

**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**

**KAREN MITCHOFF, CHAIR  
JOHN GIOIA, VICE CHAIR  
CANDACE ANDERSEN  
DIANE BURGIS  
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 TWO (2) 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)

**SPECIAL MEETING  
AGENDA**

**October 9, 2018**

**\*\*\*Please Note Time Change\*\*\***

**1:00 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 (2 Minutes/Speaker)

D.3 CONSIDER accepting report on the relocation status of the families at the Las Deltas public housing development in North Richmond.

## **Closed Session**

### A. CONFERENCE WITH LABOR NEGOTIATORS [Gov. Code § 54957.6(a)]

1. Agency Negotiators: Joseph Villarreal, Charlene Calica, John Hunter, Marcie Scott, and Fran Buchanan

Employee Organization: Public Employees Union, Local One

2. Agency Negotiators: Joseph Villarreal

Unrepresented Employees: All unrepresented employees

## **ADJOURN**

### **CONSENT ITEMS:**

- C.1 DENY claim filed by Michelle Stamps.
- C.2 ADOPT Resolution No. 5213 to invest U.S. Department of Housing and Urban Development (HUD) and non-HUD funds according to Housing Authority of the County of Contra Costa's Investment Policy.
- C.3 AWARD and AUTHORIZE the Executive Director, or designee, to execute a construction contract with Engineered Soil Repairs, Inc., in the amount of \$141,239 (plus potential payment for additional rip-rap), and related actions, for the Landslide Repair/Slope Stabilization Project, Alhambra Terrace, Martinez.
- C.4 ADOPT Resolution No. 5214 to approve collection loss write-offs in the public housing program in the amount of \$ 81,583.56 for the quarter ending September 30, 2018.

### **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: October 9, 2018



Contra  
 Costa  
 County

Subject: RELOCATION STATUS OF LAS DELTAS RESIDENTS AND DEMOLITION STATUS OF SIX-PLEXES

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## **RECOMMENDATIONS**

CONSIDER accepting report on the relocation status of the families at the Las Deltas public housing development in North Richmond.

## **BACKGROUND**

As part of the RAD conversion of the Las Deltas public housing units, HACCC is required to assist the families living at Las Deltas to find new, affordable places to live. All of the residents living at Las Deltas at the time of conversion, must be assisted under the laws and regulations set forth in the Uniform Relocation Act, California Relocation Assistance Law and the California Relocation Assistance and Real Property Acquisition Guidelines.

There were 81 families living at Las Deltas when it was approved for RAD. All are/were eligible for relocation benefits. In September 2017 HACCC began officially moving families out of Las Deltas. Although a few of the 81 families had moved before this date, these early movers retained eligibility for, and were offered, relocation benefits. The mover status of the Las Deltas families as of October 3, 2018 is as follows:

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Action of Board On: **10/09/2018**  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: October 9, 2018

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONTD)

<b>Total Las Deltas Families Eligible for Relocation</b>	<b>81</b>	
<b>Total Families That Have Moved</b>	<b>58</b>	
Moved to other public housing		32
Moved using voucher within HACCC jurisdiction		18
Moved using voucher outside of HACCC jurisdiction		7
Moved and left HACCC programs		1
<b>Total Families Pending Move</b>	<b>23</b>	
Waiting to move to other public housing unit		7
Already issued voucher, searching for a unit		16
Waiting for voucher to be issued		0

Demolition Work Activity

Begin mobilization date: Tuesday, Sept 25  
Pre-construction onsite meeting date: Tuesday Oct 2  
Begin abatement date: Monday, Oct 8-19  
Demolition start date: Tuesday Oct 16  
Project substantial completion date: Nov 2

FISCAL IMPACT

Funding of approximately \$1.4 million is provided in the Housing Authority's (HACCC) current PHA Annual Plan Capital Fund Program (CFP) budget for the cost of the relocation consultants and all direct relocation costs that will be provided to families (e.g., security deposits, utility transfer fees and the costs to hire movers). \$1 million is targeted for direct relocation costs for the families of Las Deltas.

CONSEQUENCE OF NEGATIVE ACTION

None. Information item only.



To: Board of Supervisors

From:

Date: October 9, 2018

Subject: Claim

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**RECOMMENDATIONS**

DENY claim filed by Michelle Stamps.

**BACKGROUND**

See attached.

**FISCAL IMPACT**

No fiscal impact.

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Action of Board On: **10/09/2018**  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: October 9, 2018

Joseph Villarreal, Executive Director

Contact: Scott Selby  
925.335.1400

By: , Deputy

cc:

ATTACHMENTS

Claim Michelle

Stamps

CLAIM

BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF CONTRA COSTA COUNTY

BOARD ACTION: Oct 9, 2018

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. )

NOTICE TO CLAIMANT

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 Section 913,
915.2. and 915.4 Please note all "Warnings".

RECEIVED

AUG 31 2018

COUNTY COUNSEL
MARTINEZ, CALIF.

AMOUNT: In Excess of \$25,000.00

CLAIMANT: Michelle Stamps

BY DELIVERY TO CLERK ON:

BY MAIL POSTMARKED: August 29, 2018

ATTORNEY: Willaim E. Lombardini, Esq.

ADDRESS: 1901 Harrison Street, Suite 1100
Oakland, CA 94612

FROM: The Board of Commissioners TO: County Counsel
Attached is a copy of the above-noted claim.

Dated: August 31, 2018 By: Deputy David Twa, Clerk

II. FROM: County Counsel TO: The Board of Commissioners

- (x) 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: 9/4/18 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).

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 served 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 want 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 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 rights under the statutes of limitations applicable to actions not subject to the California Tort Claims Act

RE: Claim By: )  
Michelle Stamps )  
)  
Against the County of Contra Costa and )  
Contra Costa County Housing Authority )

Reserved for Clerk's filing stamp



The undersigned claimant hereby makes claim against the County of Contra Costa or the above-named district in excess of \$25,000 jurisdictional limit and in support of the claim represents as follows:

1. When did the damage or injury occur? (Give exact date and hour)  
**May 18, 2018 at approximately 10 p.m.**
2. Where did the damage or injury occur? (Include city and county)  
**1010 Rosemary Lane, Oakley CA, Contra Costa County**
3. How did the damage or injury occur? (Give full details; use extra paper if required)  
**Plaintiff fell through her deck in the public housing unit where she lived. Plaintiff's flower pot flew across her deck on a windy night, and she walked across the deck to pick up the flower pot and fell through the deck. Her left leg went completely through through the deck and her body was fully lodged in. Plaintiff's son, Jalen, had to help Claimant extricate herself.**
4. What particular act or omission on the part of county or district officer, servants or employees caused the damage or injury?  
**Plaintiff moved into the apartment on October 1, 2017 and the deck was in disrepair. The owners did a walkthrough with plaintiff and did not say anything concerning the deck. Plaintiff fell through the deck because it was completely rotten and was in a state of disrepair.**
5. What are the names of county or district officers, servants or employees causing the damage or injury?  
**Unknown at this time; Investigation continues**
6. What damage or injuries do you claim resulted? (Give full extent of injuries or damages claimed. Attach two estimates for auto damage)  
**Claimant sustained a complete tear of her left ACL; As a direct and proximate result of the collision, Claimant has suffered bodily injuries and has endured: past and future pain and suffering; loss of enjoyment of life; physical impairment; emotional distress; disfigurement; inconvenience; grief; anxiety; and humiliation - all of which resulted from or accompanied Plaintiffs' physical injuries. As a direct and proximate result of the collision, Plaintiff required medical treatment to treat the injuries she**

suffered in the accident and Plaintiff incurred medical bills for said medical treatment.

Plaintiff has incurred out-of-pocket costs and losses and incurred special damages and general damages as a direct and proximate result of the negligent acts and omissions of the Housing Authority

- 7. How was the amount claimed above computed? (Include the estimated amount of any prospective damage or injury.)
- 8. Names and addresses of witnesses, doctors and hospitals:  
**John Muir Medical Center in Concord; Pittsburg Health Clinic; MRI at Open MRI in Pittsburg.**
- 9. List the expenditures you made on account of the accident or injury:

<u>DATE</u>	<u>TIME</u>	<u>AMOUNT</u>
Inv. Continues	Inv. Continues	Inv. Continues

) Gov. Code Sec. 9110.2 provides "The claim shall  
) be signed the claimant or by some person on his  
) behalf.

SEND NOTICES TO: (Attorney) )

Name and address of Attorney )

 8/22/18

Clerk of the Board of Supervisors )

(Claimant's Signature)

County Administration Building )

Room 106 )

William Lombardini, Esq.

651 Pine Street )

The Barnes Firm

Martinez CA 94553 )

1901 Harrison Street, Suite 1100

Oakland, CA 94612

(Address)

Telephone No. (925) 335-1900 )

Telephone No. (510) 844-8683

Stephen E. Barnes<sup>4,6,7</sup>  
Angela M. Belty<sup>1</sup>  
Rett D.B. Bergmark<sup>1</sup>  
Howard S. Blumenthal<sup>1</sup>  
Jeffrey L. Bodily<sup>1,2</sup>  
Carlos A. Gomez<sup>1</sup>  
Mark L. Iodice<sup>1,2,8</sup>  
Tae-Yoon Kim<sup>1</sup>  
David J. Koppelman<sup>1</sup>

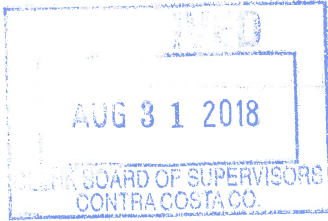
THE  
**BARNES**  
FIRM<sup>lc</sup>

Tel: (800) 800-0000  
Fax: (888) 800-7050

**Oakland Office**  
1901 Harrison St, Suite 1100  
Oakland, CA 94612

[www.TheBarnesFirm.com](http://www.TheBarnesFirm.com)

<sup>1</sup>Jonathan T. Louie  
<sup>1</sup>John W. Noland  
<sup>1,4,5</sup>Christian R. Oliver  
<sup>1</sup>Arthur M. Petrousian  
<sup>1,3</sup>Lee W. Previant  
<sup>1,4</sup>John A. Sheehan  
<sup>1</sup>Landon R. Vivian  
<sup>1,3</sup>Ronni Whitehead



<sup>1</sup>Admitted in California  
<sup>2</sup>Admitted in Colorado  
<sup>3</sup>Admitted in Illinois  
<sup>4</sup>Admitted in New York  
<sup>5</sup>Admitted in New Jersey  
<sup>6</sup>Admitted in Ohio  
<sup>7</sup>Admitted in Pennsylvania  
<sup>8</sup>Admitted in Washington

August 28, 2018

County of Contra Costa  
Contra Costa County Housing Authority  
Clerk of the Board of Supervisors  
County Administration Building  
651 Pine Street, Room 106  
Martinez, CA 94553

**RE: Our Client : Michelle Stamps  
Government Claim against Contra Costa County Housing  
Authority & County of Contra Costa**

To Whom it May Concern:

Our office represents Michelle Stamps in her bodily injury claim against the above referenced government entities. Enclosed please find our duly executed Government claim form against the Contra Costa County Housing Authority and the County of Contra Costa.

Very truly yours,

A handwritten signature in black ink, appearing to read "William E. Lombardini".

William E. Lombardini

WEL:acr  
Enclosures

**San Diego**  
350 10<sup>th</sup> Ave, Suite 1000  
San Diego, CA 92101

**Los Angeles**  
633 West Fifth St, Suite 1750  
Los Angeles, CA 90071

**Bay Area**  
1901 Harrison St, Suite 1100  
Oakland, CA 94612

THE  
**BARNES**  
FIRM

1901 Harrison St, Suite 1100  
Oakland, CA 94612



County of Contra Costa County  
Contra Costa County Housing Authority  
Clerk of the Board of Supervisors  
County Administration Building  
651 Pine Street, Room 106  
Martinez, CA 94553

OAKLAND  
CA 945  
29 AUG '18  
PM 4 L



94553-12333



To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: October 9, 2018



Contra  
 Costa  
 County

Subject: ANNUAL REVIEW AND APPROVAL OF INVESTMENT POLICY

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### **RECOMMENDATIONS**

ADOPT Resolution No. 5213 to invest U.S. Department of Housing and Urban Development (HUD) and non-HUD funds according to Housing Authority of the County of Contra Costa's Investment Policy.

### **BACKGROUND**

California Government Code (CGC) Section 53646(a)(2)] requires staff to annually prepare and submit a statement of investment policy, and any changes thereto, to the Board of Commissioners for consideration at a public meeting.

HACCC's Investment Policy was developed following guidelines set forth both by the State and HUD. In general, the State's approach to investing public funds is outlined in CGC Section 53600.5, which reads as follows:

*When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the primary objective of a trustee shall be to safeguard the principal of the funds under its control. The secondary objective shall be to meet the liquidity needs of the depositor. The third objective shall be to achieve a return on the funds under its control.*

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Action of Board On: **10/09/2018**  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: October 9, 2018

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

## BACKGROUND (CONTD)

The majority of HACCC's funds are federal moneys received from HUD. When investing these moneys HACCC must follow both the broad guidelines listed above as required by the State and HUD's more specific requirements set forth in HUD PIH Notice 2002-13. It authorizes housing authorities to invest HUD funds in the following:

- United States Treasury Bills, Notes and Bonds;
- Obligations issued by Agencies or Instrumentalities of the U.S. Government;
- State or Municipal Depository Funds, such as the Local Agency Investment Fund (LAIF) or pooled cash investment funds managed by County treasurers;
- Insured Demand and Savings Deposits, provided that deposits in excess of the insured amounts must be 100% collateralized by federal securities;
- Insured Money Market Deposit Accounts;
- Insured SUPER NOW accounts, provided that deposits in excess of the insured amount must be 100% collateralized by federal securities;
- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations, limited to no more than 30% of surplus funds;
- Repurchase/Reverse Repurchase Agreements of any securities authorized by this section; securities purchased under purchase agreements shall be no less than 102% of market value;
- Sweep Accounts that are 100% collateralized by federal securities;
- Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (Money Market Mutual Funds);
- Funds must carry the highest rating of at least two national rating agencies and are limited to not more than 20% of surplus funds;
- Funds held under the terms of a Trust Indenture or other contract or agreement including the HUD/PHA Annual Contributions Contract, may be invested according to the provisions of those indentures or contracts; and
- Any other investment security authorized under the provisions of HUD Notice PIH 02-13.

Any non-HUD moneys controlled by HACCC may be invested in the following instruments permitted by the State (CGC Section 53601 et. seq.):

- Bonds issued by the local entity with a maximum maturity of five years;
- United States Treasury Bills, Notes and Bonds;
- Registered state warrants or treasury notes or bonds issued by the State of California;
- Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurer, other local agencies or Joint Powers Agencies;
- Obligations issued by Agencies or Instrumentalities of the U.S. Government;
- Bankers Acceptances with a term not to exceed 270 days, limited to 40% of surplus funds; no more than 30% of surplus funds can be invested in Bankers Acceptances of any single commercial bank;
- Prime Commercial Paper with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service or Standard & Poor's Corp., limited to 15% of surplus funds; provided that if the average total maturity of all commercial papers does not exceed 31 days up to 30% of surplus funds can be invested in commercial papers.
- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations, limited to not more than 30% of surplus funds;
- Repurchase/Reverse Repurchase Agreements of any securities authorized by this Section, securities purchased under these agreements shall be no less than 102% of market value.
- Securities purchased under reverse repurchase agreements shall be for temporary and unanticipated cash flow needs only.
- Medium term notes (not to exceed two years) of U.S. corporations rated "AAA" or better by Moody's or Standard & Poor's limited to not more than 30% of surplus funds;
- Shares of beneficial interest issued by diversified management companies investing in the securities and

obligations authorized by this Section (Money Market Mutual Funds), limited to not more than 15% of surplus funds;

- Funds held under the terms of a Trust Indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements;
- Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations;
- Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment least-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years, securities in this category must be rated AA or better by a national rating service and are limited to not more than 30% of surplus funds;
- Any other investment security authorized under the provisions of California Government Code Sections 5922 and 53601.

HACCC takes a conservative approach to investing. In the past, the majority of HACCC's available funds (over 50%) have been placed in the Local Agency Investment Fund (LAIF), an investment alternative for California's local governments and special districts that is under the oversight of the State Treasurer. Investments in LAIF are highly liquid, as deposits can be converted to cash within twenty-four hours without loss of interest or principal. Under Federal Law, the State of California cannot declare bankruptcy, thereby providing some assurance that the investments are secure. HACCC's remaining investments are in certificates of deposit, money market accounts and government securities.

As a result of HUD's recapture of the Section 8 housing assistance payment reserves from every housing authority, the percentage of HACCC's invested funds held by LAIF has decreased to 1.83%.

In order to monitor HACCC's compliance with the Investment Policy, staff provide the Board of Commissioners with quarterly reports showing HACCC's investments and any recent activity or changes in those investments as required by CGC Section 53646(b). Compliance with the Investment Policy is also reviewed during HACCC's independent audit. HACCC has had no findings or comments regarding its investment activity.

Staff's recommendation is to maintain HACCC's current policy (see attachment). The attached policy was originally approved by the Board in 2007.

#### FISCAL IMPACT

This policy requires the HACCC to take a prudent approach to investing and that HACCC will not make any speculative investments, considering the probable safety of the capital as well as the probable income to be derived. The primary objectives of HACCC's investment activities, in order of priority, are: safety; liquidity; return on investment.

#### CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution No. 5213 approving the Investment Policy for the Housing Authority of the County of Contra Costa, HACCC would not be in compliance with HUD regulations and California Government Code.

#### ATTACHMENTS

Board Order Investment Policy



# ***Housing Authority of the County of Contra Costa Investment Policy***

## ***Scope***

This policy covers the investment activities of all contingency reserves and cash reserves or surplus under the direct authority of HACCC.

## ***Prudence***

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard (Government Code 53600.3) and shall be applied in the context of managing an overall portfolio. The Executive Director and his designees acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes. Any information received which identifies potential security risks or market price changes of significance shall be reported in a timely fashion and efforts to control adverse developments shall be pursued.

## ***Objective***

Section 53600.5 of the Government Code outlines the primary objectives of a trustee investing public money. The primary objectives, in order of priority, of HACCC investments activities shall be:

1. Safety: Safety of principal is the foremost objective of this investment policy. Investments of the HACCC shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the HACCC to meet all operating requirements, which might be reasonably anticipated.
3. Return on Investment: Investment return becomes a consideration only after the basic requirements of safety and liquidity have been met. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles consistent with HACCC investment policy, taking into consideration investment risk constraints and cash flow characteristics of the portfolio.

***Delegation of Authority***

Authority to manage the investment program is derived from Section 401(E) of the Annual Contribution Contract (ACC) between HUD and HACCC, and the Government Code Sections 53601, et seq. Management responsibility for the investment program is hereby delegated to the Executive Director of HACCC, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to safekeeping and repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and procedures established by the Executive Director. The Executive Director, as authorized by the Housing Authority Board of Commissioners, shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Executive Director is a trustee and a fiduciary subject to the prudent investor standard. (Government Code 53600.3)

***Ethics and Conflicts of Interest***

Officers and employees of the Housing Authority and such investment underwriters, bond counsel and other financial advisors or consultants involved in the investment process shall refrain from personal business activity which could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment recommendations and decisions.

***Authorized Financial Institutions and Dealers***

- A) The Executive Director will maintain a list of financial institutions that are authorized to provide investment services. Selection for placement on this list will be on the basis of credit worthiness, financial strength, experience and minimal capitalization. In addition, a list will also be maintained of approved security broker/dealers or investment bank underwriters who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.
- B) Selection: For brokers/dealers or investment bank underwriters of government securities and other investments, the Executive Director shall select only brokers/dealers or investment bank underwriters who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations; and, cannot have made any campaign contributions to any member of the Housing Authority's Board of Commissioners.

- C) Certification: Before engaging in investment transactions with a broker/dealer or investment bank underwriter, the Executive Director shall have received from said firm a signed Certification Form (See Exhibit 1). This form shall attest that the individual responsible for the Housing Authority's account with that firm has reviewed the Housing Authority's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Housing Authority that are appropriate under the terms and conditions of the Investment Policy.

***Authorized and Suitable Investments***

The Housing Authority is empowered by the HUD Notice 02-13 (See Attachment A) to invest HUD funds in the following:

- A. United States Treasury Bills, Notes & Bonds.
- B. Obligations issued by Agencies or Instrumentalities of the U.S. Government.
- C. State or Municipal Depository Funds, such as the Local Agency Investment Fund (LAIF).
- D. Insured Demand and Savings Deposits, provided that deposits in excess of the insured amounts must be 100 percent collateralized by securities listed in A & B above.
- E. Insured Money Market Deposit Accounts, provided that deposits in excess of the insured amount must be 100 percent collateralized by securities listed in A & B above.
- F. Insured Super NOW Accounts, provided that deposits in excess of the insured amount must be 100 percent collateralized by securities listed in A & B above.
- G. Repurchase Agreements of any securities authorized by this Section. Securities purchased under repurchase agreements shall be no less than 102 percent of market value. (See special limits in HUD Notice 02-13 (Attachment A) and Government Code 53601.0 (Attachment B).)
- H. Reverse Repurchase Agreements of any U. S. Treasury and Federal Agency Securities in portfolio. Securities purchased under reverse repurchase agreements shall be for temporary and unanticipated cash flow needs only. (See also special limits in HUD Notice 02-13 (Attachment A) and GOVERNMENT CODE 53601.0 (Attachment B).)

**Investment Policy** Page 4

- I. Sweep Accounts that are 100 percent collateralized by securities listed in A & B above.
- J. Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (Money Market Mutual Funds). Such Funds must carry the highest rating of at least two national rating agencies. Not more than 15 percent or 20 percent of surplus funds can be invested in Money Market Mutual Funds.
- K. Funds held under the terms of a Trust Indenture or other contract or agreement, including the HUD/Public Housing Agency Annual Contributions Contract, may be invested according to the provisions of those indentures or contracts.
- L. Any other investment security authorized under the provisions of HUD Notice PIH 02-13.

The Housing Authority is empowered by California Government Code (Government Code) Sections 5922 and 53601 et seq. to invest non-HUD funds in the following:

- A. Bonds issued by local government agencies with a maximum maturity of five years (See Attachment 2).
- B. United States Treasury Bills, Notes & Bonds.
- C. Registered warrants, treasury notes or bonds issued by the State of California.
- D. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurer, other local agencies or Joint Powers Agencies.
- E. Obligations issued by Agencies or Instrumentality of the U.S. Government.
- F. Bankers Acceptances with a term not to exceed 270 days. Not more than 40 percent of surplus funds can be invested in Bankers Acceptances and no more than 30 percent of surplus funds can be invested in the bankers acceptances of any single commercial bank.
- G. Prime Commercial Paper with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service or Standard & Poor's Corp. Commercial paper cannot exceed 15 percent of total surplus funds, provided, that if the average maturity of all Commercial paper does not exceed 31 days, up to 30 percent of surplus funds can be invested in Commercial paper.

- H. Repurchase Agreements of any securities authorized by this Section. Securities purchased under repurchase agreements shall be no less than 102 percent of market value. (See special limits in Government Code 53601(Attachment B).)
- I. Reverse Repurchase Agreements of any U. S. Treasury and Federal Agency Securities in portfolio. Securities purchased under reverse repurchase agreements shall be for temporary and unanticipated cash flow needs only. (See also special limits in Government Code 53601.0 (Attachment B).)
- J Medium term notes (not to exceed 2 Years) of U.S. corporations rated "A" or better by Moody's or S&P. Not more than 30 percent of surplus funds can be invested in medium term notes.
- K Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section. (Money Market Mutual Funds) Such Funds must carry the highest rating of at least two national rating agencies. Not more than 15% of surplus funds can be invested in Money Market Mutual Funds.
- L Funds held under the terms of a Trust Indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements.
- M Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.
- N Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years. Securities in this category must be rated AA or better by a national rating service. No more than 30% of surplus funds can be invested in this category of securities.
- O. Any other investment security authorized under the provisions of Government Code 5922 and 53601.

**Attachment A, HUD Approved Investment Instruments, and Attachment B, Government Code Section 53601, also provide a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. These attachments are included by reference in this investment policy.**

***Prohibited Investments***

Under the provisions of Government Code Section 53631.5, the Housing Authority shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only STRIPS derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity. In addition the provisions of Government Code Section 53601 et seq applies.

***Collateralization***

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party and valued on a monthly basis. The percentage of collateralization on repurchase agreements will conform to the amount required under Government Code 53601(1)(2).

***Safekeeping and custody***

All security transactions entered into by the Housing Authority shall be conducted during the normal business hours of the Housing Authority, on Housing Authority premises and on a delivery-versus-payment (DVP) basis. Only during an extreme emergency shall security transactions be conducted during non-business Housing Authority hours, not on Housing Authority premises. All securities purchased or acquired shall be delivered to the Housing Authority by book entry, physical delivery or by third party custodial agreement. (Government Code 53601)

***Diversification***

It is the policy of the Housing Authority to diversify its investment portfolio. The Housing Authority will diversify its investments by security type and, within each type, by institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following guidelines shall apply:

- A) Portfolio maturities shall be matched against projected liabilities to avoid an over concentration in a specific series of maturities.
- B) Maturities selected shall provide for stability and liquidity.
- C) Disbursement and payroll dates shall be covered by the scheduled maturity of specific investments, marketable U.S. Treasury Bills or notes or other cash equivalent instruments, such as money market mutual funds.

The Executive Director shall submit to each member of the Housing Authority Board of Commissioners a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed by third party contractors. The report will also include the source of the portfolio valuation. In the case of funds invested in The Local Agency Investment Fund (LAIF), Federal Deposit Insurance Corporation (FDIC) accounts or county investment pools, current statements from those institutions will satisfy the above reporting requirement. The report will also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and; (2) the Housing Authority will meet its expenditure obligations for the next six months. (Government Code 53646(b)). The Executive Director and/or his designee shall maintain a complete and timely record of all investment transactions.

***Investment Policy Adoption***

The Investment Policy shall be adopted by resolution by the Housing Authority Board of Commissioners. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Housing Authority Board of Commissioners.

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: October 9, 2018



Contra  
 Costa  
 County

Subject: Construction Contract with Engineered Soil Repairs, Inc.

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**RECOMMENDATIONS**

- (1) **APPROVE** plans, specifications, and design for the Landslide Remediation/Slope Stabilization Project, Alhambra Terrace, Martinez Project (CA011001).
- (2) **APPROVE** the above project and take related actions under the California Environmental Quality Act (CEQA).
- (3) **DETERMINE** the project is a CEQA Class 1, Class 3, and Class 4 categorical exemption, pursuant to Article 19, Sections 15301, 15303, and 15304 of the CEQA Guidelines.
- (4) **AWARD** the construction contract for the above project to Engineered Soil Repairs, Inc. ("ESR") in the amount listed in ESR's proposal (\$141,239.00, plus \$124.00 per ton of placed rock rip- rap in excess of 450 tons), and **DIRECT** that ESR shall present two good and sufficient surety bonds contractor shall present two good and sufficient surety bonds (performance and payment) in the amount of \$141,239.00 each and that the Executive Director, or designee, shall prepare the contract.

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Action of Board On: **10/09/2018**  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: October 9, 2018

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:



## RECOMMENDATIONS (CONT'D)

(5) **AUTHORIZE** the Executive Director, or designee, to approve construction change orders, as needed, up to a maximum total of 10% (\$14,123.90), which is in addition to the contract award amount (\$141,239.00) and the potential payment for extra rip-rap set forth above.

(6) **ORDER** that, after the contractor has signed the contract and returned it, together with the bonds as noted above, certificates of insurance, and any other required documents, and the Executive Director has reviewed and found them to be sufficient, the Executive Director, or designee, is authorized to sign the contract for this Board.

(7) **ORDER** that the Executive Director, or designee, is authorized to sign any escrow agreements prepared for this project to permit the direct payment of retentions into escrow or the substitution of securities for moneys withheld by HACCC to ensure performance under the contract, pursuant to Public Contract Code Section 22300.

(8) **DELEGATE**, pursuant to Public Contract Code Section 4114, to the Executive Director, or designee, the Board's functions under Public Contract Code Sections 4107 and 4110.

(9) **DELEGATE**, pursuant to Labor Code Section 6705, to the Executive Director, or to any registered civil or structural engineer employed by HACCC, the authority to accept detailed plans showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection during trench excavation covered by that section.

(10) **DIRECT** the County Director of Conservation and Development to file a Notice of Exemption with the County Clerk and **AUTHORIZE** the Executive Director, or designee to arrange for payment of a \$25 fee to Conservation and Development for processing and a \$50 fee to the County Clerk for filing the Notice of Exemption.

## BACKGROUND

On January 18, 2017, a landslide occurred on the Housing Authority's property next to the main administrative buildings (Alhambra Terrace). Mud flowing downhill from the slide came to rest next to the buildings. To prevent damage to the buildings and potential injury to staff, management directed prompt removal and clean-up of the mud.

To prevent the slide from recurring and to stabilize the Housing Authority property, management hired a geotechnical firm (Kropp & Associates) to investigate the cause of the slide. On February 14, 2018, Kropp & Associates issued a report with recommendations for a long-term repair and stabilization of the slide area. According to the Kropp report, there is some indication that the slide was caused or worsened by drainage directed into the slide area from an adjacent property. Management and staff are in the process of pursuing a claim against that property owner's homeowners insurance.

To carry out the Kropp report recommendations, management hired a structural engineering firm (Spectrum Engineers) to prepare a detailed design for the slide repair and slope stabilization project. Detailed plans and specifications, consisting of 6 sheets and 12 pages, were prepared by a licensed structural engineer and finalized on September 7, 2018. The plans and specifications will enable the slide area to be permanently repaired and stabilized.

Using the plans and specifications, staff solicited a quote for the slide repair construction work from

Engineered Soil Repairs, Inc. (ESR) of Walnut Creek, piggy-backing off of an existing contract that the County has with ESR for on-call services. ESR was also the top-listed firm on the list of contractors recommended by Kropp & Associates. On September 19, 2018, ESR submitted a proposal to perform the construction work for the slide repair/slope stabilization project for \$141,239, plus \$124 per ton for placed rock rip-rap in excess of 450 tons. Staff has reviewed the bid price and is satisfied it is a reasonable price for the substantial work involved. During construction, Kropp & Associates and Spectrum Engineers will visit the site to verify that the work is proceeding in accordance with the Kropp report recommendations and the plans and specifications.

To enable the slide repair/slope stabilization project to be completed this construction season before the rainy season shuts down construction, the Executive Director recommends that the Board take the following actions:

- (1) Approve the project design, plans, and specifications, which approval will give design immunity to the Housing Authority.
- (2) Determine that the slide repair/slope stabilization project, which will basically restore the slope of the Housing Authority property to its original configuration, qualifies as a categorical exemption under the following Guidelines for the California Environmental Quality Act (CEQA): Class 1 (repair and maintenance of public structures, facilities, or topographical features), Class 3 (construction and location of new, small facilities or structures), and Class 4 (minor public alterations to land). See the Notice of Exemption attached to this Board order.
- (3) Award the construction contract for the above project to ESR for their bid price (\$141,239, plus \$124 per ton for placed rock rip-rap in excess of 450 tons), direct the Executive Director to prepare the contract, and authorize the Executive Director to sign the contract following his review and approval of the signed contract, bonds, and insurance from ESR.
- (4) Take the additional related actions listed in the Recommended Actions above.

#### FISCAL IMPACT

The construction contract and related project management, inspection, and testing will be funded 100% by HUD.

#### CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners not award the construction contract, as recommended, the landslide will remain unrepaired and unstabilized, with the potential for additional damage, injury to staff, and interference with HACCC operations during the upcoming rainy season.

#### ATTACHMENTS

NOE

CONTRA COSTA COUNTY  
CALIFORNIA ENVIRONMENTAL QUALITY ACT  
**Notice of Exemption**

To:  Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: Contra Costa County  
Dept. of Conservation & Development  
30 Muir Road  
Martinez, CA 94553

County Clerk  
County of: Contra Costa

**Project Name/File No.:** Landslide Remediation/Slope Stabilization Project for the Housing Authority of Contra Costa – Alhambra Terrace, Martinez.

**Project Applicant/Sponsor Name and Address:**

Housing Authority of the County of Contra Costa  
Attn: Mr. Robert Moore  
3133 Estudillo Street  
Martinez, California 94553

**Project Location/Address/APN:**

3133 Estudillo Street  
Martinez, California 94553  
APN: 376-010-010

**Project Description:**

In January 2017, a landslide occurred on undeveloped Housing Authority property in Martinez. The area consists of a steeply sloped hillside and is approximately 9 acres in size. The landslide area is approximately 40' in width and 80' in length. The slide material flowed approximately 175' to the exterior of the Housing Authority Central Office, nearly flooding a portion of the building.

The landslide remediation project consists of constructing a soldier pile and lagging retaining wall and rip-rap system. The retained height of the soldier pile wall would be approximately 6 feet in height. The soldier piles will be comprised of steel "H" piles installed in drilled shafts with structural concrete. Pressure-treated wood lagging will be placed between the soldier piles. Wall drainage would be allowed to weep between the lagging through filter fabric and be collected in a concrete "v-ditch" at the toe of the wall, then carried downslope via pipe or v-ditch to an existing drain collection system (storm drain). Rock ("rip-rap") would be placed on a benched excavation upslope of the soldier-pile wall and extend upslope from the wall to the top of the slide scarp at about a 2:1 inclination.

The project also includes approval of the project design, plans, and specifications and award of the construction contract for the above project to Engineered Soil Repairs, Inc. ("ESR") in the amount listed in ESR's proposal (\$141,239.00, plus \$124.00 per ton of placed rock rip-rap in excess of 450 tons).

The goal of this project is to remediate the landslide area, so as not to cause further damage to the Central Office or other Housing Authority property, which is currently vulnerable to future damage if not remediated. No other improvements or changes to the property are planned, and the area of the project will remain vacant, undeveloped hillside, similar to its original configuration before the landslide.

**Name of Public Agency Approving Project:**  
**Name of Person or Agency Carrying Out Project:**  
**Project Approval/Adoption Date:**

The County of Contra Costa  
Housing Authority of Contra Costa County

**Exempt Status:**

- |   |  |
|---|--|
| <input type="checkbox"/> Ministerial Project (Sec. 21080(b) (1); 15268(a);  | <input checked="" type="checkbox"/> Categorical Exemption, Section 15301 (Class 1)<br>Section 15303 (Class 3), and Section 15304 (Class 4) |
| <input type="checkbox"/> Declared Emergency (Sec. 21080(b)(3); 15269(a));   | <input type="checkbox"/> Other Statutory Exemption   |
| <input type="checkbox"/> Emergency Project (Sec. 21080(b)(4); 15269(b)(c)); | <input type="checkbox"/> General Rule of Applicability   |

**Reasons why project is exempt:** This project is exempt from CEQA as determined by the Department of Conservation and Development as follows: Class 1 consists of the operation, repair, maintenance, or minor alteration of existing public structures, facilities, or topographical features, involving no expansion of the use beyond that existing at the time of the lead agency's determination. Class 3 consists of construction and location of new, small facilities or structures. Class 4 consists of minor public alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees. This project is consistent with those criteria.

**Lead Agency Contact Person:** Telma B. Moreira

**Area Code/Telephone/Extension:** 925-674-7783

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Signed by Lead Agency  Signed by Applicant

**AFFIDAVIT OF FILING AND POSTING**

I declare that on \_\_\_\_\_ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Applicant:**

Robert Moore  
Housing Authority of the  
County of Contra Costa  
3133 Estudillo Street  
Martinez, CA 94553

**Department of Fish and Game Fees Due**

EIR - \$3,029.75

Total Due: \$ \_\_\_\_\_

Neg. Dec. - \$2,181.25

Total Paid \$ \_\_\_\_\_

DeMinimis Findings - \$0

**County Clerk - \$50**

Receipt#:

**Conservation & Development - \$25**

To: Contra Costa County Housing Authority Board of Commissioners

From:

Date: October 9, 2018



Contra  
Costa  
County

Subject: COLLECTION LOSS WRITE-OFF FOR THE QUARTER ENDING SEPTEMBER 30, 2018

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### **RECOMMENDATIONS**

ADOPT Resolution No. 5214 to approve collection loss write-offs in the public housing program in the amount of \$ 81,583.56 for the quarter ending September 30, 2018.

### **BACKGROUND**

The Housing Authority takes action to write off accounts that have been determined to be non-collectible.

For this quarter ending SEPTEMBER 30, 2018 a breakdown of the recommended write-offs, by housing development, is provided in the following table (see next page):

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Action of Board On: **10/09/2018**  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: October 9, 2018

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONTD)

CA011-001	Alhambra Terrace Martinez	\$566.00
CA011-003	Bridgemont Antioch	\$9,147.50
CA011-004	Los Nogales Brentwood	\$566.00
CA011-005	El Pueblo Pittsburg	\$3,451.05
CA011-006	Las Deltas N. Richmond	\$0
CA11-008	Los Arboles Oakley	\$0
CA011-009A	Las Deltas N. Richmond	\$0
CA011-009B	Las Deltas N. Richmond	\$0
CA011-010	Bayo Vista Rodeo	\$60,577.60
CA011-011	Hacienda Martinez	\$523.24
CA011-012	Casa de Manana Oakley	\$307.89
CA011-013	Casa de Serena Bay Point	\$0
CA011-015	Elder Winds Antioch	\$0
CA011-4501	Vista del Camino San Pablo	\$5,151.52
CA011-4502	Kidd Manor	\$1,292.76
<b>TOTAL</b>		<b>\$81,583.56</b>

A total of 18 accounts are being recommended for write-off, representing an average of \$4,532.42 per account.

The following table illustrates the collection losses per quarter for the past four quarters.

## Conventional Program

THIS QUARTER 09/30/2018	\$81,583.56
03/31/18	\$50,381.06
01/31/18	\$35,979.41
09/31/17	\$193,229.09

Prior to submission of an account for write-offs, the staff makes every effort to collect money owed to HACCC. Once the account is written off, staff uploads debt amount to HUD's Debts Owed System, to further Housing Authorities efforts to collect monies owed. Past participants that owe Housing Agencies may be denied admission to public housing or housing choice voucher programs in the future unless debt is repaid.

### FISCAL IMPACT

Uncollectable amounts impact the budget by reducing total rental income. The Housing Authority of the County of Contra Costa (HACCC) regularly writes off those accounts that have been determined to be uncollectable. Once an account is written off, it can be turned over to a collection agency. For the period ending September 30, 2018 the collection loss write-off total is \$81,583.56.

### CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution No. 5214 these accounts would inflate the total accounts receivable for HACCC and present and inaccurate financial picture.

### ATTACHMENTS

Collection loss write off chart

## M E M O R A N D U M

TO: Joseph Villarreal, Executive Director

FROM: Elizabeth Campbell, Director of Managed Housing Programs

SUBJECT: Vacated Collection Loss Write-Offs

DATE: September 30, 2018

I have reviewed the request for Vacated Collection Loss Write-Off Accounts submitted by the Housing Managers and recommend that the following amounts be written off/submitted as non-collectible:

PROJECT	RENT	LEGAL	MAINTENANCE	TOTAL	TENANT ACCOUNTS
Alhambra Terr. Martinez CAL 11-1	-0-	-0-	\$566.00	\$566.00	1
Bridgemont, Antioch CAL 11-3	\$9,022.50	-0-	\$125.00	\$9,147.50	1
Los Nogales, Brentwood CAL 11-4	-0-	-0-	\$566.00	\$566.00	1
El Pueblo, Pittsburg CAL 11-5	\$2,351.72	-0-	\$1,099.33	\$3,451.05	4
Las Deltas, N. Richmond CAL 11-6	-0-	-0-	-0-	-0-	0
Los Arboles, Oakley CAL 11-8	-0-	-0-	-0-	-0-	0
Las Deltas, N. Richmond CAL 11-9A	-0-	-0-	-0-	-0-	0
Las Deltas, N. Richmond CAL 11-9B	-0-	-0-	-0-	-0-	0
Bayo Vista, Rodeo CAL 11-10	\$57,222.85	-0-	\$3,354.75	\$60,577.60	5
Hacienda, Martinez CAL 11-11	-0-	-0-	523.24	\$523.24	1
Casa de Manana, Oakley CAL 11-12	-0-	-0-	307.89	\$307.89	1
Casa de Serena Bay Point CAL 11-13	-0-	-0-	-0-	-0-	0
Elder Winds, Antioch CAL 11-15	\$4,842.46	-0-	\$309.06	\$5,151.52	3
Vista del Camino San Pablo 4501	\$105.00	-0-	\$1,187.76	\$1,292.76	1
Kidd Manor, San Pablo 4502	-0-	-0-	-0-	-0-	0
<b>TOTALS:</b>	<b>\$73,544.53</b>	<b>-0-</b>	<b>\$8,039.03</b>	<b>\$81,583.56</b>	<b>18</b>