



**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

**REGULAR
BOARD OF COMMISSIONERS
MEETING AGENDA**
Wednesday, November 8, 2023 – 5:30 PM

**Location:
3203 Leahy Way, Livermore CA, 94550**

1. CALL TO ORDER / ROLL CALL

- i. Casey, Heather
- ii. Evans, Marvin
- iii. Hamm, Maureen
- iv. Hutchinson, Karen (Chair)
- v. Palajac, Mark (Vice-Chair)
- vi. Stuart, Christine
- vii. Vaishampayan, Parag

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 11, 2023

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. OLD BUSINESS

5. NEW BUSINESS

6. STAFF REPORTS

- A. Monthly Report from the Executive Director presented by Sarah Ramler

7. COMMUNICATIONS

8. REPORTS/ITEMS FROM COMMISSIONERS

9. COMMITTEE REPORTS

10. 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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**REGULAR
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Wednesday, October 11, 2023 – 5:30 PM

Location:
3203 Leahy Way, Livermore CA, 94550

1. CALL TO ORDER / ROLL CALL

The meeting was called to order at 5:30pm by Chairperson Karen Hutchinson. Also present were Commissioners Marvin Evans, Maureen Hamm, Christine Stuart. Excused from the meeting were Commissioners Heather Casey and Mark Palajac and arriving late was Commissioner Parag Vaishampayan. Present from LHA was Executive Directory, Sarah Ramler and Acting Property Manager, Monica LiMarzi

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 13, 2023

No comments from Commissioners. Motion made by Maureen to approve the minutes as written, seconded by Christine, all others in favor, motion passed.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Marvin Evans	X		
Maureen Hamm	X		
Karen Hutchinson	X		
Christine Stuart	X		

3. PUBLIC COMMENT

Public comment was given by Joseph Marriott and Krissa Hermanson regarding homeless situations.

4. OLD BUSINESS

A. FY2024 Executive Director Objectives 3-Month Update

Sarah provided a 3-month update of her Executive Director objectives for fiscal year 2024. One item is closed out which is Objective 1 Close Out of Public Housing, all others are still in progress.

5. NEW BUSINESS

A. RESOLUTION 2023-10-11-A: AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXERCISE INVESTMENT OPTION WITH FREMONT BANK ANNUITY INVESTMENT

Sarah presented history of LHA held annuity contract which is valued around \$600k. One of the terms of the contract the LHA can take out 10% of the value of the contract to reinvest in other investments. This resolution is to authorize the ED to exercise this option. Maureen made a motion to approve, Marvin seconded, all in favor and motion passed.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Marvin Evans	X		
Maureen Hamm	X		
Karen Hutchinson	X		
Christine Stuart	X		
Parag Vaishampayan	X		

6. STAFF REPORTS

A. Monthly Report from the Executive Director presented by Sarah Ramler

Sarah provided general updates on all agency activities. Specifically, HUD will be coming to LHA in November to conduct a confirmatory review for the FY2023 SEMAP certification. Sarah informed HUD of the LHA's intent to apply for the Moving to Work Program. Key dates for the MTW application include a 30-day comment period beginning first few days of November 1-30th, following will be a public hearing scheduled for November 15th at 5pm at Leahy, and Special Commissioner meeting the week of December 4th and the application will be submitted December 8th.

Sarah advised of changes related to inspections standards in the coming year and the need for landlord education initiatives.

Sarah and Monica provided an update on the first tenant move in for the Family Homelessness Challenge Grant.

Matt is working on the scope for the rehab work at Bluebell Apartments and staff are working on filling the vacant units at the site.

7. COMMUNICATIONS

8. REPORTS/ITEMS FROM COMMISSIONERS

9. COMMITTEE REPORTS

A. Finance Committee Meeting September 28, 2023

Marvin provided a general update on the discussions held at the Finance Committee meeting. Revisited the conversation related to the resolution regarding the annuity and brokerage account.

10. ADJOURNMENT

Meeting adjourned at 6:30pm by Chairperson Hutchinson



Livermore Housing Authority Monthly Report

October 2023

Presented by Sarah Ramler

Summary

HCV –

- SEMAP:
 - Submitted HUD requested documents timely and HUD rescheduled on-site review for second week of November.
- MTW Public Comment Period started November 2nd and Public Hearing scheduled for November 15th at 5pm at Leahy.
- HCV Manager on leave until early January
- Vineyard 2.0 scheduled to begin leasing in December

Leahy Square –

- LifeSteps will be onboarded in January
- Wrapping up final lease signings in November
- Two pending evictions

Affordable Housing –

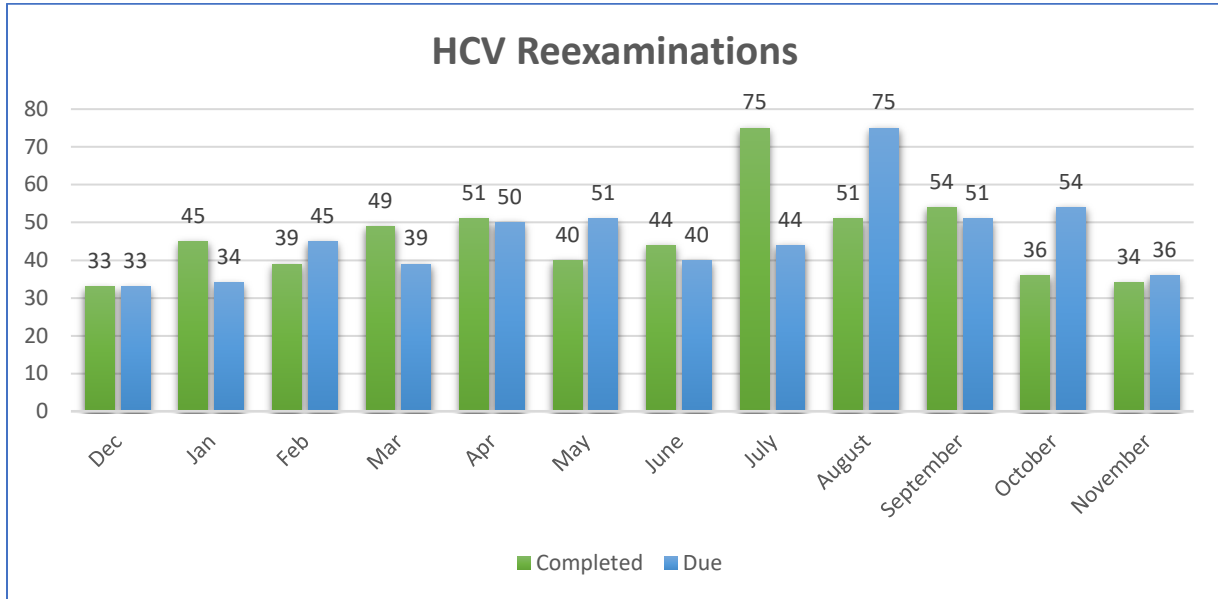
- One new move in for Bluebell transitional and one pending new move in
- One pending eviction

Overall –

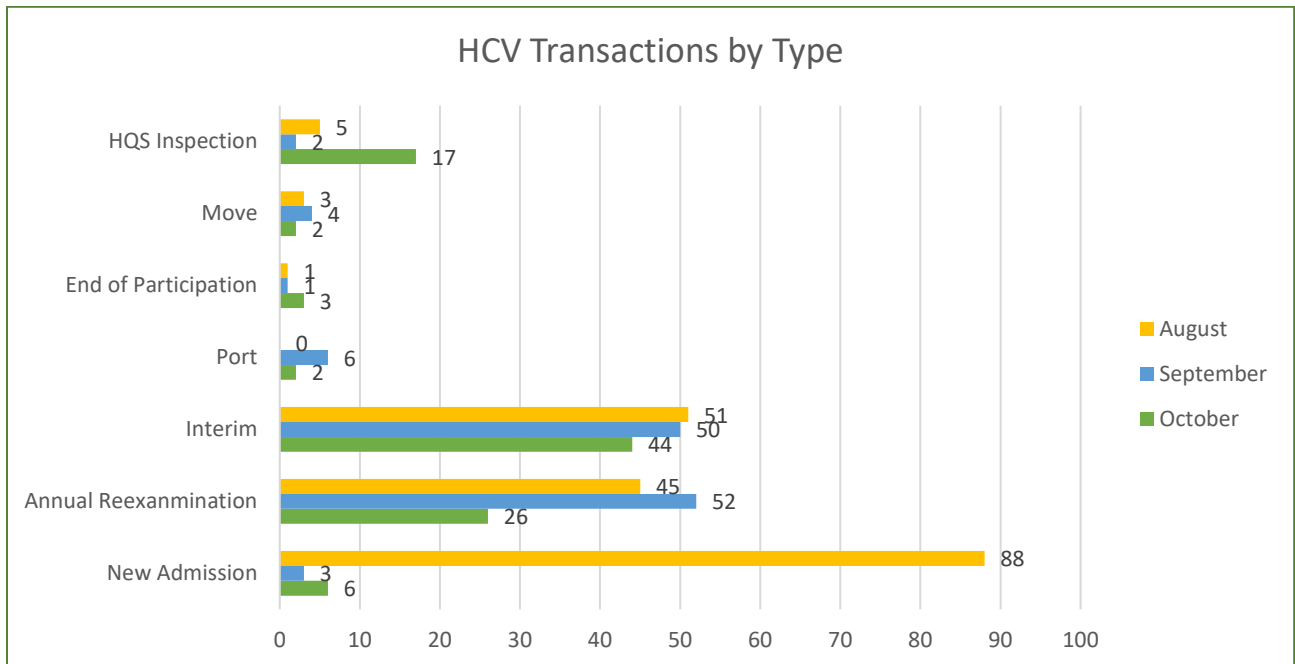
- Single File Audit has been completed and is being finalized for presentation to the Board in December. Preliminary results are no audit findings and FY2022 finding has been cleared.
- PHADA Commissioner's Conference in San Diego January 7-10

Monthly Activity – Housing Choice Voucher Program

HCV Annual Reexaminations – (SEMAP Indicator 9)



HCV Transactions



HCV Program Expenses

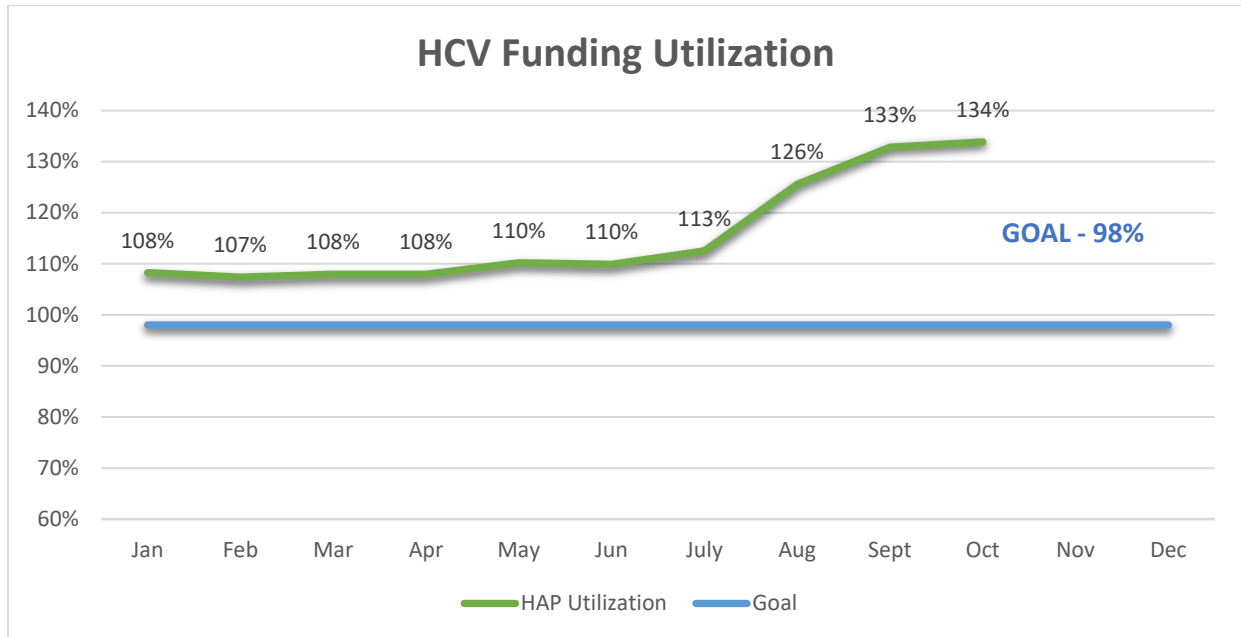
Fiscal Year 2024 HAP Expenses

FY23 VOUCHER HAP EXPENSES	July	August	September	October	FY 2023 YTD
03-Mainstream 5-Year	\$68,288	\$66,463	\$67,311	\$66,780	\$664,151
Leahy PBV		\$97,921	\$143,792	\$149,881	\$241,713
HCV	\$675,951	\$678,078	\$690,348	\$693,872	\$6,668,511
Homeownership	\$1,551	\$1,551	\$1,551	\$1,551	\$14,302
Port In	\$9,576	\$9,576	\$9,479	\$9,479	\$94,699
Project Based	\$143,096	\$148,451	\$148,518	\$149,881	\$1,423,147
VASH	\$16,487	\$18,875	\$19,241	\$18,732	\$154,474
Expenses Totals:	\$914,948.80	\$1,020,915.13	\$1,080,240.13	\$1,090,176.00	\$9,260,996.75

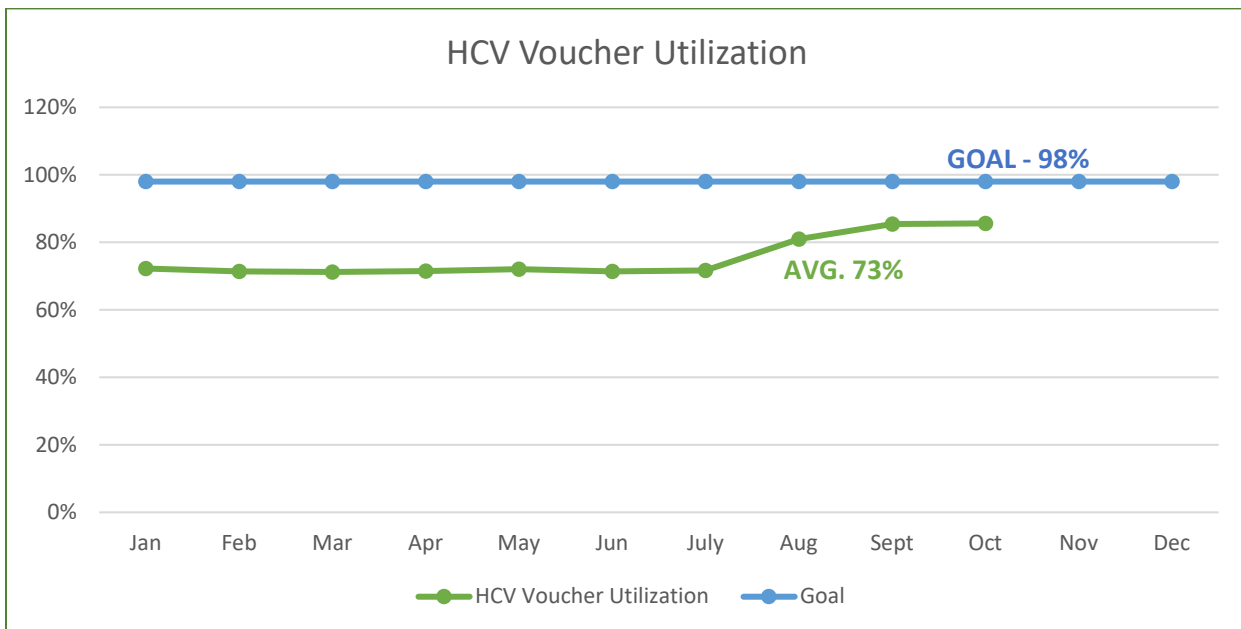
Calendar Year 2023 HAP Expenses

June	July	August	September	October	CY2023 YTD
\$68,135	\$68,288	\$66,463	\$67,311	\$66,780	\$664,151
		\$97,921	\$143,792	\$149,881	\$391,594
\$664,476	\$675,951	\$678,078	\$690,348	\$693,872	\$6,668,511
\$1,551	\$1,551	\$1,551	\$1,551	\$1,551	\$14,302
\$9,576	\$9,576	\$9,576	\$9,479	\$9,479	\$94,699
\$136,463	\$143,096	\$148,451	\$148,518	\$149,881	\$1,423,147
\$13,420	\$16,487	\$18,875	\$19,241	\$18,732	\$154,474
\$893,620.47	\$914,948.80	\$1,020,915.13	\$1,080,240.13	\$1,090,176.00	\$9,410,877.75

HCV Program Utilization – (SEMAP Indicator 13)



CY 2023 Overall Voucher Utilization by Month per PIC



Voucher Count Totals by Program and by Month per HAB

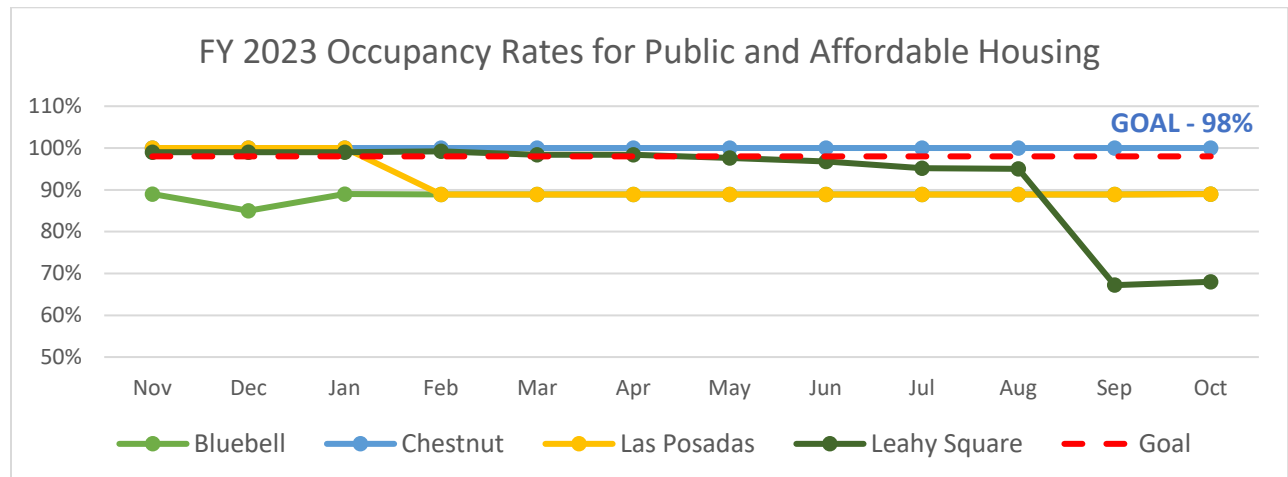
Program	June	July	August	September	October
03-Mainstream 5-Year	33	33	32	33	32
Leahy PBV			56	86	85
HCV	400	404	407	410	406
Homeownership	1	1	1	1	1
Port In	6	6	6	6	6
Project Based	84	82	85	85	85
VASH	8	10	12	11	11
Count Totals:	532	536	599	632	626

Monthly Activity –Affordable Housing

Occupancy Rates by Property

Occupancy Rate October 2023			
Property	Total Units	Occupied	Rate
Bluebell	27	24	89%
Chestnut	6	6	100%
Las Posadas	9	8	89%
Leahy Square	125	85	68%
Total	167	123	74%

FY 2023 Occupancy Rates by Property



Accounts Receivable by Property

Tenant Account Receivables – October 2023			
Property	Charged	Paid	% Collected
Bluebell	\$32,648.00	\$31,976.00	98%
Chestnut	\$6,074.00	\$6,257.00	103%
Las Posadas	\$8,744.00	\$8,629.00	99%
Total All Projects Listed:	\$47,466.00	\$46,862.00	99%

Work Order Status by Property

Property	Total	Done	Open
Bluebell	5	4	1
Chestnut	5	5	0
Las Posadas	11	11	0
Leahy Affordable	23	20	3
Leahy Square	18	17	1
Total All Projects Listed:	62	57	5

