



HOUSING COMMISSION AGENDA

Special Meeting: June 16, 2010

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 Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, June 10, 2010, duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.

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

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1. CALL TO ORDER / ROLL CALL	
2. APPROVAL OF MINUTES OF THE MAY 12, 2010 MEETING	2
3. PUBLIC COMMENT	
On matters not on the Agenda	
4. NEW BUSINESS	
4-1. Resolution Approving Operating Budgets for Housing Choice Voucher, Public Housing and other Programs for Fiscal Year Ending June 30, 2011	ACTION 7
4-2. Resolution Approving Collection Loss Write-off for the Fiscal Year Ending June 30, 2010	ACTION 35
4-3. Revision to Section 8 Administrative Plan – National Homeless Study	ACTION 37
4-4. Revision to Section 8 Administrative Plan - Non-Elderly Persons with Disabilities	ACTION 42
4-5. 2010 Scholarship Program Awards	ACTION 45
4-6. Appointment of Nominating Committee	ACTION 46
4-7. Budget Status Reports	INFORMATION 47
4-8. Program Activity Reports	INFORMATION 50
5. COMMITTEE REPORTS	
6. COMMISSIONER REPORTS	
7. COMMUNICATIONS	
8. OPEN SESSION	
Affirmative Action Appeal of Keandra Rhone	HEARING 59
9. CLOSED SESSION	
Public Employee Discipline/Dismissal/Release – Government Code section 54957	
Deliberation on Affirmative Action Appeal	
10. REPORT ON CLOSED SESSION	
11. ADJOURNMENT	

MINUTES
May 12, 2010



**HOUSING COMMISSION REGULAR MEETING
May 12, 2010, 8:00 A.M.
HACA BOARD ROOM**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Natarajan called the meeting to order at 8:03 a.m.

Roll Call

Present: Cmr. Atkin, Cashmere, Dutra- Entered after Roll Call: Cmr. May, Medina
Vernaci, Gerry, Haddock, Lockhart, Medina, and Steiner
Natarajan and Reed

2. APPROVAL OF MINUTES OF THE APRIL 14, 2010 MEETING

Recommendation: Approve the minutes as presented.

Motion/Second: Lockhart/Haddock.

5 Ayes; 3 Abstentions: Dutra-Vernaci, Gerry and Reed.

APPROVED AS RECOMMENDED.

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

**4-1. RESOLUTION NO. 07-10: APPROVING CONTRIBUTION TO ALAMEDA COUNTY
EMPLOYEES' RETIREMENT ASSOCIATION (ACERA)**

Recommendation: Adopt the Resolution.

Motion/Second: Atkin/Reed.

Ayes: All

APPROVED AS RECOMMENDED.

**4-2. RESOLUTION NO. 08-10: AUTHORIZING ACCEPTANCE OF 2010 HUD CAPITAL
FUNDS**

Recommendation: Adopt the resolution authorizing acceptance of the funds.

Motion/Second: Medina/Lockhart.

Ayes: All

APPROVED AS RECOMMENDED.

Commission Discussion:

Cmr. Atkin asked how the award would be used and Christine Gouig described the types of projects typically done. Cmr. Lockhart and Cmr. Dutra-Vernaci inquired if the funds could be held over for a few years or projects timed so that funding can be provided in cycles. Ms. Gouig explained that funds have to be spent in 2 or 3 years and that

housing authorities can't go under contract if they don't have the entire amount of money to complete the project.

4-3. ACTION: REVISION TO HACA'S SECTION 8 ADMINISTRATIVE PLAN AND PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY

Recommendation: Approve the proposed revisions

Motion/Second: Dutra-Vernaci/Haddock.

Ayes: All

APPROVED AS RECOMMENDED.

Comments from the Public:

A member of the public commented that the community should be involved when revisions are made to the Admin Plan. Ron Dion, Deputy Director for Programs, stated that a public notice inviting comment on the Admin Plan was published in the newspapers and that local housing advocates submitted their recommendations in response to the public notice. Chairperson Natarajan added that the public is also welcome to comment at the Commission meetings. Cmr. Atkin suggested that staff encourage the Tenant Commissioners to participate in the future.

Commission Discussion:

Cmr. Cashmere asked for clarification on the changes being proposed and Mr. Dion summarized them. Cmr. Lockhart inquired if there were any comments from local housing advocates that staff did not agree with and Mr. Dion briefly described those.

4-4. ACTION: FY2009-2010 BUDGET AMENDMENT

Recommendation: Amend Current Budget to Provide for Purchase of One Auto

Motion/Second: Lockhart/Reed.

Ayes: All

APPROVED AS RECOMMENDED.

Commission Discussion:

Cmr. Dutra-Vernaci commented on the recent news regarding Toyota vehicles and inquired if the purchase would also be a Toyota. Ms. Gouig replied that staff uses a list of cars from the state and that the next purchase wouldn't necessarily be a Toyota.

4-5. INFORMATION: QUARTERLY INVESTMENT PORTFOLIO – QUARTER ENDED March 31, 2010

Report received.

4-6. INFORMATION: QUARTERLY BUDGET STATUS REPORT - QUARTER ENDED MARCH 31, 2010

Report received.

4-7. INFORMATION: PROGRAM ACTIVITY REPORTS

Report received.

5. COMMITTEE REPORTS

None.

6. **COMMISSIONER REPORTS**

Cmdr. Atkin noted that she attended the groundbreaking for Magnolia Terrace in Emeryville. Chairperson Natarajan reported that there was a groundbreaking in Fremont for Main Street Village. Ms. Gouig described HACA's involvement in these projects and talked about the overall Section 8 Project Based Voucher Program. She noted that the Emeryville and Fremont projects would serve special needs clients.

Cmdr. Steiner commented on the Housing Cap Lawsuit in Pleasanton. She also reported that the City has issued an RFP for the redevelopment of Kottinger Place and Pleasanton Gardens. Cmdr. Steiner gave staff a flyer announcing the 9th Annual Healthy Aging Fair at Moreau Catholic High School and asked staff to distribute the flyer to the public housing seniors.

Cmdr. Lockhart commented that the School of Imagination in Dublin, which works with autistic children, held an Outreach Program. She stated for the past 2 years a developer has made available his model homes for medical screenings, and she's happy to report that they were able to screen, feed and entertain over 300 children. Cmdr. Lockhart asked for an update on Arroyo Vista. Ms. Gouig reported that there are 37 households still remaining and that the deadline to move is June 30th. Cmdr. Lockhart noted that Fredrickson Elementary School will be impacted the most by the moves and asked staff to contact the principal.

Cmdr. Steiner asked for an update on the office remodel project. Ms. Gouig spoke briefly about the progress of the remodeling plans.

7. **COMMUNICATIONS**

Melissa Taesali, Executive Assistant, introduced Morgan Saridakis and explained that Ms. Saridakis will be working with the Housing Commission while Ms. Taesali is on maternity leave.

Ms. Gouig reported on her meeting with HUD Assistant Secretary Sandra Henriquez. She commented that many of the new HUD staff has a housing authority background and so have an understanding of the needs of housing authorities. Ms. Gouig reminded the Commission that its June meeting would be held on June 16 instead of June 9.

Cathy Leoncio, Finance Director, responded to a budget related question that was asked at the April meeting.

Chairperson Natarajan called for the next item on the agenda. Ms. Gouig briefly spoke about the affirmative action appeal of Keandra Rhone and indicated that it was tentatively scheduled pending a response from Ms. Rhone. Ms. Gouig stated that since staff did not receive a response, these items will not be heard today.

11. **ADJOURNMENT**

There being no further business, Chairperson Natarajan adjourned the meeting at 8:45 a.m.

Respectfully submitted,

Morgan Saridakis
Executive Assistant

Christine Gouig
Executive Director/Secretary

Approved:

Anu Natarajan
Commission Chairperson

NEW BUSINESS

June 16, 2010

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 16, 2010

Subject: Operating Budgets for Housing Choice Voucher, Public Housing and other Programs for Fiscal Year Ending June 30, 2011

Exhibits Attached: - PHA Board Resolution/Resolution No. 09-10
- Statement of Budgeted Revenues, Expenses and Changes in Net Assets
- Operating Budget FYE June 30, 2011 Detail

Recommendation: Adopt Resolution

Financial Statement: Net Income in the HCV Program: \$5,185
Net Income in the Public Housing Program: \$438
Net Income in the Housing Development Fund: \$785
Net Income in Other Programs: \$35,743
Agency Wide Net Income: \$42,151

BACKGROUND

Your Commission's Budget Committee met last month to review the proposed budgets for each of the programs that the Housing Authority (HACA) administers.

A summary of five budgets were presented--one each for the Housing Choice Voucher (HCV) Program, the Public Housing Program, Park Terrace, Ocean Avenue and the Housing Development Fund. An agency-wide summary of changes to net assets was provided as well. The budget is essentially a balanced one, with a modest projected net income of \$42,151. The Committee unanimously recommended that your Commission approve the proposed budgets.

DISCUSSION and ANALYSIS

As described under each program below, fiscal year (FY) 2011 represents a transition year and has considerable changes from the prior year that affect revenues and expenses. The federal appropriations for calendar year (CY) 2010 have modest increases in funding for the HUD programs. Funding for CY 2011, for which there is no federal budget yet, is budgeted at slightly lower increases with the exception of the Capital Fund Program grant, which is expected to be 18% less.

The disposition and transfer of the Arroyo Vista property in Dublin to the developer is expected to happen in early 2011. This necessitated a change in the allocation of indirect salaries and expenses among the programs that HACA administers.

Income

HOUSING CHOICE VOUCHER PROGRAM

The HCV program's budget projects an income of \$5,185. The projected reserve balance at the fiscal year ending June 30, 2011 is \$2.27 million.

- The 2010 Housing Assistance Payments (HAP) is slightly higher (8.7%) than the 2009 level of funding. The proposed 2011 funding is 4.7% higher than 2010. Because HAP funding cannot be used to support administrative costs, it is not shown on the budget. The HAP per unit cost is \$1,113 and the proposed budget assumes an average 99% lease-up per month of 5,684 contracts. The projected restricted HAP reserve for CY 2010 is approximately \$2 million.
- CY 2010 Section 8 administrative fees will be paid on the basis of units leased as of the first day of each month. The average fee rate for CY 2010 is \$88.81 (a 4% increase from 2009) and it is estimated to be \$101.24 (14% more than 2010) for CY 2011. The partnership with the Alameda County Behavioral Health Care Services and the additional 75 vouchers for the Veterans Affairs Supportive Housing (VASH) program will provide additional administrative fee revenues.
- The projection for our incoming portability reflects an average of 1,600 contracts that we will bill to other housing authorities (primarily Oakland). We earn only 80% of the administrative fees for these contracts. The average fee used is \$70.52 per unit per month for 2010 and \$80.39 per unit per month for 2011. This is \$18 and \$21 less per unit, respectively, than what we earn for our own admin fees. There are a few voucher holders (average of 100) of our own that move into other housing authorities' jurisdictions.
- Investment income is budgeted at a 0.15% rate of return.
- Fraud recovery income is based on an average monthly receipt per the outstanding repayment agreements. Per HUD regulations, HACA will retain 50% of fraud recoveries with the other 50% going to HUD.

- Other income: HUD grant funding for the FSS staff is anticipated to continue and is \$204,000.
- Miscellaneous income includes a portion of the \$60,000 per year payment from the City of Dublin for staff costs associated with the disposition of the Arroyo Vista property.

PUBLIC HOUSING PROGRAM

There is a projected income of \$438. The projected balance of the reserves at the fiscal year ending June 30, 2011 is approximately \$111,000.

- In response to the continued decrease in funding, declining reserve levels and increasing costs of operation and improvements to the aging public housing stock, HACA has applied for HUD approval to dispose of 58 existing public housing units and convert them to project-based HCV. It is anticipated that the disposition of these units will be approved in the fall and that 58 vouchers will be provided by HUD by January 2011. In lieu of operating subsidy for these units, HACA will receive an asset repositioning fee which will supplement the costs associated with the administration and management of the disposition efforts. The remaining public housing units will continue to be eligible for operating subsidy funding. The budgeted HUD funding is \$398,218.
- 20% percent of the Capital Fund grant for FFY 2009 and 15% of the estimated FFY 2010 grant are budgeted for operations and administrative expenses.
- Rental income is based on 98% occupancy at \$385 average rent.
- Investment income assumes a 0.15% rate of return.
- HACA owns non-public housing units in Hayward (nine) and in Emeryville (six) that are rented to low-income families. For capital expenditures, these projects have their own reserves. We also own our former Mission Blvd. office and it is expected to be leased up. The estimated net income from leasing the building is reflected in the budget. There are also three houses owned by Union City that we manage for a fee. Public Housing staff provides property management and administrative services to these projects and a fee for service charge from each project is included as miscellaneous income.

Expenses

HOUSING CHOICE VOUCHER PROGRAM

- Indirect costs associated with more than one program are allocated using the percentage of total program unit method.
- All positions are budgeted at their highest level salaries, regardless of the actual salary levels of the employees. Employee benefits are budgeted at 50% of salaries.
 - The duties of the Administrative Services Assistant position will be redistributed. The maintenance duties were given to the recently created Maintenance and Modernization Manager. The procurement duties will be assigned to a Procurement Analyst and the human resources duties to a Human Resource Analyst. The Administrative Analyst position, which is currently doing the procurement work, was provisional and its term will expire.
 - Two Administrative Clerk positions will be reclassified to two Eligibility Technician positions. The Admin Clerk positions will not be filled.
- Administrative expenses generally remained the same or were increased by a 5% inflation factor. Total administrative cost is 1% less than what was budgeted last fiscal year.
- There are no capital equipment purchases budgeted this year.
- Insurance costs are primarily the same as last year with the exception of Worker's Compensation which increased 21%.

PUBLIC HOUSING PROGRAM

- A third maintenance worker position will be added. Employee benefits are budgeted at 50% of salaries.
- Administrative costs increased by 9% overall.
- Total maintenance costs decreased by 30%. Twenty percent of the Capital Funds for FFY 2009 and 15% of the estimated Capital Funds for FFY 2010 will be used to offset materials and contract costs.
- Insurance costs increased by 35%.

HOUSING DEVELOPMENT (LOCAL) FUND, PARK TERRACE, AND OCEAN AVENUE

- HACA maintains a Housing Development (Local) Fund for low-income housing development and rehabilitation and management improvements. It has a projected operating reserve balance at the beginning of the fiscal year of \$9.4 million and its budget projects an income of \$785.

Over the past fiscal years, your Commission has approved the use of the Local Fund for the Electronic Content Management (ECM) project, the Office Remodel project and the replacement of the Housing Software.

- Park Terrace consists of nine units in Hayward that are non-HUD assisted and rented to low income families. Park Terrace's projected operating reserve balance at the beginning of the fiscal year is \$884,650 and its budget projects an income of \$21,701 for the fiscal year ending June 30, 2011.
- Ocean Avenue consists of six units in Emeryville that are non-HUD assisted and rented to low income families. Ocean Avenue's projected operating reserve balance at the beginning of the fiscal year is \$656,976 and its budget projects an income of \$14,042 for the fiscal year ending June 30, 2011.

For the fiscal year ending June 30, 2011, an agency-wide projected net income of \$42,151 is estimated, which will increase the total reserve balance from \$13.294 to \$13.336 million.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
BUDGET STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE FISCAL YEAR ENDING JUNE 30, 2011

	Housing Choice Voucher		Low Rent Public Housing		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2010	Proposed 2011	Approved 2010	Proposed 2011	Approved 2010	Proposed 2011	Approved 2010	Proposed 2011	Approved 2010	Proposed 2011	Approved 2010	Proposed 2011
Revenues												
Rental revenue - tenants	-	-	1,111,920	1,030,260	227,276	245,276	112,257	116,754	66,126	67,437	1,517,579	1,459,727
Other revenue -tenants	-	-	20,000	10,000	-	-	-	300	2,000	500	22,000	10,800
HUD PHA grants	7,508,129	8,060,912	410,989	398,218	-	-	-	-	-	-	7,919,118	8,459,130
Capital Fund grants	-	-	257,657	231,178	-	-	-	-	-	-	257,657	231,178
Other revenue	348,000	358,200	74,863	71,956	35,875	42,000	-	-	-	500	458,738	472,656
Transfer of Equity to PH	-	-	76,800	76,800	(76,800)	(76,800)	-	-	-	-	-	-
Investment income	34,000	3,600	9,375	900	145,000	31,535	18,400	1,320	13,340	953	220,115	38,308
Total revenues	7,890,129	8,422,712	1,961,604	1,819,312	331,351	242,011	130,657	118,374	81,466	69,390	10,395,207	10,671,799
Expenses												
Administrative salaries	4,400,371	4,749,188	384,945	312,533	-	-	-	-	-	-	4,785,316	5,061,721
Administrative expenses	1,105,936	1,099,199	59,446	64,902	72,750	72,750	36,607	33,872	24,572	25,748	1,299,311	1,296,471
Tenant service	-	-	13,000	13,000	-	-	-	-	-	-	13,000	13,000
Utilities	-	-	160,598	143,199	51,784	49,318	2,000	500	6,719	6,100	221,101	199,117
Maintenance Salaries	-	-	122,424	189,144	-	-	-	-	-	-	122,424	189,144
Maintenance and operations	-	-	891,023	666,751	143,513	111,742	65,048	60,101	37,500	22,500	1,137,084	861,094
General expenses	170,807	194,547	162,023	178,505	6,271	7,416	2,200	2,200	1,000	1,000	342,301	383,668
Employee Benefits	2,200,184	2,374,593	253,686	250,840	-	-	-	-	-	-	2,453,870	2,625,433
Capital Eqpt Purchase	-	-	-	-	-	-	-	-	-	-	-	-
Total expenses	7,877,298	8,417,527	2,047,145	1,818,874	274,318	241,226	105,855	96,673	69,791	55,348	10,374,407	10,629,648
Budgeted Income (Loss)	12,831	5,185	(85,541)	438	57,033	785	24,802	21,701	11,675	14,042	20,800	42,151
Unrestricted Net Assets - est. bal. 7/1/10		2,263,711		110,293		9,378,446		884,650		656,976		13,294,076
Unrestricted Net Assets - budgeted bal. 6/30/11		2,268,896		110,731		9,379,231		906,351		671,018		13,336,227

OPERATING BUDGET FYE JUNE 30, 2011

DETAIL ON:

Administrative Expenses

Maintenance and Operations

General Expenses

Budgeted Positions

For:

- Housing Choice Vouchers
- Public Housing
- Housing Development Fund
- Park Terrace
- Ocean Avenue

ADMINISTRATIVE EXPENSES

**HOUSING CHOICE VOUCHER PROGRAM
OPERATING BUDGET FYE JUNE 30, 2011**

ADMINISTRATIVE EXPENSES

SCHEDULE C-1 FY 2011 ADMINISTRATIVE EXPENSES	2010 BUDGET	2011 BUDGET	Difference	% change
Legal Fees	50,000	60,000	10,000	20%
Staff Training	33,000	34,600	1,600	5%
Mileage Payments	23,947	20,000	(3,948)	-16%
Conference Travel	20,508	22,455	1,947	9%
Auditing Fees	15,813	17,500	1,688	11%
Office Bldg. Expenses	125,000	143,000	18,000	14%
Office Supplies	64,186	67,395	3,209	5%
Photocopy/Copier expense	16,454	17,277	823	5%
Furniture/Equip. Non-Cap.- non MIS	10,000	5,000	(5,000)	-50%
Admin. Vehicles	18,896	15,000	(3,896)	-21%
Publications- subscriptions	18,000	18,000	0	0%
Recruitment exp recruitment ads	5,000	5,000	0	0%
Membership Dues	27,000	27,000	0	0%
Telephone	65,137	50,000	(15,137)	-23%
Contract/Consultant Services:				
Temporary Personnel	98,264	108,264	10,000	10%
Misc Contracts	123,123	94,781	(28,342)	-23%
Computer Software Services	117,924	119,517	1,593	1%
Computer Software Services (disaster)	6,552	5,256	(1,296)	-20%
Furniture/Equip. Non-Cap.- MIS (attached)	21,599	14,897	(6,702)	-31%
Leases or Rentals	2,070	2,070	0	0%
Equipment Maintenance:				
Other Equipment (except copier)	19,087	9,087	(10,000)	-52%
Postage	100,973	106,022	5,049	5%
Printing	54,740	57,477	2,737	5%
Commission Meetings	6,600	6,600	0	0%
Miscellaneous	62,061	73,000	10,939	18%
TOTAL	1,105,936	1,099,199	(6,737)	-1%

SCHEDULE C-1 ADMINISTRATIVE EXPENSES

HOUSING CHOICE VOUCHER PROGRAM
OPERATING BUDGET FYE JUNE 30, 2011
CONFERENCE TRAVEL

SCHEDULE C-2 FY 2011 CONFERENCE TRAVEL		LOCATION	ATTENDEES	EST. COST PER PERSON		TOTAL TRAVEL SECTION 8
July 22-24, 2010	NAHRO Summer Conference	Boston, MA	Staff Comm	1	3,130	3,130
Oct 31 - Nov 2, 2010	NAHRO National Conference	Reno, NV	Staff Comm	1 1	1,778	3,556
November 6-9, 2010	PSWRC Fall Workshop	Henderson, NV	Staff Comm	2 1	1,103	3,309
March 28-30, 2011	NAHRO Legislative Conference	Washington, DC	Staff Comm	1 1	3,130	6,260
May 7, 2011	PSWRC Spring Conference	San Francisco, CA	Staff Comm	2 1	400	1,200
TBA	Miscellaneous Conferences	various	Staff Comm		5,000	5,000
TOTAL CONFERENCE TRAVEL						<u>22,455</u>
NOTE: Estimated costs includes registration, transportation, hotel accommodations and per diem.						
TBA	Staff Training -HAFS				5,800	
	Staff Training -HAHM				5,800	
	Staff Training - Admin SVCS				4,000	
	Staff Training - Accounting				4,000	
	IT Training from IT schedule				15,000	
		Staff Training	Total		<u>34,600</u>	

**PUBLIC HOUSING PROGRAM
OPERATING BUDGET FYE JUNE 30, 2011**

ADMINISTRATIVE EXPENSES

SCHEDULE C-1

FY 2011

ADMINISTRATIVE EXPENSES

		2010 BUDGET	2011 BUDGET	Difference	% change
Legal Fees	4130.00	13,000	7,482	(5,518)	-42%
Staff Training	4140.00	2,000	912	(1,088)	-54%
Mileage Payments	4150.01	3,100	3,808	708	23%
Auditing Fees	4170.00	8,223	8,634	411	5%
Office Supplies	4190.01	3,000	1,948	(1,052)	-35%
Furniture/Equip. Non-Cap.	4190.04	2,000	899	(1,101)	-55%
Publications/Calendars	4190.06	1,000	81	(919)	-92%
Membership Dues	4190.07	0	55	55	
Telephone	4190.08	6,521	3,591	(2,930)	-45%
Contract/Consultant Services:	4190.09	0	0	0	
Temporary Personnel		0	8,213	8,213	
Miscellaneous Contracts		0	0	0	
Computer Svc	4190.10	3,685	4,684	999	27%
Leases/Rentals	4190.11	4,700	586	(4,114)	-88%
Equipment Maintenance:	4190.12	0	0	0	
Computer Hardware		0	0	0	
Other Equipment		0	0	0	
Postage	4190.13	1,658	0	(1,658)	-100%
Printing	4190.14	2,360	505	(1,855)	-79%
Miscellaneous(incl. tow exp)	4190.15	7,000	22,874	15,874	227%
Commission Meetings	4190.16	1,200	630	(570)	-48%
TOTAL		59,446	64,902	5,456	9%

SCHEDULE C- 1 ADMINISTRATIVE EXPENSES

**HOUSING DEVELOPMENT FUND
OPERATING BUDGET FYE JUNE 30, 2011**

ADMINISTRATIVE EXPENSES

FY 2011 ADMINISTRATIVE EXPENSES	GENERAL	ATHERTON BLDG.	MISSION BLVD.	2010 BUDGET	2011 BUDGET	DIFFERENCE	% CHANGE
ADMIN EXPENSES							
Administrative	60,000			60,000	60,000	-	-
Scholarships	12,750			12,750	12,750	-	-
TOTAL ADMIN EXPENSES	72,750			72,750	72,750		

**PARK TERRACE
OPERATING BUDGET FYE JUNE 30, 2011**

ADMINISTRATIVE EXPENSES

SCHEDULE B

FY 2011

ADMINISTRATIVE EXPENSES	2010 BUDGET	2011 BUDGET	Difference	% Change
Legal Fees	0	0	0	0%
Property Mgmt Fee	31,607	33,372	1,765	6%
Contract Services	5,000	0	(5,000)	-100%
Miscellaneous	0	500	500	
TOTAL	36,607	33,872	(2,735)	-7%

**OCEAN AVENUE
OPERATING BUDGET FYE JUNE 30, 2011**

ADMINISTRATIVE EXPENSES

SCHEDULE B

FY 2011

ADMINISTRATIVE EXPENSES	2010 BUDGET	2011 BUDGET	Difference	% Change
Legal Fees	2,000	2,000	0	0%
Property Mgmt Fee	21,072	22,248	1,176	6%
Contract Services	0	0	0	0%
Printing	0	0	0	0%
Miscellaneous	1,500	1,500	0	0%
TOTAL	24,572	25,748	1,176	5%

MAINTENANCE AND OPERATIONS

**PUBLIC HOUSING PROGRAM
OPERATING BUDGET FYE JUNE 30, 2011**

MAINTENANCE AND OPERATIONS

FY 2011 MAINTENANCE AND OPERATIONS	2010 BUDGET	2011 BUDGET	DIFFERENCE	% CHANGE
MATERIALS				
Grounds & Gardening	0	0	0	0%
Paint & Supplies	5,000	3,600	(1,400)	-28%
Repair Parts	67,000	50,200	(16,800)	-25%
Appliances & Fixtures	49,000	23,800	(25,200)	-51%
Locks & Keys	3,500	1,000	(2,500)	-71%
Miscellaneous	961	2,000	1039	108%
 TOTAL MATERIALS	125,461	80,600	(45,901)	-36%
CONTRACT COSTS				
Vehicles	15,000	4,500	(10,500)	-70%
Garbage Service	68,544	71,000	2,456	4%
Repair Contractors	400,000	331,851	(68,149)	-17%
Communications	500	0	(500)	-100%
Equip. Repair or Rental	1,600	800	(800)	-50%
Window Covers	5,000	6,200	1,200	24%
Condo Fees	73,918	74,800	882	1%
Landscape Services	86,000	86,000	0	0%
Maint. Shop Expense	10,000	11,000	1,000	10%
Special Projects Improvements (UFAS)	70,000	0	(70,000)	-100%
Miscellaneous	35,000	0	(35,000)	-100%
 TOTAL CONTRACT COSTS	765,562	586,151		
TOTAL	891,023	666,751		

**HOUSING DEVELOPMENT FUND
OPERATING BUDGET FYE JUNE 30, 2011**

MAINTENANCE AND OPERATIONS

FY2011

MAINTENANCE AND OPERATIONS

MAINTENANCE & OPERATIONS	GENERAL	ATHERTON BLDG.	MISSION BLVD.	2010 BUDGET	2011 BUDGET	DIFFERENCE	% CHANGE
Janitorial		50,143		51,555	50,143	(1,412)	-3%
Landscape Service		5,867	2,440	8,723	8,307	(416)	-5%
Garbage Service		8,025	3,693	11,336	11,718	382	3%
Repairs		17,669	8,678	43,277	26,348	(16,929)	-39%
Heating/AC		4,146	0	6,209	4,146	(2,063)	-33%
Other Maintenance		1,654	0	3,404	1,654	(1,750)	-51%
Building Security		812	1,199	3,946	2,011	(1,935)	-49%
Contract Services		0	3,005	11,980	3,005	(8,975)	-75%
Other		2,200	2,190	3,083	4,410	1,327	43%
TOTAL		90,516	21,205	143,513	111,742	(31,771)	-22%

**PARK TERRACE
OPERATING BUDGET FYE JUNE 30, 2011**

MAINTENANCE AND OPERATIONS

SCHEDULE C

FY 2011	2010 BUDGET	2011 BUDGET	Difference	% Change
MAINTENANCE COSTS				
MATERIALS				
Repair Parts	1,000	1,000	0	0%
Appliances and Fixtures	5,000	3,500	(1,500)	-30%
Locks and Keys	0	-	0	0%
Miscellaneous	0	-	0	0%
TOTAL MATERIALS	6,000	4,500	(1,500)	-25%
CONTRACT COSTS				
Repair Contractors	30,000	23,000	(7,000)	-23%
Equip. Repair or Rental	0	0	0	0%
Window Covering	1,200	600	(600)	-50%
Other Contract Cost	0	0	0	0%
Condo Fees	27,847	32,000	4,153	15%
Miscellaneous	0	0	0	0%
TOTAL CONTRACT COSTS	59,047	55,601	(3,446)	-6%
TOTAL	65,047	60,101	(4,946)	-7.6%

**OCEAN AVENUE
OPERATING BUDGET FYE JUNE 30, 2011**

MAINTENANCE AND OPERATIONS

SCHEDULE C

FY 2011	2010 BUDGET	2011 BUDGET	Difference	% Change
MAINTENANCE COSTS				
MATERIALS				
Repair Parts	500	500	0	0%
Appliances and Fixtures	1,500	1,500	0	0%
Locks and Keys	0	0	0	0%
Miscellaneous	0	0	0	0%
TOTAL MATERIALS	2,000	2,000	0	0%
CONTRACT COSTS				
Garbage Service	1,000	1,000	0	0
Repair Contractors	25,000	10,000	(15,000)	-60%
Window Covering	1,000	1,000	0	0
Landscape Services	7,500	7,500	0	0
Other	1,000	1,000	0	0
TOTAL CONTRACT COSTS	35,500	20,500	(15,000)	-42%
TOTAL	37,500	22,500	(15,000)	-40%

GENERAL EXPENSES

**HOUSING CHOICE VOUCHER PROGRAM
OPERATING BUDGET FYE JUNE 30, 2011**

GENERAL EXPENSES

SCHEDULE E FY 2011 GENERAL EXPENSES	2010 BUDGET	2011 BUDGET	DIFFERENCE	% Change
General Liability	26,000	26,000	0	0%
Automotive	6,500	6,500	0	0%
Worker's Compensation	111,307	135,047	23,740	21%
Unemployment	27,000	27,000	0	0%
TOTAL	170,807	194,547	23,740	14%

SCHEDULE E GENERAL EXPENSES

**PUBLIC HOUSING PROGRAM
OPERATING BUDGET FYE JUNE 30, 2011**

GENERAL EXPENSES

SCHEDULE E FY 2011 GENERAL EXPENSES	2010 BUDGET	2011 BUDGET	Difference	% change
INSURANCE				
General Liability	4,000	4,000	0	0%
Property	19,166	19,166	0	0%
Automotive	2,500	2,500	0	0%
Worker's Compensation	37,118	60,027	22,909	62%
Unemployment	2,107	2,107	0	0%
TOTAL INSURANCE	64,891	87,800	22,909	35%
TAX-IN LIEU OF	95,132	88,706	(6,426)	-7%
COLLECTION LOSS	1,000	1,000	0	0%
MISCELLANEOUS	1,000	1,000	0	0%
TOTAL	162,023	178,505	(237,474)	-12%

PARK TERRACE
OPERATING BUDGET FYE JUNE 30, 2011

GENERAL EXPENSES

SCHEDULE D

FY 2011

GENERAL EXPENSES

	2010 BUDGET	2011 BUDGET	DIFFERENCE	% change
Property insurance	1,200	1,200	0	0%
Miscellaneous	1,000	1,000	0	0%
TOTAL	2,200	2,200	0	0%

OCEAN AVENUE
OPERATING BUDGET FYE JUNE 30, 2011

GENERAL EXPENSES

SCHEDULE D

FY 2011

GENERAL EXPENSES

	2010 BUDGET	2011 BUDGET	DIFFERENCE	% change
Property Insurance	1,000	1,000	0	0%
TOTAL	1,000	1,000	0	0%

SCHEDULE D GENERAL EXPENSES

BUDGETED POSITIONS

OPERATING BUDGET FYE JUNE 30, 2011

BUDGETED POSITIONS

Classification	Full-Time Equivalent (FTE)	Monthly Salary Range	
		Minimum	Maximum/Control
Account Specialist	7	\$3,610	\$4,291
Accountant	1	\$5,342	\$7,209
Administrative Clerk	12	\$3,452	\$4,089
Deputy Director for Operations	1	\$8,538	\$11,525
Deputy Director for Programs	1	\$8,538	\$11,525
Eligibility Leadworker	2	\$4,253	\$5,106
Eligibility Technician	15	\$3,828	\$4,549
Executive Assistant	1	\$4,384	\$5,918
Executive Director	1	\$10,399	\$14,042
Finance Director	1	\$8,126	\$10,970
FSS Coordinator	2	\$4,072	\$4,884
FSS Leadworker (HO/FSS)	1	\$4,480	\$5,372
Housing Assistance & Family Services Manager	1	\$7,007	\$9,460
Housing Assistance & Housing Management Manager	1	\$7,007	\$9,460
Housing Inspector	4	\$3,943	\$4,729
Housing Management Assistant	1	\$4,072	\$4,884
Housing Management Leadworker	1	\$5,208	\$6,394
Housing Specialist	12	\$4,524	\$5,428
Human Resources Analyst	1	\$5,473	\$7,390
Information Technology Manager	1	\$7,734	\$10,440
Leasing Services Leadworker	2	\$4,880	\$5,925
Maintenance & Modernization Manager	1	\$6,190	\$8,358
Maintenance Worker II	3	\$5,254	\$5,254
Network Administrator	1	\$5,610	\$7,574
Procurement Analyst	1	\$4,957	\$6,692
Program Integrity Officer	1	**	
Secretary	1	\$3,535	\$4,306
Senior Administrative Analyst	1	\$6,040	\$8,158
Total	78		

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

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 09-10

**RESOLUTION APPROVING THE OPERATING BUDGET FOR
JULY 1, 2010 – JUNE 30, 2011 FISCAL YEAR**

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

WHEREAS, operating budgets for the Housing Authority's various programs must be adopted for the fiscal year July 1, 2010 – June 30, 2011; and

WHEREAS, the fiscal year 2011 is a transition year and has considerable changes from the prior year that affect revenues and expenses; and

WHEREAS, these changes for the Housing Authority include an amendment to the list of the Housing Authority's budgeted positions and to the allocation of indirect costs associated with more than one program; and

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

NOW THEREFORE BE IT RESOLVED, that the Housing Commission does hereby adopt the proposed budgets for the various Programs as presented and approves the list of budgeted positions.

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

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

Anu Natarajan
Commission Chairperson

Attest:

Christine Gouig
Executive Director/Commission Secretary

Adopted: _____

PHA Board Resolution
Approving Operating Budget

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

OMB No. 2577-0026
(exp. 12/31/2012)

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

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

PHA Name: Alameda County Hsg Auth

PHA Code: CA 067

PHA Fiscal Year Beginning: July 1, 2010

Board Resolution Number: 09-10

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

DATE

- ☒ Operating Budget approved by Board resolution on: 06/16/2010
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

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

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

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

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

Print Board Chairperson's Name: Anu Natarajan	Signature:	Date: 06/16/2010
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HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: June 16, 2010

Subject: Collection Loss Write-Off for the fiscal year ending June 30, 2010

Exhibits Attached: Resolution No. 10-10 Approving a Collection Loss Write-off

Recommendation: Adopt Resolution

Financial Statement: Collection Loss of \$581

BACKGROUND

Toward the end of every fiscal year, in accordance with generally accepted accounting practices, staff brings to your Commission a recommendation to write off certain Accounts Receivable for Vacated Tenant Accounts. Staff cannot write off these amounts itself; Commission action is required. Your approval will authorize staff to transfer these amounts on our books from Accounts Receivable to the Collection Loss Expense Account. This action does not prevent the Housing Authority from continuing to pursue collection and, in fact, we have turned over these accounts to our collection agent.

The schedule of recommended write-offs below is a combination of the Public Housing and Park Terrace program Accounts Receivable totaling \$581. Last year, the write-offs totaled \$6,181.

Collection Loss Write-Off Fiscal Year Ending June 30, 2010

PROJECT	TENANT #	VACATE DATE	RENT	MAINT.	OTHER	TOTAL
Union City	960128	04/07/09	190	0	30	220
Union City	27064	05/15/09	126	0	30	156
Park Terrace	26594	08/23/09	175	0	30	205
TOTAL			491	0	90	581

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 10-10

**RESOLUTION APPROVING A COLLECTION LOSS WRITE-OFF
FOR FISCAL YEAR ENDING JUNE 30, 2010**

WHEREAS, the Housing Authority of the County of Alameda has certain vacated Tenant Accounts Receivable in the Public Housing and Park Terrace Programs where collection efforts have been exhausted; and

WHEREAS, it is appropriate for these Tenant Accounts Receivable to be charged to Collection Loss Expense for the Fiscal Year ending June 30, 2010; and

WHEREAS, the above-described transfer does not constitute a release of any debtor for liability for payment of any amount;

NOW THEREFORE BE IT RESOLVED, that the Finance Director is hereby directed to record said accounts totaling \$581.00 for the Public Housing and Park Terrace Programs as a Collection Loss expense.

PASSED, APPROVED AND ADOPTED by the Commissioners of the Housing Authority of the County of Alameda on June 16, 2010, by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

Anu Natarajan
Housing Commission Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: June 16, 2010

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: June 16, 2010

Subject: Revision to Section 8 Administrative Plan

Exhibits Attached: Marked-up version of proposed revisions

Recommendation: Approve the Proposed Revisions

Financial Statement: None

BACKGROUND

Congress has directed HUD to have research conducted to determine the impact of various service and housing interventions in ending homelessness for families. HUD has selected a contractor to compare four types of housing assistance and services in an experiment in 12 communities across the country to determine which interventions work best to promote housing stability, family preservation, child well-being, adult well-being, and self-sufficiency.

Alameda County has been selected as a study community for one of the four interventions—the *subsidy only* intervention, which provides a permanent housing subsidy in the form of a Housing Choice Voucher or other permanent housing subsidy to homeless families who volunteer to participate. Other interventions include transitional housing, rapid re-housing, and usual care.

HUD's contractor will be responsible for all aspects of the evaluation. HACA will not have to undertake any study tasks. In order to participate in the study, HACA does need to amend its Administrative Plan in order to open its wait list for homeless families who are enrolled in the study and who have been randomly assigned to the *subsidy only* intervention, and to establish a preference for these study participants.

HACA will contribute 10 permanent vouchers to the study, for which HUD will pay HACA an incentive fee of \$1,000 for each voucher that HACA issues to a family enrolled in the study. The Oakland Housing Authority will contribute 40 vouchers and the Berkeley Housing Authority 10 vouchers.

DISCUSSION and ANALYSIS

1. Section 4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]. Adds as an exception to the HACA Policy specifying when the wait list is closed, a statement that the wait list is open to the extent necessary to assist an otherwise eligible category of applicants that is eligible as set forth by a HUD award of funding to HACA, and/or a HUD

designation of assistance, for a targeted category of Section 8 eligible families.

2. Section 4-III.B. SELECTION AND HCV FUNDING SOURCES. Expands the HACA Policy regarding Targeted Funding to include any specified category of families for which HUD may designate assistance (not just one for which HUD may award funding).

4-IL.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

HACA Policy

Except as set forth in the following paragraphs, HACA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants.

The wait list is always open to an otherwise eligible applicant that:

- is a *Displaced family, or Displaced family—HACA-owned or HACA-managed housing* as set forth in the *Glossary*;
- qualifies for the *Public Housing Mishoused Preference* as set forth in the *Glossary*;
- is a *PBV In-Place Family* living in a Project-Based Voucher contract unit approved by HACA after May 1, 2009 as set forth in Chapter 17-VI.B.
- is a disabled family that is in need of services offered at a particular Project-Based Voucher project approved by HACA after May 1, 2009 if the units are limited to families (including individuals):
 - With disabilities that significantly interfere with their ability to obtain and maintain themselves in housing;
 - Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and
 - For whom such services cannot be provided in a non-segregated setting as set forth in Chapter 17-VI.C.
- is referred by an owner participating in HACA's Project-Based Voucher Program or Moderate Rehabilitation Program in instances when HACA failed to provide sufficient eligible families from the wait list to fill a vacancy within 30 days of the owner's notification to HACA of the vacancy;
- is eligible as set forth by a HUD award of funding to HACA for a targeted category of Section 8 eligible families; or
- is an emancipated youth currently receiving housing assistance from HACA pursuant to HUD's Family Unification Program (FUP) regulations effective 2009 or later who, as determined by the Alameda County Social Services Agency, has successfully graduated from FUP and has been referred to HACA by Alameda County Social Services.

The wait list is open to the extent necessary to assist an otherwise eligible category of applicants that is eligible as set forth by a HUD award of funding to HACA, and/or a HUD designation of assistance, for a targeted category of Section 8 eligible families.

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Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until HACA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

HACA Policy

HACA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

HACA will give public notice by publishing the relevant information:

- on the HACA website, www.haca.net;
- through public notices and advertisements in the Local or Public Notice Sections of newspapers that serve its jurisdiction;
- in appropriate foreign language publications;
- by sending notices to:
 - community service providers in HACA's service area;
 - City housing departments;

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families receive assistance from the waiting list depends on the selection method chosen by HACA and is impacted in part by any selection preferences that the family qualifies for. The source of HCV funding also may affect the order in which families are selected from the waiting list.

HACA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to HACA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition or disposition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, HACA may admit families that are not on the waiting list, or without considering the family's position on the waiting list. HACA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award HACA funding, and/or designate assistance, for a specified category of families on the waiting list. HACA must use this funding only to assist the families within the specified category.

HACA Policy

For any specified category of families for which HUD may award funding to HACA, and/or designate assistance for, HACA will select the applicant for assistance in the following order:

- If set forth by the HUD funding award, in that order;
- If not set forth by the HUD funding award, in the order of first come, first served.

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 16, 2010

Subject: Revision to Section 8 Administrative Plan (Admin Plan)

Exhibits Attached: Proposed new Exhibit 2-3

Recommendation: Approve the new Exhibit 2-3

Financial Statement: n/a

BACKGROUND

In April 2010, HUD published a Notice of Funding Availability (NOFA) for Section 8 vouchers for non-elderly persons with disabilities. Applications are due July 7.

The NOFA requires housing authorities who want to apply for the vouchers to include an addendum to their Section 8 Admin Plan that outlines reasonable steps the housing authority will take to affirmatively further fair housing in regard to the vouchers awarded under the NOFA. This is required even though many of the components of this addendum are already part of the Admin Plan.

DISCUSSION AND ANALYSIS

The proposed Admin Plan Exhibit 2-3 is attached. It lists 18 actions HACA will take to facilitate the use of HACA's programs by the non-elderly disabled and to provide information on resources and complaint procedures to such applicants and participants.

EXHIBIT 2-3: Reasonable Steps HACA Will Take to Affirmatively Further Fair Housing in Its Housing Choice Voucher (HCV) Rental Assistance for Non-Elderly Persons With Disabilities Program

HACA will take the following reasonable steps to affirmatively further fair housing in its Housing Choice Voucher Rental Assistance for Non-Elderly Persons With Disabilities Program (a.k.a. Money Follows the Person or MFP Program):

1. Offer applicants/participants the opportunity to complete the Supplement to the Application for Federal Assisted Housing (HUD-92006) in which the applicant/participant can name a person for HACA to contact in the event issues arise during the application process or program participation.
2. Inform affected applicants how to file a fair housing complaint by (see Section 2-I.B Non Discrimination, Discrimination Complaints and Section 5-I.B Briefing, Briefing Packet):
 - a. Providing the toll free number for the Housing Discrimination Hotline: 1-800-669-9777 and the Federal Information Relay Service: 1-800-887-8339,
 - b. Providing HUD's "Are You a Victim of Discrimination?" brochure which includes a Housing Discrimination Complaint form and contact information for the Department of Housing and Urban Development's California Office of Fair Housing, and
 - c. Upon request, providing fair housing material in alternative formats for participants with disabilities (see Section 2-II.F Program Accessibility for Persons with Hearing or Vision Impairments).
3. Market the program to all eligible persons, including persons with disabilities and persons with limited English proficiency (see Section 4-II.D Family Outreach).
4. Comply with state laws prohibiting discrimination in housing based upon sexual orientation or gender identity and lawful source of income.
5. Make buildings and communications that facilitate applications and service delivery accessible to persons with disabilities.
6. Provide referrals to fair housing agencies such as Eden Council for Hope & Opportunity (ECHO).
7. Recruit landlords and service providers in areas that expand housing choice to program participants to meet goals of homeownership and housing mobility.
8. Not deny other housing opportunities to persons who qualify for a HCV under this program, or otherwise restrict access to HACA programs to eligible applicants who choose not to participate in accordance with the policies in HACA's Administrative Plan, by announcements on HACA's website, Wait List Information Line, postings in HACA's lobby and via public notice.
9. Provide upon request the adopted written procedures for addressing requests for reasonable accommodations for people with disabilities (see Part II).
10. Notify applicants and participants in writing if they require any type of accommodations at the time of application, reexamination, and on notices of adverse action by HACA (see Section 2-II.A Policies Related to Persons with Disabilities Overview).
11. Assure that people with disabilities have access to all HACA's programs and services through the use of a "sole persons with disabilities" selection preference (see Section 4-III.C Selection Method).
12. Maintain protocols for effective communication with people with disabilities in applications and recertification of eligibility by permitting applications and reexaminations to be completed by

mail or conducting home visits (see Section 2-II.B. Definition of Reasonable Accommodation, Types of Reasonable Accommodations).

13. Provide a participant with disabilities a list of accessible units that may be rented with HCV assistance and assist the family in locating an available accessible unit, if necessary, such as a referral to 211 for an evaluation of which Homelessness Prevention and Rapid Re-housing Program (HPRP) programs the participant may be eligible for (see Section 2-II.3G Physical Accessibility and www.endhomelessness.org/.../2609_file_Alameda_County_HPRP_Community_Profile.pdf).
14. Provide time extensions for locating a unit when necessary due to lack of availability of accessible units or special challenges of the family in seeking a unit (see Section 2-II.B Definition of Reasonable Accommodation, Types of Reasonable Accommodations).
15. Use higher payment standards (either within the acceptable range or with HUD approval of a payment standard outside HACA range) if HACA determines this is necessary to enable a person with disabilities to obtain a suitable housing unit (see Section 2-II.B Definition of Reasonable Accommodation, Types of Reasonable Accommodations).
16. Provide a utility allowance amount higher than shown on HACA's utility allowance schedule if a higher allowance is needed as a reasonable accommodation for a family member with a disability (see Section 6-III.D Applying Utility Allowances).
17. Provide an additional bedroom as a reasonable accommodation for a family member with a disability for medical equipment (see Section 5-II.C Exceptions to Subsidy Standards) or a live-in aide (see Section 3-I.M Live-In Aide).
18. Inform applicants about HACA's written Section 504 Grievance Procedures, which includes the contact information of HACA's designated Section 504 Coordinator.

HACA will maintain records of the steps listed above and their impact by:

1. Recording and monitoring the race, ethnicity, familial status, disability status and limited English proficiency status of program participants.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: June 16, 2010

Subject: 2010 Scholarship Program Awards

Exhibits Attached: None

Recommendation: Approve the 2010 HACA Scholarship Awards and consider a change to the Scholarship Program requirements

Financial Statement: \$10,500 from the Local Fund

BACKGROUND

Since 2002, HACA has awarded \$36,926 in scholarships to eligible Section 8 FSS participants and Public Housing residents. Your Commission's Scholarship Committee (Commissioners Gerry, May and Reed) met and reviewed the 13 applications submitted for this year's program and recommends the award of 10 scholarships as shown below, totaling \$10,500:

2010 HACA Scholarship Award Recommendations

Name	GPA	Program	School	Award	Area of Study
Abraham Abdul	3.40	PH	CSU East Bay	\$1250	Math/Business
Marie Cross	2.95	FSS	CSU East Bay	\$750	Nursing
Antonia Currington	2.49	FSS	Laney College	\$750	Business/Accounting
Phi Do	3.69	PH	CSU East Bay	\$1750	Computer Engineering
Allanté M. Grays	3.00	PH	Chabot College	\$750	Architecture
Lanisha Griffin	3.00	FSS	Univ. of Phoenix	\$750	Healthcare
Kassundra Peterson	3.45	PH	UC Riverside	\$1250	Psychology & Women Studies
Violeta Raygoza	3.50	FSS	Chabot College	\$1750	Early Childhood Education
Delano James Hale	2.60	PH	Art Institute of CA	\$750	Audio
Ray Halston III	2.70	PH	Ohlone College	\$750	Theater/Performing Arts

The Scholarship Committee also recommends that your Commission consider changing the program requirements, beginning with next year's (2011) scholarship program, to include a requirement that scholarship applicants participate in an interview with the Scholarship Committee.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 16, 2010

Subject: Nominating Committee

Exhibits Attached: None

Recommendation: Appoint a Nominating Committee

Financial Statement: None

BACKGROUND

Your Commission must appoint a Nominating Committee to select candidates for the positions of Chairperson and Vice Chairperson. While your Bylaws stipulate that the Chairperson can serve no more than two successive full terms, they do not specify the number of terms the Vice Chairperson can serve.

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

BUDGET STATUS **REPORTS**

Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Budget Status Report FYE 2009-2010
April 2010

FY 2010 OPERATING BUDGET	Budgeted @ 4/30/2010	Actual @ 4/30/2010	OVER (UNDER)	PROJECTED TO 6/30/10	SCH. NO.	2009 BUDGET	2010 BUDGET	DIFFERENCE
INCOME								
Investment Income	28,333	1,363	(26,970)	1,636	A1	39,500	34,000	(5,500)
Misc. Income	290,000	282,142	(7,858)	338,571	A1	450,300	348,000	(102,300)
(Fees)	6,256,774	5,999,456	(257,319)	7,199,347	A	6,987,776	7,508,129	520,354
TOTAL INCOME	6,575,108	6,282,961	(292,146)	7,539,554		7,477,576	7,890,129	412,554
EXPENSES								
Administration								
Salaries	3,666,975	3,459,782	(207,193)	4,038,834	B-1&2	4,191,398	4,400,371	208,973
Other Admin.	921,613	1,071,052	149,439	1,285,262	C-1&2	986,473	1,105,936	119,463
Total	4,588,588	4,530,834	(57,754)	5,324,096		5,177,871	5,506,306	328,436
General								
Insurance	142,339	129,755	(12,584)	155,705	E	155,433	170,807	15,374
Employee Benefits	1,833,488	1,646,022	(187,466)	1,975,227		2,095,699	2,200,185	104,486
Miscellaneous	0	0	0	0		0	0	0
Total	1,975,827	1,775,777	(200,050)	2,130,932		2,251,132	2,370,992	119,860
Total Routine Expenses	6,564,415	6,306,611	(257,804)	7,455,028		7,429,003	7,877,298	448,296
Capital Expenditures	0	0	0	0	D2	33,700	0	(33,700)
TOTAL EXPENSES	6,564,415	6,306,611	(257,804)	7,455,028		7,462,703	7,877,298	414,596
NET INCOME (DEFICIT)	10,693	(23,650)	(34,342)	84,525		14,873	12,831	(2,042)

Unrestricted Net Assets-AF @ 6/30/09
Budgeted Income/(Deficit) @ 6/30/10
Projected Unrestricted Net Assets @ 6/30/10

\$ 2,978,208
12,831
\$ 2,991,039

Housing Authority of Alameda County
PUBLIC HOUSING
Budget Status Report FYE 2009-2010
April 2010

FY 2010 OPERATING BUDGET	YTD BUDGET 4/30/2010	YTD ACTUALS 4/30/10	OVER/(UNDER) BUDGET	Projected to 6/30/10	SCH. NO.	2009 BUDGET	2010 BUDGET	Difference
INCOME								
Dwelling Rentals	926,600	838,371	(88,229)	1,006,045	A	1,111,920	1,111,920	0
Investment Income	7,813	658	(7,155)	790		18,400	9,375	(9,025)
Misc. Income	143,052	143,533	481	172,240	**	82,905	171,663	88,758
Operating Subsidy (HUD form 52723)	342,491	320,344	(22,148)	384,413		334,582	410,989	76,407
Capital Grant (salaries/benefits)	126,060	2,518	(123,542)	2,518		105,923	151,272	45,349
TOTAL INCOME	1,546,015	1,305,424	(240,592)	1,566,005		1,653,730	1,855,218	201,488
EXPENSES								
Administration					B-1 & 2			
Salaries	320,788	306,291	(14,497)	367,549	C-1	406,827	384,945	(21,882)
Other Admin.	49,538	56,610	7,071	67,932		51,853	59,446	7,593
Total	370,326	362,900	(7,426)	435,480		458,680	444,391	(14,289)
Tenant Services								
Resident Managers	4,583	2,250	(2,333)	2,700		5,500	5,500	0
Recreation	6,250	7,068	818	7,500		7,500	7,500	0
Total	10,833	9,318	(1,515)	10,200		13,000	13,000	0
Utilities								
Water	75,038	55,913	(19,124)	67,096		90,045	90,045	0
Electricity	16,550	17,098	548	20,518		19,860	19,860	0
Gas	4,744	2,063	(2,680)	2,476		5,693	5,693	0
Sewage	37,500	34,131	(3,369)	40,957		40,156	45,000	4,844
Total	133,832	109,206	(24,624)	131,047		155,754	160,598	4,844
Maintenance					B-2			
Salaries	102,020	105,454	3,434	126,545	D	118,296	122,424	4,128
Materials	104,551	67,224	(37,327)	80,669		76,997	125,461	48,464
Capital Fund Grants	(88,654)	(61,018)	27,636	(73,221)		(175,786)	(106,385)	69,402
Contract Costs	637,968	519,903	(118,065)	623,884	D	677,715	765,562	87,847
Total	755,885	631,564	(124,321)	757,877		697,222	907,062	209,840
General					E			
Insurance	54,076	49,712	(4,363)	59,655		67,553	64,891	(2,662)
Tax-In Lieu Of	79,277	79,276	(1)	95,132		95,617	95,132	(485)
Employee Benefits	211,404	156,024	(55,380)	187,228		262,561	253,685	(8,876)
Collection Loss	833	0	(833)	1,000		1,000	1,000	0
Miscellaneous	833	0	(833)	1,000		1,000	1,000	0
Total	346,423	285,012	(61,410)	344,015		427,731	415,708	(12,023)
Total Routine Expenses	1,617,299	1,398,000	(219,297)	1,678,618		1,752,386	1,940,759	188,373
Capital Expenditure						0	0	0
TOTAL EXPENSES	1,617,299	1,398,000	(219,297)	1,678,618		1,752,386	1,940,759	188,373
NET INCOME (DEFICIT)	(71,284)	(92,577)	(21,295)	(112,614)		(98,656)	(85,541)	13,115

Unrestricted Net Assets @ 6/30/09
Budgeted Net Loss @ 6/30/10
Projected Unrestricted Net Assets @ 6/30/10

\$ 195,834
(85,541)
\$ 110,293

PROGRAM ACTIVITY **REPORTS**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 16, 2010

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of June 1, 2010 the Section 8 Housing Choice Voucher program had 5,519 units under contract. The 6-month lease-up average for the 2010 calendar year is 98.44%.
- **Program Utilization:** As of June 1, 2010 the average HAP subsidy is \$1,070 and the average tenant-paid rent portion is \$358 for an average Contract Rent of \$1,428.
 - ❖ As of June 1, 2010 HACA has 77 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of June 1, 2010 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,549 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 \$4,486.31 in fraud and debt recovery payments for the month of May 2010. A total of \$34,714.47 was retained over the last six months.

HACA retained \$404.50 in Housing Assistance Payment (HAP) overpayments for the month of May 2010. A total of \$3,326.20 was retained over the last six months.
- **Landlord Rental Listings:** As of June 1, 2010 there are 1,146 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. Of those, two are new to the Section 8 program this month. There were 225 active properties listed.

FAMILY SELF SUFFICIENCY

The FSS department co-hosted a homeownership workshop with Consumer Credit Counseling. Homeownership remains the primary goal for many FSS participants. The emphasis throughout the workshop was on understanding the financial aspects of home purchase, including credit requirements, budgeting, and predatory lending. The goal is to enable families to make realistic decisions and to purchase homes that are truly affordable to them.

Staff has been actively recruiting organizations to participate in the FSS annual Health and Resource Fair on August 14, 2010. We will again have an art room and encourage our young artists to prepare a poster for the NAHRO calendar contest, "What Home Means To Me".

While FSS sponsors activities for participants each month, most of staff's time is spent in direct contact with program participants, helping participants to stay on track and accomplish their goals. When a participant faces a challenge, he or she often contacts FSS staff to ask for assistance. The FSS Coordinator helps by problem solving and locating resources.

PUBLIC HOUSING

- **Occupancy:** As of June 1, 2010 the Public Housing program had 222 of 230 units leased and has a 96.81% fiscal year-to-date lease up rate.

This year we received requests from 54 public housing families for tickets to Six Flags Discovery Kingdom-- more than we have ever received. Six Flags matched last year's prices for us and included one free ticket for every 15 purchases. The residents must be current on their rental payments by June 5, 2010 to qualify for the tickets.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
**Section 8 Contract and HAP Report for the month of
MAY 2010**

	Certificates		Vouchers		MAY 2010 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	MAY 2009	MAY 2008
Albany	-	\$ -	43	\$ 45,967	43	\$ 45,967	44	44
Castro Valley	13	\$ 11,453	246	\$ 262,974	259	\$ 274,427	247	255
Dublin	2	\$ 1,762	247	\$ 264,043	249	\$ 265,805	205	188
Emeryville	6	\$ 5,286	89	\$ 95,141	95	\$ 100,427	97	103
Fremont	28	\$ 24,668	1,404	\$ 1,500,876	1,432	\$ 1,525,544	1361	1416
Hayward	112	\$ 98,672	2,307	\$ 2,466,183	2,419	\$ 2,564,855	2392	2417
Newark	3	\$ 2,643	295	\$ 315,355	298	\$ 317,998	293	297
Pleasanton	3	\$ 2,643	147	\$ 157,143	150	\$ 159,786	143	150
San Leandro	20	\$ 17,620	1,306	\$ 1,396,114	1,326	\$ 1,413,734	1311	1281
San Lorenzo	2	\$ 1,762	195	\$ 208,455	197	\$ 210,217	183	185
Union City	3	\$ 2,643	708	\$ 756,852	711	\$ 759,495	685	722
TOTALS	192	\$169,152.00	6,987	\$7,469,103.00	7,179	\$7,638,255.00	6961	7058

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

***based on an average May Housing Assistance Payment (HAP) of \$1069 per voucher contract*

09-10

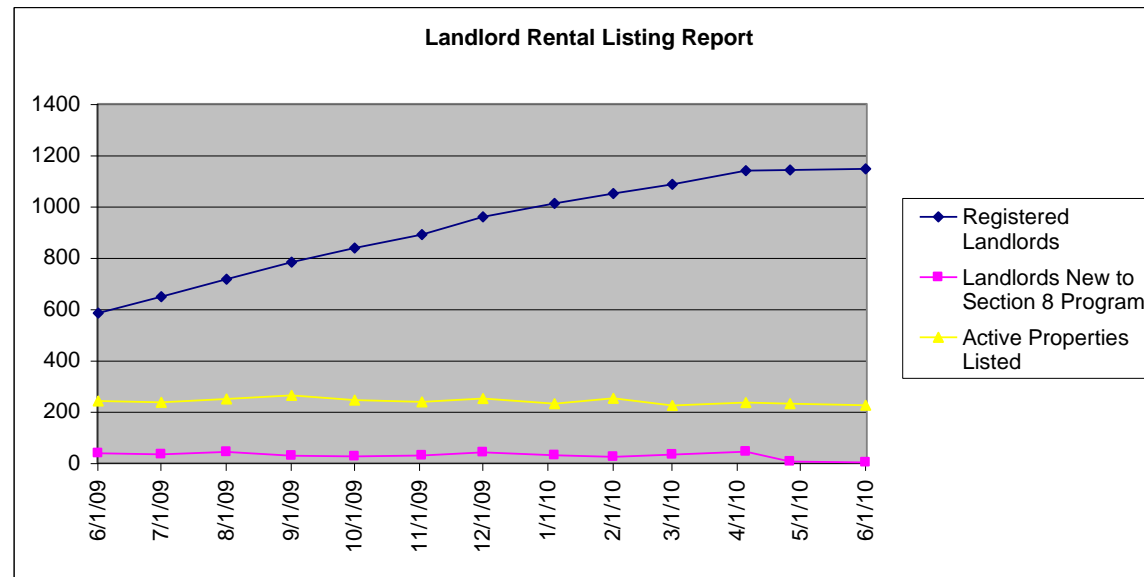
DEBT COLLECTIONS
FYE 6/30/10

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$65.00	\$0.00	\$50.00	\$0.00	\$0.00		\$165.00
<i>FRAUD REPAYMENTS</i>	\$15,456.33	\$8,002.83	\$6,044.44	\$5,083.96	\$4,735.92	\$4,452.94	\$6,236.99	\$6,752.48	\$6,037.31	\$6,748.44	\$4,486.31		\$74,037.95
<i>HAP OVERPAYMENTS</i>	\$686.50	\$538.00	\$691.50	\$570.00	\$501.00	\$576.70	\$613.50	\$785.00	\$557.00	\$389.50	\$404.50		\$6,313.20
TOTALS	\$16,142.83	\$8,540.83	\$6,735.94	\$5,703.96	\$5,236.92	\$5,029.64	\$6,915.49	\$7,537.48	\$6,644.31	\$7,137.94	\$4,890.81	\$0.00	\$80,516.15

Landlord Rental Listing Report

Monthly

	6/1/09	7/1/09	8/1/09	9/1/09	10/1/09	11/2/09	12/1/09	1/4/10	2/1/10	3/1/10	4/5/10	4/26/10	6/1/10
Registered Landlords	584	648	716	783	838	890	959	1012	1050	1086	1139	1142	1146
Landlords New to Section 8 Program	38	33	43	28	25	29	41	30	24	32	44	5	2
Active Properties Listed	241	236	249	263	245	238	251	231	252	224	235	231	225





To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Phyllis Harrison, Linda Evans
Date: May 26, 2010

Program Summary	May 2010
Total Clients under Contract:	197
Graduates:	1
Escrow Disbursed:	\$7,868.01
Ports In:	0
Ports Out:	1
Terminations:	1
New Contracts:	2

FSS Program News:

Workshops

On Saturday May 22, FSS staff in collaboration with Consumer Credit Counseling Services held a workshop called *Homeward Path--Helping You Get There*. The workshop was a follow up to our Section 8 homeownership orientation that was held on Tuesday April 27. *Homeward Path* allowed the participants to learn how to prepare for homeownership. The topics included credit and budgeting, predatory lending practices, community down payment assistance programs, affordable housing opportunities, where to shop for a loan, fee comparisons, different types of loans and understanding loan terms. Twenty-seven participants attended the workshop. The feedback was excellent.

Upcoming Events

Staff is preparing for orientations to recruit new FSS participants. We will have four orientations in June due to the current high volume of interest in the program. So far, 98 people have registered for the various dates and times.

On Saturday August 14, we will have our annual Health and Resource Fair. The various vendors and activities are being finalized. One of the activities will be the NAHRO "What Home Means to Me" poster contest. We participated last year

and one of our artists was selected as one of the 12 national winners. Staff promoted the activity throughout the year in hopes of getting participant interest lined up ahead of time. Outreach is ongoing through our many workshops and mailings.

Referrals = 94 Case Management

Two mass mailings were done to each of our participants with the following information:

- Sysco Systems Warehouse--hiring for various positions
- Women's Health Fair Saturday May 15, 2010
- Registrar of Voters--Poll Worker openings

Our goal is to encourage each of our participants to establish an e-mail account. It's efficient and it helps us save on postage. So far, about half of our participants have indicated they have an e-mail account.

OPEN SESSION

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 16, 2010

Subject: Affirmative Action Appeal of Keandra Rhone

Exhibits Attached: Hearing Procedures

Recommendation: Announce appeal procedures, hear evidentiary appeal, and retire into closed session for deliberations on adjudicatory decision on appeal

Financial Statement: n/a

BACKGROUND

The Housing Authority hired Keandra Rhone as an Administrative Clerk on October 5, 2009. On April 6, 2010 she was rejected from probation before the end of her probationary period.

Ms. Rhone, through her designated representative, Pamela Holmes-Morton, appealed her rejection from probation, claiming it was based solely on Ms. Rhone's race. Ms. Holmes-Morton has written that Ms. Rhone believes the action violates HACA's Affirmative Action Policy and Program.

For this matter, County Counsel will be in attendance to assist your Commission and Cynthia O'Neill, from Liebert Cassidy Whitmore, will represent HACA management staff.

DISCUSSION AND ANALYSIS

HACA first adopted an Affirmative Action ("AA") Program on November 23, 1982. The Program was revised on April 10, 1991 and July 13, 1994. This is the first appeal under the AA Program.

The purpose of HACA's AA Program is much broader than the subject appeal. It was designed to address equal employment opportunities not only for HACA employees but for contractors, vendors and suppliers. It encourages HACA to take affirmative steps to provide contracting and subcontracting opportunities for minority and women's business enterprises, and includes the HUD Section 3 requirements to obtain the participation of public housing and low income households in work for which HACA contracts.

The AA Program contains a section on appeals. The section indicates that within 10 working days of timely receipt of an appeal, HACA's AA Officer should review and attempt to resolve the situation. If a resolution isn't obtained, the appeal is scheduled for your Commission's next regularly-scheduled meeting, where your Commission will serve as the hearing body.

Ms. Rhone's appeal was placed on your May agenda as a tentative item, pending a response from Ms. Rhone and Ms. Holmes-Morton regarding some information prepared by Tom Makin, HACA's AA Officer. The hearing did not take place at your May meeting because, at that time, Ms. Rhone had not submitted a response to Mr. Makin's request. Subsequently, on May 27, 2010, staff received a letter from Ms. Rhone indicating her intention to proceed with her appeal and stating, "I believe that the termination of my employment with the Housing Authority was illegally motivated race discrimination."

Staff recommends that you follow the Hearing Procedures (attached) to hear the appeal and then adjourn to closed session to deliberate and reach a decision. County Counsel will be in attendance at both the open and closed sessions to provide you with advice, should you require it. Counsel will also prepare your written decision.

**AFFIRMATIVE ACTION APPEAL – HEARING PROCEDURE
FOR ALLEGATIONS OF DISCRIMINATION
Housing Authority of the County of Alameda
Before the Housing Commission**

SCOPE

The appeal procedure applies to unresolved allegations that any employee has discriminated against a client or any employee.

CLOSED/ OPEN APPEAL

The appeal will be closed to the public, unless the employee who is the subject of the allegations notifies the Housing Commission Secretary, no later than the outset of the scheduled meeting, that he or she wishes the allegations to be discussed in open session. The Housing Commission Secretary will provide the employee charged with written notice, delivered at least 24 hours prior to the scheduled meeting, of that employee's right to have the charges discussed in open session.

RECORDING OF PROCEEDINGS

The appeal hearing will be suitably recorded and preserved. No transcription shall be made except at the request and expense of the party desiring the transcription. Any party may have a copy of all or any part of the record of any proceedings upon the payment of appropriate charges.

OATH

The Housing Commission Chair will administer the following oath prior to the testimony of any witness or party: *Please raise your right hand. Do you swear to tell the truth, the whole truth, and nothing but the truth?*

EVIDENCE/ EXAMINATION OF WITNESSES

The Housing Commission shall not be bound by strict rules of evidence. Each party has the right to appear in person to present evidence and to examine adverse witnesses. The party making the allegations of discrimination shall have the burden of proof by a preponderance of the evidence.

ORDER OF PROCEEDINGS

1. Opening Statements -- The party making the allegations may make a brief opening statement. The party responding to the allegations may then make a brief opening statement or defer that opening statement until the start of that party's case. Each party has up to 10 minutes for its opening statement.

2. Taking of Testimony and Evidence – The party making the allegations calls witnesses first, subject to the examination of the other party as adverse witnesses. After the party making the allegations has concluded the presentation of its witnesses, the party responding to the allegations can put on its witnesses, who are also subject to examination as adverse witnesses. The party making the allegations can then call any rebuttal witnesses, followed by the rebuttal witnesses of the party responding to the allegations.

3. Closing Arguments – The party making the allegations can make an oral closing argument, followed by the closing argument of the party responding to the allegations. Each party has up to 10 minutes for its closing argument.

REPRESENTATION

At the appeal, each party has the right to one participating representative at that party's own expense.

The Housing Commission, at its sole discretion, may have its own counsel present to assist it as the Commission deems appropriate.

HOUSING COMMISSION DELIBERATIONS

The Housing Commission will have the power, immediately after the appeal hearing, to deliberate regarding its findings and decision in closed session, pursuant to the Brown Act.

THE HOUSING COMMISSION'S WRITTEN DECISION ON APPEAL

The Housing Commission's written decision on appeal will be issued within a reasonable time after the hearing. The Housing Commission's written decision shall include a summary of the evidence and arguments, findings of fact, and conclusions. The Housing Commission's written decision is final. The Housing Commission's written decision is subject to review in the Superior Court pursuant to CCP section 1094.5 no later than 90 days after the date of the proof of service of the Commission's written decision to the party making the allegations.