

**HOUSING AUTHORITY of the  
COUNTY OF CONTRA COSTA**  
**CALENDAR FOR THE BOARD OF COMMISSIONERS**  
**BOARD CHAMBERS ROOM 107, COUNTY ADMINISTRATION BUILDING**  
**651 PINE STREET**  
**MARTINEZ, CALIFORNIA 94553-1229**

**CANDACE ANDERSEN, CHAIR**  
**MARY N. PIEPHO, VICE CHAIR**  
**JOHN GIOIA**  
**KAREN MITCHOFF**  
**FEDERAL D. GLOVER**  
**FAY NATHANIEL**  
**JANNEL GEORGE-ODEN**

**JOSEPH VILLARREAL, EXECUTIVE DIRECTOR, (925) 957-8000**

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO THREE (3) MINUTES.

The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.  
Your patience is appreciated.

A closed session may be called at the discretion of the Board Chair.

Staff reports related to open session items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

**AGENDA**  
**March 8, 2016**

**1:30 P.M.** Convene and call to order.

**CONSIDER CONSENT ITEMS: (Items listed as C.1 through C. 4 on the following agenda) -**  
**Items are subject to removal from the Consent Calendar by request from any Commissioner or on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Discussion Items.**

**DISCUSSION ITEMS**

D. 1 CONSIDER Consent Items previously removed.

D. 2 PUBLIC COMMENT (3 Minutes/Speaker)

D.3 CONSIDER ratifying the Housing Choice Voucher payment standards for the Housing Authority of the County of Contra Costa effective February 8, 2016.

**ADJOURN**

## **CONSENT ITEMS:**

- C.1 DENY claim filed by Latrice Hayden.
- C.2 APPROVE and AUTHORIZE the Executive Director of the Housing Authority, or designee, to execute a contract in the amount of \$419,200 with Pro-Ex Construction, Inc., the lowest responsive and responsible bidder for the general rehabilitation of six dwelling units at Bayo Vista in Rodeo, to exonerate any bid bonds and security deposits posted by the bidders, and to take related actions pursuant to Section 22300 of the Public Contract Code.
- C.3 ACCEPT the 3rd Quarter (Unaudited) Budget Report for the period ending 12/31/2015.
- C.4 RECEIVE the Housing Authority of the County of Contra Costa's public housing rolling annual occupancy report for the period ending January 31, 2016.

### **GENERAL INFORMATION**

Persons who wish to address the Board of Commissioners should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

All matters listed under CONSENT ITEMS are considered by the Board of Commissioners to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Commission votes on the motion to adopt.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board.

Comments on matters listed on the agenda or otherwise within the purview of the Board of Commissioners can be submitted to the office of the Clerk of the Board via mail: Board of Commissioners, 651 Pine Street Room 106, Martinez, CA 94553; by fax: 925-335-1913; or via the County's web page: [www.co.contracosta.ca.us](http://www.co.contracosta.ca.us), by clicking "Submit Public Comment" (the last bullet point in the left column under the title "Board of Commissioners.")

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 335-1900; TDD (925) 335-1915. An assistive listening device is available from the Clerk, Room 106. Copies of taped recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 335-1900, to make the necessary arrangements.

Applications for personal subscriptions to the monthly Board Agenda may be obtained by calling the Office of the Clerk of the Board, (925) 335-1900. The monthly agenda may also be viewed on the County's internet Web Page: [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

The Closed session agenda is available each month upon request from the Office of the Clerk of the Board, 651 Pine Street, Room 106, Martinez, California, and may also be viewed on the County's Web Page.

**AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.**

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Housing Authority

Date: March 8, 2016



Contra  
Costa  
County

Subject: Housing Choice Voucher Payment Standards Effective February 8, 2016

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## **RECOMMENDATIONS**

RATIFY the Housing Choice Voucher payment standards for the Housing Authority of the County of Contra Costa effective February 8, 2016.

## **BACKGROUND**

Payment standards are used to calculate the housing assistance payment (HAP), or subsidy, that a housing authority (HA) will pay on behalf of families leasing units under the program. Each HA must establish a schedule of payment standard amounts by bedroom size. The range of possible payment standard amounts is based on HUD's published fair market rent (FMR) schedule for the FMR area within which the HA has jurisdiction. HACCC's payment standards are based on the FMRs for the Oakland-Fremont, CA Metro area which includes all of Alameda and Contra Costa Counties. FMRs are based on the 40<sup>th</sup> percentile of rents charged for standard housing in the FMR area. This is the dollar amount below which 40 percent of the standard-quality rental housing units are rented. HAs may set their payment standards amounts from 90% to 110% of the published FMRs without HUD approval. Payment standards can be set higher or lower than this basic range in response to market conditions with HUD approval.

The level at which the payment standards are set directly affects the amount of subsidy a family will receive, and the amount of rent paid by program participants. If the payment standard amount is too low:

- Families may need to pay more for rent than they can afford; or
- Families may have a hard time finding acceptable units or units in more desirable areas; or

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Action of Board On: **03/08/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF COMMISSIONERS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 8, 2016

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

## BACKGROUND (CONTD)

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- Housing choices will be narrowed and the HA's efforts to affirmatively further fair housing will be undermined.

If the payment standards amounts are too high, owners may be encouraged to ask for higher than reasonable rents.

As approved by the Board on January 12, 2016, HACCC's payment standards were set at 95 to 105% of the FMRs for all cities located in East County and at 125% of the FMRs for all other cities in HACCC's jurisdiction. The 125% of FMR rate was the result of HUD-approved exception payment standards that were effective December 11, 2015. As discussed at the Board's September, 2015 and January, 2016 meetings, the FMRs for Alameda and Contra Costa Counties declined for the current federal fiscal year despite significant price increases in the rental market. As an interim measure, HUD approved the 125% exception payment standard to address the disparity between the market rents and the HUD published FMRs while HACCC and the other housing agencies in Alameda and Contra Costa counties completed a rent study designed to meet the statutory requirements to update the final FMR amounts for this federal fiscal year.

The study has been completed and approved by HUD. The results of the study show that rents in Alameda and Contra Costa Counties are over 33% higher than the rents published by HUD on December 11, 2015. On February 8, 2016, HUD published the newly revised FMRs for Contra Costa County using the data from the study.

A comparison of the initial FMRs and the newly revised FMRs is shown below.

<b>Bedrooms</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Initial FMRs December 11, 2015	\$1,037	\$1,249	\$1,580	\$2,202	\$2,455	\$2,823	\$3,192	\$3,560
<b>Revised FMRs February 8, 2016</b>	<b>\$1,380</b>	<b>\$1,663</b>	<b>\$2,103</b>	<b>\$2,932</b>	<b>\$3,268</b>	<b>\$3,758</b>	<b>\$4,248</b>	<b>\$4,739</b>
Percent Change	33.08%	33.15%	33.10%	33.15%	33.12%	33.12%	33.08%	33.12%

The proposed payment standards are shown below. They are based on the revised, HUD-approved FMRs. The proposed payment standards are also based on market data and an effort to minimize voucher concentration in East County while stemming the loss of vouchers in all other areas of HACCC's jurisdiction. The proposed payment standards for the East County cities of Antioch, Bay Point, Bethel Island, Brentwood, Byron, Discovery Bay, Knightsen and Oakley are set at 90% of the newly revised FMRs, the lowest point permitted by HUD without special permission. The proposed payment standards for the remaining portions of HACCC's jurisdiction are set at 105% of the FMRs.

<b>Bedrooms</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>East County - 90%</b>	\$1,242	\$1,497	\$1,893	\$2,639	\$2,941	\$3,383	\$3,824	\$4,266
<b>105% PS</b>	\$1,449	\$1,746	\$2,208	\$3,079	\$3,431	\$3,946	\$4,460	\$4,976

To minimize the number of cases that will have to be retroactively adjusted, the new payment standards only apply to new contracts processed with effective dates of February 8, 2016 or later. For all other annual certifications, the new payment standards will apply beginning on May 1, 2016.

## FISCAL IMPACT

Funding for this program is provided by the U.S. Department of Housing and Urban Development (HUD). Funding for the proposed change is provided for in the Housing Authority of the County of Contra Costa's (HACCC) current budget.

#### CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners not ratify the proposed payment standards, then HACCC will not be in compliance with HUD regulations and could be subject to financial sanctions or other penalties.



**Contra  
Costa  
County**

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Housing Authority

Date: March 8, 2016

Subject: 2015-2016 3rd Quarter Budget Report

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## **RECOMMENDATIONS**

ACCEPT the 3rd Quarter (Unaudited) Budget Report for the period ending 12/31/2015.

## **BACKGROUND**

This report is intended to provide the Board of Commissioners with an overview of the financial position of the Housing Authority of the County of Contra Costa (HACCC) for the 3rd quarter period ending 12/31/2015. The report begins with a summary of HACCC's overall fiscal standing at the end of the quarter. The overall numbers are then broken down by individual funds. Each fund overview includes a brief program summary and an explanation of the variance between budgeted and actual performance.

## **AGENCY OVERVIEW: Budget Report**

Changes in HACCC's overall budget position for the third quarter are shown in the chart below. Activity in the housing choice voucher program (HCV) had the most significant impact on HACCC's budget.

Projected revenue increased by \$3,761,739 primarily as a result of continued HCV utilization growth. The growth is a result of new project-based units being brought online and new clients being called from the wait list to fill these units. The increased revenues will be funded through the HUD-held restricted reserves with a current balance of \$5,772,593. Expenditures increased overall by \$1,253,668 as a result of increased growth in HCV program, which overshadowed a savings in operating expenditure of \$592,517.

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Action of Board On: **03/08/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF COMMISSIONERS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 8, 2016

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

## BACKGROUND (CONTD)

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HACC Agency Summary	Annual Budget	3rd Quarter Actual 12/31/15	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 104,372,487	\$ 82,041,104	\$ 26,093,122	\$ 108,134,226	\$ 3,761,739
Expenditures	\$ 105,721,640	\$ 80,544,898	\$ 26,430,410	\$ 106,975,308	\$(1,253,668)
	\$ (1,349,153)	<b>\$ 1,496,206</b>	\$ (337,288)	\$ 1,158,918	

The net change to reserve totals for the end of the third quarter was a gain of \$1,496,207 (the \$1,496,206 shown in the spreadsheet above is due to rounding). The net gain was a result of an increase to unrestricted reserves in the amount of \$1,312,913 and in restricted reserves of \$183,294 as shown in the summary below.

Analysis of Agency Reserves	Beginning Balance 4/1/15 (Unaudited)	3rd Quarter ending 12/31/15 (Unaudited)	Reserve Balance period ending 12/31/15 (Unaudited)
Total Reserves	\$ 13,913,342	<b>\$ 1,496,207</b>	\$ 15,409,549
<u>Restricted Reserves</u>			
Housing Choice Vouchers	\$ 5,524,220	\$ 248,373	\$ 5,772,593
Public Housing & Cap. Funds	\$ -0-	\$ -0-	\$ -0-
State & Local Programs	\$ 1,933,719	\$ ( 78,294)	\$ 1,855,425
Housing Certificates Programs	\$ -0-	\$ 13,215	\$ 13,215
Total Restricted Reserves	\$ 7,457,939	<b>\$ 183,294</b>	\$ 7,641,233
<u>Unrestricted Reserves</u>			
Housing Choice Vouchers	\$ 3,058,940	\$ 949,308	\$ 4,008,248
Public Housing & Cap. Funds	\$ 803,588	\$ 341,492	\$ 1,145,080
State & Local Programs	\$ 2,592,875	\$ 22,113	\$ 2,614,988
Housing Certificates Programs	\$ -0-	\$ -0-	\$ -0-
Total Unrestricted Reserves	\$ 6,455,403	<b>\$ 1,312,913</b>	\$ 7,768,316

As a reminder, almost all reserves are restricted for use within each program. The designation of restricted or unrestricted reserves merely indicates that the funds are obligated for special use within the program (restricted) or that they can be used for any purpose tied to the program (unrestricted). The only reserves that can be used freely are unrestricted reserves within the State and Local Programs that are not tied to the tax credit properties. These reserves can be used to support any of HACCC's programs.

## FUNDS OVERVIEW:

### Housing Choice Vouchers

Program Summary - The HCV program provides assistance to families in the private rental market. HACCC qualifies families for the program based on income. These families find a home in the private rental market and HACCC provides them with a subsidy via a HAP contract with the property owner. HAP is paid by HACCC directly to the owner. Through its HCV program, HACCC is authorized to provide affordable housing assistance to a maximum of 6,783 families. However, due to funding constraints, the program is only able to support approximately 6,300 families currently.

### Summary of Difference Between Budgeted and Quarterly-End Estimate:

Revenue – While funding constraints do not currently allow HACCC to lease all 6,783 units it has been allocated, the



number of HCV units under contract has increased to an average leasing level of 6,371. The net variance of \$3,486,064 was a result of an increase in HAP funding in the amount of \$3,093,187 and increased administrative fees in the amount of \$392,877. Both of these increases are due to a greater number of families receiving assistance than were budgeted.

Expenditures – As stated above, expenditures are on pace with the increase in revenue. However, due to savings in operating expenditures the variance is down to \$1,794,797.

Housing Choice Vouchers	Annual Budget	3rd Quarter Actual 12/31/15 (Unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 84,931,760	\$ 67,184,884	\$ 21,232,940	\$ 88,417,824	\$ 3,486,064
Expenditures	\$ 85,589,875	\$ 65,987,203	\$ 21,397,469	\$ 87,384,672	\$ (1,794,797)
	\$ (658,115)	\$ 1,197,681	\$ (164,529)	\$ 1,033,152	

Analysis of Program Reserves:

Housing Choice Vouchers	Beginning Balance 4/1/15 (Unaudited)	3rd Quarter 12/31/15 (Unaudited)	Reserve Balance period ending 12/31/15 (Unaudited)
Restricted Reserves	\$ 5,524,220	\$ 248,373	\$ 5,772,593
Unrestricted Reserves	\$ 3,058,940	\$ 949,308	\$ 4,008,248
Total Reserves	\$ 8,583,160	\$ 1,197,681	\$ 9,780,841

**Public Housing Operating and Capital Funds**

Program Summary - HACCC owns and manages 1,179 public housing units at 16 different sites throughout the County. Operating funds for these properties come from tenant rents as well as an operating subsidy received from HUD that is designed to cover the gap between rents collected from the low-income tenants and annual operating expenses. To help address long-term needs, HUD allocates the Capital Fund annually via formula to approximately 3,200 housing authorities. Capital Fund grants may be used for development, financing, modernization and management improvements within public housing.

Summary of Difference Between Budgeted and Quarterly-End Estimate:

Revenue – The variance of \$166,020 was primarily related to increases in tenant rent levels.

Expenditures - The variance of \$368,833 is a result of unexpended capital fund improvements to date.

Public Housing Operating and Capital Fund	Annual Budget	3rd Quarter Actual 12/31/15 (Unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 10,324,043	\$ 7,909,052	\$ 2,581,011	\$ 10,490,063	\$ 166,020
Expenditures	\$ 10,581,858	\$ 7,567,561	\$ 2,645,465	\$ 10,213,025	\$ 368,833
	\$ (257,815)	\$ 341,491	\$ (64,454)	\$ 277,037	

Analysis of Program Reserves:

Public Housing & Capital Fund	Beginning Balance 4/1/15 (Unaudited)	3rd Quarter 12/31/15 (Unaudited)	Reserve Balance period ending 12/31/15 (Unaudited)
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Restricted Reserves	\$ -0-	\$ -0-	\$ -0-
Unrestricted Reserves	\$ 803,588	\$ 341,492	\$ 1,145,080
Total Reserves	\$ 803,588	\$ 341,492	\$ 1,145,080

### **State and Local Programs**

**Program Summary** - HACCC administers a variety of programs and activities that are either not funded by HUD or that involve non-restricted HUD funds. Currently, HACCC is the managing general partner for two tax credit projects (DeAnza Gardens & Casa Del Rio) and also has a contract with the City of Antioch to run their rental rehabilitation program. HACCC receives management fees for administering the Public Housing and HCV programs under HUD's asset-management model.

### **Summary of Difference between Budgeted and Quarterly-End Estimate:**

Revenue –The variance of \$194,479 was primarily a result of an increase in management fees earned due to increased utilization in the voucher and shelter plus care programs, increased rents in the tax credit properties.

Expenditures - The \$45,434 variance is a result of staff turnover.

State & Local Programs	Annual Budget	3rd Quarter Actual 12/31/15 (Unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 5,272,282	\$ 4,148,690	\$ 1,318,071	\$ 5,466,761	\$ 194,479
Expenditures	\$ 5,667,073	\$ 4,204,871	\$ 1,416,768	\$ 5,621,639	\$ 45,434
	\$ (394,791)	\$ ( 56,181)	\$ (98,698)	\$ (154,879)	

### **Analysis of Reserves:**

State & Local Programs	Beginning Balance 4/1/15 (Unaudited)	3rd Quarter 12/31/15 (Unaudited)	Reserve Balance Period ending 12/31/15 (Unaudited)
Restricted Reserves	\$ 1,933,719	\$ (78,294)	\$ 1,854,885
Unrestricted Reserves	\$ 2,592,875	\$ 22,113	\$ 2,614,985
Total Reserves	\$ 4,526,594	\$ (56,181)	\$ 4,469,870

### **Housing Certificate Programs**

**Program Summary** - HACCC administers two separate Housing Certificate Programs; Shelter Plus Care and Moderate Rehabilitation (Mod Rehab). The Shelter-Plus Care Program provides rental assistance for hard-to-serve homeless persons with disabilities in connection with supportive services funded from sources outside the program. HACCC assists approximately 285 clients under this program. The Mod Rehab program was designed in 1978 as an expansion of the rental certificate program. Mod Rehab was designed to provide low-cost loans for the rehabilitation of rental units in an effort to upgrade and preserve the nation's housing stock. In return, the owner agreed to provide long-term affordable housing for low income families. The program was repealed in 1991 and no new projects are authorized for development. HACCC administers 28 Mod Rehab units.

### **Summary of Difference Between Budgeted and Quarter-End Estimate:**

Revenue-The \$84,824 variance in revenue is a result of decreased Federal funding for rent payments (HAP) and is also the primary cause of the \$126,862 reduction in expenditures.

Expenditure- The \$126,862 variance in expenditure is primarily the reduction of HAP as outlined above, the remaining \$42,038 savings is tied to labor costs due to staff turnover.

Housing Certificate Programs	Annual Budget	3rd Quarter Actual 12/31/15 (Unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 3,844,402	\$ 2,798,478	\$ 961,101	\$ 3,759,579	\$ (84,824)
Expenditures	<u>\$ 3,882,833</u>	<u>\$ 2,785,263</u>	<u>\$ 970,708</u>	<u>\$ 3,755,971</u>	\$ 126,862
	\$ (38,431)	\$ 13,215	\$ (9,608)	\$ 3,607	

Analysis of Reserves:

Housing Certificate Programs	Beginning Balance 4/1/15 (Unaudited)	3rd Quarter 12/31/15 (Unaudited)	Reserve Balance period ending 12/31/15 (Unaudited)
Restricted Reserves	\$ -0-	\$ 13,215	\$ 13,215
Unrestricted Reserves	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>
Total Reserves	\$ -0-	\$ 13,215	\$ 13,215

FISCAL IMPACT

None. Information item only.

To: Contra Costa County Housing Authority Board of Commissioners  
From: Joseph Villarreal, Housing Authority  
Date: March 8, 2016



Contra  
Costa  
County

Subject: CLAIMS

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**RECOMMENDATIONS**

DENY claim filed by Latrice Hayden.

**BACKGROUND**

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**FISCAL IMPACT**

No fiscal impact.

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Action of Board On: **03/08/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF COMMISSIONERS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 8, 2016

Contact: Joellen Balbas  
925-335-1906

Joseph Villarreal, Executive Director

By: , Deputy

cc:

## ATTACHMENTS

Housing Authority  
Claim

## CLAIM

## BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF CONTRA COSTA COUNTY

BOARD ACTION: 3/8/2016

## NOTICE TO CLAIMANT

Claim Against the County, or District Governed by  
the Board of Commissioners, Routing Endorsements,  
and Board Action. All Section references are to  
California Government Codes.

The copy of this document mailed to you is your  
notice of the action taken on your claim by the  
Board of Commissioners (Paragraph IV below), given  
Pursuant to Government Code Sections 913, 915.2,  
915.4. Please note all "Warnings".

RECEIVED

FEB 18 2016

COUNTY COUNSEL  
MARTINEZ, CALIF.

BY DELIVERY TO COB ON: 2/18/2016

BY MAIL TO COB POSTMARKED:

AMOUNT: \$5,000.00

CLAIMANT: Latrice Hayden

ATTORNEY:

ADDRESS:

Rodeo CA 94572

I. FROM: Board of Commissioners

TO: County Counsel

Attached is a copy of the above-noted claim.

DAVID TWA, Clerk

By: Deputy

Dated: 2/18/2016

II. FROM: County Counsel

TO: Board of Commissioners

☒ This claim complies substantially with Sections 910 and 910.2.

This Claim FAILS to comply substantially with Sections 910 and 910.2, and we  
are so notifying claimant. The Board cannot act for 15 days (Section 910.8).

Claim is not timely filed. The Clerk should return claim on ground that it was filed late and  
send warning of claimant's right to apply for leave to present a late claim (Section 911.3).

Other:

Dated: Feb. 22, 2016

By: [Signature], Deputy County Counsel

III. FROM: The Board of Commissioners

TO: County Counsel (1)

County Administrator (2)

( ) Claim was returned as untimely with notice to claimant (Section 911.3).

Dated: DAVID TWA, CLERK, By , Deputy Clerk

IV. BOARD ORDER: By unanimous vote of the Commissioners present:

( ) This Claim is rejected in full.

( ) Other:

I certify that this is a true and correct copy of the Board's Order entered in its minutes for this date.

Dated: David Twa, CLERK, By , Deputy Clerk

## WARNING (Gov. Code section 913)

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a  
court action on this claim. See Government Code Section 945.6. You may seek the advice of an attorney of your choice in connection with this  
matter. If you desire to consult an attorney, you should do so immediately. \*For Additional Warning See Reverse Side of This Notice.

## AFFIDAVIT OF MAILING

I declare under penalty of perjury that I am now, and at all times herein mentioned, have been a citizen of the United States, over age 18; and  
that today I deposited in the United States Postal Service in Martinez, California, postage fully prepaid a certified copy of this Board Order and  
Notice to Claimant, addressed to the claimant or claimant's attorney as shown above.

Dated: DAVID TWA, CLERK, By , Deputy Clerk

This warning does not apply to claims which are not subject to the California Tort Claims Act, such as actions in inverse condemnation, actions for specific relief such as mandamus or injunction, or Federal Civil Rights claims. The above list is not exhaustive and legal consultation is essential to understand all the separate limitations periods that may apply. The limitations period within which suit must be filed may be shorter or longer depending on the nature of the claim. Consult the specific statutes and cases applicable to your particular claim. The County of Contra Costa does not waive any of its rights under California Tort Claims Act nor does it waive its rights under the statutes of limitations applicable to actions not subject to the California Tort Claims Act.



Claim to: **BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE COUNTY OF CONTRA COSTA**  
**INSTRUCTIONS TO CLAIMANT**

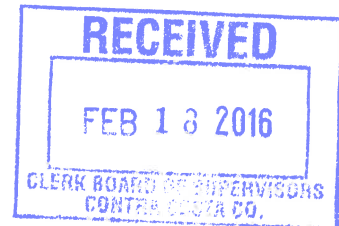
- A. Claims relating to causes of action for death or for injury to person or to personal property or growing crops and which accrue on or before December 31, 1987, must be presented not later than the 100th day after the accrual of the cause of action. Claims relating to causes of action for death or for injury to person or to personal property or growing crops and which accrue on or after January 1, 1988, must be presented not later than six months after the accrual of the cause of action. Claims relating to any other cause of action must be presented not later than one year after the accrual of the cause of action. (Govt. Code §911.2.)
- B. **Claims must be filed with the Clerk of the Board at its office in Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553, either by mail or in person.**
- C. If the claim is against more than one public entity; separate claims must be filed against each public entity.

D. Fraud. See penalty for fraudulent claims, Penal Code Sec. 72 at the end of this form.  
\*\*\*\*\*

RE: Claim By:

) Reserved for Clerk's filing stamp

LATRICE M. HAYDEN  
Name )



Against: The Housing Authority of the County of Contra Costa

The undersigned claimant hereby makes claim against the Housing Authority of the County of Contra Costa in the sum of 5,000.00 and in support of this claim represents as follows:

1. When did the damage or injury occur? (Give exact date and hour)

OCTOBER 14, 2015 11:55 p.m.

2. Where did the damage or injury occur? (Include city and county)

[REDACTED]

3. How did the damage or injury occur? (Give full details; use extra paper if required)

SEE ATTACHED paper

4. What particular act or omission on the part of county or district officers, servants or employees caused the injury or damage?

From the Maintenance person said he was in a rush and did not attach the washer back together, which ~~was~~ is the reason the flooding occurred.

5. What are the names of county or district officers, servants or employees causing the damage or injury?

MACK, Ron

6. What damage or injuries do you claim resulted? (Give full extent of injuries or damages claimed. Attached two estimates for auto damage.)

Furniture, Couch, Cell phone, Electronics

7. How was the amount claimed above computed? (Include the estimated amount of any prospective injury or damage.)

Estimate of what the items cost



#8. Kaiser Hospital, Vallejo, Ca. Chandra Baxa

8. Names and addresses of witnesses, doctors and hospitals.

Tommy Maintenance, Guy who took pics when he arrived

Shelika Williams, 15 Calhoun St #676, Vallejo, Ca. 94572 Scott

9. List the expenditures you made on account of this accident or injury:

<u>DATE</u>	<u>ITEM</u>	<u>AMOUNT</u>
	Front Furniture	
	Couch	\$3,000.00
	Cell Phone	\$600.00
*****		
SEND NOTICE TO: (Attorney)		Gov. Code Sec. 910.2 provides:
Name and Address of Attorney		"The claim must be signed by the claimant or by some person on his behalf."
		<u>Darlene Hayes</u> (Claimant's Signature)
		 (Address)
		<u>Vallejo, Ca. 94572</u>
Telephone No. _____		Telephone No. 
*****		

### NOTICE

#### Section 72 of the Penal Code provides:

"Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, city or district board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is punishable either by imprisonment in the county jail for a period of not more than one year, by a fine of not exceeding one thousand (\$1,000), or by both such imprisonment and fine, or by imprisonment in the state prison, by a fine of not exceeding ten thousand dollars (\$10,000) or by both such imprisonment and fine."

HOUSING AUTHORITY  
OF THE  
COUNTY OF CONTRA COSTA

January 11, 2016

Latrice Hayden  


Dear Ms. Hayden:

Claims must be presented to the Board of Commissioners of the Housing Authority of the County of Contra Costa. Enclosed is a claim form, with instructions, which should be completed and mailed to the Clerk of the Board attention Stacey Boyd **within six months** from the date of the incident.

Once your claim form has been acted on by the Board of Commissioners of the Housing Authority of the County of Contra Costa notification will be mailed to you by the Clerk of the Board.

Sincerely,



Stefanie Monge  
Asset Manager, Bayo Vista  
925-957-8008

Enclosure

October 26, 2015

Bay Vista Housing Authority  
2 California Street  
Rodeo, CA 94572

Attention Stephanie,

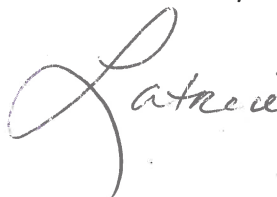
On October 14<sup>th</sup> 2015 8:30 A.M. Mack and Ron (of maintenance) came to my unit to wax the floor. After Ron finished, he told me to let the floor dry for a couple of hours. I said okay and that was it. So I thought. Later on that evening, I went downstairs to get my clothes out of the machine. While going down the stairs, and attempting to step from the last step onto the floor, I flew into the air landing on my right side. I twisted my ankle, my phone flew up in the air hitting the wall causing several cracks in the face of the phone. When I landed on that floor, I bounced than rolled, causing contusions to the lower left and right side of my body. I had pain immediately all over my body.

Hearing my fall, my daughter immediately came to help me. Hearing my daughter coming, knowing the immediate danger, I yelled up to her that the entire downstairs was flooded. Chauntae Bates came down stairs to pick me up from the floor. She helped me upstairs, where I got her phone to immediately call emergency maintenance. Maintenance said that they would arrive within about twenty minutes. No one showed, so I called again about 9<sup>pm</sup>. At that time, I was told that I didn't have to call back. They would call when someone was on the way. Maintenance didn't arrive until about 11:55 p.m.

By that time my ankle had swollen, and I was in extreme pain. When Tommy, arrived to assess the damage, he <sup>had</sup> a camera on hand. At that time, I was rushed to Kaiser Richmond by my daughter. Arriving home about 2:30am I noticed that Tommy had completed getting up the water from downstairs. The next morning, I went downstairs to see what I could salvage. At that time I noticed that my couch, coffee table, one end table, family pictures, and clothes was a total lost.

Cc: Elizabeth

Latrice Hayden



Housing Authority  
Contra Costa County

OCT 26 2015

Received



To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: March 8, 2016



Contra  
Costa  
County

Subject: Contract With Pro-Ex Construction, Inc. For General Rehabilitation Of Six Dwelling Units At Bayo Vista In Rodeo, CA

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## **RECOMMENDATIONS**

1. APPROVE contract with Pro-Ex Construction, Inc. (Pro-Ex), the lowest responsive and responsible bidder, for the General Rehabilitation of Six Dwelling Units at Bayo Vista (CA011010) in Rodeo, California (Project) in the amount of \$419,200; and
2. AUTHORIZE the Executive Director of the Housing Authority, or his designee, to execute a contract with Pro-Ex upon receipt of payment bonds and insurance certificates; and
3. AUTHORIZE the Executive Director, or his designee, to exonerate any bid bonds posted by the bidders and to return any checks or cash submitted for security in accordance with the bid documents and/or upon signature of the contract; and
4. AUTHORIZE the Executive Director, or his designee, to sign any escrow agreements prepared for the Project to permit direct payment of retentions into escrow, or the substitution of securities for monies withheld by the Housing Authority, to ensure performance under the contract, pursuant to Section 22300 of the Public Contract Code.

---

Action of Board On: **03/08/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF COMMISSIONERS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 8, 2016

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

## RECOMMENDATIONS (CONT'D)

>

### BACKGROUND

Six dwelling units identified in the Bayo Vista public housing development in Rodeo sustained significant fire and vandalism damage in January, 2014. This project will rehabilitate the units, making them again available for occupancy. A copy of the Bid Abstract is attached. Pro-Ex submitted the lowest responsive and responsible bid at \$419,200.

### FISCAL IMPACT

The \$419,200 cost for this Project will be funded by the Housing Authority's (HACCC) annual Capital Fund grant from the United States Department of Housing and Urban Development and the Authority's insurance provider. Funding for this project is provided for in HACCC's current budget.

### CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to award the contract to Pro-Ex, HACCC will experience scheduling delays, which may jeopardize the funding allocated to the project.

### ATTACHMENTS

Bid Sheet

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA  
3133 Estudillo Street, P.O. Box 2759  
Martinez, CA 94553

**ABSTRACT OF BIDS**

**IFB-1619-26 General Rehab of Six Dwelling Units Bayo Vista Rodeo, CA 94572**

(Scope of Invitation)

I personally opened and read the following bids received at 3133 Estudillo Street, Martinez, California at  
2:00 p.m. on 2/18/16, and verified all entries on this abstract as in agreement with bid amounts.

  
(Signature)

  
(Witness)

BID NO.	NAME AND ADDRESS OF BIDDERS	AMOUNT OF BID
1	PRO-EX CONSTRUCTION INC 2216 CEMO CIR. STE.B RANCHO CORDOVA, CA 95670	419,200.00
2	EVRA CONSTRUCTION 100 N. HILL DR #45 BRISBANE, CA 94005	420,000.00
3	CNW CONSTRUCTION INC. 2520 SIERRA VISTA DR RESERVE, CA 95672	469,000.00
4		
5		
6		
7		
8		
9		

For: \$

N/A

By:

JULIAN IGONDO

Title:

PURCHASING ASSISTANT

Date:

2/18/16

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: March 8, 2016



Contra  
Costa  
County

Subject: Public Housing Rolling Annual Occupancy Report for the Period Ending January 31, 2016

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### **RECOMMENDATIONS**

RECEIVE the Housing Authority of the County of Contra Costa's public housing rolling annual occupancy report for the period ending January 31, 2016.

### **BACKGROUND**

Attached are the Housing Authority of the County of Contra Costa's (HACCC's) rolling annual public housing occupancy report for the period ending January 31, 2016, and the accompanying leasing trend report for the same period. The occupancy report shows the percentage of each individual property that is leased at the end of a given month. These are then subtotaled separately for all properties except North Richmond and for North Richmond alone before being combined to show HACCC's overall occupancy percentage. North Richmond is shown separately because staff is in the process of applying to HUD to remove that property from HACCC's public housing portfolio. The trend report shows the sum of the number of new leases signed in a given month minus the number of new vacancies. A positive number shows that the occupancy rate increased during that period, a negative number indicates a decline.

For reference, the U.S. Department of Housing and Urban Development (HUD) annually evaluates a public housing authority's (PHA) management of its public housing program using four indicators, referred to collectively as the Public Housing Assessment System (PHAS). The management operations indicator is worth 25 points. Of these 25 points, the occupancy rate sub-indicator is worth 16 points. Occupancy points are assigned as follows:

---

Action of Board On: **03/08/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF COMMISSIONERS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 8, 2016

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:



## BACKGROUND (CONTD)

>

≥98%	16 Points
< 98% but ≥ 96%	12 Points
< 96% but ≥ 94%	8 Points
< 94% but ≥ 92%	4 Points
< 92% but ≥ 90%	1 Point
< 90%	0 Points

HUD considers a PHAs entire portfolio when assigning points for the occupancy sub-indicator.

## FISCAL IMPACT

None. For reporting purposes only.

## CONSEQUENCE OF NEGATIVE ACTION

None. Information item only.

## ATTACHMENTS

PH Rolling Occupancy Report

Housing Authority of the County of Contra Costa  
Annual Occupancy Rates  
2015-16

DEVELOPMENT	No of													Avg. Occup.
	Units	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Rates
Alhambra Terrace, Martinez	50	100.00%	100.00%	100.00%	100.00%	98.00%	98.00%	100.00%	98.00%	98.00%	98.00%	98.00%	96.00%	98.67%
Bridgemeont, Antioch	34	100.00%	100.00%	100.00%	100.00%	97.06%	94.12%	91.18%	94.12%	97.06%	97.06%	94.12%	94.12%	96.57%
Los Nogales, Brentwood	44	100.00%	100.00%	100.00%	100.00%	97.73%	95.45%	97.73%	100.00%	100.00%	100.00%	100.00%	100.00%	99.24%
El Pueblo, Pittsburg	172	98.26%	98.84%	98.84%	97.67%	98.84%	99.42%	99.42%	99.42%	99.42%	98.84%	98.84%	97.67%	98.79%
Los Arboles, Oakley	30	100.00%	96.67%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	99.72%
Bay Vista, Rodeo	242	97.11%	96.69%	97.11%	96.69%	95.87%	96.69%	96.28%	96.69%	96.28%	96.28%	95.04%	95.45%	96.35%
Hacienda, Martinez	50	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	96.00%	96.00%	99.33%
Casa de Manana, Oakley	40	97.50%	95.00%	100.00%	100.00%	97.50%	97.50%	100.00%	100.00%	100.00%	100.00%	97.50%	97.50%	98.54%
Casa de Serena, Bay Point	50	98.00%	98.00%	98.00%	98.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	98.00%	99.17%
Elder Winds, Antioch	100	96.00%	98.00%	98.00%	98.00%	97.00%	97.00%	100.00%	100.00%	100.00%	100.00%	99.00%	99.00%	98.50%
Vista Del Camino, San Pablo	100	100.00%	99.00%	100.00%	99.00%	99.00%	100.00%	100.00%	99.00%	99.00%	99.00%	99.00%	100.00%	99.42%
Kidd Manor, San Pablo	41	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	97.56%	100.00%	97.56%	99.59%
Occup. Rate without N. Richmond	953	98.32%	98.22%	98.74%	98.32%	97.90%	98.11%	98.53%	98.64%	98.64%	98.43%	97.69%	97.38%	98.24%
Las Deltas, Richmond	72	40.28%	37.50%	37.50%	37.50%	36.11%	36.11%	36.11%	36.11%	36.11%	36.11%	36.11%	36.11%	36.81%
Las Deltas, Richmond	84	64.29%	64.29%	61.90%	60.71%	60.71%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	60.02%
Las Deltas, Richmond	54	48.15%	46.30%	46.30%	46.30%	46.30%	46.30%	46.30%	46.30%	42.59%	42.59%	40.74%	40.74%	44.91%
N. Richmond Occup. Rate	210	51.90%	50.48%	49.52%	49.05%	48.57%	47.62%	47.62%	47.62%	46.67%	46.67%	46.19%	46.19%	48.17%
Occup. Rate with N. Richmond	1163	89.94%	89.60%	89.85%	89.42%	88.99%	88.99%	89.34%	89.42%	89.25%	89.08%	88.39%	88.13%	89.20%

Housing Authority of the County of Contra Costa  
Annual Trend (New Lease-New Vacancies)  
2015-16

DEVELOPMENT	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16
Alhambra Terrace, Martinez	0	0	0	0	-1	0	1	-1	0	0	0	-1
Bridgemeont, Antioch	0	0	0	0	-1	-1	-1	1	1	0	-1	0
Los Nogales, Brentwood	0	0	0	0	-1	-1	1	1	0	0	0	0
El Pueblo, Pittsburg	-1	1	0	-2	0	1	0	0	0	-1	0	-2
Los Arboles, Oakley	1	-1	1	0	0	0	0	0	0	0	0	0
Bay Vista, Rodeo	2	-1	1	-1	-2	3	-2	1	-1	0	-3	1
Hacienda, Martinez	0	0	0	0	0	0	0	0	0	0	-2	0
Casa de Manana, Oakley	0	-1	2	0	-1	0	1	0	0	0	-1	0
Casa de Serena, Bay Point	0	0	0	0	1	0	0	0	0	0	0	-1
Elder Winds, Antioch	-2	2	0	0	-1	0	3	0	0	0	-1	0
Vista Del Camino, San Pablo	0	-1	1	-1	0	0	0	-1	-1	0	0	1
Kidd Manor, San Pablo	0	0	0	0	0	0	0	0	0	-1	1	-1
Total without N. Richmond	0	-1	5	-4	-6	2	3	1	-1	-2	-7	-3
Las Deltas, Richmond	0	-2	0	0	-1	0	0	0	0	0	0	0
Las Deltas, Richmond	0	0	-2	-1	0	2	0	0	0	0	0	0
Las Deltas, Richmond	0	-1	-1	0	0	0	0	0	-2	0	-1	0
N. Richmond Total	0	-3	-3	-1	-1	2	0	0	-2	0	-1	0
Total with N. Richmond	0	-4	2	-5	-7	4	3	1	-3	-2	-8	-3