

February 7, 2006

Board of Commissioners  
Housing Authority of the County of Marin  
Marin County Civic Center  
San Rafael, California 94903

**SUBJECT: Approval of Various Contracts with Golden Gate Village Resident Council**

**RECOMMENDATION:** Approve and authorize the Executive Director to execute the following contracts with Golden Gate Village Resident Council:

1. Memorandum of Understanding (MOU)
2. Lease for the office space at 101 – 107 Drake Avenue, including operation of a laundry room business
3. Agreement for \$7,400 to provide for Resident Council Activities in 2006
4. Agreement for \$30,000 for a Youth Mentoring and Employment Program

**SUMMARY:** For several months staff has been working with the Golden Gate Village Resident Council (RC) to memorialize various agreements and informal understandings that have been in place as well as to assist in funding certain services to be provided by the RC.

**1. Memorandum of Understanding**

In December 2004 the residents at Golden Gate Village conducted an election to select seven residents to serve as a Resident Council. HUD regulations call for there to be a written MOU between a duly-elected resident council and the local housing authority and require that the MOU be updated at least every three years.

The proposed MOU is based on a former MOU with the now-defunct Resident Management Corporation. It was updated by Legal Aid of Marin who assisted the RC and Marin Housing staff in negotiating and finalizing it. Staff believes it to be a better document than the former MOU in that it more clearly defines the roles of the Housing Authority and the RC. It contemplates a partnership between Marin Housing and the RC and provides for an exchange of information as well as a process for implementing any new policies and programs.

## **2. Lease for 101 – 107 Drake Avenue**

In 1986 four townhouse units at 101 – 107 Drake Avenue were remodeled to convert the ground level living area into office space for resident activities at Golden Gate Village. From time to time leases between Marin Housing and a residents' organization have been in place but the last lease appears to have been executed in 1994 and had a two-year term.

The proposed lease is for a three-year term, the maximum amount of time permitted by HUD regulations. Rent will be \$1 per year. The RC will pay for utilities, refuse collection in excess of one trash can and custodial services. In addition, it will carry \$1 million in liability coverage and name Marin Housing an additional insured. Marin Housing will pay for refuse collection for one can, water and sewer service and non-routine maintenance.

The RC subleases space at 101 Drake Avenue to the county's Department of Health and Human Services for a health clinic. In addition, space in some of the other offices is subleased to other county service providers.

The lease also authorizes the RC to operate a laundry room business in the laundry rooms that are housed in the eight highrises. The RC took over operation of the laundry rooms several years ago when Marin Housing was going to close them down. It recruits laundry room monitors who open and close the laundry rooms and purchases supplies for the monitors' use in cleaning the rooms. The RC pays the monitors a modest stipend. The RC holds the contract with the washer/dryer vendor and the vendor pays the RC directly the net proceeds from the use of the machines. Although the RC has operated this business for several years there has been no documentation of such or agreement between Marin Housing and the RC to provide for the business operation.

The RC estimates that income from the laundry room business and subleasing of space will be \$15,600.

## **3. Agreement for \$7,400 for Resident Council Activities**

This agreement essentially provides funds for administrative, overhead and bookkeeping services for the RC's activities. This year the RC plans to re-open the community garden. The Marin Conservation Corps will do the spring prep work and the RC will select residents for plots. A youth intern (see below) will also work in the garden.

## **4. Youth Mentoring and Employment Program (YEMP)**

The RC has requested \$30,000 to develop a program "to stimulate, develop and train 14 young people of Golden Gate Village public housing to be industrious, viable, and self-motivated members of their community and county." There will be two 15-week sessions for seven youth each. Participants will be between the ages of 14 and 21.

Participants will work a minimum of two hours per day, five days per week, primarily for the RC. Positions include office assistant, program associate, custodian, youth career developer, garden technician and community mobilizer. The RC will provide workshops in leadership training, effective communication, team building and self-esteem. There will also be a monthly career mentorship presentation. At the end of each session participants will have a portfolio that includes a resume, reference letter, sample job application and cover letter and a customized career plan. The goal is to prepare and place participants in student part-time jobs.

**FISCAL IMPACT:** The \$7,400 for Resident Council activities is included in the 2006 public housing operating subsidy budget for Golden Gate Village. It is based on \$25 per unit per year, in accordance with HUD regulations. The \$30,000 for the YEMP is an allowable use of Capital Funds per HUD regulations and is included in the 2006 public housing Capital Fund budget.

CHRISTINE GOUIG  
Executive Director