



701 Atlantic Avenue - Alameda, California 94501-2161 - TEL: (510) 747-4300 - FAX: (510) 522-7848 - TDD: (510) 522-8467

**IF YOU WISH TO ADDRESS THE BOARD:**

1. Please file a speaker's slip with the Executive Director, and upon recognition by the Chair, approach the rostrum and state your name; speakers are limited to 5 minutes per item.
2. If you need special assistance to participate in the meetings of the City of Alameda Housing Authority Board of Commissioners, please contact (510) 747-4325 (TDD: 510 522-8467) or [dconnors@alamedahsq.org](mailto:dconnors@alamedahsq.org) Notification 48 hours prior to the meeting will enable the City of Alameda Housing Authority Board of Commissioners to make reasonable arrangements to ensure accessibility.

**AGENDA**

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**DATE & TIME**

**Wednesday October 19, 2016 7:00 p.m. – CLOSED SESSION 6:30 p.m.**

**LOCATION**

Independence Plaza, 703 Atlantic Avenue, Alameda, CA

Welcome to the Board of Commissioners of the Housing Authority of the City of Alameda meeting. Regular Board of Commissioners meetings are held on the third Wednesday of each month in the Ruth Rambeau Memorial Community Room at Independence Plaza.

**Public Participation**

Anyone wishing to address the Board on agenda items or business introduced by Commissioners may speak for a maximum of three minutes per agenda item when the subject is before the Board. Please file a speaker's slip with the Housing Authority Executive Director if you wish to address the Board of Commissioners.

**PLEDGE OF ALLEGIANCE**

1. **ROLL CALL** - Board of Commissioners
2. Public Comment on Closed Session Items (in Open Session)
3. **CLOSED SESSION – 6:30 – Adjournment to Closed Session to Consider**

- 3-A. Conference with Real Property Negotiator – Gov. Code. Sect. 54956.8  
 Agency Negotiator: Victoria Johnson, Director of Housing and Community Development or designee  
 Property: APN: 074-0906-033  
 Negotiating Parties: Housing Authority of the City of Alameda and the City of Alameda
4. Adjournment of Closed Session
5. RECONVENE REGULAR MEETING – 7:00 P.M.
6. Announcement of Action Taken in Closed Session, if any:
7. CONSENT CALENDAR  
 ■ Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Commissioners or a member of the public.
- 7-A. Approve Minutes of the Board of Commissioners Special Meeting held September 17, 2016 - **Page 5** and Regular Meeting held September 21, 2016. **Page 7**
- 7-B. Accept the Monthly Overview Report – **Page 13**
- 7-C. Accept the Budget Variance Report for September 2016 – **Page 25**
- 7-D. Rosefield Village Project Update; Delegate Authority to the Executive Director to Negotiate and Execute a Contract for A&E Services (VJ) – **Page 39**
8. AGENDA
- 8-A. Authorize the Executive Director to Execute Documents that Grant an Access Easement to the City of Alameda at the Parrot Village/Parrot Gardens Property (VJ) - **Page 41**
- 8-B. Approve Changes in the Parking Policy for AHA Owned Properties LC) – **Page 45**
- 8-C. Adopt the Resolution to Authorize the Executive Director to Amend the Employment Contract for Resident Managers to Offer a Revised Benefits Package (JB) - **Page 53**
9. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
10. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
11. ADJOURNMENT

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 Note

- If you need special assistance to participate in the meetings of the Housing Authority of the City of Alameda Board of Commissioners, please contact 510-747-4325 (TDD: 510-522-8467) or dconnors@alamedahsg.org. Notification 48 hours prior to the meeting will enable the Housing Authority of the City of Alameda Board of Commissioners to make reasonable arrangements to ensure accessibility.
- Documents related to this agenda are available for public inspection and copying at the Office of the Housing

Authority, 701 Atlantic Avenue, during normal business hours.

- KNOW YOUR RIGHTS UNDER THE Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review.
- In order to assist the Housing Authority's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Housing Authority accommodate these individuals.

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# Housing Authority of the City of Alameda

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## DRAFT MINUTES

### SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA HELD SATURDAY, September 17, 2016

#### NO ACTIONS WERE TAKEN AT THIS MEETING

The Board of Commissioners meeting was called to order at 9:00 a.m.

#### PLEDGE OF ALLEGIANCE

##### 1. ROLL CALL

Present: Commissioners Kay, McCahan, Shipe, Tamaoki, Rickard and Chair  
Kurrasch

Absent: Commissioner Allen

##### 2. ORAL COMMUNICATION FROM THE PUBLIC

One speaker thanked the Board for providing much needed housing for formerly homeless individuals at Park Alameda.

##### 3. AGENDA

3-A. Coffee and light refreshments

3-B. Introductions and Introduction Exercise, Review of the Mission

A brief explanation of the expectations and outcomes for the meeting today was presented by the facilitator

3-C. 9:30 – 12:00 SWOT Analysis Exercise for AHA

Facilitator Jon Gresley led the Board in a conversation on the strengths, weaknesses, opportunities and threats for the Housing Authority. This work will feed into a strategic plan effort in 2017.

3-D. Working Lunch



- 3-E. 1:30 – 4:00 – Discussion of Real Estate Pipeline and Use of Agency Funding to Rehab and Expand the Real Estate Portfolio

Staff led a review of the Housing Authority's development activities. A copy of the Power Point Presentation is available at <http://www.alamedahsg.org/>.

4. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)  
None

5. EXECUTIVE DIRECTOR COMMUNICATIONS  
None

6. ADJOURNMENT

There being no further business, Chair Kurrasch adjourned the meeting at 3:50 p.m.

Arthur Kurrasch, Chair

Vanessa M. Cooper  
Executive Director/Secretary





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## DRAFT MINUTES

### REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA HELD WEDNESDAY, SEPTEMBER 21, 2016

The Board of Commissioners meeting was called to order at 7:00 p.m.

#### 1. ROLL CALL

Present: Commissioners Allen, McCahan, Rickard, Shipe, Tamaoki, and Chair Kurrasch

Absent: None

#### 2. CLOSED SESSION – 6:00 p.m. - Adjournment to Closed Session to Consider:

##### 2-A. Executive Director Evaluation

#### 3. Adjournment of Closed Session

#### 4. RECONVENE REGULAR MEETING – 7:07 p.m.

5. Announcement of Action Taken in Closed Session, if any: A member of the public requested to speak on the closed item issue. Chair Kurrasch said that the outcome of this Item will be announced as part of Item 7-A and Speakers will be able to speak at that time.

### PLEDGE OF ALLEGIANCE

#### 6. CONSENT CALENDAR

- Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Commissioners or a member of the public.

Chair Kurrasch pulled Items 6-F and 6-G from the Consent Calendar because the Resolutions needed to be approved by Roll Call Vote.

Commissioner Tamaoki inquired about the improved turnaround time of Maintenance Work Orders for emergency items in the Monthly Overview Report and Ms. Cooper asked Jeff Cook to respond. Mr. Cook said that we had fewer emergencies in that period and staff were able to get to them quicker. Mr. Cook talked about the time it



takes to respond once an emergency has been reported. Commissioner Tamaoki said he would be interested in getting statistics on the specifics, such as from the time the call comes in to Maintenance arrival at the scene.

Commissioner McCahan commented on the Inclusionary and Below Market Rate Program Section of the Monthly Overview Report. He said that moving forward we would have defaults and as an organization we may want to develop a policy where we the Agency would acquire the defaulted homes.

Commissioner McCahan moved to approve the Consent Calendar with the removal of Items 6-F and 6-G, and Commissioner Shipe seconded. The motion carried unanimously. Items accepted or adopted are indicated by an asterisk.

- \*6-A. Approve Minutes of the Board of Commissioners Regular Meeting held August 17, 2016. Page 4
- \*6-B. Accept the Monthly Overview Report – Page 8
- \*6-C. Accept the Budget Variance Report – Page 18
- \*6-D. Semi Annual Update of Housing Authority Two-Year Work Plan for Fiscal Years July 1, 2015 to June 30, 2017 – Page 32
- \*6E. Approve Revised Payment Standard for the Section 8 Housing Choice Voucher Program, Effective October 2, 2016 – Page 39

## 7. AGENDA

- 7-A. Approve an increase of 5% in the Executive Director's Compensation Per 2014 Contract, Effective the Next Payroll after September 28, 2016 and Make Minor Adjustments to the Contract - Page 56

Chair Kurrasch noted that the evaluation had taken place in closed session and thanked Commissioner Tamaoki for taking on the extremely well done task of the Executive Director's Evaluation process. Commissioner Tamaoki gave a summary of the evaluation.

Chair Kurrasch invited Speaker Richard Neveln to speak. Mr. Neveln asked that we verify the procedure for public comments on a Closed Session. Mr. Neveln questioned the justification for the 5% increase at a time when seniors are getting minimal social security increases. Chair Kurrasch commented that Ms. Cooper is an employee of the Board and her contract includes a 5% increase. (The contract was previously approved in open session by the Board). Chair Kurrasch reviewed other items in the memo that are part of the Executive Director's Contract including professional development and medical benefits.

Commissioner Shipe moved to approve the staff recommendation on page 57 with the two amendments and Commissioner Allen seconded. The motion carried unanimously.





7-B. Adopt a Resolution to Authorize Creation of an Upgraded Duties/Wage Classification for the Resident Manager Position – Page 58

Ms. Basta gave some background information on this vacancy and why the position is being upgraded. She said that this will not add an additional position to the Schedule of Approved Positions. Board members had some questions regarding the Resident Manager position. Ms. Basta said the hours vary from each property, however, this position is a full-time position, eight hours per day, forty hours per week. Mr. Neveln had some questions regarding the rent free apartment and the wage. Ms. Cooper talked about how the rent is calculated for this on site manager position.

Commissioner Tamaoki said that he thinks it is a good idea to enhance the duties here and asked if we intend to increase the responsibilities over time at other properties. Ms. Basta said that staff will be looking at this over time. Ms. Cooper said the other positions at some sites are more janitorial than this position so any changes in the position would need to take that work into account.

Commissioner Tamaoki moved to accept the staff recommendation on page 59 and Commissioner McCahan seconded. The motion carried unanimously.

Roll Call Vote: Commissioner Allen yes, Kay yes, McCahan yes, Shipe yes, Tamaoki yes, Rickard yes and Chair Kurrasch yes.

6-F. Adopt the Resolution to Revise the Housing Authority's Conflict of Interest Code – Page 43

Ms. Cooper said that this Item is brought to the Board bi-annually and is required by the state Fair Political Practices Commission. Ms. Cooper said the first part is to identify positions, and the second part is the policy. Exempt staff are required to fill out the Form 700 annually. Ms. Cooper talked about the process.

Commissioner Shipe moved to adopt the resolution on page 44 and Commissioner Allen seconded. The motion carried unanimously.

Roll Call Vote: Commissioner Allen yes, Kay yes, McCahan yes, Shipe yes, Tamaoki yes, Rickard yes and Chair Kurrasch yes.

6-G. Adopt a Resolution Supporting the 2016 Alameda County Affordable Housing Bond Measure – Page 50

Ms. Cooper said that this is a County Bond Measure to help with affordable housing and would provide funds for affordable housing in our City. Many counties and cities are passing a resolution in support of the Bond Measure.

Commissioner McCahan moved to accept the staff recommendation on page 51 and Commissioner Allen seconded. The motion carried unanimously.



Roll Call Vote: Commissioner Allen yes, Kay yes, McCahan yes, Shipe yes, Tamaoki yes, Rickard yes and Chair Kurrasch yes.

- 7-C. Eagle Ave Project Update; Approve Housing Authority to Serve as the Initial Limited Partner and Authorize Executive Director to Execute Documents Related to the Tax Credit Partnership and Selection of the Lender and Investor– Page 63

Ms. Cooper said that the recommendation for the tax credit 9% allocation went to the Tax Credit Allocation Committee (TCAC) on September 8, it received recommendation and we received the award letter. Ms. Cooper said that there is a small wrinkle that we will need to get back to them about regarding how the RDA funds will be transferred into the deal. However Mark Stivers from TCAC thought that there is no need to hold up the letter. This request is the next step, which is to have the AHA serve as the initial limited partner and authorize the Executive Director to execute documents related to creating that partnership and then the selection of the lender and investor. Del Monte is already going down this path and we are on a three month path behind them to get Eagle done. This is really a mirror image of the Del Monte request brought to the Board about three or four months ago. Some work remains to be done with the City regarding the transfer of funds Ms. Cooper talked about the next steps to form an LLC and LP.

Chair Kurrasch said that this is the second 9% allocation award that we have received this year and complimented staff on all of the hard work that has been done.

Commissioner Rickard moved to accept the staff recommendation on page 64 and Commissioner Tamaoki seconded. The motion carried unanimously.

- 7-D. Del Monte Project Update; Approve an Increase of Pre-development Loan from \$700,000 to \$1,000,000 to Island City Development and Authorize the Executive Director to Execute Related Documents – Page 65

Chair Kurrasch gave some background information on the site.

Ms. Cooper said that staff is requesting an increase in the predevelopment loan. Predevelopment cost will be reimbursed to us at the close of the project which is less than ninety days out. These cost are tracked. Ms. Cooper gave an update on our lenders and investor. There was discussion on the sources of funds and redevelopment expenses. Mr. Richard Yoshida responded to the Board's comments.

Commissioner Shipe moved to accept the staff recommendation on page 67 and Commissioner Rickard seconded. The motion carried unanimously.

8. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)

Mr. Neveln raised the issue of parcel delivery and made suggestions on how IP Residents could receive Federal Express mail at the store. Mr. Neveln said more thought should go into the process for receiving parcels at IP. Ms. Cooper referred him



to the memo that was provided to tenants and reminded the audience that AHA cannot accept medically necessary or time sensitive packages. Mr. Neveln also commented that it is hard to get appointments with AHA management staff and would like a specified time to be allotted for tenant appointments.

9. COMMISSIONER COMMUNICATIONS (Communications from the Commissioners)  
Chair Kurrasch thanked Officer Ramirez for being with us. Ms. Cooper said that this would be Officer Ramirez's last Board Meeting.

Chair Kurrasch talked about the groundbreaking ceremony at Estuary Park. He said that we were able to make a major contribution.

Chair Kurrasch thanked Ms. Cooper for the Retreat Opportunity and talking about our development projects.

10. ADJOURNMENT

There being no further business, Vice Chair Rickard adjourned the meeting at 8:02 pm.

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Arthur Kurrasch, Chair

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Vanessa M. Cooper  
Executive Director/Secretary



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To: Honorable Chair and  
Members of the Board of Commissioners

From: Vanessa M. Cooper  
Executive Director

Date: October 19, 2016

Re: Monthly Overview Report to the Board

## **BACKGROUND**

This memo provides a high level overview of agency activities in the prior month. Data is submitted by each of the key areas of operation.

## **OPERATIONS/HR**

Mike Billington joined AHA as a Project Manager with Housing and Community Development Department on October 3. Recruiting for the upgraded/Resident Manager II position began in early October.

Individual meetings were offered to staff during open enrollment to review the options under the new employer contribution structure. An analysis report of the changes elected and any fiscal impact will be shared with the Board by the end of the calendar year.

Bids from five vendors, including our current vendor Sterling, are being considered for administration of the Agency's Cafeteria Plan and COBRA administration. A decision will be made by the end of October so plan transition can occur at or near the start of the new plan year in January.

Website development is well underway, and the team is making final revisions to the structure and content of the new site. Additional training for staff on managing the site will be scheduled in early November, with the anticipated launch of the new site at approximately the same time.

A draft of the proposed changes to the Personnel Policies (Employee Handbook) is undergoing legal and Director-level review. A revised draft will be shared with

employees in October for comment/input, and we anticipate bringing a final draft of proposed policies to the Board no later than December 2016.

### **Information Technology**

Staff has been preparing the Yardi database for major upgrades this fall and is almost complete. Once complete, the upgrades will be scheduled with Yardi and a timeline will be known. Also, the agency will be adding the Yardi Affordable module for Property Management to allow for an easier time managing the units owned by the Housing Authority. In addition to these two initiatives, the Housing Authority will be implementing a Yardi online training tool to assist staff with learning the software, but the tool can be used for any staff training including soft skills or maintenance safety training.

Staff continues to work with third-party software vendors to get Laserfiche Forms running correctly. Staff is also moving forward to migrate e-mail off of Gmail to Office 365.

### **PROPERTY OPERATIONS**

Property Management is proud to announce the addition of Lisa Caldwell as our new Director of Property Operations. Lisa's many years in the Affordable Housing Industry and proven capable leadership is a welcome addition to our Team. A new reporting format for property management will be provided next month.

### **Vacancy**

We ended September with 14 vacant apartments for rent. Five of the vacant units are at Rosefield. We will be renting these units with six-month leases due to anticipated renovation hoped for at the entire site. We have five applicants for four of these units. One of the five units will be used by a resident temporarily while extensive work is done at their unit. That work should be done within a 30 to 45-day window.

Of the remaining vacant units, one is involved in a long term process to move in early November. An additional two units have approved applicants that have paid their security deposit as a holding fee. Two other units have multiple applications we are processing.

We are working our way through the Waiting Lists for the remaining five units.

### **Rent Collections**

We collected all rents due from residents owing over \$100 except for one resident. This resident had his files sent to our attorney. It is our hope that this resident will enter into a Court-approved Stipulated Agreement to pay back the past due rents and be able to retain his housing.

Only two residents owe more than \$1,000 in maintenance fees. Both residents are paying towards their balances.

### **LifeSTEPS**

For the month of September LifeSTEPS continued their focus on case management, enrichment activities and educational workshops. Throughout the month, the Director of Social Services provided 79 hours of individual case management to 131 residents on matters of rent, utilities, coping and emotional support, transportation assistance, healthcare, and medical needs.

This month the Director attended the resident council meeting and provided ten workshops held at our larger properties: three at Anne B. Diamant, three at Esperanza, and four at Independence Plaza, for a total of 69 participants. Topics for the workshops included Senior Safety, Aging in Place, Parenting Self Care, Stretching Your Dollar (school supplies, prescriptions), Active Aging, and Health and Wellness.

Forty hours were spent meeting with 137 residents at meet-and-greet socials, door-to-door outreach, as well as other community-building enrichment activities at each of the three properties. LifeSTEPS also provided Green education on balcony gardens and organic food to residents.

Activity	Participants Engaged	Hours Spent
Individual Case Management	131	79
Educational Classes	10	69
Community building enrichment Activities	40	137
Additional Services and Education	45	9.5

### **MAINTENANCE**

The Maintenance team has completed the first 42 units of the scheduled HQS Preventative Maintenance at Eagle Village for the 2016-17 Program Year. Although the Maintenance team currently has no work order backlog, it is becoming increasingly apparent that the deferred maintenance work load needs to be addressed immediately. The replacement of tubs, showers, sinks, kitchen and bathroom cabinets, counter tops, redwood decks, cyclical painting, floor covering, and pest control are just a few areas that are now being contracted out to keep pace with our aggressive HQS schedule. It is anticipated that contractor costs will increase over the next five years, in addition, an equally aggressive interior modernization / refurbishment plan utilizing capital funds will be requested.

PG&E is scheduled to perform maintenance work at the gas regulator station vault located at Webster and Atlantic within the grounds of Independence Plaza. The primary

scope is to replace the gas filter inside the underground vault. The project is scheduled to start work on September 26, 2016, and be completed within ten days.

The Alameda Housing Authority has entered into a contract with Bay Alarm to test, inspect and program the fire alarm at China Clipper, 460 Buena Vista Avenue. This is a small stand-alone system and comprised of six manual pull stations and one fire bell. This contract will satisfy the Alameda Fire Department, which requires fire alarm testing and recording by a licensed fire alarm installer.

A five-inch lucite cold water pipe at Esperanza has now been repaired after several weeks of testing and excavation to find the area that was leaking. The pipe traverses from Maple Way to Brush Street and was installed approximately after WW II, and is in need of replacement. A request has been made for capital funds to undertake this project.

Improvements to the Independence Plaza landscape have been requested, and the contractor has been tasked to increase the watering cycle at this complex, trim back plants to promote growth, cover all areas with mulch, and remove excessive debris and leaves from the parking lots.



**Work Order Analysis by Completion Month**

Year: 2016

Report: Count

Group by: Property

Status=Work Completed

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
SHERMAN ST APTS - 9 UNITS	4	2	13	17	6	5	1	2	0	0	0	0	50
LINCOLN APTS - 4 UNITS	1	2	2	8	1	1	1	0	2	0	0	0	18
ESPERANZA - 120 UNITS	41	56	59	136	114	109	68	85	48	0	1	0	717
PARROT VILLAGE - 50 UNITS	62	61	38	23	27	54	29	29	40	0	0	0	363
ANN B DIAMENT PLAZA - 65 UNITS	23	22	20	12	19	24	17	31	18	0	0	0	186
ROSEFIELD VILLAGE - 45 UNITS	16	24	89	26	23	21	20	22	21	0	0	0	262
PARROT GARDENS - 8 UNITS	1	18	4	4	0	3	7	5	1	0	0	0	43
STANFORD HOUSE - 4 UNITS	2	0	3	9	1	1	4	0	2	0	0	0	22
LINCOLN/WILLOW APTS - 5 UNITS	1	1	9	12	1	2	1	0	2	0	0	0	29
SENIOR CONDOS - 7 UNITS	2	0	4	8	1	0	2	1	0	0	0	0	18
CHINA CLIPPER PLAZA - 26 UNITS	6	28	19	5	5	7	8	8	13	0	0	0	99
EAGLE VILLAGE - 42 UNITS	8	11	13	15	21	7	18	19	62	0	0	0	174
INDEPENDENCE PLAZA - 186 UNITS	55	53	62	46	104	101	65	56	46	1	0	0	589
	<b>222</b>	<b>278</b>	<b>335</b>	<b>321</b>	<b>323</b>	<b>335</b>	<b>241</b>	<b>258</b>	<b>255</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2,570</b>

In addition, below is the average completion time for work orders in September:

Month	June	July	August	September
Emergency	10.00 Hours	9.36 Hours	5.5 Hours	12.00 Hours
Urgent	1.46 Days	1.29 Days	1.42 Days	1.10 Days
Routine	6.72 Days	6.78 Days	6.79 Days	5.45 Days

## **HOUSING PROGRAMS**

In September 2016, HPD worked on the following projects:

### **Owner Outreach/ Incentives**

In an effort to expand our lease-up rate for the Section 8 program, the HPD department sent notices to owners announcing our new owner incentive program. Following are the conditions of the program:

- A \$500 leasing bonus for additional Section 8 units under contract and moved in by November 1.
- This must create new section 8 units, i.e., an existing landlord in our program would need to add to their number of Section 8 units as of June 30, 2016.
- The bonus would be paid within 15 days of the move in.
- The landlord must sign a 12-month contract and the unit cannot have been in the Section 8 program in the last four months.
- This is first-come, first-served program, open only as funds are available. AHA reserves the right to cap the number of bonuses paid so landlords are encouraged to fill the units earlier rather than later to be eligible.
- Current PBV, Mod Rehab/SRO, and Shelter Plus units were excluded from this program.

**We are pleased to note four owners have added new units to the HCV program.**

### **Rent Increase Workshops**

As with previous increases in Payment Standards, property owners can now benefit from contract rent values more in line with rents paid by unassisted tenants. Many property owners who have conscientiously kept the rents charged to HCV participants at a modest level are now able to request reasonable rent increases. In an effort to expend our HAP funds we held rent increase workshops to offer information on how an increase impacts the landlord and the tenant, and the paperwork needed to make a request. Workshops were held on August 17, 31, September 7, and October 5 at our office, with a total of 40 landlords in attendance. Future workshop as follows:

- Wednesday, November 2, 2016- 3:00-4:00PM

These workshops have been a great team builder for the department as well as a valuable information session for our owners.

**Outreach Activities for FSS Program**

Active recruitment efforts continue in the FSS program. Interviews were scheduled with five applicants this month with two additional interviews scheduled for October. We had one FSS graduate for the month of September, putting our current FSS enrollment at 24 participants.

**HPD Department Statistics**

The HPD department processed the following work in the month of August.

<b>Statistics</b>	<b>July 2016</b>	<b>August</b>	<b>September</b>
<b>Annual Re-examinations Processed</b>	102	106	103
<b>Rent Increases Processed</b>	22	67	69
<b>Interim Re-examinations Processed</b>	45	19	26
<b>HQS Inspections Conducted</b>	55 non-AHA 44% pass rate	39 non-AHA 82% pass rate	43 non- AHA 74% pass rate
<b>AHA Owned</b>	Annual AHA unit inspections complete	Annual AHA unit inspections complete	Annual AHA Begin October
<b>New Admissions</b>	1	2	1
<b>Port Move-In</b>	2	5	0
<b>Vouchers Issued</b>	0 HCV 0 (FUPY)	6 (HCV) 3 (FUPY)	6 (HCV) 0 FUP

**HOUSING AND COMMUNITY DEVELOPMENT**

**Capital Projects**

The four-unit accessibility renovation project at Anne B. Diament is complete and has passed all required inspections. Two units are now occupied. Staff is working on the remaining close-out items for the project.

**Inclusionary and Below Market Rate Programs**

Alameda Landing: All 16 BMR homes have been sold. Ten homes have closed and the remaining six are scheduled to close by the end of the year.

Marina Shores Single-Family and Condos: Six homes have closed to date and the remaining ten homes are under contract.

## Real Estate Development

### Portfolio Projects

Based on the RFQ published in August, two additional General Contractors were added to the pre-qualified pool for a total of six. The pre-qualified firms are Arbor Building Group, Inc.; Brown Construction, Inc.; Cahill Contractors LLC; J.H. Fitzmaurice, Inc.; Nibbi Brothers General Contractors; and Swinerton Builders.

Two responses to the RFP to provide (tenant) moving services for AHA's managed properties were received. Staff is reviewing submittals from Goodmen Moving, Inc. and Waters Moving and Storage.

An RFQ for a Relocation Consultant was published on September 13<sup>th</sup>. Responses were received from Associated Right of Way Services, Inc.; Autotemp, Inc.; Laurin Associates; Overland Pacific and Cutler, Inc.; and Paragon Partners, Ltd. Staff is reviewing the responses.

Stargell Commons - Staff continues to attend the monthly draw meetings. There is no project update as of the date of this report as the monthly draw meeting has not occurred yet.

The project marketing materials and dedicated phone number for leasing inquiries will be managed by RCD and will be available in November 2016.

Del Monte Senior – The project is going out to bid the week of September 26, 2016, with the selected general contractor, Brown Construction. We anticipate receiving pricing by the second week of November. The Architect is also preparing a resubmittal to the City in response to plan check comments from August. Staff is working with the lender and investor on due diligence requirements for a target loan closing of December 5, 2016.

2437 Eagle Avenue – The design team has issued 50% construction documents based upon the revised design for 20 units approved by the Planning Board in June. Staff has reviewed the 50% CDs and provided comments to the design team. Staff is preparing an RFP for a General Contractor as well as an RFP for a lender/investor which should be issued within the next two weeks.

North Housing – Staff continues to work with the Navy, third-party environmental consultants, outside counsel, the State regulating agencies, and City counsel to provide the necessary items for acquisition. AHA has prepared a Marsh Crust CRUP and Soil and Groundwater Management Plan that will be required before construction activities. The Navy had concerns that the parcel boundary lines were bisecting five buildings. They recommended that we either redraw lines to include only whole buildings or negotiate an agreement with the Navy and then to the for-profit developer to share demolition costs. Staff will direct the surveyor to redraw the parcel lines to eliminate any buildings. A new broker for the City-required Pollution Legal Liability will secure quotes in less than 30 days. We can then select the best fit and negotiate the additional details

so that the policy is ready to meet City requirements when the Navy is ready for conveyance.

Rosefield Village – Staff continues to work with Landis Development, LLC, our third-party real estate development consultant. An RFP for site planning and architectural design was published on September 26<sup>th</sup> to our Architectural and Engineering pool with responses due October 19<sup>th</sup>.

Staff has obtained approval from PNC Real Estate to release six Eagle Village units from the Fannie Mae mortgage that secures the Parrot and Eagle Village properties. These six units are on the south side of Eagle Avenue and are immediately adjacent to Rosefield Village. The tenants in these units now share a parking area with Rosefield Village tenants. The intent of this action is to combine the Eagle units with the Rosefield property through a lot line adjustment that will create a rectangular two-acre parcel on the south side of Eagle Avenue. There will be no immediate impact to tenants at the site, but when Rosefield transfers to third-party property management and new ownership, the six units and tenants will be considered Rosefield rather than Eagle Village residents and will be managed accordingly.

Parrot Village and Gardens – The City Department of Recreation and Parks is working to acquire the horizontal swath of land that is currently owned by Union Pacific railroad and that forms the southern edge of the park. Please see a separate staff report on this item.

## **RENT & COMMUNITY PROGRAMS**

The September monthly program report is available to the public on the Rent Program website at [www.alamedarentprogram.org](http://www.alamedarentprogram.org). In the News and Notices tab there is a reports section. The monthly report includes a detailed program update narrative, data chart, and trend charts. Timely payment has been received for all billing to date.

### **Outreach Strategies**

- Staff began in-person outreach efforts to the large property management units to ensure awareness that if an option over 5% is offered at any time, the ordinance requires that they file with the program administrator. This applies when two options are offered, even though one may be under 5% and the tenant may likely choose the under 5% option.
- All units (Rental, Homeowners and other) mailer (09/22/16): 12,800 units  
Mailer included the new Rent Program Brochure and announcement of four Fair Housing Trainings hosted by AHA and facilitated by ECHO staff.
- Landlord Mailer (09/27/16): 1,780 units  
Mailer included a notice to the landlords, only regarding the new Rent Program Brochure and the requirement to provide the brochure to current and new tenants by of October 15, 2016.

### Rent Increases

RRAC case summary for September cases heard at October 3<sup>rd</sup> RRAC meeting:

- 27 cases filed
- 2 postponed cases from August
- 21 cases resolved before RRAC agenda was released (1 week prior to RRAC meeting)
- 8 cases on RRAC agenda
- 4 cases resolved before RRAC meeting October 3
- RRAC review results:
  - **1 case:** Landlord was present, but tenant did not attend. No action by RRAC. Rent increase is valid and may become effective as stated in the notice.
  - **3 cases:** Reached an agreement during the RRAC meeting.

#### AGREEMENTS:

- *Original request: 15%; **Agreement: 7.3%. one-month delay on effective date.***
- *Original request: 33.3%; **Agreement: 16.7%***
- *Original request: 10%; **Agreement: 7.4%***

### Rent Review Advisory Committee (RRAC)

The Rent Review Advisory Committee adopted amended Rules & Procedures at the September 7, 2016 meeting. Members had reviewed initial amendments at the August 1 RRAC meeting and directed staff to incorporate edits and bring the document back to the Committee at the next available meeting. The edits included adjustments to:

- the procedure for special meetings
- explanation of the Committee's review process
- additional placement of public comment on the agenda
- more clarity on maintenance of membership

### Terminations of Tenancy

- September valid notice filings: 4
- 4 "No Cause" terminations
- Landlords and tenants are strongly encouraged to have any agreement in writing relating to payment of relocation benefits.

**Capital Improvement Plans (CIP)**

- September CIP filings: 0

**Program Administration**

- Staff is working with a consultant to make all required forms available by online submission.
- Due to increased volume in notice filings, inquiries, and education needs, two additional temporary staff were brought on board in September.

➤ **CDBG/HOME Programs:**

- The Consolidated Annual Performance and Evaluation Report (CAPER) for the CDBG and HOME programs was submitted to HUD on September 28, 2016.
- On October 18, 2016, City Council approved HOME funds in the amount of \$248,740 for the Del Monte Senior Housing Project.

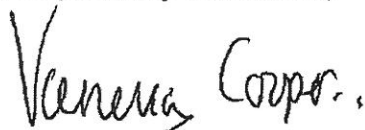
**FINANCE**

Please see the Budget Variance Report.

**RECOMMENDATION**

For information only.

Respectfully submitted,



Vanessa M. Cooper  
Executive Director

VMC/all

Attachment

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# Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and  
Members of the Board of Commissioners

From: Vanessa M. Cooper  
Executive Director

Prepared by: Marie Wang, Finance Director

Date: October 19, 2016

RE: Budget Variance Report for September 2016

## BACKGROUND

On May 18, 2016, the Board of Commissioners approved a two-year operating budget for all programs covering the fiscal years July 1, 2016 through June 30, 2018. This Budget Variance Report covers preliminary unaudited financial operating results compared to the budget approved on May 18, 2016, for the three-month period of July 1, 2016 to September 30, 2016. Although the year-end financial data is accrued, the month-to-month financials are on a cash basis.

The format of this budget variance report is different from the report presented in FY 15-16. It is more compatible with the format of the FY 16-17 approved budget. It now presents a Housing Assistance Payments (HAP) Pass-through Budget and the HCV/Section 8 Operations Budget individually.

## DISCUSSION

Overall operating income is less than the year-to-date budget by \$337,077 (-10%), mainly due to the delay of the payment of tax increment from City (\$375,158). An inquiry has been sent to the City for the status of the payment. The professional service revenue is \$178,131 less than the year-to-date budgeted revenue. It is mainly due to a time lag of billing for the CDBG program, and the billing to ICD for \$100k will be in late November.

Agency wide expenses are lower than the year-to-date budget by \$700,408 (24%). This is mainly due to the lower salary and benefit expenses (\$356,396), lower other administrative expenses (\$128,885) and lower maintenance cost (\$54,671). The operating surplus is, therefore, \$834,564, which is \$363,331 higher than the year-to-date budgeted surplus of \$471,233 (77%).

### Capital Improvement Project

CIP's totaled \$146,132 for year-to-date through September 2016. This is for Anne B Diament's Section 504 Project (ABD-C1-13). The budget for this CIP Project is \$505,000.

Project	Description	Total expense from Jul-Sep, 16
A.B. Diament (6010)	Convert units to Section 504 (ABD-C1-13)	\$146,131.67
Total		\$146,131.67

### HOUSING ASSISTANCE PAYMENTS (HAP) PASS-THROUGH

The Housing Assistance Payments (HAP) Pass-through budget includes all the Housing Choice Voucher/Section 8, Shelter Plus and Bessie Coleman (SRO) programs. The year-to-date revenue is \$992,535 less than the budget (14%). There is a time lag for receiving the year-to-date revenue from HUD for the Bessie Coleman Program. The HAP payments to landlords were \$738,811 (11%) less than the year-to-date budget. So the year-to-date payments to landlords were \$253,724 more than the revenue received as of September 30, 2016.

A project reserve (or HAP funds Held by HUD reserve) whereby AHA can draw additional HAP funds if our HAP costs exceed any year's HAP budget has been established by HUD in lieu of significant RNP (Restricted Net Position) cash reserves held by AHA in the past. Currently this HUD held HAP reserve has a balance in excess of \$3.9 million dollars as of September 30, 2016. As the payment standard increase effective April and September 2016, the HUD held HAP reserve balance will be fully utilized in the future.

Our September lease rate is at 80.6% due to the tight housing market. The year-to-date lease rate is at 80.5% for the fiscal year ending September 30, 2016, and 81.6% for the HUD calendar year 2016 annual funding cycle, which began in January. As HUD increased the Budget Authority since January 2016, the year-to-date utilization rate of actual HAP expense has decreased to 95.0% of the HUD Budget Authority for the fiscal year ending September 30, 2016, and 93.1% for the HUD calendar year 2016 annual funding cycle.

Unit Category	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Actual-Voucher	1,481	1,486	1,467										4,457
Current Budget-Voucher	1,845	1,845	1,845										5,535
Over (under) Budget	(161)	(159)	(155)										(1,078)
Percent Leased Per Mo	80.4%	80.5%	80.6%										80.5%

Actual HAP Expense vs. Budget HAP Expense

	Jul	Aug	Sept	YTD
Actual HAP Expense	\$ 2,029,433	\$ 2,026,832	\$ 2,044,882	\$ 6,101,147
HUD Budget Amount	\$ 2,140,749	\$ 2,140,749	\$ 2,140,749	\$ 6,422,247
Over (under)	\$ (111,316)	\$ (113,917)	\$ (95,867)	\$ (321,100)
Utilization	94.8%	94.7%	95.5%	95.00%

Utilization of HAP Funding

**HOUSING CHOICE VOUCHER PROGRAM OPERATIONS**

On May 26, HUD sent a letter to Executive Directors increasing the administrative fee proration for calendar year (CY) 2016 from 80 percent to 84 percent. The Department has allocated previously unused funds towards the administrative fee as the FY 2016 Appropriations Act allows it to do.

The operating (or administrative) portion of the Housing Choice Voucher program presented at this report also includes the Shelter Plus Program and ROSS/FSS Project Coordinator Programs

The operating revenue is higher than the year-to-date budget by \$111,490 (75%). This is mainly due to the higher than budgeted Administrative Fees revenue. The operating expense is lower than the budget by \$137,846 (24%), mainly due to the lower year-to-date salary and benefit expenses (\$99,075). It has an operating surplus of \$93,699 compared to the year-to-date budgeted deficit of \$155,637.

**PROPERTY OPERATIONS**

**PARROT VILLAGE AND EAGLE VILLAGE**

Total operating revenue for Parrot Village and Eagle Village properties is slightly over budget by \$29,165 (5%). This is mainly due to the actual vacancy loss is less than the budget by \$16,491. There is no write-off to date either. Operating expenses are under budget by \$89,628. This is mainly due to the lower salary and benefit expenses (\$31,568) and lower maintenance cost (\$30,275), resulting in a surplus of \$325,481 versus the year-to-date budgeted surplus of \$206,688.

### **HOUSING AUTHORITY OWNED**

Operating revenue finished this month slightly over budget by \$37,778 (3%). There were 17 vacant units in September, which includes Rosefield Village and A.B. Diament for a total of 13 units. Please note that the vacant unit referred here means the unit is vacant at any time in the month, so these numbers may not match the property reports. Out of 17 vacant units in September, three units of these are offline at Rosefield awaiting demolition and rebuilding. The actual year-to-date vacancy loss is still lower than the budget by \$31,133. There is no write-off yet and the savings are \$15,103.

The expenses are under budget by \$234,708 (20%). This is mainly due to the saving in the salary and benefit expenses of \$97,936 and lower maintenance cost (\$40,215), resulting in a surplus of \$509,750 versus the year-to-date budgeted surplus of \$237,264.

### **INDEPENDENCE PLAZA**

Operating revenue is under budget by \$334,023 (46%), mainly due to the delay of the payment of tax increment funding from the City. (\$375,158). An inquiry has been sent to the City regarding the status of the payment. There were three vacant units in September, which still resulted a saving in the year-to-date vacancy loss by \$32,557, compared with the budget.

The expenses are under budget by \$71,550 (16%). This is mainly due to the saving in the salary and benefit expenses of \$45,508, resulting in a surplus of \$17,306 versus the year-to-date budgeted surplus of \$279,779.

### **AHA/CDBG/HCD/OTHER MANAGED PROGRAMS**

This section includes Housing Community Development, CDBG, Successor Agency, Development and other Programs. The reimbursement programs are under contract with the City for CDBG, HOME and other affordable housing programs. Reimbursement billings are processed by the City. There is not any current revenue for Successor Housing agency, the funds received from the City in August of 2012 is utilized to fund the budgeted activities.

Operating revenue is under budget by \$181,487 (-72%). The professional service revenue (\$100K) will not be billed to ICD until late November. There is a time lag in the CDBG billing too. The expenses are under budget by \$166,677 (48%). This is mainly due to the saving in the salary and benefit expenses of \$84,704 and other administrative expenses of \$54,192, resulting an overall deficit of \$111,672, compared with the budgeted deficit of \$96,862.

### **OTHER FINANCIAL ISSUES**

#### **GASB-68**

As a local government agency, AHA has to maintain its books by standards set by the Government Accounting Standards Board (GASB). Each year the GASB sets guidelines for accounting practices, identified by number. Effective FY 2016, AHA must operate by

GASB rule 68, which is commonly known as GASB-68. This new rule, GASB-68, requires all government agencies (States, Counties, Cities and Special Purpose Local Governments) to report pension liabilities which have historically been reported on a pay as you go basis by all government entities. Since AHA is a member of the CalPERS retirement system, AHA is required to report each year on any unfunded pension liability.

According to the CalPERS Actuarial Valuation Report as of June 30, 2014 for the Miscellaneous Plan of the Housing Authority of the City of Alameda, the estimated balance of Authority's Unfunded Accrued Liability (UAL) as of June 30, 2016 would be \$1,600,594. This is lower than the previous estimate of \$1,874,684. According to the Senior Pension Actuary at CalPERS Actuarial Office, there is no penalty if the liability remains unpaid, but the plan charges 7.5% on any existing unfunded liability.

Although the Board has approved a payment of \$1,954,024 to pay down the liability, staff delayed the payment as previously reported in order to obtain further information from CalPERS. Staff has made a payment of \$1,000,000 on June 8, 2016 to avoid the 7.5% interest charge on outstanding liabilities. This partial payment was made due to the concern that if the Unfunded Accrued Liability (UAL) balances decreases more, as we have observed for the past year, we would not take the risk of overpaying the UAL. The staff will continue monitoring the UAL balance to make recommendations of either paying down or paying off the balance. If the total amount recommended to pay off exceeds the previous approved pay off of \$1,954,024, staff will return to the Board for approval.

Since the \$1,000,000 payment was made before June 15<sup>th</sup>, CalPERS informed us that our 2016-17 Employer Unfunded Liability reduced by \$64,526.

CalPERS just released the actuarial valuations report with the measurement date of June 30, 2015 for the whole risk-pool, which they made available to everyone online. The difference this year is that they are not providing individualized reports with the required disclosures readily available (like they did last year.) The staff will review the report and make any new recommendations, if necessary, to the Board, once the updated balance of Unfunded Accrued Liability (UAL) is calculated and confirmed.

#### **GASB-45/OPEB**

The Government Accounting Standards Board (GASB) has mandated disclosure of other post-employment benefit (OPEB) liabilities for all government employers beginning in 2009. During fiscal years prior to 2012 the Authority's employees were actually employees of the City of Alameda and not employees of the Authority itself, therefore there was no OPEB obligation or expense recognized in fiscal years prior to 2012. During fiscal year 2015 the Authority administered this program on a pay-as-you-go basis and actual costs were expensed as incurred. To comply with GASB 45, the Authority estimated the present value of the projected benefits of the OPEB program using the Alternative Measurement Method as permitted by GASB Statements Numbers 43 and 45.

The goal of GASB 45 is to match recognition of retiree medical expense with the periods during which the benefit is earned. The entry age normal cost method effectively meets this goal in most circumstances. The Authority has adopted an entry age normal cost method to determine the present value of benefits and the actuarial accrued liability. The plan currently has no assets. The amortization method is a level percent of payroll, with an amortization period of thirty years. The Authority has adopted a pay-as-you-go policy and is not currently funding this liability above the monthly requirement; instead, the Authority makes actual monthly payments for its portion of the retirees' premiums. The payments for 2015 totaled \$2,416. The Authority accrued a management determined estimate of \$9,838 at the end of the prior fiscal year. In 2016.

AHA has issued a Request for Proposal (RFP) for an independent assessment of OPEB liabilities for the analysis on the post-employment health benefits and make recommendations of possible improvements in regards to AHA Actuarial Funding Policy and the benefit structure of AHA. The deadline for submitting the proposal is September 28, 2016. Two responses were received as of September 28, 2016. Nicolay Consulting Group has been selected to provide the analysis and prepare the detailed actuarial report to be incorporated into the audited financial statement. Nicolay Consulting Group will plan to present the report to Board of Commissioners no later than January 2017.

#### BUDGET CONSIDERATION/FINANCIAL IMPACT

At the bottom of each budget variance report, the balance is shown by either a surplus or deficit. An adjustment for any deficit is made by transferring from accumulated operating reserves. Generally, surpluses are added to operating reserves while deficits are reductions to operating reserves.

#### RECOMMENDATION

For information only.

Respectfully submitted,



Vanessa M. Cooper  
Executive Director

VC/MW

Attachments: 1. Budget Variance Report

**Parrot and Eagle Village  
Budget Comparison**  
Period = Sep 2016

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>Revenue</b>									
Tenant Rent Received	48,478	48,478	0	0%	145,434	145,434	0	0%	581,736
Tenant HAP Subsidy	164,717	152,503	12,214	8%	470,653	457,508	13,145	3%	1,830,034
Gross Potential Rent	213,195	200,981	12,214	6%	616,087	602,942	13,145	0%	2,411,770
Vacancy Loss	-5,262	-10,049	4,787	-48%	-13,656	-30,147	16,491	-55%	-120,588
Rent Free Unit	-2,639	-2,639	0	0%	-7,917	-7,917	0	0%	-31,668
Write Off	0	-2,010	2,010	-100%	0	-6,029	6,029	-100%	-24,117
Net Tenant Rental Revenue	205,294	186,283	19,011	10%	594,514	558,849	35,665	6%	2,235,397
Maintenance Charges	394	192	202	105%	1,743	575	1,168	203%	2,300
Late Charges	180	0	180	0%	470	0	470	0%	0
<b>Total Tenant Revenue</b>	<b>205,868</b>	<b>186,475</b>	<b>19,393</b>	<b>10%</b>	<b>596,727</b>	<b>559,424</b>	<b>37,303</b>	<b>7%</b>	<b>2,237,697</b>
Other Income	-4,115	1,047	-5,161	-493%	-4,998	3,140	-8,138	-259%	12,559
<b>Total Revenue</b>	<b>201,753</b>	<b>187,521</b>	<b>14,232</b>	<b>8%</b>	<b>591,729</b>	<b>562,564</b>	<b>29,165</b>	<b>5%</b>	<b>2,250,256</b>
<b>Expenses:</b>									
<b>Administrative</b>									
Administrative Salaries	12,861	18,681	5,821	31%	43,196	56,044	12,848	23%	224,176
Admin Employee Benefit	6,013	7,724	1,711	22%	17,109	23,173	6,064	26%	92,694
Temporary Help - Administrative	2,271	625	-1,646	-263%	7,530	1,876	-5,654	-301%	7,504
Legal Expense	985	1,003	19	2%	2,338	3,010	672	22%	12,039
Auditing Fees	878	542	-337	-62%	878	1,625	747	46%	6,499
Other Admin Expenses	3,836	5,765	1,929	33%	8,873	17,292	8,419	49%	69,169
<b>Total Administrative Expense</b>	<b>26,843</b>	<b>34,340</b>	<b>7,497</b>	<b>22%</b>	<b>79,924</b>	<b>103,020</b>	<b>23,096</b>	<b>22%</b>	<b>412,081</b>
<b>Tenant/Social Services/Police</b>									
Tenant Services - Salaries	2,708	2,066	-642	-31%	4,904	6,200	1,296	21%	24,798
Employee Benefits	791	1,091	300	27%	2,350	3,274	924	28%	13,097
Police Services	4,821	2,275	-2,546	-112%	8,889	6,825	-2,064	-30%	27,300
Tenant Service Activities - Contracts and	4,662	2,212	-2,450	-111%	6,486	6,635	149	2%	26,540
<b>Total Tenant Services and Benefits</b>	<b>12,982</b>	<b>7,645</b>	<b>-5,337</b>	<b>-70%</b>	<b>22,629</b>	<b>22,934</b>	<b>305</b>	<b>1%</b>	<b>91,735</b>
<b>Total Utilities</b>	<b>28,339</b>	<b>21,365</b>	<b>-6,974</b>	<b>-33%</b>	<b>39,263</b>	<b>64,094</b>	<b>24,831</b>	<b>39%</b>	<b>256,378</b>
<b>Regular Maintenance</b>									
Maintenance - Salaries	24,339	18,106	-6,234	-34%	44,709	54,317	9,608	18%	217,267
Maintenance Employee Benefits	10,578	8,273	-2,304	-28%	18,338	24,820	6,482	26%	99,281
Maintenance Materials	2,424	4,208	1,784	42%	6,523	12,623	6,100	48%	50,493
Maintenance Contract Cost	11,385	16,753	5,367	32%	26,083	50,258	24,175	48%	201,031
<b>Total Maintenance</b>	<b>48,726</b>	<b>47,339</b>	<b>-1,387</b>	<b>-3%</b>	<b>95,653</b>	<b>142,018</b>	<b>46,365</b>	<b>33%</b>	<b>568,072</b>
<b>General Expenses</b>									
Interest Expense/Finance Charges	8,493	5,730	-2,763	-48%	23,432	17,189	-6,243	-36%	68,756
Insurance - Liability	1,070	406	-664	-164%	1,070	1,219	149	12%	4,874
Insurance - Property	258	1,668	1,410	85%	3,934	5,004	1,070	21%	20,017
Insurance - Vehicle	145	132	-13	-10%	343	398	55	14%	1,950
<b>Total General Expenses</b>	<b>9,966</b>	<b>7,936</b>	<b>-2,030</b>	<b>-26%</b>	<b>28,779</b>	<b>23,809</b>	<b>-4,970</b>	<b>-21%</b>	<b>95,237</b>
<b>Total Expenses</b>	<b>126,856</b>	<b>118,625</b>	<b>-8,231</b>	<b>-7%</b>	<b>266,248</b>	<b>355,876</b>	<b>89,628</b>	<b>25%</b>	<b>1,423,503</b>
<b>Net Income</b>	<b>74,897</b>	<b>68,896</b>	<b>6,001</b>	<b>9%</b>	<b>325,481</b>	<b>206,688</b>	<b>-118,793</b>	<b>-57%</b>	<b>826,753</b>

		AHA Owned				Budget Comparison			
		Period = Sep 2016							
	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>Revenue</b>									
Tenant Rent Received	125,307	125,307	0	0%	375,921	375,921	0	0%	1,503,684
Tenant HAP Subsidy	378,140	378,140	0	0%	1,134,421	1,134,421	0	0%	4,537,685
Gross Potential Rent	503,447	503,447	0	0%	1,510,342	1,510,342	0	0%	6,041,369
Vacancy Loss	-6,846	-25,172	18,326	73%	-44,384	-75,517	31,133	41%	-302,069
Rent Free Unit	-5,679	-5,679	0	0%	-17,037	-17,037	0	0%	-68,148
Write Off	0	-5,034	5,034	100%	0	-15,103	15,103	100%	-60,414
Net Tenant Rental Revenue	490,922	467,562	23,360	5%	1,448,921	1,402,685	46,236	3%	5,610,738
Maintenance Charges	3,868	612	3,255	532%	9,421	1,838	7,583	413%	7,350
Late Charges	360	0	360	0%	1,040	0	1,040	100%	0
Commercial Rents	2,401	2,326	75	3%	7,203	6,978	225	3%	27,911
<b>Total Tenant Revenue</b>	<b>497,550</b>	<b>470,500</b>	<b>27,050</b>	<b>6%</b>	<b>1,466,585</b>	<b>1,411,500</b>	<b>55,085</b>	<b>4%</b>	<b>5,645,999</b>
Other Income	-6,456	6,126	-12,582	-205%	1,072	18,379	-17,307	-94%	73,515
<b>Total Revenue</b>	<b>491,095</b>	<b>476,626</b>	<b>14,469</b>	<b>3%</b>	<b>1,467,657</b>	<b>1,429,879</b>	<b>37,778</b>	<b>3%</b>	<b>5,719,514</b>
<b>Expenses:</b>									
<b>Administrative</b>									
Administrative Salaries	41,178	59,814	18,636	31%	138,304	179,443	41,139	23%	717,770
Admin Employee Benefits	24,607	24,740	133	448%	54,333	74,218	19,885	341%	296,871
Temporary Help - Administrative	8,609	2,019	-6,590	-326%	19,961	6,056	-13,905	-230%	24,224
Legal Expense	5,684	3,239	-2,445	-75%	10,121	9,716	-404	-4%	38,865
Auditing Fees	2,507	1,546	-961	-62%	2,507	4,637	2,131	46%	18,550
Other Admin. Expenses	14,978	19,970	4,993	383%	35,834	59,912	24,077	40%	239,645
<b>Total Administrative Expense</b>	<b>97,561</b>	<b>111,327</b>	<b>13,766</b>	<b>12%</b>	<b>261,058</b>	<b>333,981</b>	<b>72,923</b>	<b>22%</b>	<b>1,335,925</b>
<b>Tenant/Social Services/Police</b>									
Tenant Services - Salaries	7,993	6,099	-1,894	-31%	14,475	18,298	3,823	21%	73,190
Employee Benefits	-7,478	3,392	10,869	320%	7,304	10,175	2,871	28%	40,698
Police Services	16,673	7,910	-8,763	-111%	27,804	23,730	-4,074	-17%	94,920
Tenant-Relocation Costs	1,244	2,426	1,182	49	1,244	7,277	6,033	83	29,109
Tenant Service Activities - Contracts and	10,548	7,068	-3,481	-49%	16,553	21,202	4,650	22%	84,810
<b>Total Tenant Services and Benefits</b>	<b>28,981</b>	<b>26,894</b>	<b>-2,087</b>	<b>-8%</b>	<b>67,380</b>	<b>80,682</b>	<b>13,302</b>	<b>16%</b>	<b>322,727</b>
<b>Total Utilities</b>	<b>41,528</b>	<b>54,179</b>	<b>12,652</b>	<b>23%</b>	<b>92,133</b>	<b>162,538</b>	<b>70,405</b>	<b>43%</b>	<b>650,153</b>
<b>Regular Maintenance</b>									
Maintenance - Salaries	64,945	51,307	-13,639	-27%	122,668	153,920	31,252	20%	615,679
Total Maint Employee Benefits	38,773	23,113	-15,660	-68%	56,469	69,340	12,871	19%	277,361
Maintenance Materials	8,401	10,803	2,402	22%	16,664	32,410	15,746	49%	129,640
Maintenance Contracts Costs	54,072	49,754	-4,318	-9%	124,792	149,261	24,469	16%	597,045
<b>Total Maintenance</b>	<b>166,192</b>	<b>134,977</b>	<b>-31,215</b>	<b>-23%</b>	<b>320,592</b>	<b>404,931</b>	<b>84,339</b>	<b>21%</b>	<b>1,619,725</b>
<b>General Expenses</b>									
Interest Expense	66,163	65,870	-293	0%	198,734	197,609	-1,125	-1%	790,436
Insurance - Liability	3,645	1,298	-2,347	-181%	6,501	3,894	-2,607	-67%	15,576
Insurance - Property	2,912	2,570	-342	-13%	8,412	7,710	-702	-9%	30,841
Insurance - Vehicle	-196	423	619	146%	1,096	1,270	174	14%	5,078
<b>Total General Expenses</b>	<b>72,524</b>	<b>70,161</b>	<b>-2,363</b>	<b>-3%</b>	<b>214,743</b>	<b>210,483</b>	<b>-4,261</b>	<b>-2%</b>	<b>841,931</b>
<b>Total Operating Expenses</b>	<b>406,785</b>	<b>397,538</b>	<b>-9,247</b>	<b>-2%</b>	<b>955,907</b>	<b>1,192,615</b>	<b>236,708</b>	<b>20%</b>	<b>4,770,461</b>
Pre-development Cost	0	0	0	0%	2,000	0	-2,000	-100%	0
Total Expenses	406,785	397,538	-9,247	-2%	957,907	1,192,615	234,708	20%	4,770,461
<b>Net Income</b>	<b>84,310</b>	<b>79,088</b>	<b>5,222</b>	<b>7%</b>	<b>509,750</b>	<b>237,264</b>	<b>272,486</b>	<b>115%</b>	<b>949,053</b>



INDEPENDENCE PLAZA (8100)

Budget Comparison

Period = September 2016

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>Revenue</b>									
Tenant Rent Received	131,840	131,840	0	0%	395,520	395,520	0	0%	1,582,081
Tax Increment Payments from the City	0	125,053	-125,053	-100%	0	375,158	-375,158	-100%	1,500,633
Gross Potential Rent	131,840	256,893	-125,053	-100%	395,520	770,678	-375,158	-49%	3,082,714
Vacancy Loss	-526	-12,845	12,319	-96%	-5,977	-38,534	32,557	-84%	-154,136
Rent Free Unit	-1,893	-1,893	0	0%	-5,679	-5,679	0	0%	-22,716
Write Off	0	-2,569	2,569	-100%	0	-7,707	7,707	-100%	-30,827
Net Tenant Rental Revenue	129,421	239,586	-110,165	-46%	383,864	718,758	-334,894	-46%	2,875,035
Maintenance Charges	55	333	-278	-83%	1,522	1,000	522	52%	4,000
Late Charges	60	54	6	11%	130	163	-33	-20%	650
<b>Total Tenant Revenue</b>	<b>129,536</b>	<b>239,974</b>	<b>-110,437</b>	<b>-46%</b>	<b>385,516</b>	<b>719,921</b>	<b>-334,405</b>	<b>-46%</b>	<b>2,879,685</b>
Other Income	2,353	1,586	767	48%	5,140	4,758	382	8%	19,032
<b>Total Revenue</b>	<b>131,889</b>	<b>241,560</b>	<b>-109,670</b>	<b>-45%</b>	<b>390,656</b>	<b>724,679</b>	<b>-334,023</b>	<b>-46%</b>	<b>2,898,717</b>
<b>Expenses:</b>									
<b>Administrative</b>									
Administrative Salaries	13,521	18,048	4,527	25%	42,827	54,143	11,317	21%	216,573
Admin Employee Benefit	5,884	7,462	1,579	21%	16,647	22,389	5,741	26%	89,554
Temporary Help - Administrative	3,085	605	-2,480	-41%	8,627	1,815	-6,812	-375%	7,259
Legal Expense	1,002	970	-31	-3%	2,268	2,912	643	22%	11,646
Auditing Fees	1,081	666	-415	-62%	1,081	1,999	918	46%	7,996
Other Admin Expenses	5,385	7,240	1,856	26%	13,781	21,726	7,945	37%	86,902
Total Administrative Expense	29,956	34,994	5,038	14%	85,231	104,983	19,752	19%	419,930
<b>Tenant/Social Services/Police</b>									
Tenant Services - Salaries	3,223	2,459	-764	-31%	5,836	7,377	1,541	21%	29,508
Tenant Services - Employee Benefits	556	1,194	639	54%	2,585	3,583	997	28%	14,330
Police Services	6,484	3,062	-3,422	-112%	9,529	9,188	-342	-4%	36,750
Tenant Service Activities - Contracts and	6,273	4,471	-1,802	-40%	9,623	13,414	3,791	28%	53,655
Total Tenant Services and Benefits	16,535	11,187	-5,348	-48%	27,573	33,561	5,988	18%	134,243
Total Utilities	23,071	25,084	2,013	8%	40,427	75,251	34,824	46%	301,005
<b>Regular Maintenance</b>									
Maintenance - Salaries	33,206	26,462	-6,744	-25%	62,978	79,387	16,410	21%	317,549
Maint Employee Benefits	9,490	12,388	2,899	23%	20,852	37,166	16,314	44%	148,662
Maintenance Materials	4,109	4,665	556	12%	8,698	13,994	5,296	38%	55,978
Maintenance Contract Cost	20,624	11,212	-9,412	-84%	56,790	33,637	-23,153	-69%	134,548
Total Maintenance	67,429	54,728	-12,701	-23%	149,318	164,184	14,866	9%	656,737
<b>General Expenses</b>									
Interest Expense	20,085	19,592	-493	-3%	60,673	58,777	-1,897	-3%	235,106
Insurance - Liability	2,239	821	-1,418	-173%	4,113	2,464	-1,649	-67%	9,854
Insurance - Property	2,198	1,626	-572	-35%	5,322	4,878	-444	-9%	19,512
Insurance - Vehicle	463	268	-196	-73%	693	803	110	14%	3,213
Total General Expenses	24,985	22,307	-2,678	-12%	70,801	66,921	-3,880	-6%	267,685
<b>Total Expenses</b>	<b>161,976</b>	<b>148,300</b>	<b>-13,676</b>	<b>-9%</b>	<b>373,350</b>	<b>444,900</b>	<b>71,550</b>	<b>16%</b>	<b>1,779,600</b>
Net Income	-30,087	93,260	-123,347	-132%	17,306	279,779	-262,473	-94%	1,119,117

HCV/Section 8 Operations ( NO HAP)  
Budget Comparison

Period = Sep 2016

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>Revenue</b>									
HUD Grant & Admin Fees	145,979	139,172	6,807	5%	528,947	417,517	111,430	27%	1,670,068
Other Income	43	41	2	5%	183	123	60	49%	491
<b>Total Revenue</b>	<b>146,022</b>	<b>139,213</b>	<b>6,809</b>	<b>5%</b>	<b>529,130</b>	<b>417,640</b>	<b>111,490</b>	<b>75%</b>	<b>1,670,559</b>
<b>Expenses:</b>									
<b>Administrative</b>									
Administrative Salaries	71,521	103,892	32,371	31%	240,221	311,674	71,453	23%	1,246,697
Admin Employee Benefit	28,536	40,841	11,788	29%	94,904	122,526	27,622	23%	490,099
Temporary Help - Administrative	5,297	3,392	-1,905	-56%	14,220	10,174	-4,046	-40%	40,698
Legal Expense	4,539	5,441	902	17%	12,234	16,324	4,090	25%	65,296
Auditing Fees	858	528	-330	-63%	858	1,585	727	46%	6,341
Other Admin Expenses	24,942	29,041	5,212	28%	53,098	87,125	143,058	23%	348,498
	135,693	183,135	47,442	26%	415,535	549,408	133,873	24%	2,197,629
<b>Tenant/Social Services/Police</b>									
Tenant Svcs Employee Benefits - Other	-3,200	0	3,200	-100%	0	0	0	0	0
Police Services	10,040	4,252	-5,788	-136%	11,112	12,758	1,646	13%	51,030
Tenant and Social Services - Activities	113	278	165	59%	311	833	522	63%	3,333
<b>Total Tenant Services and Benefits</b>	<b>6,953</b>	<b>4,530</b>	<b>-2,423</b>	<b>-53%</b>	<b>11,423</b>	<b>13,591</b>	<b>2,168</b>	<b>16%</b>	<b>54,363</b>
<b>Total Utilities</b>	<b>2,712</b>	<b>1,195</b>	<b>-1,517</b>	<b>-127%</b>	<b>2,997</b>	<b>3,584</b>	<b>587</b>	<b>16%</b>	<b>14,337</b>
<b>Maintenance</b>									
Maint Employee Benefits	2	0	-2	-100%	3	0	-3	-100%	0
Maintenance Materials	147	284	137	48%	195	854	659	77%	3,414
Maintenance Contract Cost	1,620	1,947	327	17%	4,221	5,841	1,620	28%	23,364
<b>Total Maintenance</b>	<b>1,770</b>	<b>2,232</b>	<b>462</b>	<b>21%</b>	<b>4,420</b>	<b>6,694</b>	<b>2,274</b>	<b>34%</b>	<b>26,778</b>
<b>General Expenses</b>									
Insurance - Liability	0	0	0	0	910	0	-910	-100%	0
Insurance - Vehicle	0	0	0	0	146	0	-146	-100%	0
<b>Total General Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>1,056</b>	<b>0</b>	<b>-1,056</b>	<b>-100%</b>	<b>0</b>
<b>Total Expenses</b>	<b>147,128</b>	<b>191,092</b>	<b>43,964</b>	<b>23%</b>	<b>435,431</b>	<b>573,277</b>	<b>137,846</b>	<b>24%</b>	<b>2,293,107</b>
<b>Net Income</b>	<b>-1,106</b>	<b>-51,879</b>	<b>50,773</b>	<b>98%</b>	<b>93,699</b>	<b>-155,637</b>	<b>249,336</b>	<b>160%</b>	<b>-622,548</b>

HCD/CDBG/Successor Agency/DEV/Other Programs  
 Budget Comparison - HCD/CDBG/Successor Agency

Period = Sep 2016

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>Revenue</b>									
Interest Income	0	782	-782	-100%	0	2,346	-2,346	-100%	9,382
Land Fee/Ground Lease	447	784	-337	-43%	1,341	2,351	-1,010	-43%	9,405
Professional Service Revenue	42,197	82,342	-40,145	-49%	68,894	247,025	-178,131	-72%	988,102
Total Revenue	42,645	83,907	-41,262	-49%	70,235	251,722	-181,487	-72%	1,006,889
<b>Expenses:</b>									
<b>Administrative</b>									
Administrative Salaries	27,617	55,793	28,176	51%	118,214	167,379	47,515	28%	669,516
Admin Employee Benefits	10,136	18,454	8,318	45%	43,057	55,359	12,302	22%	221,442
Temporary Help - Administrative	2,654	9,323	6,669	72%	3,102	27,969	24,867	89%	111,875
Legal Expense	2,757	1,626	-1,131	-70%	6,813	4,878	-2,871	-59%	19,509
Auditing Fees	676	417	-259	-62%	676	1,250	574	46%	5,000
Other Admin Expenses	9,942	22,125	12,183	55%	12,187	66,378	54,192	82%	266,425
Total Administrative Expense	53,782	107,814	54,032	50%	184,049	323,443	139,394	43%	1,293,767
Tenant/Social Services/Police									
Police Services	360	0	-360	-100%	377	0	-377	-100%	0
Total Tenant Services and Benefits	-784	0	784	-100%	377	0	-401	-100%	0
Total Utilities	619	0	-619	0	619	0	-619	-100	0
Regular Maintenance									
Maintenance - Salaries	59	47	-12	-26%	112	142	23	16%	566
Maint Employee Benefits	-17	0	17	100%	3	0	-3	-100%	0
Maintenance Materials	2	0	-2	-100%	2	0	-2	-100%	0
Total Maintenance Contract Cost	244	0	-244	-100%	244	0	-244	-100%	0
Total Maintenance	289	47	-242	-515%	362	142	-227	-160%	283
Total Operating Expenses	53,905	107,861	53,956	50%	185,404	323,584	138,180	43%	1,294,333
Pre-development Cost	0	8,333	8,333	100%	-3,497	25,000	28,497	114%	100,000
Total Expenses	53,905	116,195	62,290	54%	181,907	348,584	166,677	48%	1,394,333
Net Income	-11,260	-32,287	43,547	135%	-111,672	-96,862	14,810	15%	-387,444

**Budget Comparison - Housing Assistance Payments ( HAP ) Pass Through budget**

Period = Sep 2016

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Total HUD Grant	2,014,323	2,321,521	-307,198	-13%	5,972,027	6,964,562	-992,535	-14%	27,858,249
HUD Operating Grants									
Other Expenses									
Rent to Owners - Bessie Coleman	15,772	17,222	1,450	8%	46,457	51,666	5,209	10%	206,664
PORT-In (A/R Billings)	-8,607	0	8,607	100%	-24,752	0	24,752	-100%	0
Housing Assistance Payments - Landlords	2,104,571	2,304,299	199,728	9%	6,179,447	6,912,896	733,449	11%	27,651,585
Housing Assistance Payments - FSS	5,860	0	-5,860	-100%	16,249	0	-16,249	-100%	0
Utility Allowance to Tenants	2,847	0	-2,847	-100%	8,350	0	-8,350	-100%	0
Housing Assistance Payments	2,120,443	2,321,521	201,078	9%	6,225,751	6,964,562	738,811	11%	27,858,249
Total Expenses	2,120,443	2,321,521	201,078	9%	6,225,751	6,964,562	738,811	11%	27,858,249
Net Income	-106,120	0	-106,120	-100%	-253,724	0	-253,724	-100%	0

Housing Authority of the City of Alameda												
Unaudited Budget Variance Report												
For the three month Fiscal Period Ending September 30, 2016												
Description	Year - to-Date (YTD) Actual Income and Expenditures											
	Parrot & Eagle Village	AHA Owned	Independence Plaza	HCV/Section 8 Operations	HCD/CDBG/Successor Agency/DEV/Other Properties	YTD Actual	YTD Actual	Total Actual	Budget	Variance	% at +/-	Annual Budget FY 16-17
<b>Revenue</b>												
Tenant Rent Received	145,434	375,921	395,520			916,875	916,875	916,875	(0)	0%	3,667,501	
Tenant HAP Subsidy	470,653	1,134,421	0	0		1,605,074	1,591,930	1,591,930	13,144	1%	6,367,720	
Tax Increment Payments from City			0	0		0	375,158	(375,158)	-100%	-100%	1,500,633	
Gross Potential Rent	616,087	1,510,342	395,520			2,521,949	2,883,964	(362,015)	-13%	-13%	11,535,854	
Vacancy Loss	\$ (13,656)	\$ (44,384)	\$ (5,977)			\$ (64,017)	(144,198)	80,181	-56%	-56%	(576,793)	
Rent Free Unit	\$ (7,917)	\$ (17,037)	\$ (5,679)			\$ (30,633)	(30,633)		0%	0%	(122,532)	
Write Off	\$ -	\$ -	\$ -			\$ -	(28,840)	28,840	-100%	-100%	(115,359)	
Net Rental Income	\$ 594,514	\$ 1,448,921	\$ 383,864			\$ 2,427,299	2,680,293	(252,994)	-9%	-9%	10,721,170	
Maintenance Charges	1,743	9,421	1,522			12,686	3,575	9,111	255%	255%	14,300	
Late Charges	470	1,040	130			1,640	-	1,640	100%	100%	-	
Commercial Rents		7,203	0			7,203	6,978	225	3%	3%	27,911	
Total Tenant Revenue	\$ 596,727	\$ 1,466,585	\$ 385,516	\$ -	\$ -	\$ 2,448,828	2,690,845	(242,017)	-9%	-9%	10,763,381	
HUD Grant & Administrative Fees				528,947		528,947	417,517	111,430	27%	27%	1,670,068	
Other Income	\$ (4,998)	\$ 1,072	\$ 5,140	\$ 183	\$ 70,235	71,632	278,122	(206,490)	-74%	-74%	1,112,486	
<b>Total Revenue</b>	<b>591,729</b>	<b>1,467,657</b>	<b>390,656</b>	<b>529,130</b>	<b>70,235</b>	<b>3,049,407</b>	<b>3,386,484</b>	<b>(337,077)</b>	<b>-10%</b>	<b>-10%</b>	<b>13,545,935</b>	
<b>Expenses:</b>												
<b>Administrative</b>												
Administrative Salaries	43,196	138,304	42,827	240,221	118,214	582,762	768,683	185,921	24%	24%	3,074,733	
Admin Employee Benefit	17,109	54,333	16,647	94,904	43,057	226,050	287,665	71,615	24%	24%	1,190,658	
Temporary Help - Administrative	7,530	19,961	8,627	14,220	3,102	53,440	47,890	(5,550)	-12%	-12%	191,560	
Legal Expense	2,338	10,121	2,268	12,234	6,813	33,774	36,839	3,065	8%	8%	147,354	
Auditing Fees	878	2,507	1,081	858	676	6,000	11,097	5,097	46%	46%	44,387	
Other Admin. Expenses	8,873	35,834	13,781	53,098	12,187	123,773	252,658	128,885	51%	51%	1,010,632	
Total Administrative Expense	79,924	261,060	85,231	415,535	184,049	1,025,799	1,414,831	389,032	27%	27%	5,659,324	
Tenant/Social Services/Police												
Tenant Services - Salaries	4,904	14,475	5,836	0		25,215	31,874	6,659	21%	21%	127,495	
Tenant Employee Benefits	2,350	7,304	2,585	0	0	12,239	17,031	4,792	28%	28%	68,124	
Police Services	8,889	27,804	9,529	11,112	377	57,711	52,500	(5,211)	-10%	-10%	210,000	
Tenant-Relocation Costs	0	1,244	0	0		1,244	7,277	6,033	83%	83%	29,109	
Tenant and Social Services - Activities	6,486	16,553	9,623	311		32,973	42,085	9,112	59%	59%	168,338	
Total Tenant Services and Benefits	22,629	67,380	27,573	11,423	377	129,382	150,767	21,385	14%	14%	603,066	
Utilities												
Total Utilities	39,263	92,133	40,427	2,997	619	175,439	305,468	130,029	43%	43%	1,221,872	
Regular Maintenance												
Maintenance - Salaries	44,709	122,668	62,978		112	230,467	287,765	57,298	20%	20%	1,151,061	

Housing Authority of the City of Alameda												
Unaudited Budget Variance Report												
For the three month Fiscal Period Ending September 30, 2016												
Description	Year - to-Date (YTD) Actual Income and Expenditures											
	Parrot & Eagle Village	AHA Owned	Independence Plaza	HCV/Section 8 Operations	HCD/CDBG/Successor Agency/DEV/Other Properties	Total Actual	Budget	Variance	Year-to-Date	Variance	% at +/-	Annual Budget FY 16-17
YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual
Maint Employee Benefits	18,338	56,469	20,852	3	3	95,665	131,327	35,662			27%	525,306
Maintenance Materials	6,523	16,661	8,698	195	2	32,079	59,882	27,803			46%	239,526
Maintenance Contract Cost	26,083	124,792	56,790	4221	244	212,130	238,999	26,869			11%	955,995
Total Maintenance	95,653	320,590	149,318	4,419	361	570,341	717,972	147,631			21%	2,871,888
General Expenses												
Interest Expense	23,432	198,734	60,673	0		282,839	273,575	(9,265)			-3%	1,094,298
Insurance - Liability	1,070	6,501	4,113	910		12,594	7,576	(5,018)			-66%	30,303
Insurance - Property	3,934	8,412	5,322	0		17,668	17,593	(76)			0%	70,370
Insurance - Vehicle	343	1,096	693	146		2,278	2,471	193			8%	9,882
Total General Expenses	28,779	214,743	70,801	1,056	0	315,379	301,213	(14,166)			-5%	1,204,853
Total Operating Expenses	266,248	955,906	373,350	435,430	185,406	2,216,340	2,890,251	673,911			23%	11,561,003
Other Expenses												
Pre-development Cost		2,000				-3,497	25,000	26,497			106%	100,000
Total Other Expenses		2,000				-3,497	25,000	26,497			106%	100,000
Total Expenses	266,248	957,906	373,350	435,430	181,909	2,214,843	2,915,251	700,408			24%	11,661,003
Net Income	325,481	509,751	17,306	93,700	-111,674	834,564	471,233	363,331			77%	1,884,932



# Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and  
Members of the Board of Commissioners

From: Vanessa M. Cooper  
Executive Director

Prepared by: Victoria Johnson, Director of Housing and Community Development

Date: October 19, 2016

Re: Rosefield Village Project Update; Delegate Authority to the Executive  
Director to Negotiate and Execute a Contract for A&E Services

## BACKGROUND

In November 2015 the Board directed staff to commence pre-development work on behalf of the Rosefield Village project and in April 2016 the Board authorized the submission of an application for tax-exempt bond financing. Initially, the development plan was to renovate the existing buildings to meet current codes and to extend the useful life. In May 2016, staff received a third structural investigation report that corroborated earlier reports stating that the modular buildings have reached the near-end of serviceable use and should be replaced. Since then, staff has been working with a financial consultant to evaluate alternate funding schemes to demolish and rebuild the buildings. Staff has also met with residents to provide early and accurate information about the proposed redevelopment project, and to assist with long-range relocation planning. Staff will return to the Board with a written draft Relocation Plan within the next few months.

An application for tax-exempt bond financing to develop 66 units was submitted to the California Debt Limit Allocation Committee (CDLAC) in June 2016. In order to take advantage of the "Difficult Development Area" status that provides a tax credit boost, bond applications had to be received by CDLAC before June 15, 2016. The application was deemed complete and accepted. However, the project still needs to secure additional financing including tax credits and to close by May 2018. If this timeframe is not feasible, a new bond application can be submitted. Similarly, if it is found that the site can be feasibly redeveloped with more than 66 units, a new bond application can be prepared and submitted.

## DISCUSSION

The next step of the development process is to engage a design firm that can provide site planning, architectural and engineering services. The design firm will be tasked with

developing a site plan that maximizes the unit count and the livability of the 2 acre site and meets all State requirements for new construction. Staff must obtain Planned Development (PD) approval from the Planning Board in order to apply for tax credits and any other State funding.

There are currently six qualified firms on the list of A&E providers. Each of these firms has been invited to submit a proposal for the Rosefield project. The firms are:

- Anne Phillips Architecture
- BAR Architects
- Dahlin Group Architects
- MWA Architects
- SGPA Architecture
- YHLA Architects

#### FINANCIAL IMPACT

The Board has previously authorized a \$1 million loan to Island City Development for pre-development expenses. To date, approximately \$163,000 has been committed or spent for the bond application fee, professional services, and engineering and design fees. This includes a \$100,000 bond deposit that will be credited towards the project at closing. All funds loaned to ICD are tracked separately and are documented with a Promissory Note. When the project closes with construction financing, most pre-development expenses are reimbursed.

#### RECOMMENDATION

Staff requests Board approval for the Executive Director or designee to negotiate and execute a contract for A&E services for the Rosefield Village redevelopment project. The final contract may also be signed on behalf of or assigned to ICD or the tax credit partnership and separate ICD approval will be granted.

Respectfully submitted,



Vanessa M. Cooper  
Executive Director

VMC/vj





# Housing Authority of the City of Alameda

701 Atlantic Avenue, Alameda, CA 94501 ~ Phone: (510) 747-4300 ~ Fax: (510) 522-7848 ~ TDD: (510) 522-8467 ~ Web: www.alamedahsg.org

To: Honorable Chair and  
Members of the Board of Commissioners

From: Vanessa M. Cooper  
Executive Director

Prepared By: Victoria Johnson  
Director of Housing and Community Development

Date: October 19, 2016

RE: Authorize the Executive Director to Execute Documents that Grant an  
Access Easement to the City of Alameda at the Parrot Village/Parrot  
Gardens Property

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## BACKGROUND

The City of Alameda Department of Recreation and Parks has been working for several years to develop the 22-acre Jean Sweeney Open Space Park. This park is located between Constitution Way and Sherman Street, south of Atlantic Avenue.

## DISCUSSION

The Jean Sweeney Open Space Park will include a variety of passive and active recreation areas. A section of the Cross Alameda Trail will connect the east and west ends of the park. The main vehicular entrance and parking area will be accessible from Sherman Street. The design also includes several neighborhood access points for pedestrians and bicyclists. The City has approached the Housing Authority to request an access easement at the north end of St. Charles Street. St. Charles Street now terminates at the driveway that separates Parrot Village from Parrot Gardens. Pedestrian/bicycle access points to the south side of the park will also be provided at 8<sup>th</sup>, 9<sup>th</sup>, Nason and Wood Streets. Therefore, the overall level of activity at St. Charles Street is expected to be modest, used primarily by nearby residents.

The attached Exhibit A shows the scope and location of the proposed City improvements. The work will include the following: replace and upgrade park boundary fencing, install signage with park rules and hours, construct a pedestrian/bicycle path from fence line into the park, and install bollards that can be removed only by Fire and Police vehicles. The only improvements that are not within the park boundary, i.e., the work is within the property owned by the AHA, will be the striping for the entrance.

All costs to prepare the survey and legal description of the access easement will be paid by the City, and the Resolution and all legal documents associated with the access easement will be prepared by the City Attorney's office. Housing Authority real estate counsel will review and approve the documents prior to execution to confirm that all required indemnifications and other legal protections are in place.

RECOMMENDATION

Staff recommends Board approval to authorize the Executive Director to execute an access easement and related documents for public access to Jean Sweeney Park.

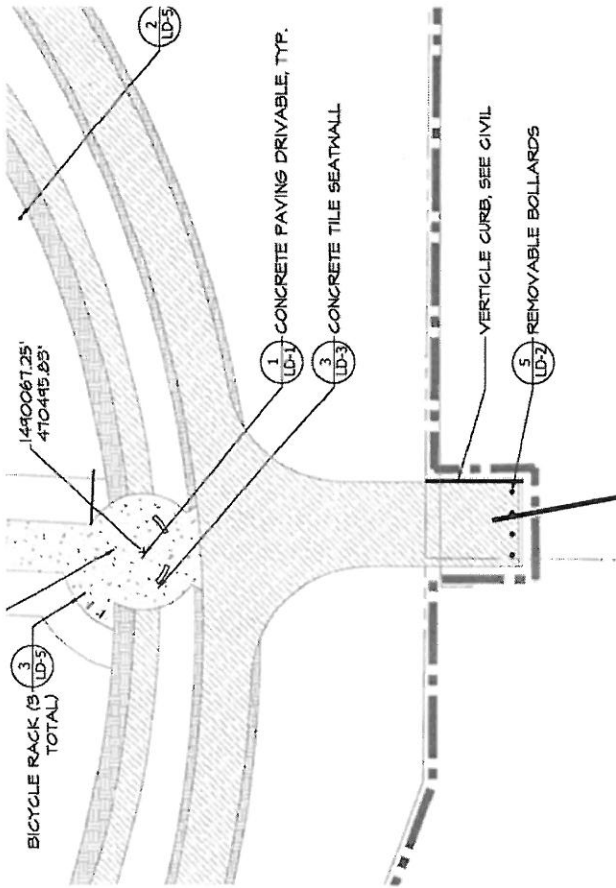
Respectfully submitted,

A handwritten signature in cursive script that reads "Vanessa Cooper,".

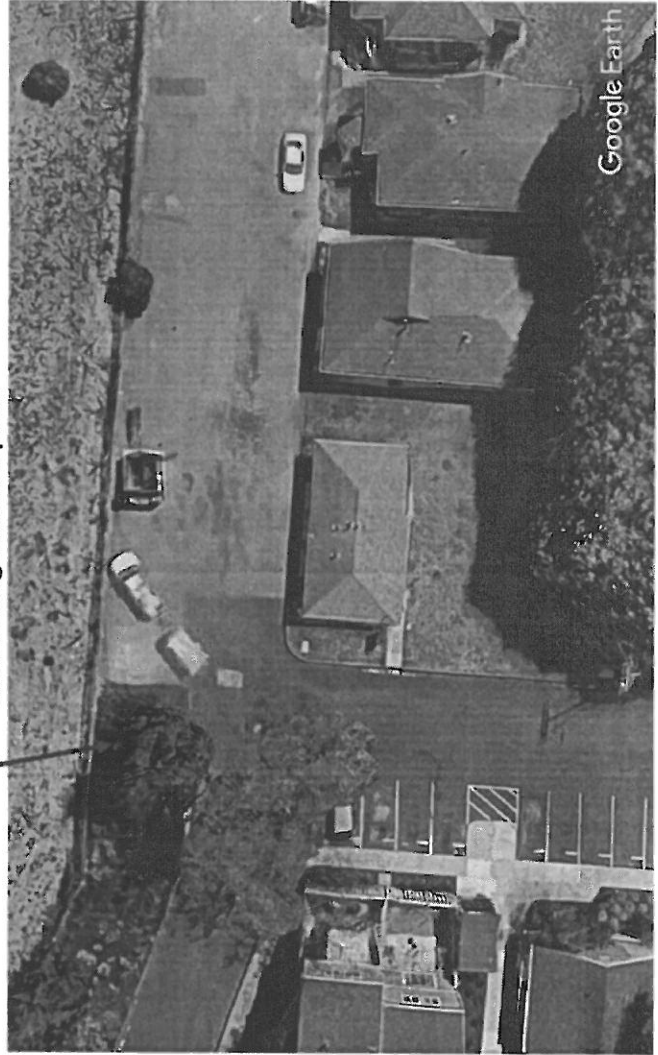
Vanessa M. Cooper  
Executive Director

Attachment: Exhibit A – Sketch of Proposed Access Point at St. Charles Street

St. Charles St.



Concrete Emergency Vehicle Access path connecting into the park



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# Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and  
Members of the Board of Commissioners

From: Vanessa M. Cooper  
Executive Director

Prepared by: Lisa Caldwell  
Director of Property Operation

Date: October 19, 2016

Re: Approve Changes in the Parking Policy for AHA Owned Properties

## BACKGROUND

The prior parking policy was presented to the Board in August 2013. Since then we have experienced an increase in the number of drivers moving into our properties and in the number of reasonable accommodation requests from current tenants and future move-ins for parking spaces.

## DISCUSSION

The Housing Authority provides limited parking for residents, especially at senior sites. Independence Plaza has 105 spaces for 186 units and Anne B. Diament has 11 spaces for 65 units. AHA has had challenges in recent months to meet approved reasonable accommodation requests under the Americans with Disabilities Act (ADA) for dedicated spaces, including second spaces for households with two vehicles. In order to free up space, the Authority has undergone an extensive process to enforce the current rules, offer reasonable accommodations and provide financial incentives for tenants to give up their vehicles. However, the current rules do not adequately address the challenges presented, and as a result, a change in the priorities for parking at our senior housing sites is recommended. It is important to note, however, that many of our new move-ins at the senior sites are working and need regular and easy access to their vehicles, even if not disabled. As a result, vacant units can be difficult to fill if there is no parking space available. The policy also provides for a waitlist mechanism for those households who do not have space currently. The policy is also designed to assign parking spaces to those who have the correct paperwork (such as a valid drivers' license) and use a vehicle on a regular basis. At the same time, some administrative changes have been proposed to bring the process in line with best practices for parking management.

Attached is a revised parking policy designed to spell out the priorities for parking and the responsibilities of those who are given dedicated parking. Since this is a change to the house rules, a 30-day notice will be given to all tenants of the changes in the parking rules, with an opportunity to apply for a reasonable accommodation if they need

one. New copies of the parking rules will need to be signed and collected from each household.

FINANCIAL IMPACT

There a small administrative fiscal impact of processing reasonable accommodations and collecting signed copies of the new parking rules from each household. However, this is not expected to go beyond the already budgeted management of the properties.

Respectfully submitted,

A handwritten signature in black ink that reads "Vanessa Cooper," with a small flourish at the end.

Vanessa M. Cooper  
Executive Director

VMC/LC

Attachments: Parking Rules for Housing Authority Complexes

## PARKING RULES FOR HOUSING AUTHORITY COMPLEXES

Parking on Alameda Housing Authority (AHA) properties are provided exclusively for the Residents and is considered private property. Parking will be allocated to Residents first and if space permits AHA will designate spaces for visitors.

Violators of these rules may be cited and/or towed at the owner's expense.

### Parking Permits

1. Residents are required to complete the Application Parking Permit Form, and bring current Department of Motor Vehicle registration, driver's license, and proof of insurance to the AHA office during normal business hours. Vehicle must be registered to the Resident and AHA address. Residents must call 747-4303 to make an appointment. Residents without the above documentation, will not be assigned a parking space.
- 1.2. Residents must continually meet the driver's license, insurance and registration requirements at all times. In the event that they no longer can meet this condition, they must report this in writing to AHA within 14 calendar days.
- 2.3. Parking decal must be applied to the vehicle on the driver's side rear bumper by AHA staff. To ensure visibility of the permit, vehicles must be parked front first into parking spaces. Car covers should be such that the permit is visible at all times.
- 3.4. Each household is entitled to only one Parking decal, when available. Residents that were already issued a parking decal and an assigned space can continue to park as long as they meet AHA parking requirements. Two spaces may be assigned, if available, at the following complexes: Parrot Village, Esperanza, Eagle Village, and China Clipper. See additional information below regarding Independence Plaza.
- 4.5. Parking decal must be obtained prior to parking any vehicle in resident-designated spaces at all AHA properties. Parking decals are color coded and only good for parking at designated location.
6. Cars, motorcycles, and small pick-up trucks, with or without a camper top and designed for personal use, are eligible to obtain a parking permit. Vehicles that are too large for the parking spaces (e.g., boats, trailers, motorhomes, and commercial vehicles) are not eligible to request a Parking Permit and are prohibited from parking on AHA premises.
- 5.7. Non-operational or unregistered vehicles must be removed within 96 hours. Operational vehicles must be moved every 96 hours unless the resident has informed the AHA in writing that they are on an extended absence.
8. Independence Plaza and China Clipper parking areas are gated so Residents with parking permits will also be issued a gate opener. Gate openers are not to be shared. Cars inside the gated areas should either 1) possess an AHA parking decal, 2) be an AHA vehicle, 3) be an AHA employee vehicle, 4) be an

emergency response vehicle, or 5) be approved to be on the property by AHA management.

9. If a space goes unused for an extended period (14 days or more) , without the AHA being noticed of a Resident's absence, AHA may revoke the parking privileges, with a 14 day notice, in the event that other residents are waiting on a parking space.

6-10. If a Resident obtains a new vehicle or is no longer in possession of the registered vehicle, the Resident is responsible for removing the parking decal. The Resident must provide AHA proof of vehicle disposition and must provide AHA the removed decal in whole or in pieces, including the decal numbers. A new decal must be requested and attached to the new vehicle within 14 calendar days after the disposal of the old vehicle.

11. When a Resident moves, Resident is responsible for removing in whole or in part (including the decal number) and turning in the Parking decal with the unit keys, along with the gate opener at which time the deposit will be refunded if applicable.

12. Under no condition will a space be allocated to a person who does not live at an AHA site or to a household member who does not have a valid driver's license, insurance and registration of the vehicle.

13. AHA has a process for reasonable accommodations which is available for those with disabilities. More information is available at the front desk or at [www.alamedahsg.org](http://www.alamedahsg.org). A resident may request a reasonable accommodation at any time. A resident without a reasonable accommodation may have an existing space revoked or be required moved to a different location in the event that a reasonable accommodation is received for that space or one like it. Generally AHA will not accept a reasonable accommodation request for a specific space but will attempt to meet the household's needs as best possible within the context of other households' needs and spaces available. (See Independence Plaza below for additional information.)

14. AHA may require tenants to move or require a household to give up their parking space to make space for others with a higher priority need. In the event that this is required to make space for others, existing tenants with spaces will be given at least 15 calendar days' notice.

7-15. AHA reserves the right to use a towing company or other service to remove vehicles as permitted by state and city regulation.

### Use of Parking Lots/Spaces

8-16. Parking spaces are very limited so Residents of Independence Plaza, China Clipper, and Anne B. Diament Plaza are assigned parking spaces by AHA.



No sharing of assigned spaces with other tenants or guests is permitted. Residents must park only in their assigned spaces. Residents of all other complexes may park in any space designated for resident parking, including the handicapped-accessible spaces if the Resident has a handicapped placard/sticker. Residents may not park in spaces designated for visitors unless they have been issued a temporary pass by AHA.

~~9-17.~~ Independence Plaza has designated loading zones (yellow zones). These yellow zones are provided for Residents' temporary use in loading and unloading vehicles. Immediately upon completion of loading/unloading or 20 minutes Residents must move their vehicles from the loading zones. Violators are subject to fines or towing at their expense.

~~10-18.~~ Residents assigned gate openers are advised not to leave them in their vehicles. The theft of a gate opener must be reported immediately to AHA staff and/or the Alameda Police Department. Residents will be charged \$50.00 for replacement of gate openers.

~~11-19.~~ Vehicles must be operable and maintained at all times. No major vehicle maintenance (other than emergency work) is permitted on the premises and must have prior AHA approval. Any vehicle not in operating condition must be removed promptly.

~~12-20.~~ Residents are responsible for keeping their assigned parking space ~~and lot~~ free of debris and damage.

~~13-21.~~ Washing vehicles or repairing of vehicles, except for emergency repairs necessary to move the vehicle (such as one-time tire replacement, battery change etc) is **not** permitted on any AHA property or on City streets.

~~14-22.~~ Residents must obey the parking lot speed limit of five (5) miles per hour.

~~15-23.~~ Vehicles must not use more than one parking space, or block thoroughfares or the ability of other drivers including emergency vehicles to enter or exit parking lots.

~~16-24.~~ Residents must observe all parking restrictions as outlined in these rules and on signage throughout the parking lots.

~~17-25.~~ Visitors may park in spaces designated for "Visitors Only" for a maximum of twelve (12) hours without prior authorization of the Property Manager. Residents seeking prior authorization for their guests' parking should apply to the Property Manager for a "Temporary Parking Permit." The Property Manager or designee will only issue a permit for guests if space is available. These permits are issued for a maximum stay of two weeks in any 12-month period. Upon issuance of "Temporary Parking Permit," instruction as to available parking will be given. To ensure there is adequate parking for guests, residents may not park in "Visitors Only" spaces. Visitors may not park in Resident spaces. Regular, repeated use of the visitor parking by an un-authorized visitor overnight is not permitted.

- ~~18.26.~~ A visitor with a handicapped placard/sticker may park ~~only in the visitor parking in~~ a designated handicapped space or a visitor space.
- ~~19.27.~~ Residents must provide proof of current vehicle registration, insurance, and driver's license annually.
- ~~20.28.~~ Residents shall not sublet the space.
- ~~21.29.~~ Residents shall not allow friends, guests, relatives, other tenants, or anyone else park in their assigned space for the properties with assigned spaces.
- ~~22.30.~~ If a Resident or their guest does damage to AHA property or other tenant's property, the Resident must contact the Resident Manager or AHA staff and must also contact the resident whose vehicle or property were damaged. If the Resident does not know the owner of the damaged vehicle or property, the Resident must leave a note on the damaged vehicle with the Resident's contact information and date and time the incident occurred. If a Resident or their guest(s) causes damage to other's property two or more times, the Resident could lose parking permit. If the Resident does not leave a note (or contact the other resident) and contact the Resident Manager or AHA staff, the Resident can lose parking permit, even if damage only occurs once.

### Enforcement

- ~~23.31.~~ Request for police enforcement for unauthorized vehicles (without parking decals) can be made by calling AHA. Residents should note as much information about the vehicle as possible before making the call, such as where the vehicle is parked, the make and model of the vehicle, and the state that issued the registration/tag and the tag number.
- ~~32.~~ Vehicles violating these parking rules are subject to being cited or towed at the owner's expense.

### Independence Plaza:

Due to the very limited parking (105 resident spaces for 186 units) at independence Plaza, the following priorities will be utilized to allocate parking behind the gates.

1. **Resident manager** (one space only)
2. **Requests for a first space based on an approved reasonable accommodation.**
3. **Requests for a second parking space based on an approved reasonable accommodation for both the first and second space.** No requests for a second space will be accepted without a reasonable accommodation. Before a second space is assigned, the second reasonable accommodation must document and demonstrate why the household's needs' cannot be met with the first dedicated parking space.

4. Existing residents with no parking space (max. one per unit) who have an eligible driver and vehicle (a waitlist will be maintained)
5. New move ins who have an eligible driver and vehicle at the time of move in only (max. one per unit)
6. Live In Attendant of existing tenants with no parking space already assigned to the unit. The live in attendant must be pre-approved by AHA. This space will be revoked if person in categories 1-5 is waiting for a space.

A clicker for access to pick up a household member from a unit that does not have an assigned space may be requested as a reasonable accommodation, but no space will be provided. .

#### Anne B Diament

1. Due to the limited number of spaces at Anne B. Diament (11 spaces for 5565 units), parking spaces will be assigned based on reasonable accommodations first. If all spaces are not needed by households requiring a reasonable accommodation, the other spaces will be assigned based on current waiting list as of 1/1/2016 until expired and then by seniority at the complex. A parking space without a reasonable accommodation may be revoked if a household needs the space due to a reasonable accommodation.

AHA reserves the right to make other reasonable rules and regulations as in its judgment may be needed for the safe and efficient operation of the premises.

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# Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and  
Members of the Board of Commissioners

From: Vanessa M. Cooper  
Executive Director

Prepared Janet Basta  
By: Director of Human Resources and Operations

Date: October 19, 2016

RE: Adopt the Resolution to Authorize the Executive Director to Amend the  
Employment Contract for Resident Managers to Offer a Revised  
Benefits Package

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## BACKGROUND

In August 2016, the Board of Commissioners adopted a resolution to adopt a flat rate approach towards the employer contribution to health, dental and vision benefits for regular, full-time general and management employees. The flat rate approach provides one level of contribution regardless of dependent enrollment status.

Resident Managers work under an employment contract and are not subject to the Personnel Policy or the resolution for benefits. Therefore, this resolution provides for administrative follow-up to the August 2016 resolution to clarify Resident Manager benefits prior to updating of their employment contracts.

In 2012, the Board approved the addition of an employer contribution for health plan coverage in an amount equal to the "Employee Only" contribution. Since that time, dental coverage at the employee only level and participation in the agency Cafeteria Plan have been added to their benefits package.

Additionally, Resident Managers receive 80 hours of vacation leave at the completion of the first year of employment and upon the completion of each subsequent year, 3 days of sick leave per calendar year, and 4 paid holidays. Resident Managers are also enrolled in PERS Retirement Plan, and are provided with a rent-free apartment in which to live during the course of their employment.

## DISCUSSION

When creating the benefits package for Resident Managers, the intent was to design a package at the employee only level of coverage that would provide a

basic level of benefits yet still be attractive to current employees for retention purposes and to potential employees when recruiting.

Management does not recommend adopting the "flat rate" approach for Resident Managers, consistent with the original intent, but is recommending some changes to the benefits structure for Resident Manager to enhance the package while controlling costs and to ensure compliance with benefits-related regulations and guidelines. These changes would also bring the AHA benefits package in line with comparable resident staff positions in the marketplace.

The proposed benefits offering for Resident Manager includes:

1. Health insurance: AHA will make the required PEMHCA minimum contribution plus a contribution to the agency Cafeteria Plan in an amount that brings the total contribution to an amount equal to the CalPERS Kaiser employee-only premium. There is no financial impact of this change, as this level of contribution is budgeted for. Resident Managers would be provided with the same opt-out option offered to regular employees and could receive cash in lieu if they meet the requirements for this payment.
2. Dental and vision insurance: AHA will make a contribution to the agency Cafeteria Plan in an amount equivalent to the employee-only premium for the dental plan offered by the agency. Dental insurance is already provided as a paid benefit, and as premiums did not increase this year, there is no fiscal impact of this change. Resident Managers will continue to be eligible to enroll in vision insurance at their own cost.
3. Participation in the agency Cafeteria Plan is already provided, and is necessary for proper administration of the employer contribution. There is no cost to have Resident Managers enrolled, unless participation in flexible spending plans rises significantly, as these services are billed on a flat rate basis.
4. Paid time off: No changes to vacation, sick, or holiday benefits are recommended. Management is recommending, however, that Resident Managers be provided with 3.5 days of floating holiday pay annually (similar to regular employees) beginning in January 2017. This would allow for flexible days to use for religious holidays that are not part of the holidays currently provided to Resident Managers, as well as some additional time off to take care of personal matters and/or use for vacation or other time off purposes. This would be of particular benefit to Resident Managers in their first year of employment when no vacation leave is provided. Guidelines specific to Resident Managers would be included in the contract regarding use of floating holiday time to minimize the impact on property operations, and floating holiday pay would be prorated for any part-time Resident Manager employees. The cost of providing this benefit

is approximately \$1400.00 for the four Resident Manager positions; note that this cost is already budgeted for in projected salary costs.

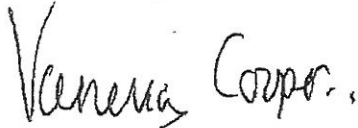
FISCAL IMPACT

The cost of health and dental insurance is already budgeted for at the employee—only level. Providing 3.5 floating holidays would cost approximately \$1400.00, which is budgeted for in the current salary budget.

RECOMMENDATION

Adopt the Resolution to authorize the Executive Director to amend the employment contract for Resident Managers to offer a revised benefits package as specified in the Resolution.

Respectfully submitted,

A handwritten signature in cursive script that reads "Vanessa Cooper".

Vanessa M. Cooper  
Executive Director

VMC:jcb

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HOUSING AUTHORITY OF THE CITY OF ALAMEDA

*Resolution No. \_\_\_\_\_*

TO AUTHORIZE THE EXECUTIVE DIRECTOR TO AMEND THE EMPLOYMENT CONTRACT FOR RESIDENT MANAGERS TO OFFER A REVISED BENEFITS PACKAGE INCLUDING HEALTH AND DENTAL INSURANCE AND FLOATING HOLIDAYS, IN ADDITION TO VACATION, SICK AND HOLIDAY LEAVE

**WHEREAS**, the Housing Authority of the City of Alameda has Resident Managers who provide a valuable service for the Housing Authority and the customers at the housing complexes where they serve; and

**WHEREAS**, as eligible employees of the Housing Authority, Resident Managers participate in the Public Employees' Retirement System (PERS) which makes them eligible to obtain health insurance coverage through the PERS health plans; and

**WHEREAS**, the Housing Authority has been providing employee-only level health and dental insurance coverage to Resident Managers; and

**WHEREAS**, it is the intent of the Housing Authority to continue to provide the PEMHCA minimum contribution to employees and retirees for health care, with additional contributions for active employees contributed to the Agency Cafeteria Plan; and

**WHEREAS**, the Housing Authority utilizes its Cafeteria Plan to administer benefits; and

**WHEREAS**, the Housing Authority desires to offer a paid leave package that is attractive and consistent with other comparable positions;

**NOW, THEREFORE, BE IT RESOLVED**, that effective January 1, 2017, the Housing Authority will contribute a monthly dollar amount towards Resident Manager employees' health care as follows:

For all Resident Manager employees: The PEMHCA minimum contribution, which is \$128.00 for 2017.

In addition to the PEMHCA statutory minimum contribution, the Housing Authority will contribute an amount needed to bring the total contribution to the Kaiser employee-only level of premium for the upcoming year to the Agency Cafeteria Plan; for 2017, this amount is \$605.39.

Employees with proof of Alternative Group Health Coverage may opt out and receive cash back in the amount of \$230 per month. Employees eligible for any cash-in-lieu benefit, must provide the following in order to receive the cash-in-lieu: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and (2) the employee must sign an attestation that the

employee and his/her tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and AHA will not in fact make payment if the employer knows that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that effective January 1, 2017, the Housing Authority will contribute a maximum monthly dollar amount to the Agency Cafeteria Plan for Resident Managers equivalent to the cost of employee-only level coverage for dental insurance; for 2017, this amount is \$62.30; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that Resident Manager employees will be eligible to participate in the Agency Cafeteria Plan; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that effective January 1, 2017, all full-time Resident Manager employees will receive 3.5 days of floating holiday leave (prorated for part-time Resident Manager employees), subject to the terms and conditions specified in their employment contract.

ATTEST:

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Vanessa M. Cooper  
Secretary

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Arthur Kurrasch, Chair  
Board of Commissioners