



**HOUSING COMMISSION AGENDA**  
**Special Meeting: November 19, 2014**

Time: 8:00 a.m.

Nidus Court Recreation Room, 2020 Nidus Court, Union City, CA 94587

*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, November 13, 2014 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.*

<b>1. CALL TO ORDER / ROLL CALL</b>	<b><u>PAGE</u></b>
<b>2. CLOSED SESSION</b> <i>Conference with Legal Counsel – Anticipated Litigation Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (two cases)</i>	
<b>3. APPROVAL OF THE MINUTES OF THE OCTOBER 8, 2014 MEETING</b>	<b>ACTION 3</b>
<b>4. PUBLIC COMMENT</b> On matters not on the Agenda	
<b>5. NEW BUSINESS</b>	
5-1. Recognize Leah Fuller as HACA's Shining Star	<b>PRESENTATION 9</b>
5-2. Resolution Recognizing Maxine Haddock for her Years of Service on the Housing Commission	<b>ACTION 10</b>
5-3. Award Contract for Housing and Financial Software	<b>ACTION 12</b>
5-4. Amendment to Construction Contract with Sausal Corporation	<b>ACTION 16</b>
5-5. Amendment to LEED Building Commissioning Consultant Contract	<b>ACTION 17</b>
5-6. Amendment to Atherton Office Furniture Budget	<b>ACTION 19</b>
5-7. Updated Estimate of Relocation Expense	<b>INFORMATION 20</b>
5-8. Budget Status Report	<b>INFORMATION 21</b>
5-9. Program Activity Report	<b>INFORMATION 24</b>
<b>6. COMMITTEE REPORTS</b>	
<b>7. COMMISSIONER REPORTS</b>	
<b>8. COMMUNICATIONS</b> Report on NAHRO National Conference in Baltimore	
<b>9. ADJOURNMENT</b>	

# **MINUTES**

**October 8, 2014**



**HOUSING COMMISSION MINUTES  
REGULAR MEETING: OCTOBER 8, 2014  
NIDUS RECREATION ROOM, 2020 NIDUS COURT, UNION CITY, CA 94587**

**SUMMARY ACTION MINUTES**

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

**Call to Order**

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

**Roll Call**

Present: Cmsrs. Apodaca, Asher, Biddle, Gacoscos, Gerry, Haddock, Iosefa, Peixoto and Reed

Excused: Cmsrs. Cashmere, Natarajan and Steiner

**2. CLOSED SESSION**

*Conference with Legal Counsel – Anticipated Litigation*

*Initiation of Litigation Pursuant to Subdivision (c) of Section 54956.9 (two cases)*

The Commission adjourned in a closed session at 8:04 a.m. and reconvened in regular session at 8:23 a.m. Chairperson Biddle reported that there were no reportable actions taken during the closed session.

**3. APPROVAL OF THE MINUTES OF THE AUGUST 13, 2014 MEETING**

Recommendation: Approve the minutes of the August 13, 2014 Housing Commission meeting as presented.

Motion/Second: Peixoto/Apodaca.

Ayes: 8; 1 abstention: Reed.

Motion passed. **APPROVED AS RECOMMENDED.**

**4. PUBLIC COMMENT**

None.

**5. NEW BUSINESS**

**5-1. PRESENTATION: RECOGNIZE RON DE SILVA FOR 25 YEARS OF SERVICE**

Christine Gouig, Executive Director, described HACA’s service awards program and recognized Ron DeSilva for his 25 years of service with HACA. Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio described Ron’s work in her department and congratulated him on his years of service. Ron expressed appreciation to the Housing Commission and staff for the recognition.

Comments from the Public: Various HACA staff commented that Ron provides excellent customer service to landlords and said that Ron is conscientious and detailed in his work with both landlords and clients.

Commission Discussion: Chairperson Biddle congratulated Ron on his 25 years of service with HACA and thanked him for being a role model.

**5-2. ACTION: APPROVE HACA'S SECTION 8 BENEFIT PAYMENT STANDARDS**

Ms. Gouig introduced this item. She described some of the factors that staff must consider when setting the Section 8 Benefit Payment Standards and explained how the BPS can impact HACA's funding from HUD. Jennifer Cado, Senior Administrative Analyst, presented the staff report. Ms. Cado described the analysis that staff conducted of the Fair Market Rents (FMRs) that were published by HUD and summarized the proposed BPS.

Recommendation: Approve the proposed Section 8 Benefit Payment Standards as presented.

Commission Discussion: Cmr. Gerry requested to see some of the data used to set the BPS and Ms. Cado stated that she would email the information to him. Ms. Gouig commented that the FMRs don't accurately reflect current rental markets and described some of the data that HUD looks at when it sets the FMRs. Cmr. Asher and Ms. Gouig discussed how housing authorities must make adjustments when setting their BPS in order to account for factors such as high rents and low vacancies in some cities. Ms. Gouig commented that HACA's Section 8 program participants are having a difficult time finding units due to the increasing rents in the market.

Motion/Second: Asher/Reed.

Ayes: All.

Motion passed. **APPROVED AS RECOMMENDED.**

**5-3. RESOLUTION NO. 11-14 AUTHORIZING TRANSFER OF FUNDS FOR EXTERIOR RENOVATION AT EMERY GLEN PUBLIC HOUSING**

Ms. Gouig presented the staff report. Ms. Gouig reported that HACA has terminated its contract with World Priority for the exterior renovation project at the Emery Glen housing development and that staff is working with County Counsel on the next steps in this process. She also reported that repairs must be done to the exterior of Emery Glen before the winter season begins and explained that HACA's Park Terrace property reserves is a source of funding that can be used until HACA resolves the payment issues in the Emery Glen matter. Ms. Gouig indicated that once these issues are resolved, any funds paid by the contractor's surety and/or insurer would be returned to the Park Terrace reserves.

Recommendation: Adopt Resolution No. 11-14 authorizing a transfer of funds from the Park Terrace reserves to the Public Housing account to complete the Emery Glen project.

Commission Discussion: Cmr. Peixoto and Ms. Gouig discussed HACA's ownership interest in the Park Terrace development and how it is set up as an affordable housing development.

Motion/Second: Asher/Gacoscos.

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

**5-4. ACTION: APPROVE MANAGEMENT CLASS ANNUAL COMPARABILITY STUDY**

Charla Freckmann, Human Resources Analyst, presented the staff report. Ms. Freckmann summarized the primary components of HACA's Management Compensation Policy. She reported that in accordance with this policy, staff surveyed the housing authorities and cities in HACA's comparability pool to determine the cost of living adjustment for HACA's management employees and that based on survey results the recommended increase is 2.1% (rounded up from 2.09%).

Recommendation: Approve the recommended annual salary adjustment of 2.1% for the management

class, retroactive to June 6, 2014, and continue the Management Compensation Policy.

Commission Discussion: Cmr. Gerry asked who the adjustment would be applied to and Ms. Gouig indicated that this adjustment would apply to all HACA's management employees. Cmr. Asher commented that, in the future, she'd like to see some type of internal metric that shows how adjustments such as this one impacts the agency as a whole and Ms. Gouig indicated that additional information can be provided moving forward. Cmr. Peixoto commented on the issue of salary compaction between management and non-management employees.

Public Comment:

Cheryl Keeling commented on the proposed salary adjustment for the management class and distributed a document to the Housing Commissioners. Santos Quintero, SEIU Local 1021, commented on the salary adjustment for HACA's management employees. Cmr. Gerry commented that the labor negotiations process is lengthy. Cmr. Asher and Ms. Gouig discussed the 2.5% cost of living allowance that was negotiated for HACA's represented employees.

Substitute Motion: Cmr. Asher proposed a substitute motion to approve a salary adjustment for HACA's management employees that mirrors the adjustment for HACA's represented employees. Motion died for lack of a second.

Recommendation: Approve the recommended annual salary adjustment of 2.1% for the management class, retroactive to June 6, 2014, and continue the Management Compensation Policy.

Motion/Second: Biddle/Reed.

Ayes: All

Motion passed.

**5-5. ACTION: REVISIONS TO HACA'S SECTION 8 ADMINISTRATIVE PLAN**

Ron Dion presented the staff report. Mr. Dion reported that staff is proposing to amend chapters 2 and 8 of HACA's Section 8 Administrative Plan (Admin Plan) and to include a temporary addendum to the Admin Plan. He summarized the proposed amendments to chapters 2 and 8 and explained the proposed temporary addendum.

Recommendation: Approve the proposed amendments to chapters 2 and 8 and the addition of a temporary addendum to HACA's Section 8 Administrative Plan.

Motion/Second: Peixoto/Asher.

Ayes: All

Motion passed. **APPROVED AS RECOMMENDED.**

**5-5. ACTION: REVISIONS TO HACA'S ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

Ron Dion presented the staff report. Mr. Dion reported that staff is proposing to amend chapter 1 of HACA's Admissions and Continued Occupancy Policy (ACOP) to include new definitions regarding equal housing in HUD programs.

Recommendation: Approve the proposed amendments to chapter 1 of HACA's Admissions and Continued Occupancy Policy.

Motion/Second: Peixoto/Gacoscos.

Ayes: All

Motion passed. **APPROVED AS RECOMMENDED.**

**5-6. INFORMATION: PROCUREMENT AWARD INFORMATION**

Beverly Brewer, Procurement Analyst, presented the staff report. Ms. Brewer reported that a contract in the amount of \$40,000 was awarded to Aquatech Consultancy, Inc. for consultation services for the detection of construction defects, water intrusion issues, and assistance in bid specifications and drawings for the Emery Glen public housing project.

Commission Discussion: Cmr. Peixoto and George Smith, Maintenance and Modernization Manager, discussed Aquatech Consultancy's qualifications and references. Mr. Smith commented that building officials from the City of Emeryville gave good references for this consultant. Cmr. Gerry and Mr. Smith discussed some of the items this consultant will monitor at the Emery Glen project.

**5-8. INFORMATION: QUARTERLY INVESTEMENT PORTFOLIO**

Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio reported on HACA's investment activity for the quarter that ended on September 30, 2014.

Commission Discussion: Cmr. Peixoto asked if the report can be amended to separate out the CD investments from the other investments.

**5-9. INFORMATION: FINANCIAL STATUS REPORT FOR THE QUARTER AND YEAR ENDING JUNE 30, 2014**

Cathy Leoncio presented the staff report.

Commission Discussion: Cmr. Peixoto expressed concern that HACA was using its reserves and Ms. Leoncio concurred. Ms. Gouig commented that it is very difficult to make budget projections given the unpredictability of HUD's funding.

**5-10 INFORMATION: PROGRAM ACTIVITY REPORT**

Daniel Taylor presented the staff report. Mr. Taylor reported that HACA was awarded funding from HUD for the Family Self-Sufficiency (FSS) program for 2015. He also reported on the status of the national FSS study that HACA is participating in. Mr. Taylor invited the Housing Commissioners to attend the annual *It's Your Time to Shine* event scheduled for November 6 at 6:00 p.m. at the San Leandro Library.

Commission Discussion: Cmr. Gerry asked for an email regarding the *It's Your Time to Shine* event.

**6. COMMITTEE REPORTS**

None.

**7. COMMISSIONER REPORTS**

Cmr. Biddle announced that the Emerald Vista project, formerly Arroyo Vista, recently received another award and continues to receive high praise.

**8. COMMUNICATIONS**

Ms. Gouig discussed the upcoming Housing Commission meeting schedule and reported that staff anticipates that the return to the Atherton building will take place in early December.

Ms. Gouig reported reported that HACA has received 25 project-based vouchers for the Veterans Affairs Supportive Housing (VASH) program and that HACA is working with Mid-Peninsula Housing on a project in the city of Fremont where these vouchers will be located. She reported that HACA has also received 15 tenant based VASH vouchers and that Mr. Taylor has been working on landlord outreach. Cmr. Gerry commented that he met a homeless veteran recently and Ms. Gouig indicated that Mr. Taylor would send Cmr. Gerry some information for this veteran.

Ms. Gouig also reported that the letter to Senators Boxer and Feinstein was sent out and that CAHA and NAHRO are in the process of planning a meeting with the legislators in conjunction with the 2015 NAHRO legislative conference. Ms. Gouig stated that she and Cmr. Natarajan will be attending the 2014 NAHRO National Conference in Baltimore in October.

Cmr. Apodaca announced that she will be leaving the Housing Commission as she is not serving another term on Newark's City Council.

9. **ADJOURNMENT**

There being no further business, Chairperson Biddle adjourned the meeting at 9:25 a.m.

Respectfully submitted,

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Christine Gouig  
Executive Director/Housing Commission Secretary

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Melissa Taesali  
Executive Assistant

**Approved:** Don Biddle  
Housing Commission Chairperson

# **NEW BUSINESS**

**November 19, 2014**



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 19, 2014

Subject: Recognize Leah Fuller as HACA’s Shining Star for November 2014 – April 2015

Exhibit Attached: None

Financial Statement: 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 Leah Fuller, an Eligibility Technician in the Programs Department. Her selection was announced at an all-staff meeting held on October 30. Those who nominated Leah recognized her for her outstanding work in the following categories: 1) Innovative Ideas 2) Team Effort & Flexibility in Working with Others and 3) Problem Solving. Some of the comments made by those who nominated Leah were:

*“Leah Fuller does an amazing job at completing overpayments and computes this work efficiently and accurately. She cleverly requests the information to be forwarded to her in a way where she doesn’t have to redo any work but is able to add on to the work by innovatively letting eligibility technicians know how to upload the form so she doesn’t have to retype any information in there. She does this so as to avoid duplicating work and is very professional and courteous to others and is able to streamline the process for overpayments.*

*Leah does an excellent job at communicating to staff what great team work is being done to ensure compliance in our department and will alert staff on a regular basis as to the numbers that have been processed. As of 8/28/14 the amount was \$1,415,941! Great job Leah!”*

Staff recommends that your Housing Commission recognize Leah Fuller as “HACA’s Shining Star” for November 2014 – April 2015.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 19, 2014

Subject: Resolution Recognizing Maxine Haddock

Exhibits Attached: Resolution No. 12-14

Recommendation: Adopt Resolution

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**BACKGROUND**

California state housing authority law requires that two tenants serve on the board of a housing authority, one of whom must be a senior if the housing authority has senior housing. In 2001, Maxine Haddock was appointed by the Alameda County Board of Supervisors to serve as the Senior Tenant Commissioner on HACA's Housing Commission.

Maxine has continuously served on the Housing Commission since her initial appointment in 2001 and is HACA's longest standing Housing Commissioner. Although staff had hoped Maxine could be reappointed, the Alameda County Board Operating Procedures states that no appointee to a board or commission may serve more than 12 consecutive years.

The November Housing Commission meeting will be Maxine's last meeting. Maxine will be greatly missed and staff recommends that your Commission adopt the attached resolution recognizing Maxine for her years of service to HACA.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 12-14**

**RECOGNIZING MAXINE HADDOCK 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 (“Housing Authority”) operates a number of housing programs that provide low-cost rental housing or rental assistance; and

**WHEREAS**, in 2001, Maxine Haddock was appointed by the Alameda County Board of Supervisors to serve as the Senior Tenant Commissioner on the Housing Commission, the twelve-member body that governs the Housing Authority; and

**WHEREAS**, during her service as Senior Tenant Commissioner, Maxine served as Chairperson and on the Commission’s various committees including the Budget Committee and the Personnel Committee; and

**WHEREAS**, throughout her many years of service, Maxine has demonstrated a sincere interest in the programs, operations and goals of the Housing Authority and a genuine concern for the Housing Commission, staff and clients of the Housing Authority; and

**WHEREAS**, Maxine will be greatly missed by the Commissioners and staff of the Housing Authority;

**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 Maxine Haddock 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 19<sup>th</sup> day of November 2014 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: November 19, 2014**

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: November 19, 2014

Subject: Award Contract For New Housing Software and Related Services

Exhibits Attached: Summary Scoring Sheet

Recommendation: Award Contract to Tenmast Software

Financial Statement: \$475,000 from Local Funds

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**BACKGROUND**

For eight years HACA was part of a three-member housing authority consortium using software developed for the Merced County Housing Authority. The consortium worked well for a few years, with the three agencies sharing ideas and creating enhancements, but the other two housing authorities eventually dropped out and purchased other software, leaving HACA as the only user of the software. We have been the sole user since 2009.

Staff felt this was a risky position to be in going forward—of the 3,500+ housing authorities in the country we were the only one using this particular software. In addition, HUD reporting requirements had increased dramatically since we first joined the consortium and our software required frequent technical modifications to maintain compatibility. In response to this situation staff issued a Request for Proposals (RFP) for new housing software in 2008.

At your March 2009 Housing Commission meeting you authorized staff to enter into a contract with the highest scoring vendor for new housing software. However, we were not able to bring that software on line and in June 2014 staff issued another RFP. We received three responses from national vendors serving the housing authority industry in response to the RFP: Tenmast Software, Yardi Systems, Inc. and HAPPY Software.

**DISCUSSION and ANALYSIS**

Developing the Request for Proposals

In order to create the RFP staff produced two very detailed questionnaires totaling 39 pages, one for our housing programs (i.e., Section 8 HCV, Project Based Vouchers, Enhanced Vouchers, Mod Rehab, Shelter + Care, Special Programs, Public Housing and Property Management) and another for functional requirements (e.g., financial management and general ledger, applicant management, voucher issuance and lease-up, project/unit management, tenant management, portability, HQS inspections, HUD reporting and purchasing). Vendors submitted their responses to these questionnaires by indicating how their software met or didn't meet our requirements as follows:

- 1) Unqualified yes. Software package meets this requirement.
- 2) Qualified yes. Software meets the requirement in a way that is different from the description in the RFP or can be configured to meet the requirement.
- 3) Qualified yes. An enhancement is planned that would meet the requirement.
- 4) Qualified no. Requires customization at additional cost and the vendor is capable of making the modification.
- 5) Unqualified no. Software does not provide the functionality and customization is impractical.

In addition, the RFP asked vendors to provide information about 1) their business and range of products and services; 2) their qualifications (e.g., financials, number of employees, project manager and his/her experience, number and size of housing authority clients, etc.); 3) whether or not they met various technical requirements (e.g., hardware, network security, maintenance of history, data migration, implementation and testing); 4) cost and pricing; and 5) references.

#### Reviewing and Scoring the Proposals

A staff review committee read the proposals and all three vendors were invited to provide a demonstration of their software. To make these demonstrations specific to HACA's needs staff developed detailed 'Use Cases' that asked the vendors to show how their software functioned in a number of situations that HACA frequently experiences. In-person demonstrations took place over three days. Staff then developed follow-up questions for each vendor and these were answered via a webex with each vendor.

Next, HACA managers performed peer reference checks with their counterparts at other housing authorities. In particular, staff visited the San Mateo County and Santa Cruz County housing authorities running Yardi and Tenmast, respectively, and conducted a webex with the Orange County Housing Authority that uses HAPPY. Finally, the software products and proposals were scored based on the criteria and ranking system described in the RFP (see below for scoring). Although all three vendors could do a good job for us, Tenmast Software received the highest score and staff recommends your Commission award the contract to them.

#### Recommendation

Tenmast is a nationwide company based in Kentucky. Its primary business is serving the housing authority industry and its software is used by more than 400 housing authorities operating in 44 states. The company began in 1984 and merged with Millennium Software, another housing authority software vendor, in 1999.

Tenmast developed 'Tenmast University' as its training vehicle. Tenmast University is a structured learning process based on the tiered levels of school (freshman, sophomore, junior, senior). Training methods include online video tutorials, computer-based training and webinars, accompanied by corresponding learning assessment for each lesson/course. Having the University provides continuing education for HACA employees and as we add new employees these new users can enroll in Tenmast University at no additional cost. One of the advantages staff will enjoy with a major software company is the ability to call our counterparts in other

housing authorities to see how they deal with situations and problems, something that has not been available to us for many years.

The cost of the Tenmast software proposal includes the basic software, additional features, some custom enhancements, data conversion, on-site training costs and support during the first year. The cost is \$342,545 with an additional \$68,900 for the financial package, only some of which we will purchase, bringing the total to \$411,445. In addition, because staff does not know the full extent of any and all customization that we may want we have budgeted another \$63,555 for changes and contingencies, making the requested authorized total \$475,000. Subsequent annual support maintenance fees and license costs would be included in the budget each year as we do now with our present software.

Commission Action

Staff recommends that your Commission select Tenmast Software as HACA's housing and financial software vendor and authorize the Executive Director to negotiate and enter into a contract with Tenmast for an amount not to exceed \$475,000. Funds are available in the Local Fund.

**Housing Software Scoring Summary**

Criteria	YARDI		TENMAST		HAPPY	
	Rank	Score	Rank	Score	Rank	Score
Housing programs functional requirements	1	60	3	20	2	40
Financial functional requirements	2	40	1	60	3	20
Speed and ease of implementation; implementation services	3	15	1	45	1	45
Ongoing support services	3	10	2	20	1	30
Technical requirements	3	10	1	30	1	30
Vendor qualifications	1	30	2	20	3	10
Cost	3	10	2	20	1	30
Minority and Women Business, Section 3 Business, Emerging Small Business	1	5	-	0	-	0
<b>TOTAL</b>	<b>3</b>	<b>180</b>	<b>1</b>	<b>215</b>	<b>2</b>	<b>205</b>

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 19, 2014

Subject: Amendment to Construction Contract with Sausal Corporation

Exhibits Attached: None

Recommendation: Approve Amendment to the Contract with Sausal Corporation and Authorize the Executive Director to Execute It

Financial Statement: \$60,000 from the Local Fund

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**BACKGROUND**

At the October 2013 Commission meeting, your Commission awarded a contract to Sausal Corporation for the Housing Authority's office renovation project. Your Commission also authorized a budget of \$5,096,410 for this contract. Sausal's bid was for \$4,633,100 and the industry-standard ten percent difference between the bid amount and the authorized budget was to cover change orders.

**DISCUSSION AND ANALYSIS**

This project is approaching completion and there is currently a balance of approximately \$70,000 remaining in the budget. There are still several outstanding change orders and since there is no Commission meeting scheduled for December, when a more accurate assessment of the budget could be provided, staff is requesting an additional \$60,000 to complete Sausal's contract.

The original budget would likely have been adequate to cover all costs, had the contractor not uncovered four underground fuel storage tanks during the grading of the parking lot. The contractor's additional cost to excavate, clean and dispose of three of the tanks and to clean and fill the fourth tank with slurry was \$73,776.

Staff is requesting an additional \$60,000 to close out the contract with Sausal Corporation and authorization for the Executive Director to execute the necessary contract amendment. The revised budget for this contract would be \$5,156,410. Funding would come from the Housing Authority's Local Fund.



**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: November 19, 2014

Subject: Addendum to LEED Building Commissioning Consultant Contract

Exhibits Attached: None

Recommendation: Amend Contract with DNV GL and Authorize the Executive Director to Execute It

Financial Statement: \$37,000 from the Local Fund

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**BACKGROUND**

At the August 2008 Housing Commission meeting, your Commission awarded a contract in the not-to-exceed amount of \$79,000 to KEMA Inc. (now DNV GL) for Commissioning consultation services in conjunction with pursuing the construction of a so-called “green” office building, formally known as a Leadership in Energy and Environmental Design (LEED) certified building. The basis of the certification is to ensure that environmental friendly and energy efficient products and processes are used in the design, construction and use of the building. There are various levels of LEED certification and the architects and staff have been targeting and believe the building will receive a “LEED Silver” certification.

**DISCUSSION AND ANALYSIS**

The LEED process requires that a qualified LEED Commissioning agent participate in the design of the building, work with the contractors to insure that the building is built “green” and return after the building has been occupied to insure that the building is operated in a “green” manner. As your Commission knows, the original project architect was terminated after filing for bankruptcy and the building was redesigned by a new architect. However, fees had already been paid to the Commissioning consultant in the amount of \$28,697 for the initial design so in February of 2010 the Commissioning consultant’s contract was increased by \$13,697. This made the new “not-to-exceed” amount \$92,697 and, since \$28,697 had already been used, left \$64,000 for the commissioning work required for the redesigned building.

The building redesigned by the new architect was put out to bid and resulted in bids in excess of HACA’s budget. All bids were rejected and the building pared down to fit within the budgeted amount. The building was re-bid and an award was made in October 2013 to Sausal Corp. During this process much of the Commissioning consultant’s work was repeated.

**AGENDA ITEM#: 5-5.**

The commissioning of the building is underway and will continue even after the construction process is completed, to ensure that the building operates and is utilized as intended by the LEED program. Staff estimates that the cost for the completion will not exceed \$37,000.

StopWaste.Org has awarded HACA two grants totaling \$60,000 to defray the cost of the Commissioning consultant and the pursuit of a “green” building. Additionally, the Commissioning consultant provided services to assist us with a grant application for the PG&E *Savings By Design* program through which HACA received a grant of \$9,360. Therefore, the estimated total cost for the Commissioning consultant is not-to-exceed \$129,697, of which \$69,360 will be covered by the grants.

Recommendation

Staff is requesting 1) approval for an additional \$37,000 to complete the commissioning process and receive LEED certification and 2) authorization for the Executive Director to execute a contract amendment with DNV GL for LEED Building Commissioning consultant services in an amount not-to-exceed \$37,000.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 19, 2014

Subject: Amend New Office Furniture Budget

Exhibits Attached: None

Recommendation: Approve additional \$30,000 to approved furniture budget

Financial Statement: \$30,000 from the Local Fund

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**BACKGROUND**

Six years ago, at the August 2008 Housing Commission meeting, your Commission approved a budget of \$362,842 to replace and upgrade the office furnishings for the new office. Some furniture was more than 40 years old at the time and repair parts were no longer available for the dated cubicle systems. The budget was based on an estimate compiled by the architect's interior designer. Items included modular furniture, private office furniture, furniture for the common areas (e.g., kitchen, training room, conference rooms) and public area furnishings, including the lobby and board room.

**DISCUSSION AND ANALYSIS**

Since the overall building design was not complete at the time the furniture budget was developed, the budget was prepared without having a final interior space plan and was only an estimate. In addition, the cost of furniture has continued to rise during the six years since the budget was approved. Some of the modular furniture had to be purchased and installed in order to move into our temporary space at Salmon Way but the time has now come to complete the furniture order. Staff anticipates an additional \$30,000 (8%) may be needed and will use a variety of government pricing schedules to assure the best pricing. The additional cost will be funded from the Local Fund, bringing the furniture total to \$392,842.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 19, 2014

Subject: Information: Updated Estimate of Relocation Expense

Exhibits Attached: None

Recommendation: Receive Updated Cost Estimate

Financial Statement: \$95,000 from the Local Fund

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**BACKGROUND**

At the June 2008 Housing Commission meeting, your Commission approved a plan to relocate the office during the renovation of our Atherton office building at an estimated cost of \$330,000. This included moving costs, leasing costs, tenant improvement costs at the temporary building, public notices, advertisements and utility fees. The budget was based on staff estimates that included many assumptions because we did not know where the temporary office would be or what level of tenant improvements would be required.

**DISCUSSION AND ANALYSIS**

We moved a year ago to the Salmon Way office and are anticipating returning to the Atherton office in the coming month so more of the costs associated with the move are now known. To date, the Housing Authority has spent \$303,503 in relocation costs. Staff anticipates the total cost of relocation to be closer to \$425,000. Costs include, but aren't limited to, three months on the Salmon Way lease, moving and installing the furniture and equipment, and returning the condition of our temporary office to the satisfaction of the commercial landlord, in particular, removing all the computer cabling that we installed. Staff is providing this update of the cost for your information.

# **BUDGET STATUS** **REPORT**

**Housing Authority of Alameda County  
HOUSING CHOICE VOUCHER  
Administrative Budget Status Report FYE 2014-2015  
September 2014**

FY 2015 - HCV OPERATING BUDGET	Budgeted @ 9/30/2014	Actual @ 9/30/2014	OVER (UNDER)	PROJECTED TO 6/30/15	SCH. NO.	2014 BUDGET	2015 BUDGET	DIFFERENCE
<b>INCOME</b>								
Investment Income	420	0	(420)	0	A1	3,600	1,680	(1,920)
Misc. Income	86,500	78,297	(8,203)	313,187	A1	346,000	346,000	0
Grant Income	87,500		(87,500)	350,000		0	350,000	
Administrative Fee Income	1,674,256	1,761,140	86,884	6,697,025	A	6,582,930	6,697,025	114,095
<b>TOTAL INCOME</b>	<b>1,848,676</b>	<b>1,839,437</b>	<b>(9,240)</b>	<b>7,360,212</b>		<b>6,932,530</b>	<b>7,394,705</b>	<b>462,175</b>
<b>EXPENSES</b>								
Administration								
Salaries	(1,008,948)	(964,712)	44,236	(4,035,794)	B-1&2	(3,857,494)	(4,035,794)	(178,300)
Other Admin.	(334,280)	(276,737)	57,544	(1,106,947)	C-1&2	(1,313,499)	(1,337,122)	(23,623)
Total	(1,343,229)	(1,241,449)	101,780	(5,142,741)		(5,170,993)	(5,372,915)	(201,923)
General								
Insurance	(50,813)	(37,337)	13,476	(149,350)	E	(182,340)	(203,253)	(20,913)
Employee Benefits	(524,653)	(527,339)	(2,686)	(2,109,356)		(2,005,897)	(2,098,613)	(92,716)
Miscellaneous	0	0	0	0		0	0	0
Total	(575,466)	(564,676)	10,790	(2,258,705)		(2,188,237)	(2,301,865)	(113,629)
Total Routine Expenses	(1,918,695)	(1,806,125)	112,570	(7,401,446)		(7,359,229)	(7,674,781)	(315,551)
Capital Expenditures	0	0	0	0	D2	0	0	0
<b>TOTAL EXPENSES</b>	<b>(1,918,695)</b>	<b>(1,806,125)</b>	<b>112,570</b>	<b>(7,401,446)</b>		<b>(7,359,229)</b>	<b>(7,674,781)</b>	<b>(315,551)</b>
Income (Deficit) UNSPECIFIED BUDGET REDUCTION						(426,699)	(280,075)	
<b>NET INCOME (DEFICIT)</b>	<b>(70,019)</b>	<b>33,311</b>	<b>103,330</b>	<b>(41,234)</b>		<b>(426,699)</b>	<b>(280,075)</b>	<b>146,624</b>

Unrestricted Net Assets @ 6/30/14  
 Projected Income (Deficit) @ 6/30/15  
 Projected Unrestricted Net Assets @ 6/30/15

\$1,950,964  
(41,234)  
\$1,909,730

**Housing Authority of Alameda County  
PUBLIC HOUSING  
Budget Status Report FYE 2014-2015  
September 2014**

FY 2015 - PH OPERATING BUDGET	YTD BUDGET 9/30/2014	YTD ACTUALS 9/30/14	OVER/ (UNDER) BUDGET	Projected to 6/30/15	SCH. NO.	2014 BUDGET	2015 BUDGET	Difference
<b>INCOME</b>								
Dwelling Rentals	87,307	86,636	(671)	346,544	A-1	390,545	349,229	(41,316)
Office Rental (Mission Blvd-net)	0	0	0	0	A	46,688	0	(46,688)
Investment Income	166	62	(105)	247	A	2,200	665	(1,535)
Misc. Income	17,813	19,483	1,670	71,250	A-1	71,250	71,250	0
Operating Subsidy	40,457	138,220	97,762	161,830	A-1	205,974	161,830	(44,144)
Asset Reposition Fee	43,892	0	(43,892)	175,568	A-1	185,237	175,568	(9,669)
Capital Grant	51,000	0	(51,000)	170,000	A-1	29,559	204,000	174,441
<b>TOTAL INCOME</b>	<b>240,636</b>	<b>244,401</b>	<b>3,764</b>	<b>925,439</b>		<b>931,454</b>	<b>962,542</b>	<b>31,088</b>
<b>EXPENSES</b>								
<b>Administration</b>								
Salaries	(52,492)	(54,645)	(2,153)	(202,967)	B-1&2	(226,217)	(209,968)	16,249
Other Admin.	(24,128)	(13,854)	10,274	(55,416)	C-1	(28,830)	(96,513)	(67,683)
Total	(76,620)	(68,499)	8,122	(258,382)		(255,047)	(306,481)	(51,435)
<b>Tenant Services</b>								
Resident Managers	(1,375)	(150)	1,225	(5,500)		(5,500)	(5,500)	0
Recreation	(1,875)	0	1,875	(7,500)		(7,500)	(7,500)	0
Total	(3,250)	(150)	3,100	(13,000)		(13,000)	(13,000)	0
<b>Utilities</b>								
Water	(12,520)	(9,985)	2,536	(39,939)		(50,081)	(50,081)	0
Electricity	(4,750)	(2,159)	2,591	(8,638)		(19,000)	(19,000)	0
Gas	(350)	(128)	223	(512)		(1,400)	(1,400)	0
Sewage	(6,600)	(6,600)	0	(26,400)		(26,400)	(26,400)	0
Total	(24,220)	(18,872)	5,350	(75,488)		(96,881)	(96,881)	0
<b>Maintenance</b>								
Salaries	(17,706)	(19,179)	(1,473)	(71,235)	B-2	(69,983)	(70,822)	(839)
Materials	(10,976)	(3,570)	7,406	(45,902)	D	(51,942)	(43,904)	8,038
Contract Costs	(89,708)	(47,227)	42,481	(238,910)	D	(368,818)	(358,834)	9,984
Total	(118,390)	(69,976)	48,414	(356,047)		(490,743)	(473,560)	17,183
<b>General</b>								
Insurance	(7,106)	(24,601)	(17,493)	(69,820)	E	(41,081)	(28,426)	12,656
Tax-In Lieu Of	(6,309)	(22,024)	(15,715)	(88,097)		(29,366)	(25,235)	4,132
Employee Benefits	(36,503)	(68,533)	(32,030)	(142,585)		(154,024)	(146,011)	8,013
Collection Loss	(250)	0	250	0		(1,000)	(1,000)	0
Miscellaneous	(250)	(2,714)	(2,464)	(10,858)		(1,000)	(1,000)	0
Total	(50,418)	(117,872)	(67,453)	(311,359)		(226,472)	(201,672)	24,800
Total Routine Expenses	(272,899)	(275,369)	(2,469)	(1,014,277)		(1,082,143)	(1,091,594)	(9,452)
Capital Expenditure-exterior renovation of Emery Glen								0
<b>TOTAL EXPENSES</b>	<b>(272,899)</b>	<b>(275,369)</b>	<b>(2,469)</b>	<b>(1,014,277)</b>		<b>(1,082,143)</b>	<b>(1,091,594)</b>	<b>(9,452)</b>
<b>NET INCOME (DEFICIT)</b>	<b>(32,263)</b>	<b>(30,969)</b>	<b>1,295</b>	<b>(88,838)</b>		<b>(150,688)</b>	<b>(129,052)</b>	<b>21,636</b>

Unrestricted Net Assets @ 6/30/14	\$1,452,594
Projected Income/(Deficit) @ 6/30/15	(88,838)
Projected Unrestricted Net Assets Balance @ 6/30/15	<u>\$1,363,756</u>

# **PROGRAM ACTIVITY** **REPORT**



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: November 19, 2014

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 October 1, 2014, the Section 8 Housing Choice Voucher program had 5,944 units under contract and 5,908 as of November 1, 2014. The fiscal year-to-date lease-up average is 96.82% units as of October 1, 2014 and 96.51% as of November 1, 2014. The budget authority use average through September 2014 is 86%.
- **Program Utilization:** As of October 1, 2014, the average HAP subsidy was \$1,046 and the average tenant-paid rent portion was \$441 for an average Contract Rent of \$1,487. As of November 1, 2014, the average HAP subsidy was \$1,046 and the average tenant-paid rent portion was \$442 for an average Contract Rent of \$1,488. Amounts vary by \$1 due to rounding.
  - ❖ As of October 1, 2014, HACA had 91 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction) and 82 as of November 1, 2014.
  - ❖ As of October 1, 2014, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,101 incoming portability contracts and 1,101 as of November 1, 2014. 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 \$3,914.71 in fraud and debt recovery payments for the month of September 2014 and \$7,315.00 for the month of October 2014. A total of \$29,869.97 was retained over the last six months.

- **Landlord Rental Listings:** As of November 3, 2014, there were 1,643 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were no new landlords added to the Section 8 program this month. There were three active properties listed as of November 3, 2014.

**FAMILY SELF SUFFICIENCY (FSS)**

The FSS Department has met its goal of enrolling 200 participants for the national FSS study.

The FSS Department's annual *It's Your Time to Shine* celebration was a real success and included inspiring stories from current and former FSS participants. We would like to thank Vice Chairperson Don Biddle of Dublin and Commissioner Christine Steiner of Pleasanton for providing their support by attending the event.

**PUBLIC HOUSING**

- **Occupancy:** As of October 1, 2014, the Public Housing program had 68 of 72 units leased and had a 94.44% fiscal year-to-date lease up rate. As of November 1, 2014 the Public Housing program had 69 of 72 units leased and had a 94.72% fiscal year-to-date lease up rate.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**Section 8 Contract and HAP Report for the month of: October 2014**

City	Certificates		Vouchers		October 2014 TOTAL		October 2013	October 2012
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	28	\$29,288	28	\$29,288	33	37
Castro Valley	11	\$9,691	215	\$224,890	226	\$234,581	26	244
Dublin	2	\$1,762	356	\$372,376	358	\$374,138	363	282
Emeryville	6	\$5,286	112	\$117,152	118	\$122,438	110	115
Fremont	25	\$22,025	1,166	\$1,219,636	1,191	\$1,241,661	1,282	1,376
Hayward	114	\$100,434	2,189	\$2,289,694	2,303	\$2,390,128	2,454	2,586
Newark	3	\$2,643	241	\$252,086	244	\$254,729	263	278
Pleasanton	4	\$3,524	116	\$121,336	120	\$124,860	127	142
San Leandro	19	\$16,739	1,514	\$1,583,644	1,533	\$1,600,383	1,494	1,440
San Lorenzo	2	\$1,762	218	\$228,028	220	\$229,790	234	227
Union City	6	\$5,286	787	\$823,202	793	\$828,488	832	822
<b>TOTALS</b>	192	\$169,152.00	6,942	\$7,261,332.00	7,134	\$7,430,484.00	7,218	7,549

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

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

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Average Contract Rent Report for the Month of: October 2014**

<b>City</b>	<b>Number of HAP Contracts</b>	<b>Average Contract Rent</b>	<b>Average HAP Paid by HACA</b>	<b>Average Rent Paid by Family</b>	<b>Average Family-Paid Rent as a Percentage of Average Contract Rent</b>
Albany	28	\$1,346	\$1,011	\$335	25%
Castro Valley	197	\$1,408	\$968	\$441	31%
Dublin	276	\$1,686	\$1,224	\$461	27%
Emeryville	110	\$1,237	\$869	\$368	30%
Fremont	1117	\$1,630	\$1,111	\$519	32%
Hayward	2161	\$1,411	\$1,005	\$406	29%
Newark	243	\$1,863	\$1,274	\$589	32%
Pleasanton	117	\$1,348	\$961	\$386	29%
San Leandro	1507	\$1,387	\$968	\$419	30%
San Lorenzo	219	\$1,702	\$1,247	\$455	27%
Union City	605	\$1,676	\$1,166	\$510	30%

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

**DEBT COLLECTIONS**

2014-2015

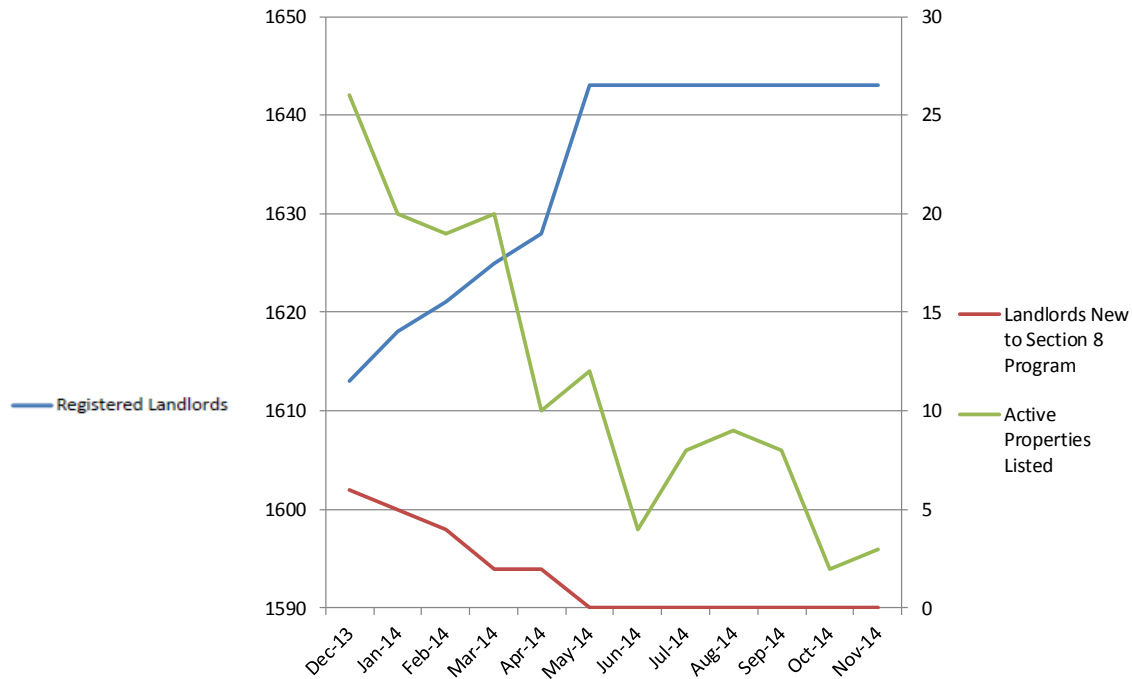
FYE 06/30/15

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$170.00	\$125.00	\$170.00	\$136.00									✓ \$601.00
<i>FRAUD REPAYMENTS</i>	\$2,820.43	\$3,557.50	\$3,914.71	\$7,315.00									✓ \$17,607.64
<b>TOTALS</b>	<b>\$2,990.43</b>	<b>\$3,682.50</b>	<b>\$4,084.71</b>	<b>\$7,451.00</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>\$0.00</b>	<b>\$0.00</b>	<b>\$18,208.64</b>

## Landlord Rental Listing Report

### Monthly

	12/2/2013	1/2/2014	2/3/2014	3/3/2014	4/1/2014	5/1/2014	6/2/2014	7/1/2014	8/1/2014	9/2/2014	10/1/2014	11/3/2014
<b>Registered Landlords</b>	1613	1618	1621	1625	1628	1643	1643	1643	1643	1643	1643	1643
<b>Landlords New to Section 8 Program</b>	6	5	4	2	2	0	0	0	0	0	0	0
<b>Active Properties Listed</b>	26	20	19	20	10	12	4	8	9	8	2	3





**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:** October 31, 2014

<b>Program Summary</b>	<b>October 2014</b>
Total Clients Under Contract:	137
MDRC:	100
Graduates:	2
Escrow Disbursed:	\$11,720.90
Ports In:	0
Ports Out:	1
Terminations:	2
New Contracts:	4

**FSS PROGRAM NEWS:**

**MDRC FSS Study**

The FSS team is excited to announce the completion of our enrollment activities for the HUD-funded National FSS Evaluation. We completed this task more than two weeks ahead of schedule. The team enrolled 200 program participants into the study. Our efforts will help meet MDRC’s overall study enrollment goal of 2,500 program participants, from 18 housing agencies in 7 states. The results of the random assignment groups are listed below:

FSS Group:	100
Control Group:	<u>100</u>
<b>Total:</b>	<b>200</b>

**It’s Your Time to Shine Event**

FSS staff is finalizing the details of our annual *It’s Your Time to Shine* celebration scheduled for Thursday, November 6, 2014 at the San Leandro Main Library. Achievements of FSS families over the last year will be recognized. There will be dinner, entertainment, raffles and the presentation of awards.

**Referrals=** Case Management =46