

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

JOHN GIOIA, CHAIR

CANDACE ANDERSEN, VICE CHAIR

MARY N. PIEPHO

KAREN MITCHOFF

FEDERAL D. GLOVER

FAY NATHANIEL

AQUEELA BOWIE

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.

ANNOTATED AGENDA & MINUTES

February 10, 2015

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.

There were no items removed for discussion.

D. 2 PUBLIC COMMENT (3 Minutes/Speaker)

Tammy Scott/Nyeasha Fuller, spoke regarding inappropriate termination of her housing voucher without notice and the failure to grant her a hearing and inaccurate assessment of damages. Ms. Scott is now homeless.

Supervisor Glover had a conversation with Ms. Scott last week and will be meeting with Mr. Villarreal and Ms. Scott next week.

Director Villarreal informed the Commissioners that Ms. Fuller has requested services from the Legal Aid Society and he is waiting to hear back from Legal Aid to schedule a meeting.

D.3 CONSIDER report on the proposed strategies to improve the physical condition of the Housing Authority's public housing units in response to chronic federal funding shortfalls and provide direction to staff as necessary.

Director Villarreal will schedule a workshop for the Commissioners to examine and discuss the contents of the report in greater detail.

ACCEPTED the report on the proposed strategies to improve the physical condition of the Housing Authority's public housing units in response to chronic federal funding shortfalls

Commissioner John Gioia	AYE
Commissioner Candace Andersen	AYE
Commissioner Mary N. Piepho	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Fay Nathaniel	ABSENT
Commissioner Aqueela Bowie	AYE

D.4 CONSIDER adopting Resolution No. 5184 approving the Side Letters between the Housing Authority and Public Employees Union Local #1 for their Maintenance and Clerical Units, modifying Sections 23 "Benefits" and Section 39 "Health Benefits Reopener" of the current Memorandum of Understanding (January 1, 2013 – December 31, 2015) to allow the Housing Authority to provide health insurance via CalPERS effective April 1, 2015;

CONSIDER adopting Resolution No. 5185 to allow the Housing Authority to provide health insurance via CalPERS to unrepresented and exempt employees effective April 1, 2015;

CONSIDER authorizing the Executive Director to execute the Side Letters with Public Employees Union Local #1 on behalf of the Housing Authority.

D.5 CONSIDER adopting Resolution No. 5186 electing to be subject to the Public Employees' Medical and Hospital Care Act and fixing the Employer's contribution at an amount equal to or greater than that prescribed by Government Code Section 22892(b).

Commissioner John Gioia	AYE
Commissioner Candace Andersen	AYE
Commissioner Mary N. Piepho	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Fay Nathaniel	ABSENT
Commissioner Aqueela Bowie	AYE

ADJOURN

CONSENT ITEMS:

C.1 RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending December 31, 2014.

Commissioner John Gioia	AYE
Commissioner Candace Andersen	AYE
Commissioner Mary N. Piepho	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Fay Nathaniel	ABSENT
Commissioner Aqueela Bowie	AYE

C.2 APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or designee, to execute a fourteen month contract with the City of Pittsburg in an amount not to exceed \$157,060 to provide additional law enforcement services at the El Pueblo public housing development for the period April 1, 2014 through June 30, 2015; and RATIFY payments previously made to the City of Pittsburg in the amount of \$85,578.40 for additional law enforcement services provided at the El Pueblo public housing development for the period April 1, 2013 through December 31, 2014. (Housing Authority's Operation funds)

Commissioner John Gioia	AYE
Commissioner Candace Andersen	AYE
Commissioner Mary N. Piepho	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE

Commissioner Fay Nathaniel	ABSENT
Commissioner Aqueela Bowie	AYE

C.3 ACCEPT report on the 2014 PHA (Public Housing Agency) Collaboration award received from the United States Department of Housing and Urban Development.

Commissioner John Gioia	AYE
Commissioner Candace Andersen	AYE
Commissioner Mary N. Piepho	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Fay Nathaniel	ABSENT
Commissioner Aqueela Bowie	AYE

C.4 APPROVE amendments to the Housing Authority's Conflict of Interest Code, and DIRECT the Executive Director to submit the amended code to the Contra Costa County Board of Supervisors for approval.

Commissioner John Gioia	AYE
Commissioner Candace Andersen	AYE
Commissioner Mary N. Piepho	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Fay Nathaniel	ABSENT
Commissioner Aqueela Bowie	AYE

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, 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

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: February 10, 2015



Contra
Costa
County

Subject: Public Housing Physical Condition Status Update

RECOMMENDATIONS

CONSIDER report on the proposed strategies to improve the physical condition of the Housing Authority's public housing units in response to chronic federal funding shortfalls and provide direction to staff as necessary.

BACKGROUND

As presented at the May 2014 Board of Commissioners meeting, HACCC has spent over \$7 million (including ARRA funds) during the past five years to rehabilitate vacant public housing units and bring them back online. This effort has paid off as occupancy rates at all properties except North Richmond have climbed from 75% - 80% in some cases, to rates that are consistently between 97% - 100%. Now that there are few vacant units due to physical conditions and occupancy rates have improved, HACCC must shift its focus to the viability and long term physical health of its properties.

Staff have been working on a long-term plan to rehabilitate and preserve as many of HACCC's 1,177 public housing units as possible. HACCC's portfolio of 13 public housing properties is aging; 132 units were developed in 1942 and 1943, 352 units in 1952, another 593 throughout the 1960s and 100 units in 1982. The outstanding physical needs of these properties reflect their age. A 2011 physical needs assessment showed that HACCC's properties had \$8 million in immediate capital needs at that time, with an average annual growth rate of \$2.5 million. To address these needs, HACCC received just \$1.7 million in capital funds from the U.S. Department of Housing and Urban Development (HUD) this year, only about half of which will be used to directly address capital needs.

Action of Board On: **02/10/2015** ☒ APPROVED AS RECOMMENDED ☒ OTHER

Clerks Notes: See Addendum

VOTE OF COMMISSIONERS

AYE: John Gioia, Commissioner
 Candace Andersen,
 Commissioner
 Mary N. Piepho,
 Commissioner
 Karen Mitchoff,
 Commissioner
 Federal D. Glover,
 Commissioner
 Aqueela Bowie,
 Commissioner

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: February 10, 2015

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

ABSENT: Fay Nathaniel,
 Commissioner

Contact: 925-957-8028

cc:

BACKGROUND (CONTD)

CSG Advisors assisted HACCC in developing the proposed strategies. CSG is an independent financial advisor to state and local governments, public agencies, non-profit corporations, financial institutions and development firms. CSG specializes in bond financing, development negotiations and financial strategies and programs. CSG consistently ranks among the top financial advisors in the nation in terms of volume and number of transactions and has completed more than \$50 billion of financings. CSG has become a national leader in advising public housing authorities over the past fifteen years. Their work with public housing authorities has included innovative and nationally recognized approaches to strategic planning and portfolio review, public housing redevelopment and finance, affordable housing development finance, and Capital Fund borrowings. Their public housing clients have included the housing authorities of New York, San Francisco, Puerto Rico, New Orleans, Dallas, Seattle, Los Angeles, Washington, D.C., Indianapolis, Portland, Oakland and Sacramento among many others.

The purpose of CSG's work with HACCC has been to determine for each public housing property whether a financing option(s) exists that would permit HACCC to fully fund all needed capital repairs and generate enough revenue going forward to operate successfully.

The presentation today is designed to give the Board an overview of the scale of the underfunding challenge faced by HACCC and the proposed solutions to these challenges. The presentation is also designed to solicit feedback from the Board on these proposed solutions.

Attached are the presentation slides that will be used at the meeting.

FISCAL IMPACT

No immediate impact. However, the strategies chosen will largely dictate the use of the Housing Authority's (HACCC) capital fund for the next 15-20 years and will also ultimately impact the ownership structure and future viability of the existing public housing portfolio.

CONSEQUENCE OF NEGATIVE ACTION

None. Information item only.

CLERK'S ADDENDUM

Director Villarreal will schedule a workshop for the Commissioners to examine and discuss the contents of the report in greater detail. ACCEPTED the report on the proposed strategies to improve the physical condition of the Housing Authority's public housing units in response to chronic federal funding shortfalls

ATTACHMENTS

Physical Condition Update



**HOUSING AUTHORITY of the
COUNTY OF CONTRA COSTA**

Long Term Planning for Public Housing Portfolio

February 2, 2015

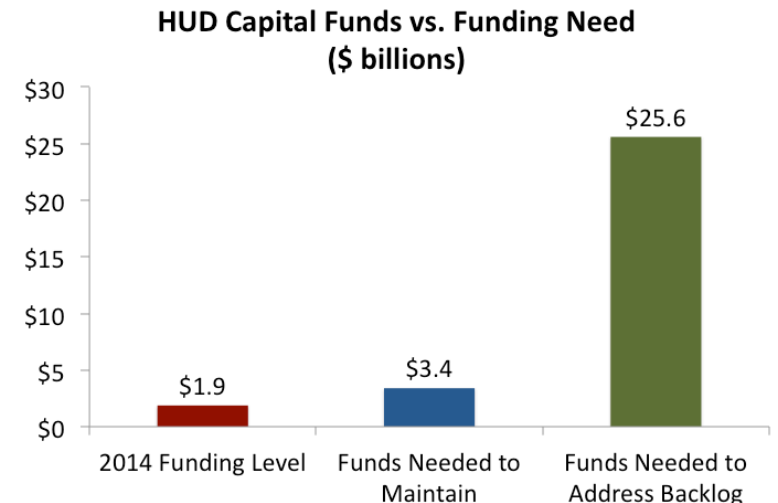
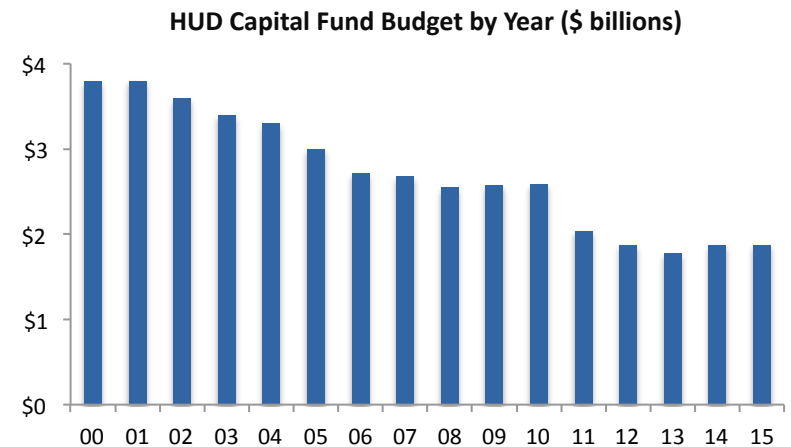
CSG | advisors

Agenda

- **Underfunding Challenge**
- Potential Solutions to Address Portfolio Needs
- Recommendations
- Next Steps

Underfunding Challenge: National View

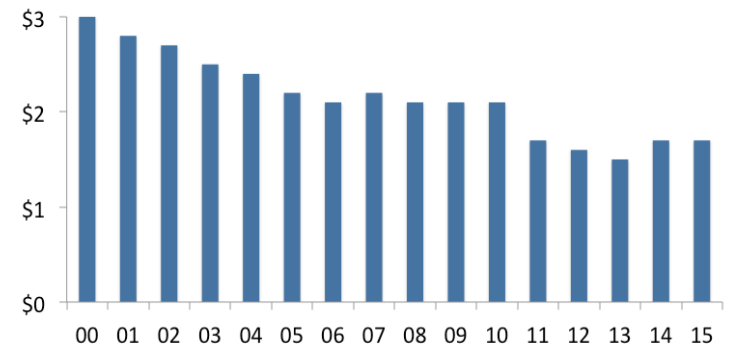
- For the past 15 years, Congress has been chronically underfunding the capital needs of public housing
 - Total HUD capital funding has dropped from approximately \$3.8 billion per year in 2000 to \$1.9 billion in 2015
- The backlog of capital needs in public housing is large and growing
 - HUD estimated a capital needs backlog of \$25.6 billion in 2010, plus \$3.4 billion of annual needs
 - Recent funding levels of less than \$2 billion per year are insufficient to maintain the portfolio or address the backlog



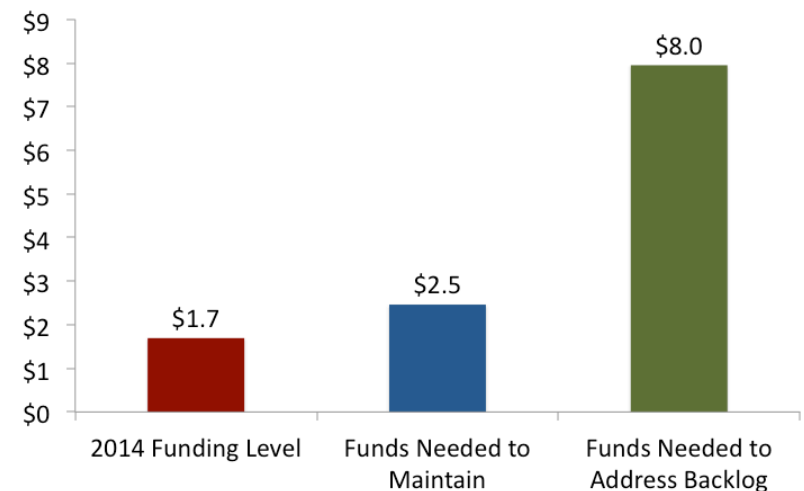
Underfunding Challenge: HACCC View

- HUD's underfunding of Contra Costa's public housing mirrors the national trend
 - 2014 Capital Fund grant was \$1.7 million, down 44% from the \$3.0 million received in 2000
- Contra Costa's public housing has large and growing capital needs
 - \$8 million of immediate capital needs estimated in 2011 (part of \$55 million total over 20 years)
 - \$2.5 million in new capital needs every year, on average
- Even the best management of capital spending can't keep pace with the needs of an aging housing stock given persistently meager federal funding

HACCC Capital Fund Grants by Year (\$millions)



HACCC Capital Funds vs. Funding Need (\$ millions)

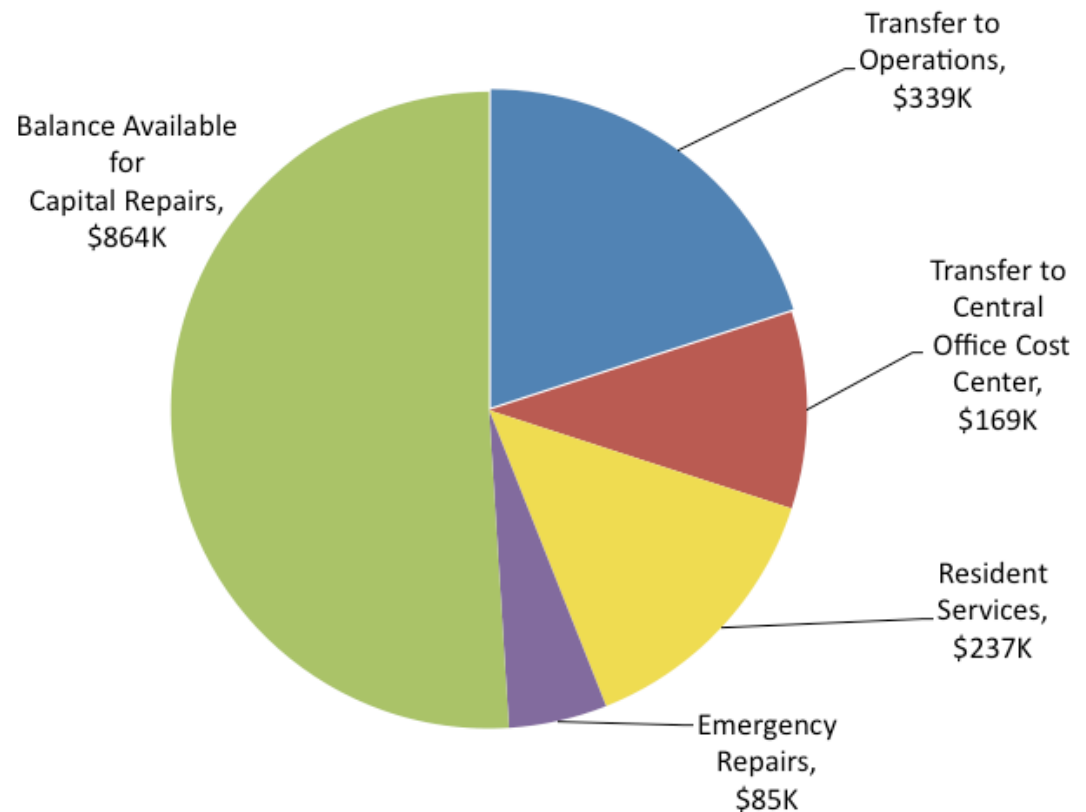


Many Demands on HACCC's Scarce Capital Funds

Of \$1.7 million in HUD Capital Funds received for 2014:

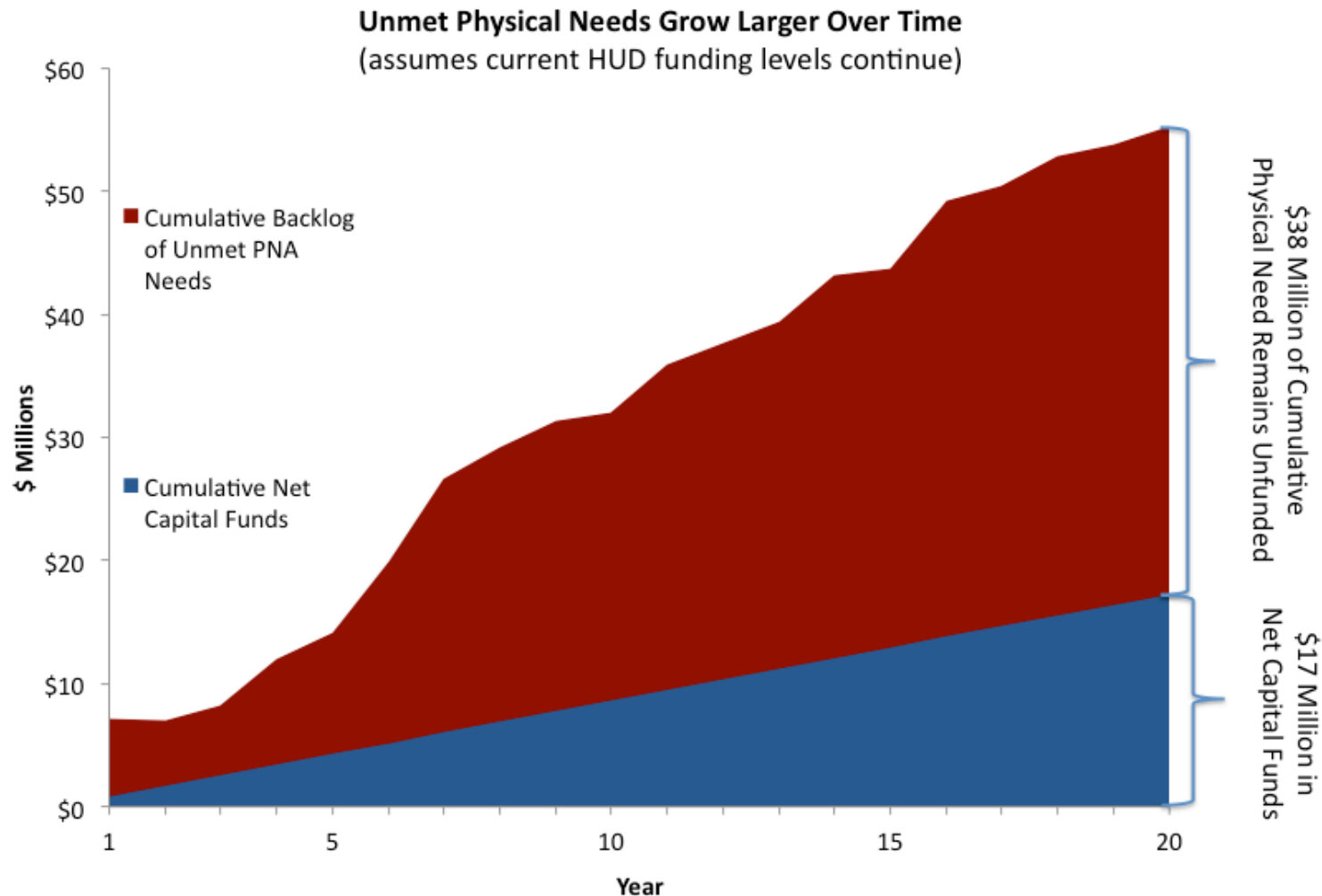
- – \$339,000 (20%) transferred to Operations
- – \$169,000 (10%) transferred to Central Office Cost Center
- – \$237,000 (15%) transferred to Resident Services
- – \$85,000 (5%) needed for emergency repairs
- – **Approximately \$864,000 available to fund \$2.5 million in average annual capital needs**

2014 Capital Funds of \$1.7 Million
Expected Transfers and Uses



Unmet Capital Needs Grow as the HACCC Portfolio Ages

\$55 million of projected capital needs for 1,177 public housing units over the next 20 years vs. \$17 million of projected net capital funds at \$864,000 per year



Agenda

- Underfunding Challenge
- **Potential Solutions to Address Portfolio Needs**
- Recommendations
- Next Steps

Potential Solutions to Address Portfolio Needs: What Are the Options?

Various options exist; a combination of approaches is often required

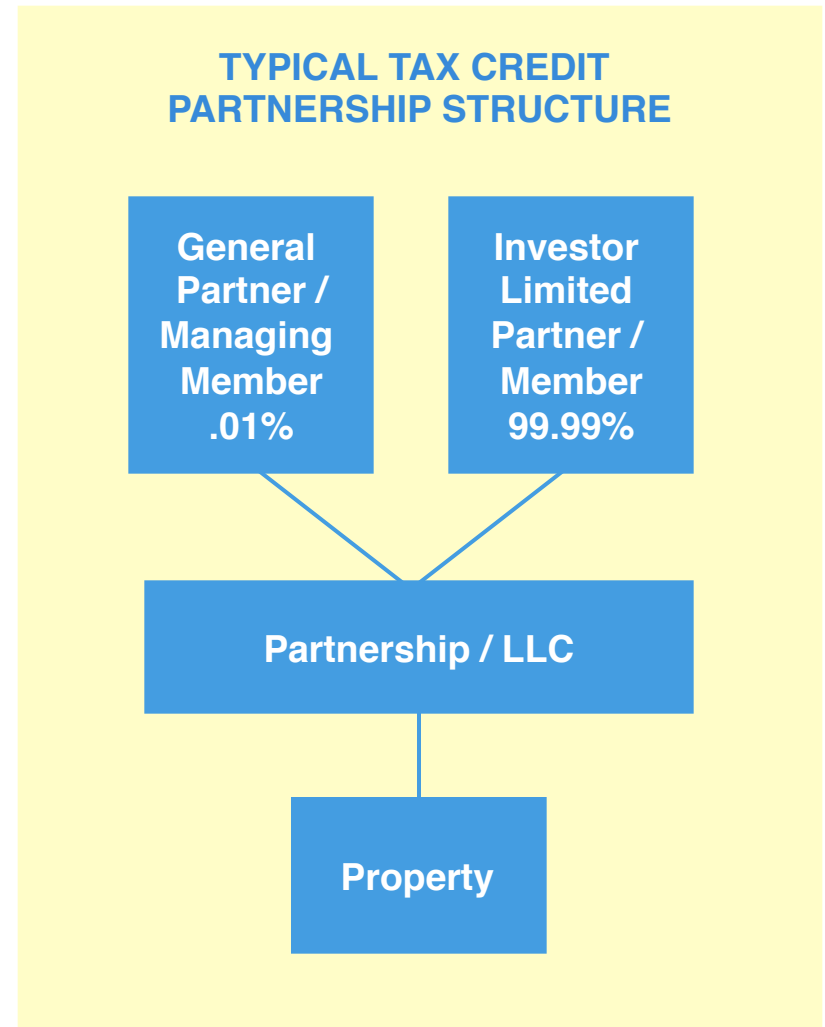
- **Continue rehab with existing funds using “triage” approach**
 - Not able to address all needs
 - Negative impacts on residents and neighborhoods
- **Dispose of non-viable properties**
 - Must meet restrictive HUD criteria
 - Potential loss of subsidized units
 - Might generate sales proceeds
 - Could help HACCC focus efforts on preserving remaining properties
- **Redevelop/rebuild properties**
 - High construction and other costs, including tenant relocation
 - Typically very large financing gaps
- **Convert operating subsidy from public housing to Section 8**
 - Potentially larger HUD subsidies
 - Could help facilitate borrowing
 - Existing tenants can usually stay
 - HUD is encouraging conversions through new Rental Assistance Demonstration “RAD” program, but it gives no additional subsidy
- **Find external funding**
 - Local governments (less likely now that redevelopment agencies are gone)
 - State programs
 - Federal low income housing tax credits

Potential Solutions to Address Portfolio Needs: Overview of Low Income Housing Tax Credits

- Since its start in 1987, the low income housing tax credit program has been the nation's primary source of funding for affordable housing production
- Tax credits can be used to help fund new construction or rehabilitation
- Funding is provided by private investors seeking tax credits, and their funding does not need to be repaid
- Two main types of tax credits
 - “9% credits” can typically fund 60-90% of project costs, but it is very hard to win an allocation in the highly competitive process run by the state
 - “4% credits” are less valuable, typically funding just 20-50% of project costs, but unlike 9% credits it is easy to get an allocation
- Tax credit financing is complex and has relatively high transaction costs

Potential Solutions to Address Portfolio Needs: Tax Credit Structuring

- Property needs to be owned by a partnership or limited liability company rather than HACCC directly
 - HACCC, an affiliate, or a third-party developer it hires can serve as general partner
 - Investor serves as limited partner
- HACCC can retain a right to buy out the investor limited partner in approximately 15 years
- HACCC can continue owning the land and ground lease it to partnership
- Property can continue to receive HUD operating subsidies



Potential Solutions to Address Portfolio Needs: Sample Budget for Redevelopment Using Tax Credits

	Affordable Housing Redevelopment		
	without Tax Credits	with 4% Tax Credits	with 9% Tax Credits
Project Budget	<i>Amount Per Unit</i>	<i>Amount Per Unit</i>	<i>Amount Per Unit</i>
Demolition & Relocation	\$10,000	\$10,000	\$10,000
Infrastructure	\$20,000	\$20,000	\$20,000
Hard Costs + Design	\$250,000	\$250,000	\$250,000
Other Costs	\$25,000	\$55,000	\$55,000
Developer Fee	\$15,000	\$25,000	\$25,000
Reserves	\$5,000	\$5,000	\$5,000
Total	\$325,000	\$365,000	\$365,000
Funding Sources	<i>Amount Per Unit</i>	<i>Amount Per Unit</i>	<i>Amount Per Unit</i>
LIHTC Equity	\$0	\$130,000	\$300,000
Supportable Debt	\$20,000	\$20,000	\$20,000
Total	\$20,000	\$150,000	\$320,000
Funding Gap	\$305,000	\$215,000	\$45,000

Agenda

- Underfunding Challenge
- Potential Solutions to Address Portfolio Needs
- **Recommendations**
- Next Steps

Recommendations:

Summary of Proposed Approaches by Property

Rehabilitation. HACCC would comprehensively rehabilitate the existing properties over the next 10-15 years, financing the work with 4% tax credits, supportable debt, and other sources as necessary

Alhambra Terrace (*Martinez*)
Bridgemont (*Antioch*)
Casa de Mañana (*Oakley*)
Casa de Serena (*Bay Point*)
Elder Winds (*Antioch*)
Hacienda (*Martinez*)

Kidd Manor (*San Pablo*)
Los Arboles (*Oakley*)
Los Nogales (*Brentwood*)
Vista del Camino (*San Pablo*)
El Pueblo (*Pittsburg*)
(if can't win 9% credit awards)

Redevelopment. HACCC would demolish the existing buildings and rebuild new affordable units on the original property, financing the work with 9% tax credits and other sources

El Pueblo (*Pittsburg*), potentially *(to extent it can win 9% credit awards)*
Portions of Las Deltas (*North Richmond*), potentially *(depending on developer interest and financial feasibility)*

Disposition with Offsite Replacement or Relocation without Replacement. HACCC would seek HUD approval to dispose of these properties and would relocate the existing residents by acquiring off-site replacement units or by using Section 8 vouchers

Portions of Las Deltas (*North Richmond*)
Bayo Vista (*Rodeo*)

Recommendations:

Prioritize Rehab Based on Financing Potential and Need

- **Phase 1 - Initial Portfolio.** Plan an initial 4% tax credit transaction for rehab of Casa de Mañana, Elder Winds, Hacienda and Kidd Manor
 - These properties have the best potential to raise external financing and may not require significant HACCC funds up front
 - Combining multiple properties into a single financing could provide economies of scale to limit transaction costs
 - Transaction could generate developer fees to HACCC to help pay for staff and potentially allow reinvestment in future phases
- **Phase 2 – Years 5-9.** Rehab Bridgemont, Casa de Serena, El Pueblo (to the extent it can't be redeveloped using 9% credits), and Los Nogales as a second phase after the first phase is completed
 - These properties are considered high priority for capital improvements
 - Waiting until first phase is complete could allow HACCC to reinvest proceeds from the initial phase, boosting financial feasibility
- **Phase 3 – Years 10-13.** Begin rehab for Alhambra Terrace, Los Arboles, and Vista del Camino as additional funding becomes available
 - These properties have less urgent capital needs than phases 1 and 2

Recommendations:

Potential Schedule of Rehabilitation Properties

Begin in Year	Sites	Cost	Funding Gap	Net Gap / (Surplus)
1	Casa de Mañana (Oakley) Elder Winds (Antioch) Hacienda (Martinez) Kidd Manor (San Pablo)	\$8.7 Million	\$800 K	(\$1.1 M)
5	El Pueblo (Pittsburg)*	\$16.9 Million	\$4.6 M	\$2.3 M
7	Los Nogales (Brentwood)	\$3.5 Million	\$800 K	\$300 K
9	Bridgemont (Antioch) Casa de Serena (Bay Point)	\$6.3 Million	\$1.4 M	\$300 K
10	Alhambra Terrace (Martinez) Los Arboles (Oakley)	\$5.0 Million	\$2.0 M	\$1.0 M
13	Vista del Camino (San Pablo)	\$9.7 Million	\$3.3 M	\$1.8 M
* Timing and amounts shown reflect El Pueblo as rehab (i.e., if 9% credit strategy for new construction is unsuccessful).				

Recommendations:

El Pueblo (*Pittsburg, 171 units*)

- Good candidate for redevelopment
 - Existing buildings are over 60 years old and have high projected 20-year capital needs of \$8.8 million (over \$50,000 per unit)
 - Strong neighborhood characteristics mean good potential for developer interest and external funding
 - Low density of existing property may provide opportunity to rebuild with additional units and serve a wider range of income levels
- Financial feasibility of redevelopment hinges on availability of 9% tax credits
 - Would require 2-3 allocations, stretching over multiple years
 - Highly competitive statewide allocation process, and the state can change its rules and funding priorities from year to year
 - Without 9% tax credits, funding gap for redevelopment would be too large and HACCC would need to revert to a rehabilitation strategy
- Recommendation:
 - Seek input from multiple developers to refine plan
 - Anticipate a long-term process with multiple phases
 - Identify an initial phase and competitively select a developer
 - Retain flexibility to adjust future phases depending on funding availability and other factors

Recommendations:

Las Deltas (*North Richmond, 211 units*)

- Better candidate for disposition or redevelopment than rehabilitation
 - Existing buildings are at least 55 years old and have high projected 20-year capital needs of \$10.3 million (nearly \$50,000 per unit)
 - Chronic vacancy and turnover issues
- 90 of the 211 units already have contingent HUD approval for Section 8 project-based voucher conversion under Rental Assistance Demonstration
 - Represents a major success in addressing long-term vacant units while preserving access to HUD subsidies
 - HACCC is exploring ways to replace units on-site or off-site
- HACCC expects to refine approaches over next year
 - Input from potential developers is critical
 - Financial feasibility of development options is a key question
 - Disposition proceeds could potentially provide funding for replacement of some existing units
 - Need to be wary of spending disproportionate share of HACCC resources

Recommendations:

Bayo Vista (*Rodeo, 244 units*)

- Advancing age of the property and location next to refinery raise questions of whether the property is suitable for continued residential use
 - 52-year old property with projected 20-year capital needs of \$15.4 million (over \$60,000 per unit)
 - Immediately adjacent to oil refinery
 - Preliminary draft of NEPA study suggests proximity hazards for at least a portion of the property
- HUD may support disposition given environmental considerations
- If HUD would approve a disposition, it would also likely provide new Section 8 Tenant Protection Vouchers to facilitate relocation of existing residents to more suitable residential developments
 - Would represent an increase of HUD subsidy given that tenant protection vouchers would be based on HUD Fair Market Rents rather than existing subsidy level (unlike RAD vouchers)
- Recommendation:
 - Initiate discussions with HUD on potential for disposition approval and tenant protection vouchers

Recommendations:

Concerns and Risks Related to Proposed Approaches

- HUD Requirements and Resident Concerns
 - Any approach must meet HUD requirements and be responsive to the needs of existing residents
- Use of Section 8 Project-Basing Capacity
 - HACCC would need to use its limited project-basing capacity on up to 500 Section 8 vouchers to make the proposed approaches financially feasible (HACCC's currently remaining project-basing capacity is approximately 884 units)
- Potential Net Loss of Affordable Units
 - Dispositions without replacement or conversions to Section 8 using HACCC's existing vouchers could result in fewer total affordable housing units available
- Development and Financing Risks
 - Whether HACCC serves as its own developer or hires a third-party developer to implement approaches, there are significant risks associated with real estate development and financing, especially with external lenders and tax credit investors involved
- Time and resource constraints
 - Rehabilitation and redevelopment activities take a long time and require significant staff time and agency resources

Agenda

- Underfunding Challenge
- Potential Solutions to Address Portfolio Needs
- Recommendations
- **Next Steps**

Next Steps

- Refine approach based on input from Board
- Discuss Bayo Vista with HUD to assess likelihood of disposition approval and tenant protection vouchers
- Discuss El Pueblo and Las Deltas with developers to explore options and feasibility
- Consult with other stakeholders, including residents, local agencies, and HUD
- Prepare detailed feasibility analyses and schedules for initial phase(s)
 - Get appraisals and capital needs assessments of initial rehabilitation properties (Casa de Mañana, Elder Winds, Hacienda, and Kidd Manor)
 - Identify all potential external funding sources
 - Determine HACCC resource availability, including funding and staffing
- Present specific transactions to Board for consideration
- Competitively procure any needed assistance for each project, including architects and engineers, legal and financial advisors, developers, tax credit investors, etc.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: February 10, 2015



Contra
Costa
County

Subject: Side Letters With Local #1 To Allow the Housing Authority to Provide Health Insurance Via CalPERS

RECOMMENDATIONS

ADOPT Resolution No. 5184 approving the Side Letters between the Housing Authority and Public Employees Union Local #1 for their Maintenance and Clerical Units, modifying Sections 23 "Benefits" and Section 39 "Health Benefits Reopener" of the current Memorandum of Understanding (January 1, 2013 – December 31, 2015) to allow the Housing Authority to provide health insurance via CalPERS effective April 1, 2015;

ADOPT Resolution No. 5185 to allow the Housing Authority to provide health insurance via CalPERS to unrepresented and exempt employees effective April 1, 2015;

AUTHORIZE the Executive Director to execute the Side Letters with Public Employees Union Local #1 on behalf of the Housing Authority.

BACKGROUND

In 2008, the HACCC capped the amount it provides to employees to help pay for medical and dental coverage. Since that time staff have seen health insurance costs for a family rise by 312.8%. All of this increase has been absorbed by staff. Both the overall cost of HACCC's health care plans and the amount of increases are greater than other local agencies the Committee looked at. In response to this dramatic increase in health care costs and the discrepancies in overall costs, HACCC and Local #1 formed a Health Benefits Labor-Management Committee.

Action of Board On: **02/10/2015** ☐ 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: February 10, 2015

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONTD)

The Committee began meeting on November 9, 2010 in order to determine why the HACCC's costs and increases were so high, as well as to explore alternative health care options. The Committee met with Kaiser representatives and other insurers and brokers in this effort. It was determined that the health care costs for HACCC's employees were driven by overall age (12.1 years older than the average Kaiser pool in HACCC's agency class), high current usage and high anticipated future usage. As long as HACCC is purchasing health insurance directly, rates will be driven upward by these factors. Switching insurers or brokers will not change this. In order to lower overall health care rates, HACCC will need to join a large pool.

CalPERS is among the largest, if not the largest, such pool available to HACCC. With over 1.3 million participants, the negative factors that have driven HACCC's health care costs will have no impact. Switching to CalPERS will result in significant annual savings for staff members who purchase health insurance through HACCC.

The proposed side letters and both resolutions are attached.

FISCAL IMPACT

The Housing Authority (HACCC) is not increasing its contribution to health costs. Based on current participation rates, HACCC may realize a small savings in monthly costs. Employees who participate in HACCC's health plan will see a significant savings.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution Nos. 5184 and 5185, HACCC employees would continue to pay excessively high health insurance premiums for coverage.

AGENDA ATTACHMENTS

Resolutions 5184 & 5185

Clerical Side Letter

Maintenance Side Letter

MINUTES ATTACHMENTS

Signed Resolution 5184

Signed Resolution 5185

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

RESOLUTION NO. 5184

WHEREAS, the Executive Director of the Housing Authority of the County of Contra Costa has submitted Side Letters to the Memorandum of Understanding to be entered into with Public Employees Union, Local #1 and the clerical and maintenance employees of the Housing Authority of the County of Contra Costa; and

WHEREAS, the Side Letters allow the Housing Authority to offer health insurance via CalPERS instead of by direct contract with health providers; and,

NOW, THEREFORE BE IT RESOLVED that the Side Letters referred to above, having been fully considered, are APPROVED and are hereby made applicable to the clerical and maintenance employees of the Housing Authority of the County of Contra Costa effective April 1, 2015 through December 31, 2015.

PASSED AND ADOPTED ON _____ by the
following vote of the Commissioners.

AYES:

NOES:

ABSENT:

ABSTAIN:

I HEREBY CERTIFY THAT THIS IS A
TRUE AND CORRECT COPY OF AN
ACTION TAKEN AND ENTERED ON THE
MINUTES OF THE BOARD OF
COMMISSIONERS ON THE DATE SHOWN.

ATTESTED _____
JOSEPH VILLARREAL, CLERK OF
THE BOARD OF COMMISSIONERS
AND EXECUTIVE DIRECTOR

BY _____

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

RESOLUTION NO. 5185

The Board of Commissioners of the Housing Authority of the
County of Contra Costa RESOLVES THAT:

The Housing Authority will offer health insurance to all
unrepresented and exempt classes through CalPERS instead
of by direct contract with health providers effective April 1,
2015.

PASSED AND ADOPTED ON _____ by
the following vote of the Commissioners.

AYES:

NOES:

ABSENT:

ABSTAIN:

I HEREBY CERTIFY THAT THIS IS A
TRUE AND CORRECT COPY OF AN
ACTION TAKEN AND ENTERED ON THE
MINUTES OF THE BOARD OF
COMMISSIONERS ON THE DATE SHOWN.

ATTESTED _____
JOSEPH VILLARREAL, CLERK OF
THE BOARD OF COMMISSIONERS
AND EXECUTIVE DIRECTOR

BY _____

**HOUSING AUTHORITY of the COUNTY OF CONTRA COSTA
and
PUBLIC EMPLOYEES UNION LOCAL #1**

SIDE LETTER OF AGREEMENT

CHANGE TO CALPERS MEDICAL PLAN

CLERICAL UNIT

PURPOSE

The purpose of this Side Letter is to revise the current Memorandum of Understanding between the parties by changing the medical plans provided by the Employer for bargaining unit members.

REVISED TERMS and CONDITIONS

This Side Letter supersedes the current Memorandum of Understanding (MOU) terms and conditions referenced below that provide for medical benefits for bargaining unit members:

1. Section 23.1 Benefits – Listing of health plans provided by the Employer.
2. Section 23.6 Contribution Rates – Provides for the maximum employer contributions for to employee medical and dental plan coverage.
3. Section 23.7 Change in Plans – Requirement that change to medical and or dental benefit plans only by mutual agreement of the parties.
4. Section 23.9 Health Benefits Labor-Management Committee – Established a labor-management committee to explore reducing the cost of medical plan coverage without a reduction in the benefits. Also, provides for a MOU re-opener no later than February 1, 2015 to bargain over the Authority's contribution for the remainder of the calendar year.
5. Section 39 Health Benefits Reopener – Provides for the February 1, 2015 reopener as described in Section 23.9.

DURATION

This Side Letter shall run concurrently with the MOU Term effective January 1, 2013 through December 31, 2015.

SUPERSEDING TERMS AND CONDITIONS

Section 23. Benefits

23.1 The Employer will provide the following benefits:

1. Medical insurance

Effective Date: As soon as administratively possible, the Authority will contract with the California Public Employees Retirement System Health Benefit Program ("CalPERS") to provide medical insurance for all active employees. The Authority shall pay the required minimum premium cost to CalPERS on behalf of each active employee.

Change in Plans: In the event CalPERS makes unilateral changes to the providers and/or plans, the Authority will provide notice to the employees of those changes in addition to any notice provided by CalPERS.

- 2) Delta Dental Plan
- 3) Life, accidental death and disability insurance: Life insurance is Fifteen Thousand Dollars (\$15,000.00).
- 4) I.R.C. 125 Plan (Flex Spending Plan): Allows employees to elect to deduct child care costs and unreimbursed medical costs from pay on a pre-tax basis in accordance with the plan provisions and applicable law.

23.6 **Contribution Rates**

The Authority shall contribute the following maximum amounts per month for the purpose of providing the medical and dental benefits in this Section. If the maximum amount is not sufficient to provide such benefits, any excess amount necessary shall be paid for by the employee through payroll deduction:

The Authority will pay increases to the medical and the dental premiums so long as the maximum employer monthly contribution does not exceed the amounts listed below.

(Employer Maximum Contribution)	
Employee Only	\$345.00
Employee +1	\$679.00
Employee +2	\$980.00

23.7 **Change in Plans**

The right to change medical and/or dental plan contents and providers during the term of the Agreement in an effort to provide comparable benefits at reduced costs shall be by agreement by both parties.

23.9 Health Benefits Labor-Management Committee

~~The parties shall create a labor-management committee, whose task will be to explore alternatives to the Authority purchasing health insurance directly, so as to reduce cost without reducing benefits. Each party shall appoint four (4) representatives to the committee. The committee shall begin meeting within 30 calendar days of the adoption of the MOU by the Board of Commissioners.~~

~~The parties shall commence Meet & Confer no later than September 1, 2014, to discuss the Committee's cost savings recommendations and to implement any agreed upon changes to the Health Plans to become effective January 1, 2015.~~

~~The Parties shall open the MOU no later than February 1, 2015 to bargain over the amount of the Authority's contribution for the remainder of the calendar year 2015. The Authority shall not propose reducing the dollar amount it pays and will not unilaterally implement a reduction in the amount it pays for health care.~~

Section 39. Health Benefits Reopener

~~—— The parties shall open this MOU no later than February 1, 2015 to bargain over the amount of the Authority's health benefits contribution for the remainder of the calendar year 2015. The parameters of the re-opener shall be as identified in the Health Benefits Section of this MOU establishing the Health Benefits Labor-Management Committee.~~

PUBLIC EMPLOYEES UNION,
LOCAL #1

By _____
Kathy Sosa

By _____
Alice Jenkins

By _____
Justina Gomez

By _____
Dennis Dugan
Business Agent

HOUSING AUTHORITY OF THE
COUNTY OF CONTRA COSTA

By _____
Joseph Villarreal
Executive Director

By _____
Frances Trant
Human Resources Director

By _____
Cynthia Simpson
Director of General Services

By _____
Elizabeth Campbell
Director of Asset Management

By _____
Ingrid Layne
Housing Assistance Manager

By _____
Judy Hayes
Administrative Services Officer

By _____
M. Fran Buchanan
Agency Negotiator

Dated this _____ day of _____ 2015

**HOUSING AUTHORITY of the COUNTY OF CONTRA COSTA
and
PUBLIC EMPLOYEES UNION LOCAL #1**

SIDE LETTER OF AGREEMENT

CHANGE TO CALPERS MEDICAL PLAN

MAINTENANCE UNIT

PURPOSE

The purpose of this Side Letter is to revise the current Memorandum of Understanding between the parties by changing the medical plans provided by the Employer for bargaining unit members.

REVISED TERMS and CONDITIONS

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4. Section 23.9 Health Benefits Labor-Management Committee – Established a labor-management committee to explore reducing the cost of medical plan coverage without a reduction in the benefits. Also, provides for a MOU re-opener no later than February 1, 2015 to bargain over the Authority's contribution for the remainder of the calendar year.
5. Section 39 Health Benefits Reopener – Provides for the February 1, 2015 reopener as described in Section 23.9.

DURATION

This Side Letter shall run concurrently with the MOU Term effective January 1, 2013 through December 31, 2015.

SUPERSEDING TERMS AND CONDITIONS

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Effective Date: As soon as administratively possible, the Authority will contract with the California Public Employees Retirement System Health Benefit Program ("CalPERS") to provide medical insurance for all active employees. The Authority shall pay the required minimum premium cost to CalPERS on behalf of each active employee.

Change in Plans: In the event CalPERS makes unilateral changes to the providers and/or plans, the Authority will provide notice to the employees of those changes in addition to any notice provided by CalPERS.

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- 3) Life, accidental death and disability insurance: Life insurance is Fifteen Thousand Dollars (\$15,000.00).
- 4) I.R.C. 125 Plan (Flex Spending Plan): Allows employees to elect to deduct child care costs and unreimbursed medical costs from pay on a pre-tax basis in accordance with the plan provisions and applicable law.

23.6 **Contribution Rates**

The Authority shall contribute the following maximum amounts per month for the purpose of providing the medical and dental benefits in this Section. If the maximum amount is not sufficient to provide such benefits, any excess amount necessary shall be paid for by the employee through payroll deduction:

The Authority will pay increases to the medical and the dental premiums so long as the maximum employer monthly contribution does not exceed the amounts listed below.

(Employer Maximum Contribution)	
Employee Only	\$345.00
Employee +1	\$679.00
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23.7 **Change in Plans**

The right to change medical and/or dental plan contents and providers during the term of the Agreement in an effort to provide comparable benefits at reduced costs shall be by agreement by both parties.

23.9 **~~Health Benefits Labor Management Committee~~**

~~The parties shall create a labor-management committee, whose task will be to explore alternatives to the Authority purchasing health insurance directly, so as to reduce cost without reducing benefits. Each party shall appoint four (4) representatives to the committee. The committee shall begin meeting within 30 calendar days of the adoption of the MOU by the Board of Commissioners.~~

~~The parties shall commence Meet & Confer no later than September 1, 2014, to discuss the Committee's cost savings recommendations and to implement any agreed upon changes to the Health Plans to become effective January 1, 2015.~~

~~The Parties shall open the MOU no later than February 1, 2015 to bargain over the amount of the Authority's contribution for the remainder of the calendar year 2015. The Authority shall not propose reducing the dollar amount it pays and will not unilaterally implement a reduction in the amount it pays for health care.~~

~~Section 39. Health Benefits Reopener~~

~~—— The parties shall open this MOU no later than February 1, 2015 to bargain over the amount of the Authority's health benefits contribution for the remainder of the calendar year 2015. The parameters of the re-opener shall be as identified in the Health Benefits Section of this MOU establishing the Health Benefits Labor-Management Committee.~~

PUBLIC EMPLOYEES UNION,
LOCAL #1

By _____
Lavelle Nichols

By _____
Davey Carter

By _____
Mack Nasseh

By _____
Dennis Dugan
Business Agent

HOUSING AUTHORITY OF THE
COUNTY OF CONTRA COSTA

By _____
Joseph Villarreal
Executive Director

By _____
Frances Trant
Human Resources Director

By _____
Cynthia Simpson
Director of General Services

By _____
Elizabeth Campbell
Director of Asset Management

By _____
Ingrid Layne
Housing Assistance Manager

By _____
Judy Hayes
Administrative Services Officer

By _____
M. Fran Buchanan
Agency Negotiator

Dated this _____ day of _____ 2015

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

RESOLUTION NO. 5184

WHEREAS, the Executive Director of the Housing Authority of the County of Contra Costa has submitted Side Letters to the Memorandum of Understanding to be entered into with Public Employees Union, Local #1 and the clerical and maintenance employees of the Housing Authority of the County of Contra Costa; and

WHEREAS, the Side Letters allow the Housing Authority to offer health insurance via CalPERS instead of by direct contract with health providers; and,

NOW, THEREFORE BE IT RESOLVED that the Side Letters referred to above, having been fully considered, are APPROVED and are hereby made applicable to the clerical and maintenance employees of the Housing Authority of the County of Contra Costa effective April 1, 2015 through December 31, 2015.

PASSED AND ADOPTED ON February 10 2015 by the
following vote of the Commissioners.

AYES: Grois, Andersen, Piepho, Mitchoff, Glover, Bowie

NOES: None

ABSENT: Nathaniel

ABSTAIN: None

I HEREBY CERTIFY THAT THIS IS A
TRUE AND CORRECT COPY OF AN
ACTION TAKEN AND ENTERED ON THE
MINUTES OF THE BOARD OF
COMMISSIONERS ON THE DATE SHOWN.

ATTESTED February 10 2015
JOSEPH VILLARREAL, CLERK OF
THE BOARD OF COMMISSIONERS
AND EXECUTIVE DIRECTOR

BY [Signature]

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

RESOLUTION NO. 5185

The Board of Commissioners of the Housing Authority of the
County of Contra Costa RESOLVES THAT:

The Housing Authority will offer health insurance to all
unrepresented and exempt classes through CalPERS instead
of by direct contract with health providers effective April 1,
2015.

PASSED AND ADOPTED ON February 10 2015 by
the following vote of the Commissioners.

AYES: Gioia, Andersen, Piepho, Mitchoff, Glover, Bowie

NOES: None

ABSENT: Nathaniel

ABSTAIN: None

I HEREBY CERTIFY THAT THIS IS A
TRUE AND CORRECT COPY OF AN
ACTION TAKEN AND ENTERED ON THE
MINUTES OF THE BOARD OF
COMMISSIONERS ON THE DATE SHOWN.

ATTESTED February 10 2015
JOSEPH VILLARREAL, CLERK OF
THE BOARD OF COMMISSIONERS
AND EXECUTIVE DIRECTOR

BY June M. M. M.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: February 10, 2015



Contra
Costa
County

Subject: Resolution No. 5186 Electing to Have CalPERS Medical as the Housing Authority Medical Insurer

RECOMMENDATIONS

ADOPT Resolution No. 5186 electing to be subject to the Public Employees' Medical and Hospital Care Act and fixing the Employer's contribution at an amount equal to or greater than that prescribed by Government Code Section 22892(b).

BACKGROUND

CalPERS requires the attached resolution be completed before a new agency can participate in their health care plan. The resolution states that:

- any participating agency will contribute at least \$122 per month toward each active employee's health care costs (HACCC contributes \$345 for single, \$679 for dual and \$980 for family coverage);
- an agency considering changes in retirement benefits or other post-employment benefits must procure an actuary to provide a statement of the actuarial impact upon future annual costs (HACCC is not changing retirement or other post-employment benefits);
- a participating agency must be an "agency or instrumentality of the state or political subdivision of a State" that is eligible under the Internal Revenue Code of participating in CalPERS health plan (CalPERS has already performed this analysis and HACCC is eligible); and,
- the Board of Commissioners appoints and directs the Executive Director to file a verified copy of this resolution with the Public Employment Retirement System's board.

If approved by the Board, HACCC will join the CalPERS health plan effective April 1, 2015.

Action of Board On: **02/10/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: John Gioia, Commissioner
 Candace Andersen,
 Commissioner
 Mary N. Piepho,
 Commissioner
 Karen Mitchoff,
 Commissioner
 Federal D. Glover,
 Commissioner
 Aqueela Bowie,
 Commissioner

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: February 10, 2015

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

ABSENT: Fay Nathaniel,
 Commissioner

Contact: 925-957-8028

cc:

BACKGROUND (CONTD)

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FISCAL IMPACT

The Housing Authority (HACCC) is not increasing its contribution to health care costs. Based on current participation rates, HACCC may realize a small savings in monthly costs.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution No. 5186, the Housing Authority employees would continue to pay excessively high medical premiums for needed coverage.

CLERK'S ADDENDUM

AGENDA ATTACHMENTS

Res 5186

MINUTES ATTACHMENTS

Signed Resolution No. 5186

**RESOLUTION ELECTING TO BE SUBJECT TO
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
AND FIXING THE EMPLOYER'S CONTRIBUTION AT AN AMOUNT EQUAL TO OR
GREATER THAN THAT PRESCRIBED BY GOVERNMENT CODE SECTION 22892(b)**

- WHEREAS, (1) Government Code Section 22922(a) provides the benefits of the Public Employees' Medical and Hospital Care Act to employees and retirees of local agencies contracting with the Public Employees' Retirement System on proper application by a local agency; and
- WHEREAS, (2) Section 22892(a) of the Act provides that a local contracting agency shall fix the amount of the employer's contribution; and
- WHEREAS, (3) Government Code Section 22920(b) defines any Special District as a contracting agency, and
- WHEREAS, (4) A Special District is hereby defined as a non-profit, self-governed public agency within the State of California, and comprised solely of public employees performing a governmental rather than proprietary function, and
- WHEREAS, (5) The Housing Authority of the County of Contra Costa, hereinafter referred to as Special District is an entity meeting the above definition; and
- WHEREAS, (6) The Special District desires to obtain for its employees and retirees the benefit of the Act and to accept the liabilities and obligations of an employer under the Act and Regulations; now, therefore, be it
- RESOLVED, (a) That the Special District elects, and it does hereby elect, to be subject to the provisions of the Act; and be it further
- RESOLVED, (b) That the employer's contribution for each employee or retiree shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members in a health benefits plan up to a maximum of \$345.00 per month with respect to employee or retiree, enrolled for self alone, \$679.00 per month for employee or retiree, enrolled for self and one family member, and \$980.00 per month for employee or retiree enrolled for self and two or more family members, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (c) That The Housing Authority of the County of Contra Costa has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (d) That the participation of the employees and retirees of The Housing Authority of the County of Contra Costa shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that The Housing Authority of the County of Contra Costa

Resolution No. 5186

would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

RESOLVED, (e) That the executive body appoint and direct, and it does hereby appoint and direct, the Executive Director to file with the Board of Administration of the Public Employees' Retirement System a verified copy of this Resolution, and to perform on behalf of said Special District all functions required of it under the Act and Regulations of the Board of Administration; and be it further

RESOLVED, (f) That coverage under the Act be effective on April 1, 2015

Adopted at a regular meeting of the Board Of Commissioners of the Housing Authority of the County of Contra Costa at 651 Pine Street Martinez, CA this 10th day of February, 2015.

Signed:

(President, Chairman, etc.)

Attest:

(Secretary or appropriate officer)

**RESOLUTION ELECTING TO BE SUBJECT TO
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
AND FIXING THE EMPLOYER'S CONTRIBUTION AT AN AMOUNT EQUAL TO OR
GREATER THAN THAT PRESCRIBED BY GOVERNMENT CODE SECTION 22892(b)**

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- WHEREAS, (2) Section 22892(a) of the Act provides that a local contracting agency shall fix the amount of the employer's contribution; and
- WHEREAS, (3) Government Code Section 22920(b) defines any Special District as a contracting agency, and
- WHEREAS, (4) A Special District is hereby defined as a non-profit, self-governed public agency within the State of California, and comprised solely of public employees performing a governmental rather than proprietary function, and
- WHEREAS, (5) The Housing Authority of the County of Contra Costa, hereinafter referred to as Special District is an entity meeting the above definition; and
- WHEREAS, (6) The Special District desires to obtain for its employees and retirees the benefit of the Act and to accept the liabilities and obligations of an employer under the Act and Regulations; now, therefore, be it
- RESOLVED, (a) That the Special District elects, and it does hereby elect, to be subject to the provisions of the Act; and be it further
- RESOLVED, (b) That the employer's contribution for each employee or retiree shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members in a health benefits plan up to a maximum of \$345.00 per month with respect to employee or retiree, enrolled for self alone, \$679.00 per month for employee or retiree, enrolled for self and one family member, and \$980.00 per month for employee or retiree, enrolled for self and two or more family members, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (c) That The Housing Authority of the County of Contra Costa has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (d) That the participation of the employees and retirees of The Housing Authority of the County of Contra Costa shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that The Housing Authority of the County of Contra Costa

Resolution No. 5186


would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

RESOLVED, (e) That the executive body appoint and direct, and it does hereby appoint and direct, the Executive Director to file with the Board of Administration of the Public Employees' Retirement System a verified copy of this Resolution, and to perform on behalf of said Special District all functions required of it under the Act and Regulations of the Board of Administration; and be it further

RESOLVED, (f) That coverage under the Act be effective on April 1, 2015

Adopted at a regular meeting of the Board Of Commissioners of the Housing Authority of the County of Contra Costa at 651 Pine Street Martinez, CA this 10th day of February, 2015.

Signed: 
(President, Chairman, etc.)

Attest: 
(Secretary or appropriate officer)

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: February 10, 2015



Contra
Costa
County

Subject: Investment Report For The Quarter Ending December 31, 2014

RECOMMENDATIONS

RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending December 31, 2014.

BACKGROUND

California Government Code (CGC) Section 53646 requires the Housing Authority of the County of Contra Costa (HACCC) to present the Board of Commissioners with a quarterly investment report that provides a complete description of HACCC's portfolio. The report is required to show the issuers, type of investments, maturity dates, par values (equal to market value here) and the current market values of each component of the portfolio, including funds managed by third party contractors. It must also include the source of the portfolio valuation (in HACCC's case it is the issuer). Finally, the report must provide certifications that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and; (2) HACCC will meet its expenditure obligations for the next six months. (CGC 53646(b)).

The state-mandated report has been amended to indicate the amount of interest earned and how the interest was allocated. The amended report is attached.

In summary, HACCC had \$22,940.01 in interest earnings for the quarter ending December 31, 2014. That interest was earned within discrete programs and most of the interest earned is available only for use within the program which earned the interest. Further, interest earnings may be restricted to specific purposes within a given program.

Action of Board On: **02/10/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: John Gioia, Commissioner
 Candace Andersen,
 Commissioner
 Mary N. Piepho,
 Commissioner
 Karen Mitchoff,
 Commissioner
 Federal D. Glover,
 Commissioner
 Aqueela Bowie,
 Commissioner

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: February 10, 2015

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

ABSENT: Fay Nathaniel,
 Commissioner

Contact: 925-957-8028

cc:

BACKGROUND (CONTD)

>

The Housing Choice Voucher Program reserve as of 12/31/2013 held in cash and investments was transitioned to a HUD held program reserve account. The only funds remaining in investments for the Housing Voucher program are for the Family Self Sufficiency escrow account.

Non-restricted interest earnings within both the voucher and public housing programs must be used solely within those programs, but such interest earnings can be used for a wider range of purposes within the individual programs. The interest earned in the State and Local fund can be used for any purpose within HACCC's scope of operations.

The interest earned for the quarter ending December 31, 2014 is shown below. A more detailed report is attached.

Public Housing	Housing Choice Voucher Fund		Rental Rehabilitation Fund	Management
Non-Restricted Interest Earned	Restricted Interest Earned	Non-Restricted Interest Earned	Restricted Interest Earned	Non-Restricted Interest Earned
\$3,048.37	\$190.08	\$15,585.69	\$440.99	\$3,674.88

FISCAL IMPACT

None. For reporting purposes only.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to accept the investment report, it would result in an audit finding of non-compliance and could ultimately affect future funding from the U.S. Department of Housing and Urban Development (HUD).

CHILDREN'S IMPACT STATEMENT

Not applicable.

CLERK'S ADDENDUM

ATTACHMENTS

12-31-14 Investment Report

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

INVESTMENT REPORT : PORTFOLIO HOLDINGS BY TYPE

For Period Ending: 12/31/2014

Issuer	Investment Type	Amount Invested	Yield	Investment Date	Maturity Date	Estimated Value@ Maturity Date
Cantella & Company						
Prime Fund Capital Reserves (Cash)	Money Market	18,106.99	0.01%	ongoing	ongoing	18,106.99
Mid First Bank, OKH	Certificate of Deposit	105,000.00	0.80%	2/11/13	1/30/18	109,174.68
Goldman Sachs	Certificate of Deposit	149,000.00	1.20%	3/27/13	3/27/18	157,944.90
American Express Centurian	Certificate of Deposit	168,000.00	1.05%	4/25/13	4/25/18	176,824.83
C I T Bank	Certificate of Deposit	105,000.00	1.10%	4/24/13	4/24/18	110,778.16
GE Capital Bank	Certificate of Deposit	110,000.00	1.00%	5/03/13	5/03/18	115,503.01
J.P. Morgan Chase	Certificate of Deposit	200,000.00	0.60%	5/14/13	4/30/18	205,957.26
GE Capital Bank	Certificate of Deposit	102,000.00	1.20%	6/14/13	6/14/18	108,123.35
Sandhills Bank	Certificate of Deposit	100,000.00	1.50%	7/26/13	7/26/18	107,504.11
G.E Retail Bank	Certificate of Deposit	100,000.00	2.00%	9/13/13	9/13/18	110,005.48
Sallie Mae Bank	Certificate of Deposit	100,000.00	2.05%	10/23/13	10/23/18	110,255.62
Bank Of Baroda	Certificate of Deposit	125,000.00	2.05%	10/29/13	10/29/18	137,819.52
Sallie Mae Bank	Certificate of Deposit	100,000.00	2.15%	10/30/13	10/30/18	110,755.89
G.E Retail Bank	Certificate of Deposit	100,000.00	2.00%	12/06/13	12/06/18	110,005.48
Toyota Financial Savings Bank	Certificate of Deposit	150,000.00	1.90%	4/17/14	4/17/19	164,257.81
Barclays Bank	Certificate of Deposit	125,000.00	1.90%	4/15/14	4/15/19	136,881.51
BMW Bank of North America	Certificate of Deposit	150,000.00	1.90%	5/16/14	5/16/19	164,257.81
Queensborough National Bank	Certificate of Deposit	99,000.00	2.30%	7/30/10	7/30/15	110,391.24
Cole Taylor Bank	Certificate of Deposit	99,000.00	2.05%	12/30/10	12/30/15	109,153.06
BMW-Bank of North America	Certificate of Deposit	99,000.00	2.10%	1/28/11	1/28/16	109,400.70
Northwest Bank	Certificate of Deposit	110,000.00	1.60%	7/18/14	7/18/19	118,804.82
Barclays Bank	Certificate of Deposit	100,000.00	2.10%	7/23/14	7/23/19	110,505.75
American Express FSB	Certificate of Deposit	220,000.00	2.05%	8/14/14	8/14/19	242,562.36
Discover Bank	Certificate of Deposit	127,000.00	2.15%	10/01/14	10/01/19	140,659.98
Discover Bank	Certificate of Deposit	120,000.00	2.15%	10/01/14	10/01/19	132,907.07
State Bank of India	Certificate of Deposit	240,000.00	2.25%	10/17/14	10/17/19	267,014.79
Goldman Sachs Bank	Certificate of Deposit	100,000.00	2.15%	10/29/14	10/29/19	110,755.89
Capital One Bank	Certificate of Deposit	120,000.00	2.00%	11/05/14	11/05/19	132,006.58
Capital One Bank	Certificate of Deposit	100,000.00	2.00%	11/05/14	11/05/19	110,005.48
Kansas State Bank	Certificate of Deposit	200,000.00	1.70%	12/19/14	12/19/19	217,009.32
Choice Bank	Certificate of Deposit	100,000.00	1.75%	12/09/14	11/27/19	108,697.26
CIT Bank	Certificate of Deposit	125,000.00	2.20%	12/24/14	12/24/19	138,757.53
Cantella & Company Totals		3,966,106.99				4,312,788.24
L.A.I.F. (Acct # 25-07-003)	Liquid Account	1,432,619.19	0.25%	ongoing	ongoing	1,432,619.19
De Anza Gardens, LP	Loan	1,000,000.00	3.00%			1,000,000.00
GRAND TOTALS		6,398,726.18				6,745,407.43

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

INVESTMENT REPORT BY FUND

For Period Ending 12/31/2014

Issuer	Amount Invested	Amount Invested by Fund:				
		Public Housing	Management	Rental Rehabilitation	Housing Choice Voucher	Housing Voucher FSS Escrow
Cantella & Company						
Prime Fund Capital Reserves (Cash)	18,106.99	10,289.49	1,821.90	4,619.50	1,376.10	
Mid First Bank, OKH	105,000.00	105,000.00				
Goldman Sachs	149,000.00			149,000.00		
American Express Centurian	168,000.00		168,000.00			
C I T Bank	105,000.00	105,000.00				
GE Capital Bank	110,000.00		110,000.00			
J.P. Morgan Chase	200,000.00	200,000.00				
GE Capital Bank	102,000.00	102,000.00				
Sandhills Bank	100,000.00	100,000.00				
G.E Retail Bank	100,000.00				100,000.00	
Sallie Mae Bank	100,000.00	100,000.00				
Bank Of Baroda	125,000.00				125,000.00	
Sallie Mae Bank	100,000.00				100,000.00	
G.E Retail Bank	100,000.00		100,000.00			
Toyota Financial Savings Bank	150,000.00				150,000.00	
Barclays Bank	125,000.00				125,000.00	
BMW Bank of North America	150,000.00	150,000.00				
Queensborough National Bank	99,000.00				99,000.00	
Cole Taylor Bank	99,000.00				99,000.00	
BMW-Bank of North America	99,000.00				99,000.00	
Northwest Bank	110,000.00				110,000.00	
Barclays Bank	100,000.00		100,000.00			
American Express FSB	220,000.00		110,000.00		110,000.00	
Discover Bank	127,000.00				127,000.00	
Discover Bank	120,000.00		120,000.00			
State Bank of India	240,000.00				240,000.00	
Goldman Sachs Bank	100,000.00				100,000.00	
Capital One Bank	120,000.00				120,000.00	
Capital One Bank	100,000.00		100,000.00			
Kansas State Bank	200,000.00		200,000.00			
Choice Bank	100,000.00				100,000.00	
CIT Bank	125,000.00				125,000.00	
Cantella & Company Totals	3,966,106.99	872,289.49	1,009,821.90	153,619.50	1,930,376.10	-
L.A.I.F. (Acct # 25-07-003)	1,432,619.19	594,057.61	541,674.89	-	-	296,886.69
De Anza Gardens, LP	1,000,000.00				1,000,000.00	
GRAND TOTALS	6,398,726.18	1,466,347.10	1,551,496.79	153,619.50	2,930,376.10	296,886.69

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Report per CGC 53646 CURRENT MARKET VALUE

For Period Ending 12/31/2014

Issuer	Investment Type	Maturity Date	Amount Invested	Current Market Value (at 12/31/14)	Yield
Cantella & Company					
Prime Fund Capital Reserves (Cash)	Money Market	ongoing	18,106.99	18,106.99	0.0100%
Mid First Bank, OKH	Certificate of Deposit	1/30/2018	105,000.00	104,673.45	0.8000%
Goldman Sachs	Certificate of Deposit	3/27/2018	149,000.00	147,502.55	1.2000%
American Express Centurian	Certificate of Deposit	4/25/2018	168,000.00	165,970.56	1.0500%
C I T Bank	Certificate of Deposit	4/24/2018	105,000.00	103,736.85	1.1000%
GE Capital Bank	Certificate of Deposit	5/03/2018	110,000.00	107,170.80	1.0000%
J.P. Morgan Chase	Certificate of Deposit	4/30/2018	200,000.00	197,334.00	0.6000%
GE Capital Bank	Certificate of Deposit	6/14/2018	102,000.00	99,849.84	1.2000%
Sandhills Bank	Certificate of Deposit	7/26/2018	100,000.00	100,126.00	1.5000%
G.E Retail Bank	Certificate of Deposit	9/13/2018	100,000.00	100,173.00	2.0000%
Sallie Mae Bank	Certificate of Deposit	10/23/2018	100,000.00	99,979.00	2.0500%
Bank Of Baroda	Certificate of Deposit	10/29/2018	125,000.00	124,708.75	2.0500%
Sallie Mae Bank	Certificate of Deposit	10/30/2018	100,000.00	100,053.00	2.1500%
G.E Retail Bank	Certificate of Deposit	12/06/2018	100,000.00	99,753.00	2.0000%
Toyota Financial Savings Bank	Certificate of Deposit	4/17/2019	150,000.00	148,317.00	1.9000%
Barclays Bank	Certificate of Deposit	4/15/2019	125,000.00	124,125.00	1.9000%
BMW Bank of North America	Certificate of Deposit	5/16/2019	150,000.00	148,737.00	1.9000%
Queensborough National Bank	Certificate of Deposit	7/30/2015	99,000.00	100,231.56	2.3000%
Cole Taylor Bank	Certificate of Deposit	12/30/2015	99,000.00	100,398.87	2.0500%
BMW-Bank of North America	Certificate of Deposit	1/28/2016	99,000.00	100,474.11	2.1000%
Northwest Bank	Certificate of Deposit	7/18/2019	110,000.00	108,870.30	1.6000%
Barclays Bank	Certificate of Deposit	7/23/2019	100,000.00	98,929.00	2.1000%
American Express FSB	Certificate of Deposit	8/14/2019	220,000.00	217,560.20	2.0500%
Discover Bank	Certificate of Deposit	10/01/2019	127,000.00	125,318.52	2.1500%
Discover Bank	Certificate of Deposit	10/01/2019	120,000.00	118,411.20	2.1500%
State Bank of India	Certificate of Deposit	10/17/2019	240,000.00	237,326.40	2.2500%
Goldman Sachs Bank	Certificate of Deposit	10/29/2019	100,000.00	99,019.00	2.1500%
Capital One Bank	Certificate of Deposit	11/05/2019	120,000.00	118,788.00	2.0000%
Capital One Bank	Certificate of Deposit	11/05/2019	100,000.00	98,990.00	2.0000%
Kansas State Bank	Certificate of Deposit	12/19/2019	200,000.00	197,626.00	1.7000%
Choice Bank	Certificate of Deposit	11/27/2019	100,000.00	98,944.00	1.7500%
CIT Bank	Certificate of Deposit	12/24/2019	125,000.00	123,576.25	2.2000%
Cantella & Company Totals			3,966,106.99	3,934,780.20	
L.A.I.F. (Acct # 25-07-003)	Liquid Account	ongoing	1,432,619.19	1,432,619.19	0.2500%
De Anza Gardens, LP	Loan		1,000,000.00	1,000,000.00	3.0000%
GRAND TOTALS			6,398,726.18	6,367,399.39	
This report includes all investment actions executed since the last report made in full compliance with Investment Policy.					

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Investment Interest Earnings Report

For Period Ending 12/31/2014

Issuer	Amount Invested	Interest Earned this Qtr	Interest Earned this Quarter by Fund				
			Public Housing	Management	Rental Rehabilitation	Housing Choice Voucher Fund	
			Unrestricted	Unrestricted	Restricted	Restricted	Unrestricted
Cantella & Company						0%	100%
Prime Fund Capital Reserves (Cash)	18,106.99	0.45	0.25	0.05	0.11	-	0.03
Mid First Bank, OKH	105,000.00	207.12	207.12	-	-	-	-
Goldman Sachs	149,000.00	440.88	-	-	440.88	-	-
American Express Centurian	168,000.00	434.96	-	434.96	-	-	-
C I T Bank	105,000.00	284.79	284.79	-	-	-	-
GE Capital Bank	110,000.00	271.23	-	271.23	-	-	-
J.P. Morgan Chase	200,000.00	295.89	295.89	-	-	-	-
GE Capital Bank	102,000.00	301.81	301.81	-	-	-	-
Sandhills Bank	100,000.00	369.86	369.86	-	-	-	-
G.E Retail Bank	100,000.00	493.15	-	-	-	-	493.15
Sallie Mae Bank	100,000.00	505.48	505.48	-	-	-	-
Bank Of Baroda	125,000.00	631.85	-	-	-	-	631.85
Sallie Mae Bank	100,000.00	530.14	-	-	-	-	530.14
G.E Retail Bank	100,000.00	493.15	-	493.15	-	-	-
Toyota Financial Savings Bank	150,000.00	702.74	-	-	-	-	702.74
Barclays Bank	125,000.00	585.62	-	-	-	-	585.62
BMW Bank of North America	150,000.00	702.74	702.74	-	-	-	-
Queensborough National Bank	99,000.00	561.45	-	-	-	-	561.45
Cole Taylor Bank	99,000.00	500.42	-	-	-	-	500.42
BMW-Bank of North America	99,000.00	512.63	-	-	-	-	512.63
Northwest Bank	110,000.00	433.97	-	-	-	-	433.97
Barclays Bank	100,000.00	517.81	-	517.81	-	-	-
American Express FSB	220,000.00	1,112.05	-	556.03	-	-	556.03
Discover Bank	127,000.00	673.27	-	-	-	-	673.27
Discover Bank	120,000.00	636.16	-	636.16	-	-	-
State Bank of India	240,000.00	1,109.59	-	-	-	-	1,109.59
Goldman Sachs Bank	100,000.00	371.10	-	-	-	-	371.10
Capital One Bank	120,000.00	368.22	-	-	-	-	368.22
Capital One Bank	100,000.00	306.85	-	306.85	-	-	-
Kansas State Bank	200,000.00	111.78	-	111.78	-	-	-
Choice Bank	100,000.00	105.48	-	-	-	-	105.48
CIT Bank	125,000.00	52.74	-	-	-	-	52.74
Cantella & Company Totals	3,966,106.99	14,625.38	2,667.94	3,328.02	440.99	-	8,188.43
L.A.I.F. (Acct # 25-07-003)	1,432,619.19	917.37	380.43	346.86	-	190.08	
De Anza Gardens, LP	1,000,000.00	7,397.26					7,397.26
GRAND TOTALS	6,398,726.18	22,940.01	3,048.37	3,674.88	440.99	190.08	15,585.69

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: February 10, 2015



Contra
Costa
County

Subject: Contract with the City of Pittsburg Police Department for Services at the El Pueblo Development

RECOMMENDATIONS

1. APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or his designee, to execute a fourteen month contract with the City of Pittsburg in an amount not to exceed \$157,060 to provide the Housing Authority's El Pueblo public housing development with additional law enforcement services for the period beginning April 1, 2014 and ending June 30, 2015.
2. RATIFY payments previously made to the City of Pittsburg for additional law enforcement services at the Housing Authority's El Pueblo public housing development for the period beginning April 1, 2013 and ending December 31, 2014 in the amount of \$85,578.40.

BACKGROUND

For the past twenty (20) years, the Housing Authority of the County of Contra Costa ("Housing Authority") has contracted with the City of Pittsburg to provide one full-time police officer for additional community-oriented policing duties at the El Pueblo Housing Development. The officer focuses on eliminating drug-related activities, eliminating violent crimes, and working closely with residents to provide services beyond those normally offered by the police.

FISCAL IMPACT

The cost for this service will not exceed \$157,060 and is funded by the Housing Authority's Operation funds.

Action of Board On: **02/10/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: John Gioia, Commissioner
 Candace Andersen,
 Commissioner
 Mary N. Piepho,
 Commissioner
 Karen Mitchoff,
 Commissioner
 Federal D. Glover,
 Commissioner
 Aqueela Bowie,
 Commissioner

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: February 10, 2015

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

ABSENT: Fay Nathaniel,
 Commissioner

Contact: 925-957-8028

cc:

CONSEQUENCE OF NEGATIVE ACTION

If the Board of Commissioners does not approve this contract, the City of Pittsburgh will not have sufficient resources to continue providing the necessary additional law enforcement services to the residents of the El Pueblo public housing community.

CHILDREN'S IMPACT STATEMENT

Not applicable.

CLERK'S ADDENDUM

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: February 10, 2015



Contra
Costa
County

Subject: Certificate of Recognition from HUD

RECOMMENDATIONS

ACCEPT report on the 2014 PHA Collaboration award received from the United States Department of Housing and Urban Development.

BACKGROUND

Housing Authority (HACCC) staff have spent a significant amount of time over the past several years assisting the United States Department of Housing and Urban Development (HUD) in training other housing agencies on HUD's electronic verification and database systems. HUD's San Francisco office recognized HACCC at the recent National Association of Housing and Redevelopment Officials' Northern California/Nevada conference. HACCC expects to continue supporting HUD's training efforts over the next few years.

Attached is a copy of the award.

FISCAL IMPACT

None. Informational item only.

CONSEQUENCE OF NEGATIVE ACTION

None. Informational item only.

Action of Board On: **02/10/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: John Gioia, Commissioner
 Candace Andersen,
 Commissioner
 Mary N. Piepho,
 Commissioner
 Karen Mitchoff,
 Commissioner
 Federal D. Glover,
 Commissioner
 Aqueela Bowie,
 Commissioner

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: February 10, 2015

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

ABSENT: Fay Nathaniel,
 Commissioner

Contact: 925-957-8028

cc:

CLERK'S ADDENDUM

ATTACHMENTS

Award Certificate



U.S. Department of Housing and Urban Development

Certificate of Recognition

2014 PHA Collaboration Award

This certificate is awarded to:

**Housing Authority of the
County of Contra Costa**

Presented By

A handwritten signature in black ink, reading "Miguel A. Correa". The signature is written in a cursive style with a long horizontal line extending from the start of the name.

*Miguel Correa, Director
San Francisco Office of Public Housing*

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: February 10, 2015



Contra
Costa
County

Subject: Update to the Conflict of Interest Code

RECOMMENDATIONS

APPROVE amendments to the Housing Authority's Conflict of Interest Code, and DIRECT the Executive Director to submit the amended code to the Contra Costa County Board of Supervisors for approval.

BACKGROUND

The Housing Authority Executive Director is proposing amendments to the Housing Authority's Conflict of Interest Code (Code) in order to comply with current legal requirements under the Political Reform Act and regulations of the Fair Political Practices Commission (FPPC). The amended Code incorporates the FPPC's model conflict of interest code, and any future revisions to that code. The list of designated positions (Exhibit A) in the Code also has been revised to remove old positions and add new positions. Finally, the disclosure categories (Exhibit B) in the Code have been revised. These amendments to the Code are shown in the attached redline version of the amended Code. A final version of the amended Code also is attached.

It is recommended that the Board of Commissioners approve the attached amended Code. If the amended Code is approved, it will be submitted to the Contra Costa County Board of Supervisors for final approval, in accordance with Government Code section 87303.

FISCAL IMPACT

None.

Action of Board On: **02/10/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: John Gioia, Commissioner
 Candace Andersen,
 Commissioner
 Mary N. Piepho,
 Commissioner
 Karen Mitchoff,
 Commissioner
 Federal D. Glover,
 Commissioner
 Aqueela Bowie,
 Commissioner

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: February 10, 2015

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

ABSENT: Fay Nathaniel,
 Commissioner

Contact: 925-957-8028

cc:

CONSEQUENCE OF NEGATIVE ACTION

Should the Board not approve this item, the Housing Authority's Conflict of Interest Code will not be consistent with current legal requirements.

CLERK'S ADDENDUM

ATTACHMENTS

COI Redline Copy

COI Clean Copy

**CONFLICT OF INTEREST CODE OF THE
HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA**

**Approved February __, 2015, by the Board of Commissioners of the
Housing Authority of the County of Contra Costa**

Approved March __, 2015, by the Contra Costa County Board of Supervisors

**CONFLICT OF INTEREST CODE OF THE
HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA**

The Political Reform Act of 1974, Government Code section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, section 18730 of Title 2 of the California Code of Regulations, which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of section 18730 of Title 2 of the California Code of Regulations, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation, and the attached appendices of designated positions and disclosure categories, shall constitute the Conflict of Interest Code of the Housing Authority of the County of Contra Costa (“Authority”).

Persons holding designated positions shall file their statements of economic interests with the Secretary of the Board of Commissioners of the Authority, which shall be the filing officer.

EXHIBIT A

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Commissioners	
Commissioners	1 & 2
Agency Personnel	
Executive Director	1 & 2
<u>Assistant County Counsel Regularly Assigned</u>	<u>1 & 2</u>
Administrative Services Officer	1 & 2
Director of Information Technology	1 & 2
Internal Auditor	1 & 2
Director of Finance	1 & 2
Deputy Executive Director for Housing Operations	1 & 2
Director of Development	1 & 2
Director of Assisted Housing Programs	1 & 2
<u>Director of Managed Housing Programs</u>	<u>1 & 2</u>
<u>Director of Asset Management</u>	<u>1 & 2</u>
<u>Director of General Services</u>	<u>1 & 2</u>
<u>Director of Facilities Management</u>	<u>1 & 2</u>
Financial Analyst	1 & 2
Accounting Supervisor	1 & 2
Human Resources & Training Officer	1 & 2
Purchasing Agent	1 & 2
Housing Manager	1 & 2
<u>Maintenance Supervisors</u>	<u>2</u>
<u>Maintenance Manager</u>	<u>1 & 2</u>
<u>Asset Manager</u>	<u>1 & 2</u>
Housing Services Counselor	1 & 2
Housing Development Officer	1 & 2
Housing Technical Officer	1 & 2
Housing Rehabilitation Officer	1 & 2
Program Analyst	1 & 2
<u>Consultants/New Positions*</u>	<u>1 & 2</u>

* The Authority Executive Director may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and therefore is not required to comply with the disclosure requirements. The written determination is a public record and the Executive Director shall retain the determination for public inspection.

EXHIBIT B

DISCLOSURE CATEGORIES

~~Designated Employees in Group~~ **Persons holding designated positions in Disclosure Category “1” must report:**

All investments, interests in real property, business positions, sources of income, including gifts, loans, and travel payments, and any business entity in which the employee is a director, officer, partner, trustee, employee, or holds any position of management. These financial interests are reportable only if located within Contra Costa County or if the business entity is doing business or planning to do business in the County (and such plans are known by the person holding a designated position), or if the business entity has done business within the County at any time during the two years prior to the filing of the statement.

~~Designated Employees in~~ **Persons holding designated positions in Disclosure Category “2” must report:**

Investments in any business entity, ~~and~~ income from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which, within the last two years, has contracted, or in the future foreseeably may contract with the Housing Authority of the County of Contra Costa, or with any public agency within Contra Costa County, to provide services, supplies, materials, machinery, or equipment to either party.

**CONFLICT OF INTEREST CODE OF THE
HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA**

**Approved February __, 2015, by the Board of Commissioners of the
Housing Authority of the County of Contra Costa**

Approved March __, 2015, by the Contra Costa County Board of Supervisors

**CONFLICT OF INTEREST CODE OF THE
HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA**

The Political Reform Act of 1974, Government Code section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, section 18730 of Title 2 of the California Code of Regulations, which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of section 18730 of Title 2 of the California Code of Regulations, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation, and the attached appendices of designated positions and disclosure categories, shall constitute the Conflict of Interest Code of the Housing Authority of the County of Contra Costa (“Authority”).

Persons holding designated positions shall file their statements of economic interests with the Secretary of the Board of Commissioners of the Authority, which shall be the filing officer.

EXHIBIT A

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Commissioners	
Commissioners	1 & 2
Agency Personnel	
Executive Director	1 & 2
Assistant County Counsel Regularly Assigned	1 & 2
Administrative Services Officer	1 & 2
Director of Information Technology	1 & 2
Internal Auditor	1 & 2
Director of Finance	1 & 2
Deputy Executive Director for Housing Operations	1 & 2
Director of Development	1 & 2
Director of Assisted Housing Programs	1 & 2
Director of Asset Management	1 & 2
Director of General Services	1 & 2
Financial Analyst	1 & 2
Accounting Supervisor	1 & 2
Human Resources & Training Officer	1 & 2
Purchasing Agent	1 & 2
Housing Manager	1 & 2
Asset Manager	1 & 2
Housing Services Counselor	1 & 2
Housing Development Officer	1 & 2
Housing Technical Officer	1 & 2
Housing Rehabilitation Officer	1 & 2
Program Analyst	1 & 2
Consultants/New Positions*	1 & 2

* The Executive Director may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and therefore is not required to comply with the disclosure requirements. The written determination is a public record and the Executive Director shall retain the determination for public inspection.

EXHIBIT B

DISCLOSURE CATEGORIES

Persons holding designated positions in Disclosure Category “1” must report:

All investments, interests in real property, business positions, sources of income, including gifts, loans, and travel payments, and any business entity in which the employee is a director, officer, partner, trustee, employee, or holds any position of management. These financial interests are reportable only if located within Contra Costa County or if the business entity is doing business or plans to do business in the County (and such plans are known by the person holding a designated position), or if the business entity has done business within the County at any time during the two years prior to the filing of the statement.

Persons holding designated positions in Disclosure Category “2” must report:

Investments in any business entity, income from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity that has, within the last two years, contracted, or foreseeably may contract with the Housing Authority of the County of Contra Costa, or with any public agency within Contra Costa County, to provide services, supplies, materials, machinery, or equipment to either party.