

**HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ**  
**AGENDA OF THE REGULAR BOARD MEETING**  
**January 24, 2018**  
**1:00 p.m.**  
**TO BE HELD AT:**  
**HOUSING AUTHORITY OFFICES**  
2931 Mission Street, Santa Cruz, CA 95060

1. Roll Call
2. Consideration of Late Additions and Changes to the Agenda
3. Consent Agenda
  - A. Approval of Minutes of Special Meeting held December 13, 2017
4. Oral Communications (All oral communications must be directed to an item not listed on this agenda and must be within the jurisdiction of the Board. Presentations must not exceed three minutes in length. The Board will not take action or respond immediately to any Oral Communication presented, but may choose to follow up at a later time or schedule item for a subsequent agenda. The Board may limit the total amount of time allowed for oral communication). Anyone addressing the Board of Commissioners is asked to complete a card and leave it with the Board secretary so that their names may be accurately recorded in the Minutes.
5. Unfinished Business
6. New Business
  - A. Tenant Improvement Contract for 2160 and 2170 41<sup>st</sup> Avenue
  - B. Consideration of Change in Board of Commissioner Meeting Time
  - C. Consideration of Waiting List Changes for 2018 Agency Plan
7. Written Correspondence
8. Report of Executive Director
9. Reports from Board Members  
(Board members may report on meetings attended, if any, or other items of interest.)
10. Closed Session  
(The Board will recess to discuss those items listed, if any.)
11. Report on Closed Session
12. Adjournment

\*The Housing Authority complies with the Americans with Disabilities Act. If you are a person with disabilities and you require special assistance in order to participate, please contact the Board secretary at 831-454-9455, ext. 201 at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format. Spanish language translation is available on an as needed basis. Please make arrangements 72 hours in advance by contacting the Housing Authority at 831-454-9455, ext. 280.

*Agendas can be obtained from the Housing Authority of the County of Santa Cruz Administration Department.*

HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, MINUTES OF THE SPECIAL MEETING DECEMBER 13, 2017 AT THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, 2931 MISSION STREET, SANTA CRUZ, CA 95060

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**AGENDA ITEM NO. 1**                      Roll Call

Chairperson Berg called the meeting to order at 1:01 p.m. Members present Commissioners Berg, Brunner, Eligio, Garcia, Pomerantz, Schiffrin and Schmale

**Members Absent**

None.

**Staff Present**

Jennifer Panetta and Courtney Byrd of the Housing Authority

**AGENDA ITEM NO. 2**                      Consideration of Late Additions or Changes to the Agenda

Staff requests moving **AGENDA ITEM NO. 10A** Closed Session Conference with Legal Counsel – Anticipated Litigation before **AGENDA ITEM NO. 3** Consent Agenda. Item so moved.

Board entered Closed Session at 1:02 p.m.

Board exited Closed Session at 1:28 p.m.

**AGENDA ITEM NO. 3**                      Consent Agenda

Chairperson Berg asked for a motion to approve the Consent Agenda. Commissioner Pomerantz Requested **Agenda Item 3B** be pulled to the Regular Agenda.

Commissioner Schiffrin moved for approval of the Consent Agenda as amended; Commissioner Garcia seconded the motion and it was passed by the following vote:

AYES:              Commissioners Berg, Brunner, Eligio, Garcia, Pomerantz, Schiffrin and Schmale  
NOES:              None  
ABSENT:            None  
ABSTAIN:          None

**AGENDA ITEM NO. 3B**                      Delegating Authority and Power to Enter into Housing Assistance Payments (HAP) Contracts to Executive Director

Secretary Panetta informed the Board that the Housing Authority administers a Project Based Voucher program and enters into Housing Assistance Payment (HAP) contracts with property owners from time-to-time. The Executive Director Employment Contract states the Executive Director (ED) is “authorized to sign releases, receipts, and similar documents on behalf of the Employer.” It also states the ED “shall have authority to enter into any contract on behalf of the Employer within the limitations set forth in the Procurement Policy and Employer’s Bylaws.” However, the execution of HAP contracts is not addressed in the Procurement Policy or Bylaws. Staff requests that the Board formally delegate this authority to the Executive Director. A discussion followed.

HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, MINUTES OF THE SPECIAL MEETING DECEMBER 13, 2017 AT THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, 2931 MISSION STREET, SANTA CRUZ, CA 95060

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Commissioner Schiffrin moved to adopt Resolution No. 2017-12 with an amendment to add this authority to the Executive Director Contract when the contract is renewed; Commissioner Garcia seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Garcia, Pomerantz, Schiffrin and Schmale  
NOES: None  
ABSENT: None  
ABSTAIN: None

**AGENDA ITEM NO. 4** Oral Communications  
None.

**AGENDA ITEM NO. 5** Unfinished Business  
None.

Finance Director Aaron Pomeroy entered the meeting at 1:36 p.m.

**AGENDA ITEM NO. 6A** Section 115 Trust for Unfunded Pension Liability

Finance Director Pomeroy presented a recommendation to the Board to authorize participation in a Section 115 pension stabilization trust administered by PARS. The Section 115 trust provides the Agency with an alternative to sending pension prepayments to CalPERS which has a very modest short-term impact on reducing the minimum annual required pension contribution. Funds placed in the irrevocable supplemental Section 115 pension trust would be restricted in use solely for current and future pension obligations. Finance Director Pomeroy listed the benefits of the Section 115 trust compared to contributing the additional funds directly to CalPERS as a prepayment. An investment policy for trust assets will be developed with the assistance of HighMark Capital Management. Staff is asking Board to adopt the resolution allowing participation in the pension stabilization trust administered by PARS and to authorize the Executive Director to negotiate and execute the documents to establish the trust. A discussion followed.

Commissioner Schmale moved to adopt Resolution No. 2017-13; Commissioner Brunner seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Garcia, Pomerantz, Schiffrin and Schmale  
NOES: None  
ABSENT: None  
ABSTAIN: None

Finance Director Pomeroy exited the meeting at 2:02 p.m. with thanks from the Board.

**AGENDA ITEM NO. 6B**

Electronic Agenda and/or Board Packet Materials

Secretary Panetta informed the Board that the Housing Authority posts the Board of Commissioners Agendas and Board packet materials on the Agency website. Additionally, staff prints copies of these materials and sends the Board packets to Commissioners via Federal Express. In order to save paper, time and money a Commissioner suggested that staff email the packets to the Commissioners to be printed at home or Commissioners could use a laptop to view the materials electronically during the Board Meetings. A discussion followed.

Commissioner Schiffrin moved to direct staff to continue sending hard copies of the Board packets to the Board and for staff to report back on the cost difference between Federal Express and the United States Postal Service; Commissioner Eligio seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Brunner, Eligio, Garcia, Pomerantz, Schiffrin and Schmale  
NOES: None  
ABSENT: None  
ABSTAIN: None

**AGENDA ITEM NO. 6C**

Consideration of Waiting List Changes for 2018 Agency Plan

Secretary Panetta reminded the Board that as discussed at last month's meeting, the Housing Authority of the County of Santa Cruz (HACSC) has historically maintained an open waiting list for the Housing Choice Voucher (HCV) program. Over the years, nearly all of the Public Housing Authorities (PHAs) on the Central Coast and Bay area closed their HCV waiting list. For years, HACSC was the only open list in the region. Gradually, our waiting list became imbalanced and disproportionally under-represented residents of Santa Cruz County.

At this time, staff is seeking direction from the Board regarding the establishment of a live/work preference, as well as other waiting list changes. These changes include a limited preference for vulnerable homeless persons in San Benito County, a preference to allow Shelter Plus Care households to graduate to a regular Housing Choice Voucher, and, during periods of low utilization, a lease in place preference and an eviction prevention preference. The changes under consideration would be adopted through our Agency Plan process, which is currently under way. The Board of Commissioners generally supported staff recommendations, however, Commissioner Berg suggested a larger percentage for the live/work preference and shared concerns over the potential manipulation of an eviction prevention preference. A discussion followed.

Commissioner Schiffrin moved to support staff recommendations at this stage, and have staff report back with additional information on the Boards concerns; Commissioner Pomerantz seconded the motion and it was passed by the following vote:

HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, MINUTES OF THE SPECIAL MEETING DECEMBER 13, 2017 AT THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, 2931 MISSION STREET, SANTA CRUZ, CA 95060

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AYES: Commissioners Eligio, Pomerantz, Schiffrin and Schmale  
NOES: Commissioners Berg, Brunner and Garcia  
ABSENT: None  
ABSTAIN: None

**AGENDA ITEM NO. 7**                      Written Correspondence

Secretary Panetta directed the Boards attention to a letter from the Department of Housing and Community Development to Chairperson Berg in responds to a letter sent to them by the Housing Authority Board regarding the request for modification to the Office of Migrant Services 50-mile rule for migrant farmworker housing programs. Commissioner Garcia requested this letter be sent to Dr. Ann Lopez. Staff will send the letter to her as requested.

**AGENDA ITEM NO. 8**                      Report of Executive Director

Executive Director Panetta informed the Board that the financials for October and a comparison against our approved budget (s) FY 2017-2018 is included in this month's Board Packet.

Executive Director Panetta updated the Board on the Fair Market Rent Study being performed by UCSB Economic Forecast Project.

Executive Director Panetta updated the Board on the Buena Vista Migrant Center operating period. As a result of a change of legislation, the Housing Authority can now request extensions up to 275 days. The opening day has moved up to April 2<sup>nd</sup>, 2018, and may be extended through December.

Executive Director Panetta updated the Board on the 41<sup>st</sup> Avenue office move.

Executive Director Panetta informed the Board of the customer satisfaction surveys that have been sent to our participants and are available in our lobby. The results show positive feedback regarding customer service.

Executive Director Panetta gave the Board a legislative update.

**AGENDA ITEM NO. 9**                      Reports from Board Members

Commissioner Schiffrin requested an agenda item be before the Board regarding the meeting time of the Board of Commissioners. Staff will take this direction and have this agenda item before the Board at the next Regular Meeting.

**AGENDA ITEM NO. 10**                      Closed Session

- A. Conference with Legal Counsel - Anticipated Litigation  
( Agenda Item moved before **AGENDA ITEM NO. 3** Consent Agenda).

HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, MINUTES OF THE  
SPECIAL MEETING DECEMBER 13, 2017 AT THE HOUSING AUTHORITY OF THE  
COUNTY OF SANTA CRUZ, 2931 MISSION STREET, SANTA CRUZ, CA 95060

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**AGENDA ITEM NO.11**

Report on Closed Session

No action taken.

**AGENDA ITEM NO. 12**

Adjournment

The Board of Commissioners meeting was adjourned at 3:10 p.m.

I hereby certify that these minutes were approved by the Housing Authority of the County of Santa Cruz, on the Twenty Fourth day of January, 2017.

\_\_\_\_\_  
Chairperson of the Authority

ATTEST: \_\_\_\_\_ Secretary

17:mins12

## AGENDA ITEM SUMMARY

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**MEETING DATE:** January 24, 2018

**ITEM NUMBER:** 6A

**FROM:** Executive Director

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**SUBJECT:** Tenant Improvement Contract for 2160 and 2170 41<sup>st</sup> Avenue

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**RECOMMENDATION:** Authorize Execution of Contract with CRW for \$573,344 for Tenant Improvements at 2160 and 2170 41<sup>st</sup> Avenue

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### **BACKGROUND SUMMARY:**

Prior to the Housing Authority moving into our new offices, the two buildings at 2160 and 2170 41<sup>st</sup> Avenue will need to be modified to meet the needs of our staff and clients. The Housing Authority had architectural plans developed, based on management direction and the project was put out to bid. Housing Authority staff reached out to 13 General Contractors and advertised the project as a Public Works job using State Published Wage scales. The original bid deadline of January 4 was extended to January 16, 2018 at 10:00 AM to accommodate the holiday season. Two bids were received and the bid amounts are listed below:

CRW	\$573,344
Testorff	\$781,664

After reviewing the bids, we recommend selecting the bid from CRW in the amount of \$573,344. The bid came in over our estimated construction budget of \$500,000. Housing Authority staff has a lot of experience working with CRW, as they have been awarded many construction projects over the years. We will work with the Owner of CRW to value engineer the project and find cost saving where possible.

### **RECOMMENDATION:**

Authorize Execution of Contract with CRW for \$573,344 for Tenant Improvements at 2160 and 2170 41<sup>st</sup> Avenue.



## AGENDA ITEM SUMMARY

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**MEETING DATE:** January 24, 2018

**ITEM NUMBER:** 6B

**FROM:** Executive Director

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**SUBJECT:** Consideration of Change in Board of Commissioner Meeting Time

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**RECOMMENDATION:** Discussion

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### **BACKGROUND SUMMARY:**

During the December 13, 2017 meeting, a request was made to reconsider the Board of Commissioner meeting times. Meeting times are established in the Agency Bylaws, which state:

Annual Meeting. The annual meeting of the Authority shall be held on the fourth Wednesday of August at 1:00 p.m. at the regular meeting place of the Authority.

Regular Meetings. Regular meetings of the Authority shall be held on the fourth Wednesday of each month at 1:00 p.m. at the regular meeting place of the Authority or at such time and place as may from time to time be determined by resolution of the Authority Board of Commissioners.

If the Board wishes to amend the Bylaws, it may be amended with the approval of at least four (4) of the Commissioners at a duly held meeting of the Authority Board.

**RECOMMENDATION:** Discussion

## AGENDA ITEM SUMMARY

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**MEETING DATE:** January 24, 2018

**ITEM NUMBER:** 6C

**FROM:** Executive Director

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**SUBJECT:** Consideration of Waiting List Changes for 2018 Agency Plan

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**RECOMMENDATION:** Discussion

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### **BACKGROUND SUMMARY:**

As we discussed during the December meeting, the Housing Authority of the County of Santa Cruz (HACSC) has been exploring several changes to the Housing Choice Voucher (Section 8) waiting list. Such changes would be incorporated into the upcoming 2018 Agency Plan process, which is currently underway.

The following is a summary of waiting list changes that were discussed, including additional information addressing specific Board suggestions or concerns regarding two of the proposed changes; the residency preference and the eviction prevention preference.

#### Proposed Preferences and Other Waiting List Changes

- Partial live/work residency preference, such that at least 75% of applicants selected from the waiting list will be households that live or work in the County. This preference would be applicable to the Santa Cruz County waiting list (for households that live or work in Santa Cruz County) as well as for the Hollister / San Juan Bautista waiting list (for households that live or work in San Benito County).

One commissioner questioned how staff arrived at the 75% preference weight, and suggested that we consider increasing this, potentially to 90%. The 75% preference weight proposed reflects historical trends regarding the percentage of local residents on our waiting list, before the closure of lists on the Central Coast / Bay Area, and before the establishment of online applications. Additionally, there is some precedence for 75%, which is being used in another neighboring community, San Mateo County. This proposed preference weight was utilized in conversations with HUD Fair Housing staff, and with our legal counsel. Based on the information we have reviewed, Staff feel that an initial preference weight of 75% is very likely to achieve our policy objective, while minimizing the potential for unintended consequences, and still providing meaningful access to the program for applicants who do not currently live or work in the County.

- Limited preference for vulnerable homeless persons in San Benito County. The County of San Benito has expressed a desire to establish a waiting list preference for vulnerable homeless persons referred by the County, similar to the Disabled and Medically Vulnerable waiting list preference in Santa Cruz County. This new waiting list preference would match

rental assistance with case management that would be provided by the County or other County approved partners. This preference would only be applicable to the Hollister / San Juan Bautista waiting lists.

- Shelter Plus Care. Shelter Plus Care (S+C) is a Continuum of Care funded program that matches case management with rental assistance. This preference would allow S+C households to “graduate” from the program if they had been stably housed for at least two years and were in good standing with the Housing Authority, and if vouchers were available. This preference would open new vacancies for additional homeless persons to be assisted through S+C.

Additionally, the Housing Authority proposed the following measures, which would be used during periods of low voucher or funding utilization only (under 97%). Both of the measures below would be intended to provide rental assistance very quickly to eligible households, without reducing the number of new vouchers issued to households on the waiting list.

- Lease in place preference. A lease in place preference would allow eligible households already on our waiting list who are currently residing in an eligible unit with a landlord who would accept a voucher, to move to the top of the waiting list and begin receiving assistance.
- Eviction prevention preference. The Community Action Board (CAB) administers an eviction prevention program for low income households at imminent risk of eviction. The Housing Authority proposes to allow a limited preference to referrals from CAB, for situations in which the rental assistance will prevent a low income household from losing their housing.

During the discussion, members of the Board expressed concern about how such a preference would be verified, and how Staff could avoid the manipulation of such a preference. Staff has been in communication with Community Action Board to develop some potential verification procedures and documentation requirements. Additional information will be provided to the Board at the February meeting.

Based on the Board’s general support for the waiting list changes described above during the December meeting, Staff have integrated these changes into the draft Agency Plan documents that were reviewed by our Resident Advisory Board (RAB) last week. A copy of the draft documents will be on our website and available for public review beginning in early February. Staff will present the drafts to the Board at the February meeting, and the documents must be voted on and finalized at the March meeting, prior to being submitted to HUD by April 15<sup>th</sup>.

## AGENDA ITEM SUMMARY

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**MEETING DATE:** January 24, 2018

**ITEM NUMBER:** 8

**FROM:** Executive Director

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**SUBJECT:** Executive Director's Report – January 24, 2018

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**RECOMMENDATION:** Discussion

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### BACKGROUND SUMMARY:

Please call or e-mail me with questions you might have on any of the Agenda Items for the January 24, 2018 meeting. I would be happy to give you additional background or answer any of your questions in advance of the meeting. My direct line is 454-5931 and my email address is [jennyp@hacosantacruz.org](mailto:jennyp@hacosantacruz.org)

**Financial Reports:** Your packets today include our monthly unaudited financial reports which show revenue and expenses through December 2017 and a comparison against our approved budget(s) for FY 2017-18.

**FMR Study:** The Housing Authority has submitted our preliminary FMR Study to HUD. HUD has not provided information regarding a timeline for the approval and implementation process. However, last year FMR studies were due to HUD in early January, and were published in the Federal Register in late March with a May 1<sup>st</sup> effective date. We have communicated the urgency of our request to HUD in the hopes that they will expedite the review process. The FMR study appears to substantiate FMRs in excess of current levels. If approved, not only will we avoid a *decrease* in FMRs, we will experience a modest *increase* in FMRs.

**Buena Vista / Tierra Alta Wastewater Repairs:** Last winter, there was damage to the wastewater system that services Buena Vista and Tierra Alta. The levee between ponds 4 and 5 failed. At that time, we made a temporary emergency repair to the levee. During the months that followed, we hired several engineering firms to evaluate the onsite conditions and develop a specification to correct the failed levee. A design was developed and the project was put out to bid. We received 3 bids, and selected Durden Construction. The bid was under \$100,000 and therefore did not require Board approval. Once work started, the Geotechnical Engineer discovered that a section of the levee was built with poor quality soil and it failed to meet current engineering standards for this job. It was also discovered that some of the dirt used to rebuild the levee core contained too much moisture, thus the contractor was unable to meet compaction requirements as set forth by the specification and

Geotechnical Engineer. This wet soil had to be “turned” to allow the soil to dry so that compaction could be obtained. The cost to do this extra work was unanticipated, but it will bring the total above \$100,000. Staff will bring additional information at the February meeting, once work is complete, to seek approval for the amended contract amount.

**Postage Costs for Board Packets:** At the December meeting, the Board requested that Staff report back regarding the cost of using Federal Express for Board packets instead of regular mail. The Housing Authority pays well below the published rate for Federal Express services, with a cost of \$4.14 per packet per month, compared to \$2.45 per packet per month for regular mail.

**Landlord Incentive Program:** The Housing Authority has launched the new Landlord Incentive Program, which will act as a loss mitigation fund for landlords with new Section 8 contracts effective January 1, 2018.

**Startup In Residence (STIR):** The County of Santa Cruz is participating in a pilot program called Startup In Residence, which allows startup companies to develop technology solutions to civic problems. Through this effort, the Housing Authority is working with the County and members of the All In Landlord Partnership to explore technology solutions that may help connect tenants, landlords, and case managers.

**Legislative Update:** This Fall, Congress approved a package that included a continuing resolution, extending existing levels of funding through December 8<sup>th</sup> which was extended again through January 19<sup>th</sup>. Therefore, Congress must act soon to avoid a government shutdown. Congress will either pass a budget, or extend the CR even further. In their current form, the Senate version of the budget is much more favorable, with a 76% Admin Fee proration and a 98.8% HAP proration. In contrast, the House version of the budget reflects a 70% proration, and a 95.3% HAP proration.

**HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ  
BUDGET COMPARISON REPORTS**

**January 24, 2018**

Attached you will find the year to date reports as of December 31, 2017, which takes us 6 months, or 50%, into our fiscal year. The total of all revenue, excluding HAP reimbursements, is 45% of total budgeted, while HAP is 47% of the amount budgeted. Total expenses, excluding HAP payments, are 41% of the amount budgeted.

The agency as a whole experienced a net gain of \$489,533.

The profits and losses by program group are as follows:

Section 8 Programs	\$133,085	Vouchers, Mod Rehab & Mob Rehab SRO
Federal Housing Programs	265,360	LIPH and USDA
Federal Grants	(32,675)	Shelter + Care, FSS, Transitional Hsg
State Grants	5,265	Migrant Center & MCCs
Local Programs	1,100	Eligibilities, Security Deposits, Tech Asst
Administrative Services	<u>117,397</u>	Includes 41st Ave. & Mission St. rents
	\$489,533	

The individual programs which show a year to date loss are:

FSS	(\$38,710)	(Calendar year 2017 grant funds fully expended)
City of Santa Cruz	(\$1,022)	(Administrative salary expenses exceed contract funds)
County Home Grant	(\$4,231)	(Administrative salary expenses exceed contract funds)

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - All Funds

December 2017

Fiscal Year Ending June 30, 2018

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	2017-2018	2017-2018		
	Year	Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
<b>Revenues:</b>				
HAPS / Program	30,105,424	63,701,104	47%	53%
Administrative Fees	2,255,069	4,764,236	47%	53%
Grants / Contracts	1,024,462	2,621,675	39%	61%
Rental Income	1,356,627	2,604,412	52%	48%
Operating Transfers In	192,681	647,962	30%	70%
Other Income	123,639	242,835	51%	49%
<b>Total Revenues:</b>	<b>35,057,902</b>	<b>74,582,224</b>	<b>47%</b>	<b>53%</b>
<b>Expenses:</b>				
Housing Assistance Pmts	30,105,424	63,691,104	47%	53%
Salaries	1,719,514	3,742,613	46%	54%
Employee Benefits	662,372	1,570,319	42%	58%
Capital Purchases	207,511	1,507,375	14%	86%
Maintenance	749,647	1,376,586	54%	46%
General Administrative	550,014	1,194,115	46%	54%
Tenant Services	238,177	756,870	31%	69%
Operating Transfers Out	224,135	440,963	51%	49%
Debt Service	111,576	220,491	51%	49%
<b>Total Expenses:</b>	<b>34,568,370</b>	<b>74,500,436</b>	<b>46%</b>	<b>54%</b>
<b>Net Income (Loss):</b>	<b>489,533</b>	<b>81,788</b>		

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - Section 8

December 2017

Fiscal Year Ending June 30, 2018

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	2017-2018	2017-2018		
	Year	Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
<b>Revenues:</b>				
HAPS / Program	29,856,468	63,255,736	47%	53%
Administrative Fees	2,222,918	4,700,046	47%	53%
Grants / Contracts	-	136	0%	100%
Rental Income	-	-	0%	0%
Operating Transfers In	-	-	0%	0%
Other Income	6,590	19,487	34%	66%
<b>Total Revenues:</b>	<b>32,085,977</b>	<b>67,975,405</b>	<b>47%</b>	<b>53%</b>
<b>Expenses:</b>				
Housing Assistance Pmts	29,856,468	63,255,736	47%	53%
Salaries	1,278,210	2,778,279	46%	54%
Employee Benefits	490,136	1,184,032	41%	59%
Capital Purchases	-	-	0%	0%
Maintenance	14,578	33,816	43%	57%
General Administrative	313,500	607,155	52%	48%
Tenant Services	-	-	0%	0%
Operating Transfers Out	-	-	0%	0%
Debt Service	-	-	0%	0%
<b>Total Expenses:</b>	<b>31,952,892</b>	<b>67,859,018</b>	<b>47%</b>	<b>53%</b>
<b>Net Income (Loss):</b>	<b>133,085</b>	<b>116,387</b>		



# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - Federal Housing

December 2017

Fiscal Year Ending June 30, 2018

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	2017-2018	2017-2018		
	Year	Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
<b>Revenues:</b>				
HAPS / Program	-	-	0%	0%
Administrative Fees	-	-	0%	0%
Grants / Contracts	314,950	512,951	61%	39%
Rental Income	1,063,585	2,031,210	52%	48%
Operating Transfers In	192,681	580,062	33%	67%
Other Income	94,155	173,260	54%	46%
<b>Total Revenues:</b>	<b>1,665,371</b>	<b>3,297,483</b>	<b>51%</b>	<b>49%</b>
<b>Expenses:</b>				
Housing Assistance Pmts	-	-	0%	0%
Salaries	315,105	692,039	46%	54%
Employee Benefits	117,864	268,328	44%	56%
Capital Purchases	185,353	872,225	21%	79%
Maintenance	558,466	980,749	57%	43%
General Administrative	181,412	398,420	46%	54%
Tenant Services	-	250	0%	100%
Operating Transfers Out	30,186	55,950	54%	46%
Debt Service	11,626	20,591	56%	44%
<b>Total Expenses:</b>	<b>1,400,011</b>	<b>3,288,553</b>	<b>43%</b>	<b>57%</b>
<b>Net Income (Loss):</b>	<b>265,360</b>	<b>8,930</b>		

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - Federal Grants

December 2017

Fiscal Year Ending June 30, 2018

	2017-2018	2017-2018		
	Year	Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
<b>Revenues:</b>				
HAPS / Program	248,956	445,368	56%	44%
Administrative Fees	-	-	0%	0%
Grants / Contracts	260,345	585,073	44%	56%
Rental Income	10,920	20,737	53%	47%
Operating Transfers In	-	17,900	0%	100%
Other Income	821	1,845	44%	56%
<b>Total Revenues:</b>	<b>521,042</b>	<b>1,070,923</b>	<b>49%</b>	<b>51%</b>
<b>Expenses:</b>				
Housing Assistance Pmts	248,956	435,368	57%	43%
Salaries	61,167	131,134	47%	53%
Employee Benefits	30,744	64,806	47%	53%
Capital Purchases	-	17,900	0%	100%
Maintenance	10,904	29,142	37%	63%
General Administrative	2,165	9,838	22%	78%
Tenant Services	5,832	33,334	17%	83%
Operating Transfers Out	193,949	385,013	50%	50%
Debt Service	-	-	0%	0%
<b>Total Expenses:</b>	<b>553,717</b>	<b>1,106,535</b>	<b>50%</b>	<b>50%</b>
<b>Net Income (Loss):</b>	<b>(32,675)</b>	<b>(35,612)</b>		

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - State Grants

December 2017

Fiscal Year Ending June 30, 2018

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	2017-2018	2017-2018		
	Year	Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
<b>Revenues:</b>				
HAPS / Program	-	-	0%	0%
Administrative Fees	-	1,250	0%	100%
Grants / Contracts	187,262	726,906	26%	74%
Rental Income	-	-	0%	0%
Operating Transfers In	-	-	0%	0%
Other Income	6,417	15,120	42%	58%
<b>Total Revenues:</b>	<b>193,678</b>	<b>743,276</b>	<b>26%</b>	<b>74%</b>
<b>Expenses:</b>				
Housing Assistance Pmts	-	-	0%	0%
Salaries	31,718	70,660	45%	55%
Employee Benefits	12,592	30,820	41%	59%
Capital Purchases	6,658	335,250	2%	98%
Maintenance	106,967	193,381	55%	45%
General Administrative	30,477	97,107	31%	69%
Tenant Services	-	-	0%	0%
Operating Transfers Out	-	-	0%	0%
Debt Service	-	-	0%	0%
<b>Total Expenses:</b>	<b>188,413</b>	<b>727,219</b>	<b>26%</b>	<b>74%</b>
<b>Net Income (Loss):</b>	<b>5,265</b>	<b>16,057</b>		

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - Local Programs

December 2017

Fiscal Year Ending June 30, 2018

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	2017-2018	2017-2018		
	Year	Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
<b>Revenues:</b>				
HAPS / Program	-	-	0%	0%
Administrative Fees	3,780	9,080	42%	58%
Grants / Contracts	261,905	796,609	33%	67%
Rental Income	-	-	0%	0%
Operating Transfers In	-	-	0%	0%
Other Income	145	550	26%	74%
<b>Total Revenues:</b>	<b>265,830</b>	<b>806,239</b>	<b>33%</b>	<b>67%</b>
<b>Expenses:</b>				
Housing Assistance Pmts	-	-	0%	0%
Salaries	22,426	48,158	47%	53%
Employee Benefits	7,489	15,340	49%	51%
Capital Purchases	-	-	0%	0%
Maintenance	165	325	51%	49%
General Administrative	2,304	7,266	32%	68%
Tenant Services	232,345	723,286	32%	68%
Operating Transfers Out	-	-	0%	0%
Debt Service	-	-	0%	0%
<b>Total Expenses:</b>	<b>264,729</b>	<b>794,375</b>	<b>33%</b>	<b>67%</b>
<b>Net Income (Loss):</b>	<b>1,100</b>	<b>11,864</b>		

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## Budget Comparison - Administrative Services

December 2017

Fiscal Year Ending June 30, 2018

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	2017-2018	2017-2018		
	Year	Annual	Budget	Budget
	to Date	Budget	Utilized	Remaining
<b>Revenues:</b>				
HAPS / Program	-	-	0%	0%
Administrative Fees	28,371	53,860	53%	47%
Grants / Contracts	-	-	0%	0%
Rental Income	282,122	552,465	51%	49%
Operating Transfers In	-	50,000	0%	100%
Other Income	15,512	32,573	48%	52%
<b>Total Revenues:</b>	<b>326,004</b>	<b>688,898</b>	<b>47%</b>	<b>53%</b>
<b>Expenses:</b>				
Housing Assistance Pmts	-	-	0%	0%
Salaries	10,888	22,343	49%	51%
Employee Benefits	3,546	6,993	51%	49%
Capital Purchases	15,500	282,000	5%	95%
Maintenance	58,567	139,173	42%	58%
General Administrative	20,156	74,328	27%	73%
Tenant Services	-	-	0%	0%
Operating Transfers Out	-	-	0%	0%
Debt Service	99,950	199,900	50%	50%
<b>Total Expenses:</b>	<b>208,607</b>	<b>724,737</b>	<b>29%</b>	<b>71%</b>
<b>Net Income (Loss):</b>	<b>117,397</b>	<b>(35,839)</b>		



**U.S. Department of Housing and Urban**  
 OFFICE OF PUBLIC AND INDIAN HOUSING  
 REAL ESTATE ASSESSMENT CENTER

**Public Housing Assessment System (PHAS) Score Report for Interim Rule**

Report Date: 12/28/2017

PHA Code:	CA072
PHA Name:	SANTA CRUZ COUNTY HSG AUTH
Fiscal Year End:	06/30/2017

PHAS Indicators	Score	Maximum Score
Physical	39	40
Financial	25	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
<b>PHAS Total Score</b>	<b>99</b>	<b>100</b>
<b>Designation Status:</b>	<b>High Performer</b>	

Published 12/28/2017

Initial published 12/28/2017

Financial Score Details	Score	Maximum Score
Unaudited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	N/A	
2. Timeliness of Fund Obligation Points		5
Occupancy Rate:		
3. Occupancy Rate %	99.15	
4. Occupancy Rate Points		5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>