

HOUSING AUTHORITY of the COUNTY OF CONTRA COSTA

CALENDAR FOR THE BOARD OF COMMISSIONERS

BOARD CHAMBERS, COUNTY ADMINISTRATION BUILDING
1025 ESCOBAR STREET
MARTINEZ, CALIFORNIA 94553-1229

KAREN MITCHOFF, *CHAIR*
FEDERAL D. GLOVER, *VICE CHAIR*
JOHN GIOIA
CANDACE ANDERSEN
DIANE BURGIS
CYNTHIA JORDAN
JOANN SEGURA

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

The Board meeting will be accessible in-person, via television, and via live-streaming to all members of the public. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov.

Persons who wish to address the board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing **888-278-0254** followed by the access code **843298#**. A caller should indicate they wish to speak on an agenda item, by pushing "#2" on their phone. Access via Zoom is also available using the following link: <https://ccccounty-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000.

Meetings of the Board are closed-captioned in real time. Public comment generally will be limited to two minutes. Your patience is appreciated. A Spanish language interpreter is available to assist Spanish-speaking commenters.

A lunch break or 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 online at www.contracosta.ca.gov.

ANNOTATED AGENDA & MINUTES
May 17, 2022

1:00 P.M. Convene and call to order.

CONSIDER CONSENT ITEMS: (Items listed as C.1 through C.3 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 consent items removed for discussion.

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

There were no requests to speak.

ADJOURN

Adjourned today's meeting a 1:05 p.m.

CONSENT ITEMS:

C.1 RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending March 31, 2022.

Commissioner John Gioia	AYE
Commissioner Candace Andersen	AYE
Commissioner Diane Burgis	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Cynthia Jordan	AYE
Commissioner Joanne Segura	AYE

C.2 APPROVE and AUTHORIZE the Executive Director to execute a contract with Nan McKay Associates, Inc. (NAMI), in an amount not to exceed \$2,925,000 to provide Housing Quality Standards (HQS) and Uniform Physical Condition Standards (UPCS) inspections for the period July 1, 2022 through June 30, 2027. (Budgeted)

Commissioner John Gioia	AYE
Commissioner Candace Andersen	AYE
Commissioner Diane Burgis	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Cynthia Jordan	AYE
Commissioner Joanne Segura	AYE

- C.3 ADOPT Resolution No. 5242 to approve collection loss write-offs in the public housing program in the amount of \$122,003.10 for the quarter ending March 31, 2022.

Commissioner John Gioia	AYE
Commissioner Candace Andersen	AYE
Commissioner Diane Burgis	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Cynthia Jordan	AYE
Commissioner Joanne Segura	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, 1025 Escobar Street, Martinez, CA 94553; by fax: 925-655-2006; or via email to clerkoftheboard@cob.cccounty.us.

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) 655-2000. An assistive listening device is available from the Clerk. 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) 655-2000, 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) 655-2000. 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, 1025 Escobar Street, 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.



Contra
Costa
County

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Housing Authority

Date: May 17, 2022

Subject: INVESTMENT REPORT FOR THE QUARTER ENDING MARCH 31, 2022

RECOMMENDATIONS

RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending March 31, 2022.

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 \$20,692.18 in interest earnings for the quarter ending March 31, 2022. 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.

The Housing Choice Voucher Program reserve as of 12/31/2013 held in cash and investments was transitioned to HUD held program reserve 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.

Action of Board On: **05/17/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: John Gioia, Commissioner
Candace Andersen,
Commissioner
Diane Burgis, Commissioner
Karen Mitchoff, Commissioner
Federal D. Glover, Commissioner
Cynthia Jordan, Commissioner
Joanne Segura, 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: May 17, 2022

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

BACKGROUND (CONT'D)

The interest earned for the quarter ending March 31, 2022 is shown below. A more detailed report is attached.

Public Housing	Housing Choice Voucher Fund		Central Office	State & Local
Unrestricted Interest Earned	Restricted Interest Earned	Unrestricted Interest Earned	Unrestricted Interest Earned	Unrestricted Interest Earned
\$10,411.30		\$7,397.26	\$264.82	\$2,618.80

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).

ATTACHMENTS

Investment Report 3/31/2022

HOUSING AUTHORITY OF CONTRA COSTA COUNTY
INVESTMENT REPORT : PORTFOLIO HOLDINGS BY TYPE

For Period Ending: 3/31/2022

Issuer	Investment Type	Amount Invested	Yield	Investment Date	Maturity Date	Estimated Value@ Maturity Date
Cantella & Company						
Fidelity Market Reserves	Money Market	30,719.07	0.01%	ongoing	ongoing	30,719.07
Capital One , NA	Certificate of Deposit	100,000.00	2.300%	5/10/17	5/10/22	111,506.30
Capital One , NA	Certificate of Deposit	110,000.00	2.300%	5/10/17	5/10/22	122,656.93
Goldman Sachs	Certificate of Deposit	149,000.00	2.400%	6/07/17	6/07/22	166,889.80
Barclays Bank Delaware	Certificate of Deposit	247,000.00	2.250%	9/27/17	9/27/22	274,802.73
Discover Bank	Certificate of Deposit	140,000.00	2.550%	12/28/17	12/28/22	157,859.78
Morgan Stanley Bank	Certificate of Deposit	150,000.00	2.650%	1/11/18	1/11/23	169,885.89
Sally Mae Bank	Certificate of Deposit	173,000.00	2.650%	2/08/18	2/08/23	195,935.06
Citi Bank NA	Certificate of Deposit	100,000.00	3.100%	5/04/18	5/04/23	115,508.49
Goldman Sacs	Certificate of Deposit	100,000.00	3.300%	7/25/18	7/25/23	116,509.04
Commerty Capital Bank	Certificate of Deposit	120,000.00	3.250%	8/13/18	8/14/23	139,521.37
Citi Bank NA	Certificate of Deposit	145,000.00	3.000%	2/15/19	2/15/24	166,761.92
Morgan Stanley Private Bank	Certificate of Deposit	160,000.00	2.200%	7/25/19	7/25/24	177,619.29
State Bank of India	Certificate of Deposit	140,000.00	1.100%	5/28/20	5/28/25	147,704.22
Texas Exchange Bank	Certificate of Deposit	105,000.00	1.000%	6/19/20	6/19/25	110,252.88
State Bank of India	Certificate of Deposit	105,000.00	1.000%	4/27/21	4/27/26	110,252.88
Sally Mae Bank	Certificate of Deposit	75,000.00	1.050%	9/23/21	9/22/26	78,937.50
Synchrony Bank	Certificate of Deposit	100,000.00	0.950%	9/24/21	9/24/26	104,752.60
Federal Home Loan bank	Govt Agency	115,000.00	1.350%	1/27/22	1/27/26	121,214.25
Federal Home Loan bank	Govt Agency	110,000.00	1.750%	2/04/22	1/27/27	119,588.08
American Express national Bank	Certificate of Deposit	247,000.00	2.000%	3/09/22	3/09/27	271,713.53
Capital One Bank, USA	Certificate of Deposit	230,000.00	2.250%	3/23/22	3/23/27	255,889.18
GRAND TOTALS		2,951,719.07				3,266,480.79
L.A.I.F. (Acct # 25-07-003)	Liquid Account	107,742.40	0.32%	ongoing	ongoing	107,742.40
De Anza Gardens, LP	Loan	1,000,000.00	3.00%			1,000,000.00
GRAND TOTALS		4,059,461.47				4,374,223.19

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

INVESTMENT REPORT BY FUND

For Period Ending 3/31/2022

Issuer	Amount Invested	Amount Invested by Fund:				
		Public Housing	Management	Central Office	Housing Choice Voucher	Rental Rehabilitation
<u>Cantella & Company</u>						
Fidelity Market Reserves	30,719.07	8,728.81	21,547.66	442.60		
Capital One , NA	100,000.00	100,000.00				
Capital One , NA	110,000.00	110,000.00				
Goldman Sachs	149,000.00	149,000.00				
Barclays Bank Delaware	247,000.00	247,000.00				
Discover Bank	140,000.00	140,000.00				
Morgan Stanley Bank	150,000.00	150,000.00				
Sally Mae Bank	173,000.00		173,000.00			
Citi Bank NA	100,000.00		100,000.00			
Goldman Sacs	100,000.00	100,000.00				
Commenty Capital Bank	120,000.00	120,000.00				
Citi Bank NA	145,000.00	145,000.00				
Morgan Stanley Private Bank	160,000.00	111,184.98	-	48,815.02		
State Bank of India	140,000.00		140,000.00			
Texas Exchange Bank	105,000.00		105,000.00			
State Bank of India	105,000.00	105,000.00				
Sally Mae Bank	75,000.00	75,000.00				
Synchrony Bank	100,000.00	100,000.00				
Federal Home Loan bank	115,000.00	115,000.00				
Federal Home Loan bank	110,000.00	110,000.00				
American Express national Bank	247,000.00	247,000.00				
Capital One Bank, USA	230,000.00	230,000.00				
GRAND TOTALS	2,951,719.07	2,362,913.79	539,547.66	49,257.62	-	-
L.A.I.F. (Acct # 25-07-003)	107,742.40	-	-	-		107,742.40
De Anza Gardens, LP	1,000,000.00				1,000,000.00	
GRAND TOTALS	4,059,461.47	2,362,913.79	539,547.66	49,257.62	1,000,000.00	107,742.40

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Report per CGC 53646 CURRENT MARKET VALUE

For Period Ending 3/31/2022

Issuer	Investment Type	Maturity Date	Amount Invested	Current Market Value (at 3/31/22)	Yield
<u>Cantella & Company</u>					
Fidelity Market Reserves	Money Market	ongoing	30,719.07	30,719.07	0.01%
Capital One , NA	Certificate of Deposit	5/10/2022	100,000.00	100,205.00	2.30%
Capital One , NA	Certificate of Deposit	5/10/2022	110,000.00	110,225.50	2.30%
Goldman Sachs	Certificate of Deposit	6/07/2022	149,000.00	149,546.83	2.40%
Barclays Bank Delaware	Certificate of Deposit	9/27/2022	247,000.00	248,709.24	2.25%
Discover Bank	Certificate of Deposit	12/28/2022	140,000.00	141,654.80	2.55%
Morgan Stanley Bank	Certificate of Deposit	1/11/2023	150,000.00	151,914.00	2.65%
Sally Mae Bank	Certificate of Deposit	2/08/2023	173,000.00	175,273.22	2.65%
Citi Bank NA	Certificate of Deposit	5/04/2023	100,000.00	101,865.00	3.10%
Goldman Sacs	Certificate of Deposit	7/25/2023	100,000.00	102,264.00	3.30%
Commenty Capital Bank	Certificate of Deposit	8/14/2023	120,000.00	122,673.00	3.25%
Citi Bank NA	Certificate of Deposit	2/15/2024	145,000.00	147,592.60	3.00%
Morgan Stanley Private Bank	Certificate of Deposit	7/25/2024	160,000.00	159,782.40	2.20%
State Bank of India	Certificate of Deposit	5/28/2025	140,000.00	133,838.60	1.10%
Texas Exchange Bank	Certificate of Deposit	6/19/2025	105,000.00	99,943.20	1.00%
Slate Bank of India	Certificate of Deposit	4/27/2026	105,000.00	98,528.85	1.00%
Sally Mae Bank	Certificate of Deposit	9/22/2026	75,000.00	70,034.25	1.05%
Synchrony Bank	Certificate of Deposit	9/24/2026	100,000.00	92,949.00	0.95%
Federal Home Loan bank	Govt Agency	1/27/2026	115,000.00	110,135.50	1.35%
Federal Home Loan bank	Govt Agency	1/27/2027	110,000.00	105,788.10	1.75%
American Express national Bank	Certificate of Deposit	3/09/2027	247,000.00	239,629.52	2.00%
Capital One Bank, USA	Certificate of Deposit	3/23/2027	230,000.00	225,738.10	2.25%
			2,951,719.07	2,919,009.78	
L.A.I.F. (Acct # 25-07-003)	Liquid Account	ongoing	107,742.40	107,742.40	0.32%
De Anza Gardens, LP	Loan		1,000,000.00	1,000,000.00	3.00%
GRAND TOTALS			4,059,461.47	4,026,752.18	

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Investment Interest Earnings Report

For Period Ending 3/31/2022

150189	Amount Invested	Interest Earned this Qtr	Interest Earned this Quarter by Fund				
			Public Housing	Management	Central	Rental Rehab	Housing Voucher
			Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted
<u>Cantella & Company</u>							
Fidelity Market Reserves	30,719.07	0.76	0.22	0.53	0.01	-	-
Capital One , NA	100,000.00	567.12	567.12	-	-	-	-
Capital One , NA	110,000.00	623.84	623.84	-	-	-	-
Goldman Sachs	149,000.00	881.75	881.75	-	-	-	-
Barclays Bank Delaware	247,000.00	1,370.34	1,370.34	-	-	-	-
Discover Bank	140,000.00	880.27	880.27	-	-	-	-
Morgan Stanley Bank	150,000.00	980.14	980.14	-	-	-	-
Sally Mae Bank	173,000.00	1,130.42	-	1,130.42	-	-	-
Citi Bank NA	100,000.00	764.38	-	764.38	-	-	-
Goldman Sacs	100,000.00	813.70	813.70	-	-	-	-
Commenty Capital Bank	120,000.00	961.64	961.64	-	-	-	-
Citi Bank NA	145,000.00	1,072.60	1,072.60	-	-	-	-
Morgan Stanley Private Bank	160,000.00	867.95	603.14	-	264.81	-	-
State Bank of India	140,000.00	379.73	-	379.73	-	-	-
Texas Exchange Bank	105,000.00	258.90	-	258.90	-	-	-
State Bank of India	105,000.00	258.90	258.90	-	-	-	-
Sally Mae Bank	75,000.00	194.18	194.18	-	-	-	-
Synchrony Bank	100,000.00	234.25	234.25	-	-	-	-
Federal Home Loan bank	115,000.00	267.97	267.97	-	-	-	-
Federal Home Loan bank	110,000.00	290.07	290.07	-	-	-	-
American Express national Bank	247,000.00	297.75	297.75	-	-	-	-
Capital One Bank, USA	230,000.00	113.42	113.42	-	-	-	-
-	2,951,719.07	13,210.08	10,411.30	2,533.96	264.82	-	-
L.A.I.F. (Acct # 25-07-003)	107,742.40					84.84	
De Anza Gardens, LP	1,000,000.00	7,397.26					7,397.26
GRAND TOTALS	4,059,461.47	20,692.18	10,411.30	2,533.96	264.82	84.84	7,397.26

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: May 17, 2022



Contra
 Costa
 County

Subject: CONTRACT WITH NAN MCKAY ASSOCIATES, INC., FOR HOUSING QUALITY STANDARDS AND UNIFORM PHYSICAL CONDITION STANDARDS INSPECTIONS

RECOMMENDATIONS

APPROVE and AUTHORIZE the Executive Director to execute a contract with Nan McKay Associates, Inc. (NAMI), for Housing Quality Standards (HQS) and Uniform Physical Condition Standards (UPCS) inspections for the period of July 1, 2022, through June 30, 2027.

BACKGROUND

HUD requires housing authorities to conduct an annual Housing Quality Standards (HQS) inspection of every unit leased under the voucher program and a Uniform Physical Condition Standards (UPCS) inspection of every public housing unit. Additional inspections are required as a follow up to any failed inspections, in response to complaints, and as deemed appropriate to ensure compliance with federal program regulations.

Housing authorities are required to issue a competitive request for proposals to find the most cost-effective and best-qualified vendor to provide services. HUD procurement regulations permit for cooperative procurement agreements amongst governmental agencies whereby one agency's competitive solicitation for inspection services can be utilized by another agency if the terms and conditions of the contract are substantially the same.

HACCC conducted a competitive procurement process to secure the services of NAMI for this latest contract. On March 10, 2022, HACCC issued a Request for Proposals from interested bidders for inspection services. Three firms submitted proposals by the April 21, 2022 deadline. Nan McKay Associates, Inc., was far and away the most responsive and affordable of the three proposals submitted with an overall score of 96 points out of a possible 100 points.

The cost per inspection charged by NAMI has stayed below the cost charged by many competitors and NAMI continues to be the most economically viable solution for inspection services. NAMI is a new venture in partnership with the former Sterling Inspection Services Director of Operations, who is the outgoing inspection services contractor. With that, the transition to NAMI from Sterling should be smooth and quick.

Action of Board On: **05/17/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: John Gioia, Commissioner
 Candace Andersen,
 Commissioner
 Diane Burgis, Commissioner
 Karen Mitchoff, Commissioner
 Federal D. Glover, Commissioner
 Cynthia Jordan, Commissioner
 Joanne Segura, 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: May 17, 2022

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

BACKGROUND (CONT'D)

In 2015, HUD permitted housing authorities to implement biennial inspections for the Housing Choice Voucher (HCV) Program. As a result, the overall number of inspections has been significantly reduced. The annual costs indicated above reflects an average per year. In alternating years, the costs will be significantly higher or lower than the \$585,000 indicated, but on average the costs will be approximately \$585,000 per year. Every two years, each HCV unit will be inspected and every year, all public housing units will undergo UPCS inspections.

FISCAL IMPACT

The total annual cost for this contract averages out to approximately \$585,000 per year and up to \$2,925,000 over a five-year period. Funding for this contract is included in the Housing Authority's (HACCC) budget.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners not approve a contract amendment with Nan McKay Associates, Inc., HQS and UPCS inspections may not be conducted in a timely manner. This would cause HACCC to fall out of compliance with HUD regulations.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: May 17, 2022



Contra
 Costa
 County

Subject: COLLECTION LOSS WRITE-OFF FOR THE QUARTER ENDING MARCH 31, 2022

RECOMMENDATIONS

ADOPT Resolution No. 5242 to approve collection loss write-offs in the public housing program in the amount of \$122,003.10 for the quarter ending March 31, 2022.

BACKGROUND

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

For this quarter ending March 31, 2022 a breakdown of the recommended write-offs, by housing development, is provided in the following table on the following page:

Action of Board On: **05/17/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: John Gioia, Commissioner
 Candace Andersen,
 Commissioner
 Diane Burgis, Commissioner
 Karen Mitchoff, Commissioner
 Federal D. Glover, Commissioner
 Cynthia Jordan, Commissioner
 Joanne Segura, 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: May 17, 2022

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

BACKGROUND (CONT'D)

CA011-001	Alhambra Terrace Martinez	\$0
CA011-003	Bridgemont Antioch	\$1,288.62
CA011-004	Los Nogales Brentwood	\$5,020.44
CA011- 005	El Pueblo Pittsburg	\$28,030.19
CA011-008	Los Arboles Oakley	\$0
CA011-010	Bayo Vista Rodeo	\$44,283.32
CA011-011	Hacienda Martinez	\$1,813.78
CA011-012	Casa de Manana Oakley	\$11,006.50
CA011-013	Casa de Serena Bay Point	\$1,864.86
CA011-015	Elder Winds Antioch	\$16,547.42
CA011-4501	Vista del Camino San Pablo	\$9,967.17
CA011-4502	Kidd Manor	\$2,181.00
TOTAL		\$122,003.10

A total of 58 accounts are being recommended for write-off, representing an average of \$2,103.50 per account.

The following table illustrates the collection losses for the past years.

Conventional Program

THIS QUARTER	
03/31/2022	\$122,003.10
03/31/2021	\$81,269.90
03/31/2020	\$40,644.89
12/31/2019	\$97,148.32

Prior to submission of an account for write-off, 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

Uncollectible 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 uncollectible. Once an account is written off, it can be turned over to a collection agency. For the period ending March 31, 2022, the collection loss write-off total is \$122,003.10.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution No. 5242, these accounts would inflate the total accounts receivable for HACCC and present an inaccurate financial position.

AGENDA ATTACHMENTS

Write Off Chart 3.2022

RES 5242 - Collection Loss Write Off

MINUTES ATTACHMENTS

Signed Resolution No. 5242

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: MARCH 31, 2022

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-	-0-	-0-	0
Bridgemont, Antioch CAL 11-3	\$231.62	-0-	\$1,057.00	\$1,288.62	3
Los Nogales, Brentwood CAL 11-4	\$1,456.04	-0-	\$3,564.40	\$5,020.44	3
El Pueblo, Pittsburg CAL 11-5	\$26,512.49	-0-	\$1,517.70	\$28,030.19	10
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	\$34,109.73	-0-	\$10,173.59	\$44,283.32	21
Hacienda, Martinez CAL 11-11	\$126.28	-0-	\$1,687.50	\$1,813.78	2
Casa de Manana, Oakley CAL 11-12	\$8,628.00	-0-	\$2,378.50	\$11,006.50	3
Casa de Serena Bay Point CAL 11-13	\$236.00	-0-	\$1,628.86	\$1,864.86	3
Elder Winds, Antioch CAL 11-15	\$15,326.87	-0-	\$1,220.35	\$16,547.22	6
Vista del Camino San Pablo 4501	\$6,119.67	-0-	\$3,847.50	\$9,967.17	5
Kidd Manor, San Pablo 4502	\$2,175.00	-0-	\$6.00	\$2,181.00	2
TOTALS:	\$94,921.70	-0-	\$27,081.40	\$122,003.10	58

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

RESOLUTION NO. 5242

RESOLUTION APPROVING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$122,003.10 FOR THE
PERIOD ENDING MARCH 31, 2022

WHEREAS, a certain vacated tenant accounts have been determined to be uncollectable by
management; and

WHEREAS, these tenant accounts may have been, or may be, turned over to a collection agency for
continued collection efforts;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the
County of Contra Costa that the following amounts be written off for collection loss for period
ending Sept. 30, 2017

	Conventional Program
Dwelling Rent	\$94,921.70
Legal Charges	\$0
Maintenance & Other Charges	\$27,081.40
TOTAL	\$122,003.10

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



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

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TOTAL	\$122,003.10

PASSED AND ADOPTED ON May 17 2022 by the following vote of the Commissioners:

AYES: John Gioia, Candace Andersen, Diane Burgis, Karen Mitchoff, Federal Glover, Cynthia Jordan, Joanne Segura

NOES: None

ABSENT: None

ABSTAIN: None

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

ATTESTED:

May 17 2022
Joseph Villarreal, Secretary of the Board of Commissioners
and Executive Director

By Joanne M. Segura, Deputy