



HOUSING AUTHORITY OF THE CITY OF LIVERMORE

3203 LEAHY WAY
LIVERMORE, CALIFORNIA 94550
www.livermoreha.org

(925) 447-3600
Fax (925) 447-0942
TDD/TTY (800) 545-1833 x917

**BOARD OF COMMISSIONERS
REGULAR BOARD
MEETING AGENDA**

Wednesday, October 14, 2020 – 5:30 PM

Due to COVID-19 This meeting will be held virtually at:

Web: <https://us02web.zoom.us/j/87390415538>

Telephone: (669) 900-9128

Meeting ID: 873-9041-5538

- 1. CALL TO ORDER / ROLL CALL**
- 2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETINGS OF SEPTEMBER 16, 2020**
- 3. PUBLIC COMMENT**
Members of the public may speak to the Board of Commissioners on items within the purview or jurisdiction of the Housing Authority of City of Livermore. Comments are limited to a maximum of 3 minutes per person.
- 4. STAFF REPORTS**
 - A. Report from the Executive Director**
- 5. COMMUNICATIONS**
 - A. If any**
- 6. REPORTS/ITEMS FROM COMMISSIONERS**
 - A. If any**
- 7. COMMITTEE REPORTS**
 - A. Finance Committee**
- 8. ADJOURNMENT**

*Under Government Code §54957.5, any **supplemental material** distributed to the Board members of the Livermore Housing Authority after the posting of this agenda will be available for public review in the office lobby, Housing Authority of the City of Livermore, 3203 Leahy Way, Livermore, CA. If supplemental materials are made available to the Board members at the meeting, a copy will be available for public review at the same location.*

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Procedure for Public Comment

Public Comment is an opportunity for the public to speak regarding items not listed on the agenda. Speakers are limited to a maximum of three minutes per person. The Chair may reduce the amount of time based on the number of persons wishing to speak. Please be aware that the Board of Commissioners is prohibited by State law from taking action on any items that are not listed on the agenda. However, if your item requires action, the Board of Commissioners may place it on a future agenda or direct staff to work with you and/or report to the Board of Commissioners on the issue.

Speaker Cards - If you wish to address the Board of Commissioners, you must complete a speaker card for each item about which you want to speak. Speakers are limited to a maximum of three minutes per person. The speaker card box is located in the West Wing entrance. Place your speaker card in this box before the item is to be considered. Staff will collect the cards and give the speaker cards to the Chair. The Chair will call speakers. No cards will be accepted once the presentation on that item has commenced.



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BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
 Wednesday, September 16, 2020-5:30 p.m.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:31 p.m. by Chairperson Mark Palajac. Also present were, Vice-Chairperson Wanda Hunter, and Commissioners Marty McFadden, Maureen Hamm, Richard Knowles, Christine Stuart, and Matthew Graves.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: AUGUST 12, 2020.

A motion was made by Commissioner Stuart to approve the board meeting minutes of August 12, 2020. Commissioner Graves seconded the motion and it passed with a vote of 6 ayes. Vice-Chairperson Hunter joined the meeting at 5:35 p.m. and therefore was not present to vote on this item.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Maureen Hamm	X		
Mark Palajac	X		
Marty McFadden	X		
Richard Knowles	X		
Christine Stuart	X		
Matthew Graves	X		

3. PUBLIC COMMENT

None.

4. CLOSED SESSION

A motion was made by Chairperson Palajac to remove Vice-Chairperson Hunter from the Board of Commissioners under Resolution 2020-09-16-A, due to excessive absences. Commissioner Knowles seconded the motion and it passed with 6 ayes and 1 nay.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Maureen Hamm	X		
Mark Palajac	X		
Marty McFadden	X		
Richard Knowles	X		
Christine Stuart	X		
Matthew Graves	X		
Wanda Hunter		X	

5. STAFF REPORTS

A. Report from the Executive Director

D'Jon advised that the voucher success rate for lease ups has increased since the previous month. Occupancy rates have remained the same with 3 vacancies at Bluebell and 1 vacancy at Leahy. For



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vacancies at Bluebell, unit #2 was completed and will be advertised, unit #3 has cabinets, lighting, counters, and floors pending, and the third vacancy is recent and the work has yet to begin.

Chairperson Palajac inquired how long it will be until everything is completed. D'Jon advised that he is not sure as the completion has been delayed with maintenance being pulled to address emergency work orders and assist in preparation of Leahy renovations but will work on a schedule. Chairperson Palajac noted that even with the delay in completion of the units we saved much more money by doing the work in-house vs. paying outside contractors.

D'Jon followed up on a question regarding the amount of arrears for tenant accounts receivables. For Chestnut there is 1 tenant who is 2 months behind, Bluebell has 7 tenants who are 1-4 months in arrears, and Leahy has 7 tenants who are 1-2 months in arrears. The total outstanding balance for all properties is \$25,208.

D'Jon advised there was an additional \$156,924 in administrative fees for HCV through the CARES Act from HUD. HUD also extended the deadline to spend the additional administrative fees, and operating funds until mid-2021.

D'Jon advised there were two RFPs issued; one for Fee Accountant and one for Legal Services. The Fee Accountant RFP closes on October 7th and Legal Services closes on October 14th. D'Jon also plans to issue an RFP for new construction project based vouchers.

An Administrative Clerk recruitment opened on September 1st and closes on September 30th, to date there have been 20 applications received.

D'Jon provided an update on the work being completed at Leahy. Roofing is a little more than halfway completed, paving began on September 15th, the shade structure and c-train was removed. Next to begin are correcting trip hazards around property, paving through parking lots and creation of ADA parking. The playground, cameras, and clubhouse is to begin in October and once clubhouse is complete the office renovations will begin.

D'Jon advised that REDS made a suggestion that LHA work with the Renaissance Group who assists with monitoring of prevailing wage for construction projects. Sandy with Renaissance Group was brought on board and is working with all the contractors on monitoring prevailing and also conducting Section 3 outreach.

Chairperson Palajac inquired if the proposal from Gelfand was received for possibilities at Leahy. Commissioner Graves stated that he did receive the proposal and will circulate to the group. The fee came in at \$30,000. Chairperson Palajac inquired if we are able to do a sole source and D'Jon advised that he will need to obtain 3 quotes and spoke with the City of Livermore to obtain a reference for architectural firms and will reach out to them to obtain additional quotes.

6. COMMUNICATIONS

None.



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7. REPORTS/ITEMS FROM COMMISSIONERS

Chairperson Palajac would like to schedule committee meetings for Strategic Planning, Leahy, and Finance.

8. COMMITTEE REPORTS

A. Personnel Committee

The committee met and discussed goals and objectives for the Executive Director. Once Commissioner Hamm returns from vacation, she will schedule a meeting with the committee and D'Jon to discuss.

B. Executive Committee

Nothing to report out.

9. ADJOURNMENT

The board meeting adjourned at 6:52 p.m.

DRAFT



LHA Monthly Report

Presented by D'Jon Paul Scott-Miller

September
2020

Monthly Progress and Productivity Report

A snapshot of the activity and productivity for the Livermore Housing Authority.

MONTHLY ACTIVITY

Vouchers Issued

The following are Housing Choice Vouchers (HCV) that were issued during the month of September 2020.

Vouchers Looking
0

Vouchers Success Report

The following is the success rate for vouchers issued between; October 2019 through September 2020.

Success Rate				
Overall	0 – 30 Days	31 – 60 Days	61 – 90 Days	91 + Days
90.00%	15.00%	42.50%	10.00%	22.50%

Moves

The following are unit move ins and outs for HCV and Property Management (PM) during the month of September 2020.

HCV	
In	Out
5	3
PM	
In	Out
0	0

End of Participations

The following are end of participations for the HCV program that were processed during the month of September 2020.

End of Participations
2

Occupancy Rate

The following are PM occupancy rates for September 2020.

Occupancy			
Property	Total Units	Occupied	Rate
Bluebell	27	24	88.89%
Chestnut	6	6	100.00%
Las Posadas	9	9	100.00%
Leahy Square	125	124	99.20%
Total	167	163	97.60%

Tenant Account Receivables

The following are TARs for September 2020.

Tenant Account Receivables			
	Charged	Paid	Rate
Property			
Bluebell	\$28,002.00	(\$24,971.00)	89.18%
Chestnut	\$7,803.00	(\$8,988.00)	115.19%
Las Posadas	\$9,969.00	(\$8,797.00)	88.24%
Leahy Square	\$71,108.00	(\$73,042.00)	102.72%
Total	\$116,882.00	(\$115,798.50)	99.07%

Annuals Reexaminations

The following are the HCV and PM annual reexaminations completed/pending during the month of September 2020.

HCV Annuals Processed/Pending	
Completed	60
Pending	1
PM Annuals Processed/Pending	
Completed	11
Pending	0

Interim Reexaminations

The following are the HCV and PM interim reexaminations completed during the month of September 2020.

HCV Annuals Processed/Pending	
Completed	35
PM Annuals Processed/Pending	
Completed	12

Inspections

The following are HCV inspections completed during the month of September 2020.

Inspections Completed/Scheduled			
	Pass	Fail	No Show
Inspection Type			
Annual Inspections	0	0	0
Initial Inspections	4	0	0
Quality Control Inspections	0	0	0
Self-Certifications	0	0	0
Total	4	0	0

Work Orders

The following are Work Orders opened in September 2020.

Work Orders			
	Opened	Closed	Remaining Open
Property			
Bluebell	7	6	1
Chestnut	6	1	5
Las Posadas	0	0	0
Leahy Square	60	58	2
Total	73	65	8