



**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, September 16, 2026 – 5:30 PM

Location:
3203 Leahy Way, Livermore CA, 94550

1. CALL TO ORDER / ROLL CALL

- i. Buttchen, Terry (Chair)
- ii. Casey, Heather
- iii. Evans, Marvin
- iv. Hutchinson, Karen
- v. Knight, Dan
- vi. Palajac, Mark (Vice-Chair)
- vii. Talarman, Adam

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 12, 2026

4. 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.

5. OLD BUSINESS

- A. Bluebell Exterior Rehab Updates

6. NEW BUSINESS

- A. DISCUSSION: Fiscal Year 2027 Executive Director Objectives **Performance**

7. COMMITTEE REPORTS

8. STAFF REPORTS

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

9. COMMUNICATIONS

10. REPORTS/ITEMS FROM COMMISSIONERS

11. 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.*

Pursuant to Title II of the Americans with Disabilities Act (Codified at 42 United States Code Section 12101 and 28 Code of Federal Regulations Part 35), the Livermore Housing Authority does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or sexual orientation in the provision of any services, programs, or activities. To arrange an accommodation in order to participate in this public meeting, please call (925) 447-3600 or (800) 545-1833 ext. 917 TDD/TTY at least 72 hours in advance of the meeting.

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
BOARD OF COMMISSIONERS
MEETING MINUTES
Wednesday, August 12, 2026 – 5:30 PM**

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

1. CALL TO ORDER / ROLL CALL

Meeting called to order by Chairperson Terry Buttchen at 5:31pm. Also in attendance were Vice Chairperson Mark Palajac and Commissioners Dan Knight, and Karen Hutchinson. Commissioner Heather Casey arrived after item 4 and Commissioner Adam Talarman arrived after item 5A. Not in attendance was Commissioner Marvin Evans. Staff in attendance were Management Analyst Andrew Warren, Housing Manager Dustin Mooney and Executive Director Sarah Ramler.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 8, 2026

No comments or changes to the minutes. Mark made a motion to approve the minutes, Dan seconded, all in favor and motion passed.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Terry Buttchen	X		
Karen Hutchinson	X		
Dan Knight	X		
Mark Palajac	X		

4. PUBLIC COMMENT

None

5. OLD BUSINESS

A. Bluebell Exterior Rehab Updates

Andrew provided an update on the progress of the Bluebell rehab updates. He shared that most of the concrete sidewalks are completed. He also confirmed that all windows have been ordered and that the scope of work for exterior stucco patching and painting is being completed. Mark asked if the scope will include stucco repair, eve repair, or wood siding repairs. Andrew confirmed that this is part of the scope.

Dan asked if 2027 is reasonable in terms of a completion date. Andrew confirmed that by the end of 2027 all items should be addressed from the Capital Needs Assessment. The bulk of the work is currently being done now but the smaller items will likely run into 2027. Andrew shared that Sarah is working on some creative solutions for landscaping that will occur no sooner than 2027.

B. RESOLUTION NO. 2026-08-12-A - A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE LIVERMORE HOUSING AUTHORITY ADOPTING A CONFLICT OF INTEREST POLICY

Terry presented that there were some further questions that came up during the last meeting when the Conflict of Interest Policy was originally presented by staff around the definition of "perceived conflict". Staff provided a definition and included it in the updated policy under review for this resolution. Dan confirmed

that he was okay with the additional definition for “perceived conflict” which was the only specific item identified previously as requiring further clarification. No other comments or additions were discussed.

Dan made a motion to approve the policy, seconded by Mark, all in favor and motion carried.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Terry Buttchen	X		
Heather Casey	X		
Karen Hutchinson	X		
Dan Knight	X		
Mark Palajac	X		
Adam Talarman	X		

A. DISCUSSION: Rescheduling the October 2026 Board Meeting

Terry shared that the National Conference with NAHRO is scheduled for October 15th and 16th so the travel day would be the same day as the currently scheduled Board meeting for October 2026 which is October 14th. There was discussion regarding rescheduling the meeting earlier or later in the month or alternatively cancelling. Terry asked if staff had items that were anticipated to be presented for the October meeting that would require board consultation and staff confirmed that there were none at this time. The suggestion to cancel was agreed on by all Commissioners.

Karen made a motion to cancel the October meeting, motion was seconded by Heather, all in favor and motion carried.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Terry Buttchen	X		
Heather Casey	X		
Karen Hutchinson	X		
Dan Knight	X		
Mark Palajac	X		
Adam Talarman	X		

6. NEW BUSINESS

A. RESOLUTION NO. 2026-08-12-B - APPROVAL OF AMENDMENTS TO THE LIVERMORE HOUSING AUTHORITY BOARD OF COMMISSIONERS’ BYLAWS

Terry presented the details of the section in question referenced in the resolution. There was no further discussion regarding and the proposed modifications were agreed on.

Mark moved to approve the resolution, Karen seconded, all in favor and motion carried.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Terry Buttchen	X		
Heather Casey	X		
Karen Hutchinson	X		
Dan Knight	X		
Mark Palajac	X		
Adam Talarman	X		

B. RESOLUTION NO. 2026-08-12-C - RESOLUTION APPROVING REVISIONS TO THE LIVERMORE HOUSING AUTHORITY PROCUREMENT POLICY TO INCREASE THE MICRO-PURCHASE THRESHOLD TO \$50,000

Sarah provided a general overview of the need for an increase from the staff perspective. Mark asked what the benefits are to increasing the threshold. Andrew explained that this essentially creates an operational efficiency for staff and eliminates the need to do multiple procurement activities due to the compounding

cost over a five year period.

Mark made a motion to approve the resolution, the motion was seconded by Heather, all in favor and motion carried.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Terry Buttchen	X		
Heather Casey	X		
Karen Hutchinson	X		
Dan Knight	X		
Mark Palajac	X		
Adam Talarman	X		

C. CLOSED SESSION: Executive Director's FY2026 Performance

Terry reported that during closed session they discussed the annual performance for Sarah for FY2026.

D. RESOLUTION NO. 2026-08-12-E - RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO INCREASE THE NOT TO EXCEED AMOUNT TO \$550,000 FOR THE CONTRACT WITH AMERICAN ASPHALT FOR WORK AT BLUEBELL APARTMENTS

Sarah presented that there was a change in scope that necessitated the change in scope. The addition of more asphalt patching work in the parking area increased the overall not to exceed amount of the contract. Mark asked some additional questions about the specific work to be conducted and the price quoted for the work. Sarah and Andrew provided explanations.

Mark made a motion to approve the not to exceed amount, Karen seconded, all in favor and motion

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Terry Buttchen	X		
Heather Casey	X		
Karen Hutchinson	X		
Dan Knight	X		
Mark Palajac	X		
Adam Talarman	X		

7. COMMITTEE REPORTS

A. Finance Committee Meeting July 22, 2026

Mark provided an update on the meeting held on July 22nd. The new fee accountants provided an overview of the financials and the current efforts they have made to rectify the errors of the former fee accountants. They shared that they had failed to submit a page with liabilities but have since provided it. They also shared that some of the adjustments had not yet been made but at the end of the day assets will match liabilities. They also confirmed that they'll be providing the balance sheet in an excel format going forward.

B. Personnel Committee Meeting July 27, 2026

Terry provided an update on the meeting held on July 27th and shared that it included Sarah's performance discussion and feedback.

8. STAFF REPORTS

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

Sarah reported that HUDs shortfall team reached out with an updated two year tool wanting updated data, currently showing a \$700k+ shortfall.

Pacific Range waiting list deadline was extended to August 28. Dan asked how many applied, Dustin shared it was around 40 but we were hoping for about 100.

Sarah shared that staff was happy with how National Night Out went. Heather shared she didn't get any negative feedback from residents and said trash was well cleaned up. But she also recommended it start later next year as it as she arrived late and it was still hot. Terry shared many community members outside of Leahy came and stayed the whole event. Sarah reported there was around 120 people. The city was a good partner and shared tables and chairs and the high school too. Several new vendors that showed and had tables/stations. Quest was a great partner and expressed interest in more partnerships.

Dustin shared the backpack donation was successful, there are 150 school age children and gave out over 90. They all had school supplies in them and shared treats at the giveaway. Heather mentioned there was a haircut event one year along with a photo booth. Sarah shared other great events at Leahy.

Bluebell is continuing with work and lease up.

Offer was extended to a Development Director candidate but negotiations fell through due to salary expectations not falling in stated range. Staff are reevaluating the best steps forward to fill this gap for the agency.

New temporary Maintenance Technician I started and Receptionist are onboarding.

New website launched. Heather said it looks great and easily navigable. She also said an online form would be good. Terry asked about having an ED picture on the new website. Sarah shared that there are discussions about getting pictures for everyone. Also asked for board feedback on the new website.

National NAHRO conference in Denver in October was discussed who is going and which sessions to sign up for.

9. COMMUNICATIONS

Terry discussed whether or not the Executive report should be moved up in the agenda in future meetings. There were no strong opinions either way so everyone agreed to leave everything as is.

Terry reminded everyone that the next meeting is the third Wednesday on September 16th.

10. REPORTS/ITEMS FROM COMMISSIONERS

11. ADJOURNMENT

Meeting was adjourned at 6:51 PM

Project Name: Bluebell
Reporting Period: August 2026
Date: September 16, 2026

Overall Status On track
Key Accomplishments Walkway work (save for railings is complete)
Issues/Risks Custom railings taking longer than anticipated

Task / Activity	Status	Target Date	Notes
Roof 1023	☑ Completed	May 2025	Total change orders \$1,017.00
Roof 1031	☑ Completed	Apr 2025	Total change orders \$14,661.45
Roof 1045	☑ Completed	Apr 2025	Total change orders \$12,016.45
Roof 1063	☑ Completed	May 2025	Total change orders \$0.00
Smoke Detectors	☑ Completed	Mar 2025	All units confirmed or replaced
Carbon Monoxide	☑ Completed	Mar 2025	All units confirmed or replaced
Fence Repair	☑ Completed	Apr 2025	Total charged \$49,965
Concrete Sidewalks	🔄 In Progress	Aug 2026	Walkways are complete, waiting on railings
Asphalt Paving	🔄 In Progress	Oct 2026	Patching complete, seal and stripe next
Landscaping	⌚ Not Started	2027	CNA estimate is \$50,000
Lighting	⌚ Not Started	2026	CNA estimate is \$4,000
Unit Signage	☑ Completed	Jun 2025	Used extra signage we had
Painted Stucco Exterior	🔄 In Progress	2026	QSP issued anticipate Oct start
Wood Trim	🔄 In Progress	2026	Door casings will start with new hire
Windows	🔄 In Progress	2026	Last windows installed by maint and vendor
Sliding Glass Doors	🔄 In Progress	2026	See above
Bathroom Ventilation	⌚ Not Started	2027	Not required currently, low priority
Site Entrance Signage	⌚ Not Started	2027	CNA estimate is \$700
Accessible Parking	🔄 In Progress	Aug 2026	Part of walkway work
Mold	☑ Completed	Mar 2025	Remediated since report was published
Vinyl Flooring	☑ Completed	Mar 2025	1045 Unit 2 flooring damage was replaced

- ☑ Completed
- 🔄 In Progress
- ⌚ Not Started

Bluebell Rehab Work Cost Recap

Capital Needs Assessment (CNA) Item	<i>CNA Estimated Cost</i>	<i>LHA Quoted Cost</i>	<i>LHA Estimated Cost</i>	Actual Cost	<i>Variance</i>	Forecasted Total
Bldg 1057 Wright Brothers		\$ 500,000		\$ 569,861	\$ (69,861)	\$ 569,861
Fence Repair		\$ 50,000		\$ 49,965	\$ 35	\$ 49,965
Roof 1023	\$ 60,000	\$ 72,394		\$ 73,411	\$ (1,017)	\$ 73,411
Roof 1031	\$ 33,525	\$ 42,850		\$ 57,511	\$ (14,661)	\$ 57,511
Roof 1045	\$ 33,525	\$ 42,850		\$ 54,866	\$ (12,016)	\$ 54,866
Roof 1063	\$ 60,000	\$ 72,394		\$ 72,394	\$ -	\$ 72,394
Bath ventilation	\$ 67,500		\$ 27,000			\$ 27,000
Asphalt 1023	\$ 21,122	\$ 9,849				\$ 9,849
Asphalt 1031	\$ 21,122	\$ 9,849				\$ 9,849
Asphalt 1045	\$ 7,041	\$ -				\$ -
Asphalt 1057	\$ 35,203	\$ 9,849				\$ 9,849
Asphalt 1063	\$ 28,163	\$ 9,849				\$ 9,849
Walkways 1023	\$ 5,400	\$ 83,077	\$ 77,626			\$ 77,626
Walkways 1031	\$ 5,400	\$ 83,077	\$ 77,626			\$ 77,626
Walkways 1045	\$ 5,400	\$ 86,170	\$ 77,626			\$ 77,626
Walkways 1057	\$ 5,400	\$ 90,998	\$ 77,626			\$ 77,626
Walkways 1063	\$ 5,400	\$ 91,738	\$ 176,624			\$ 176,624
Windows & Sliders 1023	\$ 35,280	\$ 20,000				\$ 20,000
Windows & Sliders 1031	\$ 35,280	\$ 20,000		\$ 22,362	\$ (2,362)	\$ 22,362
Windows & Sliders 1045	\$ 35,280	\$ 20,000				\$ 20,000
Windows & Sliders 1063	\$ 41,160	\$ 8,000		\$ 8,402	\$ (402)	\$ 8,402

Capital Needs Assessment (CNA) Item	<i>CNA Estimated Cost</i>	<i>LHA Quoted Cost</i>	<i>LHA Estimated Cost</i>	Actual Cost	Variance	Forecasted Total
Painting & Stucco Repair 1023	\$ 7,500		\$ 15,000			\$ 15,000
Painting & Stucco Repair 1031	\$ 7,500		\$ 15,000			\$ 15,000
Painting & Stucco Repair 1045	\$ 7,500		\$ 15,000			\$ 15,000
Painting & Stucco Repair 1063	\$ 7,500		\$ 15,000			\$ 15,000
Landscaping	\$ 50,000		\$ 200,000			\$ 200,000
Smoke and CO detect	\$ 225			\$ 107		
Interior floor	\$ 500			\$ -		
Total	\$ 621,200	\$ 1,322,942	\$ 774,129	\$ 908,773	\$ (100,285)	\$ 1,762,296

Total Loan Amount	\$ 1,800,000
Total Spent	\$ 908,773
Amount Remaining to Spend	\$ 891,227

Estimated Remaining Costs

LHA Quoted Amount Remaining	\$ 503,060
LHA Estimated Cost Remaining	\$ 287,000
Total Estimated Cost Remaining	\$ 790,060
Variance Estimated vs. Remaining \$	\$ 101,167

Bluebell Improvements
2024 Capital Needs

Number	Type	Item	Quantity	Unit	Unit Cost	Anticipated Total Cost	Comments	Ranking	Status	Final Cost
1	Site	Asphalt Paving	7,500	SF	\$12.50	\$93,750	Isolated and alligator cracking and damage and faded striping were observed at the asphalt-paved drives and parking areas. Repair of the damaged drive and parking areas and seal coat and striping of the drive and parking areas is recommended to prevent moisture infiltration and additional damage.	Medium	Not Started	
2	Site	Asphalt Paving - Seal Coat and Striping	18,900	SF	\$1.00	\$18,900	Isolated and alligator cracking and damage and faded striping were observed at the asphalt-paved drives and parking areas. Repair of the damaged drive and parking areas and seal coat and striping of the drive and parking areas is recommended to prevent moisture infiltration and additional damage.	Medium	Not Started	
3	Site	Landscaping	5	Bldgs	\$10,000.00	\$50,000	Areas of deteriorated and bare landscaping were observed throughout the subject property. Repair of the deteriorated areas of landscaping and installation of additional ground cover and landscaping is recommended to prevent additional damage.	Low	Not Started	
4	Site	Concrete Walkways - Isolated Cracking	1	LS	\$2,000.00	\$2,000	Limited areas of isolated cracking were observed at the concrete walkways. Repair of the isolated cracking at the concrete walkways is recommended to prevent moisture infiltration or additional damage.	Medium	Getting bids	
5	Site	Concrete Walkways - Trip Hazards	1	LS	\$2,500.00	\$2,500	Trip hazards were observed at the concrete walkways throughout the subject property. Grinding of the trip hazards is recommended to prevent life safety issues.	Medium	Getting bids	
6	Site	Building-Mounted Lighting	4	Bldgs	\$1,000.00	\$4,000	Limited areas of damage were observed at the building-mounted light fixtures. Repair or replacement of the damaged light fixtures is recommended to prevent additional damage and security issues.	Low	Not Started	
7	Architectural	Unit Signage	4	EA	\$25.00	\$100	Missing or damaged signage was observed at the unit entrance doors at Units 1 at 1031 Bluebell Drive, Unit 3 at 1045 Bluebell Drive and Units 3 and 4 at 1063 Bluebell Drive.	Low	Completed	\$ 25.00
8	Architectural	Painted Stucco Exteriors	4	Bldgs	\$5,000.00	\$20,000	Isolated cracking and damage were observed at the painted stucco exteriors. Repair of the cracking and damage observed at the painted stucco exteriors is recommended to prevent moisture infiltration and additional damage.	Low	Not Started	
9	Architectural	Wood Trim	4	Bldgs	\$2,500.00	\$10,000	Dry rot and termite damage were observed at the wood trim throughout the subject property. Replacement of the damaged wood trim is recommended to prevent additional damage.	Medium	In Progress	
10	Architectural	Windows	21	Units	\$5,000.00	\$105,000	The single-pane windows with aluminum frames have reached the end of their estimated useful life. Replacement of the single-pane windows with aluminum frames is recommended.	Low	In Progress	
11	Architectural	Sliding Glass Doors	21	Units	\$2,000.00	\$42,000	The single-pane sliding glass doors with aluminum frames providing access to the balcony areas have reached the end of their estimated useful life. Replacement of the single-pane sliding glass doors with aluminum frames is recommended.	Low	In Progress	
12	Architectural	Asphaltic Composition Shingle Roofing	12,410	SF	\$10.00	\$124,100	Dry rot and damage were observed at the asphaltic composition shingle roofing and soffits at 1031 and 1045 Bluebell Drive. Replacement of the asphaltic composition shingle roofing at 1031 and 1045 Bluebell Drive is recommended to prevent additional damage.	High	Completed	\$ 112,377.90
13	Architectural	Roofing	12,000	SF	\$10.00	\$120,000	The foam roofing, built-up roofing and wood shingle roofing at 1023 and 1063 Bluebell Drive were reported to be in poor condition. Replacement of the foam roofing, built-up roofing and wood shingle roofing is recommended to prevent moisture infiltration and additional damage.	High	Completed	\$ 145,805.00
14	Architectural	Gutter and Downspout Roof Drainage	1	LS	\$5,000.00	\$5,000	Damage was observed at the gutter and downspout roof drainage at 1031 and 1045 Bluebell Drive. Repair or replacement of the damaged gutter and downspout roof drainage is recommended to prevent additional damage.	High	Completed	Included in above pricing
15	Electrical / Mechanical	Smoke Detectors	1	LS	\$75.00	\$75	Missing or inoperable smoke detectors were observed at Unit 3 at 1063 Bluebell Drive. Replacement of the missing or inoperable smoke detectors is recommended to prevent life safety issues.	High	Completed	\$ 35.67
16	Electrical / Mechanical	Carbon Monoxide Detectors	3	EA	\$75.00	\$225	Missing or inoperable carbon monoxide detectors were observed at Unit 5 at 1023 Bluebell Drive, Unit 4 at 1045 Bluebell Drive and Unit 2 at 1063 Bluebell Drive. Replacement of the missing or inoperable smoke detectors is recommended to prevent life safety issues.	High	Completed	\$ 107.12

Bluebell Improvements
2024 Capital Needs

17	Dwelling Units	Vinyl Flooring	1	Units	\$500.00	\$500	Moisture damage was observed at the bathroom flooring at Unit 2 at 1045 Bluebell Drive. Replacement of the moisture damaged bathroom flooring is recommended to prevent additional damage.	Medium	Completed	\$ -
18	Dwelling Units	Mold	2	EA	\$1,000.00	\$2,000	Mold was observed at the bathroom walls and ceilings at Unit 4 at 1031 Bluebell Drive and Unit 2 at 1045 Bluebell Drive. Remediation of the mold affected areas and implementation of a Mold and Mildew Operations and Maintenance Program is recommended.	High	Previously Remediated	N/A
19	Dwelling Units	Bathroom Ventilation	27	EA	\$2,500.00	\$67,500	Window ventilation at the bathrooms was not observed to be adequate to properly ventilate the moisture at the apartment units. Installation of ventilation fans at the bathrooms is recommended.	Low	Not Started	
20	Accessibility	Site Entrance Warning Signage	2	EA	\$350.00	\$700	Accessible site entrance warning signage was not observed at the entrances to the subject property. Installation of accessible site entrance warning signage with conforming information is recommended.	Low	Not Started	
21	Accessibility	Accessible Parking Spaces	5	EA	\$1,000.00	\$5,000	No accessible parking spaces are provided at the subject property. Based on current accessibility codes, a total of one designated parking stall is required at each building; including one van- accessible parking space. Installation of one van-accessible parking space at each building, path of travel and signage is recommended.	Low	Getting Bids	
22 (updated 4 and 5)	Site	Concrete Sidewalks - Replacement	5	Bldgs	\$45,000.00	\$225,000	Replace the concrete sidewalks, approaches to front doors, and integrate downspout endings to parking lot.	Medium	Getting Bids	
23	Site	Fence Repair	25	Units	\$2,000.00	\$50,000	Fence repair throughout property	Medium	Completed	\$ 49,965.00

Livermore Housing Authority Executive Director Objectives – Fiscal Year 2027 - DRAFT

	Objective	Explanation	Update	Status
1	Lead strategic plan implementation	Lead implementation of the LHA Strategic Plan by facilitating a Board strategic planning workshop during the first quarter of 2027 to establish annual implementation priorities and timelines. Ensure organizational resources remain aligned with the Board's long-term vision and provide quarterly progress updates.		
2	Advance Affordable Housing Development and Organizational Growth	Successfully onboard the Director of Development & Asset Management (or similar position); Advance predevelopment activities for Board-approved housing efforts; Strengthen relationships with development partners; Identifying additional opportunities that support long-term agency growth and the Strategic Plan.		
3	Ensure Long-Term Financial Sustainability and Organizational Stewardship	Continue to ensure the Agency remains in a strong financial position by monitoring federal funding, preparing for changes that could affect Agency operations, maintaining		

		strong internal controls, successfully completing annual audits with no findings, and making financial decisions that support the Agency's long-term goals. Implement and/or improve tracking tools, enhance resident communications and engagement, and expand use of payment plans and legal remedies as appropriate to address TAR.		
4	Modernize Agency Technology and Operations	Continue modernizing through technology improvements to internal and external facing tools, increase accessibility of website and outbound communication, enhanced reporting tools, process improvements, policy updates, internal database and records management/repository upgrades, and other technology solutions.		
5	Strengthen Organizational Foundations	Refine agency processes, implement practical operational improvements, strengthen internal systems, continue developing staff, improve cross-department collaboration, and thoughtfully incorporate additional positions as needed.		

6	Strengthen Strategic Partnerships	Strengthen relationships with residents, landlords, community organizations, educational institutions, local governments, HUD, regional housing organizations, and other key stakeholders. Create collaborative partnerships that expand affordable housing opportunities, strengthen community relationships, and support implementation of the Agency's Strategic Plan.		
7	Maintain Legislative and Regulatory Readiness	Monitor legislative, regulatory, and industry developments that may affect the Agency. Keep the Board informed of significant changes, proactively prepare for emerging opportunities and challenges, and position the Agency to respond effectively to changes in federal, state, and local housing policy.		



Livermore Housing Authority Monthly Report

August 2026

*Presented by Sarah Ramler
September 16, 2026 Board Meeting*

Summary

HCV –

- Continued work with the Shortfall Prevention Team with HUD
- Pacific Range Waiting List Opening was extended

Leahy Square –

- Still pending LifeSTEPS staff person to replace Intensive Case Manager

Affordable Housing –

- Lease up efforts continue at Bluebell
- Turning the Chestnut unit

Development –

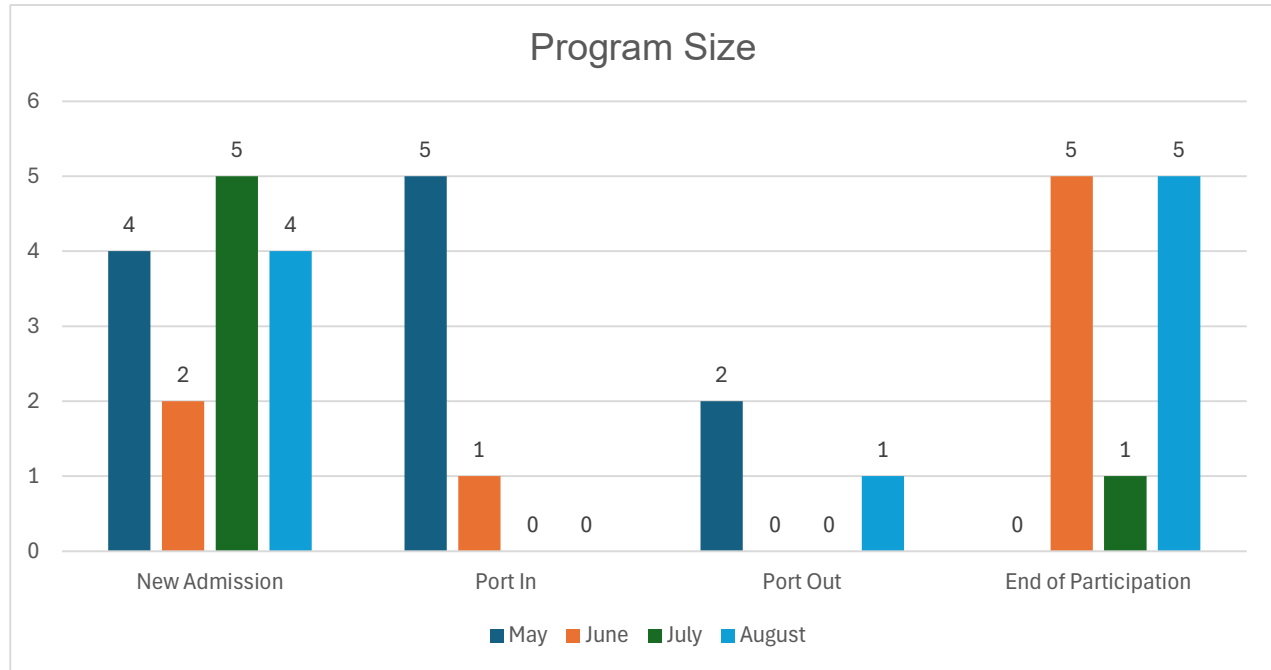
- Evaluating next steps regarding staffing
- Continuing to work through RFP timeline and development of scope

Misc. –

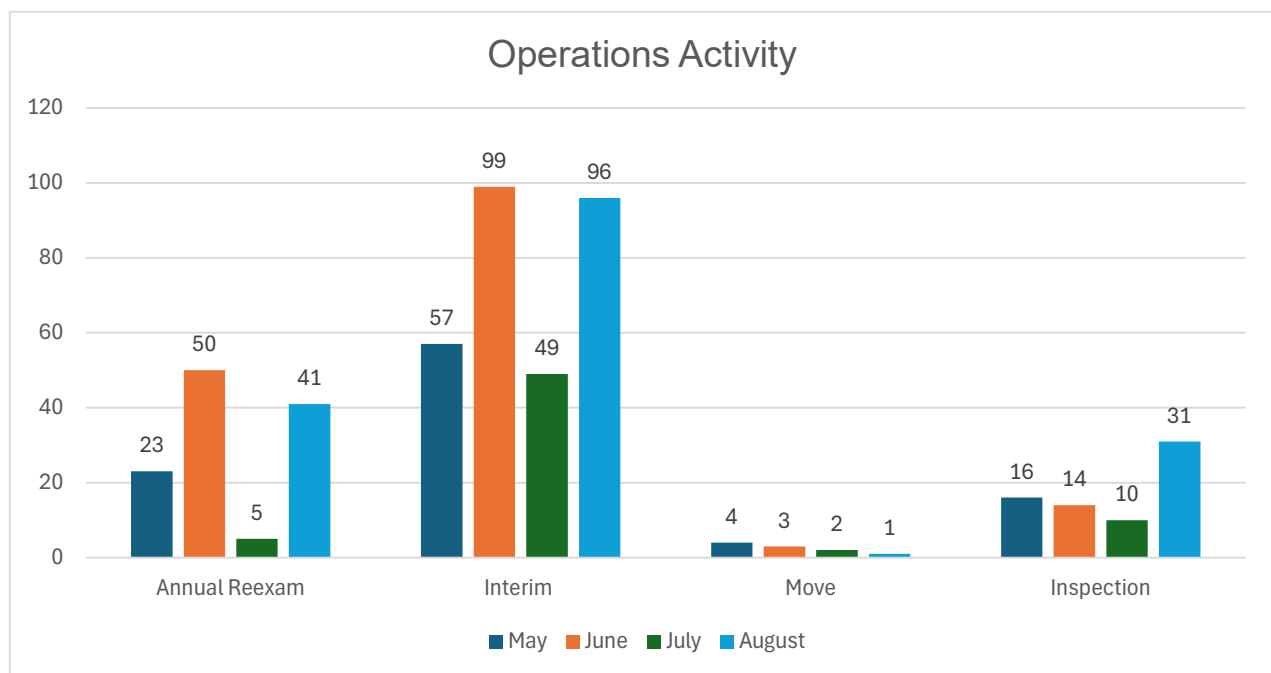
- Slowly transitioning the new logo to forms and materials
- National NAHRO Conference October 15-16th Denver, Colorado.

MONTHLY ACTIVITY – HOUSING CHOICE VOUCHER PROGRAM

HCV Incoming and Outgoing Participation



HCV Operations Activity

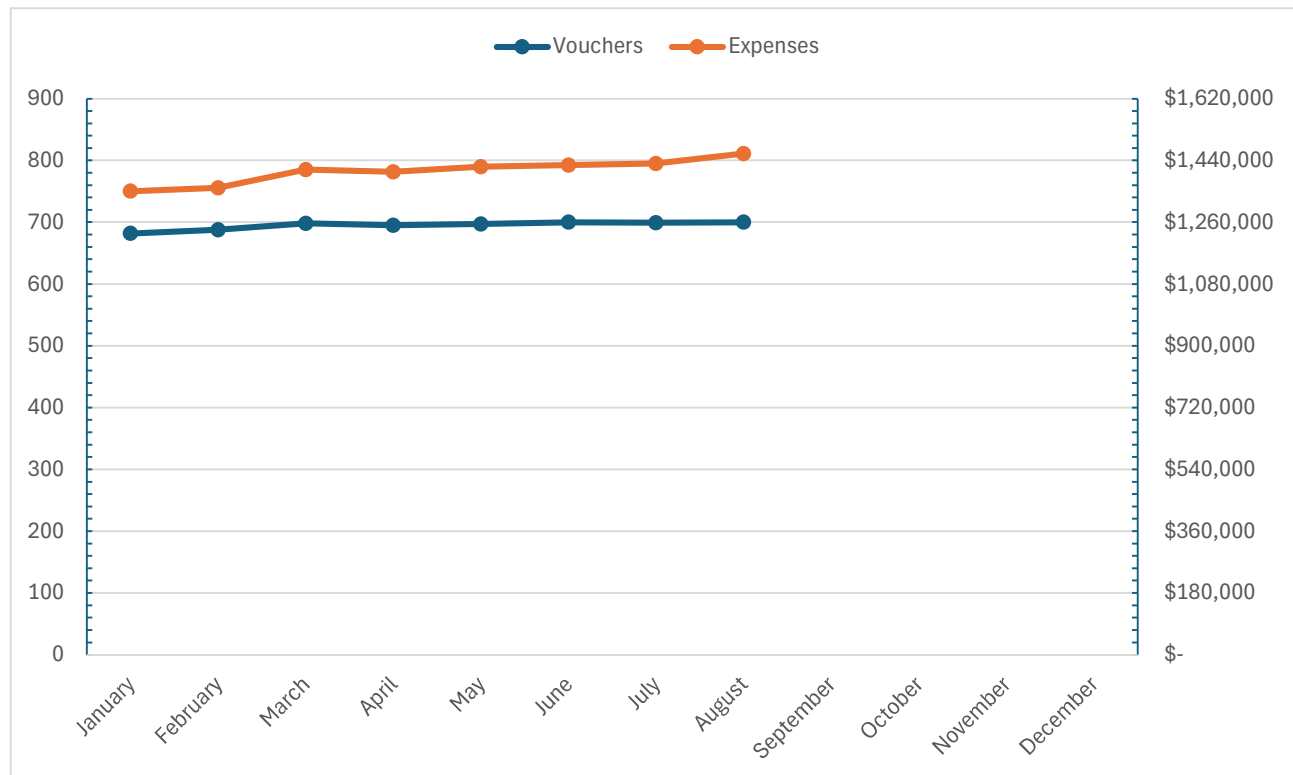


MONTHLY ACTIVITY – HCV PROGRAM EXPENSES AND COUNT

HAP Expenses and Voucher Count

Program	Units	Dollars	Prior 4 Month Average	
FYI - 8	4	\$ 7,817	3	\$ 6,844
HCV	425	\$ 842,908	427	\$ 836,519
Homeownership	1	\$ 1,392	1	\$ 1,392
Leahy PBV Only	40	\$ 112,057	35	\$ 94,837
Leahy PBV School 15	15	\$ 41,468	15	\$ 39,800
Leahy TPV only	11	\$ 24,030	11	\$ 22,428
Leahy TPV/PBV - 79	55	\$ 117,363	57	\$ 118,614
Mainstream - 40	28	\$ 63,554	28	\$ 61,831
Port In	10	\$ 26,587	5	\$ 13,773
Project Based - 88	87	\$ 190,322	88	\$ 182,054
Stability - 5	5	\$ 11,163	5	\$ 10,972
VASH - 29	21	\$ 32,992	21	\$ 31,503
VASH - PBV - 8	8	\$ 15,080	8	\$ 14,737
Expenses Totals:	700	\$ 1,460,146	698	\$ 1,435,302

Calendar Year HAP Expenses and Voucher Count

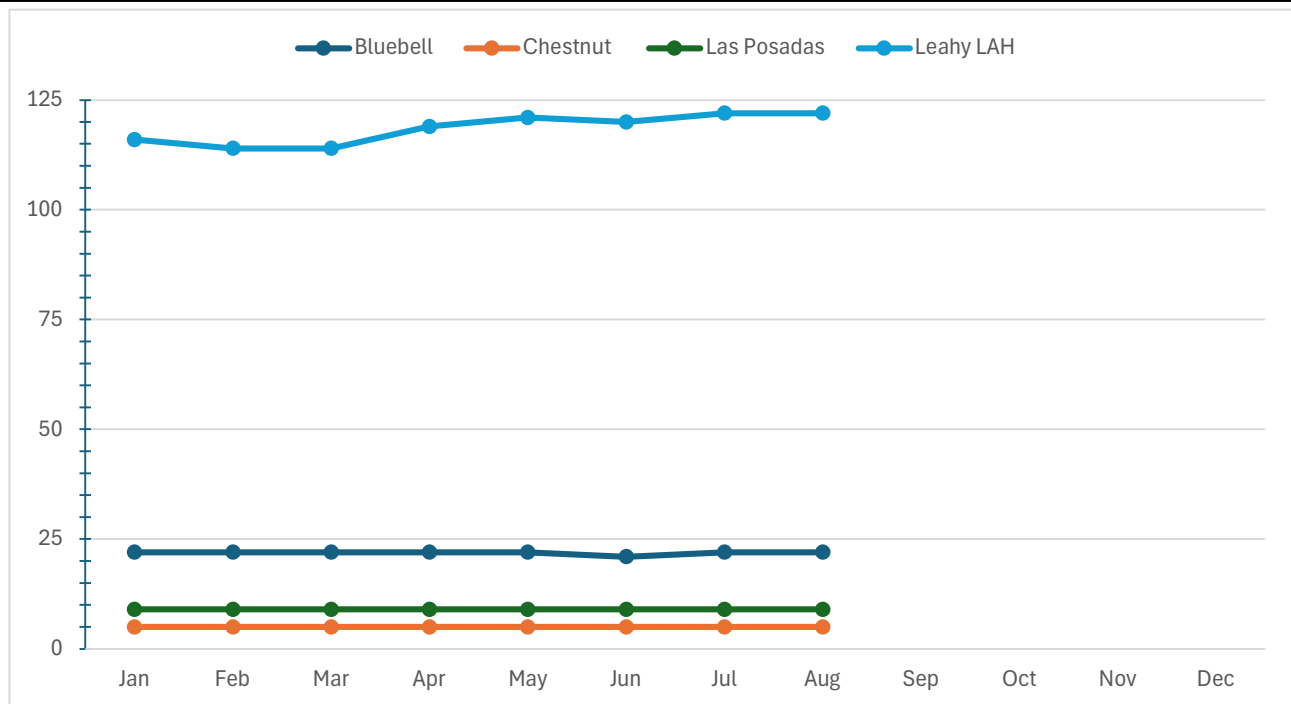


MONTHLY ACTIVITY – AFFORDABLE HOUSING

Beginning of Month Occupancy Rates by Property

Project	Total Units	Aug Units Leased	Rate	Prior 4 Months	Prior 4 Months
Bluebell	27	22	81%	22	81%
Chestnut	6	5	83%	5	83%
Las Posadas	9	9	100%	9	100%
Leahy LAH	125	122	98%	121	96%
Total	167	158	95%	156	94%
Leahy PBV	125	119	95%	117	93%

Calendar Year Occupancy Rates by Property



Work Order Status by Property

Property	Total	Done	Open
Bluebell	17	17	0
Chestnut	12	12	0
Las Posadas	12	12	0
Leahy Affordable	104	102	2
Total All Projects Listed	145	143	2

MONTHLY ACTIVITY – AFFORDABLE HOUSING

Accounts Receivable and Total Outstanding by Property

Tenant Account Receivables: August 2026				Outstanding Receivables	
Property	Charged	Paid	% Collected	Active	Vacated
Bluebell	\$ 30,977	\$ 28,177	91%	\$ 31,094	\$ 96,148
Chestnut	\$ 8,691	\$ 8,689	100%	\$ 3,896	\$ 1,252
Las Posadas	\$ 18,435	\$ 17,077	93%	\$ 3,851	\$ 4,031
Leahy Square	\$ 99,982	\$ 94,042	94%	\$ 90,555	\$ 177,023
Total All Projects Listed	\$ 158,085	\$ 147,985	94%	\$ 129,395	\$ 278,455

Property	Aged 0-30	Aged 31-60	Aged 61-90	Aged 90+	Total
Bluebell	\$ 826	\$ 5,580	\$ 5,580	\$ 110,183	\$ 122,169
Chestnut	\$ (22)	\$ -	\$ -	\$ 1,252	\$ 1,230
Las Posadas	\$ 3,693	\$ -	\$ -	\$ 2,353	\$ 6,046
Leahy Affordable	\$ 36,840	\$ 19,550	\$ 11,661	\$ 105,475	\$ 173,527
Grand Total	\$ 41,337	\$ 25,130	\$ 17,241	\$ 219,263	\$ 302,971

Prior Four Months Accounts Receivable and Outstanding

Tenant Account Receivables: Prior 4 Month Average				Outstanding Receivables	
Property	Charged	Paid	% Collected	Active	Vacated
Bluebell	\$ 31,612	\$ 27,307	86%	\$ 24,578	\$ 93,480
Chestnut	\$ 8,617	\$ 8,622	100%	\$ 2,929	\$ 1,252
Las Posadas	\$ 18,435	\$ 18,480	100%	\$ 1,560	\$ 4,031
Leahy Square	\$ 99,962	\$ 98,032	98%	\$ 100,747	\$ 134,168
Total All Projects Listed	\$ 158,627	\$ 152,440	96%	\$ 129,813	\$ 232,931

Property	Aged 0-30	Aged 31-60	Aged 61-90	Aged 90+	Total
Bluebell	\$ 5,491	\$ 4,936	\$ 3,705	\$ 103,238	\$ 117,369
Chestnut	\$ (33)	\$ -	\$ -	\$ 1,252	\$ 1,220
Las Posadas	\$ 1,474	\$ -	\$ -	\$ 2,353	\$ 3,826
Leahy Affordable	\$ 32,370	\$ 18,026	\$ 10,881	\$ 92,013	\$ 153,290
Grand Total	\$ 39,302	\$ 22,961	\$ 14,586	\$ 198,856	\$ 275,705