as donations from a HACA Commissioner, a Section 8 landlord, HACA management employees, a retired HACA manager, the Hayward Fire Department and the community. Participants expressed their appreciation and thankfulness to the supporters of the FSS Giving Connection upon picking up a gift card and toy. Some participants even decided to donate gifts instead of receiving one this year.



### **Workshops**

On Monday, December 14, 2015, Life Coach Gloria Brown held a round table discussion on *How to Make Powerful Decisions for an Amazing Holiday Season, No Matter What!* Ms. Brown shared expert strategies in the field of personal development with participants. Ms. Brown's workshops are always extremely popular with FSS participants and are well-attended.

**Case Management = 65**