



AGENDA

BOARD OF COMMISSIONERS
REGULAR MEETING — THURSDAY, DECEMBER 1, 2011 @ 4:00 P.M.
AT 421 SOUTH EL DORADO STREET, STOCKTON, CA

Call to Order — Roll Call — Pledge of Allegiance

Approval of the Minutes of the Regular Meeting held October 6, 2011; Regular Meeting held November 3, 2011.

Strategic Planning: Monthly Review of Monitoring Matrix.

Executive Director's Report:

1. Capital Fund Program High Performer Status.

Reports: Vacancy Report.

Public Comments: Resident representatives from Housing Authority owned properties and Members of the General Public.

Information Items:

1. Fiscal Year 2011-2012 Budget Revisions.

Consent Items:

Action Items:

Commissioners' Questions & Comments/Agenda Building

Written Communications:

Closed Session:

Conference with Legal Counsel — Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: Number of cases: Four.

Conference with Real Property Negotiators. Government Code §54956.8 Property: Franco Center, 144 Mun Kwok Lane, Stockton, CA. Agency Negotiator: Alan Coon. Negotiating Parties: Alan Coon and Susan Lenz, Trustee for Bob Franco Trust. Under Negotiation: Price and terms of payment and/or early retirement of bond and release of appraisal.

Adjournment

Note:

Persons needing disability-related modification or accommodation in order to participate in this meeting, should contact the Secretary of the Board at (209) 460-5065 at least 48 hours prior to the start of the meeting.[Government Code §54954.2(a)]

The Agenda Package material may be reviewed at the Administrative Office of the Housing Authority of the County of San Joaquin, 448 South Center Street, Stockton, CA, 95203, during normal business hours. Please contact the office in writing to obtain a copy of the Agenda Package. Persons requesting a copy may be charged a small fee for copying the Agenda Package.



The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the Housing Authority is governed by §1094.6 of the Code of Civil Procedure, unless a shorter limitations period is specified by any other provision. Under §1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the Housing Authority must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Persons wishing to challenge the nature of the above section in court, may be limited to raising only those issues that were raised at the meeting described in this notice, or in written correspondence delivered to the Housing Authority of the County of San Joaquin at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.



HOUSING AUTHORITY OF THE COUNTY OF SAN JOAQUIN

STRATEGIC OBJECTIVES

October 18, 2011 – August 1, 2012

FIVE-YEAR GOAL: FULLY UTILIZE ALL RESOURCES						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Beginning in March 2012 and at least monthly thereafter	IT Director, with input from the Department Managers and Website Information Committee (Kristi, Connie, Kara, Anna and Rosa)	Update the content on the HACSJ website.		X		Staff has formed a Committee.
2. By May 15, 2012	Executive Director (lead), Development Committee Chair, Deputy Executive Director and Finance Director	Evaluate existing housing stock and make three recommendations to the Development Committee for consideration for maintaining, increasing or decreasing housing stock.	X			Upcoming Housing options discussed at November 15, 2011 Development Committee Meeting.
3. By June 1, 2012	Director of the Business Office	Expand and promote the Internship Program, adding two new/additional sources for interns in the coming year.		X		
4. By August 1, 2012	Director of the Business Office (lead), Deputy Executive Director and Clerk of the Board	Utilize the existing facility to become the host and a training hub, measured by having four workshops or regional/community training opportunities annually.		X		Will now host quarterly meeting of Northern California Housing Counselors. Housing Council Coalition training held October 27, 2011.

5. By August 1, 2012	Executive Director, General Counsel, Asset Manager (Kristi - assigned to grants), Board Chair Rudy Wiley and IT Director	Use technology and networking opportunities to expand and improve public relations and community understanding of who the Housing Authority is and what we do as measured by four articles about the HACSJ in the media in a year.	X	General Counsel has completed two press releases about grants and in the process of writing one for paint for Franco Community Center and North Stockton Rotary Club.
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FIVE-YEAR GOAL: INCREASE AND DIVERSIFY REVENUE					
WHEN	WHO	WHAT	STATUS		COMMENTS
			DONE	ON TARGET	REVISED
1. By March 1, 2012	Deputy Executive Director	Conduct a Rent Reasonableness Study to evaluate the public housing rent schedule and make recommendations to the Board of Commissioners for action.	X		Completed and included in November 7, 2011 Agenda.
2. By May 1, 2012	Executive Director, working with the Board Development Committee	Determine the feasibility of a solar energy opportunity and make a recommendation to the Board of Commissioners for direction.		X	Working with Constellation Energy and Audit process has begun.
3. By June 1, 2012	Finance Director	Evaluate the feasibility of providing property management services to the private sector for fees and make a recommendation to the Executive Director for action.		X	Property Management, Finance and Human Resources staff met with Executive Director. Staff will prepare a model based on upcoming management of Villa Real, Inc. Property and American Street.

FIVE-YEAR GOAL: INCREASE SAFE, AFFORDABLE, ATTRACTIVE HOUSING FOR ALL AGES

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By February 1, 2012	Deputy Executive Director (lead) and the Asset Managers	Re-inform all residents of how to report or request services or preventative maintenance in the following Limited English Proficiency (LEP) languages: (e.g., English, Spanish, Vietnamese and Hmong).		X		In progress.
2. By August 1, 2012	Deputy Executive Director (lead), Asset Managers and the Management Services Unit (MSU)	Identify and seek funding from other agencies with funding for specific groups to provide housing assistance to non-subsidized units.		X		Working with San Joaquin County and Mental Health.
3. By August 1, 2012	Deputy Executive Director, working with designated staff	Create, distribute, analyze and share the results with the Board of Commissioners and staff of a Residents Needs Survey to determine basic housing and service needs.				

**FIVE-YEAR GOAL: DEVELOP, SUPPLEMENT AND MAINTAIN PARTNERSHIPS TO ADDRESS
THE NEEDS OF THE COMMUNITIES WE SERVE**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By April 15, 2012	Deputy Executive Director and Self-Sufficiency Team	Create the format, the curriculum and identify partners to present a 2012 San Joaquin Employment Training Workshop for HACSJ residents and Housing Choice Voucher (HCV) Program participants and present to the Executive Director for approval.		X		Committee established.
2. By July 1, 2012	Executive Director and Commissioner Wiley	Make a presentation at at least two Council meetings (e.g., in the cities of Stockton, Tracy or Lodi) to inform them of the work of HACSJ and request their support.				
3. By August 1, 2012	Project Manager (lead), Asset Manager (Toni) and General Counsel, working with OMS, HUD and San Joaquin Representatives	Create and hold a forum to investigate the sanitation (i.e., sewer ponds) of the Thornton community, develop solutions and present the results to the Development Committee.		X		

- Capital Fund Program High Performer Status.

From: PIH OCI [<mailto:PIHOCI@hud.gov>]

Sent: Friday, November 18, 2011 9:56 AM

Subject: List of High Performers for the 2012 Capital Fund Formula Calculation

We have posted to our [Office of Capital Improvements](#) web page the High Performer list that will be used in the 2012 Capital Fund formula calculation. For your convenience, this email contains the web posting and the list in PDF format.

PHAS High Performer list for 2012 Capital Fund Calculation: The Department is making preparations for calculating the Capital Fund formula for 2012. As a part of the calculation the Department is using PHAS designations for Federal Fiscal Year 2010 to determine which PHAs will receive the high performer bonus for the 2012 formula calculation. (Note: for PHAs with fiscal year ends of 12/31/09 the 2009 PHAS score is used; for PHAs with fiscal year ends of 3/31/10, 6/30/10 and 9/30/10 the 2010 PHAS score is used). PHAs can validate whether they are on the High Performer list that will be the basis for the formula calculation by reviewing the linked **High Performer list for 2012 Capital Fund Calculation spreadsheet** (MS-Excel). The spreadsheet lists only PHAs that are designated as high performers in Federal Fiscal Year 2010 (it lists the Housing Authority Code, the Housing Authority Name and the City/State of the housing authority).

If a PHA believes there is an error in the list concerning the calculation of their PHAS score for Federal Fiscal Year 2010, it must submit an e-mail explaining the error to the Real Estate Assessment Center (REAC) at PHAS@hud.gov no later than **December 7th, 2012**.

This message has been scanned by Websense Email Security

AZ003	City of Glendale Housing Authority	Glendale	AZ
AZ006	Flagstaff Housing Authority	Flagstaff	AZ
AZ013	Yuma County Housing Department	Somerton	AZ
AZ028	Chandler Housing & Redevelopment Division	Chandler	AZ
CA002	Housing Authority of the County of Los Angeles	Monterey Park	CA
CA003	Oakland Housing Authority	Oakland	CA
CA004	Housing Authority of the City of Los Angeles	Los Angeles	CA
CA006	Housing Authority City of Fresno	Fresno	CA
CA008	Housing Authority of the County of Kern	Bakersfield	CA
CA009	Housing Authority of the City of Upland	Upland	CA
CA015	City of South San Francisco Housing Authority	South San Francisco	CA
CA017	Housing Authority of the City of Riverbank	Riverbank	CA
CA019	Housing Authority of the County of San Bernardino	San Bernardino	CA
CA021	Housing Authority of the County of Santa Barbara	Lompoc	CA
CA022	Housing Authority of the City of Needles	Needles	CA
CA023	COUNTY OF MERCED HOUSING AUTHORITY	Merced	CA
CA024	COUNTY OF SAN JOAQUIN HOUSING AUTH.	Stockton	CA
CA027	Housing Authority of the County of Riverside	Riverside	CA
CA028	Housing Authority of Fresno County	Fresno	CA
CA030	Tulare County Housing Authority	Visalia	CA
CA031	Housing Authority of the City of Oxnard	Oxnard	CA
CA032	Housing Authority of the City of Port Hueneme	Port Hueneme	CA
CA041	City of Benicia Hsg Auth	Benicia	CA
CA043	COUNTY OF BUTTE HSG AUTH	Chico	CA
CA050	Housing Authority of the City of Paso Robles	Paso Robles	CA
CA063	San Diego Housing Commission	San Diego	CA

Public Housing Vacancy Turnaround
As of November 22, 2011

	Total	Conway	Sierra Vista	Thomton	Tracy
Total Number Turn Around Days	1594.00	186.00	122.00	233.00	1053.00
Total Number vacancy days exempted for Capital Fund	0.00	0.00	0.00	0.00	0.00
Total Number of vacancy days exempted for other reasons	246.00	68.00	0.00	178.00	0.00
Total Number of units turned around and lease in effect in the PHA's immediate past fiscal year	22.00	7.00	6.00	4.00	5.00
Average number of calendar days units were in down time	0.64	0.14	0.33	0.00	2.20
Average number of calendar days units were in make ready time	12.05	14.71	16.67	0.00	12.40
Average number of calendar days units were in lease-up time	5.32	2.00	3.33	13.75	5.60
Total Average Unit Turnaround Days	18.00	16.86	20.33	13.75	20.20

Subject: Fiscal Year 2011-2012 Budget Revisions

Background Information:

The Board of Commissioners adopted the Authority's FY 2011-2012 budget on September 22, 2011. Subsequently, the Authority has been advised of reduced funding levels that affect the approved budget. To ensure the budget remains balanced with the proposed funding reductions and prevent layoffs if possible, staff has analyzed the impact of the funding reductions on the affected programs.

The Housing Choice Voucher Program was budgeted at 85 percent of eligible Administrative Fees which has subsequently been reported to be funded at 83 percent or \$73,158 below current budget. Staff will be analyzing the use of unrestricted net assets (administrative fee reserves) to offset this shortfall.

The Public Housing Operating Subsidy is anticipated to be funded at 95 percent of eligible subsidy which was forecasted in the approved budget. However, to ensure the Authority remains within budget, the Authority will reduce the budget to reflect 90 percent of funding or \$208,591 below current budget. Staff is analyzing the use of reserves to offset this shortfall.

It is anticipated that the Capital Fund Program will receive a 25 percent cut in the 2012 eligible funding. This cut will impact the administrative fees for Administration/Central Office Cost Center (COCC) of approximately \$60,000. To ensure the Administration/COCC budget remains balanced with the proposed funding reductions, staff will be analyzing possible reductions to budget line items.

Staff will keep the Board of Commissioners updated on the status of funding. Budget revisions will be presented for approval once HUD provides official funding notifications.

Prepared by: Melinda Hazard, Director of Finance

Approval:


Barbara S. Kauss, Executive Director