



Housing Authority  
of the  
City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

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**AGENDA**                    **SPECIAL MEETING OF THE BOARD OF COMMISSIONERS**

**DATE & TIME**            **Thursday, September 29, 2022 - 7:00 PM**

**Closed Session - 6:00 PM**

**LOCATION**

Independence Plaza, 703 Atlantic Avenue, Alameda, CA

**PUBLIC PARTICIPATION**

Public access to this meeting is available as follows:

Join Zoom Meeting:

<https://us06web.zoom.us/j/81499349988?pwd=aE5KbzN6WThWa3ZGdDk0TmF4NnprUT09>

Meeting ID: 814 9934 9988

Passcode: 9316660

Persons wishing to address the Board of Commissioners are asked to submit comments for the public speaking portion of the Agenda as follows:

- Send an email with your comment(s) to [jpolar@alamedahsg.org](mailto:jpolar@alamedahsg.org) and [vcooper@alamedahsg.org](mailto:vcooper@alamedahsg.org) prior to or during the Board of Commissioners meeting
- Call and leave a message at (510) 871-7435.

When addressing the Board, on agenda items or business introduced by Commissioners, members of the public may speak for a maximum of three minutes per agenda item when the subject is before the Board.

Persons in need of special assistance to participate in the meetings of the Housing Authority of the City of Alameda Board of Commissioners, please contact (510) 747-4325 (voice), TTY/TRS: 711, or [jpolar@alamedahsg.org](mailto:jpolar@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.

**PLEDGE OF ALLEGIANCE**

1. **ROLL CALL**
2. **BOARD COMMISSIONER RECUSALS**
3. **Public Comment (Non-Agenda)**



4. Closed Session - 6:00 p.m. - Adjournment to Closed Session to Consider:
  - 4.A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.  
Property Location: 1845 Bay Street, Alameda, CA 94501, 1825 Paru Street, Alameda, CA 94501, 1416 Sherman Street, Alameda, CA 94501, 745 Lincoln Avenue, Alameda, CA 94501, 2102 Clement Avenue, Alameda, CA 94501, 2116 Clement Avenue, Alameda, CA 94501, 1911 Mulberry Street, Alameda, CA 94501, 2101 Eagle Avenue, Alameda, CA 94501, 2137 Otis Drive , Alameda, CA 94501, 2209 Otis Drive, Alameda, CA 94501, 1825 Shoreline Drive, Alameda, CA 94501, 955 Shorepoint Court , Alameda, CA 94501, 955 Shorepoint Court, Alameda, CA 94501, 965 Shorepoint Court , Alameda, CA 94501  
Assessor's Parcel Numbers: 73-425-1, 72-384-68, 72-345-25-1, 73-414-14, 71-228-3, 71-228-10, 71228-24, 71-228-46, 71-228-46, 74-1230-104, 74-1230-129, 74-1250-17, 74-1285-300, 74-1285-275, 74-1285-272, 74-1285-220  
Agency Negotiation: Vanessa Cooper, Executive Director, Stephanie Shipe, Director of Portfolio Management, Sylvia Martinez, Director of Housing Development and Cheley Quiambo, Asset Manager  
Negotiating Parties: Housing Authority of the City of Alameda and Alameda Affordable Housing Corporation  
Property Owner: Housing Authority of the City of Alameda  
Under Negotiation: Investment in Real Property, Price and Terms of Payment
5. Adjournment of Closed Session
6. RECONVENE REGULAR MEETING
7. Announcement of Action Taken in Closed Session, if any.
8. Public Comment (Non-Agenda)
9. CONSENT CALENDER  
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.
- 9.A. Approve Minutes of the Board of Commissioners Meeting held June 15, 2022. **Page 5**
- 9.B. Approve New Payment Standards for the Section 8 Housing Choice Voucher (HCV) , Project Based Voucher (PBV), and Emergency Housing Voucher (EHV) Programs. **Page 13**
- 9.C. Approve Updates and Revisions to Strategic Plan. **Page 17**
- 9.D. Accept the Annual Police Activity Report for FY2021-2022. **Page 26**
- 9.E. Provide Input on a Development Naming Policy. **Page 32**
- 9.F. Accept the Quarterly Development Report for Tilden Commons. **Page 36**
- 9.G. Accept the Quarterly Development Report for Alameda Hotel Conversion. **Page 38**



- 9.H. Accept the Quarterly Development Report for North Housing PSH I. **Page 40**
- 9.I. Accept the Quarterly Development Report for North Housing PSH II. **Page 44**
- 9.J. Accept the Quarterly Development Report for North Housing Senior Apartments. **Page 48**
- 9.K. Accept the Monthly Development Report for Rosefield Village. **Page 52**
- 9.L. Accept the Quarterly Financial Report through the Month of June 2022. **Page 55**
- 9.M. Accept the Quarterly Investment Report for Period Ending June 30, 2022. **Page 75**
- 9.N. Adopt a Fee Schedule for Third Party Real Estate Transactions. **Page 83**
- 9.O. Accept a report on the revised Board of Commissioners Application Form. **Page 86**
- 9.P. Accept a Report on the Pilot Program for a Training Allowance for Staff. **Page 102**
- 9.Q. Accept an update on the draft Moving to Work (MTW) Supplement to the Agency's Annual Plan. **Page 104**
- 9.R. Accept Report on Wait List Applicants **Page 150**
- 9.S. Accept the Executive Summary of the Annual Customer Survey. **Page 153**
- 9.T. Authorize the Executive Director to negotiate and approve an increase in the contract amount between the Alameda Housing Authority and Goldfarb & Lipman LLP in the amount of Two Hundred Thousand Dollars and Zero cents (\$200,000.00) for a total not to exceed amount of Nine Hundred Thousand dollars and Zero cents (\$900,000.00) and extend the contract for an additional year through October 23, 2023. **Page 181**
- 9.U. Accept the Update on the Portfolio Capital Needs Assessment. **Page 184**
- 9.V. Adopt a Backfill Policy for Development Project Applications. **Page 186**
- 9.W. Accept Quarterly Report on Construction in Progress. **Page 188**
- 9.X. Approve and authorize the Executive Director or Designee to take all necessary actions to recast the existing North Housing predevelopment loan and other loan commitments between the Housing Authority and Island City Development as a grant from the Housing Authority to Alameda Affordable Housing Corporation for business needs. **Page 190**
10. AGENDA
- 10.A. Elect a Chair and Vice Chair of the Board of Commissioners. **Page 194**
- 10.B. Adopt the Resolution to Revise the Employer's Contributions for Eligible Employees' Health and Dental/Vision Care, to Provide a Cost of Living Wage Increase for All Eligible Regular and Contract Resident Employees, Adopt the Corresponding Pay Schedule and Salary Schedule, and to Adopt the Revised Schedule of Authorized Positions. **Page 196**
- 10.C. Adopt the Resolution to Revise the Housing Authority's Conflict of Interest Code. **Page 208**
- 10.D. Adopt Resolution of the Board of Commissioners of the Housing Authority of the City of Alameda Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings



Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361. **Page 215**

11. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
12. EXECUTIVE DIRECTOR'S COMMUNICATIONS
13. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
14. CONTINUATION OF CLOSED SESSION OF HOUSING AUTHORITY BOARD OF COMMISSIONERS – IF NEEDED
15. Announcement of Action Taken in Closed Session, if any.
16. ADJOURNMENT

\* \* \* Note \* \* \*

- Documents related to this agenda are available on-line at: <http://www.alamedahsg.org/cms/One.aspx?portalId=3723405&pageId=5912638>
- 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.





**DRAFT MINUTES  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
WEDNESDAY, JUNE 15, 2022**

PLEDGE OF ALLEGIANCE

1. ROLL CALL

Present: Chair Tamaoki, Commissioner Hadid  
Commissioner Rickard, and Commissioner Sidelnikov

Absent: Commissioner Grob & Commissioner Mun

2. BOARD COMMISSIONER RECUSALS

None.

3. Public Comment (Non-Agenda)

None.

4. Closed Session - 6:00 p.m. - Adjournment to Closed Session to Consider:

Chair Tamaoki called the meeting to order at 6:00 p.m. and announced that the Board would adjourn to Closed Session.

4.A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.

Property Location: 1845 Bay Street, Alameda, CA 94501, 1825 Paru Street, Alameda, CA 94501, 1416 Sherman Street, Alameda, CA 94501, 745 Lincoln Avenue, Alameda, CA 94501, 2102 Clement Avenue, Alameda, CA 94501, 2116 Clement Avenue, Alameda, CA 94501, 1911 Mulberry Street, Alameda, CA 94501, 2101 Eagle Avenue, Alameda, CA 94501, 2137 Otis Drive, Alameda, CA 94501, 2209 Otis Drive, Alameda, CA 94501, 1825 Shoreline Drive, Alameda, CA 94501, 955 Shorepoint Court, Alameda, CA 94501, 955



Shorepoint Court, Alameda, CA 94501, 955 Shorepoint Court, Alameda, CA 94501, 965 Shorepoint Court, Alameda, CA 94501  
 Assessor's Parcel Numbers: 73-425-1, 72-384-68, 72-345-25-1, 73-414-14, 71-228-3, 71-228-10, 71228-24, 71-228-46, 71-228-46, 74-1230-104, 74-1230-129, 74-1250-17, 74-1285-300, 74-1285-275, 74-1285-272, 74-1285-220  
 Agency Negotiation: Vanessa Cooper, Executive Director, Stephanie Shipe, Director of Portfolio Management, Sylvia Martinez, Director of Housing Development and Cheley Quiambao, Asset Manager  
 Negotiating Parties: Housing Authority of the City of Alameda and Alameda Affordable Housing Corporation  
 Property Owner: Housing Authority of the City of Alameda  
 Under Negotiation: Investment in Real Property, Price and Terms of Payment

- 4.B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.  
 Property Location: 1825 Poggi Street Alameda, CA 94501  
 Assessor's Parcel Numbers: 74-451-1-8  
 Agency Negotiation: Vanessa Cooper, Executive Director and Sylvia Martinez, Director of Housing Development  
 Negotiating Parties: Housing Authority of the City of Alameda and Vue Alameda Owner L.P.  
 Property Owner: Vue Alameda Owner L.P.  
 Under Negotiation: Investment in Real Property, Price and Terms of Payment
- 4.C. CONFERENCE WITH REAL PROPERTY NEGOTIATOR Pursuant to Government Code Section 54956.8.  
 Property Location: 1628 Webster Street, Alameda CA 94501  
 Assessor's Parcel Number 73-418-4-1  
 Agency Negotiators: Vanessa Cooper, Executive Director, and Sylvia Martinez, Director of Housing Development, Negotiating Parties: Alameda Hospitality, LLC; Under Negotiation: Price and Terms of Payment.
- 4.D. Pursuant to Government Code Section 54956.9(a)  
 Conference with Legal counsel re existing litigation: Housing Authority of the City of Alameda v. Johnson, Alameda County Superior Court No. RG18-933615
- 4.E. Pursuant to Government Code Section 54956.9(a)  
 Conference with Legal counsel re existing litigation: Housing Authority of the City of Alameda v. Camanag, Alameda County Superior Court No. RG21109420
5. Adjournment of Closed Session

Chair Tamaoki adjourned Closed Session at approximately 7:35 p.m.

6. RECONVENE REGULAR MEETING - 7:00 p.m.

Chair Tamaoki reconvened the Regular Meeting at approximately 7:36 p.m.



7. Announcement of Action Taken in Closed Session, if any.

Chair Tamaoki announced that the Board provided direction to staff on items 4.A through 4.E.

8. Public Comment (Non-Agenda)

No Public Comments.

The Housing Authority of the City of Alameda (AHA) Summer Interns introduced themselves and provided a brief overview of their areas of study(ies) and the AHA projects on which they are working.

9. CONSENT CALENDER

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.

- \*9.A. Approve Minutes of the Board of Commissioners Meeting held May 18, 2022.
- \*9.B. Accept the Communications and Outreach Plan Update.
- \*9.C. Accept the Monthly Overview Report for Housing Development.
- \*9.D. Accept the Monthly Development Report for Rosefield Village.
- \*9.E. Accept Revised Procurement Policy.
- \*9.F. Accept the Monthly Overview Report for the Alameda Rent Program and Authorize the Executive Director or Designee to take all actions necessary to transfer the Program to the City, by the target date of October 1, 2022, including, if necessary, issuing a 180-day notice to the City.

**Items accepted or adopted are indicated by an asterisk.**

Commissioner Sidelnikov moved to accept the Consent Calendar items, and Commissioner Rickard seconded the motion. This meeting took place via Zoom, so a roll call vote was taken, and the motion passed unanimously.

Yes	4	Chair Tamaoki, Commissioner Hadid, Commissioner Rickard, and Commissioner Sidelnikov
Absent	2	Commissioner Grob and Commissioner Mun

10. AGENDA

- 10.A. Moving To Work Presentation.



Tonya Schuler-Cummins, Principal Management Analyst provided a presentation that summarized the activities included in AHA’s MTW Application, other activities to implement in year 1, and other activities to implement after year 1, noting that none of these include activities that were prohibited by Landlord Incentive Cohort PIH Notice, and the tentative MTW Implementation Timeline.

Vanessa Cooper, Executive Director clarified that within the parameters of this cohort, AHA is not limited to offering the proposed items as incentives, but can choose other items to waive as incentives.

The Board expressed gratitude for the detailed presentation.

- 10.B. Establish a Nominating Ad Hoc Committee for the Appointment of the Chair and Vice Chair of the Board of Commissioners for the Period of July 1, 2022 - June 30, 2023.

Ms. Cooper stated that per the bylaws, prior to the next regular meeting, the Board will need to nominate a Chair and Vice-Chair. In keeping with practice, Ms. Cooper requested two volunteers to serve on the Ad Hoc Committee which will receive and/or provide nominations for these positions.

Chair Tamaoki volunteered to serve on the Ad-Hoc Committee.

In response to Chair Tamaoki, Jhaila R. Brown, General Counsel clarified that the only action that can take place during this meeting is the establishment of a nominating Ad-Hoc Committee.

Commissioner Sidelnikov volunteered to serve on the Ad-Hoc Committee.

Chair Tamaoki moved to establish a nominating Ad Hoc Committee for the appointment of the Chair and Vice Chair of the Board of Commissioners for the Period of July 1, 2022 - June 30, 2023, and Commissioner Sidelnikov seconded the motion. This meeting took place via Zoom, so a roll call vote was taken, and the motion passed unanimously.

Yes 4 Chair Tamaoki, Commissioner Hadid, Commissioner Rickard, and Commissioner Sidelnikov

Absent 2 Commissioner Grob and Commissioner Mun

- 10.C. Approve Amended and Restated Island City Development (ICD) Bylaws and Accept Names for Appointee to the ICD Board.



Sylvia Martinez, Director of Housing Development provided a presentation that summarized the proposed amendments to be made to the ICD Bylaws.

In response to Chair Tamaoki, Ms. Cooper stated that, in an effort to keep the Board informed of ICD actions, the staff is looking to temporarily assign a Board member to fill Commissioner Grob’s seat during her absence. This position is not needed to constitute a quorum, but is preferred in order to keep the Board informed of ICD business.

Following discussion, Ms. Brown confirmed that, as there are no current vacancies on the ICD Board, the Board would first need to remove Commissioner Grob from her ICD Board position in order to appoint an alternative to serve in her absence. Ms. Martinez confirmed that the Board of Commissioners nominate all ICD Board Members.

Commissioner Rickard moved to appoint Commissioner Sidelnikov, to fill the seat held by Commissioner Grob, upon expiration, if needed, and Commissioner Hadid seconded the motion. This meeting took place via Zoom, so a roll call vote was taken, and the motion passed unanimously.

Yes 4 Chair Tamaoki, Commissioner Hadid,  
Commissioner Rickard, and Commissioner Sidelnikov

Absent 2 Commissioner Grob and Commissioner Mun

Commissioner Rickard moved to approve the amended and restated Island City Development (ICD) Bylaws, and Commissioner Sidelnikov seconded the motion. This meeting took place via Zoom, so a roll call vote was taken, and the motion passed unanimously.

Yes 4 Chair Tamaoki, Commissioner Hadid,  
Commissioner Rickard, and Commissioner Sidelnikov

Absent 2 Commissioner Grob and Commissioner Mun

10.D. Authorize the Executive Director to Negotiate and Execute a Purchase and Sale Agreement for 1628 Webster Street.

Ms. Martinez provided a presentation that summarized the Purchase and Sale agreement for 1628 Webster Street, and the staff request made as Agenda item 10.E.

In responses to Chair Tamaoki, Ms. Martinez stated that affordable housing developments operated by ICD are typically done so as nonprofits and file for the welfare tax exemption every year; so, they do not get the automatic



governmental exemption. As this property is expected to be 100 percent affordable, it is not expected that there will be challenges getting the governmental exemption. While at this time it is planned that ICD will take ownership of this property under an LLC, as the sole member and manager, the purchase agreement provides the right for AHA to assign the contract to a different ownership structure. As this transaction is scheduled for 2023, the new ownership structure that is being contemplated for some of the other properties may be considered for this property.

Commissioner Hadid moved to authorize the Executive Director to Negotiate and Execute a Purchase and Sale Agreement for 1628 Webster Street, and Commissioner Sidelnikov seconded the motion. This meeting took place via Zoom, so a roll call vote was taken, and the motion passed unanimously.

Yes 4 Chair Tamaoki, Commissioner Hadid,  
Commissioner Rickard, and Commissioner Sidelnikov

Absent 2 Commissioner Grob and Commissioner Mun

10.E. Authorize the Executive Director, or her designee, to Execute an Option for Island City Development, or its affiliate, to purchase the Improvements at 1628 Webster Street.

Discussed with item 10.D.

Commissioner Hadid moved to authorize the Executive Director, or her designee, to Execute an Option for Island City Development, or its affiliate, to purchase the Improvements at 1628 Webster Street, and Commissioner Sidelnikov seconded the motion.

Yes 4 Chair Tamaoki, Commissioner Hadid,  
Commissioner Rickard, and Commissioner Sidelnikov

Absent 2 Commissioner Grob and Commissioner Mun

10.F. Adopt Resolution of the Board of Commissioners of the Housing Authority of the City of Alameda Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361.

Ms. Cooper stated that this Resolution must be adopted by the Board every 30 days in order to continue hosting meetings online, if adopted during this meeting, a meeting will need to be held during the week of July 11<sup>th</sup> in order to readopt



the Resolution and consider the Chair and Vice-Chair nominations from the Ad Hoc Committee.

Commissioner Sidelnikov moved to adopt the Resolution of the Board of Commissioners of the Housing Authority of the City of Alameda Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361, and Commissioner Hadid seconded the motion.

Yes	4	Chair Tamaoki, Commissioner Hadid, Commissioner Rickard, and Commissioner Sidelnikov
Absent	2	Commissioner Grob and Commissioner Mun

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

None.

12. EXECUTIVE DIRECTOR'S COMMUNICATIONS

Ms. Cooper expressed gratitude to the Board for all the real estate action taken to prepare for this submission, congratulated Ms. Martinez for being awarded just over \$1M in funds from the City to allocate to the North Housing Project, expressed gratitude to the staff for all of the work being performed, and expressed gratitude to the Board for recognizing Juneteenth as an important marker of American history and approving it as an additional holiday; which will be observed on Monday, June 20, 2022.

The Board and Staff expressed gratitude for Commissioner Rickard's service, commitment, insight, and support of AHA's staff.

13. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

None.

14. CONTINUATION OF CLOSED SESSION OF HOUSING AUTHORITY BOARD OF COMMISSIONERS – IF NEEDED

N/A





15. Announcement of Action Taken in Closed Session, if any.

Chair Tamaoki adjourned the meeting at 8:40 p.m.

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Vanessa M. Cooper  
Secretary and Executive Director

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Kenji Tamaoki, Acting Chair  
Board of Commissioners



To: Honorable Chair and Members of the Board of Commissioners

From: Lynette Jordan, Director of Housing Programs

Date: September 29, 2022

Re: Approve New Payment Standards for the Section 8 Housing Choice Voucher (HCV), Project Based Voucher (PBV), and Emergency Housing Voucher (EHV) Programs.

**BACKGROUND**

HUD is required to annually review and publish Fair Market Rents (FMRs). Under the new regulations, HUD’s proposed FMRs are published in the Federal Register, with an effective date of 30 days after the date of publication and Housing Authorities have 3 months to revise the payment standard. A payment standard is the maximum amount of subsidy that the Housing Authority of the City of Alameda (AHA) can pay to an owner on behalf of a voucher holder.

Fair Market Rents (FMRs) are primarily used to determine payment standard amounts for the Housing Choice Voucher program, to determine initial renewal rents for some expiring project-based Section 8 contracts, to determine initial rents for housing assistance payment (HAP) contracts in the Moderate Rehabilitation Single Room Occupancy program (Mod Rehab), Emergency Housing Voucher (EHV), and to serve as a rent ceiling in the HOME rental assistance program. The U.S. Department of Housing and Urban Development (HUD) annually estimates FMRs for Office of Management and Budget (OMB) defined metropolitan areas, some HUD defined subdivisions of OMB metropolitan areas and each nonmetropolitan county. HUD requires Housing Authorities to set Payment Standards between 90% and 110% of the FMR.

The following is a table showing the FMRs from last year and approved for this current year.

Bedroom	0	1	2	3	4
2022 FMR	\$1538	\$1854	\$2274	\$3006	\$3578



Approved 2023 FMR	\$1658	\$1969	\$2405	\$3144	\$3706
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## **DISCUSSION**

In August 2021, HUD published new FMRs for our jurisdiction which showed a decrease in gross rents in the area. Therefore, the Housing Authority's payment standards were decreased to stay in compliance with HUD regulations. AHA set our payment standards at the maximum of 110% of the 2021 FMRs as allowable by regulations for bedroom sizes (1, 2, and 3 bedroom) that required a decrease in payment standard to give households the maximum assistance possible for the Housing Choice Voucher and Project-Based Voucher program. HUD regulations allow the Emergency Housing Voucher program payment standards to be set at 120% of FMR, which is what the Housing Authority adopted at that time.

On September 1, 2022, HUD published the new FMR's for Fiscal Year 2023. For FY23, HUD is using private sector data to estimate changes in FMRs to address a temporary data availability challenge and to align with market conditions. The basic methodology that HUD uses to estimate FMRs remains the same. HUD Secretary Marcia Fudge stated, "One of the reasons that housing voucher holders are unable to use those vouchers is because the value of their vouchers has not kept up with rapid rent increases"... "These new FMRs will make it easier for voucher holders facing this challenge to access affordable housing in most housing markets, while expanding the range of housing opportunities available to households. The new FMRs reflect the reality of housing unaffordability for many households, while supporting our efforts to improve affordability and accessibility for all Americans."

Though the 3-bedroom payment standard shows an increase from the prior year, it remains below the 2020 payment standard when AHA was required to lower the payment standards. This will affect HCV participants at their second annual reexamination. AHA staff are proposing raising the HCV and PBV Payment Standards to 110% of the FMR's, while increasing the EHV payment standards to 120%. If the payment standard recommendation is approved, the new payment standards would go into effect November 2, 2022, for new admissions and transfers within the Housing Choice Voucher and Project-Based contracts would be affected based on their renewal date as these complexes can only change the rents at the contract anniversary date.

Below is a chart of the new proposed payment standards.

<b>HCV &amp; PBV Bedroom</b>	<b>Proposed Payment Standard</b>	<b>% Of FMR</b>	<b>Current Payment Standard</b>
0	\$1,823	110.0%	\$1,691

1	\$2,165	110.0%	\$2,039
2	\$2,645	110.0%	\$2,501
3	\$3,458	110.0%	\$3,306
4	\$4,076	110.0%	\$3,935
5	\$4,687	110.0%	\$4,525

<b>EHV Bedroom</b>	<b>Proposed Payment Standard</b>	<b>% Of FMR</b>	<b>Current Payment Standard</b>
0	\$1,989	120.0%	\$1,845
1	\$2,362	120.0%	\$2,224
2	\$2,886	120.0%	\$2,728
3	\$3,772	120.0%	\$3,607
4	\$4,447	120.0%	\$4,293
5	\$5,113	120.0%	\$4,936

### **FISCAL IMPACT**

The effect of the proposed increase in the HCV, PBV, and EHV Payment Standards should make it easier for voucher holders to access affordable housing in most housing markets, while expanding the range of housing opportunities available to households. This should increase the participant's ability to lease-up and may increase the amount of Housing Assistance Payments (HAP) being paid by the Housing Authority over the next year. The effect of the increase in the PBV Payment Standards will be phased in over the coming year as all affected PBV contracts meet their renewal date.

### **CEQA**

N/A

### **RECOMMENDATION**

Approve the New Payment Standards for the Section 8 Housing Choice Voucher (HCV), Project Based Voucher (PBV), and Emergency Housing Voucher (EHV) Programs effective November 2, 2022.

### **ATTACHMENTS**

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lynette Jordan". The signature is written in a cursive style with a large, looping initial "L".

Lynette Jordan, Director of Housing Programs



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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Joshua Altieri, Community Relations Manager

Date: September 29, 2022

Re: Approve Updates and Revisions to Strategic Plan.

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**BACKGROUND**

In 2018, the Board completed a Strategic Plan process. This Plan has replaced the 2-year Plan previously used for goal setting. Work plans and senior management goals have been aligned with AHA's Strategic Plan and its goals. This update serves as one of two bi-annual updates to the Board of Commissioners.

**DISCUSSION**

An update against the goals of the Strategic Plan is attached with an update column for proposed goals for 2022-23. Staff provides an update to the Board on the Strategic Plan twice a year. Due to the recent pandemic and the fact that the current plan still closely aligns with the work of the agency, the current plan was expanded to 2023, with a goal of starting the new plan process in 2023.

**FISCAL IMPACT**

The current budget is sufficient to the costs involved in meeting these goals.

**CEQA**

Not applicable.

**RECOMMENDATION**

Approve the Update on the Strategic Plan.

**ATTACHMENTS**

1. Strategic Plan September 2022\_\_FINAL

Respectfully submitted,  
Joshua Altieri  
Joshua Altieri, Community Relations Manager







AHA STRATEGIC PLAN REVIEW - SEPTEMBER 1, 2020

	Key Actions from Strategic Plan	Proposed Goals for 2021-22	Progress Updates as of March 2022	Progress Updates as of September 2022	Proposed Goals for 2022-23	Lead
<b>Strategic Goal #1: AHA works with community partners to optimize affordable housing and services for the Alameda community</b>						
1.A	Continue to engage board, staff and community stakeholders in discussion of AHA's long-term real estate development strategy.	Presentation to BoC by end of August 2022 of the Alameda Development Pipeline Report, as required by the Services Agreement with the City, including any new income targets to be served. Hold annual meeting of the Alameda Affordable Housing Trust Funds, with public discussion of priorities for the Fund, as required by the State Local Housing Trust Fund Program by end of July 2022.	The Five Year Development Pipeline Report was presented to BOC in April 2021 and presentation was accepted. In July 2021, AHA created Alameda Affordable Housing Trust Fund (AAHTF) to obtain matching funds from State of California. In December 2021, the State of California Department of Housing and Community Development awarded \$2.5 Million to the Housing Authority of the City of Alameda via AAHTF. This \$2.5 million-dollar award matches an existing \$7.5 million-dollar commitment already made by AHA (in July 2021) to the newly created AAHTF. AAHTF Annual meeting is scheduled for April 2022.	In May 2022, staff/BOC held the annual public hearing on the AAHTF guidelines. In May 2022, the Reserve Policy was updated, providing funding for new and upcoming pipeline projects. Staff noted to the Board that the new pipeline includes deeper affordability and targeting significant special needs populations in all the new developments (minimum of 25% per updated State HCD funding requirements). Staff met with the Westside Area Business Association (WABA) in July 2022 on the Alameda Hotel Conversion project.	Starting August 2022, begin quarterly reports on all five pipeline developments. In September 2022, provide a predevelopment analysis of the three North Housing sites and master plan activities for all parcels. In May 2023, update the reserve policy based on needs of an updated pipeline. Conduct public outreach for the Alameda Hotel Conversion (fall 2022) and Tilden Common projects (early 2023)	Director of Housing Development
1.B	Discuss options for addressing the housing crisis by providing housing that serves households at 60-120% area median income.	Sign completed documents for 1825 Poggi regulatory restriction documents by end of October 2021. Complete purchase of at least 12 of the Pulte Bay 37 BMR units by end of June 2022.	Loan documents for 1825 Poggi Street to secure an affordability covenant are still pending until the minimum number of approved affordable tenants is available. The Housing Authority has acquired 8 below market rent (50% and 80% AMI) homes in the Bay 37/Pulte development. Four tenants have moved into Pulte units, another four tenants (with approved files) with pending move-in dates. Staff is still undertaking feasibility on a purchase of existing units that would be set at 80% AMI.	Loan documents for 1825 Poggi Street to secure an affordability covenant to be signed soon as the minimum number of approved affordable tenants has been met. The Housing Authority has acquired three more below market rent (50% and 80% AMI) homes in the Bay 37/Pulte development (total of 11). The Rosefield development is leasing its 80% AMI units at this time.	Sign completed documents for 1825 Poggi regulatory restriction documents by end of October 2022 Complete purchase of final Pulte Bay 37 BMR units by end of June 2023.	Executive Director/ Director of Housing Development
1.C	Collaborate with homeless housing service providers to successfully implement a plan to house the formerly homeless at the North Housing site. Collaborate with multiple partners to develop the vision for the entire North Housing site.	By August 3, 2021, apply for matching funds for the supportive housing sites from the Local Housing Trust Fund. By the end of September 2021, apply for project-based Section 8 for the supportive housing and senior site at North Housing. By end of June 2022, submit tax credit or other major state financing application for the two first phases of supportive housing at North Housing.	Staff continues to collaborate with Alameda Point Collaborative and Building Futures to provide comprehensive services to the households moving into the first two phases at North Housing. In fall of 2021 and early 2022, three applications have been submitted that detail the supportive service program and budget to the Housing Authority, the County of Alameda, the State of California and the Federal Home Loan Bank Affordable Housing Program. The application for project based vouchers resulted in two awards totaling 60 vouchers for the first two phases of North Housing.	With the support of the North Housing service providers and LifeSTEPS, staff submitted 11 funding applications between January and July 2022 for housing that will serve the homeless either in part, or 100% at its various pipeline projects.	Explore Home key funding for the Alameda Hotel Conversion project, to allow the site to provide 25% homeless units (Oct-Nov 2022) With Portfolio Management, conduct a property management procurement process that will emphasize selection of a firm with outstanding credentials in operating supportive housing in Alameda County (fall 2022). Over the next year, staff will explore additional funding sources that can support these efforts, and to work with the service providers on CES referral policy to allow for the streamlining of filling these units.	Director of Housing Development

AHA STRATEGIC PLAN REVIEW - SEPTEMBER 1, 2020

	Key Actions from Strategic Plan	Proposed Goals for 2021-22	Progress Updates as of March 2022	Progress Updates as of September 2022	Proposed Goals for 2022-23	Lead
1.D	Explore program enhancements and continue outreach to recruit and retain landlords in the HCV program.	Ongoing use of landlord incentive and new tenant incentive program. Conduct landlord workshops in October 2021. Submit for additional HUD funding as opportunities arise.	Continued outreach to promote landlord incentives. Landlord Workshop was conducted by Housing Programs in Nov 2021. Landlord bi-annual newsletter will be mailed in March 2022. Will ramp up marketing outreach and training to landlords to increase adoption of Landlord portal amongst AHA landlords. Accepted into HUD's MTW program under the Landlord Incentive cohort.	To improve landlord operations, a Landlord survey was mailed to HCV landlords in summer 2022, with staff actively responding to landlords that requested to be contacted. Landlord portal training sessions occur monthly for landlords. Targeted outreach to City of Alameda landlords as recruitment effort. Landlord recruitment video to be launched in October 2022. Increased EHV landlord incentive to \$2000 and continued HCV landlord incentive. Included landlord incentives on MTW Supplement Plan. Landlord newsletter mailed twice per year (March and Sept)	Expand targeted outreach (for landlord recruitment) to include property management companies. Tap into City of Alameda media/communication channels for expanded outreach. Create integrated media campaign (OOH, Print, social, video) to attract landlords. Increase landlord incentives: First-time Rental incentive: \$1,500 Accessible unit incentive: \$2,000 HQS incentive: \$100 Returning Landlord incentive: \$1,000	Director of Housing programs/Executive Director/Community relations manager
1.E	Assess gaps in resident services and explore new partners for enhanced services when feasible.	By end of December 2021, hold a procurement for a broad range of supportive services and selected qualified providers. Continue or build partnerships per the Communications Plan presented in July 2021.	Procurement process concluded and Property Management secured agreement with LifeSTEPS. AHA launched free Wi-Fi programs for the Community Rooms at Anne B. Diamant, Esperanza, Littlejohn Commons, Independence Plaza. Started weekly recreational activities (Drawbridge and Alameda Recreation and Parks Dept) for AHA families which will be hosted at Esperanza. Started monthly recreational activity (Leaparts) at Independence Plaza. Community bicycle re-purposing project for AHA children will begin spring 2022.	The Community Relations strategy also included improving communication and furthering program alignment with existing community partners. These efforts benefited AHA residents (and program participants) and included projects like Alameda Food Bank (food distribution to AHA residents), City of Alameda Recreation and Parks Department (mobile after-school recreation unit), LifeSTEPS (expanding social services), and Corica Park Golf Course (for summer camp programming). Bicycle re-furbishing project will take place in November 2022 which AHA youth can obtain re-furbished bicycle. In August 2022, the Alameda Food Bank distribution returned to it's pre-pandemic format in which LifeSTEPS served as project owners and worked directly with AFB to provide food to AHA residents.	Continue to expand Community partnerships for benefit of AHA program participants. Work with LifeSTEPS on enhanced programming opportunities.	Community Relations Manager
1.F	Create appropriate communication tools and evaluate resources needed to tell AHA's story and promote AHA's mission.	Complete the Communication plan as presented at July 2021 BoC	All the 2021 tasks included in the Communications Plan were completed with an updated task list for 2022 in the Communications Plan. The updated Communications Plan will be included in the March BoC meeting agenda. New website is under development with expected completion in late August 2022.	Website to launch Sept 2022, 3 professionally produced videos in production to be completed by Nov 1, 2022. AHA staff built a consistent cadence of scheduled printed (and emailed) newsletters to landlords (2x per year), vendors (1x per year), program participants (4x per year), and local government (2x per year). This routine and dependable outreach leads to continued engagement with stakeholders. The email subscriber list is now over 12,500 contacts. Marketing audiences grew as AHA now reaches over 1,000 followers combined on LinkedIn and Facebook for the first time ever. The re-branding included a new logo and color theme to maintain consistent a brand image. Annual report to be published October 2022.	Add more video resources (landlord portal trainings, etc.) to AHA website. Further audit use of AHA logo in departmental communications and Voyager (automatically generated letters). Write three Op-Ed (advertorials) for local print publications.	Executive Director / Community Relations Manager

AHA STRATEGIC PLAN REVIEW - SEPTEMBER 1, 2020

	Key Actions from Strategic Plan	Proposed Goals for 2021-22	Progress Updates as of March 2022	Progress Updates as of September 2022	Proposed Goals for 2022-23	Lead
<b>Strategic Goal #2: AHA uses its resources efficiently</b>						
2.A	Automate accounting systems.	Systems are now paperless. Continue to move expenditures to electronic payments.	Staff continues outreach to vendors to promote electronic payments via Electronic Funds Transfer Authorizations.	Interviews with Payroll Software companies have been completed and revised contract is expected to be executed in the month of September 2022. Additional Payroll Software modules will be onboarded by the 4th quarter of the calendar year, including creating a script to link data from the Payroll Software to the Yardi Accounting system. Ongoing outreach on electronic payments to vendors and landlords are ongoing.	Onboard Payroll software that can link to accounting software (Yardi), therefore reducing the need for manual input. Continue to outreach on electronic payments to vendors and landlords.	Director of Finance
2.B	Implement online tenant and landlord services to make dealing with AHA as convenient as possible and reduce staff time spent on processing.	Complete the applicant portal with the Section 8 waitlist opening in September 2021. Increase adoption and use of landlord portal by landlords.	Applicant portal launched and was used for Wait list opening in September 2021. Community outreach materials were sent in December 2021 to Landlords explaining features and benefits of landlord portal.	HPD staff is offering bi-weekly trainings to AHA residents (at Independence Plaza) seeking further assistance on annual and interim re-certifications. Staff is hosting virtual monthly landlord portal trainings to assist landlords with account creation and using the portal.	Expand adoption of Rent Café for both landlords and tenants.	Director of Housing Programs/Senior Management Analyst
2.C	Review policies and procedures across programs to improve efficiencies, set common standards and adopt best practices	Ongoing. Will be a key part of the accreditation process. Employee handbook will be presented to BoC no later than February 2022.	Continued analysis by leadership to optimize operations. Employee handbook revisions completed in February 2022. Two listening sessions were held with staff prior to Board approval.	The revised Employee Handbook was approved in February 2022.	Ongoing review of policy changes as needed and upgrade of procedures.	All Directors
2.D	Rehabilitate AHA's properties in accordance with the Board-approved capital improvements based on portfolio capital needs assessments to maintain AHA's high standards in occupancy levels, property condition, energy efficiency and curb appeal.	Develop an updated capital needs and rehabilitation plan for each of AHA's buildings that are over 15 years old and over 30 units by June 30, 2022. Provide an update to the Board by August 31, 2022. (dependent on hiring Construction Manager). Complete syndication feasibility for at least two portfolio projects by end of June 2022. By end of March 2022, begin the balcony renovations at IP and ABD.	The capital needs and rehabilitation plan for AHA's buildings that are over 15 years old (and over 30 units) will be completed by June 30, 2022 with a report to BOC by end of August 2022. RFP for balcony renovations will be published in March 2022. RFP for Capital Needs Assessment was issued in February 2022. Working on ADA building survey to present later in 2022.	Over 80% of CNAs performed, and the rest are scheduled to be completed by the end of 2022. IP received award of additional City redevelopment funds to pay for substantially all of the needed balcony work (June 2022). Balcony work has begun and is still on schedule to be completed by the end of 2022.	Complete the IP Balcony work and draw down City funding and reserves to offset cost. Complete all CNAs and provide summary and strategy to Board for approval (February 2023 BOC). Conduct energy efficiency studies on at least three targeted renovation projects (by Feb 2023). Provide an update to the Board on the recapitalization and refinancing of IP by April 2023.	Directors of Portfolio Management, Housing Development and Deputy Executive Director
2.E	Analyze option of applying for "Moving to Work" status as a Public Housing Agency.	MTW application has been submitted. Respond to any requests for information from HUD.	On January 28th, 2022 AHA was notified by HUD that the agency has been selected to be a Moving to Work (MTW) agency under the Landlord Incentives Cohort. The resolution was brought to the Board in February 2022. Staff continues to work with HUD on required next steps and cohort enrollment.	Drafting MTW Supplement Plan. Outreach to public to start in October. Executed MTW Contract on March 23, 2022.	A MTW Supplement is being prepared for submission to HUD to implement activities affecting the participants and landlords. There are 18 proposed activities in the draft plan that will need to be implemented in the spring of 2023 after staff are trained.	Executive Director/Principal Management Analyst

AHA STRATEGIC PLAN REVIEW - SEPTEMBER 1, 2020

	Key Actions from Strategic Plan	Proposed Goals for 2021-22	Progress Updates as of March 2022	Progress Updates as of September 2022	Proposed Goals for 2022-23	Lead
2.F	Fine tune AHA's best practices by visiting with other housing authorities and affordable housing owners/managers to learn about their most innovative and impactful operating practices.	Continue to lead roundtables for EDs and Section 8.	ED maintains bi-weekly communication other regional ED's. S8 Roundtable events still occurring with Housing Programs Directors from other Housing Authorities with next roundtable completed on February 28, 2022. Roundtable discussions led by HPD Director related to best practices, regional trends, and regulatory updates.	Director's Roundtable for the voucher programs continues. Joined MTW Collaboration group to support staff working with MTW. Staff attended numerous HUD trainings for MTW agencies and the EHV program.	Director's Roundtable for the voucher programs continue to attend. Join MTW Collaboration group to support staff working with MTW.	Executive Director/Principal Management Analyst
<b>Strategic Goal #3: AHA retains and recruits excellent staff</b>						
3.A	Improve work space for staff, within certain financial and physical limitations.	By end of June 2022, obtain permits and begin maintenance garage remodel. Recruitment of a Construction Project Manager to oversee project is in process.	Garage remodel planning on-going with plans to secure building permits by fall 2022. Construction Project manager was hired in late November 2021 to manage this conversion. Rent Program move scheduled for July 1, 2022.	RFP for rehab architect prepared and will be issued in September 2022. Preparations of the 2615 Eagle site for maintenance to relocate have been made as of August 2022 (security, cameras, internet, alarms).	Issue RFP for general contractor in Dec 2022. Submit for permits in February 2023. Begin work by July 2023.	Director of HR and Operations / Deputy Executive Director.
3.B	Continue to provide robust training and cross-training for staff.	RP staff continue to receive mediation training and certification from SEEDS, upon successful completion of their probationary period. Section 8 staff to receive HCV training. Agency wide trainings to continue. Most classes are currently online; continue to look for engaging online training opportunities and offer in person if possible with pandemic.	HPD staff underwent Eligibility, Income and Rent Calculation, and Ethics NAHRO trainings in January 2022. IT Security training on-going for all staff to protect against cyber threats. Fair Housing training completed in December 2021. Community Relations Manager exploring staff training options for Diversity, Equity, Inclusion plus possible Trauma-Informed Care training. AHA's Executive Director leads CAHA trainings.	All staff were trained on Preventing Harassment and Discrimination in May 2022. MTW and EHV trainings attended by staff offered by HUD.	Expanded benefit amount and promote usage of education assistance/tuition reimbursement program. Pilot training allowance and report on program at end of 2023. Continue to require and provide professional certification programs. Continue to utilize online training platforms augmented by in person trainings as health conditions permit.	Director of HR and Operations
3.C	Foster an environment of appreciation, acknowledgement and constructive feedback.	Survey will be repeated in December 2022. Staff are working on addressing issues from 2020 survey.	Staff are continuing to address issues from 2020 survey, including addressing recruitment and retention, cross-training, and shared leadership opportunities and celebrations at staff meetings. Options for more flexibility in work hours for some non-exempt staff have been offered. Flexibility in sick leave use was offered in early 2022 to help address school closure/childcare needs.	Events and Celebrations Committee was established and events are underway, with several occurring over the summer of 2022. An RFP for Diversity Equity and Inclusion released in August, 2022 with some of the proposed work focusing on these issues. Created an Events Committee to plan monthly office decorations and staff events to promote DEI and teamwork.	Coordinate with DEI work on staff satisfaction issues, rather than repeating the staff survey. Support Events and Celebrations Committee for ongoing staff engagement activities. Offer ongoing training for supervisors/management on topics such as providing feedback. Monitor and report on staff retention/turnover. Continue to offer flexibility in staff schedules and work from home arrangements where feasible.	Director of HR and Operations

AHA STRATEGIC PLAN REVIEW - SEPTEMBER 1, 2020

	Key Actions from Strategic Plan	Proposed Goals for 2021-22	Progress Updates as of March 2022	Progress Updates as of September 2022	Proposed Goals for 2022-23	Lead
3.D	Seek to hire from within where appropriate.	Continue to make promotional opportunities available where possible; provide ongoing training for skill development.	Continue to provide advancement opportunities to existing staff when feasible. Principal Management Analyst position was filled with internal candidate in February 2022.	Hired an entry level position of Assistant Project Manager (May 2022) to provide an early career development position with growth opportunities. Several promotional opportunities were offered including acting positions for the Rent Program (resulting in three acting promotions) and Housing Specialist I/II/III positions (in process). Continued to advertise positions internally and externally, resulting in one promotion and one lateral transfer. HR Manager provided a brown bag on resume writing and interviewing skills, open to all staff and interns, to support staff in the application process.	Continue to make promotional opportunities available where possible. Provide ongoing training for skill development to support career advancement. Establish additional supervisory/management capacity in departments to support succession planning and professional development.	All Directors
3.E	Conduct a job classification and compensation study to ensure AHA's total compensation package remains competitive in the marketplace.	Repeat compensation study for all positions by September 2022. Include classification study if pandemic subsidies.	Compensation study pending. Board approved 3.2% COLA increase in August 2021. Sick leave was advanced to staff during COVID. Education package increased to \$1500, and additional bilingual pay made available. One additional holiday (Juneteenth) added in 2021.	Compensation study results pending and will be brought to the Board in Fall 2022. COLA recommendation to go to the Board in August/September 2022.	Implement compensation study in Fall 2022. Continue to monitor environment to ensure competitive compensation package is in place.	Director of HR and Operations
<b>Strategic Goal #4: AHA is financially prepared for future challenges</b>						
4.A	Adopt a dashboard of key performance metrics to track financial performance of the authority.	Continue to simplify reporting and focus on dashboards by the end of Fiscal Year 2022, including main components of cash and investments, as well as sufficient reserves for HAP and operating funds.	Quarterly financial reporting are implemented by the Finance team to the Board of Commissioners. Management analysts and staff are designing data collection methods that will produce quantifiable data (data visualization) that can be easily converted into dashboard interfaces.	Elevate in Yardi was launched for Portfolio Management and Housing Programs Department in August 2022.	Launch a new portal in Yardi, Asset IQ, which provides a high-level overview of the agency and it's programs.	All Directors
4.B	Review the long term operation of the HCV program to maximize support to Alameda low income families and meet federal regulations while reducing its dependency on subsidy from other AHA programs. Continue to manage the short-term cash flow needs of the HCV program.	Continue to explore costs efficiencies in Section 8. Case loads for staff are at 60-75% of many similar agencies. This provides for better customer service and performance levels and an ability to do additional projects like EHV. Hire consultant in the coming year to review case loads.	Full time management analyst was added to Housing Programs staff to create data management solutions to guide management, drive staff accountability, and increase transparency on staff performance. Additional use of outside resources to address gaps in staffing.	RFP pending for criminal background and MTW impact analysis is being reviewed. Hiring search is underway to fill the AD position.	Complete RFP for Criminal Background screening, Implement 1st year MTW strategies with HUD approval. Add an Assistant Director position by November 2022 to assist with overall program oversight and direction. Target leasing efforts for the HCV program to increase utilization.	Director of Housing Programs

AHA STRATEGIC PLAN REVIEW - SEPTEMBER 1, 2020

	Key Actions from Strategic Plan	Proposed Goals for 2021-22	Progress Updates as of March 2022	Progress Updates as of September 2022	Proposed Goals for 2022-23	Lead
4.C	Secure funding for AHA's pipeline of affordable housing developments and complete these projects in a cost-effective and timely manner. Explore creative options for managing costs of housing production going forward.	By end of June 2022, Rosefield to be 95% complete and initial lease up should be 75% complete. Develop initial financing plan and strategy for NH Block A Senior and Tilden Commons (AUSD site) by end of March 2022.	As of March 2022, Rosefield Village is 78% complete and initial lease up has begun. NH Block A (three separate projects) have initial financial plans and NH PSH I and II are actively applying for funding. NH PSH I and II were both awarded project based vouchers and capital loans from the Alameda Affordable Housing Trust Fund. A presentation on the cost drivers for affordable housing was presented to the Board in September 2021.	As of September 2022, Rosefield Village is 100% complete and will be 50% leased. Staff submitted 11 funding applications in calendar year 2022, with success in AHP, City funding, and project based voucher awards to date.	90% lease up of Rosefield Village by October 1. Full lease up by 11/1/2022 to meet funder requirements. Submit Placed in Service Package and convert to permanent phase by March 1, 2023. By April 2023, submit Block A applications to AHP and 4% and 9% tax credits, as needed. Submit Home key application by end of 2022 for Alameda Hotel Conversion if applicable, as well as AHP in March 2023. Apply in May 2023 for LHTF matching funds, if the Board approves transfers of its awards to the AAHTF for eligibility.	Director of Housing Development
4.D	Review the long term operations of the Property Management functions in the light of future refinancing and rehabilitation. Monitor and manage the short-term and long term operating needs of the properties.	Transfer remaining properties to the AAHC entity by end of June 2022 and update staffing needs to reflect a change in responsibility.	Only two properties (ABD and IP) remain to be transferred to third-party management with staffing updates to be determined. Staff was notified of the upcoming property transfers and potential implications.	The RFP has been posted to website for a second property management company for AHA's remaining properties (ABD and IP) as well as the future properties in pipeline.	A new property management company should be selected by 12/1/22.	Director of Portfolio Management
4.E	Continue the Family Self-Sufficiency program as long as HUD provides funding.	Continue FSS program. Seek to increase enrollment to help families that have lost income due to COVID. Provide more online services to FSS participants.	Continued program outreach to increase enrollment to help families that have lost income due to COVID. 33 total FSS Program participants including three new participants enrolled in January 2022. One FSS program graduate became a home owner. Funding continued through 2022.	Continued program outreach to increase enrollment to help families that have lost income due to COVID. 29 total FSS Program participants which include recent participants graduating from the FSS program with financial savings. Funding continued through 2022.	Continue FSS program. Seek to increase enrollment to help families that have lost income due to COVID.	Director of Housing Programs
4.F	Prepare strategic Asset Management Plans for AHA-owned properties, including Independence Plaza.	Provide an update on the IP refinancing strategy to the BoC by end of November 2021.	IP re-refinancing strategy presented to Board in Nov 2021. A request for proposal for updated capital needs assessments for the entire portfolio was published in February 2021 to obtain data for the asset management strategic plan update.	Rent increases have been implemented post-COVID at IP, and the balcony work has begun (July 2022). The project successfully received the 2022-23 operating subsidy award in June 2022 from City redevelopment funds, and was successful in obtaining a large additional grant to cover most of the balcony repair work.	With Portfolio Management, provide update to the Board on the IP refinancing strategy in February 2023.	Director of Housing Development
4.G	Create the authority's pension liabilities policy and adopt a plan for funding this liability.	Bring report to BoC by November 2021.	Unfunded pension liability update was brought to the Board in January 2022, and it is projected that the unfunded pension liability will be fully funded in the next 15 years. In July 2021 CalPERS reported a strong unaudited return of 21.3% of their total assets of the fiscal year, thus reducing the discount rate from 7% to 6.8% for the remainder of this fiscal year.	The unfunded pension liability update will be brought to the Board of Commissioners in January 2023 after the results of the actuarial reports are provided to the agency. In July 2022, CalPERS has stated that there is a preliminary negative 6.1% net return on investments for the 12-month period that ended June 30, 2022. This may affect the discount rate and additional input from the actuarial reports is needed	Ongoing monitoring of the unfunded liability as part of the annual audit, and as necessary, recommend action plan to the Board of Commissioners on whether further paydown of the unfunded pension liability is warranted.	Director of Finance

AHA STRATEGIC PLAN REVIEW - SEPTEMBER 1, 2020

	Key Actions from Strategic Plan	Proposed Goals for 2021-22	Progress Updates as of March 2022	Progress Updates as of September 2022	Proposed Goals for 2022-23	Lead
4.H	Create an organizational reserves policy.	Demonstrate progress on the quarterly reserve policy plan, starting January 2022.	The Housing Authority Reserve Policy for investment in AHA's long-term real estate development was adopted in October 2021. Requests for funding and new development activities are now presented to the Board in relationship to the Reserve Policy.	Updated Reserve policy at May 2022 BOC	Provide update to Reserve policy on or before May 2023, as part of the budget process, and in anticipation of future applications and match opportunities. Update the CIP section of the policy in February 2023, per 2D above.	Director of Housing Development/Finance Director



To: Honorable Chair and Members of the Board of Commissioners

From: Daniel Mills, Management Analyst

Date: September 29, 2022

Re: Accept the Annual Police Activity Report for FY2021-2022.

**BACKGROUND**

The Housing Authority budgets on an annual basis for Community Policing services supplied by the City of Alameda. The Annual Police Activity report will provide data on policing services for the previous Fiscal Year (FY2022) from July 1, 2021 to June 30, 2022. The Police Department provides two different sets of data: number of reports received and number of arrests made per month. Since the Police Department organizes data by calendar year, the data provided by the Police Officers refers to quarters defined differently than those utilized by the Housing Authority. See cross-reference below:

AHA	Alameda Police Department
First Quarter 2022	Third Quarter 2021
Second Quarter 2022	Fourth Quarter 2021
Third Quarter 2022	First Quarter 2022
Fourth Quarter 2022	Second Quarter 2022

**DISCUSSION**

Attached as *Exhibit A* is the fiscal year statistics provided by the officers and compiled into chart form. The exhibits show the number of reports written and arrests made during each month and the entirety of FY2022. The data is grouped by the property and type of activity as tracked by the Police Department. Forty-eight (48) reports were written and two (2) arrests were made on Housing Authority properties.

The greatest number of criminal activity reports were recorded at the Esperanza and Parrot properties. Two arrests were reported, with one (1) each at Esperanza and Independence Plaza. It is important to note that if an arrest occurs in a public space such as on a sidewalk, it is attributed to the adjacent property address.

*Note: For Exhibits B and C, the data for the City of Alameda as a whole has been*



*multiplied by 1.8 percent to create representative figures comparable to the population residing at AHA properties.*

*Exhibit B* provides a visualization of the comparison of police activity between AHA properties and the City of Alameda as a whole over the last two-year period. This chart reveals that police reporting on Housing Authority properties and the City overall have increased for FY2022. However, while overall city arrests have increased, only two (2) arrests were reported at AHA properties over the entire FY.

*Exhibit C* uses police data to track the two sets of data for the last 25 years of this program. The dotted line on both charts represents the number of reports written (top chart) and arrests made (bottom chart) in the city as a whole. The solid line shows the number of reports written and arrests made on AHA properties. Although there are peaks, primarily in reports written during FY2001 and FY2002, this activity has maintained consistent low levels for AHA properties. The number of arrests made on AHA properties peaked in FY2004 and has leveled out over the last 13 years.

Though overall crime is low, serious incidents do occur on or near Housing Authority properties. Housing Authority tenants are not immune to the types of crime that occur throughout the city. Staff continue to work diligently to enforce leases when residents are involved with any type of criminal activity and continue to maintain a working relationship with the Alameda Police Department, which includes regularly meeting with staff from the Alameda Police Department to address any issues in a timely manner.

Staff will continue to review the statistics regularly to determine if any negative trends are developing and to address any issues as quickly as possible. Staff also continues to negotiate the Police Services Agreement with the City of Alameda.

**FISCAL IMPACT**

This report is provided for information only.

**CEQA**

N/A

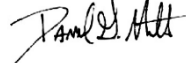
**RECOMMENDATION**

Accept the Annual Police Activity Report for FY2021-2022.

**ATTACHMENTS**

- 1. FY21-22 Police Report All Addendums

Respectfully submitted,



Daniel Mills, Management Analyst



HOUSING AUTHORITY OF THE CITY OF ALAMEDA  
POLICE ACTIVITY  
ON HOUSING AUTHORITY PROPERTIES

FY 21-22		REPORTS												
MONTH	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY	
ESPERANZA	1	2	1	3	4	1	0	2	1	1	1	1	18	
ROSEFIELD	0	0	0	0	0	1	0	0	0	0	0	0	1	
EAGLE	0	0	0	0	0	0	0	0	0	0	0	0	0	
IP	0	0	1	1	0	2	2	1	0	0	3	2	12	
CHINA CLIPPER	1	0	0	0	0	1	0	0	0	0	0	0	2	
PARROT	1	1	0	0	0	0	1	1	1	0	5	3	13	
ABD	0	1	0	0	0	0	0	0	1	0	0	0	2	
<b>TOTALS</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>9</b>	<b>6</b>	<b>48</b>	

FY 21-22		ARRESTS												
MONTH	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY	
ESPERANZA	0	0	0	0	0	0	0	0	0	0	0	1	1	
ROSEFIELD	0	0	0	0	0	0	0	0	0	0	0	0	0	
EAGLE	0	0	0	0	0	0	0	0	0	0	0	0	0	
IP	0	0	1	0	0	0	0	0	0	0	0	0	1	
CHINA CLIPPER	0	0	0	0	0	0	0	0	0	0	0	0	0	
PARROT	0	0	0	0	0	0	0	0	0	0	0	0	0	
ABD	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	

COMPARISON ACROSS PROPERTIES

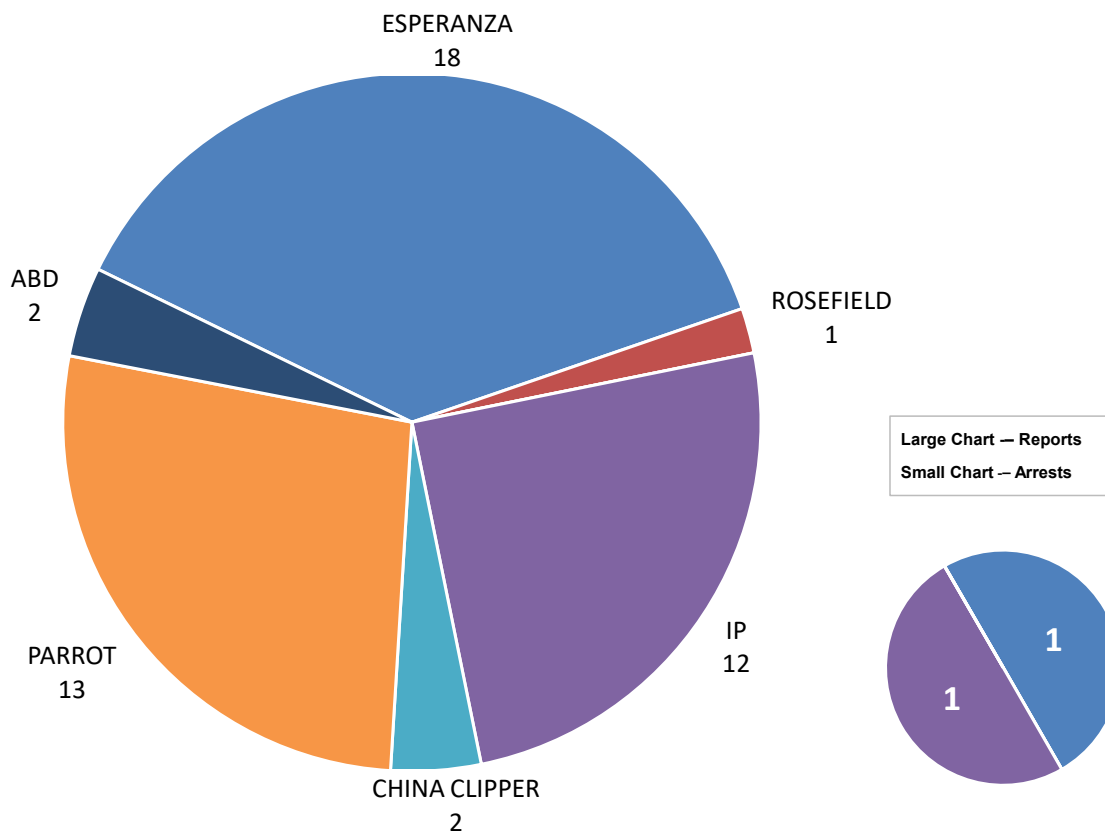
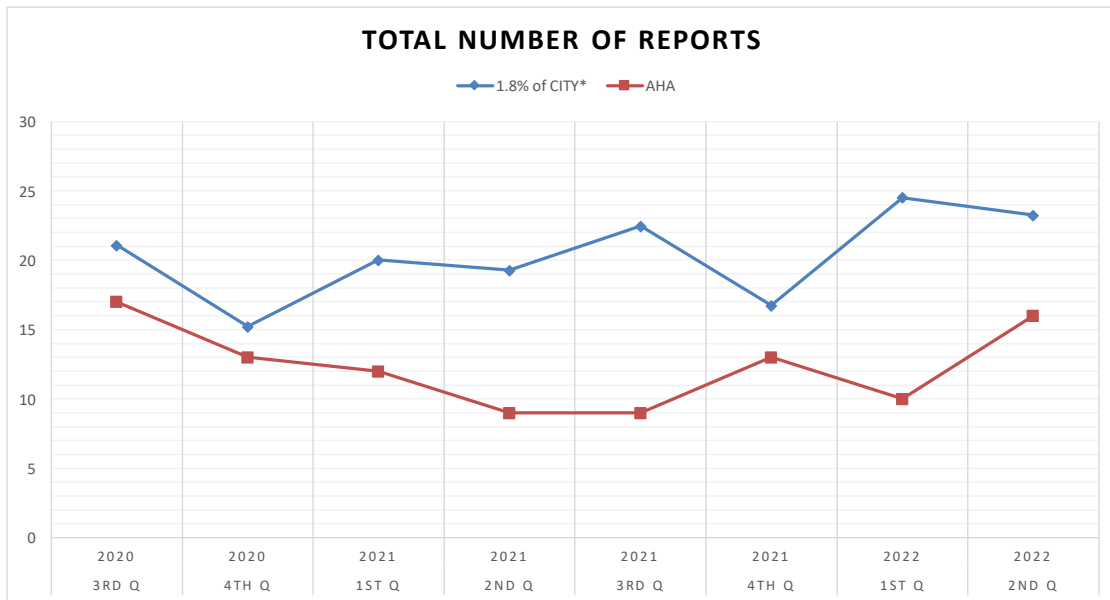


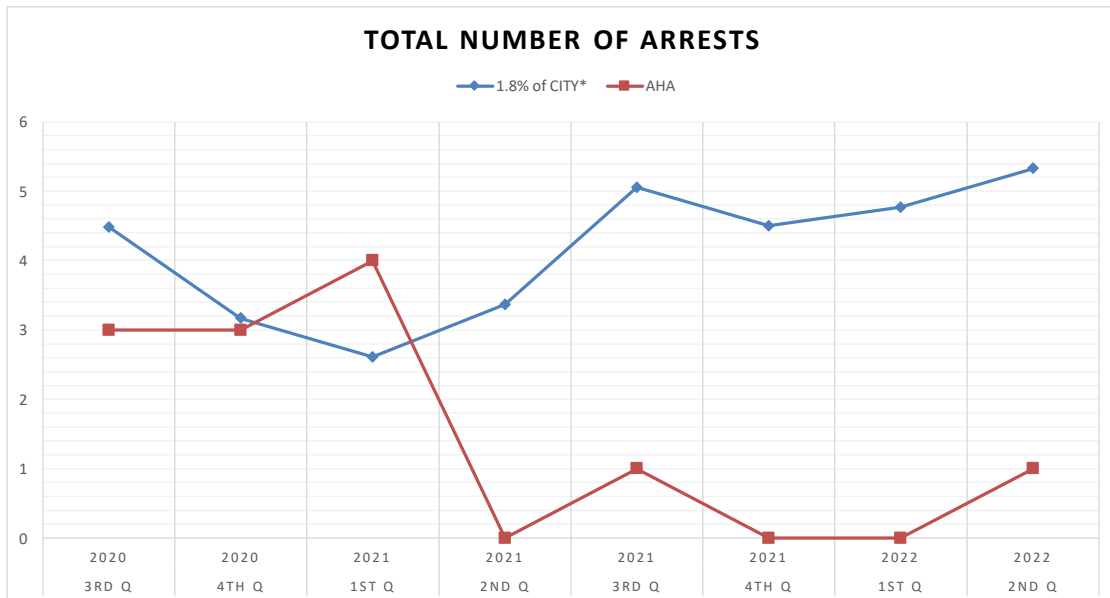
Exhibit B

HOUSING AUTHORITY OF THE CITY OF ALAMEDA  
POLICE ACTIVITY  
ON HOUSING AUTHORITY PROPERTIES  
COMPARED WITH THE CITY AS A WHOLE

NO. of REPORTS	3RD Q 2020	4TH Q 2020	1ST Q 2021	2ND Q 2021	3RD Q 2021	4TH Q 2021	1ST Q 2022	2ND Q 2022
<b>AHA</b>	17	13	12	9	9	13	10	16
<b>1.8% of CITY*</b>	21	15	20	19	22	17	25	23



NO. of ARRESTS	3RD Q 2020	4TH Q 2020	1ST Q 2021	2ND Q 2021	3RD Q 2021	4TH Q 2021	1ST Q 2022	2ND Q 2022
<b>AHA</b>	3	3	4	0	1	0	0	1
<b>1.8% of CITY*</b>	4	3	3	3	5	5	5	5

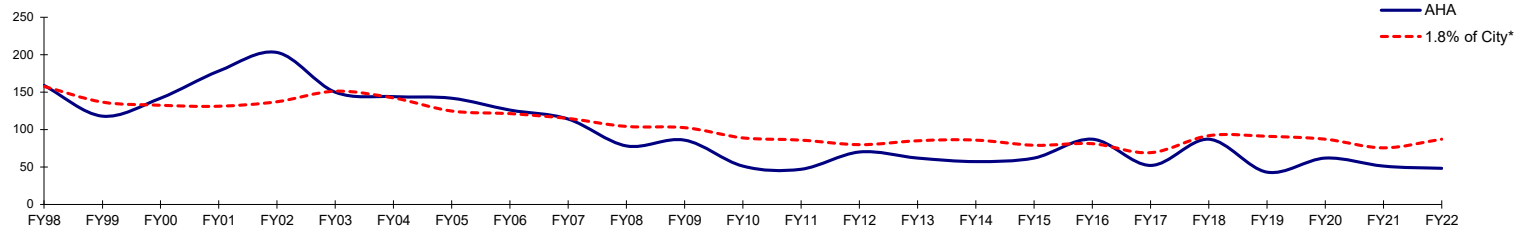


\* Note: City of Alameda numbers are reduced to 1.8% of actuals to reflect AHA population as percentage of the City of Alameda.

Exhibit C

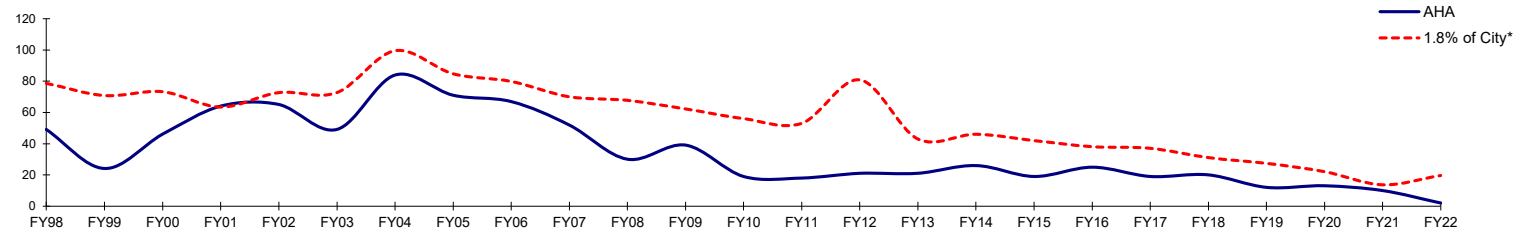
POLICE ACTIVITY  
ON HOUSING AUTHORITY PROPERTY COMPARED WITH CITY AS A WHOLE  
25-YEAR TRENDS

REPORTS WRITTEN



	FY98	FY99	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
<b>AHA</b>	159	118	142	178	203	150	144	142	126	114	78	86	51	47	70	62	57	62	87	52	87	43	62	51	48
<b>1.8% of City*</b>	158	137	133	131	137	151	142	125	121	115	104	103	89	86	80	85	86	79	81	69	92	91	87	76	87

ARRESTS MADE



	FY98	FY99	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
<b>AHA</b>	49	24	46	64	65	49	84	71	67	52	30	39	19	18	21	21	26	19	25	19	20	12	13	10	2
<b>1.8% of City*</b>	79	71	73	63	73	73	100	85	80	70	68	62	56	53	81	43	46	42	38	37	31	27	22	14	20

\* Note: City of Alameda numbers are reduced to 1.8% of actuals to reflect AHA population as percentage of the City of Alameda.



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**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 29, 2022

Re: Provide Input on a Development Naming Policy.

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### **BACKGROUND**

There is no existing naming policy or list of possible names at the Housing Authority of the City of Alameda (AHA). In the past, new AHA housing developments have been named after the location or honored a historic event or figure, such as Littlejohn Park which is named after Elector Littlejohn, a well-known housing justice activist in Alameda. Name ideas have come from the AHA staff and departments, and consequently approved by the Executive Director and the Board of Commissioners.

The City of Alameda has a rich history with various cultural groups and environmental landmarks making distinct contributions to the community that resides on the island today. That diverse history should be reflected in the naming process of new developments and community spaces as a way of carrying on those legacies. This can be through the honoring of respected individuals, cultural groups, Native history, geographical features, and city values. While recognizing names that represent the past and present of Alameda, it is also important that they also reflect values that look forward to a diverse, sustainable, and caring future.

There are opportunities to name developments, phases, private streets, and community spaces, such as community rooms or gardens/outdoor spaces.

### **DISCUSSION**

One of the AHA summer interns, who is herself a local Alamedan, Clarisa Wolff Urzua, researched best practices among public agencies and nonprofits and prepared an initial draft of this memorandum. Per Ms. Urzua's research, staff recommends policy guidelines such as:

1. Words that highlight the diverse heritage and cultural values of Alameda.
2. Descriptions calling out distinct natural, geographical features or environmental elements.
3. Names of events, inventions, or places of historical significance in city politics





and development (examples: China clipper, Neptune Beach, the Seaplane)

4. Names of individuals or organizations from Alameda who have been deceased for over 5 years who, in their lifetime, made a commitment to the City or greater good, providing benefits to others, especially to residents of the City.
5. Recognition of a group of individuals in Alameda with a commitment to providing benefits to others.
6. Names already approved by the City of Alameda. The City maintains a list of preapproved names.
7. Special consideration for North Housing – As a multiphase project, choose names that will help build an overall sense of community and relationship and, where possible, to acknowledge the history of the site.

A list of potential names that meet the guidelines is attached.

Potential protocols for approving names include:

1. “Working names” for developments should be established based on local streets or neighborhoods, i.e. North Housing, would be proposed by staff and would not generally be brought to the Board for approval. Care should be taken to be sure any working name is neutral, appropriate, and not too close to other AHA development names.
2. Legal entity names, (LLCs and LPs would follow the practice to date of naming after the adjacent cross streets.
3. Permanent public names - Staff will seek to identify a name or set of names that fit the policy guidelines above, and follow the steps below as applicable.
  - Naming proposals may be circulated among stakeholders available as a way of navigating concerns or possible controversies.- Where appropriate, AHA may consider naming suggestions from community members through a public forum. Names and naming changes require review and approval from the Board of Directors before issuance. Name suggestions can be maintained on a list.
  - Other jurisdictions have utilized the naming process as an opportunity for donations and sponsorships to be made in exchange for having input in the process.
  - Once the permanent names are identified, staff brings the names to the Board for adoption.

### **FISCAL IMPACT**

None.

### **CEQA**

Not applicable.

**RECOMMENDATION**

Provide Input on a Development Naming Policy.

**ATTACHMENTS**

1. Attach 1 Names for Consideration

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sylvia Martinez', with a stylized flourish at the end.

Sylvia Martinez, Director of Housing Development

## Attach 1: Names for Consideration

### NAMES FOR CONSIDERATION

Listed below are examples for potential names:

- *Linnet, Surfperch, Silverside (Bay fish)*
- *Swallowtail, Echo Azure, Lorquin's Admiral, Mylitta Crescent, (butterflies)*
- *Osprey, Heron, Merganser, Snowy Plover, Goshawk, Kite, Tern, Jaeger, Clapper Rail, Sandpiper, Swift, Kingfisher, Viero, Sparrow, Tanager, Dunlin, Sanderling, Willet, Curlew, Whimbrel, Turnston, Avocet, Grebe, Egret, Towhee (birds)*
- *Perch, berth, dock, harbor, anchorage. Jetty, quay, pier, landing, slip, embark, alight, (seaside terminology)*
- *Willow* – (nature) history of willow trees growing in Alameda and most common utilized by the Ohlone inhabitants to build homes.
- *Bonita* – the name of the boat that W.W. Chipman and Gideon Aughinbaugh would use to offer trips (Watermelon Excursions) from San Francisco to Alameda in order to promote to growth of the city in the late 1800s.
- *Poplar* – Alameda translates to “poplar trees” from Spanish.
- *Mabel Tatum* – named after Mabel Tatum, President of Citizens' Committee for Low-Income Housing of Alameda, protested in 1966 (passed away in 1978)
- *Nielsen Tam* – Worked in AUSD for 38 years, specializing in special education, and served on the board of Girls inc., Boys and Girls Club, Alameda Point Collaborative, Alameda Family Services, and the Alameda Food bank. He reflects values of diversity and community-building in Alameda. (passed away in 2015, family carries on legacy)
- *Yoshiko Uchida* – named after the well-known author and illustrator of children's books which generally focused on her experiences as a Japanese American. (passed away in 1992)
- *Jack Kimbrough* -- lived in housing project, co-founded the Urban League (passed away in 1992)
- *(Names of individuals can be added to neighborhood words, such as Tatum Commons, Tam Gardens, Uchida Corner, Kimbrough Place).*
- *North Housing specific names:* Estuary was the name of the segregated housing development at the former NAS Alameda Base, part of workforce housing for the war effort, and once owned by the Housing Authority. Although the original buildings have been demolished, the story of the families who lived in this housing, and who were displaced, could be echoed in Block A phase names such as Estuary, Tide, Water, Wind, Reef, Landing, Anchorage, the Perch, or other names that capture the idea of a space between, that is constantly changing, but is also a natural refuge.



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To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 29, 2022

Re: Accept the Quarterly Development Report for Tilden Commons.

---

### **BACKGROUND**

The Housing Authority (AHA) purchased the property at 2615 Eagle Avenue in April 2022 in order to develop the site as affordable housing. The Housing Authority anticipates that the site will serve 40-50 families, with up to 25% supportive housing units if required by funding sources. The Housing Authority may use the site for maintenance staff and storage during the remodel of its current maintenance garage.

### **DISCUSSION**

#### Funding

On April 20, 2022, the Housing Authority approved an option to subsidized ground lease valued at \$2,500,000 to Island City Development, and in May 2022, also agreed to \$500,000 in funding for design and development.

On June 1, 2022, staff responded to the Alameda Housing Authority's Request for Proposals for Section 8 Project-Based Voucher Program. However, project did not qualify for Section 8 Project-Based Vouchers (PBV) because it was not able to demonstrate readiness and other committed funding.

#### Design and Permit

As part of the application process, staff received confirmation that the development will not require CEQA review and is entitled for the planned use. The site will have to submit drawings for a ministerial design review process on objective design standards, and for offsite public works approvals.

#### Procurement

Staff is working on procurement for the architect and design team. Staff expect to issue the Request for Proposals and/or Qualifications by the end of 2022.



Community Outreach

A press release was issued after escrow closed, and the AHA website now references a newsletter regarding this development. Staff anticipates community outreach meetings will be held in the first quarter of 2023.

**FISCAL IMPACT**

The Board previously authorized a loan of \$3,000,000 for costs associated with acquisition and development. To date, \$2,630,000 has been spent on acquisition and feasibility studies.

**CEQA**

Not applicable.

**RECOMMENDATION**

Accept the Quarterly Development Report for Tilden Commons.

**ATTACHMENTS**

None

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sylvia Martinez', is positioned below the text 'Respectfully submitted,'.

Sylvia Martinez, Director of Housing Development



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To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 29, 2022

Re: Accept the Quarterly Development Report for Alameda Hotel Conversion.

---

## **BACKGROUND**

In June 2022, The Housing Authority of the City of Alameda (AHA) approved a purchase and sale agreement and went into escrow with the owner of the Hawthorn Suites, to convert the extended-stay hotel to residential use and an affordable development. The development will be 50 studio units, with private kitchens and baths. Two small retail spaces along Webster Street will be retained. The development will focus on half of the site, allowing the other half to be retained for future development.

## **DISCUSSION**

### Funding

On June 1, 2022, staff responded to the Housing Authority of the City of Alameda's Request for Proposals for Section 8 Project-Based Voucher Program. However, AHA determined that the project did not qualify for Section 8 Project-Based Vouchers (PBV) because it is adaptive reuse, which does not meet the definition of new construction.

On March 30, 2022, the State of California Department of Housing and Community Development (HCD) published the Super Notice of Funding Availability (Super NOFA) which includes multiple HCD funding programs. On July 12, 2022, staff submitted a Super NOFA Funding Application to the State HCD requesting funds from the Multifamily Housing Program (Non-Tax Credit Set-aside). These funds will require that 25% of the units (13) serve a supportive housing population. Funding awards are expected to be announced in December 2022.

### Design and Permit

As part of the application process, staff received confirmation that the development will not require CEQA review and is entitled for the planned use. Initial construction scope and budget have been identified based on the recent Physical Needs Assessment and sustainability and accessibility requirements of the State of California funding programs.



Procurement

Staff is working on procurement for the architect as part of the RFQ for a rehab architect being done for other AHA projects. Staff expect to issue the Request for Proposals and/or Qualifications by the end of August 2022.

Community Outreach

A press release was issued after escrow was opened, and the AHA website now references a newsletter regarding this development. Staff anticipates community outreach meetings will be held in late fall of 2022.

**FISCAL IMPACT**

The Board previously authorized a loan of \$8,000,000 for costs associated with acquisition and development. To date, less than \$125,000 has been spent on studies and deposits.

**CEQA**

Not Applicable.

**RECOMMENDATION**

Accept the Quarterly Development Report for Alameda Hotel Conversion.

**ATTACHMENTS**

None

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: September 29, 2022

Re: Accept the Quarterly Development Report for North Housing PSH I.

---

## **BACKGROUND**

North Housing PSH I is one of the first three projects within North Housing Block A and Block A is the first phase of the larger 12-acre North Housing parcel redevelopment at the former Alameda Naval Air Station (NAS) at the site known as Coast Guard Housing. North Housing PSH I is expected to have 45 units of permanent supportive housing for formerly homeless individuals and households.

The Housing Authority (AHA) is leading the development under a homeless accommodation conveyance, alongside partners Alameda Point Collaborative (APC) and Building Futures. Island City Development (ICD) is the developer. On February 21, 2016, the Board authorized acceptance of the Quit Claim deed for conveyance of the property to the Housing Authority. On June 5, 2018, City Council approved the resolution to transfer the North Housing site to the Housing Authority. The North Housing parcel was successfully transferred to Housing Authority ownership on May 30, 2019. The Board approved the Agency's Vision for the North Housing site at its August 2019 meeting. On August 17, 2020, the Planning Board approved the Development Plan, and on September 15, 2020, the City Council approved the Tentative Map.

Please see previous monthly Board reports for project details before this month's update. Documentation of the master planning process may be found at [www.northhousing.org](http://www.northhousing.org).

## **DISCUSSION**

### Funding

On January 19, 2022, staff submitted a No Place Like Home Program (NPLH) funding application to HCD for North Housing PSH I, the first phase of the total 90 PSH unit development. The requested \$6.1 million NPLH funds will be used to assist fourteen (14) NPLH units. Funding awards were announced in June 2022, and the project was not awarded NPLH funds.





On February 10, 2022, staff submitted a Community Development Block Grant (CDBG) and a HOME Investment Partnerships Program (HOME) funding application to the City of Alameda for North Housing PSH I. North Housing PSH I received its Conditional Commitment Letter from the City of Alameda dated June 22, 2022, for approximately \$1.26 million in combined local city loan funds.

On March 10, 2022, staff submitted an Affordable Housing Program (AHP) funding application to the Federal Home Loan Bank of San Francisco. Funding awards were announced in June 2022, and the project was awarded \$660,000 in AHP funds.

On June 1, 2022, staff responded to the Housing Authority of the City of Alameda's Request for Proposals for the Section 8 Project-Based Voucher Program. On June 30, 2022, AHA conditionally awarded twenty (20) Section 8 Project-Based Vouchers (PBV) for North Housing PSH I. The project was previously awarded twenty (20) Section 8 PBV in December 2021. Together, the North Housing PSH I project has a total of forty (40) Section 8 Project-Based Vouchers. The initial Housing Assistance Payment (HAP) Contract for the total of forty (40) PBVs over twenty (20) years is expected to be approximately \$10 million.

On June 30, 2022, staff submitted a Competitive Nine Percent (9%) Low-Income Housing Tax Credit (LIHTC) Application to the California Tax Credit Allocation Committee (CTCAC). Staff received notification that certain documentation was insufficient and submitted an appeal for consideration. CTCAC has received our appeal and will be processed for consideration by the Committee during the September 28, 2022 allocation meeting.

#### Design and Permit

On February 15, 2022, the City of Alameda Planning Department approved the SB 35 application and Design Review for North Housing Block A. The project was at one-hundred percent Design Development (DD) drawings and the general contractor solicited bids from subcontractors to provide a cost estimate for the 100% DD package. The contractor's 100% DD pricing was included in the recent funding applications. The team went through the initial Value Engineering (VE) process and identified VE items and alternates in June 2022.

The project team is working on Construction Documents and anticipates building permit submittal by September 2022.

#### Procurement

Staff is working on three active procurements: an Owner's Representative, a Prevailing Wage Consultant, and a Debt and Equity Investor for the project. Staff expects to issue the Request for Proposals and/or Qualifications by the end of September 2022.

#### **FISCAL IMPACT**

The Board previously authorized a predevelopment loan of \$6,238,000 for costs

associated with master planning, carrying costs, demolition, and redevelopment work for the first phase of the North Housing project, which includes 90 units of permanent supportive housing. Funds are disbursed to ICD on an as-needed basis. The current available predevelopment loan balance is \$547,520. Please refer to the attached chart summarizing expenses through August 31, 2022 (Attachment 1).

The Board has made the following financial commitments to this development, per the 2021 Reserve policy and the creation of the Alameda Affordable Housing Trust Fund in 2021: \$7,500,000 commitment to the first two permanent supportive housing phases, totaling 90 units; forward commitment of Local Housing Trust Fund matching grant funds of \$2,500,000, once available; approved an option to ground lease the property, at a subsidized rate in 2021.

**CEQA**

Not Applicable.

**RECOMMENDATION**

Accept the Quarterly Development Report for North Housing PSH I.

**ATTACHMENTS**

- 1. North Housing Expenses Chart Through August 31, 2022

Respectfully submitted,



Tony Weng, Senior Project Manager

North Housing Predevelopment Expenses Chart Through August 31, 2022.

<u>North Housing</u>	<u>Total</u>
12 Acre Site Pre-Development (includes master planning and demolition)	\$4,156,327
First Phase Pre-Development (Block A, includes all three projects)	\$1,034,230
Carrying Costs (see details below)	\$499,923
Grand Total	\$5,690,480

<u>Carrying Costs-Details</u>	
<i>Predevelopment Category</i>	<u>Total</u>
Administrative Expenses (including postage & advertising)	\$1,092
Furniture and Equipment - Fencing	\$65,043
Insurance	\$4,292
On Site Improvements	\$343,128
Legal Expense	\$18,816
Permit & Fees	\$722
Prepaid - Other	\$19,837
Professional Services (Other)	\$17,208
Survey	\$29,785
Grand Total	\$499,923



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To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: September 29, 2022

Re: Accept the Quarterly Development Report for North Housing PSH II.

---

### **BACKGROUND**

North Housing PSH II is one of the first three projects within North Housing Block A and Block A is the first phase of the larger 12-acre North Housing parcel redevelopment at the former Alameda Naval Air Station (NAS) at the site known as Coast Guard Housing. North Housing PSH II is expected to have 46 units of permanent supportive housing for formerly homeless individuals and households.

The Housing Authority (AHA) is leading the development under a homeless accommodation conveyance, alongside partners Alameda Point Collaborative (APC) and Building Futures. Island City Development (ICD) is the developer. On February 21, 2016, the Board authorized acceptance of the Quit Claim deed for conveyance of the property to the Housing Authority. On June 5, 2018, City Council approved the resolution to transfer the North Housing site to the Housing Authority. The North Housing parcel was successfully transferred to Housing Authority ownership on May 30, 2019. The Board approved the Agency's Vision for the North Housing site at its August 2019 meeting. On August 17, 2020, the Planning Board approved the Development Plan, and on September 15, 2020, the City Council approved the Tentative Map.

Please see previous monthly Board reports for project details before this month's update. Documentation of the master planning process may be found at [www.northhousing.org](http://www.northhousing.org).

### **DISCUSSION**

#### Funding

On March 30, 2022, the State of California Department of Housing and Community Development (HCD) published the Super Notice of Funding Availability (Super NOFA) which includes multiple HCD funding programs. On July 12, 2022, staff submitted a Super NOFA Funding Application to the State HCD requesting funds from the



Multifamily Housing Program (MHP) and Infill Infrastructure Grant (IIG) Program. Funding awards are expected to be announced in December 2022.

On December 13, 2021, AHA conditionally awarded forty (40) Section 8 Project-Based Vouchers (PBV) for North Housing PSH II. The initial Housing Assistance Payment (HAP) Contract for the total of forty (40) PBVs over twenty (20) years is expected to be approximately \$10 million.

#### Design and Permit

On February 15, 2022, the City of Alameda Planning Department approved the SB 35 application and Design Review for North Housing Block A. The project was at one-hundred percent Design Development (DD) drawings and the general contractor solicited bids from subcontractors to provide a cost estimate for the 100% DD package. The contractor's 100% DD pricing was included in the recent funding applications. The team went through the initial Value Engineering (VE) process and identified VE items and alternates in June 2022.

The project team is working on Construction Documents and anticipates building permit submittal by September 2022.

#### Procurement

Staff is working on three active procurements: an Owner's Representative, a Prevailing Wage Consultant, and a Debt and Equity Investor for the project. Staff expects to issue the Request for Proposals and/or Qualifications by the end of September 2022.

#### **FISCAL IMPACT**

The Board previously authorized a predevelopment loan of \$6,238,000 for costs associated with master planning, carrying costs, demolition, and redevelopment work for the first phase of the North Housing project, which includes 90 units of permanent supportive housing. Funds are disbursed to ICD on an as-needed basis. The current available predevelopment loan balance is \$547,520. Please refer to the attached chart summarizing expenses through August 31, 2022 (Attachment 1).

The Board has made the following financial commitments to this development, per the 2021 Reserve policy and the creation of the Alameda Affordable Housing Trust Fund in 2021: \$7,500,000 commitment to the first two permanent supportive housing phases, totaling 90 units; forward commitment of Local Housing Trust Fund matching grant funds of \$2,500,000, once available; approved an option to ground lease the property, at a subsidized rate in 2021.

#### **CEQA**

Not applicable.

#### **RECOMMENDATION**

Accept the Quarterly Development Report for North Housing PSH II.

**ATTACHMENTS**

1. North Housing Expenses Chart Through August 31, 2022

Respectfully submitted,

A handwritten signature in blue ink that reads "Tony Weng". The signature is written in a cursive style with a long horizontal stroke at the end.

Tony Weng, Senior Project Manager

North Housing Predevelopment Expenses Chart Through August 31, 2022.

<u>North Housing</u>	<u>Total</u>
12 Acre Site Pre-Development (includes master planning and demolition)	\$4,156,327
First Phase Pre-Development (Block A, includes all three projects)	\$1,034,230
Carrying Costs (see details below)	\$499,923
Grand Total	\$5,690,480

<u>Carrying Costs-Details</u>	
<i>Predevelopment Category</i>	<u>Total</u>
Administrative Expenses (including postage & advertising)	\$1,092
Furniture and Equipment - Fencing	\$65,043
Insurance	\$4,292
On Site Improvements	\$343,128
Legal Expense	\$18,816
Permit & Fees	\$722
Prepaid - Other	\$19,837
Professional Services (Other)	\$17,208
Survey	\$29,785
Grand Total	\$499,923



Housing Authority  
of the  
City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: September 29, 2022

Re: Accept the Quarterly Development Report for North Housing Senior Apartments.

---

**BACKGROUND**

North Housing Senior Apartments is one of the first three projects within North Housing Block A and Block A is the first phase of the larger 12-acre North Housing parcel redevelopment at the former Alameda Naval Air Station (NAS) at the site known as Coast Guard Housing. North Housing Senior Apartments is expected to have sixty-four (64) affordable units for seniors aged 62 and over.

The Housing Authority (AHA) is leading the development under a homeless accommodation conveyance, alongside partners Alameda Point Collaborative (APC) and Building Futures. Island City Development (ICD) is the developer. On February 21, 2016, the Board authorized acceptance of the Quit Claim deed for conveyance of the property to the Housing Authority. On June 5, 2018, City Council approved the resolution to transfer the North Housing site to the Housing Authority. The North Housing parcel was successfully transferred to Housing Authority ownership on May 30, 2019. The Board approved the Agency’s Vision for the North Housing site at its August 2019 meeting. On August 17, 2020, the Planning Board approved the Development Plan, and on September 15, 2020, the City Council approved the Tentative Map.

Please see previous monthly Board reports for project details before this month’s update. Documentation of the master planning process may be found at [www.northhousing.org](http://www.northhousing.org).

**DISCUSSION**

Funding

On March 30, 2022, the State of California Department of Housing and Community Development (HCD) published the Super Notice of Funding Availability (Super NOFA) which includes multiple HCD funding programs. On July 12, 2022, staff submitted a Super NOFA Funding Application to the State HCD requesting funds from the





Multifamily Housing Program (MHP), Infill Infrastructure Grant (IIG) Program, and the Veterans Housing and Homelessness Prevention (VHHP) Program. Under the VHHP program, 25% of the units (16 units) will serve senior homeless veterans. Funding awards are expected to be announced in December 2022.

On June 1, 2022, staff responded to the Housing Authority of the City of Alameda's Request for Proposals for the Section 8 Project-Based Voucher (PBV) Program. On June 30, 2022, AHA conditionally awarded forty (40) Section 8 PBVs for North Housing Senior Apartments. The initial Housing Assistance Payment (HAP) Contract for the total of forty (40) PBVs over twenty (20) years is expected to be approximately \$10 million.

Design and Permit

On February 15, 2022, the City of Alameda Planning Department approved the SB 35 application and Design Review for North Housing Block A. The project was at one-hundred percent Design Development (DD) drawings and the general contractor solicited bids from subcontractors to provide a cost estimate for the 100% DD package. The contractor's 100% DD pricing was included in the recent funding applications. The team went through the initial Value Engineering (VE) process and identified VE items and alternates in June 2022.

The project team is working on Construction Documents and anticipates building permit submittal by September 2022.

Procurement

Staff is working on three active procurements: an Owner's Representative, a Prevailing Wage Consultant, and a Debt and Equity Investor for the project. Staff expects to issue the Request for Proposals and/or Qualifications by the end of September 2022.

**FISCAL IMPACT**

The Board previously authorized a predevelopment loan of \$6,238,000 for costs associated with master planning, carrying costs, demolition, and redevelopment work for the first phase of the North Housing project, which includes 90 units of permanent supportive housing. Funds are disbursed to ICD on an as-needed basis. The current available predevelopment loan balance is \$547,520. Please refer to the attached chart summarizing expenses through August 31, 2022 (Attachment 1).

The Board has made the following financial commitments to this development, per the 2022 Reserve policy: \$2,438,000 commitment to North Housing Senior Apartments; approved an option to ground lease the property, at a subsidized rate in 2021.

**CEQA**

Not applicable.

**RECOMMENDATION**

Accept the Quarterly Development Report for North Housing Senior Apartments.

**ATTACHMENTS**

1. North Housing Expenses Chart Through August 31, 2022

Respectfully submitted,

A handwritten signature in blue ink that reads "Tony Weng". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Tony Weng, Senior Project Manager

North Housing Predevelopment Expenses Chart Through August 31, 2022.

<u>North Housing</u>	<u>Total</u>
12 Acre Site Pre-Development (includes master planning and demolition)	\$4,154,473
First Phase Pre-Development (Block A, includes all three projects)	\$837,986
Carrying Costs (see details below)	\$496,652
Grand Total	\$5,489,111

<u>Carrying Costs-Details</u>	
<i>Predevelopment Category</i>	<u>Total</u>
Administrative Expenses (including postage & advertising)	\$1,092
Furniture and Equipment - Fencing	\$65,043
Insurance	\$4,292
On Site Improvements	\$339,857
Legal Expense	\$18,816
Permit & Fees	\$722
Prepaid - Other	\$19,837
Professional Services (Other)	\$17,208
Survey	\$29,785
Grand Total	\$496,652



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To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 29, 2022

Re: Accept the Monthly Development Report for Rosefield Village.

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**BACKGROUND**

The Housing and Community Development Department provides monthly reports on projects under construction where either the Housing Authority of the City of Alameda (AHA) or Island City Development (ICD) is acting as developer and provides performance guarantees.

The Rosefield Village project includes new construction of 78 units and renovation of 14 units, totaling 92 units, located on the 700 block of Buena Vista Avenue. ICD is the developer. The overall project scope includes both the rehabilitation of existing structures and the construction of a new building in the middle of the site. In addition to the 78 units, the new central building includes onsite laundry facilities, property management offices, social service coordination offices, a community room, and central courtyard with recreation areas. Twelve existing units, in five buildings, on the east and west sides of the new building will be renovated, and one house will be converted into a duplex. Please see previous monthly Board Reports for project details prior to this month's update.

**DISCUSSION**

The overall project completion and billing percentage, through June 30, 2022, is approximately 100%. The new construction, rehab buildings, and landscaping are all completed. There will be a delay in leasing up one non-tax credit unit due to water connection issues, which is anticipated to be resolved by the end of first quarter 2023. This unit is not a tax-credit unit and thus do not substantially hold up the financing of the property. Staff is tracking the obligations to the investor and is working diligently with the utility company to resolve the issue as soon as possible.

With the final contractor Pay Application, there was a final deductive change order, in the amount of -\$143,785.19. This amount will go towards decreasing the overall contract amount.



**Contingency Utilization**

	<b>Original Budget</b>	<b>Previous Revisions</b>	<b>Current Revisions</b>	<b>Revised Budget</b>
Construction Contract	\$38,218,849	\$1,050,715	-\$143,785	\$39,125,779
Hard Cost Contingency	\$4,586,262	-\$1,475,309	\$143,785	\$3,254,738
Soft Cost Contingency	\$300,000	-\$272,257	\$3,632	\$31,375

**General Construction Contract Utilization**

<b>Contract Total</b>	<b>Value of Work Completed to Date</b>	<b>Retention Withheld</b>	<b>Amounts Paid to Date</b>	<b>Balance to Finish</b>
\$39,125,779	\$35,687,535	\$3,438,244	\$35,687,535	\$3,438,244

The project has fulfilled relocation needs and all households that remained on-site through construction are in their permanent homes.

*Leasing*

Project staff is working with the Portfolio Management and Housing Programs Departments and the John Stewart Company (JSCo) to lease-up the site. The project received over 8,700 applications. The team has set-up leasing goals and is working diligently to get the project leased up to meet its underwriting targets. There are 68 tax credit units and 23 PBV units.

<b>Status</b>	<b>PBV Units</b>	<b>Tax Credit Units</b>	<b>Total</b>
Moved In as of 8/31/22	5	54	59
Approved to Move in	1		1
In Compliance	4	8	12
Processing	17	3	20
<b>Total</b>	<b>27</b>	<b>65</b>	<b>92</b>

The Grand Opening for this development is currently scheduled for September 15, 2022 at 3:00 p.m.

**FISCAL IMPACT**

The current construction draw schedule is shown below. The “\$ Disbursed” includes the current draw amount.

	<b>\$ Budget</b>	<b>\$ Disbursed</b>	<b>\$ Disbursed</b>	<b>\$ Balance</b>
<b>Land &amp; Buildings</b>	\$17,435,451	\$17,435,451	100%	\$0
<b>Hard Costs</b>	\$42,963,337	\$36,154,095	84%	\$6,809,242
<b>Soft Costs</b>	\$16,153,390	\$9,031,108	56%	\$7,122,282
<b>Total</b>	\$76,552,178	\$62,620,653	82%	\$13,931,524

It is anticipated that the retention draw will be paid in the next month. There is a memo in the Island City Development Board packet that discusses potential uses of cost savings from the development of this project.

**CEQA**

This item is not applicable.

**RECOMMENDATION**

Accept the Monthly Development Report for Rosefield Village.

**ATTACHMENTS**

None

Respectfully submitted,



Sylvia Martinez, Director of Housing Development



Housing Authority  
of the  
City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Director of Finance

Date: September 29, 2022

Re: Accept the Quarterly Financial Report through the Month of June 2022.

---

## **BACKGROUND**

This high-level, Finance and Budget Variance Report covers preliminary unaudited financial operating results compared to the FY 2021-22 budget for the fiscal year from July 1, 2021 through June 30, 2022. Although the audited financial statements are on an accrual basis, the month-to-month financials are on a hybrid accrual and cash basis. The numbers presented are subject to change based on the adjustments from the final audited financial statement report. On June 24, 2021, the Board of Commissioners approved a one-year operating budget for the period covering fiscal year July 1, 2021 through June 30, 2022. Furthermore, on May 18, 2022, the Board of Commissioners approved a one-year operating budget for the period covering fiscal year July 1, 2022 through June 30, 2023. The Housing Authority financial reports incorporate the financial activities of the properties which were transferred to AHA's affiliate, Alameda Affordable Housing Corporation (AAHC). All members of the Board of Commissioners also serve as the Board of Directors of AAHC. As part of the strategic plan, AHA staff has adopted a simplified format to track the financial performance of the authority on a quarterly basis and this financial report presents information for the period from July 2021 through June 2022 (fiscal year quarter 1, 2, 3 and 4).

## **DISCUSSION**

### Overview

The following Financial Snapshot showcases Net Operating Income (Cash Flow of AHA) for the fiscal year to date. Further discussions on the cause of these variances are presented below. Please note that "Total Revenue" represented below only showcases a timing difference.



Financial Snapshot	PTD Actual	PTD Budget	Variance	% Variance
TOTAL REVENUE	55,671,399	56,503,545	-832,146	-1.47
LESS: OPERATING EXPENSES	-49,899,706	-53,173,039	33,273,333	-6.16
NOI	5,771,692	3,330,506	2,441,186	73.30

The following Risk Indicator showcases whether AHA has sufficient cash and investments to meet its near-term obligations. Furthermore, the high level AHA Debt to AHA Assets percentage of 53% showcases that AHA is lowly leveraged. Additionally, some of the AHA debt are internal debt (i.e. seller note from the AHA to AAHC property transfers).

Performance Indicator	Cash	HAP	Months Covered
Cash and Investments/Total HAP	37,052,943	3,009,110	12.31
Cash and Investments/Operating Expense	37,052,943	4,741,791	7.81
Cash and Investments/HAP and Operating Expense	37,052,943	7,750,901	4.78
Percentage Debt to Assets	135,294,208	257,157,885	53%

### Third Party Management

AHA has outsourced Eagle Village and Rosefield Village projects to The John Stewart Company (JSCO) prior to 2019. Additional AHA and AAHC properties were transferred to JSCO's management on July 1, 2020, including Parrot Gardens, Parrot Village, Detached Homes, Sherman Street, Lincoln House, Senior Condos, Stanford House, Lincoln Willow and China Clipper Plaza Apartments. Esperanza was outsourced to JSCO on January 1, 2021. Income and occupancy figures are provided in the Monthly Overview report for Property Operations for the properties managed by JSCO. AHA receives financial statement packages from JSCO for these properties on a monthly basis by the 3rd business week of the following month, and the financial activity of the properties are reviewed, consolidated and presented in the exhibits attached to this memorandum. Furthermore, Esperanza, Eagle Village and Parrot Village transferred



ownership from AHA to AAHC in July 2021. Finance staff is working with Portfolio Management on the planned transfer of the remaining scattered site properties from AHA to an affiliate LLC owned by AAHC. Additionally, Finance staff will review financial statements for the acquisition of the Pulte BMR units.

#### Operations Budget – Revenue

Year-to-date - Rental income (Total Tenant Revenue) of \$14,337,741 is predominantly made up of Housing Assistance Payments (HAP) received for AHA units and tenant rents received. This is slightly higher than budget by \$314,308 (2.24%). Please note that the tax increment subsidy for Independence Plaza is received as one lump sum from the City of Alameda and recognized on a monthly prorated basis on the financial statements. Staff requested a higher amount from the City of Alameda than budgeted for due to additional property operating expenses, and the City of Alameda approved the disbursement for the 2nd calendar half of 2021 as well as the 1st calendar half of 2022. The tenant portion of rents received is higher than budget by \$414,666 (11%), with vacancies lower than budget by \$8,229 (2.13%), offset by a lower HAP subsidy received of \$360,839 (3.95%). Staff will continue to monitor tenant and HAP income closely, and a reconciliation of rents are completed internally for AHA managed properties. Additional tenant funding from the emergency rental assistance payment program was also received for the properties. Please see Monthly Overview Report for Property Operations for more information.

Total Other Income and Restricted Income is lower than budget by \$218,232 (10.79%). This is mostly attributable to account 711092 Professional Service Revenue as Rent Program and Housing Development reimbursements from the City of Alameda are billed in arrears. Interest earned from CAMP and LAIF are projected to be lower than the prior year due to the low interest rate environment, and LAIF investments are earned on a quarterly basis in arrears. Budgeted amounts for the current fiscal year has reflected a low rate of return on these investments. This is offset by additional interest income from the Jack Capon loan in FY 2022. Other Government Grants, most notably Alameda Unified School District Recognized Obligation Payments was received in the amount of \$1,860,440.

#### Expenses

Total operating expenses, including HAP, are substantially lower than the year-to-date by \$3,273,333 (6.16%). This is mainly due to lower salary and benefit expenses, which are under budget due to vacant positions (resignations and retirement) and cost savings due to budgeted travel not utilized, offset by slightly higher maintenance costs in the properties due to deferred maintenance. Please see Monthly Overview Report for Operations, H.R. and I.T. for an overview of active recruitment. Staff expects these operating expenses to increase as AHA becomes more staffed, with several positions in active recruitment. Housing Development, Finance, Portfolio Management and The John Stewart Company staff meet regularly to review the financial statements to monitor actuals versus budget amounts for properties under 3rd property management.

Housing Assistance Payments (HAP) Pass-through

The Housing Assistance Payments (HAP) pass-through includes all the Housing Choice Voucher/Section 8, Shelter Plus, and Bessie Coleman (SRO) programs. Year-to-date HAP revenue (8010000 HUD Operating Grants) is \$1,415,063 (3.92% below budget). It is expected that as AHA completes lease up from the wait list and increases utilization, additional funding from HUD to pass-through for HAP payments will occur in the next several months. Furthermore, additional funds for the Emergency Housing Vouchers were received from HUD in the months of June and July 2021 which are currently recorded as unearned revenue (not presented in the Budget Comparison) in the amount of \$99,750. Staff continues to make progress on \$446,692 (Account 9700800 Port-In AR Billings) in accounts receivable for Port-In billings from other public housing authorities. This amount is subject to change due to net Port-Outs. Port-In billing collections was not budgeted in the FY 2022 budget process as it's dependent on other housing authorities and participant portability. Shelter Plus Care revenue is paid in arrears by the Alameda County Housing and Community Development Department ("County"). Billing typically averages approximately \$40,000/month, and billings were provided to the County through the end of June 2022. Currently, AHA is owed the balance for July 2021 pending a review of the County's board to release the funds for the current fiscal year, in addition to the May and June 2022 amounts.

Statement of Net Position

The Housing Authority has adequate cash resources for operations. As of June 2022, AHA, AAHC and its affiliates have \$16.3 Million in cash, and \$20.7 Million held in LAIF and CAMP investments. Please see below to showcase a breakdown of AHA's cash position and restricted and unrestricted cash breakout. Please also refer to the Investment Memorandum which showcases the statements of the June 2022 LAIF and CAMP investments which are presented in the August 2022 Board of Commissioners meeting agenda.

I) Cash and Cash Equivalents Position	
Cash	16,346,522
LAIF (Local Area Investment Fund)	11,677,560
CAMP (California Asset Management Program)	9,028,861
Total Cash and Cash Equivalents	37,052,943
II) Restricted and Unrestricted Cash and Equivalents Breakout	

Restricted Property Funds (Security Deposit, Replacement Reserve, Escrow Deposits, etc.)	1,650,987
Restricted Federalized Funds (Section 8, Family Self Sufficiency, etc.)	1,652,829
Unrestricted Cash	33,749,128
Total Cash and Cash Equivalents	37,052,943

There were no fiscal year Board deemed restricted funds disbursed through the quarter ending June 2022.

## **OTHER ISSUES IMPACTING FINANCE DEPARTMENT**

### Staffing

Currently, the Finance Department is fully staffed. Due to planned medium term absences in the last quarter of the fiscal year, an additional contractor was hired and is assisting with financial reconciliation through the end of September 2022. Nan McKay and Associates continues to provide limited consulting services, including HUD's monthly Voucher Management System (VMS) report and the annual unaudited Financial Data Schedule (FDS).

### AHA Audit and Tax

The FY 2021 audited financial statements were presented to the Board of Commissioners in the March 2022 meeting and accepted. The auditors presented an unqualified opinion which showcases that under their professional judgment, that AHA's financial statements are fairly and appropriately presented. AHA staff and Novogradac (AHA's auditors) submitted the financial information to HUD REAC and as of early June 2022, is still under review. The FY 2022 audit will begin in the fall of 2022.

### AAHC Tax

The FY 2021 tax return was filed by the filing deadline of May 2022. The tax extension for FY 2022 is due November 2022, and if approved by the Internal Revenue Service, will extend the filing deadline through May 2023.

### Island City Development Audit and Tax

AHA is working with the CPA firm Holthouse, Carlin & Van Tright LLP (HCVT) for audit work of Island City Development and the three low-income housing tax credit (LIHTC) project partnerships (Sherman & Buena Vista, L.P. and Everett & Eagle, L.P., and Constitution & Eagle, L.P. the "LPs"). These have been submitted to stakeholders in late February 2022 and Early March 2022. Furthermore, tax extensions for all entities have been filed by the due date of March 15, 2022. Finance staff is currently working

with HCVT to complete the Island City Development audit with a target date of Summer 2022.

AHA staff prepared Request for Proposal for Audit and Tax Services for Island City Development and its affiliates by November 2021 and interviewed firms in December 2021. The staff recommendation was presented to the Island City Development Board of Directors in the December 2021 meeting. Staff has recommended HCVT to continue the audit and tax work for all the existing Island City Development projects (i.e. Island City Development, LLC entities, Everett & Eagle, L.P., Sherman & Buena Vista, L.P. and Constitution & Eagle, L.P.).

Additionally, staff has recommended Novogradac & Company LLP to the Island City Development Board of Directors for work as it relates to North Housing Block A and the upcoming low-income housing tax credit syndication. This includes 3 low-income housing tax credit partnerships, including agreed-upon procedures reports, audited financial statements, tax returns and cost certifications. This work will be completed starting towards the end of 2022/beginning of 2023.

#### HUD

Finance staff has requested an extension from HUD for the annual unaudited FDS until the beginning of November 2022. As discussed previously, HUD has not approved the FY 2021 audited FDS. Additionally, finance staff will need to implement GASB 87 as it pertains to leases, which will require a restatement of certain beginning balances.

Finance staff continues to attend trainings and discussions with HUD to prepare for Moving-To-Work financial reporting.

#### Unfunded Pension Liabilities

The actuarial results were presented in the January 2022 Board of Commissioners memorandum for the period ending June 30, 2021. The actuarial results for the period ending June 30, 2022 will be brought to the Board of Commissioners in the beginning of 2023. Although it is expected that the unfunded accrued pension liability will be fully paid within the next 15 years as projected by the soft fresh start mechanism, this is based on the assumption that the investment assets held at CalPERS as well as funding of the liabilities continue as projected. As previously presented to the Board of Commissioners, this will be reviewed on an annual basis within a 90%-110% guardrail and any substantial deviation will be reviewed and presented. In July 2022, CalPERS has stated that there is a preliminary negative 6.1% net return on investments for the 12-month period that ended June 30, 2022. CalPERS 2021-22 final fiscal year investment performance will be calculated based on their audited figures and will be reflected in contribution levels at a later time.

Finance staff is expected to procure for a new actuarial consultant in the Summer of 2022.

#### Budget

A detailed budget for the fiscal year July 1, 2022 through June 30, 2023 was brought to

the Board of Commissioners at the May 18, 2022 meeting and was approved for both AHA and AAHC.

Banking Activities

No new accounts were closed and formed from the months of April 2022 through June 2022. In July 2021, the John Stewart Company, under guidance from Finance staff, opened two additional bank accounts at Bank of America for AAHC, as Citibank cannot continue to collateralize the existing bank accounts. The Citibank accounts have subsequently been closed.

Quarterly Financial Reporting

As part of the strategic plan, AHA staff migrated to quarterly financial reporting to the Board of Commissioners.

**FISCAL IMPACT**

None. This is for reporting purposes only.

**CEQA**

N/A

**RECOMMENDATION**

Accept the Fiscal Year to Date Financial Report through the Month of June 2022.

**ATTACHMENTS**

- 1. ATTACHMENT A - BALANCE SHEET
- 2. ATTACHMENT B - BUDGET VARIANCE

Respectfully submitted,  
Louie So  
Louie So, Director of Finance

## Balance Sheet - Unaudited and Subject to Change

Period = Jul 2021-Jun 2022

Book = Accrual

	Balance
	Current Period
<b>1000000</b> ASSETS	
<b>1100000</b> CURRENT ASSETS	
<b>1101000</b> CASH	
<b>1110010</b> Cash - Unrestricted	14,011,388
<b>1110018</b> Cash - Operating Checking with 3rd Party	339,614
<b>1110019</b> Petty Cash with 3rd Party	800
<b>1110020</b> Cash - Petty cash	1,131
<b>1110021</b> Cash - Benefit Account	91,143
<b>1110030</b> Cash - FSS	151,709
<b>1110040</b> Cash - Replacement Reserve Bldg	406,000
<b>1130010</b> Cash - Restricted Other	99,750
<b>1130030</b> Cash - Restricted Sec Dep	208,895
<b>1140050</b> Cash - Tenant Security Deposits with 3rd Party	285,387
<b>1199000</b> TOTAL CASH	15,595,817
<b>1200000</b> ACCOUNTS RECEIVABLE	
<b>1240010</b> Accounts Receivable - Government	503,945
<b>1240050</b> HAP Rent Receivable	17,602
<b>1240070</b> Accounts Receivable- HUD	21,197
<b>1250010</b> Accounts Receivable - Other	611,894
<b>1250050</b> Accounts Receivable - 3rd Party Management	107,276
<b>1255000</b> Subsidy Suspense Receivable	-293
<b>1260000</b> Accounts Receivable - Tenant	329,336
<b>1260050</b> Accounts Receivable - Tenant Rent with 3rd Party	262,918
<b>1261000</b> Allowance for Doubtful Accounts -Dwelling Rent	-122,418
<b>1280000</b> Fraud Recovery	29,964
<b>1281000</b> Allowance for Doubtful Accounts - Fraud	-28,837
<b>1290000</b> Accrued Interest Receivable	0
<b>1299000</b> TOTAL ACCOUNTS RECEIVABLE	1,732,582
<b>1300000</b> INVESTMENTS AND OTHER CURRENT NOTES	
<b>1310000</b> Investments(LAIF)- Unrestricted	10,483,362
<b>1320010</b> Investments - Other	202
<b>1320020</b> Investments(LAIF) (Restricted) - FSS Escrow	89
<b>1320030</b> Investments(LAIF)- Building Reserve	1,068,576
<b>1320040</b> Investments(LAIF) - Equipment Reserve	123,920
<b>1350000</b> Investments - Restricted	0
<b>1350010</b> Investment(LAIF)-Restricted (Jack Capon Villa Trust)	1,410
<b>1350031</b> Investments - CAMP	9,028,861
<b>1350100</b> Mortgage Receivable	111,532,642
<b>1350103</b> Mortgage Receivable-Jack Capon L. P.	64,887
<b>1350105</b> Loan Receivable-Security Deposit Loan	94,042
<b>1350106</b> Loan Receivable - ICD	17,270,998

## Balance Sheet - Unaudited and Subject to Change

Period = Jul 2021-Jun 2022

Book = Accrual

	Balance
	Current Period
<b>1350107</b> Loan Receivable-RCD/Stargell/Tri Pointe	2,000,000
<b>1350109</b> Loan Receivable - Section 8	1,790,000
<b>1360000</b> TOTAL INVESTEMENTS AND OTHER CURRENT NOTES	153,458,990
<b>1400000</b> PREPAID EXPENSES	
<b>1420010</b> Prepaid Insurance - Property	229,686
<b>1420020</b> Prepaid Insurance - Liability	0
<b>1420040</b> Prepaid Insurance - Worker Comp	37,222
<b>1420050</b> Prepaid - Other	32,568
<b>1420051</b> Prepaid Rent	20,213
<b>1420070</b> Escrow Deposits - Property	31,000
<b>1420075</b> Escrow Dep. PNC Hedge Res.	0
<b>1420095</b> Prepaid Expense - Management Company	15,187
<b>1430010</b> Replacement Reserve-NorthMarq Loan	719,705
<b>1430020</b> Reserve for Replacement NorthMarq	0
<b>1440099</b> TOTAL PREPAID EXPENSES	1,085,581
<b>1440105</b> INTERPROGRAM	
<b>1440110</b> Interprogram (Due From)	3,216,960
<b>1440899</b> TOTAL INTERPROGRAM	3,216,960
<b>1500000</b> TOTAL CURRENT ASSETS	175,089,931
<b>1590000</b> LONG TERM ASSETS	
<b>1600000</b> FIXED ASSETS	
<b>1609999</b> LAND AND BUILDINGS	
<b>1610000</b> Land	60,726,239
<b>1620030</b> Buildings	33,382,577
<b>1620031</b> Buildings Improvements	1,682,965
<b>1620060</b> Construction In Progress	2,500
<b>1629000</b> TOTAL LAND AND BUILDINGS	95,794,280
<b>1630040</b> Furniture and Equipment - Dwelling	347,787
<b>1630041</b> Furniture and Equipment - Other	150,762
<b>1650000</b> Leasehold Improvements	14,898,654
<b>1660030</b> Accumulated Depreciation	-32,558,533
<b>1660060</b> Accumulated Depreciation - 3rd Party	-5,967
<b>1699000</b> TOTAL FIXED ASSETS	78,626,982
<b>1700000</b> ALL OTHER ASSETS	
<b>1740000</b> Other Asset	177,510
<b>1770000</b> TOTAL ALL OTHER ASSETS	177,510
<b>1800000</b> DEFERRED OUTFLOW	
<b>1800200</b> Deferred Outflow of Resources	2,381,066
<b>1890000</b> TOTAL DEFERRED OUTFLOW	2,381,066
<b>1900000</b> CONSTRUCTION IN PROGRESS	
<b>1900020</b> CIP - Building Improvements	1,886

## Balance Sheet - Unaudited and Subject to Change

Period = Jul 2021-Jun 2022

Book = Accrual

	Balance
	Current Period
<b>1900030</b> CIP - Land Improvements	3,599
<b>1900040</b> CIP - Acquisition-Legal	17,425
<b>1900060</b> CIP - Demolition & Remediation	3,000
<b>1900070</b> CIP - Others Acquisition Costs	828
<b>1900100</b> CIP - On Site Improvement	422,247
<b>1900125</b> CIP - Relocation cost-Temp	1,456
<b>1900200</b> CIP - Admin Expenses(including postage & advertising)	1,092
<b>1900210</b> CIP - Architectural & Engineering Fees	92,048
<b>1900216</b> CIP - Survey Fees	33,305
<b>1900230</b> CIP - Professional Services (Other)	20,908
<b>1900250</b> CIP - Costs of Insurance	7,034
<b>1900280</b> CIP - Insurance Costs During Construction	19,981
<b>1900290</b> CIP - Organization - Legal	6,010
<b>1900335</b> CIP - Permanent Loan - Fees	186,000
<b>1900410</b> CIP - Environmental Testing & Reports	24,270
<b>1900420</b> CIP - Permit & Fees (plan'g,build'g,public work,school dist)	41,263
<b>1900440</b> CIP - Marketing Cost	46
<b>1919999</b> TOTAL CONSTRUCTION IN PROGRESS	882,396
<b>1929999</b> TOTAL LONG TERM ASSETS	82,067,954
<b>1999999</b> TOTAL ASSETS	257,157,885
<b>3000000</b> LIABILITIES AND EQUITY	
<b>3005000</b> LIABILITIES	
<b>3100000</b> CURRENT LIABILITIES	
<b>3100500</b> ACCOUNTS PAYABLE	
<b>3120010</b> Accounts Payable<= 90 Days	367,567
<b>3120011</b> Accounts Payable -CALPERS (employee portion)	551
<b>3120014</b> Accounts Payable-Garnishment (employee portion)	-129
<b>3120015</b> Accounts Payable-Vision Insurance (employee portion)	678
<b>3120016</b> Accounts Payable-Life Insurance (employee portion)	-35
<b>3120018</b> Accounts Payable-PARS retirement (employee portion)	140
<b>3120019</b> Accounts Payable-Flexible Spending Account(employee portion)	1,881
<b>3120021</b> Employees Cobra	911
<b>3120022</b> Accounts Payable-PERS 1959 Surv(Employee Portion)	41
<b>3120023</b> Accounts Payable-FSA Transit Plan	508
<b>3120024</b> Accounts Payable FSS	145,799
<b>3120026</b> Accounts Payable FSS Interest	0
<b>3120029</b> Accounts Payable - 3rd Party Management Company	170,720
<b>3120030</b> Accrued Wage/Payroll Taxes Payable	0
<b>3120040</b> Accrued Compensated Absences - Current Portion	154,444
<b>3120045</b> Accrued Vacation Payable - 3rd Party Management	11,210
<b>3120070</b> Accrued Payables	322,519



## Balance Sheet - Unaudited and Subject to Change

Period = Jul 2021-Jun 2022

Book = Accrual

	Balance
	Current Period
<b>3120075</b> Accrued Accounts Payable - 3rd Party Management	94,303
<b>3330020</b> Account Payable - HUD	0
<b>3330100</b> Tenants- Rents Payable	9,900
<b>3339000</b> TOTAL ACCOUNT PAYABLE	1,281,008
<b>3400000</b> SECURITY DEPOSITS HELD	
<b>3410010</b> Tenant Security Deposits	178,151
<b>3410015</b> Tenant Security Deposits - held with 3rd Party Management	284,387
<b>3410020</b> Tenant Security Deposits - Pets	450
<b>3410030</b> Tenant Security Deposits - Gate Opener	25
<b>3410040</b> Tenant Security Deposits - Satellite Dish/Antenna	400
<b>3410050</b> Tenant Security Deposits - Interest	0
<b>3410060</b> Tenant Security Deposits - Pooled Interest	22
<b>3410999</b> Security Deposit Refund	-803
<b>3419000</b> TOTAL SECURITY DEPOSITS HELD	462,633
<b>3419900</b> OTHER LIABILITIES	
<b>3420000</b> Prepay Tenant Rent	46,999
<b>3421000</b> Prepay Tenant Rent - 3rd Party Management	138,470
<b>3425000</b> Unearned Revenue	97,818
<b>3426000</b> Prepaid Ground Lease Rent	16,175,871
<b>3430000</b> Current Portion of Long Term Debt - Capital Projects	1,183,825
<b>3449000</b> TOTAL OTHER LIABILITIES	17,642,983
<b>3470000</b> INTERPROGRAM	
<b>3470050</b> Interprogram (Due to)	3,168,977
<b>3471000</b> Due To/Due From Suspense Account	-3,627
<b>3480000</b> TOTAL INTERPROGRAM	3,165,350
<b>3499000</b> TOTAL CURRENT LIABILITIES	22,551,974
<b>3500000</b> NON-CURRENT LIABILITIES	
<b>3510100</b> Mortgage Loan Payable	24,020,760
<b>3510130</b> Interest Payable - City of Alameda Loan	1,192,168
<b>3510140</b> Home Fund Loan #1	216,363
<b>3510143</b> \$3.6M Housing Authority Loan Payable	82,042,724
<b>3510150</b> Housing Community Dev. Loan	916,400
<b>3510157</b> Loan Payable - Esperanza	1,790,000
<b>3510160</b> Home Fund Loan #2	282,700
<b>3540000</b> Accrued Compensated Absences - Noncurrent	116,780
<b>3570000</b> OPEB Liability (Asset)	-128,123
<b>3580000</b> Pension Liability	2,292,462
<b>3599000</b> TOTAL NON-CURRENT LIABILITIES	112,742,234
<b>3999000</b> TOTAL LIABILITIES	135,294,208
<b>4000000</b> Equity/Net Assets	
<b>4000001</b> EQUITY	

## Balance Sheet - Unaudited and Subject to Change

Period = Jul 2021-Jun 2022

Book = Accrual

	<b>Balance</b>
	<b>Current Period</b>
<b>4000100</b> DEFERRED INFLOW	
<b>4001000</b> Deferred Inflow of Resources	1,601,572
<b>4900000</b> TOTAL DEFERRED INFLOW	<u>1,601,572</u>
<b>4999999</b> CONTRIBUTED CAPITAL	
<b>5010000</b> Net Investment in Capital Assets	24,337,632
<b>5090000</b> Unrestricted	93,657,176
<b>5120000</b> Unrestricted	2,265,986
<b>5120010</b> Net Restricted Assets	<u>1,311</u>
<b>5950000</b> TOTAL CONTRIBUTED CAPITAL	<u>120,262,104</u>
<b>5999900</b> TOTAL EQUITY	<u>121,863,676</u>
<b>6000000</b> TOTAL LIABILITIES AND EQUITY	<u>257,157,885</u>

**Budget Comparison (with PTD)**

Period = Jul 2021-Jun 2022

Book = Accrual

	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>6999990</b> INCOME				
<b>7000000</b> REVENUE				
<b>7020000</b> TENANT REVENUE				
<b>7030000</b> Tenant Rental Revenue	4,184,028	3,769,363	<b>414,666</b>	<b>11.00</b>
<b>7030030</b> Maintenance Charges	22,413	0	<b>22,413</b>	<b>N/A</b>
<b>7030040</b> Late Charges	65	0	<b>65</b>	<b>N/A</b>
<b>7030050</b> Miscellaneous Other Charges <b>(Accrual for Repayment Agreement)</b>	35,143	0	<b>35,143</b>	<b>N/A</b>
<b>7030060</b> Tax Increment Payments from the City of Alameda <b>(Independence Plaza)</b>	1,600,000	1,465,328	<b>134,672</b>	<b>9.19</b>
<b>7030100</b> Tenant HAP Subsidy	8,780,629	9,141,468	<b>-360,839</b>	<b>-3.95</b>
<b>7030110</b> Vacancy Loss	-377,701	-385,930	<b>8,229</b>	<b>2.13</b>
<b>7030300</b> Commercial Rents <b>(Including Ground Lease and Prepaid Recognition)</b>	68,358	33,204	<b>35,154</b>	<b>105.87</b>
<b>7040000</b> Other Tenant Revenue	24,806	0	<b>24,806</b>	<b>N/A</b>
<b>7050000</b> TOTAL TENANT REVENUE	14,337,741	14,023,433	<b>314,308</b>	<b>2.24</b>
<b>7060000</b> FEDERAL GRANTS				
<b>7060060</b> Shelter Plus Care Revenue <b>(Arrears will be submitted by County ETA August 2022)</b>	461,665	472,603	<b>-10,938</b>	<b>-2.31</b>
<b>7069000</b> TOTAL FEDERAL GRANTS	461,665	472,603	<b>-10,938</b>	<b>-2.31</b>
<b>7079000</b> OTHER GRANTS				
<b>7080000</b> Other Government Grants <b>(Mostly AUSD ROPS)</b>	1,860,440	2,032,000	<b>-171,560</b>	<b>-8.44</b>
<b>7089000</b> TOTAL OTHER GRANTS	1,860,440	2,032,000	<b>-171,560</b>	<b>-8.44</b>
<b>7100000</b> OTHER INCOME				
<b>7110010</b> Investment Income - Unrestricted	461,489	22,988	<b>438,502</b>	<b>1,907.56</b>
<b>7110011</b> Interest Income	83,555	57,000	<b>26,555</b>	<b>46.59</b>
<b>7110020</b> Interest on Equip. Reserve	244	0	<b>244</b>	<b>N/A</b>
<b>7110060</b> Interest - Replacement Reserve	2,170	0	<b>2,170</b>	<b>N/A</b>
<b>7110070</b> Other - Income	1,964	0	<b>1,964</b>	<b>N/A</b>
<b>7110075</b> Laundry Commission	20,373	18,352	<b>2,021</b>	<b>11.01</b>
<b>7110082</b> Land Fee/Ground Lease	5,364	160,050	<b>-154,686</b>	<b>-96.65</b>
<b>7110090</b> Other Miscellaneous Revenue	694	0	<b>694</b>	<b>N/A</b>
<b>7110092</b> Professional Service Revenue <b>(City of Alameda Reimbursements - Billed in Arrears - Pending \$100k in ICD billed at YE)</b>	1,653,768	1,754,970	<b>-101,202</b>	<b>-5.77</b>
<b>7150030</b> Miscellaneous Other Revenue	3,207	0	<b>3,207</b>	<b>N/A</b>
<b>7150070</b> Administrative Fee	8,017	9,254	<b>-1,237</b>	<b>-13.37</b>

**Budget Comparison (with PTD)**

Period = Jul 2021-Jun 2022

Book = Accrual

	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>7159000</b> TOTAL OTHER INCOME	2,240,846	2,022,614	<b>218,232</b>	<b>10.79</b>
<b>7170000</b> RESTRICTED INCOME				
<b>7170055</b> Income from FSS Forfeitures	8,375	0	<b>8,375</b>	<b>N/A</b>
<b>7299999</b> TOTAL RESTRICTED INCOME	8,375	0	<b>8,375</b>	<b>N/A</b>
<b>8000000</b> HUD GRANT				
<b>8010000</b> HUD Operating Grants	34,643,553	36,058,616	<b>-1,415,063</b>	<b>-3.92</b>
<b>8020000</b> Administrative Fees from HUD	2,106,585	1,894,279	<b>212,306</b>	<b>11.21</b>
<b>8020110</b> PORT-In Administrative Fees	19,518	0	<b>19,518</b>	<b>N/A</b>
<b>8030000</b> Administrative Fees Paid (PORT-Outs)	15,774	0	<b>-15,774</b>	<b>N/A</b>
<b>8100102</b> EHV Placement Fee	6,950	0	<b>6,950</b>	<b>N/A</b>
<b>8100103</b> EHV Services Fee	1,500	0	<b>1,500</b>	<b>N/A</b>
<b>8100120</b> TOTAL HUD GRANT	36,762,332	37,952,895	<b>-1,190,563</b>	<b>-3.14</b>
<b>8999000</b> TOTAL REVENUE	55,671,399	56,503,545	<b>-832,146</b>	<b>-1.47</b>
<b>9000000</b> EXPENSES				
<b>9000900</b> OPERATING EXPENSES				
<b>9100000</b> ADMINISTRATIVE				
<b>9110010</b> Administrative Salaries	4,695,528	5,689,153	<b>993,625</b>	<b>17.47</b>
<b>9110020</b> Temporary Help - Administrative	228,766	349,353	<b>120,587</b>	<b>34.52</b>
<b>9120000</b> Auditing Fees	65,950	52,652	<b>-13,298</b>	<b>-25.26</b>
<b>9130000</b> Outside Management Fees	316,742	290,598	<b>-26,144</b>	<b>-9.00</b>
<b>9150010</b> Admin Employee Benefits - Medical/Dental	840,020	1,470,102	<b>630,082</b>	<b>42.86</b>
<b>9150020</b> Admin Employee Benefits - PERS/PARS	417,653	549,255	<b>131,602</b>	<b>23.96</b>
<b>9150030</b> Admin Employee Benefits - FICA	67,869	85,488	<b>17,619</b>	<b>20.61</b>
<b>9150040</b> Admin Employee Benefits - SUI	11,743	15,456	<b>3,713</b>	<b>24.02</b>
<b>9150060</b> Admin Employee Benefits - Life/LTD	31,416	36,849	<b>5,433</b>	<b>14.74</b>
<b>9150090</b> Admin Employee Benefit - WC	99,593	111,624	<b>12,031</b>	<b>10.78</b>
<b>9160010</b> Office Supplies/Equipment	60,615	260,127	<b>199,512</b>	<b>76.70</b>
<b>9160030</b> Dues & Subscriptions Publications	8,227	0	<b>-8,227</b>	<b>N/A</b>
<b>9160040</b> Postage	12,265	9,203	<b>-3,062</b>	<b>-33.27</b>
<b>9160050</b> Telephone	73,832	59,207	<b>-14,625</b>	<b>-24.70</b>
<b>9160060</b> Bank Charges and Check Supplies	47,816	38,975	<b>-8,841</b>	<b>-22.68</b>
<b>9160080</b> Stationery Envelopes and Business Cards	2,595	0	<b>-2,595</b>	<b>N/A</b>

**Budget Comparison (with PTD)**

Period = Jul 2021-Jun 2022

Book = Accrual

	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>9160090</b> Forms and Copies/Printing ( <b>Rent Program Mostly</b> )	59,965	4,543	<b>-55,422</b>	<b>-1,220.05</b>
<b>9160100</b> Classified Ads and Public Notices/outreach material	82,204	131,399	<b>49,195</b>	<b>37.44</b>
<b>9160110</b> Legal Expense	593,100	564,225	<b>-28,875</b>	<b>-5.12</b>
<b>9160111</b> Payroll charge	14,691	15,592	<b>901</b>	<b>5.78</b>
<b>9160112</b> Survey/Title Fee	2,875	0	<b>-2,875</b>	<b>N/A</b>
<b>9160113</b> Office Rent	181,913	184,909	<b>2,996</b>	<b>1.62</b>
<b>9160114</b> Administrative Support	31,903	0	<b>-31,903</b>	<b>N/A</b>
<b>9160115</b> Organization Cost	20	0	<b>-20</b>	<b>N/A</b>
<b>9160120</b> Training/Conferences and Travel	30,048	132,650	<b>102,602</b>	<b>77.35</b>
<b>9160130</b> Membership Dues and Fees	17,227	10,000	<b>-7,227</b>	<b>-72.27</b>
<b>9160131</b> Taxes & Government Fees	134,962	31,591	<b>-103,371</b>	<b>-327.22</b>
<b>9160140</b> Collection Loss	6,531	0	<b>-6,531</b>	<b>N/A</b>
<b>9160160</b> Contracts - Accounting Services	33,390	95,520	<b>62,130</b>	<b>65.04</b>
<b>9160170</b> Contracts - Administrative Services/Consultant	250,418	152,576	<b>-97,843</b>	<b>-64.13</b>
<b>9160180</b> Contracts - Application Service Provider - Yardi	176,441	171,364	<b>-5,076</b>	<b>-2.96</b>
<b>9160190</b> Contracts - Computer/Telephone Maintenance/Email	262,900	225,115	<b>-37,785</b>	<b>-16.78</b>
<b>9160210</b> Contracts - Housing Program Services	7,201	0	<b>-7,201</b>	<b>N/A</b>
<b>9160220</b> Contracts - Human Resource Services	20,254	26,061	<b>5,807</b>	<b>22.28</b>
<b>9160230</b> Contracts - Housing Inspection Services	119,546	100,325	<b>-19,221</b>	<b>-19.16</b>
<b>9160260</b> Contracts - Office Machine Lease	20,508	37,607	<b>17,099</b>	<b>45.47</b>
<b>9160270</b> Contracts - Web Hosting/Maintenance/Web Ads	31,467	38,247	<b>6,780</b>	<b>17.73</b>
<b>9160290</b> Contracts - HR Recruitment ( <b>Substantially higher due to open positions - should have utilized budget code 9160210 above</b> )	143,729	0	<b>-143,729</b>	<b>N/A</b>
<b>9160510</b> Association Dues ( <b>Prepaid Pulte not accounted for in prior year budget</b> )	100,156	45,352	<b>-54,804</b>	<b>-120.84</b>
<b>9169000</b> TOTAL ADMINISTRATIVE	9,302,078	10,985,116	<b>1,683,038</b>	<b>15.32</b>
<b>9200000</b> TENANT/SOCIAL SERVICES/POLICE				
<b>9210030</b> Police Services	181,856	210,000	<b>28,144</b>	<b>13.40</b>
<b>9210100</b> Tenant/Social Sevices - Salaries	363,897	402,616	<b>-38,719</b>	<b>9.62</b>
<b>9219000</b> TOTAL TENANT/SOCIAL SERVICES/POLICE	545,753	612,616	<b>66,863</b>	<b>10.91</b>
<b>9219990</b> RELOCATION				
<b>9220000</b> Tenant-Relocation Costs	24,939	0	<b>-24,939</b>	<b>N/A</b>
<b>9229000</b> TOTAL RELOCATION	24,939	0	<b>-24,939</b>	<b>N/A</b>

**Budget Comparison (with PTD)**

Period = Jul 2021-Jun 2022

Book = Accrual

	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>9230005</b> TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE				
<b>9230010</b> Tenant Svcs Employee Benefits - Medical/Dental	22,042	119,224	<b>97,182</b>	<b>81.51</b>
<b>9230020</b> Tenant Svcs Employee Benefits - PERS/PARS	10,622	13,083	<b>2,461</b>	<b>18.81</b>
<b>9230030</b> Tenant Svcs Employee Benefits - FICA	1,581	56,083	<b>54,502</b>	<b>97.18</b>
<b>9230040</b> Tenant Svcs Employee Benefits - SUI	298	966	<b>668</b>	<b>69.17</b>
<b>9230050</b> Tenant Svcs Employee Benefits - Life/LTD	718	0	<b>-718</b>	<b>N/A</b>
<b>9230080</b> Tenant Svcs Employee Benefits - Other	5,063	10,377	<b>5,313</b>	<b>51.20</b>
<b>9230090</b> Tenant Svcs Employee Benefit - WC	34,712	41,352	<b>6,640</b>	<b>16.06</b>
<b>9239000</b> TOTAL TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE	75,036	241,084	<b>166,048</b>	<b>68.88</b>
<b>9240005</b> TENANT SERVICES				
<b>9240010</b> Tenant/Social Sevices - Supplies	553	0	<b>-553</b>	<b>N/A</b>
<b>9240020</b> Tenant Service Activities - Contracts and O/S Services	301,512	234,345	<b>-67,167</b>	<b>-28.66</b>
<b>9240030</b> Tenant/Social Services - Resident Participation	503	0	<b>-503</b>	<b>N/A</b>
<b>9240050</b> Tenant/Social Sevices - Other	2,500	0	<b>-2,500</b>	<b>N/A</b>
<b>9249000</b> TOTAL TENANT SERVICES	305,068	234,345	<b>-70,723</b>	<b>-30.18</b>
<b>9300000</b> UTILITIES				
<b>9310000</b> Water	355,762	293,638	<b>-62,124</b>	<b>-21.16</b>
<b>9320000</b> Electricity	119,725	117,088	<b>-2,637</b>	<b>-2.25</b>
<b>9330000</b> Gas	59,527	46,840	<b>-12,687</b>	<b>-27.08</b>
<b>9380010</b> Sewer <b>(Inclusive of Sewer Passthrough Charge)</b>	237,030	137,504	<b>-99,526</b>	<b>-72.38</b>
<b>9380020</b> Garbage <b>(Substantially higher - Esperanza)</b>	503,715	442,837	<b>-60,878</b>	<b>-13.75</b>
<b>9380030</b> Other	387	0	<b>-387</b>	<b>N/A</b>
<b>9399000</b> TOTAL UTILITIES	1,276,146	1,037,908	<b>-238,239</b>	<b>-22.95</b>
<b>9399990</b> MAINTENANCE				
<b>9400000</b> MAINTENANCE SALARIES				
<b>9410010</b> Maintenance - Salaries	595,514	683,785	<b>88,271</b>	<b>12.91</b>
<b>9419000</b> TOTAL MAINTENANCE SALARIES	595,514	683,785	<b>88,271</b>	<b>12.91</b>
<b>9420005</b> MAINTENANCE MATERIALS				
<b>9420010</b> Maintenance Materials	229,237	78,715	<b>-150,522</b>	<b>-191.23</b>
<b>9420020</b> Vehicle - gasoline	2,457	2,427	<b>-30</b>	<b>-1.22</b>
<b>9420030</b> Janitorials Supplies	3,576	850	<b>-2,726</b>	<b>-320.66</b>
<b>9429000</b> TOTAL MAINTENANCE MATERIALS	235,270	81,992	<b>-153,278</b>	<b>-186.94</b>

**Budget Comparison (with PTD)**

Period = Jul 2021-Jun 2022

Book = Accrual

	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>9429005</b> MAINTENANCE CONTRACTS				
<b>9429015</b> Maintenance Contracts - Unit Turnaround	25,556	55,806	<b>30,250</b>	<b>54.21</b>
<b>9429030</b> Maintenance Contracts - Tree Trimming	22,148	17,325	<b>-4,823</b>	<b>-27.84</b>
<b>9429040</b> Maintenance Contracts - Cycle Painting	17,015	0	<b>-17,015</b>	<b>N/A</b>
<b>9429060</b> Maintenance Contracts - Floor Covering	77,316	10,149	<b>-67,167</b>	<b>-661.80</b>
<b>9429100</b> Maintenance Contracts - Services	102,653	100,765	<b>-1,888</b>	<b>-1.87</b>
<b>9430010</b> Maintenance Contracts - Painting	29,399	40,037	<b>10,638</b>	<b>26.57</b>
<b>9430020</b> Maintenance Contracts - Plumbing	161,078	43,873	<b>-117,206</b>	<b>-267.15</b>
<b>9430030</b> Maintenance Contracts - Landscape, Pool, Pond Maintenance	106,849	77,904	<b>-28,945</b>	<b>-37.16</b>
<b>9430040</b> Maintenance Contracts - HVAC Maintenance	47,971	16,992	<b>-30,979</b>	<b>-182.31</b>
<b>9430060</b> Maintenance Contracts - Elevator Maintenance	27,194	37,563	<b>10,369</b>	<b>27.60</b>
<b>9430070</b> Maintenance Contracts - Extermination	70,866	52,657	<b>-18,209</b>	<b>-34.58</b>
<b>9430080</b> Maintenance Contracts - Electrical Maintenance	29,991	17,397	<b>-12,594</b>	<b>-72.39</b>
<b>9430090</b> Maintenance Contracts - Security and Nurse Call Systems	106,210	183,650	<b>77,440</b>	<b>42.17</b>
<b>9430110</b> Maintenance Contracts - Gutter Cleaning Services	35,018	4,639	<b>-30,379</b>	<b>-654.92</b>
<b>9430120</b> Maintenance Contracts - Flooring Replmt/Cleaning Srvc	2,697	0	<b>-2,697</b>	<b>N/A</b>
<b>9430130</b> Maintenance Contracts - Other ( <b>Mostly due to Esperanza, Eagle Village and Parrot Village</b> )	288,743	17,693	<b>-271,049</b>	<b>-1,531.92</b>
<b>9430140</b> Maintenance Contracts - Vehicle Maintenance	13,850	2,752	<b>-11,098</b>	<b>-403.23</b>
<b>9430150</b> Maintenance Contracts - Janitorial	174,333	125,242	<b>-49,091</b>	<b>-39.20</b>
<b>9439000</b> <b>TOTAL MAINTENANCE CONTRACTS (Some items including "Other" Should be capitalized)</b>	<b>1,338,887</b>	<b>804,445</b>	<b>-534,442</b>	<b>-66.44</b>
<b>9450005</b> MAINTENANCE EMPLOYEE BENEFITS				
<b>9450010</b> Maint Employee Benefits - Medical/Dental	156,428	161,158	<b>4,729</b>	<b>2.93</b>
<b>9450020</b> Maint Employee Benefits - PERS/PARS	54,506	53,893	<b>-613</b>	<b>-1.14</b>
<b>9450030</b> Maint Employee Benefits - FICA	42,074	7,052	<b>-35,022</b>	<b>-496.61</b>
<b>9450040</b> Maint Employee Benefits - SUI	1,028	1,610	<b>582</b>	<b>36.17</b>
<b>9450050</b> Maint Employee Benefits - Life/LTD	1,579	3,969	<b>2,390</b>	<b>60.23</b>
<b>9450070</b> Maint Employee Benefits - Uniforms/Shoes	3,127	1,924	<b>-1,203</b>	<b>-62.54</b>
<b>9450091</b> Maint Employee Benefit - WC	11,991	62,625	<b>50,634</b>	<b>80.85</b>
<b>9459000</b> TOTAL MAINTENANCE EMPLOYEE BENEFITS	<b>270,732</b>	<b>292,231</b>	<b>21,498</b>	<b>7.36</b>
<b>9499000</b> TOTAL MAINTENANCE	<b>2,440,404</b>	<b>1,862,453</b>	<b>-577,951</b>	<b>-31.03</b>
<b>9500000</b> GENERAL EXPENSES				

**Budget Comparison (with PTD)**

Period = Jul 2021-Jun 2022

Book = Accrual

	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>9500100</b> Interest Expense	1,106,308	1,127,915	<b>21,606</b>	<b>1.92</b>
<b>9500160</b> Mortgage Financial Service Charge	-3,178	0	<b>3,178</b>	<b>N/A</b>
<b>9500200</b> Other Expense <b>(Negative denotes refund - mostly from Year 2005 Activity)</b>	-32,243	0	<b>32,243</b>	<b>N/A</b>
<b>9500210</b> Office Rent Expenses	1,747	0	<b>-1,747</b>	<b>N/A</b>
<b>9500300</b> Claim's Settlement Cost	-6,132	0	<b>6,132</b>	<b>N/A</b>
<b>9520000</b> Protective Services - Contract Costs	0	4,826	<b>4,826</b>	<b>100.00</b>
<b>9610010</b> Insurance - Workers Compensation	19,250	0	<b>-19,250</b>	<b>N/A</b>
<b>9610020</b> Insurance - Liability	14,881	16,252	<b>1,371</b>	<b>8.43</b>
<b>9610030</b> Insurance - Property	362,853	335,612	<b>-27,242</b>	<b>-8.12</b>
<b>9610040</b> Insurance - Vehicle	4,029	9,973	<b>5,944</b>	<b>59.60</b>
<b>9610060</b> Insurance - Other	90,142	32,680	<b>-57,462</b>	<b>-175.83</b>
<b>9620010</b> Other General Expenses <b>(Mostly Landlord Incentives)</b>	43,772	0	<b>-43,772</b>	<b>N/A</b>
<b>9660000</b> Cost of Bond Issuance	2,000	0	<b>-2,000</b>	<b>N/A</b>
<b>9698000</b> TOTAL GENERAL EXPENSES	1,602,260	1,527,258	<b>-75,002</b>	<b>-4.91</b>
<b>9699000</b> TOTAL OPERATING EXPENSES	15,571,684	16,500,780	<b>929,096</b>	<b>5.63</b>
<b>9700000</b> MOD REHAB AND SPC EXPENSES				
<b>9700570</b> Rent to Owners - Bessie Coleman	196,725	253,924	<b>57,199</b>	<b>22.53</b>
<b>9700800</b> PORT-In (A/R Billings) <b>(Negative Represents Income from other Housing Auth)</b>	-446,692	0	<b>446,692</b>	<b>N/A</b>
<b>9700900</b> TOTAL MOD REHAB AND SPC EXPENSES	-249,967	253,924	<b>503,891</b>	<b>198.44</b>
<b>9710000</b> EXTRAORDINARY EXPENSES				
<b>9710090</b> Pre-development Cost	8,710	100,000	<b>91,290</b>	<b>91.29</b>
<b>9713001</b> HOUSING ASSISTANCE PAYMENTS (VOUCHER)				
<b>9719000</b> TOTAL EXTRAORDINARY EXPENSES	8,710	100,000	<b>91,290</b>	<b>91.29</b>
<b>9730001</b> HOUSING ASSISTANCE PAYMENTS (VOUCHER)				
<b>9730010</b> Housing Assistance Payments - Landlords	34,326,272	36,202,295	<b>1,876,023</b>	<b>5.18</b>
<b>9730020</b> Housing Assistance Payments - FSS	114,328	75,600	<b>-38,728</b>	<b>-51.23</b>
<b>9730070</b> Utility Allowance to Tenants	48,740	40,440	<b>-8,300</b>	<b>-20.52</b>
<b>9739000</b> TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	34,489,340	36,318,335	<b>1,828,995</b>	<b>5.04</b>
<b>OPERATING EXPENSES</b>	49,899,706	53,173,039	<b>-3,273,333</b>	<b>-6.16</b>
<b>NET OPERATING INCOME BEFORE DEPRECIATION</b>	5,771,692	3,330,506	<b>2,441,186</b>	<b>73.30</b>



**Budget Comparison (with PTD)**

Period = Jul 2021-Jun 2022

Book = Accrual

	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
<b>9739500</b> OTHER EXPENSES				
<b>9740000</b> Depreciation Expense	1,692,883	1,704,460	<b>-11,577</b>	<b>0.68</b>
<b>9765000</b> Donations	2,500	0	<b>-2,500</b>	<b>N/A</b>
<b>9850001</b> EHV - Preliminary Fee Expenses	22,800	0	<b>-22,800</b>	<b>N/A</b>
<b>9850002</b> EHV - Placement/Issuance Reporting Fee Expenses	4,426	0	<b>-4,426</b>	<b>N/A</b>
<b>9850005</b> EHV - Services Fee - Owner Incentive	1,500	0	<b>-1,500</b>	<b>N/A</b>
<b>9850007</b> EHV-Ongoing Administrative Fee Expenses	48,713	0	<b>-48,713</b>	<b>N/A</b>
<b>9859999</b> TOTAL OTHER EXPENSES	1,772,822	1,704,460	<b>68,362</b>	<b>-4.01</b>
<b>9990000</b> OTHER FINANCING				
<b>9991000</b> Operating Transfers In ( <b>Internal Transfer Only</b> )	45,881,168	0	<b>-45,881,168</b>	<b>N/A</b>
<b>9992000</b> Operating Transfers Out ( <b>Internal Transfer Only</b> )	45,881,168	0	<b>45,881,168</b>	<b>N/A</b>
<b>9993000</b> TOTAL OTHER FINANCING	0	0	<b>0</b>	<b>N/A</b>
<b>9996000</b> TOTAL EXPENSES	51,592,589	54,877,499	<b>-3,284,910</b>	<b>5.99</b>
<b>9998000</b> NET INCOME	4,078,809	1,626,046	<b>2,452,763</b>	<b>-150.84</b>

**Budget Comparison (with PTD)**

Period = Jul 2021-Jun 2022

Book = Accrual

	PTD Actual	PTD Budget	<i>Variance</i>	<i>% Var</i>
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**Budget Comparison (with PTD) - SUMMARY**

	PTD Actual	PTD Budget	Variance	% Var
Total Revenue	55,671,399	56,503,545	<b>-832,146</b>	<b>-1.47</b>
Less: Operating Expenses	-49,899,706	-53,173,039	<b>3,273,333</b>	<b>-6.16</b>
<b>NET OPERATING INCOME BEFORE DEPRECIATION</b>	<b>5,771,692</b>	<b>3,330,506</b>	<b>2,441,186</b>	<b>73.30</b>

<b>Performance Indicator - Monthly</b>	<b>Cash</b>	<b>HAP</b>	<b>Months Covered</b>
CASH AND INVESTMENTS/TOTAL HAP	37,052,943	3,009,110	<b>12.31</b>
	<b>Cash</b>	<b>OPEX</b>	<b>Months Covered</b>
CASH AND INVESTMENTS/OPERATING EXPENSE	37,052,943	4,741,791	<b>7.81</b>
	<b>Cash</b>	<b>HAP + OPEX</b>	<b>Months Covered</b>
CASH AND INVESTMENT/HAP AND OPERATING EXPENSE	37,052,943	7,750,901	<b>4.78</b>
	<b>Total Liabilities</b>	<b>Total Assets</b>	<b>Leverage Percentage</b>
PERCENTAGE DEBT TO ASSETS	135,294,208	257,157,885	<b>53%</b>

	PTD Actual	PTD Budget	Variance	% Var
TOTAL TENANT REVENUE	14,337,741	14,023,433	<b>314,308</b>	<b>2.24</b>

	PTD Actual	PTD Budget	Variance	% Var
TOTAL OPERATING EXPENSE (INCLUDING HAP)	49,899,706	53,173,039	<b>-3,273,333</b>	<b>-6.16</b>
TOTAL OPERATING EXPENSE (WITHOUT HAP)	15,410,366	16,854,704	<b>-1,444,338</b>	<b>-8.57</b>

	PTD Actual	PTD Budget	Variance	% Var
TOTAL HUD GRANT (HAP + ADMIN FEES)	36,762,332	37,952,895	<b>-1,190,563</b>	<b>-3.14</b>
TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	34,489,340	36,318,335	<b>-1,828,995</b>	<b>-5.04</b>



Housing Authority  
of the  
City of Alameda

**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Janet Lee, Controller

Date: September 29, 2022

Re: Accept the Quarterly Investment Report for Period Ending June 30, 2022.

---

### **BACKGROUND**

California Government Code Sections 53600 and 53646 requires that the Housing Authority Finance Director file a quarterly report with the Board of Commissioners on the status of all investments.

### **DISCUSSION**

The quarter-end report reflects the investment of cash for the operating and reserve funds. Agency investments are covered by the provisions of the Housing Authority's Investment Policy that is approved annually by the Board of Commissioners. This memorandum includes both the Housing Authority of the City of Alameda (AHA) and Island City Development's (ICD) investments.

### **FISCAL IMPACT**

As of June 30, 2022, AHA held **\$11,677,357** in Local Agency Investment Fund (**LAIF**). These funds are on demand and can be used for immediate needs. The prior quarter balance was **\$11,668,162**. Interest is posted quarterly to the account by LAIF and the 3 months of interest from April through June 2022 will be presented in the July 2022 LAIF statement.

As of June 30, 2022, AHA held **\$9,028,861** in the California Asset Management Program (**CAMP**). These funds are on demand and can be used for immediate needs. The prior quarter balance was **\$9,010,443**. Interest is posted monthly to the account by CAMP.

As of June 30, 2022, ICD held **\$14** in **CAMP**. These funds are on demand and can be used for immediate needs. The prior quarter balance was **\$14**. Interest is posted monthly to the account by CAMP.



**AHA Balances** as of June 30, 2022:  
 LAIF \$ 11,677,357  
 CAMP 9,028,861  
**Total AHA Investment \$ 20,706,218**

**ICD Balances** as of June 30, 2022:  
 CAMP \$ 14

The key changes in the balance for the period ending June 30, 2022 are:

Activity	AHA-LAIF	AHA-CAMP	ICD-CAMP
<b>Beg. Balance - March 31, 2022</b>	\$ 11,668,162	\$ 9,010,443	\$ 14
CAMP Interest Income		18,418	
LAIF Interest Income (paid in arrears)	9,195		
<b>Ending Balance - June 30, 2022</b>	\$ 11,677,357	\$ 9,028,861	\$ 14

The Housing Authority's ordinary expenditure requirements for the next six months are more than sufficiently covered by two sources, namely: (1) anticipated revenues, grants, and subsidies, and (2) liquidity of current investments. All investment actions executed since the last report have been made in full compliance with the Investment Policy. The Executive Director will maintain a complete and timely record of all investment transactions.

**CEQA**

N/A

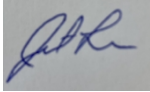
**RECOMMENDATION**

It is recommended that the Board of Commissioners accept the Quarterly Investment Report for period ending June 30, 2022.

**ATTACHMENTS**

1. 1. LAIF Statement for the quarter ending June 30, 2022 - AHA
2. 2. CAMP statement for month ending June 30, 2022 - AHA
3. 3. CAMP Statement for month ending June 30, 2022 - ICD

Respectfully submitted,

A small, square, grey-tinted image containing a handwritten signature in blue ink. The signature appears to be 'Janet Lee' written in a cursive, flowing style.

Janet Lee, Controller

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

July 06, 2022

LAIF Home  
PMIA Average Monthly  
Yields

---

ALAMEDA HOUSING AUTHORITY

EXECUTIVE DIRECTOR  
701 ATLANTIC AVENUE  
ALAMEDA, CA 94501

Tran Type Definitions

June 2022 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	11,677,357.49
Total Withdrawal:	0.00	Ending Balance:	11,677,357.49



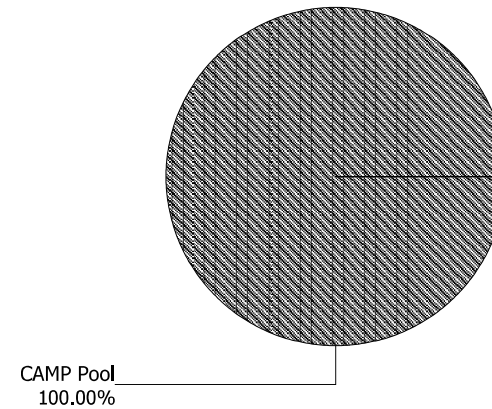
## Account Statement - Transaction Summary

For the Month Ending **June 30, 2022**

Housing Authority of the City of Alameda (AHA) - Housing Authority of the City of Alameda (AHA)

CAMP Pool	
Opening Market Value	9,020,414.89
Purchases	8,446.38
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$9,028,861.27</b>
Cash Dividends and Income	8,446.38

Asset Summary		
	<b>June 30, 2022</b>	<b>May 31, 2022</b>
<b>CAMP Pool</b>	9,028,861.27	9,020,414.89
<b>Total</b>	<b>\$9,028,861.27</b>	<b>\$9,020,414.89</b>
Asset Allocation		





## Account Statement

For the Month Ending **June 30, 2022**

Housing Authority of the City of Alameda (AHA) - Housing Authority of the City of Alameda (AHA)

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>CAMP Pool</b>					
<b>Opening Balance</b>					<b>9,020,414.89</b>
06/30/22	07/01/22	Accrual Income Div Reinvestment - Distributions	1.00	8,446.38	9,028,861.27
<b>Closing Balance</b>					<b>9,028,861.27</b>

	Month of June	Fiscal YTD July-June	
<b>Opening Balance</b>	9,020,414.89	6,005,549.77	<b>Closing Balance</b>
<b>Purchases</b>	8,446.38	3,023,311.50	<b>Average Monthly Balance</b>
<b>Redemptions (Excl. Checks)</b>	0.00	0.00	<b>Monthly Distribution Yield</b>
<b>Check Disbursements</b>	0.00	0.00	1.14%
<b>Closing Balance</b>	<b>9,028,861.27</b>	<b>9,028,861.27</b>	
<b>Cash Dividends and Income</b>	8,446.38	23,311.50	





**Account Statement - Transaction Summary**

For the Month Ending **June 30, 2022**

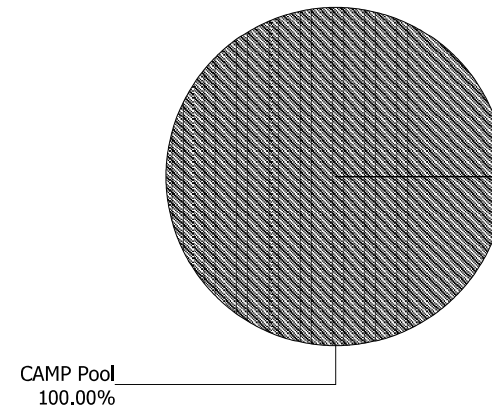
Island City Development - Island City Development

<b>CAMP Pool</b>	
Opening Market Value	13.80
Purchases	0.01
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$13.81</b>
Cash Dividends and Income	0.01

<b>Asset Summary</b>		
	<b>June 30, 2022</b>	<b>May 31, 2022</b>
<b>CAMP Pool</b>	13.81	13.80
<b>Total</b>	<b>\$13.81</b>	<b>\$13.80</b>

<b>Asset Allocation</b>	
CAMP Pool	100.00%





**Account Statement**

For the Month Ending **June 30, 2022**

Island City Development - Island City Development

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>CAMP Pool</b>					
<b>Opening Balance</b>					<b>13.80</b>
06/30/22	07/01/22	Accrual Income Div Reinvestment - Distributions	1.00	0.01	13.81
<b>Closing Balance</b>					<b>13.81</b>

	Month of June	Fiscal YTD January-June		
<b>Opening Balance</b>	13.80	13.78	<b>Closing Balance</b>	13.81
<b>Purchases</b>	0.01	0.03	<b>Average Monthly Balance</b>	13.80
<b>Redemptions (Excl. Checks)</b>	0.00	0.00	<b>Monthly Distribution Yield</b>	1.14%
<b>Check Disbursements</b>	0.00	0.00		
<b>Closing Balance</b>	<b>13.81</b>	<b>13.81</b>		
<b>Cash Dividends and Income</b>	0.01	0.03		

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 29, 2022

Re: Adopt a Fee Schedule for Third Party Real Estate Transactions.

---

### **BACKGROUND**

In 2018, the Housing Authority (AHA) approved a standard Loan Fee Schedule. The Loan Fee Schedule was designed to increase transparency around AHA's expectations as a lender. Staff proposes to update the Loan Fee Schedule and include additional fees for loan restructuring and bond inducement. AHA has acted as a lender in multiple developments. As those loans get older, restructuring may be necessary. Additionally, bonds are also used to finance some AHA properties. Staff has also noted that as best practice, HQS inspections and tenant file audits should be done on projects with units that are AHA-assisted, but not part of the voucher program. Finally, where AHA is a lender and there is no tax credit investor, AHA will take an asset management fee to cover the costs of review and compliance monitoring, including an annual file audit of 10% of assisted tenant files.

These fees are evident in a recent transaction for a loan and regulatory agreement to create greater affordability at 1825 Poggi Street.

### **DISCUSSION**

When preparing this Loan Fee Schedule, staff reviewed existing loan documents and researched other affordable housing lenders (such as the City of San Diego, City of San Jose, Oakland Housing Authority, Sacramento Housing Authority, California Department of Housing and Community Development, and County of Alameda A1 Funds). Staff has outlined a number of new or adjusted fees in the proposed schedule in accordance with this survey. The proposed Loan Fee Schedule is consistent with standard industry practices.

It should be noted that these fees will not apply where AHA makes a grant to the Alameda Affordable Housing Trust Fund, which has its own loan and grant fee structure.

Staff proposes that these fees be put into effect on October 1, 2022, and recommends



that the fees are reviewed every two years but remain in effect until changed by the Board. The fees will be posted on the AHA website when approved.

**FISCAL IMPACT**

The fees are anticipated to cover staff time and third party costs, particularly legal costs, for the loan.

**CEQA**

Not applicable

**RECOMMENDATION**

Adopt a Fee Schedule for Third Party Real Estate Transactions.

**ATTACHMENTS**

- 1. 2022 Fee Policy

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

2022 UPDATED FEE SCHEDULE

Types of Fees	Proposed AHA Fee	2018 AHA Fees (Current)	AHA - LAC Loan transaction	San Diego Housing Commission	City of San Jose Housing Authority	Oakland Housing Authority	Sacramento Housing and Redevelopment	CA HCD	Alameda County A1 Funds
<b>Monitoring Fee</b>	Non Tax Credit projects: \$300/unit per year; Tax Credit projects with an investor: \$150/year	\$50/unit per year	\$300/unit/year	\$500 initial fee + \$65/first 40 units for annual monitoring. The base fee charged decreases \$10 for each unit more than 40 units, and decreases \$20 for each unit more than 80 units.	\$73.41/unit per year	\$140/unit per year	0.125% of bond amount	.042% of the loan amount	\$300/restricted unit per year
<b>Asset Management Fee</b>	\$10,000/year. Only on non-tax credit deals or tax credit projects after investor exit		\$10,000/year						
<b>Subordination Fee</b>	\$750	\$750		\$250 for one lien + \$50 for every additional lien	\$268	\$830 loan (residential lending loan fees), \$1,400 (housing development services loan fees)	\$300 (single family), \$500 (multifamily)		
<b>Legal Fees</b>	Billed at actual cost	Billed at actual cost	Waived;		\$157/hr in excess of 89 hours		\$1,000 minimum legal service fee and \$200 per hour exceeding 15 hours		\$187 per hour in excess of 29 hours
<b>Modification Fee</b>	\$750	\$750				\$3,200/loan		\$196/hour	
<b>Reconveyance</b>	\$200	\$300				\$160/loan	\$45		
<b>Loan Rates</b>	3% simple		3% simple			3% simple	3% simple rate	3% simple rate	
<b>HQS</b>	Required on all units; non PBV units will be charged \$35/unit/2 years		\$35/unit/2 years	N/A	N/A	N/A	N/A	N/A	N/A
<b>Bond Inducement</b>	\$500 application and \$10,000 legal deposit. Legal to be billed at actual cost.	AHA has not issued directly - has worked with joint power authorities		\$3,000 application + \$10,000 deposit	\$0 to \$10 million: 0.5% of the principal amount of bonds issued, with a minimum fee of \$30,000. Over \$10 million: 0.5% of the first \$10 million principal amount of bonds; 0.25% of any additional amount.		issuance fee of 25 basis points (0.25%) of the bond issuance amounts payable at the bond closing. In addition, SHRA receives an Annual Administration Fee equal to 12.5 basis points (0.125%) of the original bond issuance amount as compensation for compliance monitoring of regulatory restrictions and the administration of outstanding bonds		
<b>Restructuring Fees</b>	\$10,000 good faith legal deposit. Legal to be billed at actual cost. Upon restructuring - the new asset, monitoring, and HQS fees will apply				\$6,596.00 per transaction  + City Attorney time (\$187/hr in excess of 20 hours)  + City Housing Staff Time (\$136/hr in excess of 21 hours)		At the time of a full application for bonds, the developer must pay a \$12,500 "good-faith" deposit to cover SHRA staff costs (at \$100 per hour) and expenses in determining the feasibility of the proposed bond issuance, reissuance or restructuring.	1. \$1,000 payable upon submission of the initial application. 2. \$9,000 payable prior to recordation of any regulatory agreement authorizing an Early Special Rent Increase. 3. \$4,000 payable upon closing of a Restructuring transaction limited to the extension of a Department loan or loans. 4. \$39,000 payable upon closing of a Restructuring transaction involving refinancing of senior debt, syndication, or both, with or without an extension of the Department's loan or loans	
<b>Title &amp; Escrow Fees</b>	Billed at actual cost	Billed at actual cost							\$35



Housing Authority  
of the  
City of Alameda

**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Date: September 29, 2022

Re: Accept a report on the revised Board of Commissioners Application Form.

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### **BACKGROUND**

Following discussions with the Mayor and City Attorney's office, new application forms for both Tenant and At Large Commissioners have been agreed upon and implemented. These forms are intended to screen for conflicts of interest, especially those outlined by HUD regulations.

### **DISCUSSION**

The forms were used for the September 2022 appointments to the Board. All new and current Commissioners have completed the form. Commissioners are expected to inform the staff if their situation changes during their term in respect to the questions asked. In addition, all Commissioners complete a Form 700 annually.

### **FISCAL IMPACT**

None.

### **CEQA**

N/A

### **RECOMMENDATION**

Accept a report on the revised Board of Commissioners Application Form.

### **ATTACHMENTS**

1. haboc-member-at-large
2. haboc-tenant

Respectfully submitted,



*Vanessa Cooper*

Vanessa Cooper, Executive Director



**CITY OF ALAMEDA  
APPLICATION FOR HOUSING AUTHORITY  
BOARD OF COMMISSIONERS:  
MEMBER-AT-LARGE COMMISSIONER**

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Please submit your completed application with optional resume or additional information to the City Clerk at [clerk@alamedaca.gov](mailto:clerk@alamedaca.gov) or City Hall, 2263 Santa Clara Avenue, Room 380. Applications are valid for one year.

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This application is for a Member-at-Large Commissioner. Please see the attached Frequently Asked Questions (FAQs) for more information about this position.

To apply to be a Tenant Commissioner, please complete a Tenant Application.

---

1. Please read the FAQs about this position.
2. If any information in your application changes, please inform the City Clerk.

---

**Please clearly print the following information:**

Name: \_\_\_\_\_  
(Last) (First)

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type:  Cell  Home

Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

To avoid possible conflicts of interest that could disqualify you for this position, please answer the following questions.

For conflict of interest purposes, the term “immediate family member” generally includes the applicant’s spouse or registered domestic partner under California law, parent (including step-parent), child (including step-child), grandparent, grandchild, sister or brother (including step-sister or step-brother).

1. Are you or your immediate family member a Section 8 tenant?

Yes  No

If yes, please describe: \_\_\_\_\_

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2. Do you or your immediate family member currently have an application for Section 8 assistance pending?

Yes       No

If yes, please describe: \_\_\_\_\_

3. Do you or your immediate family member currently receive other federal or state housing assistance, such as Community Development Block Grant funds, HOME funds, predevelopment loans, other loan types, or other federal and state assistance?

Yes       No

If yes, please describe: \_\_\_\_\_

4. Are you or your immediate family member or your respective employer(s) a Section 8 landlord?

Yes       No

If yes, please identify property(ies): \_\_\_\_\_

5. Do you or your immediate family member or your respective employer(s) own or manage property in the City of Alameda that receives federal or state funding, subsidy, or assistance?

Yes       No

If yes, please identify property(ies): \_\_\_\_\_

6. Do you or your immediate family member or your respective employer(s) currently have an application for federal or state funding, subsidy, or assistance pending?

Yes       No

If yes, please describe: \_\_\_\_\_

7. Do you or your immediate family member or your respective employer(s) have any direct or indirect financial interest in any type of contract, agreement, or request, such as management or development services, funding requests, or an application for Project Based Vouchers, that may come before the Board of Commissioners during your tenure as a commissioner?

Yes       No

If yes, please describe: \_\_\_\_\_

8. Do you or your immediate family or your respective employer(s) have any interest or affiliation with any of the following entities:

- a. Alameda Affordable Housing Corporation       Yes       No
- b. The City of Alameda       Yes       No
- c. The County of Alameda       Yes       No
- d. Alameda Point Collaborative       Yes       No
- e. Building Futures       Yes       No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

9. Have you or your immediate family member confirmed with your employer(s) that this appointment would not create a potential conflict of interest?

- Yes       No

If no, please describe why: \_\_\_\_\_  
\_\_\_\_\_

10. Do you or your immediate family member or your respective employer(s) have any other interests in the City of Alameda, such as contractual relationships, ownership of real estate, or development activities which may pose a conflict of interest for you in this position ?

- Yes       No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Please provide the following information.

Education (List schools attended and degrees obtained): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Experience relevant to serving on the Board of Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Experience serving on any City Board, Commission or Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applications are public information. Please indicate your preferences regarding sharing your contact information. The City will attempt to address your preferences but makes no guarantee that such information will not become public.

- Would you like your address withheld?       Yes       No  
Would you like your e-mail address withheld?       Yes       No  
Would you like your phone number withheld?       Yes       No

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Revised 8-2022

## **Housing Authority of the City of Alameda Board of Commissioners Frequently Asked Questions (FAQs)**

### **1. What is the role of a commissioner?**

The Board of Commissioners ( "BOC") of the Housing Authority of the City of Alameda ("AHA") is the governing body of AHA and provides oversight to ensure that AHA complies with all applicable statutory, regulatory, and contractual obligations, remains financially sound, and meets its mission to provide quality housing and services to its community.

In accordance with California Housing Authorities Law, AHA is comprised of seven commissioners, two of which must be tenants. One tenant commissioner must be over 62 years of age. (California Health and Safety Code §34200 et seq.)

In accordance with federal law, one tenant commissioner must be a recipient of the tenant based Section 8 program, also known as Housing Choice Voucher ("HCV") program, whose name appears on the lease, and is 18 years of age or older. (24 Code of Federal Regulations ("CFR") §§ 964.400-964.415)

### **2. What is a conflict of interest?**

Generally, a conflict of interest occurs when a commissioner's role, actions, or duties as a commissioner lack independence or impartiality, either real or perceived, and may be unduly influenced by a secondary interest such as financial gain, professional advancement, or a wish to do favors for family members.

Under the conflict of interest provisions of 24 CFR §982.161, neither AHA nor its contractors or subcontracts may enter into any contract or arrangement in connection with the HCV program in which any of the following "covered individuals" has any direct or indirect interest during their tenure, or for one year thereafter:

- (1) Any present or former member or officer of AHA (except a tenant commissioner);
- (2) Any employee of AHA, or any contractor, subcontractor or agent of AHA, who formulates policy or who influences decisions with respect to the HCV program;
- (3) Any public official, member of a governing body, or state or local legislator, who exercises functions or responsibilities with respect to the HCV program; or
- (4) Any member of the Congress of the United States.

2 CFR §200.318 provides that no AHA "employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her registered domestic partner, or an organization which employs any of the referenced parties, has a

financial or other interest in, or tangible personal benefit from, a firm being considered for a contract.”

All commissioners must comply with the State of California’s conflict of interest laws which include the Political Reform Act of 1976 (Government Code Section 87100, et seq.), regulations promulgated by the California Fair Political Practices Commission (FPPC), and the anti-self dealing statutes codified in Government Code Sections 1090 through 1099.

### **3. What is an “immediate family member” for purposes of a conflict of interest?**

Immediate family members generally include the commissioner’s spouse or registered domestic partner, parent (including step-parent), child (including step-child), grandparent, grandchild, sister or brother (including step-sister or step-brother).

### **4. What is a domestic partnership for purposes of a conflict of interest?**

A domestic partnership is one that is registered with the California Secretary of State.

### **5. What financial assistance is relevant to determining the existence of any conflict of interest?**

A conflict of interest may exist if you, your spouse or domestic partner, immediate family member, or employer(s) receive any assistance that is reviewed, approved, or administered by AHA. Examples of such assistance include: public housing, Section 8, Low Income Housing Tax Credits, Emergency Rental Assistance, Community Development Block Grant, disaster assistance, predevelopment loans, or other loan types.

### **6. What else may trigger a conflict of interest?**

Conflicts of interest are best addressed on a case-by-case basis, however the below are examples of potential interests that may pose a conflict.

- Direct or indirect relationship with, or interest in, any current AHA contractors, subcontractors, or vendors, including the Non-Profit Groups defined below;
- Direct or indirect relationship with, or interest in, any company, business, nonprofit, or other entity with whom AHA does business, including but not limited to the Non-Profit Groups;
- Direct or indirect interest in any contract or arrangement for goods, services, assistance, or benefits administered by AHA;
- Direct or indirect interest or tangible personal benefit in any AHA operational or development activities, including real estate and housing;
- Has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The term, "Non-Profit Groups" includes:

- Alameda Family Services
- Alameda Point Collaborative
- Building Futures
- Eden Housing

- LifeSTEPS
- Midpeninsula Housing

**7. What are my obligations regarding conflicts of interest?**

Applicants to the BOC must disclose any current or potential conflict of interest to the Mayor and AHA prior to any final consideration of the applicant for a commissioner position. Further, all commissioners during their tenure on the BOC (i.e., on an on-going basis) are required to disclose any current or potential conflict of interest. Failure to disclose such conflict of interest may lead to disqualification or any other remedies, including the potential recapture of federal funds issued to AHA by federal authorities.

**8. What form is required to disclose conflicts of interest?**

California State law requires all board and commission members, as well as elected officials, to file a FPPC Form 700 Statement of Economic Interests. BOC members file their Form 700s with AHA and also participate in biannual ethics training.

**9. What residential units are owned by AHA affiliates Alameda Affordable Housing Corporation (AAHC) and Island City Development (ICD)?**

AAHC:

Anne B. Diament Plaza	920 Park Street
China Clipper	460 Buena Vista Avenue
Eagle Village	700 block Eagle Avenue
Esperanza Plaza	1903 Third Street
Independence Plaza	703 Atlantic Avenue
Lincoln Willow Apartments	2101/2103 Lincoln Avenue & 1600/1602 Willow Street
Parrot Village	1800 block St. Charles, Chapin & Wood Streets
Pulte Condos (1-18)	640 Martin Mariner Avenue

ICD:

Littlejohn Commons	1301 Buena Vista Avenue
Everett Commons	2437 Eagle Avenue
Rosefield Redevelopment	727 Buena Vista Avenue
Stargell Commons	2700 Bette Street



**CITY OF ALAMEDA  
APPLICATION FOR HOUSING AUTHORITY  
BOARD OF COMMISSIONERS:  
TENANT COMMISSIONER**

---

Please submit your completed application form with optional resume or additional information to the City Clerk: [clerk@alamedaca.gov](mailto:clerk@alamedaca.gov) or City Hall, 2263 Santa Clara Avenue, Room 380. Applications are valid for one year.

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This application is for a Tenant Commissioner. Please see attached Frequently Asked Questions (FAQs) for more information about this position.

To apply to be a Member-at-Large Commissioner, please complete a Member-At-Large Application.

Tenant applicants must be one of the following:

- Named on the lease and participate in Housing Choice Voucher (HCV) Program; or
- Named on the lease and participate in (i) Project Based Voucher (PBV) Program, or (ii) HCV Program, or (iii) live in a property directly owned by the Housing Authority of the City of Alameda (AHA)
- Tenants who are HCV or PBV participants may live in units owned by Island City Development or Alameda Affordable Housing Corporation

Please choose one:  Senior Tenant (over 62)  
 Tenant (over 18)

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1. Please read the FAQs about this position.
  2. If any information in your application changes, please inform the City Clerk.
- 

**Please clearly print the following information:**

Name: \_\_\_\_\_  
(Last) (First)

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type:  Cell  Home

Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

To avoid possible conflicts of interest that could disqualify you for this position, please answer the following questions.

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1. Are you or your immediate family member, or your respective employer(s) a Section 8 landlord?

Yes       No

If yes, please identify property(ies): \_\_\_\_\_  
\_\_\_\_\_

2. Do you or your immediate family member, or your respective employer(s) own or manage property in the City of Alameda that receives federal or state funding, subsidy, or assistance, such as Project Based Vouchers, Community Development Block Grant funds, HOME funds, predevelopment loans or other types of loans, or other federal and state assistance?

Yes       No

If yes, please identify property(ies): \_\_\_\_\_  
\_\_\_\_\_

3. Do you or your immediate family member, or your respective employer(s) currently have a pending application for federal or state funding, subsidy, or assistance?

Yes       No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

4. Do you or your immediate family member, or your respective employer(s) have any direct or indirect financial interest in any contract, agreement, or request (e.g., management or development services, funding requests, application for Project Based Vouchers) that is expected to come before the Board of Commissioners during your tenure as a commissioner?

Yes       No

If yes, please describe: \_\_\_\_\_  
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- e. Building Futures       Yes       No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

6. Have you or your immediate family member discussed this appointment with your employer(s) and clarified whether this appointment would create a potential conflict of interest?

- Yes       No

If yes, please describe why: \_\_\_\_\_  
\_\_\_\_\_

7. Do you or your immediate family member or your respective employer(s) have any other interests in the City of Alameda which may pose a conflict of interest in this position, such as contractual relationships, ownership of real estate, development activities, etc.?

- Yes       No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Please provide the following information.

Education (List schools attended and degrees obtained): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Experience relevant to serving on the Board of Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Revised 8-2022

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Rosefield Redevelopment	727 Buena Vista Avenue
Stargell Commons	2700 Bette Street



Housing Authority  
of the  
City of Alameda

**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Date: September 29, 2022

Re: Accept a Report on the Pilot Program for a Training Allowance for Staff.

---

### **BACKGROUND**

Like other employers, the Housing Authority of the City of Alameda (AHA) is looking at creative recruitment and retention strategies in this challenging employment market. Staff is proposing a pilot training allowance for employees which should provide a clear and equitable way for staff to propose and obtain professional development. This will also provide staff an opportunity for greater input on their own training and professional development activities. New hires will be provided similar training opportunities in their first year, but these trainings will be required by the employer and generally contained in the offer letter.

### **DISCUSSION**

The proposed duration of the pilot is October 1, 2022 - December 31, 2023. The allowance would be \$2,500 for staff, \$5,000 for Directors. All full-time staff, once initial probation is passed, would be eligible provided they have worked 1,250 hours of service in the prior 12 consecutive month period.

This allowance could be used for training and professional development, including certification programs. The class(es) must be work related and, generally, relevant to the employee's current job. The allowance is in addition to training and conferences required by the employer (e.g. fair housing, Housing Choice Voucher certification etc.).

Both the training and payment must be completed by December 31, 2023. The maximum paid time out of the office for the training would be 5 business days (40 hours). The request must be submitted at least 30 days ahead of the training date. Approval is needed from the supervisor, HR, and Executive Director. Staff will use the standard training and conference form to make requests. Limited travel and lodging expenses will be paid for in addition to registration fees. However, local trainings or online trainings will be strongly preferred. Out of state travel relating to the use of the allowance will not be approved unless there is no similar offering or appropriate classes



available locally and requires advance Board approval.

AHA reserves the right to recommend an alternative training to the staff member, including other timing, topics, location or providers. Approval is also dependent on available staffing to cover the employee's work while out of the office. Any exception to these parameters would require the Executive Director and HR approval. This program is separate from and in addition to the \$1,500 per year tuition reimbursement; the two programs may not be combined to cover fees for a single training. Details of the tuition reimbursement program can be found in the Employee Handbook.

**FISCAL IMPACT**

The maximum outlay is expected to be approximately \$140,000 if all staff used the full allowance. The current amount budgeted for training to June 30, 2023. Staff will monitor use and return to the Board with a proposal to increase the budgeted amount if necessary. Staff will return to the Board on or before January 31, 2024 with a proposal to end or extend the pilot.

**CEQA**

N/A

**RECOMMENDATION**

Accept a Report on the Pilot Program for a Training Allowance for Staff.

**ATTACHMENTS**

None

Respectfully submitted,



Vanessa Cooper, Executive Director



**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Principal Management Analyst

Date: September 29, 2022

Re: Accept an update on the draft Moving to Work (MTW) Supplement to the Agency's Annual Plan.

---

**BACKGROUND**

On March 23, 2022, the Housing Authority of the City of Alameda (AHA) signed its MTW Amendment to Annual Contributions Contract (ACC) with the Department of Housing and Urban Development (HUD). The amendment designated the AHA as an expansion MTW agency. However, before the AHA may implement any MTW activities, the AHA must conduct a public process and obtain Board of Commissioner approval of a MTW Supplement to the Agency's Annual Plan.

**DISCUSSION**

The MTW Supplement proposes to implement seven (7) agency specific waivers. Each of these waivers requires an impact analysis. There are also two (2) MTW Waivers being proposed for implementation from the MTW Operations Notice that requires impact analysis. Staff is working on the nine impact analyses at this time. The MTW Supplement must be posted with all required impact analyses and hardship policies for 45 days before the first public meeting. There will need to be a minimum of three public hearings for this MTW Supplement before the plan is brought back to the Board of Commissioners for approval.

**FISCAL IMPACT**

None.

**CEQA**

Not Applicable.

**RECOMMENDATION**

Accept an update on the draft Moving to Work (MTW) Supplement to the Agency's Annual Plan.

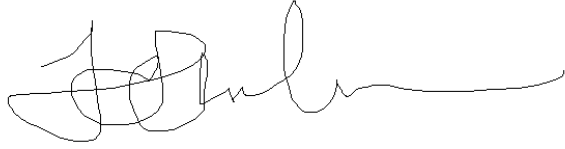




**ATTACHMENTS**

1. September 2022 Draft

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tonya Schuler-Cummins'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Tonya Schuler-Cummins, Principal Management Analyst

## **NOTE FROM THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA**

The Housing Authority of the City of Alameda (AHA) will be submitting form HUD-50075-MTW electronically through the Moving to Work (MTW) portal to HUD upon approval of its Board of Commissioners after a public process. Please find the original form HUD-50075-MTW on HUD's website at:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/mtw/expansion/mtwsupplement](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/mtw/expansion/mtwsupplement). This document contains the information in the HUD form, but in an easier to read format, including larger print in a format that will be accessible to persons with disabilities when posted online. Most of the instructions and questions in the document are copied directly from the form HUD-50075-MTW (01/2021).

## **EXPLANATORY NOTE TO PUBLIC REVIEWERS OF THE PROPOSED MOVING TO WORK SUPPLEMENT FILLABLE FORM**

The Moving to Work (MTW) Supplement collects information about policies implemented by MTW expansion agencies. MTW agencies use it to communicate their plans with residents and community stakeholders through required public comment processes, and HUD uses the information collected to monitor and evaluate the MTW demonstration program. MTW agencies will submit the MTW Supplement to HUD annually, and amend as needed. HUD plans to make the MTW Supplement into a fillable form so as to reduce respondent burden and make the information collected more useful to HUD. When the MTW Supplement is available through the fillable form, it will include skip patterns<sup>1</sup> that prompt the user to populate only the sections relevant to what they are currently implementing. It will also include screening questions that will ask which waivers and associated activities they are currently implementing, plan to implement in the upcoming year, or will be discontinued in the submission year. The MTW Agency will be able to print the information from the MTW Supplement in a reader-friendly format in order to inform the public of its plans for the upcoming year. The purposes of the MTW Supplement are two-fold: it reports to HUD what is happening at the local level in a way that the Department can monitor and evaluate; and, more importantly, it informs the public about what the agency is planning and gives the public the ability to provide comment.

The MTW Supplement asks for information about each of the MTW Waivers and associated activities that are made possible by the MTW Operations Notice, Safe Harbor Waivers and Agency-Specific Waivers, and a few other types of information. MTW agencies will fill in information/data through a fillable form and the information collected will be stored in a database so that it can be analyzed by HUD. The approved forms will be posted to the MTW website for viewing by the public. For instance, it will be simple to find out how many MTW agencies and which MTW agencies are implementing each type of activity. It will also simplify reporting for the MTW agency since information will carry

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<sup>1</sup> A skip pattern is a question or series of questions associated with a conditional response.

over year-to-year in the fillable form so that information that does not change from year to year will be pre-populated, thereby reducing respondent burden.

This document lists the sections of the MTW Supplement and then presents the proposed questions to be included in the MTW Supplement for MTW agencies to answer annually. Throughout the online version, there will be a dropdown menu option that makes it clear as to which activities an agency is permitted to do within the safe harbors of the MTW Operations Notice, Appendix I, MTW Waivers.

### **Sections of the MTW Supplement:**

- A. PHA Information
- B. Narrative
- C. MTW Waivers and Associated MTW Activities
- D. Safe Harbor Waivers
- E. Agency-Specific Waivers
- F. Public Housing Operating Subsidy Grant Reporting
- G. MTW Statutory Requirements
- H. Evaluations
- I. MTW Certifications of Compliance

### **Information to be Collected for MTW Activities**

There are many MTW activities, subject to limitations as outlined in the MTW Operations Notice, that an MTW agency may implement. Each MTW agency will likely only engage in a subset of these MTW activities. The MTW Supplement will first ask MTW agencies to identify which MTW activities they are proposing to implement and which of those MTW activities they are already implementing. MTW agencies will subsequently be asked to provide information only about the MTW activities they are proposing to implement or are already implementing. This feature will reduce respondent burden. MTW waivers have associated MTW activities. MTW agencies are also able to combine MTW activities into their own initiatives.

MTW agencies will be asked for specific information about each MTW activity they are proposing to implement or are already implementing. There are six types of questions that could be asked about each MTW activity. The exact mix of questions will depend partly upon the MTW activity and partly upon the requirements for that MTW activity listed in the MTW Operations Notice. The six types of questions are:

- (1) Core—questions applicable to most MTW activities
- (2) Custom—questions specific to an individual MTW activity
- (3) Safe Harbor Waiver—questions asked when the MTW activity requires a Safe Harbor Waiver
- (4) Hardship Policy—questions asked when the MTW Operations Notice requires a hardship policy for the MTW activity
- (5) Impact Analysis—questions asked when the MTW Operations Notice requires an impact analysis for the MTW activity

(6) Agency-Specific Waiver—questions asked when the MTW activity requires an Agency-Specific Waiver

## Questions

The questions are presented below by type, beginning with the core questions. In the final online version of the MTW Supplement, the relevant questions from each type will be asked together in relation to each MTW activity the MTW agency is proposing to implement or is already implementing. The final online version of the MTW Supplement will be set up to allow for different versions of the same MTW activity—for instance, a different minimum rent for the non-elderly/non-disabled than for the elderly/disabled. The final online version of the MTW Supplement will also be able to autofill items with information from previous years. This feature will reduce respondent burden.

Table 1, at the end of this document, lists the MTW activities and indicates which types of questions need to be asked about each one.

## MTW SUPPLEMENT TO THE ANNUAL PHA PLAN

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

OMB. No. 2577-0226

Expires: 03/31/2024

**Purpose.** The Moving to Work (MTW) Supplement to the Annual PHA Plan informs HUD, families served by the PHA, and members of the public, about the MTW Waivers and associated activities that the MTW agency seeks to implement in the coming Fiscal Year and updates the status of MTW activities that have been previously approved. It also provides information about Safe Harbor Waivers, Agency-Specific Waivers, compliance with MTW statutory requirements, and evaluations. The MTW Supplement does not replace the PHA Plan. MTW agencies must continue to submit the applicable PHA Plan. MTW agencies that are not required to submit annual PHA Plans under the Housing and Economic Recovery Act of 2008 (HERA) must submit the MTW Supplement annually, in addition to holding public hearings, obtaining board approval, and consulting with Resident Advisory Boards (RABs) and tenant associations, as applicable, on planned MTW activities.

**Applicability.** Form HUD-50075-MTW is to be completed annually by all MTW agencies brought onto the MTW Demonstration Program pursuant to Section 239 of the Fiscal Year 2016 Appropriations Act, P.L. 114-113 (2016 MTW Expansion Statute) or legacy MTW agencies that chose to follow the requirements of the MTW Operations Notice.

**Definitions.** All terms used in this MTW Supplement are consistent with the definitions stated in the MTW Operations Notice, including:

- (1) **Local, Non-Traditional Activities (LNT)** – Those MTW activities that use MTW funding flexibility outside of the Housing Choice Voucher (HCV) and public housing programs established in Sections 8 and 9 of the U.S. Housing Act of 1937.

- (2) **Safe Harbors** – The additional parameters or requirements, beyond those specified in the MTW activity description itself found in the MTW Operations Notice, following each activity description, that the MTW agency must follow in implementing MTW activities.
- (3) **Substantially the Same Requirement** – A statutory MTW requirement that MTW agencies must continue to assist substantially the same total number of eligible low-income families as would have been served absent the MTW demonstration.

**A. PHA INFORMATION**

A.1 **PHA Name:** Housing Authority of the City of Alameda  
**PHA Code:** CA062  
**MTW Supplement for PHA Fiscal Year Beginning (MM/DD/YYYY):**  
07/01/2022  
**PHA Program Type:**  Public Housing (PH) only  
 Housing Choice Voucher (HCV) only  
 Combined  
**MTW Cohort Number:** 4 (Landlord Incentives)  
**MTW Supplement Submission Type:**  
 Annual Submission  
 Amended Annual Submission

**B. NARRATIVE**

**B.1 MTW Supplemental Narrative.**

The narrative provides the MTW agency with an opportunity to explain to the public, including the families that it serves, its MTW plans for the fiscal year and its short and long-term goals.

The MTW agency should provide a description of how it seeks to further the three MTW statutory objectives during the coming Fiscal Year. Those three MTW statutory objectives are: (1) to reduce cost and achieve greater cost effectiveness in federal expenditures; (2) to give incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and (3) to increase housing choices for low-income families.

The primary goal of the Housing Authority of the City of Alameda (AHA), in partnership with the entire community, is to advocate and provide quality, affordable, safe housing; encourage self-sufficiency; and strengthen community inclusiveness and diversity in housing. AHA's Vision Statement is: "The Housing Authority of the City of Alameda shall continue to be recognized for creatively seeking ways to expand the availability of affordable housing through Alameda, for caring professional staff, and excellent service provided fairly to all".

During participation in the Landlord Incentives Cohort the AHA will be using creative methods to encourage new landlord participation and continued landlord partnerships expanding housing choice for all voucher holders. During this cohort study, the AHA will continue to develop and maintain quality affordable housing for low-income residents, providing more housing choice along the entire spectrum of housing continuum. After participation in the four-year cohort for Landlord incentives, the AHA would like to design, implement, and sustain exceptional programs that invest in the residents to become self-sufficient through an array of educational, employment, and economic platforms including exploring the possibility of offering incentives to families to participate in training programs or increasing the ability of participants to attend community college or universities.

The AHA will strive to further the MTW statutory objective to reduce cost and achieve greater cost effectiveness in federal expenditures by implementing alternative reexamination and inspection schedules and revising some Project-Based Voucher program requirements.

The AHA will strive to further the MTW statutory objective to give incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient by increasing the payment standards in rent calculations and by allowing families to retain income increases between annuals by limiting interim reporting.

The AHA will strive to further the MTW statutory objective to increase housing choices for low-income families by increasing payment standards and implementing Project-Based Voucher program changes alongside the extensive Landlord Incentives being offered under the Landlord Incentive Cohort study.

Activities will not apply to Shelter Plus Care, Mod Rehab SRO, VASH or EHV program participants.

## **C. MTW WAIVERS AND ASSOCIATED ACTIVITIES**

**NOTE: MTW agencies are reminded that all MTW Waivers and associated activities must be implemented in accordance with the MTW Operations Notice and within its safe harbors unless a Safe Harbor or Agency-Specific Waiver approval is provided by HUD, in which case, the activity utilizing the Safe Harbor or Agency-Specific Waiver must be implemented in accordance with the terms of the approval.**

### **Screener:**

For all MTW Waivers and Activities in Section C, the screening question listed below will be presented in the fillable form. This will allow the form to only display those waivers that input where is required.

Each waiver and activity will be listed with the following choices. If “Not Currently Implemented” is selected, the agency will not be shown any further questions for the activity.

- Currently Implementing
- Plan to Implement in the Submission Year
- Will be Discontinued in the Submission Year
- Was Discontinued in a previous Submission Year
- Not Currently Implemented

### **Core Questions:**

The following core questions apply to all of the MTW Waivers and associated activities listed in the MTW Operations Notice. The core questions collect basic information about any MTW activity proposed or implemented by MTW agencies.

- Narrative. Describe the MTW activity, the MTW agency’s goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative.
- MTW Statutory Objectives. Which of the MTW statutory objectives does this MTW activity serve?
- Cost implications. What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.
- Different policy by household status/family types/sites? Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?
- Household Status. Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?
- Family Types. Does the MTW activity apply to all family types or only to selected family types?
- Location. Depending on if responses are being provided for a public housing (PH) or HCV activity, the agency will either see questions applicable to PH or HCV.
- Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

- Does this MTW activity require a hardship policy?
- Does the MTW activity require an impact analysis?

As this is the first year of MTW for AHA, questions pertaining to last year’s performance of the activity will not be answered with anything other than “0” or “none.”

**Custom Questions:**

Custom questions are tailored to each MTW activity. In what follows, the MTW activities are listed with their custom questions. The final online version of the MTW Supplement will be set up so that if an MTW activity is the same in the HCV and/or public housing programs, the MTW agency fills in the information for public housing, then the information is auto populated for the HCV program. MTW agencies are asked to fill in answers only to questions that are relevant to the MTW activities they propose to implement or are already implementing.

As this is the first year of MTW for AHA, questions pertaining to last year’s performance of the activity will not be answered with anything other than “0” or “none.”

<b>1. Tenant Rent Policies</b>	
b. Tiered Rent (HCV)	Not Currently Implemented
d. Stepped Rent (HCV)	Not Currently Implemented
f. Minimum Rent (HCV)	Not Currently Implemented
h. Total Tenant Payment as a Percentage of Gross Income (HCV)	Not Currently Implemented
j. Alternative Utility Allowance (HCV)	Not Currently Implemented
l. Fixed Subsidy (HCV)	Not Currently Implemented
n. Utility Reimbursements (HCV)	Not Currently Implemented
o. Initial Rent Burden (HCV)	Not Currently Implemented
q. Impute Income (HCV)	Not Currently Implemented
s. Elimination of Deduction(s) (HCV)	Not Currently Implemented
u. Elimination of Deductions (HCV)	Not Currently Implemented
w. Alternative Income Inclusions/Exclusions (HCV)	Not Currently Implemented

<b>2. Payment Standards and Rent Reasonableness</b>	
a. Payment Standards – Small Area Fair Market Rents (FMR) (HCV)	Not Currently Implemented
b. Payment Standards – Fair Market Rents (HCV)	Plan to Implement in the Submission Year
c. Rent Reasonableness – Process (HCV)	Not Currently Implemented
d. Rent Reasonableness – Third Party Requirement	Not Currently Implemented



<b>3. Reexaminations</b>	
b. Alternative Reexamination Schedule for Households (HCV)	Plan to Implement in the Submission Year
d. Self-certification of Assets (HCV)	Plan to Implement in the Submission Year

<b>4. Landlord Leasing Incentives</b>	
a. Vacancy Loss (HCV-Tenant-Based Assistance)	Plan to Implement in the Submission Year
b. Damage Claims (HCV-Tenant-Based Assistance)	Not Currently Implemented
c. Other Landlord Incentives (HCV-Tenant-Based Assistance)	Plan to Implement in the Submission Year

<b>5. Housing Quality Standards (HQS)</b>	
a. Pre-Qualifying Unit Inspections (HCV)	Plan to Implement in the Submission Year
b. Reasonable Penalty Payments for Landlords (HCV)	Not Currently Implemented
c. Third-Party Requirement (HCV)	Not Currently Implemented
d. Alternative Inspection Schedule (HCV)	Plan to Implement in the Submission Year

<b>6. Short-Term Assistance</b>	
b. Short-Term Assistance (HCV)	Not Currently Implemented

<b>7. Term-Limited Assistance</b>	
b. Term-Limited Assistance (HCV)	Not Currently Implemented

<b>8. Increase Elderly Age (PH &amp; HCV)</b>	
a. Increase Elderly Age (HCV)	Not Currently Implemented

<b>9. Project-Based Voucher Program Flexibilities</b>	
a. Increase PBV Program Cap (HCV)	Plan to Implement in the Submission Year
b. Increase PBV Project Cap (HCV)	Plan to Implement in the Submission Year

<b>9. Project-Based Voucher Program Flexibilities</b>	
c. Elimination of PBV Selection Process for PHA-Owned Projects without Improvement, Development, or Replacement (HCV)	Plan to Implement in the Submission Year
d. Alternative PBV Selection Process (HCV)	Not Currently Implemented
e. Alternative PBV Unit Types (Shared Housing and Manufactured Housing) (HCV)	Not Currently Implemented
f. Increase PBV HAP Contract Length (HCV)	Not Currently Implemented
g. Increase PBV Rent to Owner (HCV)	Not Currently Implemented
h. Limit Portability for PBV Units (HCV)	Not Currently Implemented

<b>10. Family Self-Sufficiency Program with MTW Flexibility</b>	
a. HCV Waive Operating a Required FSS Program (HCV)	Not Currently Implemented
b. HCV Alternative Structure for Establishing Program Coordinating Committee (HCV)	Not Currently Implemented
c. HCV Alternative Family Selection Procedures (HCV)	Not Currently Implemented
d. HCV Modify or Eliminate the Contract of Participation (HCV)	Not Currently Implemented
e. HCV Policies for Addressing Increases in Family Income (HCV)	Not Currently Implemented

<b>11. MTW Self-Sufficiency Program</b>	
a. HCV Alternative Family Selection Procedures (HCV)	Not Currently Implemented
b. HCV Policies for Addressing Increases in Family Income (HCV)	Not Currently Implemented

<b>12. Work Requirement</b>	
b. Work Requirement (HCV)	Not Currently Implemented

<b>13. Use of Public Housing as an Incentive for Economic Progress (PH)</b>	Not applicable
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<b>14. Moving On Policy</b>	
a. Waive Initial HQS Inspection Requirement (HCV)	Not Currently Implemented
b. HCV Allow Income Calculations from Partner Agencies (HCV)	Not Currently Implemented

<b>14. Moving On Policy</b>	
c. HCV Aligning Tenant Rents and Utility Payments Between Partner Agencies (HCV)	Not Currently Implemented

<b>15. Acquisition without Prior HUD Approval (PH)</b>	Not applicable
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<b>16. Deconcentration of Poverty in Public Housing Policy (PH)</b>	Not applicable
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<b>17. Local, Non-Traditional Activities</b>	
a. Rental Subsidy Program	Not Currently Implemented
b. Service Provision	Not Currently Implemented
c. Housing Development Programs	Not Currently Implemented

Core and Custom Question Answers for Activities Plan to Implement in Submission Year:

DRAFT

**2.b. Payment Standards – Fair Market Rents (HCV)**

ACTIVITY 2022-01: The Housing Authority of the City of Alameda strives to house families in a small community in the Bay Area. The area is perceived to be one with good schools, high quality local businesses, picturesque neighborhoods, and a caring, involved community resulting in families wanting to rent or buy in the area resulting in high housing costs and limited housing choice. Payment standards set at 150% of FMR will hopefully allow the market to cap rents through rent reasonableness testing and not the payment standards.

Custom Question: Please explain the payment standards by FMR.

The agency may apply a payment standard up to 150% of FMR.

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

This MTW activity does require a Safe Harbor Waiver.

This MTW activity does require a hardship policy.  
Hardship policy will be uploaded here, but please see Payment Standards Outside FMR Hardship Policy.

This MTW activity does require an impact analysis. Impact analysis will be uploaded here, but please see Payment Standard Impact Analysis.

### 3.b. Alternative Reexamination Schedule for Households

ACTIVITY 2022-02: Reducing family's responsibility to provide income documentation from annually to tri-annually results in less caseworkers needed to process annuals that result in minimal rent changes. Allows stability in rent for tenants and landlords. Families receiving zero income or less than \$5,000 per adult annually in income, living in Mod Rehab SRO, Shelter Plus Care, VASH, or EHV units will receive annual recertifications. AHA will check for families meeting these conditions twice a year (normally January and July) and schedule an annual inspection as appropriate.

Income increase(s) resulting in an annual increase of \$10,000 needs to be reported. Increases of less than \$10,000 annually do not need to be reported between recertifications. Cumulative increases resulting in more than \$10,000 of income increases needs to be reported when the \$10,000 level is reached.

Families receiving the Earned Income Disallowance (EID) will receive interims to change their EID portion annually that will not count towards the limit.

Owners would still be able to request annual rent increases. These would be processed after a rent reasonableness test is conducted and would not count towards interim cap.

Custom Question: What is the recertification schedule?

- Once every two years
- Once every three years
- Other

Custom Question: How many interim recertifications per year may a household request?

- 0
- 1
- 2 or more

Custom Question: Please describe briefly how the MTW agency plans to address changes in family/household circumstances under the alternative reexamination schedule.

The family may request one interim per year for an income decrease or family composition change. Reports of income increases of more than \$10,000 do not count towards the interim limit. Involuntary household composition changes do not apply towards the interim limit, for example, reporting the death of a family member will not count towards the interim limit.

If the interim results in a decrease, the family must show that the gross income loss is going to significantly (greater than 10%) and long-term (more than 6 months) change the family's annual income going forward from the income used at the last income calculation. No interim decreases will be processed during the first six months after initial occupancy.

### 3.b. Alternative Reexamination Schedule for Households

If the family composition change is for an addition of an adult, then eligibility must be determined before an individual can move into the unit. The new adult family member's income will be added during the interim. Family composition changes for minors would be processed at the next triennial or when the household transfers. The family may request an interim for family composition changes once a year, including an increase in subsidy when the family is over-housed. Interims could be requested for additional adults to meet approved reasonable accommodations at any time.

The conditions of receiving a second interim decrease in one year are outlined in the Hardship Policy.

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

This MTW activity does not require a Safe Harbor Waiver.

This MTW activity does require a hardship policy Alternative Reexamination Schedule Hardship Policy.

This MTW activity does require an impact analysis. Impact analysis will be uploaded here, but please see Alternative Reexamination Schedule Impact Analysis.

**3.d. Self-Certification of Assets**

ACTIVITY 2022-03: Allow self-certification of participants on program up to \$50,000 in assets to reduce processing of minimal income from assets. Family must provide statement with any income earned on the assets under penalty of perjury. No other verification would be collected or required. Assets would be defined as in 24 CFR 5.609. Assets that the family does not have access to such as irrevocable trusts and 401K accounts would not count towards this asset limit. Applicants must establish assets and provide verification.

New assets under \$50,000 do not need to be reported between triennials.

Assets for all currently assisted households with a household asset total of less than \$50,000 sum to approximately \$1,900,000. These assets only generate a total across all assisted households of \$6,954 of annual income resulting in a total increase in total tenant payments from all participants of approximately \$2086 per year in additional rent due to these assets. This will be offset by the staff salaries of the time spent obtaining and reviewing verifications of lower amount assets. Households with more than \$50,000 in assets comprise 58% of total household assets. These households would still provide verification of the approximate \$2,700,000 in assets that generate approximately \$5,100 in asset income per year with participants paying a total of approximately \$1556 per year in higher rent due to asset income.

Custom Question: Please state the dollar threshold for the self-certification of assets. Threshold: \$50,000.

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

This MTW activity does not require a Safe Harbor Waiver.

This MTW activity does not require a hardship policy.

This MTW activity does not require an impact analysis.

#### 4.a. Vacancy Loss

ACTIVITY 2022-04: This activity is to incentivize landlords to participate in the HCV program in combination with activities 2022-05, 2022-06, 2022-07, and 2022-11.

As these activities are implemented to increase landlord participation in the program, units that are required to house voucher holders such as Project-Based Voucher units, ones with a regulatory agreement on the units, Tax Credit units, or ones owned by the Housing Authority are not included in this activity.

This allows the AHA to make a payment up to one month's rent payment to a landlord whose unit was vacated by a participant of the Housing Choice Voucher program and is occupied by a different participant of the Housing Choice Voucher program. The payment would be capped at the reasonable rent to owner minus any payments the owner received that month from any source. The payment would be made after the execution of the HAP contract.

Custom Question: Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in low-poverty neighborhood, or units/landlords new to the HCV program?)

- To all units
- Certain types of units only

If certain types of units only, what types of units does this policy apply to?

- Accessible units
- Units in particular types of areas or neighborhoods
- Units/landlords new to the HCV program
- Other. Please describe briefly:

Does not apply to PHA owned, LIHTC units, or units with regulatory agreements. Project-Based Voucher units have a non-MTW vacancy loss.

Custom Question: What is the maximum payment that can be made to a landlord under this policy?

One month rent

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures



**4.a. Vacancy Loss**

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

A MTW activity can apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households. This MTW activity applies to:

- New admissions (i.e., applicants) only
- Currently assisted households only
- New admissions and currently assisted households

A MTW activity can apply to all family types or only selected family types. This MTW activity applies to:

- all family types
- only to selected family types

An MTW activity can apply to a tenant-based and or project-based voucher.

- The MTW activity applies to all tenant-based units.
- The MTW activity applies to all properties with project-based vouchers.
- The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers. The description of which tenant-based units and/or properties with project-based vouchers that will participate in this MTW activity is:

It does not apply to PHA owned, LIHTC units, units with regulatory agreements, or Project-Based Voucher units

This MTW activity does not require a Safe Harbor Waiver.

This MTW activity does not require a hardship policy.

This MTW activity does not require an impact analysis.

**4.b. Other Landlord Incentives**

ACTIVITY 2022-05: This activity to incentivize landlords to participate in the HCV program in combination with activities 2022-04, 2022-06, 2022-07, and 2022-11.

As these activities are implemented to increase landlord participation in the program, units that are required to house voucher holders such as Project-Based Voucher units, ones with a regulatory agreement on the units, Tax Credit units, or ones owned by the Housing Authority are not included in this activity.

This activity allows the AHA to pay the landlord an incentive to lease up a Housing Choice Voucher (HCV) program participant. The AHA would offer an array of incentives, but the total incentive paid to one landlord could not exceed more than one month of the contract rent of the unit and would be paid at the time of HAP execution.

The proposed incentives are:

- First-time Rental incentive: \$1,500
- Accessible unit incentive: \$2,000
- HQS incentive: \$100
- Returning Landlord incentive: \$1,000

A first-time rental incentive would be paid to a landlord that is bringing a unit that has never been leased with the same landlord under the HCV program before. The accessible unit incentive would be paid to landlords providing a unit that meets or mostly meets the requirements for an ADA accessible unit to a family with a member with a disability. The HQS incentive would be paid to landlords whose unit passed an initial housing quality standards inspection the first time and resulted in a participant of the HCV program renting the unit. The returning landlord incentive would be paid to a landlord leasing a unit to an HCV participant that has been on the program prior.

Custom Question: Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in low-poverty neighborhood, or units/landlords new to the HCV program?)

- To all units
- Certain types of units only

If certain types of units only, what types of units does this policy apply to?

- Accessible units
- Units in particular types of areas or neighborhoods
- Units/landlords new to the HCV program
- Other. Please describe briefly:

Does not apply to PHA owned, LIHTC units, units with regulatory agreements, or Project-Based Voucher units.

Custom Question: What is the maximum payment that can be made to a landlord under this policy?

<b>4.b. Other Landlord Incentives</b>
One month rent
This MTW activity serves the following statutory objectives: <input type="checkbox"/> Cost effectiveness <input type="checkbox"/> Self-sufficiency <input checked="" type="checkbox"/> Housing Choice
This MTW activity has the following cost implications: <input type="checkbox"/> Neutral <input type="checkbox"/> Increased revenue <input type="checkbox"/> Decreased revenue <input checked="" type="checkbox"/> Increased expenditures <input type="checkbox"/> Decreased expenditures
A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies: <input type="checkbox"/> to all assisted households <input checked="" type="checkbox"/> only to a subset or subsets of assisted households
A MTW activity can apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households. This MTW activity applies to: <input type="checkbox"/> New admissions (i.e., applicants) only <input type="checkbox"/> Currently assisted households only <input checked="" type="checkbox"/> New admissions and currently assisted households
A MTW activity can apply to all family types or only selected family types. This MTW activity applies to: <input checked="" type="checkbox"/> all family types <input type="checkbox"/> only to selected family types
An MTW activity can apply to a tenant-based and or project-based voucher. <input checked="" type="checkbox"/> The MTW activity applies to all tenant-based units. <input type="checkbox"/> The MTW activity applies to all properties with project-based vouchers. <input type="checkbox"/> The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers. The description of which tenant-based units and/or properties with project-based vouchers that will participate in this MTW activity is:  Does not apply to PHA owned, LIHTC units, units with regulatory agreements, or Project-Based Voucher units.
This MTW activity does not require a Safe Harbor Waiver.
This MTW activity does not require a hardship policy.
This MTW activity does not require an impact analysis.

**5.a. Pre-Qualifying Unit Inspections**

ACTIVITY 2022-06: This activity to incentivize landlords to participate in the HCV program in combination with activities 2022-04, 2022-05, 2022-07, and 2022-11.

Initial inspections of units can be conducted up to 90 days prior to unit lease-up to help incentivize landlords to participate in the program and avoid delays in leasing. Participants or landlords can request a special (interim) inspection at any time.

Custom Question: How long is the pre-inspection valid for?  
90 days

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

This MTW activity does not require a Safe Harbor Waiver.

This MTW activity does not require a hardship policy.

This MTW activity does not require an impact analysis.

**5.d. Alternative Inspection Schedule**

ACTIVITY 2022-07: This activity to incentivize landlords to participate in the HCV program in combination with activities 2022-04, 2022-05, 2022-06, and 2022-11.

Require inspections only once every three years for private landlord units. Participants and landlords can request a special (interim) inspection at any time. A special inspection can be initiated by the AHA if it receives indications that the family's unit is not in compliance with HQS.

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

A MTW activity can apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households. This MTW activity applies to:

- New admissions (i.e., applicants) only
- Currently assisted households only
- New admissions and currently assisted households

A MTW activity can apply to all family types or only selected family types. This MTW activity applies to:

- all family types
- only to selected family types

An MTW activity can apply to a tenant-based and or project-based voucher.

- The MTW activity applies to all tenant-based units.
- The MTW activity applies to all properties with project-based vouchers.
- The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers. The description of which tenant-based units and/or properties with project-based vouchers that will participate in this MTW activity is:

This MTW activity does not require a Safe Harbor Waiver.

This MTW activity does not require a hardship policy.

**5.d. Alternative Inspection Schedule**

This MTW activity does not require an impact analysis.

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**9.a. Increase PBV Cap**

ACTIVITY 2022-08: Assisted families in the Housing Choice Voucher program frequently inquire how to move to Project-Based Voucher (CAP) units and during the last wait list opening, numerous HCV families applied for the PBV wait lists indicating a desire to have a long-term contract with owners rather than a 1-year contract that can then be canceled with no reason. By project-basing more vouchers, more housing is secured for families without the threat of eviction.

This activity would raise the cap for which the AHA could award Project-Based Voucher contracts. The AHA currently has selections and/or HAP contracts for its entire allocation of PBV under the current caps.

Custom Question: What percentage of total authorized HCV units will be authorized for project-basing?

50% of the lower of either the total authorized units or annual budget authority

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

This MTW activity does not require a Safe Harbor Waiver.

This MTW activity does not require a hardship policy.

This MTW activity does not require an impact analysis.

**9.b. Increase PBV Project Cap**

ACTIVITY 2022-09: Allows more than the greater of 25 units or 25% of the units at a complex to receive Project-Based Voucher assistance. Under current regulations, units that are for the elderly or those providing supportive services are already exempt from this cap. This activity would allow units that may not be serving the above populations to go above the cap up to 100% of the units at a project.

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

This MTW activity does not require a Safe Harbor Waiver.

This MTW activity does not require a hardship policy.

This MTW activity does not require an impact analysis.



**9.c. Elimination of PBV Selection Process for PHA-owned Projects without Improvement, Development, or Replacement**

ACTIVITY 2022-010: This activity would allow the AHA to award project-based voucher units to a property owned by a single-asset entity (S.A.E.) of the AHA without engaging in a selection process. Currently, the AHA must open a Request for Proposals (RFP) to all interested owners when it awards PBV units. This process requires a significant amount of staff time to prepare the RFP, receive and organize proposals for review, score proposals, notify owners of the outcome, and track awards until execution of contract. This would allow the AHA to award vouchers without the RFP to units in the AHA's portfolio that qualify for PBV after conducting a Subsidy Layering Review, ensuring the property is compliant with HUD's site selection requirements, and having a 3<sup>rd</sup> party conduct HQS inspections of the units.

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

A MTW activity can apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households. This MTW activity applies to:

- New admissions (i.e., applicants) only
- Currently assisted households only
- New admissions and currently assisted households

A MTW activity can apply to all family types or only selected family types. This MTW activity applies to:

- all family types
- only to selected family types
- Other – another specifically defined target population or populations. The description of this population is:

An MTW activity can apply to a tenant-based and or project-based voucher.

- The MTW activity applies to all tenant-based units.
- The MTW activity applies to all properties with project-based vouchers.

**9.c. Elimination of PBV Selection Process for PHA-owned Projects without Improvement, Development, or Replacement**

The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers. The description of which tenant-based units and/or properties with project-based vouchers that will participate in this MTW activity is:

Applies only to units owned by a single-asset entity of the PHA.

This MTW activity does not require a Safe Harbor Waiver.

This MTW activity does not require a hardship policy.

This MTW activity does not require an impact analysis.

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### Cohort 4.2 Front-End Vacancy Loss Payment

ACTIVITY 2022-11: This activity is to incentivize landlords to participate in the HCV program in combination with activities 2022-04, 2022-05, 2022-06, and 2022-07.

As these activities are implemented to increase landlord participation in the program, units that are required to house voucher holders such as Project-Based Voucher units, ones with a regulatory agreement on the units, Tax Credit units, or ones owned by the Housing Authority are not included in this activity.

Similar to ACTIVITY 2022-04 except this allows the AHA to make a payment up to one month's rent payment to a landlord whose unit was not vacated by a participant of the Housing Choice Voucher program and is subsequently occupied by a participant of the Housing Choice Voucher program. The payment would be made after the execution of the HAP contract.

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

A MTW activity can apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households. This MTW activity applies to:

- New admissions (i.e., applicants) only
- Currently assisted households only
- New admissions and currently assisted households

A MTW activity can apply to all family types or only selected family types. This MTW activity applies to:

- all family types
- only to selected family types

An MTW activity can apply to a tenant-based and or project-based voucher.

- The MTW activity applies to all tenant-based units.

**Cohort 4.2 Front-End Vacancy Loss Payment**

- The MTW activity applies to all properties with project-based vouchers.
- The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers. The description of which tenant-based units and/or properties with project-based vouchers that will participate in this MTW activity is:

Does not apply to PHA owned, LIHTC units, or units with regulatory agreements.  
Would not apply to Project-Based Voucher units.

This MTW activity does not require a Safe Harbor Waiver.

This MTW activity does not require a hardship policy.

This MTW activity does not require an impact analysis.

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## D. SAFE HARBOR WAIVERS

### D.1. Safe Harbor Waivers seeking HUD Approval:

The MTW Operations Notice describes a simplified process for MTW agencies to implement MTW activities outside of the safe harbors described in Appendix I. For each Safe Harbor Waiver request, a document that includes the following information must be provided: (a) the name and number of the MTW Waiver and associated activity for which the MTW agency is seeking to expand the safe harbor, (b) the specific safe harbor and its implementing regulation, (c) the proposed MTW activity the MTW agency wishes to implement via this Safe Harbor Waiver, (d) a description of the local issue and why such an expansion is needed to implement the MTW activity, (e) an impact analysis, (f) a description of the hardship policy for the MTW activity, if applicable, and (g) a copy of all comments received at the public hearing along with the MTW agency's description of how the comments were considered, as a required attachment to the MTW Supplement.

Will the MTW agency submit request for approval of a Safe Harbor Waiver this year?

No  Yes

<b>2.b. Payment Standards – Fair Market Rents (HCV)</b>
Name and number of the MTW Waiver and associated activity for which the MTW agency is seeking to expand the safe harbor: Payment Standards – Fair Market Rents (HCV), activity 2.b.
The specific safe harbor and its implementing regulation: The AHA would like to waive the safe harbor of limiting the payment standard between 80% and 120% of the FMR as outlined in the MTW Operations Notice.
The proposed MTW activity the MTW agency wishes to implement via this Safe Harbor Waiver: The AHA would like to allow the payment standards to be set up to 150% of the FMR.
A description of the local issue and why such an expansion is needed to implement the MTW activity: The Bay Area's rental market makes it difficult for families to obtain housing under the current payment standard restrictions. The AHA raised the EHV payment standards to 120% of FMR, but units are still not affordable for families due to the 40% affordability rule while being determined to be rent reasonable. One way to make these units available to assisted families is to increase the payment standard. The rents would still be limited by a rent reasonableness determination.
An impact analysis: see attached document Payment Standard Impact Analysis
A description of the hardship policy for the MTW activity, if applicable: Payment Standards Outside FMR Hardship Policy
A copy of all comments received at the public hearing along with the MTW agency's description of how the comments were considered: this will be added after the public hearing.

## E. AGENCY SPECIFIC WAIVERS

### E.1. Agency-Specific Waivers for HUD Approval:

The MTW demonstration program is intended to foster innovation and HUD encourages MTW agencies, in consultation with their residents and stakeholders, to be creative in their approach to solving affordable housing issues facing their local communities. For this reason, flexibilities beyond those provided for in Appendix I may be needed. Agency-Specific Waivers may be requested if an MTW agency wishes to implement additional activities, or waive a statutory and/or regulatory requirement not included in Appendix I.

In order to pursue an Agency-Specific Waiver, an MTW agency must include an Agency-Specific Waiver request, an impact analysis, and a hardship policy (as applicable), and respond to all of the mandatory core questions as applicable.

For each Agency-Specific Waiver(s) request, please upload supporting documentation, that includes: a) a full description of the activity, including what the agency is proposing to waive (i.e., statute, regulation, and/or Operations Notice), b) how the initiative achieves one or more of the 3 MTW statutory objectives, c) a description of which population groups and household types that will be impacted by this activity, d) any cost implications associated with the activity, e) an implementation timeline for the initiative, f) an impact analysis, g) a description of the hardship policy for the initiative, and h) a copy of all comments received at the public hearing along with the MTW agency's description of how the comments were considered, as a required attachment to the MTW Supplement.

Will the MTW agency submit a request for approval of an Agency-Specific Waiver this year?

No [If no, skip to E.2]  Yes [If yes, please provide a title and upload required information in a-h above for each Agency-Specific Waiver request]

The AHA is requesting the following Agency-Specific Waivers:

ACTIVITY 2022-12: Payment Standard Increases

ACTIVITY 2022-13: Special Circumstance Admissions

ACTIVITY 2022-14: Project-Based Voucher Rent Increases

ACTIVITY 2022-15: Allow Owner Referrals Under PBV Program

ACTIVITY 2022-16: Project-Based Voucher Right Sizing

ACTIVITY 2022-17: Project-Based Voucher First Year Moves

ACTIVITY 2022-18: Exclude income earned from Guaranteed Basic Income (GBI) Pilot Program

**ACTIVITY 2022-12: Payment Standard Increases**

The payment standard would be changed at an owner requested rent increase if the change would result in an increase in payment standard to the family. For families where the payment standard would decrease, the same procedures would remain in place (at next annual for family composition change).

Waive: 24 CFR 982.505 (c) (4)

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This initiative achieves one or more of the 3 MTW above statutory objectives by:

Allowing families to retain more savings when owners increase the rent within payment standard limits and allowing families to remain in units where the market allows for a rent increase between the family's regular reexamination.

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

**If previous questions is subset.**

A MTW activity can apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households. This MTW activity applies to:

- New admissions (i.e., applicants) only
- Currently assisted households only
- New admissions and currently assisted households

**If above questions is subset.**

A MTW activity can apply to all family types or only selected family types. This MTW activity applies to:

- all family types
- only to selected family types

Please select the family types subject to this MTW activity:

- Non-elderly, non-disabled families
- Elderly families
- Disabled families (to the extent those families are not exempt via a reasonable accommodation)

**ACTIVITY 2022-12: Payment Standard Increases**

Other – another specifically defined target population or populations. The description of this population is:

**If above questions is subset.**

An MTW activity can apply to a tenant-based and or project-based voucher.

- The MTW activity applies to all tenant-based units.
- The MTW activity applies to all properties with project-based vouchers.
- The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers. The description of which tenant-based units and/or properties with project-based vouchers that will participate in this MTW activity is:

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

The implementation timeline for the initiative is:

Upon approval of MTW Supplement, approval of revised Administrative Plan and training of staff.

This MTW activity does require an impact analysis.

This MTW activity does require a hardship policy.

Comments received at the public hearing for the Agency-Specific waiver and the agency's description of how the comments were considered will be inserted after public hearing.



**ACTIVITY 2022-13: Special Circumstance Admissions**

Families in units not meeting the family's need due to an approved Reasonable Accommodation or due to a situation protected under the Violence Against Women's Act, would be issued a voucher if one is available with funding without being placed on a wait list to transfer to a unit that meets the family's needed.

This would allow tenants in Shelter Plus Care, or Mod Rehab SRO tenants to receive Housing Choice Vouchers for Reasonable Accommodation or under the Violence Against Women's Act.

Waive: 24 CFR 982.202 (a)

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This initiative achieves one or more of the 3 MTW above statutory objectives by: This activity would allow families in assisted units find units through a different assistance program that meet their needs due to reasonable accommodation or VAWA without waiting on the Housing Choice Voucher wait list.

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

**If previous questions is subset.**

A MTW activity can apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households. This MTW activity applies to:

- New admissions (i.e., applicants) only
- Currently assisted households only
- New admissions and currently assisted households

**If above questions is subset.**

A MTW activity can apply to all family types or only selected family types. This MTW activity applies to:

- all family types
- only to selected family types

Please select the family types subject to this MTW activity:

- Non-elderly, non-disabled families
- Elderly families
- Disabled families (to the extent those families are not exempt via a reasonable accommodation)

**ACTIVITY 2022-13: Special Circumstance Admissions**

Other – another specifically defined target population or populations. The description of this population is: families assisted under the Mod Rehab SRO program (women who are victims of domestic violence) and the Shelter Plus Care program.

**If above questions is subset.**

An MTW activity can apply to a tenant-based and or project-based voucher.

- The MTW activity applies to all tenant-based units.
- The MTW activity applies to all properties with project-based vouchers.
- The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers. The description of which tenant-based units and/or properties with project-based vouchers that will participate in this MTW activity is:

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

The implementation timeline for the initiative is:

Upon approval of MTW Supplement, approval of revised Administrative Plan and training of staff.

This MTW activity does require an impact analysis.

This MTW activity does require a not hardship policy.

Comments received at the public hearing for the Agency-Specific waiver and the agency's description of how the comments were considered will be inserted after public hearing.

**ACTIVITY 2022-14: Project-Based Voucher Contract Rent Increases**

All rent increases for Project-Based Voucher units would be increased once a year at the AHA’s fiscal year (effective July 1) rather than the contract’s anniversary date.

Waive: 24 CFR 983.302 (b) (2)

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This initiative achieves one or more of the 3 MTW above statutory objectives by: Allows staff to bundle these rent increases once a year rather than staggered throughout the year and efficiently determine rent reasonableness and if notice requirements were met timely.

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

**If previous questions is subset.**

A MTW activity can apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households. This MTW activity applies to:

- New admissions (i.e., applicants) only
- Currently assisted households only
- New admissions and currently assisted households

**If above questions is subset.**

A MTW activity can apply to all family types or only selected family types. This MTW activity applies to:

- all family types
- only to selected family types

Please select the family types subject to this MTW activity:

- Non-elderly, non-disabled families
- Elderly families
- Disabled families (to the extent those families are not exempt via a reasonable accommodation)
- Other – another specifically defined target population or populations. The description of this population is:

**If above questions is subset.**

**ACTIVITY 2022-14: Project-Based Voucher Contract Rent Increases**

An MTW activity can apply to a tenant-based and or project-based voucher.

- The MTW activity applies to all tenant-based units.
- The MTW activity applies to all properties with project-based vouchers.
- The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers. The description of which tenant-based units and/or properties with project-based vouchers that will participate in this MTW activity is:

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

The implementation timeline for the initiative is:  
July 1, 2023

This MTW activity does require an impact analysis.

This MTW activity does require a not hardship policy.

Comments received at the public hearing for the Agency-Specific waiver and the agency's description of how the comments were considered will be inserted after public hearing.

**ACTIVITY 2022-15: Allow Owner Referrals Under Project-Based Voucher Program**

Allow owners to refer eligible families for Project-Based Voucher units to the AHA for PBV eligibility determination. This would implement part of HOTMA that has not been issued for implementation.

Owners would be required to provide documentation and a narrative of 1) how any wait list was built, or families were selected for referral and 2) show that the method in first part met all applicable federal laws including non-discrimination and fair housing requirements. Owner referral would be optional for owners, methods for referral must be pre-approved by the AHA before any referrals would be housed, and the AHA could deny referrals from owners if the AHA determined that the outreach or wait list management was insufficient or had a disparate impact on applicants.

If the owner used the Coordinated Entry System (CES) to provide names the same documentation of compliance with non-discrimination and fair housing requirements must be submitted.

Waiver: 983.251 (c)(1)

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This initiative achieves one or more of the 3 MTW above statutory objectives by: Opening and managing a wait list is a very costly endeavor to make sure that an inclusive method is used to outreach to families. Owners then have additional screening requirements above PBV requirements, so many PBV-eligible applicants are rejected by owners due to other criteria. This would allow owners to market their units with the additional requirements and result in faster leasing of PBV units.

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

**If previous questions is subset.**

A MTW activity can apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households. This MTW activity applies to:

- New admissions (i.e., applicants) only
- Currently assisted households only
- New admissions and currently assisted households

**If above questions is subset.**

**ACTIVITY 2022-15: Allow Owner Referrals Under Project-Based Voucher Program**

A MTW activity can apply to all family types or only selected family types. This MTW activity applies to:

- all family types
- only to selected family types

Please select the family types subject to this MTW activity:

- Non-elderly, non-disabled families
- Elderly families
- Disabled families (to the extent those families are not exempt via a reasonable accommodation)
- Other – another specifically defined target population or populations. The description of this population is:

**If above questions is subset.**

An MTW activity can apply to a tenant-based and or project-based voucher.

- The MTW activity applies to all tenant-based units.
- The MTW activity applies to all properties with project-based vouchers.
- The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers. The description of which tenant-based units and/or properties with project-based vouchers that will participate in this MTW activity is:

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

The implementation timeline for the initiative is: Full implementation would be delayed because the AHA would first expire applicants on its wait lists before allowing owners to refer. Also, the AHA will need to gather and review the documentation from the owner.

This MTW activity does require an impact analysis.

This MTW activity does not require a hardship policy.

Comments received at the public hearing for the Agency-Specific waiver and the agency's description of how the comments were considered will be inserted after public hearing.

**ACTIVITY 2022-16: Project-Based Voucher Right Sizing**

Allow families who are under-housed to remain in smaller Project-Based Voucher units as long as the unit is not overcrowded if the under-housed family wishes to remain in the smaller unit. This would not apply to families that are over-housed (housed in a unit larger than the subsidy standards allow). Also, new admissions with a live-in aide would be allowed to select a studio or 1-bedroom unit for occupancy.

Waive: 24 CFR 983.260 (a) (1); 24 CFR 983.260 (b) (1) (i); 24 CFR 983.260 (b) (2) (i)

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This initiative achieves one or more of the 3 MTW above statutory objectives by: Many of the units for senior families are studio or 1-bedroom units and a senior with a live-in aide is allowed a second bedroom under the AHA's subsidy standards. Project-based voucher families would be offered the ability to move to a larger Project-Based Voucher unit, if available or to receive a Housing Choice Voucher if the 1-year occupancy is met, but the family may elect to expand their housing choice by remaining in the unit that is smaller than the occupancy standard specifies.

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

**If previous questions is subset.**

A MTW activity can apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households. This MTW activity applies to:

- New admissions (i.e., applicants) only
- Currently assisted households only
- New admissions and currently assisted households

**If above questions is subset.**

A MTW activity can apply to all family types or only selected family types. This MTW activity applies to:

- all family types
- only to selected family types

Please select the family types subject to this MTW activity:

- Non-elderly, non-disabled families
- Elderly families

**ACTIVITY 2022-16: Project-Based Voucher Right Sizing**

- Disabled families (to the extent those families are not exempt via a reasonable accommodation)
- Other – another specifically defined target population or populations. The description of this population is:

**If above questions is subset.**

An MTW activity can apply to a tenant-based and or project-based voucher.

- The MTW activity applies to all tenant-based units.
- The MTW activity applies to all properties with project-based vouchers.
- The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers. The description of which tenant-based units and/or properties with project-based vouchers that will participate in this MTW activity is:

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

The implementation timeline for the initiative is:

Upon approval of MTW Supplement, approval of revised Administrative Plan and training of staff.

This MTW activity does require an impact analysis.

This MTW activity does not require a hardship policy.

Comments received at the public hearing for the Agency-Specific waiver and the agency’s description of how the comments were considered will be inserted after public hearing.



**ACTIVITY 2022-17: Project-Based Voucher First Year Moves**

Allow Project-Based Voucher families to receive a Housing Choice Voucher within 1-year of tenancy for Reasonable Accommodation or under the Violence Against Women's Act.

Waive: 24 CFR 983.261 (a)

This MTW activity serves the following statutory objectives:

- Cost effectiveness
- Self-sufficiency
- Housing Choice

This initiative achieves one or more of the 3 MTW above statutory objectives by: Allows Project-Based Voucher families a housing choice that meets their needs outside of the portfolio during the first year of occupancy. Families in units not meeting the family's need due to an approved Reasonable Accommodation or due to a situation protected under the Violence Against Women's Act, would be issued a voucher if one is available with funding without being placed on a wait list to transfer to a unit that meets the family's needed.

A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies:

- to all assisted households
- only to a subset or subsets of assisted households

**If previous questions is subset.**

A MTW activity can apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households. This MTW activity applies to:

- New admissions (i.e., applicants) only
- Currently assisted households only
- New admissions and currently assisted households

**If above questions is subset.**

A MTW activity can apply to all family types or only selected family types. This MTW activity applies to:

- all family types
- only to selected family types

Please select the family types subject to this MTW activity:

- Non-elderly, non-disabled families
- Elderly families
- Disabled families (to the extent those families are not exempt via a reasonable accommodation)

**ACTIVITY 2022-17: Project-Based Voucher First Year Moves**

Other – another specifically defined target population or populations. The description of this population is:

**If above questions is subset.**

An MTW activity can apply to a tenant-based and or project-based voucher.

- The MTW activity applies to all tenant-based units.
- The MTW activity applies to all properties with project-based vouchers.
- The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers. The description of which tenant-based units and/or properties with project-based vouchers that will participate in this MTW activity is:

This MTW activity has the following cost implications:

- Neutral
- Increased revenue
- Decreased revenue
- Increased expenditures
- Decreased expenditures

The implementation timeline for the initiative is:  
Upon approval of MTW Supplement, approval of revised Administrative Plan and training of staff.

This MTW activity does require an impact analysis.

This MTW activity does not require a hardship policy.

Comments received at the public hearing for the Agency-Specific waiver and the agency's description of how the comments were considered will be inserted after public hearing.

<b>ACTIVITY 2022-18: Guaranteed Basic Income (GBI) Pilot Program</b>
The City of Alameda has a pilot program, Guaranteed Income Program, to provide a flat monthly cash payment of \$1,000 to approximately 150 low-income City of Alameda households over a two-year period.
Waive: 24 CFR 6.09
This MTW activity serves the following statutory objectives: <input checked="" type="checkbox"/> Cost effectiveness <input checked="" type="checkbox"/> Self-sufficiency <input type="checkbox"/> Housing Choice
This initiative achieves one or more of the 3 MTW above statutory objectives by:  Allowing families to retain more income for the period of two years without requiring staff to do an interim between triennials.
A MTW activity may apply to all assisted households or only to a subset or subsets of assisted households by having a different policy by household status/family types/sites. This MTW activity applies: <input checked="" type="checkbox"/> to all assisted households <input type="checkbox"/> only to a subset or subsets of assisted households
This MTW activity has the following cost implications: <input type="checkbox"/> Neutral <input type="checkbox"/> Increased revenue <input type="checkbox"/> Decreased revenue <input checked="" type="checkbox"/> Increased expenditures <input type="checkbox"/> Decreased expenditures
The implementation timeline for the initiative is: Upon implementation by the City of Alameda of the program.
This MTW activity does require an impact analysis.
This MTW activity does not require a hardship policy.
Comments received at the public hearing for the Agency-Specific waiver and the agency's description of how the comments were considered will be inserted after public hearing.

**E.2. Agency-Specific Waiver(s) for which HUD Approval has been Received:**

For each previously approved Agency-Specific Waiver(s), a set of questions will populate.

Does the MTW agency have any approved Agency-Specific Waivers?

- Yes       No [If no, question set concludes]

## **F. PUBLIC HOUSING OPERATING SUBSIDY GRANT REPORTING**

Not applicable as the Housing Authority of the City of Alameda does not have Public Housing.

## **G. MTW STATUTORY REQUIREMENTS**

### **G.1. 75% Very Low Income – Local, Non-Traditional.**

Not applicable as the Housing Authority of the City of Alameda does not have a local, non-traditional MTW activity.

### **G.2. Establishing Reasonable Rent Policy.**

Has the MTW agency established a rent reform policy to encourage employment and self-sufficiency?

Yes       No

[If Yes]: please describe the MTW agency's plans for its future rent reform activity and the implementation time line.

The AHA is implementing an alternative reexamination schedule (activity 2022-02) which encourages self-sufficiency by allowing families to retain income increases of less than \$10,000 between triennials. This will be implemented once the MTW Supplement is approved, the Administrative Plan is revised, and staff is trained.

### **G.3. Substantially the Same (STS) – Local, Non-Traditional**

Not applicable as the Housing Authority of the City of Alameda does not have a local, non-traditional MTW activity.

### **G.4. Comparable Mix (by Family Size) – Local, Non-Traditional**

Not applicable as the Housing Authority of the City of Alameda does not have a local, non-traditional MTW activity.

### **G.5. Housing Quality Standards**

Certification is included in MTW Certifications of Compliance for HCV and local, non-traditional program.

## **H. PUBLIC COMMENTS**

H.1.

Please provide copy of all comments received by the public, Resident Advisory Board, and tenant associations.

These will be provided as received.

Please attach a narrative describing the MTW agency's analysis of the comments and any decisions made based on these comments.

These will be provided as available.

If applicable, was an additional public hearing held for an Agency-Specific Waiver and/or Safe Harbor waiver?  Yes  No

If yes, please attach the comments received along with the MTW agency's description of how comments were considered.

These will be attached as appropriate.

## **I. EVALUATIONS**

I.1. Please list any ongoing and completed evaluations of the MTW agency's MTW policies, that the PHA is aware of, including the information requested in the table below.

Does the PHA have an agency-sponsored evaluation?  Yes  No

## **J. MTW CERTIFICATION OF COMPLIANCE**

The MTW agency must execute the MTW Certifications of Compliance form and submit as part of the MTW Supplement submission to HUD.

Please see form HUD-50075-MTW for the certification form that will be executed prior to MTW Supplement submission.



Housing Authority  
of the  
City of Alameda

**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Principal Management Analyst

Date: September 29, 2022

Re: Accept Report on Wait List Applicants

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### **BACKGROUND**

The Housing Authority of the City of Alameda (AHA) opened the Housing Choice Voucher (HCV) and four Project-Based Voucher (PBV) wait lists from September 10 to September 20, 2021. During that period, 22,329 pre-applications were received. A wait list opening generates thousands of calls and office visits, necessitates staff going out to community centers to assist with the submission of pre-applications and requires a large time commitment from staff throughout the Agency. Opening a wait list pulls staff from other duties and also generates numerous monetary costs including translation, overtime, technical support and paper printing costs. A wait list opening can easily cost the agency over \$50,000 plus staff time. Opening one wait list costs approximately the same as opening multiple wait lists as each step of the process must be completed for a wait list opening.

Due to the large number of applicants that apply when a wait list opening happens, staff limit the number of applicants placed on each wait list to try to provide the AHA with applicants for approximately the next 5-7 years. 5,004 were placed on waitlists. For the PBV wait lists, staff look at the number of units under contract and expected to come under contract during the next couple of years to try to determine the best number to put on the wait list. For this wait list opening, approximately 10 applicants were placed on the wait list for each unit under contract. In the past, this ratio has been sufficient to have a wait list for approximately 5 years.

This wait list opening was the first opening done with Yardi Rent Café and the first one where applicants were purged using the “Save My Spot” function with Yardi. The Save My Spot function allows staff to send an e-mail message to applicants requesting them to verify their preferences and continued interest in the wait list. Staff ran the function on subsets at the top of the wait lists to ensure that the preferences indicated at sign up were valid and to move forward with processing. At this time, Save My Spot has been run on most of the new wait lists, but not all. At the conclusion of the Save My Spot function on the new wait lists (less than 1 year old), the response rates result in 50%-



70% of the applicants being removed for non responsiveness. Staff are reaching out by both e-mail and USPS mail to those removed and offering an appeal process, but the function has resulted in much smaller than anticipated response rates. The applicants are offered an opportunity to appeal their removal.

At the same time, staff have been working on leasing up two new PBV projects (Rosefield Village and Eden) and, as the pandemic eases, has had a fairly large number of vacancies come up simultaneously at the long standing PBV properties. While the maximum income for PBV is set at 50% AMI, many of the units at the tax credit properties are further restricted at a lower income levels, so more applicants are ineligible for those units, even if they respond. These households are placed back on the waitlist as long as they respond. During these two lease-ups, staff noticed that even at this stage, there are fewer than expected responses based on historical data.

These activities have resulted in some wait lists being extinguished in less than 1 year or reduced by a large amount. For example, all 100 households placed on the PBV-f0-2 studio wait list are currently in selected status being considered for a unit or removed. This resulted from attempting to fill seven extremely low-income units (20 and 30 percent AMI). For the PBV-f3up wait list for the 3-bedrooms, 650 families were placed on the wait list, but only 205 families are still on the wait list. In addition to the low response rates being experienced overall, a large number of families for this wait list are being determined as ineligible because the family composition does not support a 3-bedroom subsidy (generally 5 or more people). Staff plan to propose an MTW activity to the Board to address this family composition issue.

**DISCUSSION**

At this time, staff is planning to use the original lists of applicants to place additional families that applied in 2021 on the wait lists without collecting more pre-applications. Staff also plans to use this list to return to additional applicants for the next three to five years for the PBV wait lists that were opened during September 2021 as that opening was intended to last for 5-7 years, as necessary.

The wait lists that would be done immediately are the PBVPBV-f0-2 studio wait list and the PBVPBV-f3up 3-bedroom wait lists.

**FISCAL IMPACT**

None

**CEQA**

n/a


**RECOMMENDATION**

Accept Report on Wait Lists

**ATTACHMENTS**

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tonya Schuler-Cummins'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Tonya Schuler-Cummins, Principal Management Analyst





**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Daniel Mills, Management Analyst

Date: September 29, 2022

Re: Accept the Executive Summary of the Annual Customer Survey.

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**BACKGROUND**

Since 1993, the Housing Authority of the City of Alameda has conducted an annual survey to measure customer satisfaction. The survey questionnaire has been revised over the years to best meet this goal. From January 2022 through March 2022, the Housing Authority conducted its 2021 survey.

**DISCUSSION**

See the attached Presentation and support documents of the results from the annual customer survey.

**FISCAL IMPACT**

For information only and there is no financial impact.

**CEQA**

N/A

**RECOMMENDATION**

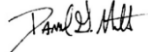
Accept the Executive Summary of the Annual Customer Survey.

**ATTACHMENTS**

1. Customer Survey 2021 Executive Summary
2. Customer Survey 2021 Presentation
3. Customer Survey 2021 PM Version
4. Customer Survey 2021 HCV Version
5. Customer Survey 2021 LL Version
6. Customer Survey 2021 Distribution



Respectfully submitted,



Daniel Mills, Management Analyst

HOUSING AUTHORITY OF THE CITY OF ALAMEDA  
 EXECUTIVE SUMMARY OF  
 2021 CUSTOMER SATISFACTION SURVEY RESULTS

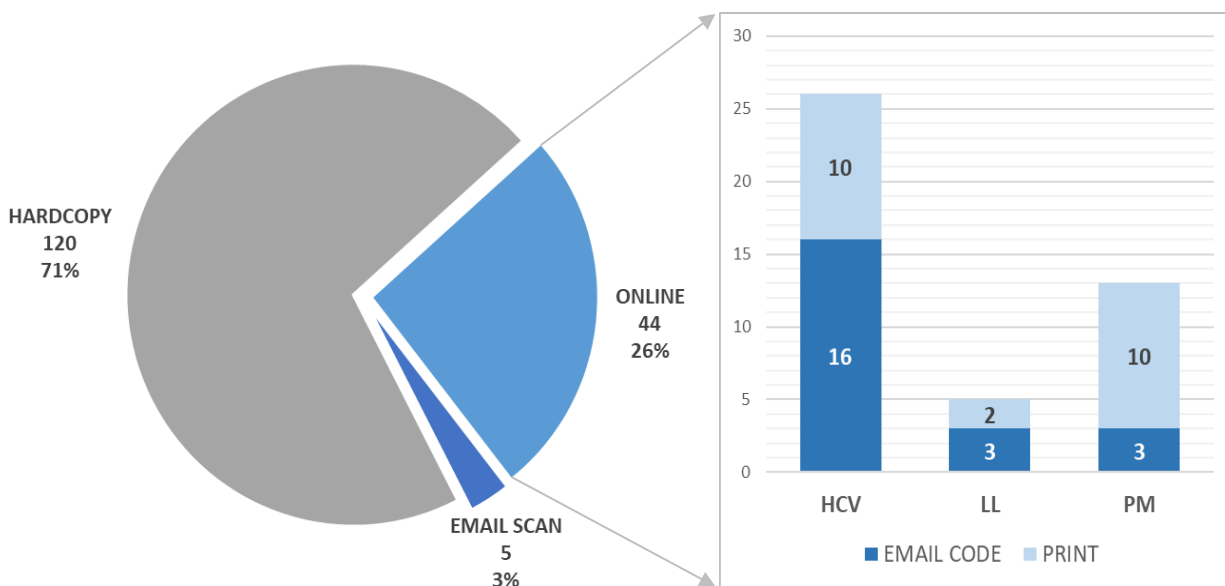
Introduction:

Since 1993, the Housing Authority of the City of Alameda (Housing Authority) has conducted an annual survey to measure customer satisfaction. The survey questionnaire has been revised over the years to best meet this goal. The 2021 survey was conducted between January and March 2022 and was issued to tenants, landlords, and program participants.

The survey results reflect the ongoing COVID-19 health crisis, its impact on the Housing Authority, and the relationships with its tenants, landlords, and program participants. While restrictions eased in 2021, the health crisis continued to limit communication channels with customers and created organizational challenges.

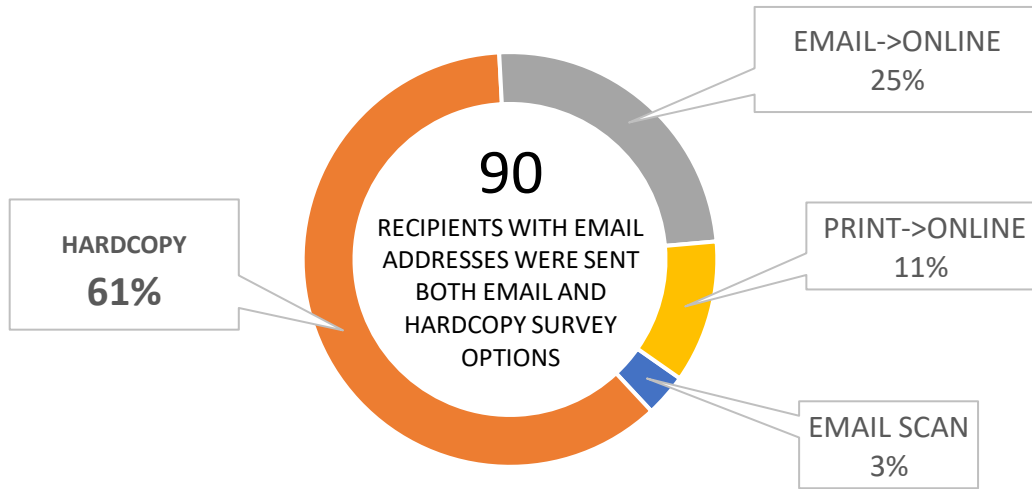
New Online Response Channels:

As part of the 2021 survey, customers were provided an online option to record their survey responses. A custom code was provided with each mailed hardcopy, plus an email to every sampled customer that had an email on file with the Housing Authority. It is worthwhile to break down the three different ways that the customer submits a survey: a hardcopy returned to Housing Authority, a scan of the hardcopy submitted via email, and the online survey. Then the online survey was further broken down into whether the customers responded using the email or the code on the hard copy. See charts below.



The online response rate utilizing the custom code was higher than anticipated, with approximately 50% of the total online responses linked to a hardcopy code. The chart below provides a breakdown of the response channels used by the 90 sampled customers who received both a hardcopy and an email. Nearly 40.0% of the sampled customers opted to utilize the online option..

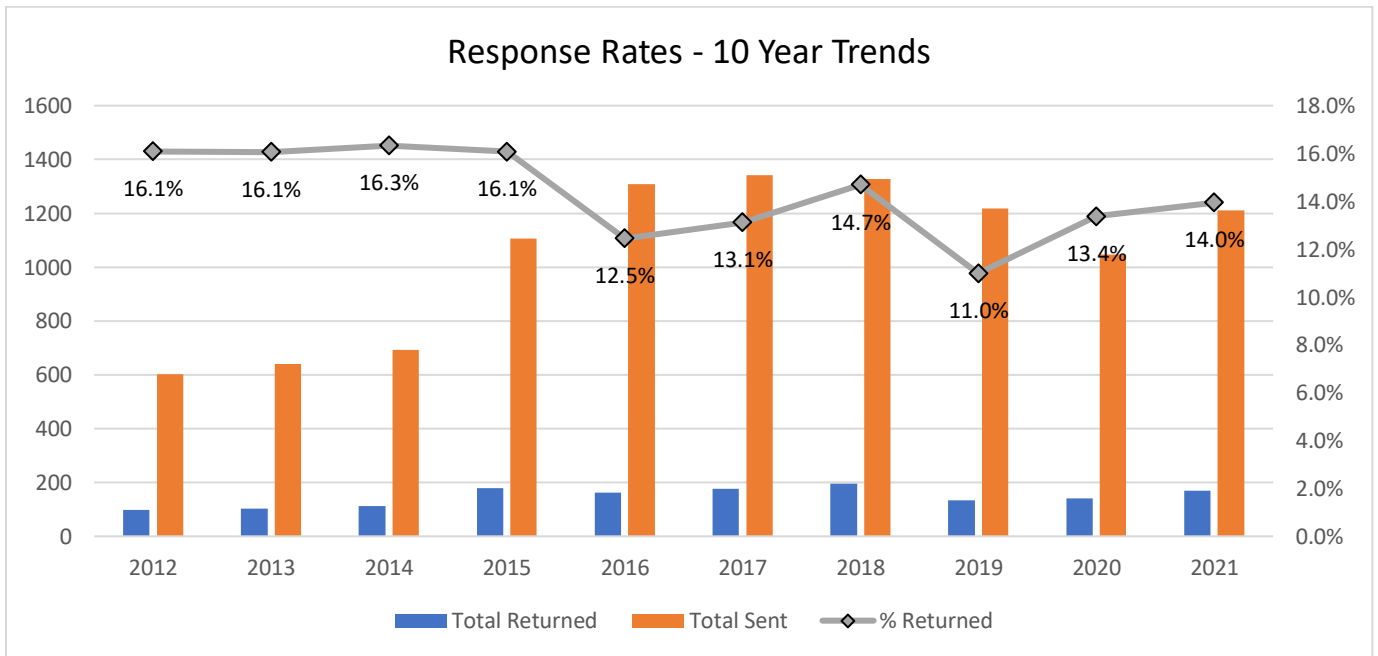




Since this is the first year of providing this response option, it is difficult to measure its impact on overall response rates and survey data overall. It is anticipated that the addition of an online survey option will lead to a reduced response time, less time spent on data entry, and more accurate data.

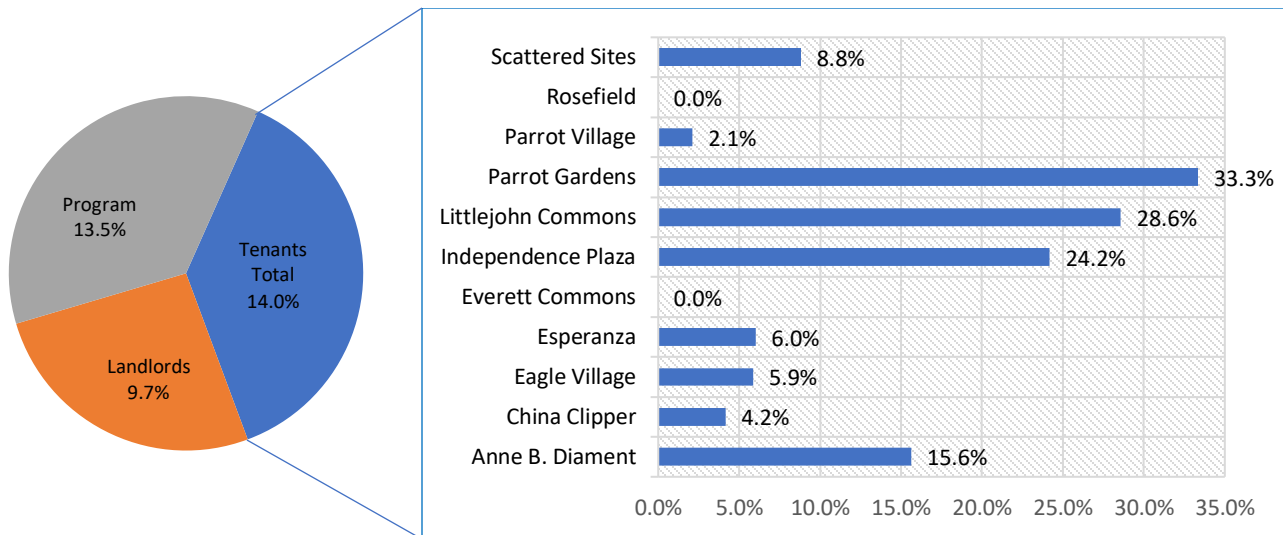
Response Rates:

A total of 1,211 surveys were issued, 169 were returned for a response rate of 14.0%. The response rate is comparable to the response rates for prior years.



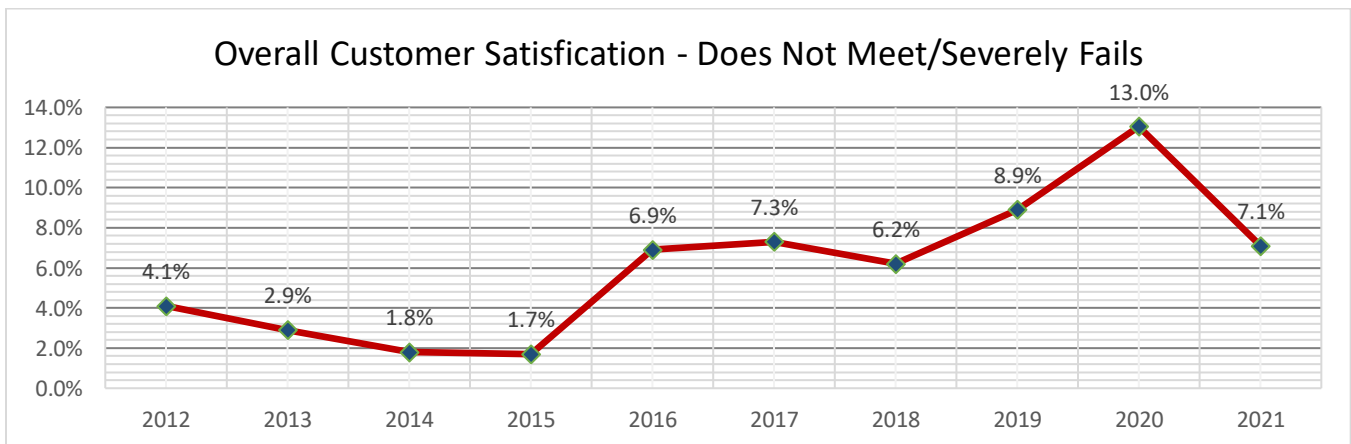
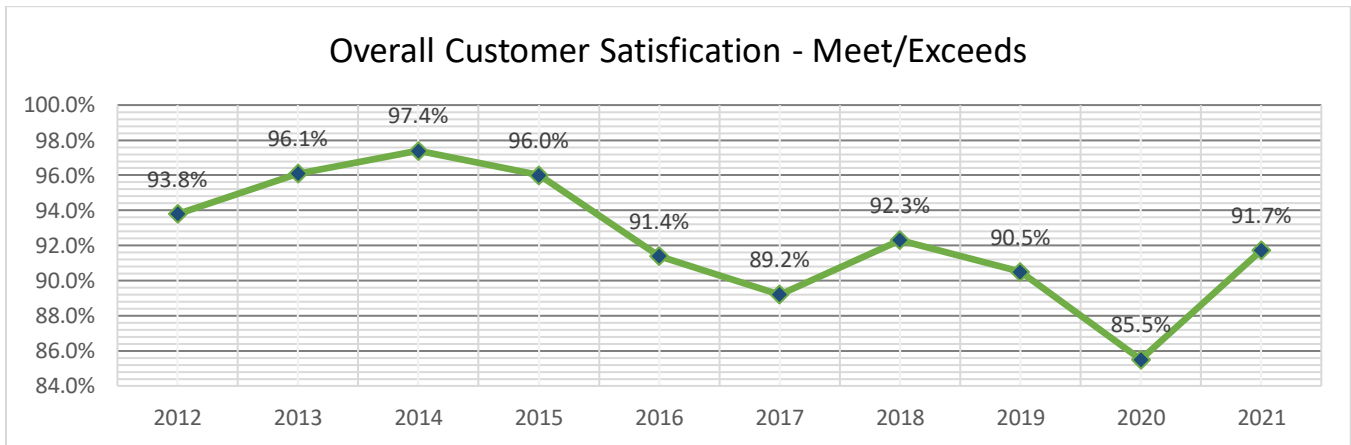
Below are the 2021 response rates across categories and properties, with the tenant locations in blue and the other two groups in contrasting colors. Historically, Independence Plaza has had higher response rates than the other properties, but the rates have increased at the smaller sites during this survey cycle.





Overall Quality of Service:

Respondents were asked how they would rate “overall quality of service provided.” The charts below illustrate the respondents’ level of customer satisfaction over the last 10 years. The percentage of respondents reporting that service met or exceeded expectations increased from 85.5 percent in 2020 to 91.7 in 2021. “Does not meet” and “Severely Fails” responses dropped comparatively, from 13 percent to 7.1 percent. Organizational improvements within the Housing Authority to adapt to the ongoing COVID-19 health crisis are believed to have contributed to the increase in respondent satisfaction.



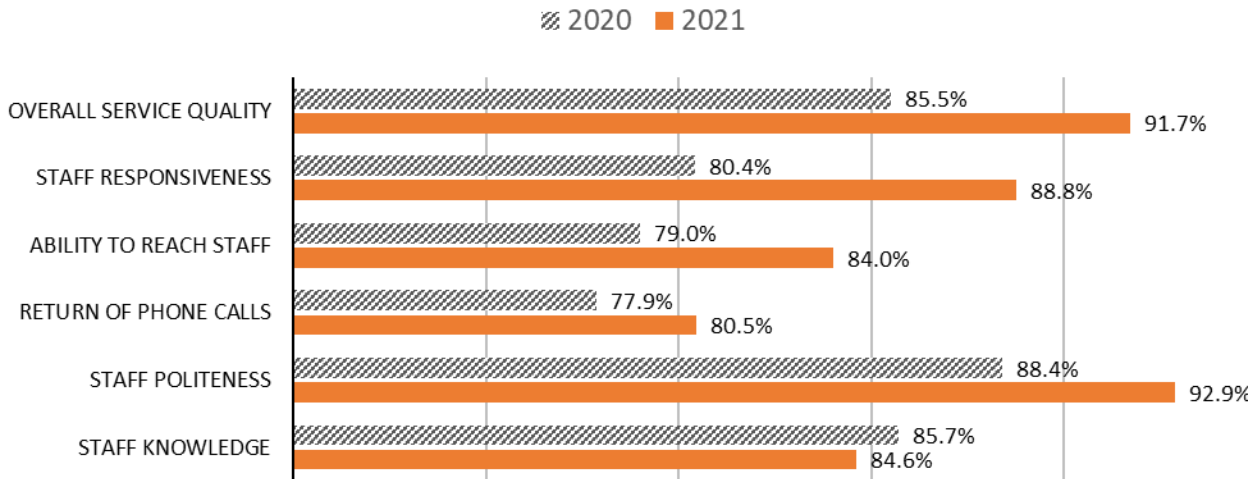
Customer Service Feedback:



## EXECUTIVE SUMMARY – 2021 SURVEY RESULTS

The surveys included 6 (six) questions, each with a specific focus on customer service. Overall, respondents reported a higher level of satisfaction than in the previous survey cycle. The largest increase came in the area of Staff Responsiveness, where rates of satisfaction increased from 80.4 percent to 88.8 percent. A comparison of the responses is shown in the chart below.

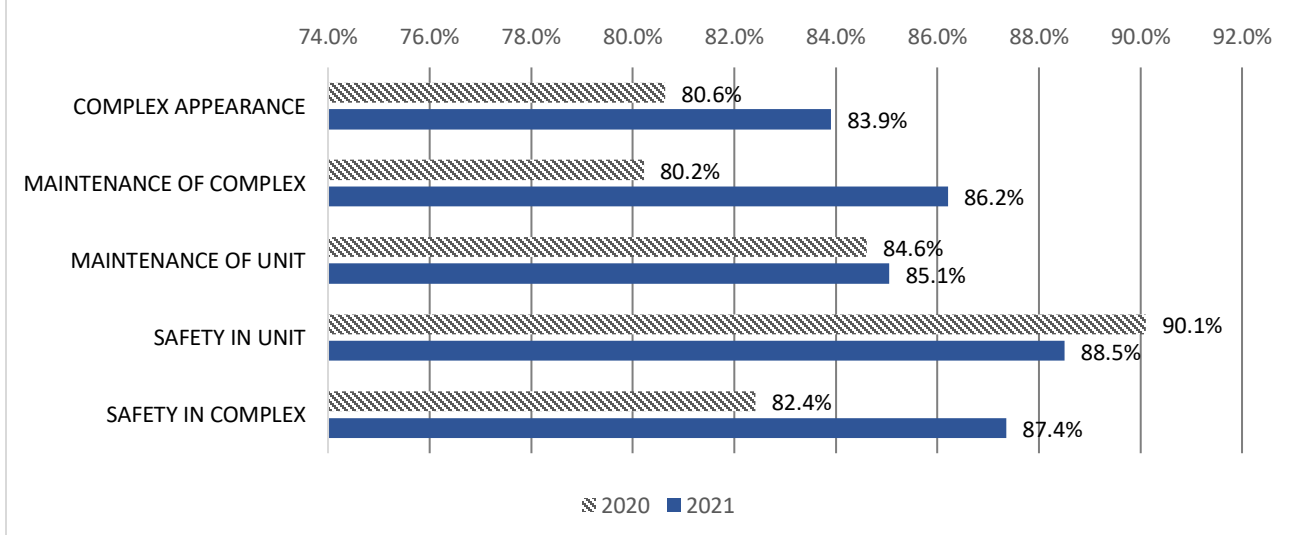
**Overall Customer Service - Year to Year Comparison**  
Meets and Exceeds Responses



### Tenant Feedback:

One section of the survey applied only to the tenants of the complexes that the Housing Authority owns. Overall, respondents noted improvement compared to last year. A standout is Complex Maintenance, an area where positive feedback has increased from 80.2 percent to 86.2 percent illustrated in the chart below. This Housing Authority believes that this may be a result of the Property Management team developing new ways to complete necessary maintenance while being compliant with COVID-19 safety measures, which had precluded some maintenance activities during the previous reporting year.

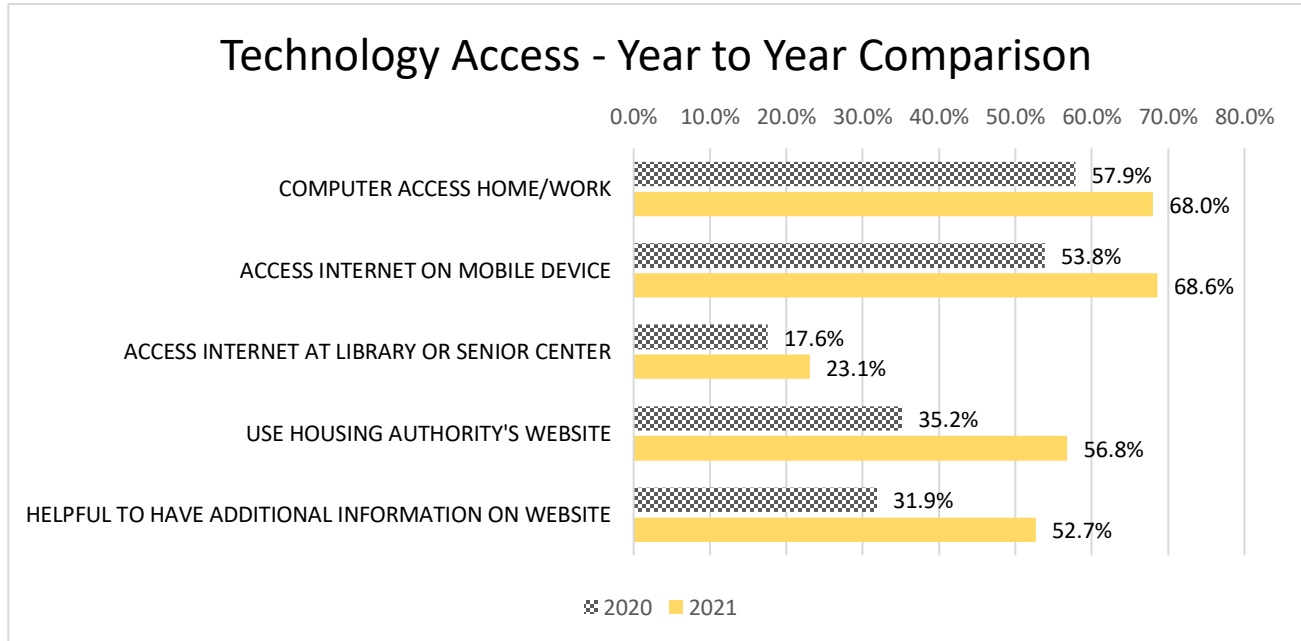
**Feedback from Residents - Year to Year Comparison**  
Meets and Exceeds Responses



# EXECUTIVE SUMMARY – 2021 SURVEY RESULTS

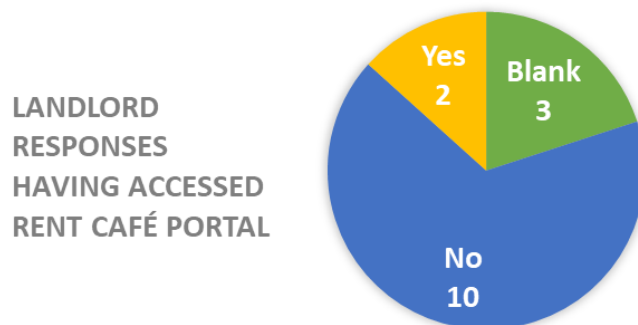
## Use of Technology:

In 2005, closed questions were added to the survey to elicit information regarding customers’ ability to access the Internet and information on the Housing Authority’s website. The responses to the 2021 survey indicate a healthy increase in overall technology utilization compared to the 2020 survey responses. This includes an improvement of over 20 percent in both AHA website usage (56.8 percent vs. 35.2 percent) and in the utility of accessing additional information on the AHA website (52.7 percent vs. 31.9 percent). A greater number of customers also reported having increased access to a computer and/or access to the internet from their mobile device .



## Rent Café Question:

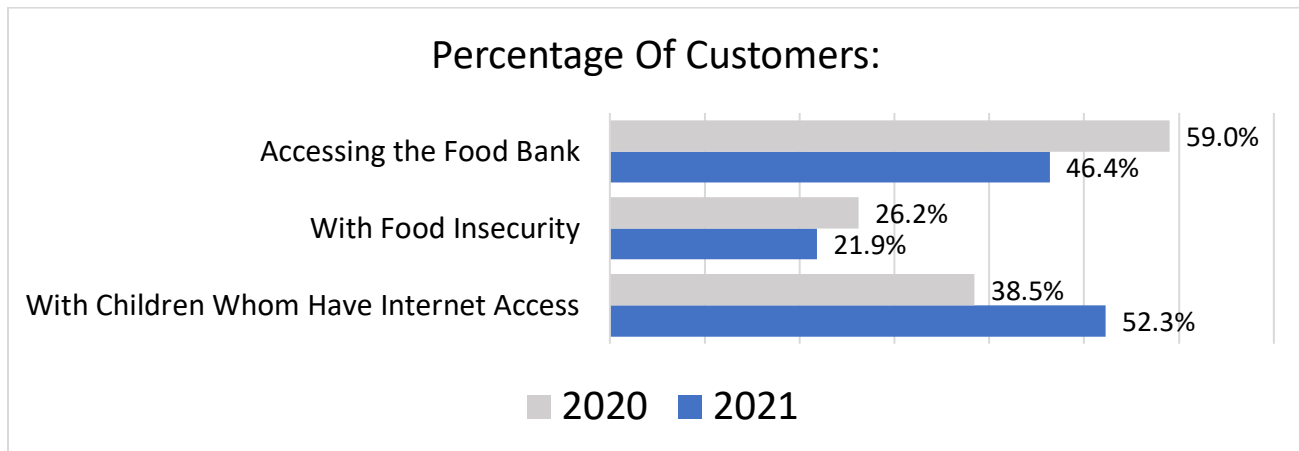
The Housing Authority added a question to the 2021 survey targeting landlords relating to their experience regarding Rent Café. The landlords were asked if they have ever accessed the portal and reminded them that the AHA website has more information if the customer was unfamiliar with Rent Café. The responses illustrated in the below graph indicate that the majority of AHA landlords responding to the survey have never accessed the system.



## EXECUTIVE SUMMARY – 2021 SURVEY RESULTS

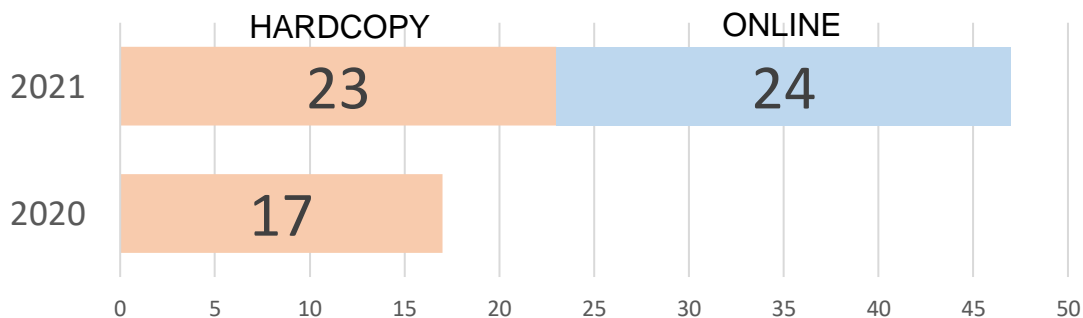
### Health Crisis Questions:

In response to the health crisis, the Housing Authority included three additional closed questions starting in the 2020 survey and continuing with their inclusion in the 2021 survey. These questions were not included in the landlord survey and covered topics such as access to the internet for K-12 children, household food insecurity, and accessibility of local food resources.. A comparison of the two years of data can be seen in the subsequent graph.



### Additional Comments:

Prompts for additional comments generated feedback from thirty-eight respondents, which was more than double the number of responses collected during the previous survey cycle. The increase may be attributed to the addition of the online channel, with more than 50 percent of respondents submitting their comments online. The comments received were forwarded to the Department Directors for evaluation.



### 2021 Customer Survey Summary:

Overall, this year's survey results depicted a positive trend overall regarding how the respondents viewed the Housing Authority and its services. This feedback was especially positive in the Overall Quality of Service questions, with an average increase of 4.3 percent in positive responses.

The Housing Authority believes that the way staff and service providers have adapted to the health crisis has been a large factor in the positive survey feedback. The Housing Authority will also continue to utilize and encourage the use of the online response channel to increase response rates and overall feedback, while reducing processing time and cost. This is especially applicable as the trends within the survey show increased technology access and utilization by the Housing Authority's customers.





## EXECUTIVE SUMMARY – 2021 SURVEY RESULTS

The questions related to Rent Café have provided new insight into the need to provide additional education and access to program-related information for landlords participating in Housing Authority programs. Landlord surveys may be expanded for future surveys to gather additional information.

A report on the full survey results, including the questionnaire forms, raw data, and written comments, is available at the Housing Authority office.





Housing Authority  
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City of Alameda

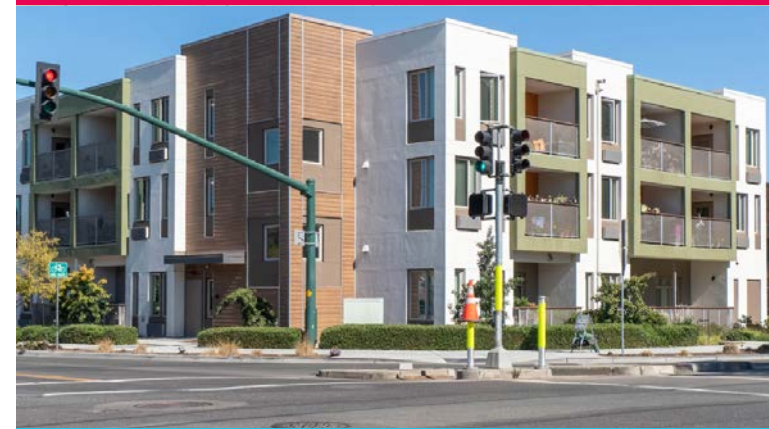
# Customer Satisfaction Survey

2021 EXECUTIVE SUMMARY

# AT A GLANCE

## The Annual Survey

- Survey conducted since 1993
- Standardized format for the last 11 surveys
- Categories: Tenants, Landlords, and Program Participants
- Randomized Sample Sizes:
  - 100% of all Tenants
  - 33% of all Landlords
  - 33% of all Program Participants
- Customized survey for each category





# new for 2022

## ONLINE RESPONSE CHANNELS



- Expanded ways to provide feedback
- Web URL and code included on hard copy
- Emailed URL link (if AHA has email in system)

### Rent Café Question

- Landlord survey only
- Has the customer ever used or even heard of the system?
- Directed them to AHA website for more information

# SURVEY DIMENSIONS

## Landlords Only

- Rent Café portal question

## Tenants Only

- 5 property feedback questions

## Program Participants and Tenants

- 3 health crisis questions

## All Surveys

- 6 customer service questions
- 5 technology usage questions
- Prompt for additional comments

## THREE DIFFERENT QUESTIONNAIRES

- Tenant version: 19 questions, IT comment prompt and general comment prompt.
- Landlord version: 12 questions, IT comment prompt and general comment prompt.
- Program Participant version: 14 questions, IT comment prompt and general comment prompt.





# 2021 Unique Impacts on Survey Results

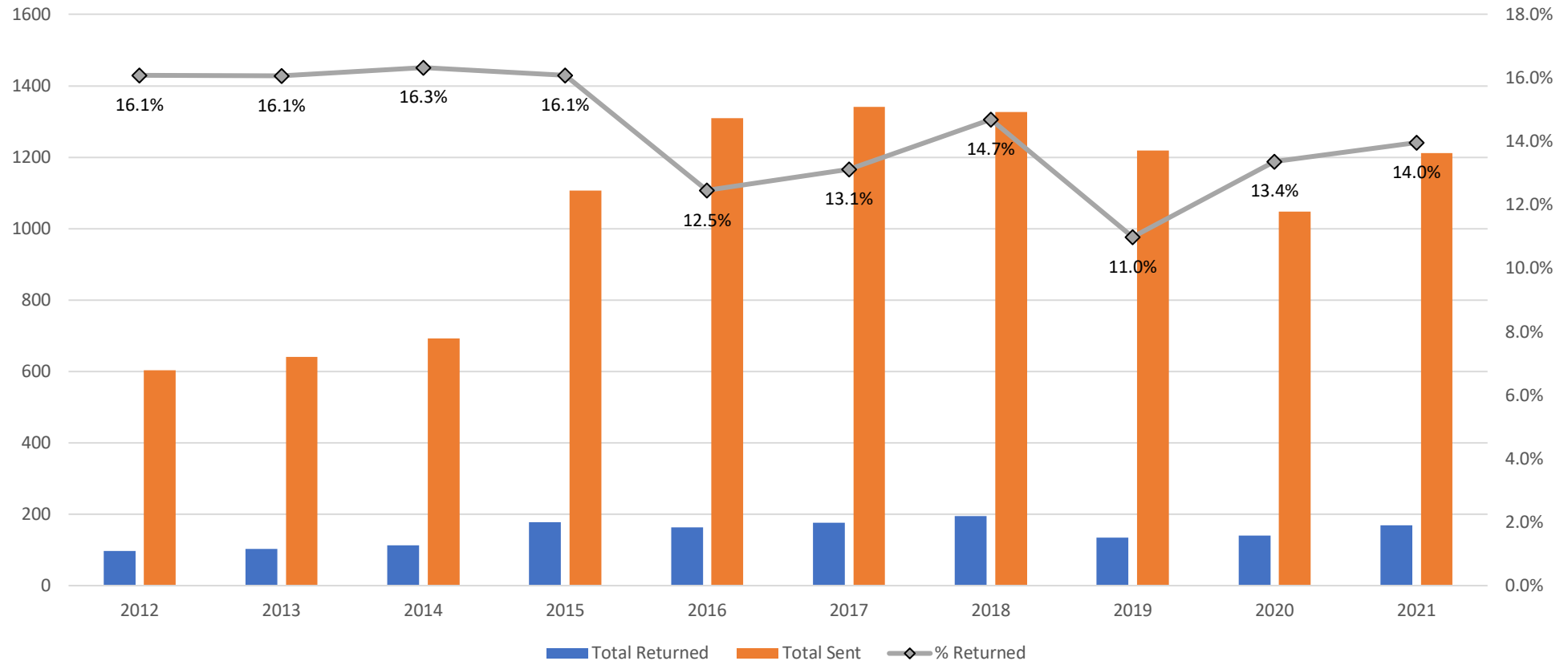
This year's survey reflects the special circumstances, both internal and external, that significantly impacted the Authority:

- Lingering health crisis effects on all aspects of service
- Effective adaptation to the health crisis by employees and vendors
- Increased utilization of technology
- New online response channels and Rent Café question

# Response Rates

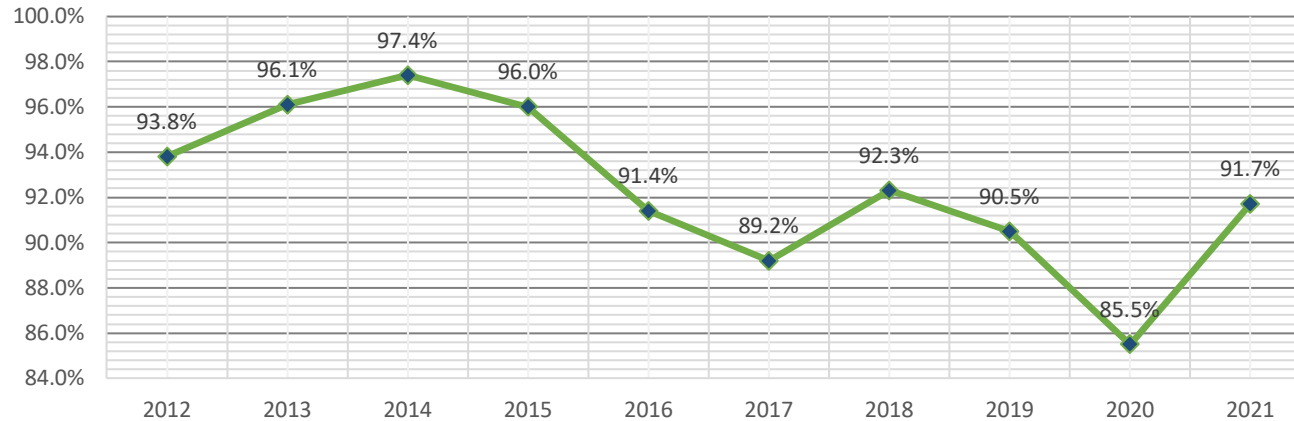
## A Decade of Consistency

Response Rates - 10 Year Trends

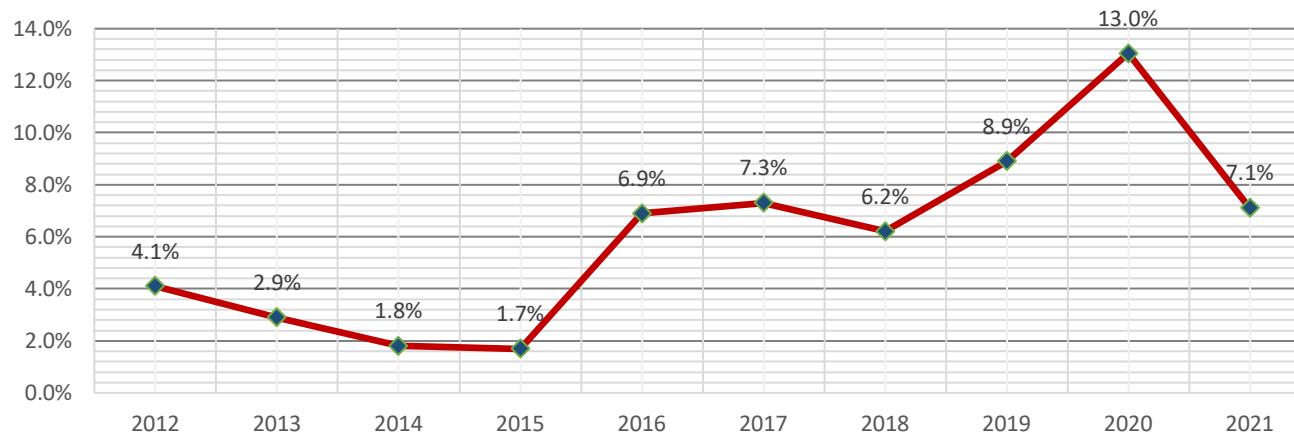


# Overall Satisfaction Responses

## Overall Customer Satisfaction - Meet/Exceeds



## Overall Customer Satisfaction - Does Not Meet/Severely Fails



- 6.2% Increase in "Meet/Exceeds" responses year-to-year
- 5.9% Decrease in "Does Not Meet/Severely Fails" responses year-to-year
- Represents substantial recovery from health crisis period

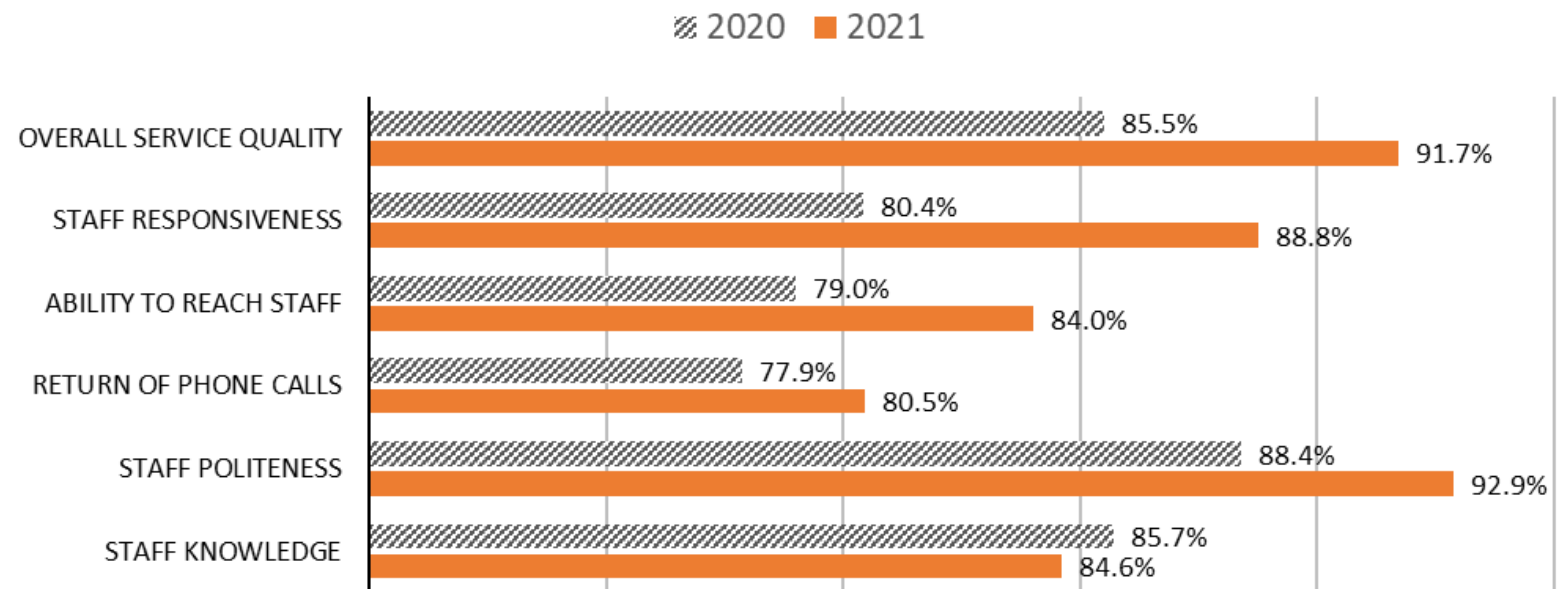


# Customer Service Dimensions

# Feedback

- Increase in "Meet/Exceeds" for all dimensions year-to-year except for Staff Knowledge
- Largest increase in "Staff Responsiveness"
- Average increase of 4.3%

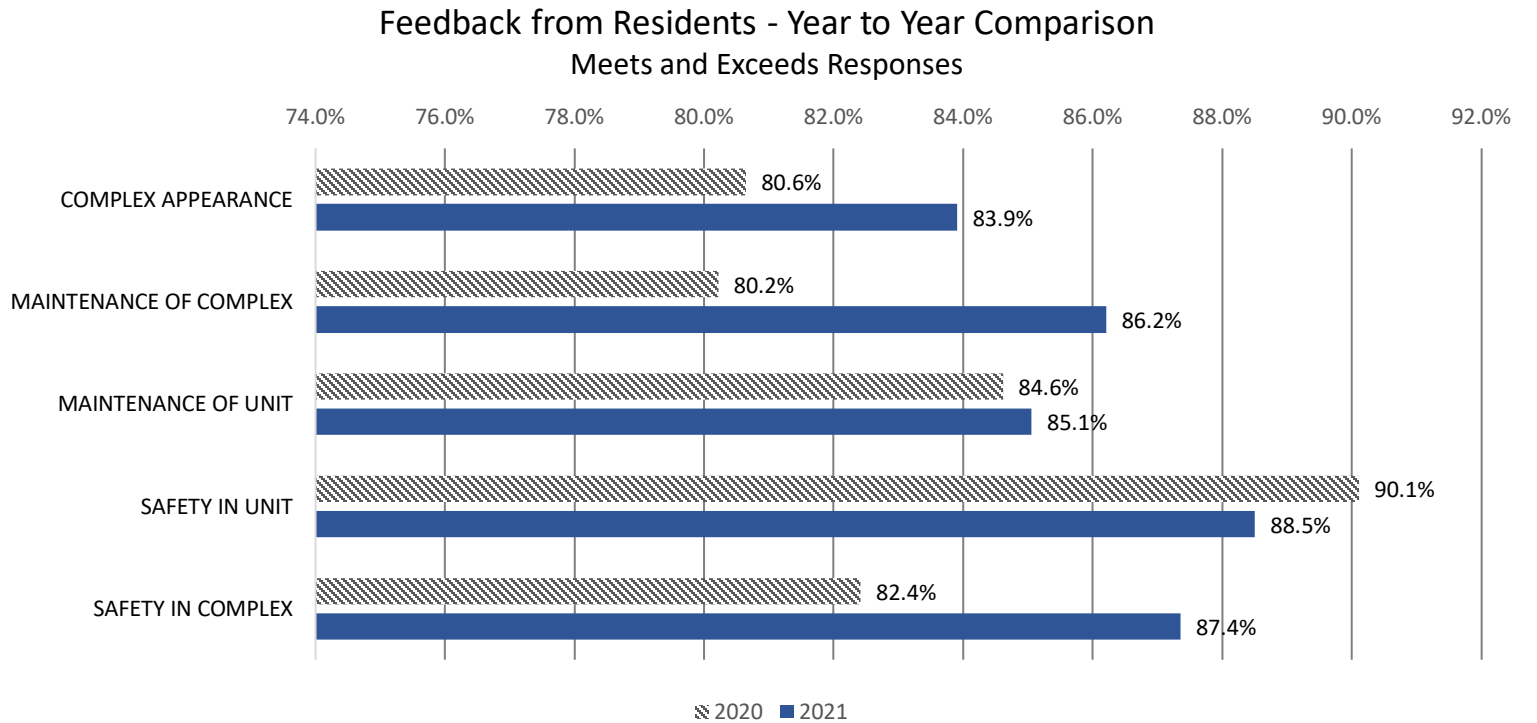
Overall Customer Service - Year to Year Comparison - Meets and Exceeds Responses



# Tenant Dimensions

# Feedback

- Increase in "Meet/Exceeds" for all dimensions year-to-year except for Safety in Unit
- Largest increase in "Maintenance of Complex"
- Average increase of 2.6%

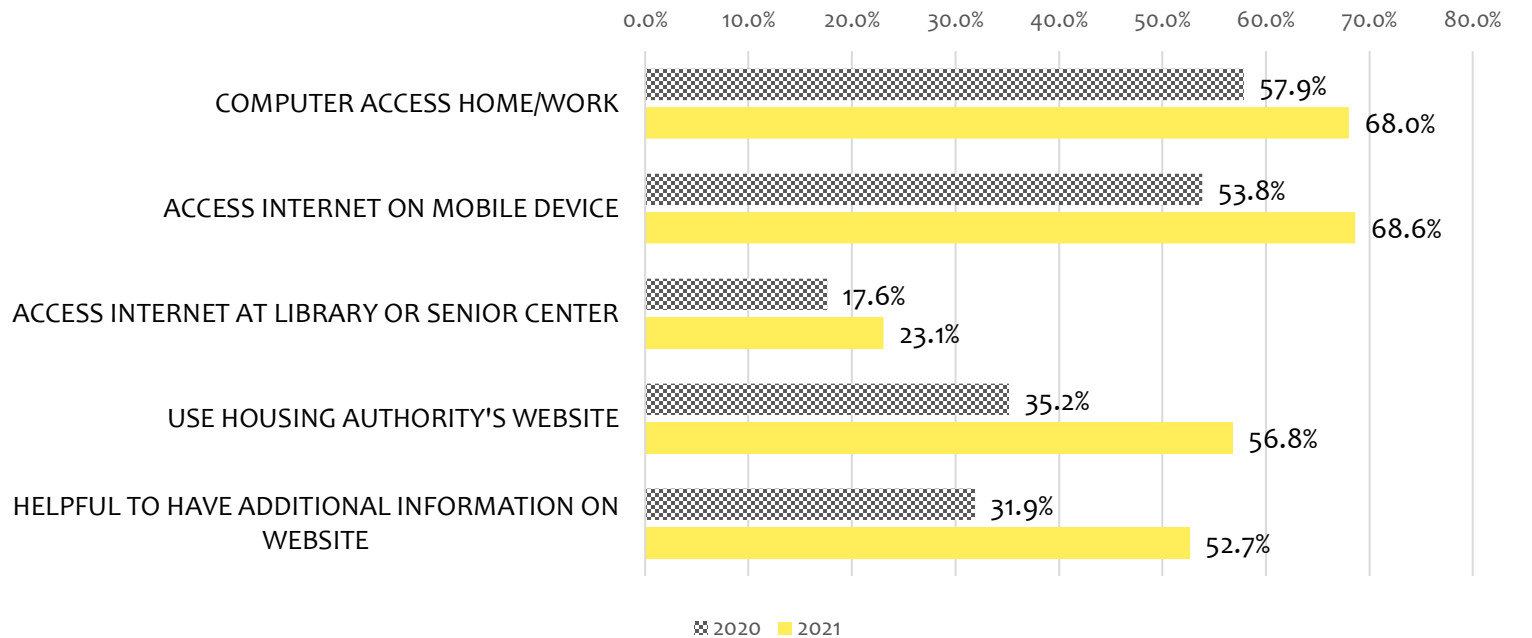


# Access and Utilization of Technology



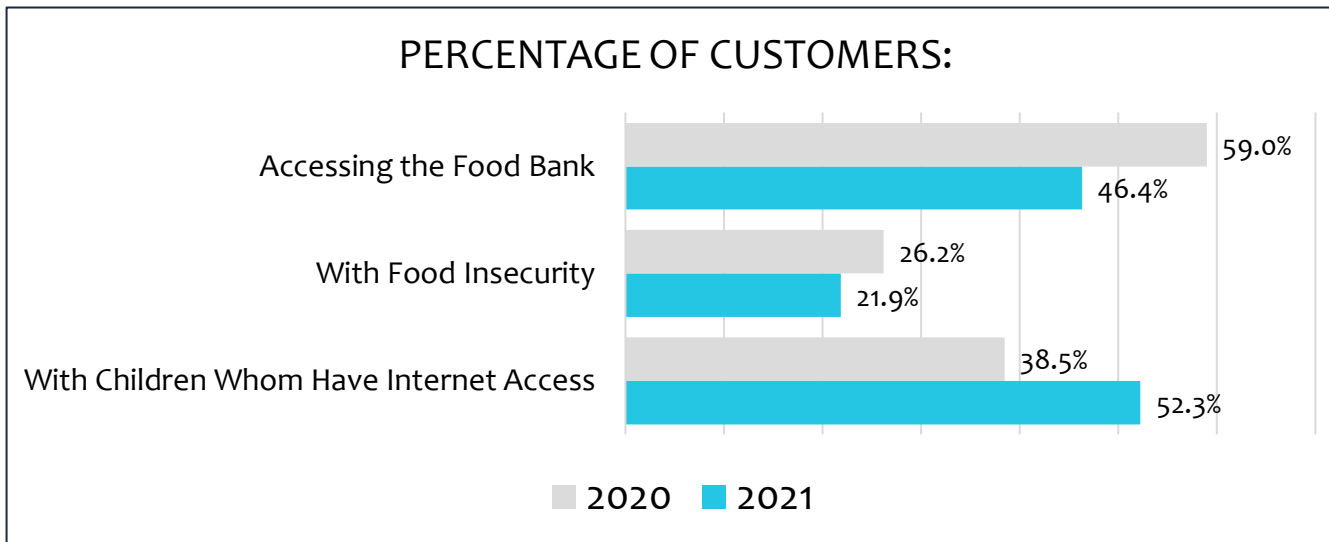
- Impressive increase in overall technology utilization
- 21.6% increase in responding customers using our website
- Customers want more information on our website

Technology Access - Year to Year Comparison



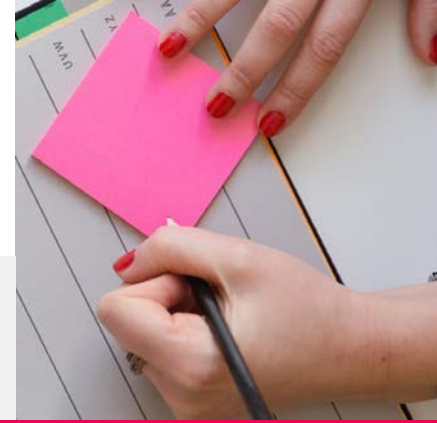
# Health Crisis Dimensions

## FIRST YEAR-TO-YEAR COMPARISON



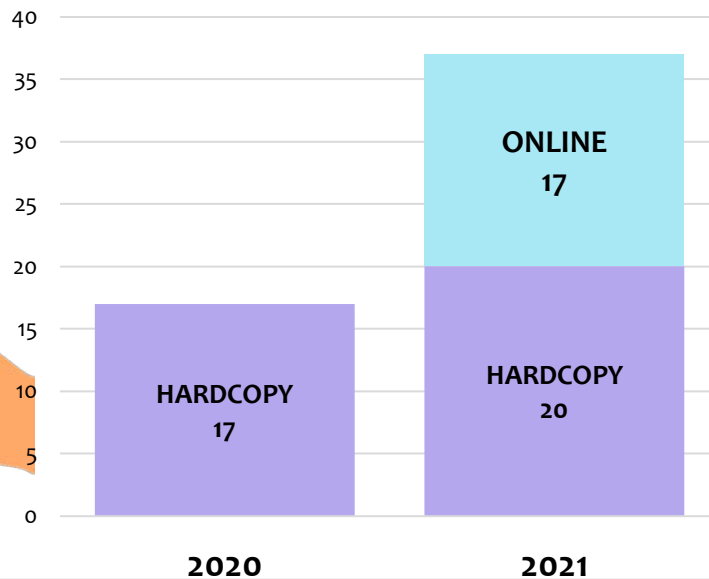
- Positive outlook
- Increased internet access for youth
- Fewer accessing food bank resources

# Additional Comments and Feedback

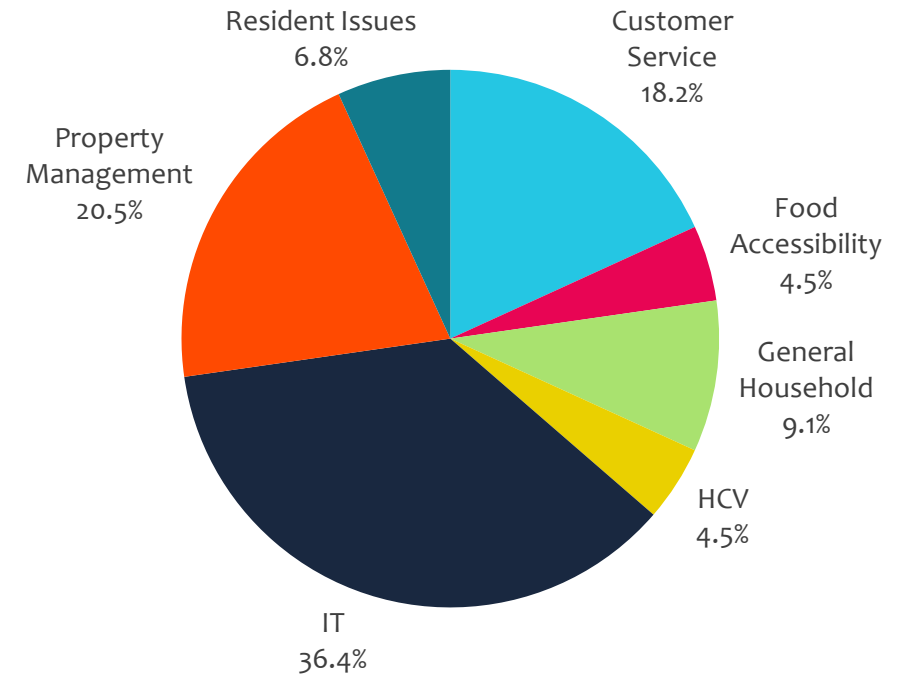


## Even More Comments from Our Respondents

- 37 different respondents provided comments
- A major increase from 17 last year and only 8 in 2019



## Comment Breakdown by Category





# 2021 CUSTOMER SURVEY SUMMARY

## Notable Results, Year-to-Year:

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- The number of surveys distributed, and response rates, are consistent with previous years .
- An upswing in positivity overall regarding how the respondents viewed the Authority and its services.
- Overall quality of service positive feedback increased by 6.2% while negative feedback decreased by 5.9%.
- Overall customer service positive feedback across 6 dimensions increased by 4.3%.
- Resident customers regarding their complexes: Positive Response increased by 2.6%.
- The number of respondents submitting additional comments were doubled again, possibly due to new online channel.

## Attributing Factors to Consider:

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- Improved adaptation by employees and vendors, including processes and communications.
- Increased technology utilization by staff and customers alike.
- Lingering impact of the health crisis leads to uncertainty in overall customer satisfaction.





Housing Authority  
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City of Alameda

# Any Questions?

Daniel Mills

2021 Annual  
Customer Survey Results

Management Presentation





**HELP US TO SERVE YOU BETTER**

Dear Housing Authority Customer:

Because we want to provide the best possible service to our customers, we would appreciate your comments about the service you have received over the **last 12 months**. Please take a few minutes to tell us how well we did our job by checking the box that best matches the service you received. Did service Greatly Exceed, Exceed, Meet, Did Not Meet, or Severely Failed to meet your expectations? You do not need to give your name. Just complete online, drop this form in the mail, fax it, email it, or bring it by the Housing Authority and put it in the drop box. Thank you for your help!

**PLEASE CHECK THE BOX THAT BEST DESCRIBES YOUR EXPERIENCE:**

	Greatly Exceeds	Exceeds	Meets	Does Not Meet	Severely Fails
1. Overall, how would you rate the quality of service you received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Overall, how would you rate the responsiveness of staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. How would you rate the ability to reach the staff person that you want?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. How would you rate the time in which phone calls were returned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. How would you rate staff's politeness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. How would you rate staff's ability to answer your questions about housing programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. How would you rate the appearance of your apartment <u>complex</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. How would you rate the maintenance of your apartment <u>complex</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. How would you rate the maintenance of your <u>apartment</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. How would you rate your feeling of safety when in your <u>apartment</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. How would you rate your feeling of safety when in the common areas of your apartment <u>complex</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**The following are a few questions about your use of the Internet.**

- 12. Do you have access to the Internet from home or work? YES  NO
- 13. Do you have access to the Internet on a mobile device such as an iPhone or tablet? YES  NO
- 14. Have you ever accessed the Internet from the Library or the Senior Center? YES  NO
- 15. Have you ever visited the Housing Authority's website at [www.alamedahsg.org](http://www.alamedahsg.org)? YES  NO
- 16. Would you find it helpful to have additional information or forms available on the Housing Authority's web site? Please use back of form for details. YES  NO
- 17. Please include any additional comments. You may use back of form or include other sheets.







**The following are a few additional questions related to the recent health crisis:**

- A. If there are K-12 children in the household, do they have access to the internet for education activities? YES  NO  N/A
- B. Is getting enough food in your household a problem? YES  NO
- C. Is your household accessing local food resources, such as the food bank? YES  NO

**PLEASE RETURN COMPLETED SURVEY BY FRIDAY, MARCH 18, 2022  
NEW FOR 2021 – ONLINE SUBMISSION! PLEASE GO TO THE LINK BELOW:  
[HTTPS://WWW.SURVEYMONKEY.COM/R/AHA3P](https://www.surveymonkey.com/r/AHA3P) AND ENTER CODE FFE001**

**OR 4 DIFFERENT WAYS TO SEND US THIS COMPLETED SURVEY:**

- (1) PLACE IN AHA DROP BOX AT 701 Atlantic Avenue, Alameda, CA 94501
  - (2) MAIL TO 701 Atlantic Avenue, Alameda, CA 94501
  - (3) FAX TO (510) 922-0746
  - (4) EMAIL TO [CUSTOMERSURVEY2021@ALAMEDAHSG.ORG](mailto:CUSTOMERSURVEY2021@ALAMEDAHSG.ORG)
- THANK YOU FOR YOUR HELP!





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- 7. Do you have access to the Internet from home or work? YES  NO
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THANK YOU FOR YOUR HELP!





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- C. Have you ever accessed the Internet from the Library or the Senior Center? YES  NO
- D. Have you ever visited the Housing Authority's website at [www.alamedahsg.org](http://www.alamedahsg.org)? YES  NO
- E. Would you find it helpful to have additional information or forms available on the Housing Authority's web site? Please use back of form for details. YES  NO
- F. Have you ever accessed the Rent Café landlord portal? If not, please go to [www.alamedahsg.org](http://www.alamedahsg.org) for more information. YES  NO

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[HTTPS://WWW.SURVEYMONKEY.COM/R/AHA2P](https://www.surveymonkey.com/r/AHA2P) AND ENTER CODE XZB0289**

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THANK YOU FOR YOUR HELP!



HOUSING AUTHORITY OF THE CITY OF ALAMEDA  
DISTRIBUTION AND RETURN RATES OF SURVEY QUESTIONNAIRES  
NOVEMBER 2021 THRU JANUARY 2022

TYPE OF CUSTOMER	PROP. CODE	TOTAL NO. CUSTOMERS	QUESTIONNAIRES DISTRIBUTED	PERCENT SURVEYED	NO. RETURNED (REPLY PERIOD)	PERCENT RETURNED
Anne B. Diamant Plaza	6010	65	64	98.5%	10	15.6%
China Clipper Plaza	JSCO	26	24	92.3%	1	4.2%
Eagle Village	JSCO	34	34	100.0%	2	5.9%
Esperanza	JSCO	120	116	96.7%	7	6.0%
Everett Commons	JSCO	20	20	100.0%	0	0.0%
Independence Plaza	8100	186	182	97.8%	53	29.1%
Littlejohn Commons	JSCO	31	28	90.3%	8	28.6%
Parrot Gardens	JSCO	8	6	75.0%	2	33.3%
Parrot Village	JSCO	50	47	94.0%	1	2.1%
Rosefield Village	JSCO	13	3	23.1%	0	0.0%
Scattered Sites	JSCO	34	34	100.0%	3	8.8%
SUBTOTAL MH PROGRAMS		587	558	95.1%	87	15.6%
All S8 Prop. Owners		466	155	33.3%	15	9.7%
Section 8 participants*	7100 / 7300 / 7600 / 7700	1494	498	33.3%	67	13.5%
SUBTOTAL HCV PROGRAM		1960	653	33.3%	82	12.6%
<b>TOTALS</b>		<b>2547</b>	<b>1211</b>	<b>47.5%</b>	<b>169</b>	<b>14.0%</b>

Updated: 08/17/2022



Housing Authority  
of the  
City of Alameda

**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Sean Prevette, Administrative Manager

Date: September 29, 2022

Re: Authorize the Executive Director to negotiate and approve an increase in the contract amount between the Alameda Housing Authority and Goldfarb & Lipman LLP in the amount of Two Hundred Thousand Dollars and Zero cents (\$200,000.00) for a total not to exceed amount of Nine Hundred Thousand dollars and Zero cents (\$900,000.00) and extend the contract for an additional year through October 23, 2023.

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## **BACKGROUND**

Legal services for general counsel went through a competitive Request for Proposal process in 2018, and in October 2018, a contract was awarded to Goldfarb & Lipman, LLP in the amount of \$350,000.00. The First Amendment to this contract, made in November 2020, increased the amount of the contract to a not to exceed amount of \$500,000.00. The Second Amendment to this contract, made in June 2021, increased the amount of the contract to a not to exceed amount of \$700,000.00 and extended the term through October 23, 2022. The contract and associated amendments were approved by the Board of Commissioners, as contracts in excess of \$250,000.00 are to be approved by the Board.

## **DISCUSSION**

The contract executed on October 24, 2018 was set for an initial term of three years, with extensions not to exceed two years, and a contract limit of \$350,000.00. The First Amendment, executed on November 19, 2020, provided for an additional \$150,000.00 and a not to exceed amount of \$500,000.00. The Second Amendment to this contract, executed June 24, 2021, extended the term of the contract through October 23, 2022 and increased the total not-to-exceed amount by \$200,000.00 for a not to exceed amount of \$700,000.00.

Services provided under this agreement include the provision of general legal advice to the Board of Commissioners, Executive Director, and staff relative to agency and Board matters, including representing the Agency in court and on other legal matters. Additionally, counsel now attends all Board of Commissioner meetings. Expenditures



have continued to be towards the upper limit of the approved amount due to significant legal fees for development projects, increased presence at Board meetings, and the need to secure legal guidance on a number of Agency administrative matters, including but not limited to matters related to COVID and updating of procurement policies and procedures over the past year.

To date, a total of \$660,357 (rounded) has been spent on this contract, which is within the total amount of \$700,000.00 approved by the Board as part of the Second Amendment to the contract. With the continued need for the services of Goldfarb & Lipman, LLP, staff is therefore requesting an increase in the total not to exceed amount, as well as a final extension to the term of the contract through October 23, 2023.

**FISCAL IMPACT**

Funding for this contract has been approved, and is budgeted for in the current fiscal year. Legal fees will continue to be reviewed prior to submission of the following fiscal year's budget and prior to any further extensions of this contract.

**CEQA**

N/A

**RECOMMENDATION**

Authorize the Executive Director to negotiate and approve an increase in the contract amount between the Alameda Housing Authority and Goldfarb & Lipman LLP in the amount of Two Hundred Thousand dollars and Zero cents (\$200,000.00) for a total not to exceed amount of Nine Hundred Thousand dollars and Zero cents (\$900,000.00) and extend the contract for an additional year through October 23, 2023.

**ATTACHMENTS**

1. Third Amendment to Agreement - Goldfarb & Lipman LLP

Respectfully submitted,



Sean Prevette, Administrative Manager

**THIRD AMENDMENT TO AGREEMENT**

This Amendment of the Agreement, entered into this 30<sup>th</sup> day of September, 2022, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA") and Goldfarb & Lipman, a California Limited Liability Partnership, whose address is 1300 Clay Street, 11<sup>th</sup> Floor, Oakland, CA 94612 (hereinafter referred to as "CONTRACTOR") is made with reference to the following:

**RECITALS:**

- A. On October 24, 2018, an Agreement was entered into by and between AHA and Consultant.
- B. On November 19, 2020, the Agreement was amended (First Amendment) to increase the total compensation by one hundred fifty thousand dollars and zero cents (\$150,000.00) for a not to exceed amount of five hundred thousand dollars and zero cents (\$500,000.00) and extend the term of the agreement through October 23, 2021.
- C. On June 24, 2021, the Agreement was amended (Second Amendment) to increase the total compensation by two hundred thousand dollars and zero cents (\$200,000.00) for a not to exceed amount of seven hundred thousand dollars and zero cents (\$700,000.00) and extend the term for an additional year through October 23, 2022.

AHA and Contractor desire to modify the Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, it is mutually agreed by and between and undersigned parties as follows:

- 1. The contract period is extended through October 23, 2023.
- 2. The not to exceed amount for the entire Agreement shall be increased by two hundred thousand dollars and zero cents (\$200,000) for a not to exceed amount of nine hundred thousand dollars (\$900,000).

Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this modification of the Agreement to be executed on the day and year first above written.

Goldfarb & Lipman, LLP.

Housing Authority of the City of Alameda

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Jennifer Bell  
Partner

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Vanessa M. Copper  
Executive Director



Housing Authority  
of the  
City of Alameda

**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Joseph Nagel, Construction Project Manager

Date: September 29, 2022

Re: Accept the Update on the Portfolio Capital Needs Assessment.

---

### **BACKGROUND**

The Alameda Housing Authority has contracted the firm, Physical Property Analysis LLC, to perform on-site PNA inspections of the Housing Authority Portfolio.

These inspections are complete and thorough physical inspections of dwelling unit interiors and exteriors, structural components, appliances, and mechanical and electrical systems to determine life expectancy or the need for repairs or replacement. The results of a PNA provides a property owner with information about a property's needed repairs and whether they are immediate (health/ safety), short- or long-term, as well as an estimated cost to make the repairs within a specified time frame.

The inspections will consist of the following specific areas - all major building systems and building envelope, including roofs, electrical, structural systems, HVAC, plumbing, fire safety and other building systems, components, and appurtenances, to include inspection of a representative sample of apartments' assessment/evaluation of interior conditions.

### **DISCUSSION**

Alameda Affordable Housing Coporation (AAHC) has contracted with the consulting firm PPA (Physical Property Analysis LLC) to conduct PNA's (Physical Needs Assessments) at the portfolio of properties. As of September 7, 2022, assessments at 24 of the 26 properties have been completed. The final (2) assessments are scheduled for September 21, 2022. All property assessment reports are expected to be received by the middle of October.

### **FISCAL IMPACT**

The cost of the Portfolio Capital Needs Assessment contract is \$45,800.





**CEQA**

N/A

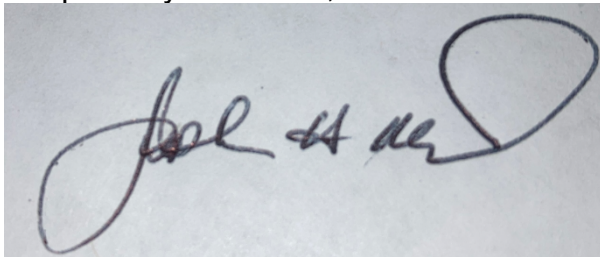
**RECOMMENDATION**

Accept the Update on the Portfolio Capital Needs Assessment.

**ATTACHMENTS**

None

Respectfully submitted,

A handwritten signature in dark ink on a light-colored background. The signature is cursive and appears to read "Joseph Nagel".

Joseph Nagel, Construction Project Manager



Housing Authority  
of the  
City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 29, 2022

Re: Adopt a Backfill Policy for Development Project Applications.

---

### **BACKGROUND**

The development projects initiated by Island City Development and the Housing Authority of the City of Alameda are undertaken under a joint development agreement, with a 50/50 split of development proceeds. Typically, the Housing Authority also provides direct subsidies in the form of soft loans to projects. As these developments seek additional local, state, and federal matching funds, this direct subsidy is critical for competitiveness in the point leverage category. There are often occasions where, for a variety of reasons, a small amount of additional subsidy may be needed for feasibility at the application stage. Staff recommends that it would be helpful for the Board to allocate discretion to the Executive Director to allocate funding to backfill small gaps in the financing during the application stage. Since there is very little time to respond (frequently five days or less), the Executive Director may need to act quickly to support an application under consideration. With the intense competition for affordable housing dollars in the State of California, this flexible source may be critical to obtaining funding and avoiding up to a year's delay for a chance to re-apply.

### **DISCUSSION**

Staff suggests the following backfill policy guidelines:

- 1) The backfill policy is only to be used during the application stage, where time is of the essence.
- 2) The amount of the backfill shall be no more than the total cash developer fee anticipated for the project.
- 3) The Board authorizes the Executive Director to use this authority, in her sole discretion, including written commitments of funding.
- 4) If adopted, the backfill policy shall be retroactive to applications submitted after June 1, 2022.
- 5) Staff must bring any uses of the backfill policy for ratification to the next Board meeting.



By limiting the amount of the backfill to the cash developer fee, there is an understanding that the project can repay the additional funding through developer fee proceeds. A typical cash developer fee is approximately \$2,000,000. The request for a June 1, 2022 effective date for the backfill policy will allow the four projects currently in review to benefit from the policy if needed.

**FISCAL IMPACT**

This policy contemplates the use of additional reserve funds and repayment from developer fee proceeds which will need to be reconciled with current and future commitments of funds, as needed.

**CEQA**

Not applicable

**RECOMMENDATION**

Adopt a Backfill Policy for Development Project Applications.

**ATTACHMENTS**

None

Respectfully submitted,



Sylvia Martinez, Director of Housing Development



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---

To: Honorable Chair and Members of the Board of Commissioners

From: Joseph Nagel, Construction Project Manager

Date: September 29, 2022

Re: Accept Quarterly Report on Construction in Progress.

---

## **BACKGROUND**

There were a number of costs and planned portfolio projects described in the Reserve Policy and other approvals from the May 2022 Board of Commissioner meeting. Because of the large number of items currently underway, staff will provide a periodic update on Construction In Progress (CIP) activities.

## **DISCUSSION**

### **1. Independence Plaza-**

The Board approved up to \$1,850,000 in funds to complete the Independence Plaza balcony and guardrail repairs are awaiting final approval of the permits from the building department. Permit applications were submitted electronically to the building department on June 16, 2022 for all five (5) buildings (703, 705, 707, 709, 711) and three (3) have been approved.

Alameda Affordable Housing Corporation (AAHC) was notified that one of the buildings, building 707, is located within the FEMA Special Flood Hazard Area (SFHA). Due to this building being located within the FEMA SFHA there would be additional documents required (detailed construction cost estimates, and an appraisal of the existing structure). This information has been submitted. The building department has also requested additional information and detailed plans for this repair. AAHC has contracted with Peoples Associates Structural Engineers, the same firm that provided the structural peer review, to provide any needed additional documentation required by the city building department and assist in expediting the permit process.

### **2. 701 Office/Maintenance Garage Conversion**

- a. Architect RFQ-The RFQ for a design architect has been drafted and is being reviewed for final approval. Once this RFQ has been reviewed and approved,



it will be issued for responses. We anticipate this RFQ will be issued in September 2022.

- b. GC RFP- The RFP for a General Contractor is being drafted. We expect that this RFP will be issued by November 1, 2022.

**3. Tilden Commons – Security & Readiness for AHA Maintenance**

At the recently acquired AUSD property at 2615 Eagle Ave., smoke detectors, security alarms and cameras have been installed to properly secure the property. The existing access driveway on the west side of the property has been replaced. The existing driveway presented a tripping/safety hazard due to tree roots breaking and lifting the concrete. The AHA maintenance staff is scheduled to move into this property by August 15, 2022. The Tilden Demo RFP is expected to be issued by October 1, 2022.

**4. Physical Needs Assessments**

AAHC has contracted with the consulting firm PPA (Physical Property Analysis LLC) to conduct PNA's (Physical Needs Assessments) on the portfolio of properties. As of August 10, 2022, assessments at 20 of the 23 properties have been completed. The final (3) assessments are scheduled for August 24<sup>th</sup> and 25<sup>th</sup>.

**FISCAL IMPACT**

The Board has approved these costs from the Construction in Progress section of the 2022 Reserves Policy (May 2022 BOC).

**CEQA**

None.

**RECOMMENDATION**

Accept Quarterly Report on Construction in Progress.

**ATTACHMENTS**

None

Respectfully submitted,



Joseph Nagel, Construction Project Manager



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City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: September 29, 2022

Re: Approve and authorize the Executive Director or Designee to take all necessary actions to recast the existing North Housing predevelopment loan and other loan commitments between the Housing Authority and Island City Development as a grant from the Housing Authority to Alameda Affordable Housing Corporation for business needs.

**BACKGROUND**

The North Housing project has an existing predevelopment loan of \$6,238,000 from the Housing Authority to Island City Development for the acquisition of the land, demolition of the existing buildings, holding costs, master planning, and predevelopment expenses for Block A, the first phase of North Housing project, which includes the 90 permanent supportive housing units.

The chart below are expenses through August 31, 2022:

<u>North Housing</u>	<u>Total</u>
12 Acre Site Pre-Development (includes master planning and demolition)	\$4,156,327
First Phase Pre-Development (Block A, includes all three projects)	\$1,034,230
Carrying Costs (includes perimeter fencing, security, insurance, and ongoing landscape maintenance)	\$499,923
Total Spent	\$5,690,480
Funds Remaining	\$547,520

Per the approved October 2021 and May 2022 Reserve Policy:

- \$1,262,000 was approved for predevelopment; together with the existing \$6,238,000 predevelopment loan, the total predevelopment funds approved by the Board is \$7,500,000.
- \$3,000,000 was approved for North Housing PSH I



3. \$2,438,000 was approved for North Housing Senior Apartments

In 2021, Alameda Affordable Housing Corporation, a nonprofit affiliate of the Housing Authority, created the Alameda Affordable Housing Trust Fund and allocated \$5 million to each of the two permanent supportive housing projects.

1. \$5,000,000 (\$3,750,000 in local match funds and \$1,250,000 in State Local Housing Trust funds) for North Housing PSH I
2. \$5,000,000 (\$3,750,000 in local match funds and \$1,250,000 in State Local Housing Trust funds) for North Housing PSH II

## **DISCUSSION**

### **Alameda Affordable Housing Trust Fund - Local Match Funds**

As required by the Local Housing Trust Fund (LHTF) Program, the Housing Authority is required to fund \$7,500,000 of local match grant funds to a restricted account for Alameda Affordable Housing Trust Fund.

To meet this obligation, staff requests that the Housing Authority Board of Commissioners to approve and authorize the existing North Housing predevelopment loan between the Housing Authority and Island City Development to be recast as a grant from the Housing Authority to Alameda Affordable Housing Corporation for business needs. All of the funds contemplated in this action have been allocated previously through Board actions and the Reserve Policy.

The following actions are expected to occur simultaneously:

1. Island City Development to approve and repay the existing predevelopment loan in the amount of \$6,238,000 to the Housing Authority.
2. The Housing Authority to accept the predevelopment loan repayment in the amount of \$6,238,000 from Island City Development.
3. The Housing Authority to recast the predevelopment funds in the amount of \$7,500,000 to Alameda Affordable Housing Corporation as local match grant funds for the Alameda Affordable Housing Trust Fund.
4. Alameda Affordable Housing Corporation to accept the local match grant funds in the amount of \$7,500,000 from the Housing Authority for the Alameda Affordable Housing Trust Fund.
5. Alameda Affordable Housing Corporation to make a predevelopment loan in the amount of \$7,500,000 to Island City Development.
6. Island City Development to accept the predevelopment loan in the amount of \$7,500,000 from Alameda Affordable Housing Corporation/Alameda Affordable Housing Trust Fund.

Please refer to the attached chart summarizing the steps to be taken concurrently. (Attachment 1).

This staff report has been reviewed by Carle, Mackie, Power & Ross LLP and Novogradac & Company LLP, our legal counsel and auditor for the North Housing projects.

Moreover, the Housing Development Department is working with the Finance Department to create a master plan cost center to track and account for each separate development phases at North Housing. This information will be brought back to the Board before the end of 2022.

### **FISCAL IMPACT**

The financial impact on the Housing Authority and its affiliates is expected to be cash neutral as no new money is involved. The actions discussed in this memo are to implement previously approved financing commitments and reserve policies. The existing predevelopment loan between the Housing Authority and Island City Development will be cancelled. The predevelopment loan funds will be recast as local match grant funds from the Housing Authority to Alameda Affordable Housing Corporation for the Alameda Affordable Housing Trust Fund. Ultimately, Island City Development will have a predevelopment loan and permanent loan from Alameda Affordable Housing Corporation via the Alameda Affordable Housing Trust Fund for the same amount as previously approved by the Housing Authority Board of Commissioners in July 2021.

### **CEQA**

Not Applicable

### **RECOMMENDATION**

Approve and authorize the Executive Director or Designee to take all necessary actions to recast the existing North Housing predevelopment loan and other loan commitments between the Housing Authority and Island City Development as a grant from the Housing Authority to Alameda Affordable Housing Corporation for business needs.

### **ATTACHMENTS**

1. Attachment 1 Concurrent Steps Summary Chart

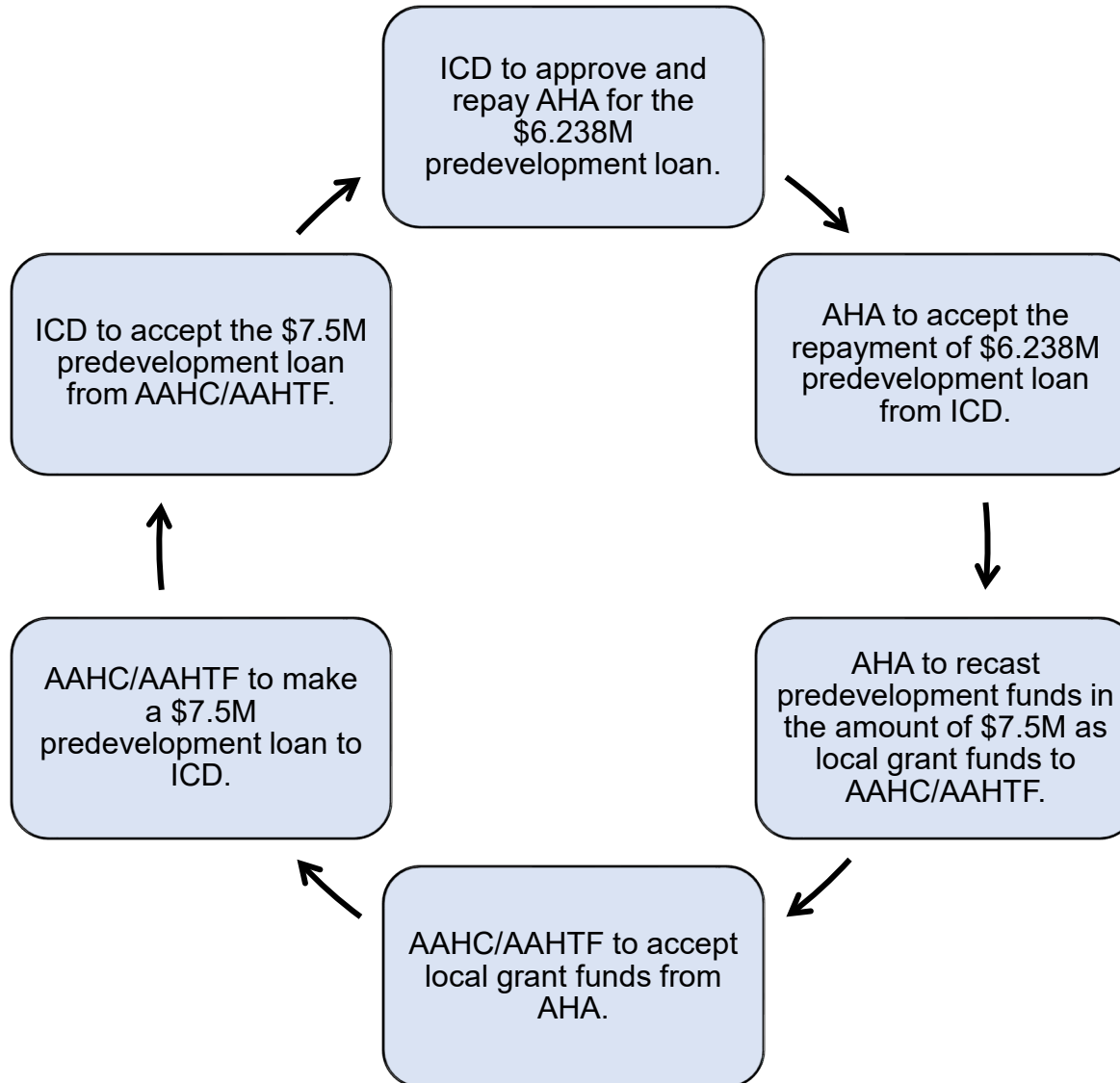
Respectfully submitted,



Tony Weng, Senior Project Manager



Attachment 1: Chart summarizing concurrent actions to recast the predevelopment loan funds as grant funds for the North Housing project.





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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Date: September 29, 2022

Re: Elect a Chair and Vice Chair of the Board of Commissioners.

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**BACKGROUND**

Section 4 of the Rules and Procedures of the Housing Authority states: “The Chair and Vice Chair shall be elected by the Board of Commissioners from its membership at the first meeting after July 1st of each year when the Commission is fully constituted.”

**DISCUSSION**

Nominations for Board Chair and Board Vice Chair were solicited in June 2022 and an Ad-Hoc Committee was created. Staff received recommendations for the following positions for FY 2022 – 2023:

- Chair: Carly Grob
- Vice Chair: Kenji Tamaoki

Considering Commissioner Grob's leave status, the Ad-Hoc Committee proposes that Commissioner Tamaoki serve as the Acting Chair until Commissioner Grob's return and that the final election of new officers take place during the regular meeting of the Board of Commissioners in October 2022.

The nomination and election process must be open according to provisions of the Brown Act; secret ballot voting is not permitted.

**FISCAL IMPACT**

N/A

**CEQA**

N/A



**RECOMMENDATION**

Elect a Chair and Vice Chair of the Board of Commissioners.

**ATTACHMENTS**

None

Respectfully submitted,

A handwritten signature in blue ink that reads "Vanessa Cooper".

Vanessa Cooper, Executive Director

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: September 29, 2022

Re: Adopt the Resolution to Revise the Employer's Contributions for Eligible Employees' Health and Dental/Vision Care, to Provide a Cost of Living Wage Increase for All Eligible Regular and Contract Resident Employees, Adopt the Corresponding Pay Schedule and Salary Schedule, and to Adopt the Revised Schedule of Authorized Positions.

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## **BACKGROUND**

The last cost of living salary increase for line staff and managers was 3.2% effective August 29, 2021.

At the August 17, 2016 Board of Commissioners meeting, the Board approved a resolution to adopt a flat rate employer contribution to health insurance premiums for calendar year 2017 to align with the Kaiser health plan rate, which the Housing Authority (AHA) has used as the benchmark plan. The flat rate was set at the employee+2 or more premium level, and included both the minimum Public Employees' Medical and Hospital Care Act (PEMHCA) contribution and an additional contribution to the agency Section 125 (Cafeteria) plan for active employees. The Board also approved a flat rate contribution set at the employee+2 or more dental insurance premium that can be used towards dental and vision insurance. The Board has approved this approach to setting the employer contribution since that time.

## **DISCUSSION**

### **Cost of Living Adjustment (COLA)**

The Bay Area consumer price index (CPI) for all consumers increased 6.8% for the period from June 2021 to June 2022 (the same month-to-month period used when determining prior years' increases), an increase from the 3.2% increase that occurred last year at this time. The increase in the 2022 CPI was due primarily to higher prices for gasoline and food. AHA management generally believes we should provide a salary adjustment to allow our existing employees' compensation to keep up with the increase



in the cost of goods and services, as well as to help ensure salaries stay competitive for recruiting purposes. A 4.2% increase was budgeted for in the current FY budget that was approved in May 2022, and funds are therefore available to provide for up to a 4.2% COLA should the Board wish to provide this to staff.

In 2015 and 2016, when the CPI increases were 2.3% and 2.7% respectively, the Board elected to round the CPI up and provided a 3% COLA each year, and in 2017, the Board elected to round the CPI up from the 3.5% CPI and provided a 4% COLA. In 2018, the Board provided a 3.9% increase, which was at the level of the CPI increase, and took the same approach in 2019, granting a 3.2% COLA. In 2020, the Board provided a 3% increase, which was at the level that was budgeted for and above the actual CPI increase of 1.6%. In 2021, the Board elected to provide a 3.2% COLA, which was above the 3% budgeted but at the level of the CPI.

This year, management is bringing just one option to the Board for consideration: a 4.2% COLA (as budgeted).

If a COLA is granted by the Board of Commissioners, AHA management proposes that it be effective retroactive to August 28, 2022, the start of the next pay period following the scheduled date of the August Board meeting. This is the approach that has been used starting in 2020 to streamline administrative processing of the COLA.

All regular (either full or part-time) employees and contract resident manager employees would be eligible for the COLA. Temporary and non-resident contract employees are not eligible for a COLA. Y-Rated employees are also not eligible for a COLA increase; no current AHA employees are Y-Rated, however.

Exhibits #1 and #2 include wage figures with a 4.2% COLA applied. Exhibit #1 is the overall Salary Schedule which shows all wage ranges in the salary structure; note that many of the ranges do not have any positions assigned to them. Exhibit #2 is AHA's proposed Pay Schedule that shows the wage ranges assigned to all positions (titles) in the Schedule of Authorized Positions. The Salary Schedule has five additional ranges included for FY 2022-2023; this is due to salary compression at the top end of the Schedule. As discussed in the May budget memo, AHA is currently finalizing a compensation study of AHA positions, which it expects to bring to the Board in Fall 2022. It is anticipated that adjustments may be indicated that would move beyond the current 60 ranges, so the new Salary Schedule incorporates 65 ranges.

The Executive Director salary is not assigned a range, as other regular positions are. This salary is shown on the Pay Schedules at two levels only: the current salary with the corresponding COLA applied (in Step 1 column), and a 5% salary increase to those levels should the Board elect to grant a salary increase at the time of the Executive Director's next annual review (in Step 2 column).

## **Schedule of Authorized Positions and Pay Schedule**

Additionally, revisions are being proposed to the Schedule of Authorized Positions for the current fiscal year. There has been some staff turnover since the Schedule was approved: two Housing Specialist II's in the Housing Programs Department resigned and one Maintenance Technician retired. AHA does not intend to fill the Maintenance Technician position.

Management is proposing eliminating the two vacant Housing Specialist I/II positions in the Housing Programs Department, and is requesting authorization to add one Housing Specialist III position to the department. One Housing Specialist III was added to the Schedule of Authorized positions at the time of FY 2022-2023 budget approval to provide additional capacity for general higher-level duties in the department as well as to support activities related to MTW, such as Family Self Sufficiency (FSS). The additional FTE being requested would expand this capacity as well as provide additional support to leasing activities, which are anticipated to increase with the implementation of MTW. Housing Specialist I/II capacity may be reduced due to the adoption of a less frequent recertification schedule, among other administrative changes that AHA has access to as a MTW agency.

AHA management is proposing the addition of a Director of Asset Management, and has added this to the revised Schedule of Authorized Positions and Pay Schedule. Asset management is a distinct skill set, separate from development and property operations, and this position would provide additional management and oversight of asset management specific functions, along with leading the long term vision of AHA's real estate. Specific responsibilities would include addressing the increased portfolio size as a result of new acquisitions along with the aging housing stock, increased regulations and reporting requirements, the need to rehab and refinance almost all properties, except the new buildings, in the next 5-10 years, and addressing the increasing interest rate and inflationary environment which is challenging for property performance. Additionally, the current Asset Manager has resigned, and Management is requesting authority to hire this position at either the current level or an Assistant Asset Manager level to provide flexibility in the hiring process.

The Schedule of Authorized Positions additionally contains a footnote that Management Analyst positions may be hired at the Senior level. Management is requesting the authority to be able to do this when job duties may be assigned that would be consistent with the higher level classification, and dependent on candidate qualifications. Recruiting for public sector exempt positions has become increasingly competitive, and while AHA provides a reasonable compensation package, this option will provide flexibility to AHA when attempting to attract strong candidates for more technical roles.

The revised Schedule of Authorized Positions also shows the elimination of the six Rent Program positions by September 30, 2022, when the contract with the City of Alameda will end.

The Pay Schedule additionally shows two wage levels for Resident Manager and Resident Manager II positions. These positions are routinely paid at the first wage level. The second level has been added at this time to allow for temporary increases to wage levels when staff are taking on temporary duties at properties not managed by AHA that are expected to last a minimum of two weeks. This would provide additional support for functions such as lease-up activities, that have timelines that often require additional support to meet. In addition, as AHA transfers to a new property management company extra cover may be needed. Once those activities are completed, the wage would be reset at the first level. Authorization would be needed in writing from the Executive Director or Director of HR for such temporary pay.

Finally, while not a change to the Schedule of Authorized Positions, Management is providing an update on the hiring of a Deputy Executive Director. The position is fully budgeted for from January 1, 2023. Recruitment is in process for an Assistant Director of Housing Programs, and it is anticipated that recruitment for the Deputy Executive Director will begin as the Assistant Director recruitment begins to conclude. Over the past 12 months, two directors and four other management level staff have taken approved leaves of absences, and absences in general are higher than normal due primarily to COVID-related issues. In most cases, existing staff have stepped in to handle critical issues as these positions are not ones that can easily be outsourced or filled with temporary staff. Managing the agency during this period has highlighted the need for additional senior level management resources to cover for such absences. When recruiting begins, Management plans to advertise and hire this position on an employment contract basis, similar to the Executive Director. This is a common practice for this level of positions in public agencies.

### **Benefits Contributions**

In 2016, the Board adopted a number of changes to the AHA benefits plan to ensure compliance with the Public Employees' Medical and Hospital Care Act (PEMHCA) as well as with other new regulations under the Affordable Care Act and various IRS guidelines regulating the use of Cafeteria (Section 125) Plans. The primary change was to adopt a flat-rate approach to the employer contribution for active, regular employees, as opposed to a contribution based on the level of dependent enrollment. This memo assumes that the Board will wish to continue with this approach.

When the budget for the current fiscal year was presented to and adopted by the Board, the amounts budgeted for health and dental benefits allowed for the flat rate Employee+2 or more level of coverage with a 10% increase in the employer contribution (over the 2022 Kaiser premium, which has been used as the benchmark plan) for all regular employees for health insurance, and a 5% increase in the employer contribution (over the 2022 dental premium) for dental insurance. PERS has announced the health insurance premiums for 2023, and the Kaiser Employee+2 or more premium increased by 6.61%, which was not as high as was budgeted for. The budgeted amount is therefore more than adequate to provide up to the Employee+ 2 or more premium of \$2,375.72 per month beginning in January 2023. This employer contribution level

provides employees who wish to cover two or more dependents both HMO options and a PPO option that can be elected with no out-of-pocket cost for premiums; if other plans are elected, some out-of-pocket cost may be required depending on the number of dependents enrolled. It is noted that the average overall premium increase across all plans was 6.75%, with some plans seeing a reduction in premiums while others increased 10% or more.

Management is recommending authorization for an employer contribution equivalent to up to a 7% increase in dental premiums (the same % increase approved in August 2016, 2017, 2018, 2019, 2020, and 2021). In 2022, AHA's dental rates did not increase. While a 5% increase to employer contribution was budgeted for 2023, allowing for a slightly higher increase in premiums will afford the Agency some flexibility should rates come in slightly above the projected 5% increase, without requiring employees to make small monthly contributions. The difference in premium between a 5% and a 7% increase is approximately \$60.00 per employee per year, or less than \$3300.00 in total costs per year. This increase can also be accommodated within the approved budget as described below. Additionally, as in past years, if actual 2023 premiums are less than the approved amount, the employer contribution is set at a maximum of the actual 2023 Employee+2 or more dependent rate.

The accompanying resolution outlines the 2023 PEMHCA minimum contribution AHA is required to contribute towards health costs for employees and annuitants, plus proposed employer Cafeteria Plan contributions and cash back alternative payments for 2023. No change in the cash back alternative health coverage payment of \$230.00/month is proposed for the 2023 calendar year.

## **FISCAL IMPACT**

### **Cost of Living Adjustment (COLA)**

An overall cost of living (COLA) salary increase for all eligible staff and managers of 4.2% would cost approximately \$291,800 in salary costs for the fiscal year, plus an additional approximately \$29,180 in CalPERS employer retirement contributions, for a total cost of \$320,980. This amount was included in the FY 2022/2023 budget approved in May. It is noted that \$100,000 was also included in the 2022-2023 budget to provide for salary adjustments that may be indicated by the compensation study.

### **Benefits Contributions**

In the current budget, the flat rate approach was included for all employees (with the exception of Resident Manager contract employees who receive an employee-level contribution only per their service contracts) for both health and dental insurance. Additionally, an increase of 10% over the prior year premium was incorporated for health insurance, and a 5% increase was incorporated for dental insurance. Health insurance rates have been received from CalPERS and, due to the moderate increases in Kaiser premiums, are less than the budgeted amount so a reduction in actual vs.



budgeted expenditures for health insurance is anticipated.

Last year, the Employer contribution to dental and/or vision insurance was set at a maximum of a 7% increase, yet rates did not increase so the full approved Employer contribution amount was not utilized. While a 5% overall increase was budgeted for in the current FY budget, allowing for an increase of up to 7% to the premium/employer contribution is able to be accommodated in the budget as not all employees elect the employee+2 dependent level or elect vision insurance (which can also be paid for with any unused dental contribution), and there will be savings in the benefits budget due to the lower than anticipated cost of health insurance. Please note that the actual dental insurance rates for 2023 will not be available until October or November, but management is requesting approval for the contribution to the Cafeteria Plan now for ease of administration. When rates are received, the actual contribution will be set at the 2023 dental premium as long as that level does not exceed 107% of the 2022 rate. AHA has traditionally paid the full cost of dental care, up to the full employee+2 or more level premium, and this is consistent with that approach.

### **Schedule of Authorized Positions**

The elimination of two Housing Specialist I/II positions and one Maintenance Technician position will result in adequate savings to hire one additional Housing Specialist III and a Director of Asset Management, especially since these positions will not be in place for the full fiscal year. The positions, if approved, will be budgeted for in upcoming cycles.

### **CEQA**

Not applicable to this item.

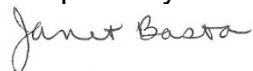
### **RECOMMENDATION**

Adopt the Resolution to Revise the Employer's Contributions for Eligible Employees' Health and Dental/Vision Care, to Provide a Cost of Living Wage Increase for All Eligible Regular and Contract Resident Employees, Adopt the Corresponding Pay Schedule and Salary Schedule, and to Adopt the Revised Schedule of Authorized Positions.

### **ATTACHMENTS**

1. Exhibit 1 Salary Schedule FY 2023 4.2% COLA
2. Exhibit 2 Pay Schedule 2022-2023 Eff 8.28.2022
3. Exhibit 3 Schedule of Authorized Positions FY 2022-2023 Rev 2022.9
4. Exhibit 4 Reso-Amend Wage Health Increase

Respectfully submitted,



Janet Basta, Director of Human Resources and Operations



Housing Authority of the City of Alameda  
Salary Schedule  
FY 2022-2023

SALARY SCHEDULE WITH 4.2% COST OF LIVING ADJUSTMENT - FISCAL YEAR 2023

Exhibit 1

FY 2023 Salary Range	4.20000% 104.2%					Biweekly Salary Range										Hourly Salary Range (40)					Hourly Salary Range (37.5)									
	Monthly Salary Range					Step 1					Step 2					Step 3					Step 4					Step 5				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5					
1	4,115	4,322	4,538	4,764	5,002	1,899	1,995	2,094	2,199	2,309	23.74	24.93	26.18	27.49	28.86	25.32	26.59	27.92	29.32	30.78	25.32	26.59	27.92	29.32	30.78					
2	4,216	4,427	4,648	4,880	5,125	1,946	2,043	2,145	2,252	2,365	24.33	25.54	26.82	28.16	29.57	25.95	27.24	28.60	30.03	31.54	25.95	27.24	28.60	30.03	31.54					
3	4,322	4,538	4,764	5,002	5,253	1,995	2,094	2,199	2,309	2,424	24.93	26.18	27.49	28.86	30.31	26.59	27.92	29.32	30.78	32.33	26.59	27.92	29.32	30.78	32.33					
4	4,427	4,648	4,880	5,125	5,381	2,043	2,145	2,252	2,365	2,484	25.54	26.82	28.16	29.57	31.04	27.24	28.60	30.03	31.54	33.11	27.24	28.60	30.03	31.54	33.11					
5	4,538	4,764	5,002	5,253	5,515	2,094	2,199	2,309	2,424	2,545	26.18	27.49	28.86	30.31	31.82	27.92	29.32	30.78	32.33	33.94	27.92	29.32	30.78	32.33	33.94					
6	4,648	4,880	5,125	5,381	5,650	2,145	2,252	2,365	2,484	2,608	26.82	28.16	29.57	31.04	32.59	28.60	30.03	31.54	33.11	34.77	28.60	30.03	31.54	33.11	34.77					
7	4,764	5,002	5,253	5,515	5,791	2,199	2,309	2,424	2,545	2,673	27.49	28.86	30.31	31.82	33.41	29.32	30.78	32.33	33.94	35.64	29.32	30.78	32.33	33.94	35.64					
8	4,880	5,125	5,381	5,650	5,932	2,252	2,365	2,484	2,608	2,738	28.16	29.57	31.04	32.59	34.22	30.03	31.54	33.11	34.77	36.50	30.03	31.54	33.11	34.77	36.50					
9	5,002	5,253	5,515	5,791	6,080	2,309	2,424	2,545	2,673	2,806	28.86	30.31	31.82	33.41	35.08	30.78	32.33	33.94	35.64	37.42	30.78	32.33	33.94	35.64	37.42					
10	5,125	5,381	5,650	5,932	6,229	2,365	2,484	2,608	2,738	2,875	29.57	31.04	32.59	34.22	35.93	31.54	33.11	34.77	36.50	38.33	31.54	33.11	34.77	36.50	38.33					
11	5,253	5,515	5,791	6,080	6,384	2,424	2,545	2,673	2,806	2,946	30.31	31.82	33.41	35.08	36.83	32.33	33.94	35.64	37.42	39.29	32.33	33.94	35.64	37.42	39.29					
12	5,381	5,650	5,932	6,229	6,540	2,484	2,608	2,738	2,875	3,019	31.04	32.59	34.22	35.93	37.73	33.11	34.77	36.50	38.33	40.25	33.11	34.77	36.50	38.33	40.25					
13	5,515	5,791	6,080	6,384	6,704	2,545	2,673	2,806	2,946	3,094	31.82	33.41	35.08	36.83	38.68	33.94	35.64	37.42	39.29	41.25	33.94	35.64	37.42	39.29	41.25					
14	5,650	5,932	6,229	6,540	6,867	2,608	2,738	2,875	3,019	3,169	32.59	34.22	35.93	37.73	39.62	34.77	36.50	38.33	40.25	42.26	34.77	36.50	38.33	40.25	42.26					
15	5,791	6,080	6,384	6,704	7,038	2,673	2,806	2,946	3,094	3,249	33.41	35.08	36.83	38.68	40.61	35.64	37.42	39.29	41.25	43.31	35.64	37.42	39.29	41.25	43.31					
16	5,932	6,229	6,540	6,867	7,210	2,738	2,875	3,019	3,169	3,328	34.22	35.93	37.73	39.62	41.60	36.50	38.33	40.25	42.26	44.37	36.50	38.33	40.25	42.26	44.37					
17	6,080	6,384	6,704	7,038	7,391	2,806	2,946	3,094	3,249	3,411	35.08	36.83	38.68	40.61	42.64	37.42	39.29	41.25	43.31	45.48	37.42	39.29	41.25	43.31	45.48					
18	6,229	6,540	6,867	7,210	7,572	2,875	3,019	3,169	3,328	3,495	35.93	37.73	39.62	41.60	43.68	38.33	40.25	42.26	44.37	46.59	38.33	40.25	42.26	44.37	46.59					
19	6,384	6,704	7,038	7,391	7,761	2,946	3,094	3,249	3,411	3,582	36.83	38.68	40.61	42.64	44.77	39.29	41.25	43.31	45.48	47.76	39.29	41.25	43.31	45.48	47.76					
20	6,540	6,867	7,210	7,572	7,950	3,019	3,169	3,328	3,495	3,669	37.73	39.62	41.60	43.68	45.86	40.25	42.26	44.37	46.59	48.92	40.25	42.26	44.37	46.59	48.92					
21	6,704	7,038	7,391	7,761	8,148	3,094	3,249	3,411	3,582	3,761	38.68	40.61	42.64	44.77	47.01	41.25	43.31	45.48	47.76	50.14	41.25	43.31	45.48	47.76	50.14					
22	6,867	7,210	7,572	7,950	8,348	3,169	3,328	3,495	3,669	3,853	39.62	41.60	43.68	45.86	48.16	42.26	44.37	46.59	48.92	51.37	42.26	44.37	46.59	48.92	51.37					
23	7,038	7,391	7,761	8,148	8,556	3,249	3,411	3,582	3,761	3,949	40.61	42.64	44.77	47.01	49.36	43.31	45.48	47.76	50.14	52.65	43.31	45.48	47.76	50.14	52.65					
24	7,210	7,572	7,950	8,348	8,765	3,328	3,495	3,669	3,853	4,045	41.60	43.68	45.86	48.16	50.57	44.37	46.59	48.92	51.37	53.94	44.37	46.59	48.92	51.37	53.94					
25	7,391	7,761	8,148	8,556	8,983	3,411	3,582	3,761	3,949	4,146	42.64	44.77	47.01	49.36	51.83	45.48	47.76	50.14	52.65	55.28	45.48	47.76	50.14	52.65	55.28					
26	7,572	7,950	8,348	8,765	9,203	3,495	3,669	3,853	4,045	4,248	43.68	45.86	48.16	50.57	53.10	46.59	48.92	51.37	53.94	56.64	46.59	48.92	51.37	53.94	56.64					
27	7,761	8,148	8,556	8,983	9,433	3,582	3,761	3,949	4,146	4,354	44.77	47.01	49.36	51.83	54.42	47.76	50.14	52.65	55.28	58.05	47.76	50.14	52.65	55.28	58.05					
28	7,950	8,348	8,765	9,203	9,662	3,669	3,853	4,045	4,248	4,459	45.86	48.16	50.57	53.10	55.74	48.92	51.37	53.94	56.64	59.46	48.92	51.37	53.94	56.64	59.46					
29	8,148	8,556	8,983	9,433	9,904	3,761	3,949	4,146	4,354	4,571	47.01	49.36	51.83	54.42	57.14	50.14	52.65	55.28	58.05	60.95	50.14	52.65	55.28	58.05	60.95					
30	8,348	8,765	9,203	9,662	10,145	3,853	4,045	4,248	4,459	4,682	48.16	50.57	53.10	55.74	58.53	51.37	53.94	56.64	59.46	62.43	51.37	53.94	56.64	59.46	62.43					
31	8,556	8,983	9,433	9,904	10,399	3,949	4,146	4,354	4,571	4,800	49.36	51.83	54.42	57.14	60.00	52.65	55.28	58.05	60.95	63.99	52.65	55.28	58.05	60.95	63.99					
32	8,765	9,203	9,662	10,145	10,653	4,045	4,248	4,459	4,682	4,917	50.57	53.10	55.74	58.53	61.46	53.94	56.64	59.46	62.43	65.56	53.94	56.64	59.46	62.43	65.56					
33	8,983	9,433	9,904	10,399	10,920	4,146	4,354	4,571	4,800	5,040	51.83	54.42	57.14	60.00	63.00	55.28	58.05	60.95	63.99	67.20	55.28	58.05	60.95	63.99	67.20					
34	9,203	9,662	10,145	10,653	11,186	4,248	4,459	4,682	4,917	5,163	53.10	55.74	58.53	61.46	64.53	56.64	59.46	62.43	65.56	68.84	56.64	59.46	62.43	65.56	68.84					
35	9,433	9,904	10,399	10,920	11,465	4,354	4,571	4,800	5,040	5,292	54.42	57.14	60.00	63.00	66.15	58.05	60.95	63.99	67.20	70.56	58.05	60.95	63.99	67.20	70.56					
36	9,662	10,145	10,653	11,186	11,745	4,459	4,682	4,917	5,163	5,421	55.74	58.53	61.46	64.53	67.76	59.46	62.43	65.56	68.84	72.28	59.46	62.43	65.56	68.84	72.28					
37	9,904	10,399	10,920	11,465	12,039	4,571	4,800	5,040	5,292	5,556	57.14	60.00	63.00	66.15	69.46	60.95	63.99	67.20	70.56	74.09	60.95	63.99	67.20	70.56	74.09					
38	10,145	10,653	11,186	11,745	12,332	4,682	4,917	5,163	5,421	5,692	58.53	61.46	64.53	67.76	71.15	62.43	65.56	68.84	72.28	75.89	62.43	65.56	68.84	72.28	75.89					
39	10,399	10,920	11,465	12,039	12,641	4,800	5,040	5,292	5,556	5,834	60.00	63.00	66.15	69.46	72.93	63.99	67.20	70.56	74.09	77.97	63.99	67.20	70.56	74.09	77.97					
40	10,653	11,186	11,745	12,332	12,949	4,917	5,163	5,421	5,692	5,976	61.46	64.53	67.76	71.15	74.70	65.56	68.84	72.28	75.89	79.68	65.56	68.84	72.28	75.89	79.68					
41	10,920	11,465	12,039	12,641	13,273	5,040	5,292	5,556	5,834	6,126	63.00	66.15	69.46	72.93	76.57	67.20	70.56	74.09	77.97	81.68	67.20	70.56	74.09	77.97	81.68					
42	11,186	11,745	12,332	12,949	13,596	5,163	5,421	5,692	5,976	6,275	64.53	67.76	71.15	74.70	78.44	68.84	72.28	75.89	79.68	83.67	68.84	72.28	75.89	79.68	83.67					
43	11,465	12,039	12,641	13,273	13,937	5,292	5,556	5,834	6,126	6,432	66.15	69.46	72.93	76.57	80.40	70.56	74.09	77.97	81.68	85.76	70.56	74.09	77.97	81.68	85.76					
44	11,745	12,332	12,949	13,596	14,277	5,421	5,692	5,976	6,275	6,589	67.76	71.15	74.70	78.44	82.37	72.28	75.89	79.68	83.67	87.86	72.28	75.89	79.68	83.67	87.86					
45	12,039	12,641	13,273	13,937	14,633	5,556	5,834	6,126	6,432	6,754	69.46	72.93	76.57	80.40	84.42	74.09	77.97	81												

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA  
PAY SCHEDULE FY 2022-2023 eff. 8/28/2022 (with 4.2% COLA)**

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Housing Assistant	10	8/28/2022	\$ 5,125	\$ 5,381	\$ 5,650	\$ 5,932	\$ 6,229
Program Assistant	14	8/28/2022	\$ 5,650	\$ 5,932	\$ 6,229	\$ 6,540	\$ 6,867
Maintenance Technician I****	16	8/28/2022	\$ 5,932	\$ 6,229	\$ 6,540	\$ 6,867	\$ 7,210
Housing Specialist I	18	8/28/2022	\$ 6,229	\$ 6,540	\$ 6,867	\$ 7,210	\$ 7,572
Accounting Specialist I	18	8/28/2022	\$ 6,229	\$ 6,540	\$ 6,867	\$ 7,210	\$ 7,572
Housing Specialist II	22	8/28/2022	\$ 6,867	\$ 7,210	\$ 7,572	\$ 7,950	\$ 8,348
Accounting Specialist II	22	8/29/2022	\$ 6,867	\$ 7,210	\$ 7,572	\$ 7,950	\$ 8,348
Rent Program Specialist (aka Rent Stabilization)	22	8/28/2022	\$ 6,867	\$ 7,210	\$ 7,572	\$ 7,950	\$ 8,348
Maintenance Technician II****	22	8/28/2022	\$ 6,867	\$ 7,210	\$ 7,572	\$ 7,950	\$ 8,348
Executive Assistant	25	8/28/2022	\$ 7,391	\$ 7,761	\$ 8,148	\$ 8,556	\$ 8,983
Housing Specialist III	26	8/28/2022	\$ 7,572	\$ 7,950	\$ 8,348	\$ 8,765	\$ 9,203
Accounting Officer	28	8/28/2022	\$ 7,950	\$ 8,348	\$ 8,765	\$ 9,203	\$ 9,662
Assistant Project Manager	30	8/28/2022	\$ 8,348	\$ 8,765	\$ 9,203	\$ 9,662	\$ 10,145
Assistant Asset Manager	30	8/28/2022	\$ 8,348	\$ 8,765	\$ 9,203	\$ 9,662	\$ 10,145
Property Management Supervisor	33	8/28/2022	\$ 8,983	\$ 9,433	\$ 9,904	\$ 10,399	\$ 10,920
Housing Programs Supervisor	33	8/28/2022	\$ 8,983	\$ 9,433	\$ 9,904	\$ 10,399	\$ 10,920
Management Analyst	33	8/28/2022	\$ 8,983	\$ 9,433	\$ 9,904	\$ 10,399	\$ 10,920
Project Manager	35	8/28/2022	\$ 9,433	\$ 9,904	\$ 10,399	\$ 10,920	\$ 11,465
Construction Project Manager	35	8/28/2022	\$ 9,433	\$ 9,904	\$ 10,399	\$ 10,920	\$ 11,465
Asset Manager	35	8/28/2022	\$ 9,433	\$ 9,904	\$ 10,399	\$ 10,920	\$ 11,465
Administrative Manager	42	8/28/2022	\$ 11,186	\$ 11,745	\$ 12,332	\$ 12,949	\$ 13,596
Assistant Director of Housing Programs	42	8/28/2022	\$ 11,186	\$ 11,745	\$ 12,332	\$ 12,949	\$ 13,596
Assistant Director of Finance/Controller	42	8/28/2022	\$ 11,186	\$ 11,745	\$ 12,332	\$ 12,949	\$ 13,596
Community Relations Manager	42	8/28/2022	\$ 11,186	\$ 11,745	\$ 12,332	\$ 12,949	\$ 13,596
Human Resources Manager	42	8/28/2022	\$ 11,186	\$ 11,745	\$ 12,332	\$ 12,949	\$ 13,596
Risk Manager*	42	8/28/2022	\$ 11,186	\$ 11,745	\$ 12,332	\$ 12,949	\$ 13,596
Senior Project Manager	42	8/28/2022	\$ 11,186	\$ 11,745	\$ 12,332	\$ 12,949	\$ 13,596
Senior Management Analyst	42	8/28/2022	\$ 11,186	\$ 11,745	\$ 12,332	\$ 12,949	\$ 13,596
Principal Management Analyst	47	8/28/2022	\$ 12,641	\$ 13,273	\$ 13,937	\$ 14,633	\$ 15,365
Director of Housing Programs	50	8/28/2022	\$ 13,596	\$ 14,277	\$ 14,991	\$ 15,740	\$ 16,527
Director of Portfolio Management (aka Property Operations)	50	8/28/2022	\$ 13,596	\$ 14,277	\$ 14,991	\$ 15,740	\$ 16,527
Director of Asset Management	50	8/28/2022	\$ 13,596	\$ 14,277	\$ 14,991	\$ 15,740	\$ 16,527
Director of Rent Programs (aka Rent Stabilization)	50	8/28/2022	\$ 13,596	\$ 14,277	\$ 14,991	\$ 15,740	\$ 16,527
Director of Administrative Services	50	8/28/2022	\$ 13,596	\$ 14,277	\$ 14,991	\$ 15,740	\$ 16,527
Director of HR and Operations	54	8/28/2022	\$ 14,991	\$ 15,740	\$ 16,527	\$ 17,353	\$ 18,220
Director of Housing Development	54	8/28/2022	\$ 14,991	\$ 15,740	\$ 16,527	\$ 17,353	\$ 18,220
Director of Finance/Chief Financial Officer	56	8/28/2022	\$ 15,740	\$ 16,527	\$ 17,353	\$ 18,220	\$ 19,131
Deputy Executive Director	60	8/28/2022	\$ 17,353	\$ 18,220	\$ 19,131	\$ 20,088	\$ 21,093
Executive Director**	N/A	8/28/2022	\$ 27,246	\$ 28,608			
Resident Manager II***, ****	N/A	8/28/2022	\$ 35.04/hour	\$36.79/hour			
Resident Manager ***, ****	N/A	8/28/2022	\$ 25.36/hour	\$26.63/hour			
Assistant Resident Manager***	N/A	8/28/2022	\$ 21.51/hour				

\*May be hired with a different title

\*\*Salary authorized by Board of Commissioners per Employment Agreement

\*\*\*Resident and Resident Custodian staff are paid a flat hourly rate; no range is applied

\*\*\*\*Indicates classification with 40 hour work week; other positions are based on 37-1/2 hour work week



**Housing Authority of the City of Alameda  
Schedule of Authorized Positions  
7/1/2022, Rev. 9/21/2022**

Exhibit 3

Department/Position Title	2022-2023 approved	Proposed change	Year on Year
	FTE 2022- 2023	FTE 2022 - 2023	Difference
<b>Executive Department</b>			
Executive Director	1.00	1.00	
Deputy Executive Director/Chief Administrative Officer (See Note E)	1.00	1.00	
Executive Assistant	1.00	1.00	
Principal Management Analyst	1.00	1.00	
Management Analyst (MTW) (See Note F)	1.00	1.00	
Sub-Total	5.00	5.00	0.00
<b>Administration Department</b>			
Director of Administrative Services	1.00	1.00	
Risk Manager (See Note I)	1.00	1.00	
Community Relations Manager	1.00	1.00	
Administrative Manager	1.00	1.00	
Senior Management Analyst (General) (See Note E)	2.00	2.00	
Management Analyst (See Note F)	1.00	1.00	
Program Assistant	0.50	0.50	
Sub-Total	7.50	7.50	0.00
<b>Human Resources Department</b>			
Director of HR and Operations	1.00	1.00	
HR Manager	1.00	1.00	
Program Assistant	0.50	0.50	
Sub-total	2.50	2.50	0.00
<b>Finance Department</b>			
Director of Finance/Chief Financial Officer (See Note G)	1.00	1.00	
Assistant Director of Finance/Controller (See Note G)	1.00	1.00	
Accounting Officer (See Note C)	0.00	0.00	
Accounting Specialist I & II (See Note B)	3.00	3.00	
Sub-total	5.00	5.00	0.00
<b>Housing Programs Department</b>			
Director of Housing Programs	1.00	1.00	
Assistant Director of Housing Programs (See Note C)	1.00	1.00	
Housing Programs Supervisor	1.00	1.00	
Management Analyst (See Note F)	1.00	1.00	
Housing Specialist III	2.00	3.00	
Housing Specialist I & II (See Note B)	7.00	5.00	
Program Assistant (See Note D)	2.50	2.50	
Sub-total	15.50	14.50	-1.00
<b>Property Operations Department</b>			
Director of Portfolio Management (prior title Property Operations)	1.00	1.00	
Director of Asset Management	0.00	1.00	
Property Management Supervisor	1.00	1.00	
Asset Manager (See Note C)	1.00	1.00	
Maintenance Technician I & II (See Note B)	4.00	3.00	
Resident Manager I and II (See Notes A and B)	2.00	2.00	
Assistant Resident Manager (See Note A)	1.00	1.00	
Program Assistant	0.50	0.50	
Sub-total	10.50	10.50	0.00
<b>Housing Development Department</b>			
Director of Housing Development (prior title Housing and Community Development)	1.00	1.00	
Senior Project Manager	2.00	2.00	
Project Manager	1.00	1.00	
Construction Project Manager	1.00	1.00	
Assistant Project Manager	1.00	1.00	
Program Assistant	1.00	1.00	
Sub-total	7.00	7.00	0.00
<b>Rental Program Department (See Note H)</b>			
Director of Rent Program	1.00	0.00	
Management Analyst	1.00	0.00	
Rent Program Specialist	3.00	0.00	
Program Assistant	1.00	0.00	
Sub-total	6.00	0.00	-6.00
<b>Total</b>	<b>59.00</b>	<b>52.00</b>	<b>-7.00</b>

Note A: Resident employees are contracted employees and are required to reside on-site at assigned Housing Authority complexes. Each Resident employee has an individual at will employment contract.

Note B: Positions at the I and II levels are combined as a total count to allow for flexibility in staffing.

Note C: Position may be renamed or filled at a lower level

Note D: Position may be filled at the Program or Housing Assistant level.

Note E: Vacant position budgeted for one-half year

Note F: May be filled at the Senior level

Note G: Title change proposed

Note H: Positions expire by 9/30/22

Note I: Title may be changed prior to hire

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

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

TO REVISE THE EMPLOYER CONTRIBUTION FOR  
HOUSING AUTHORITY EMPLOYEES' HEALTH CARE BENEFIT  
EFFECTIVE JANUARY 1, 2023, AND  
THE EMPLOYER CONTRIBUTION FOR EMPLOYEES' DENTAL/VISION BENEFIT  
EFFECTIVE JANUARY 1, 2023, AND  
PROVIDE A COST OF LIVING WAGE INCREASE EFFECTIVE AUGUST 28, 2022,  
AND  
ADOPT THE CORRESPONDING PAY AND SALARY SCHEDULES, AND  
APPROVE THE SCHEDULE OF AUTHORIZED POSITIONS REV. SEPTEMBER 21,  
2022

**WHEREAS**, the Housing Authority of the City of Alameda desires to establish a benefits package for all employees that will attract and retain competent staff; 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 Consumer Price Index for San Francisco Bay Area has increased by 6.8 percent; and

**WHEREAS**, the AHA budget for 2022-2023 included a 4.2% cost of living adjustment;

**NOW, THEREFORE, BE IT RESOLVED**, that effective January 1, 2023, the Housing Authority will contribute a monthly dollar amount towards employees' health care as follows:

For all enrolled employees and annuitants: The 2023 PEMHCA minimum contribution of \$151.00.

In addition to the PEMHCA statutory minimum contribution, the Housing Authority will contribute the following amounts to the Agency Cafeteria Plan:

General, management and confidential employees receive the following contributions, which are designated as health flex contributions, no portion of which may be taken in cash or directed to other non-health benefits:

A flat amount based on the Employee+2 or more dependents level of coverage with the maximum Employer contribution to the Cafeteria Plan set at \$2224.72.

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, 2023, the Housing Authority will contribute a maximum monthly dollar amount to the Agency Cafeteria Plan for general, management and confidential employees of:

A Flat amount of up to \$257.96 regardless of dependent enrollment status for dental and/or vision insurance, or the actual 2023 dental premium for Employee+2 or more dependents coverage, whichever is less.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that effective August 28, 2022, all Housing Authority regular employees (positions) and eligible contracted Resident employees (positions) will receive a 4.2 percent wage increase as outlined on the attached pay and salary schedules.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that on September 21, 2022, the Housing Authority will adopt the revised Pay Schedule and Salary Schedule, both effective August 28, 2022 that incorporate the COLA increase above.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that on September 21, 2022, the Housing Authority will adopt the revised Schedule of Authorized Positions Rev. September 21, 2022.

ATTEST:

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Vanessa M. Cooper  
Secretary

---

Kenji Tamaoki, Acting Chair  
Board of Commissioners



Housing Authority  
of the  
City of Alameda

**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Alicia Southern, HR Manager

Date: September 29, 2022

Re: Adopt the Resolution to Revise the Housing Authority's Conflict of Interest Code.

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### **BACKGROUND**

In 1991, the Board of Commissioners adopted the Housing Authority's Conflict of Interest Code by Resolution No. 589. This resolution incorporated the Fair Political Practices Commission's (FPPC) standard model to ensure compliance with all required provisions. Over the years, revisions have been necessary to keep the Conflict of Interest Code up to date, including modifications to the list of designated positions and the description of disclosure categories.

The Conflict of Interest Code is scheduled to be brought to the Board of Commissioners on even years for consideration of any proposed revisions.

### **DISCUSSION**

The most recent revision was approved by the Board of Commissioners on September 16, 2020, with Resolution No. 1000; these revisions reflected changes to Appendix A to the Conflict of Interest Code, which identifies those staff and consultants that are designated to disclose.

The changes proposed to the Conflict of Interest Code at this time are limited to changes to Appendix A to the Conflict of Interest Code, which identifies those staff and consultants that are designated to disclose. The changes proposed at this time reflect changes in staffing and titles of the Housing Authority positions, and elimination of positions no longer on the Schedule of Authorized Positions or Pay Schedule.

Once the Conflict of Interest Code revisions are adopted by this commission, it must be presented to the Code Reviewing Body for approval. The Code Reviewing Body is the Council of the City of Alameda.





**FISCAL IMPACT**

There is no fiscal impact to the proposed change in policy.

**CEQA**

Not applicable.

**RECOMMENDATION**

Adopt the Resolution to revise the Housing Authority's Conflict of Interest Code.

**ATTACHMENTS**

1. Conflict of Interest Code - Exhibit 1 & 2
2. Reso Amend Conflict of Interest 9.21.2022

Respectfully submitted,  
Alicia Southern  
Alicia Southern, HR Manager

## EXHIBIT 1

### Appendix A to Conflict of Interest Code: Designated Employees

Updated September ~~16~~<sup>21</sup>, ~~2020~~<sup>2022</sup>

Number in category	Title	Disclosure Category
7	Board of Commissioners	1
1	Executive Director	1
1	Deputy Executive Director	1
1	Director of Human Resources and Operations	1
1	Director of Finance/ <del>Chief Financial Officer</del>	<del>1</del>
<del>1</del>		
1	Director of Portfolio Management	1
1	Director of Housing Programs	1
<del>1</del>	<del>Director of Asset Management</del>	<del>1</del>
1	Director of Housing Development	1
<del>1</del>	<del>Director of Rent Programs</del>	<del>1</del>
1	Principal Management Analyst	1
1	Controller/Assistant Director of Finance	1
<del>1</del>	<del>24</del> Senior Management Analyst	
<del>1</del>		
1	Assistant Director of Housing Programs	1
1	<del>Communications-Community Relations</del>	
<del>1</del>	<del>Manager</del>	<del>1</del>
1	Administrative Manager	1
1	Human Resources Manager	1
1	Risk Manager	1
<del>34</del>	Management Analyst	1
3	Board Members of Island City Development	1
7	Board Members of Alameda Affordable Housing Corporation	1
1	<del>Construction Project Manager</del>	<del>1</del>
1	Project Manager	1
2	Senior Project Manager	1
1	Asset Manager	1
1	Property Management Supervisor	1
<del>0</del>	<del>Maintenance/Facilities Supervisor</del>	<del>1</del>
<del>12</del>	Housing Programs Supervisor	1
<del>1</del>	<del>Controller</del>	<del>1</del>
Varies	Financial and Developer Consultants	2
Varies	Consultants whose decision may impact budget/project decisions	2

## **Appendix B to Conflict of Interest Code: Disclosure Categories**

Updated July 2013

### General Provisions

A designated employee required to disclose investments, sources of income and business positions need only disclose investments in business entities and sources of income which do business in the City of Alameda or have done business in the City of Alameda within the past two (2) years. In addition to other activities, a business entity is doing business within the City if it owns real property within the City. A designated employee required to disclose interests in real property need only disclose real property which is located in whole or in part within the City of Alameda.

Designated employees shall disclose their financial interest pursuant to the appropriate disclosure categories as indicated in Appendix A.

### Category 1:

1. All interests in real property in the City of Alameda. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
2. Investments and business positions in business entities from sources which engage in or may foreseeably engage in work or services of the type used by the Housing Authority of the City of Alameda or City of Alameda.
3. Income, including gifts, loans and travel payments, from sources which engage in or may foreseeably engage in work or services of the type used by the Housing Authority of the City of Alameda or City of Alameda.

### Category 2:

- A. The Executive Director may determine in writing that a particular consultant, although a designated position, is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements, but instead must comply with more tailored disclosure requirements specific to that consultant. Such written determination shall include a description of the duties performed and a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA**

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

**AMENDING THE HOUSING AUTHORITY'S  
CONFLICT OF INTEREST CODE**

**WHEREAS**, the Housing Authority on April 2, 1991, adopted a Conflict of Interest Code pursuant to the Political Reform Act, Government Code Section 8100, et seq.; and

**WHEREAS**, on March 21, 2012 this code was amended with Resolution No. 841 and,

**WHEREAS**, on June 26, 2013 this code was amended with Resolution No. 876 and,

**WHEREAS**, on August 20, 2014 this code was amended with Resolution No. 899 and,

**WHEREAS**, on November 19, 2014 this code was amended with Resolution No. 939 and,

**WHEREAS**, on September 21, 2016, this code was amended with Resolution No. 941 and,

**WHEREAS**, on September 19, 2018, this code was amended with Resolution No. 967 and,

**WHEREAS**, on September 16, 2020, this code was amended with Resolution No. 1000 and,

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Alameda that the Conflict of Interest Code adopted by Resolution 589, as amended by Resolution 841, 876, 899, 939, 941, 967, and 1000 is further amended to include this revised list of "Designated Positions" in Appendix A of the Conflict of Interest Code:

<b>Title</b>	<b>Disclosure Category</b>
Board of Commissioners	1
Executive Director	1
Deputy Executive Director	1
Director of Human Resources and Operations	1
Director of Finance/Chief Financial Officer	1
Director of Portfolio Management	1
Director of Housing Programs	1
Director of Housing Development	1
Director of Asset Management	1
Principal Management Analyst	1
Controller/Assistant Director of Finance	1
Assistant Director of Housing Programs	1
Senior Management Analyst	1

Risk Manager	1
Community Relations Manager	1
Administrative Manager	1
Human Resources Manager	1
Management Analyst	1
Board Members of Island City Development	1
Board Members of Alameda Affordable Housing Corporation	1
Construction Project Manager	1
Project Manager	1
Senior Project Manager	1
Asset Manager	1
Property Management Supervisor	1
Housing Programs Supervisor	1
Financial and Developer Consultants	2
Consultants whose decision may impact budget/project decisions	2

**BE IT FURTHER RESOLVED**, that Appendix B provides a definition of the “Disclosure Categories” for the above designated Positions.

**BE IT FURTHER RESOLVED**, that a designated employee required to disclose investments, sources of income and business positions need only disclose investments in business entities and sources of income which do business in the City of Alameda or have done business in the City of Alameda within the past two (2) years. In addition to other activities, a business entity is doing business within the City if it owns real property within the City. A designated employee required to disclose interests in real property need only disclose real property which is located in whole or in part within the City of Alameda.

**BE IT FURTHER RESOLVED**, that Category 1 requires designated employees to report the following:

1. All interests in real property in the City of Alameda. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
2. Investments and business positions in business entities from sources which engage in or may foreseeably engage in work or services of the type used by the Housing Authority of the City of Alameda or City of Alameda.
3. Income, including gifts, loans and travel payments, from sources which engage in or may foreseeably engage in work or services of the type used by the Housing Authority of the City of Alameda or City of Alameda.

**BE IT FURTHER RESOLVED**, that Category 2 requires designated employees to report the following:

1. The Executive Director may determine in writing that a particular consultant, although a designated position, is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements, but instead must comply with more tailored disclosure requirements specific to that consultant. Such written determination shall

include a description of the duties performed and a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

**BE IT FURTHER RESOLVED**, that this Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1).

**BE IT FURTHER RESOLVED**, to submit the revised Conflict of Interest Code to the Council of the City of Alameda with recommendation to adopt a resolution to approve the Conflict of Interest Code as the code reviewing body.

ATTEST:

\_\_\_\_\_  
Vanessa M. Cooper, Secretary

\_\_\_\_\_  
Kenji Tamaoki, Acting Chair Board of  
Commissioners

Adopted: \_\_\_\_\_



**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Date: September 29, 2022

Re: Adopt Resolution of the Board of Commissioners of the Housing Authority of the City of Alameda Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361.

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## **BACKGROUND**

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) that allowed legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act. All provisions of Executive Order N-29-20 concerning the conduct of public meetings via teleconferencing expired on September 30, 2021.

## **DISCUSSION**

Assembly Bill 361(Chapter 165,Statutes of 2021) (AB 361) was signed into law by the Governor on September 16, 2021, and went into effect immediately. It amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology after the September 30, 2021 expiration of the current Brown Act exemptions as long as there is a "proclaimed state of emergency" by the Governor. This allowance also depends on state or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees. Though adopted in the context of the pandemic, AB 361 will allow for virtual meetings during other proclaimed emergencies, such as earthquakes or wildfires, where physical attendance may present a risk. AB 361 will sunset on January 1, 2024.

AB 361 requires the following to continue to conduct teleconferenced meetings:

1. Notice of the meeting must still be given in compliance with the Brown Act, and the notice must include the means by which the public may access the meeting



- and provide public comment remotely.
2. The public must be provided access to the meeting via a call-in option or internet-based service option and allowed to “address the legislative body directly.” The Alameda Affordable Housing Corporation does not have to provide an in-person option for the public to attend the meeting.
  3. The meeting must be conducted “in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body.”
  4. If there is a disruption to the meeting broadcast or in the ability to take call-in or internet-based public comment, no further action can be taken on agenda items until the issue is resolved, even if this means stopping the meeting at that point and continuing all remaining items.
  5. The Board of Directors cannot require comments to be submitted before the start of the meeting. The public must be allowed to make “real time” public comment.
  6. Reasonable time for public comment must be provided. If the Board provides a timed public comment period, the public comment period must be left open until the time expires.
  7. All votes must be taken by roll call.
  8. The Board of Directors must approve a resolution making findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter to continue to conduct teleconference meetings under AB 361. The body must find it has reconsidered the circumstances of the state of emergency and either 1) the emergency continues to impact the ability to meet safely in person, or 2) State or local officials continue to impose or recommend social distancing.

In light of AB 361, the continuing COVID-19 State of Emergency declared by the Governor, the continuing Local Emergency declared by the City of Alameda, the continuing recommendations by the County of Alameda Health Officer of social distancing as a mechanism for preventing the spread of COVID-19, and the continued threats to health and safety posed by indoor public meetings, staff recommends the Board of Directors adopt the proposed Resolution making the findings required to initially invoke AB 361.

The procedures currently set up for Board of Directors' meetings, which provide public attendance and comment through a call-in or internet-based service option, satisfy the requirements of AB 361. The Executive Director, or designee, will work with the Board to ensure that meeting procedures for all teleconferenced meetings comply with AB 361. Continued reliance will require the Board of Directors to adopt a new resolution making required findings every 30 days.

**FISCAL IMPACT**

None.

**CEQA**

N/A



**RECOMMENDATION**

Adopt Resolution of the Board of Directors of the Alameda Affordable Housing Corporation Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Directors Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361.

**ATTACHMENTS**

1. DRAFT RESOLUTION No. 1037 - AB 361 Resolution (09.29.22)
2. AB 361.pdf 2021\_danprint

Respectfully submitted,



Vanessa Cooper, Executive Director

HOUSING AUTHORITY OF THE CITY OF ALAMEDA  
*Resolution No. 1037*

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR OF THE STATE OF CALIFORNIA ON MARCH 4, 2021, AND MAKING FINDINGS AUTHORIZING CONTINUED REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF COMMISSIONERS PURSUANT TO BROWN ACT PROVISIONS, AS AMENDED BY ASSEMBLY BILL NO.

361

WHEREAS, the Housing Authority of the City of Alameda ("Housing Authority") is committed to preserving and nurturing public access and participation in meetings of the Board of Commissioners; and

WHEREAS, all meetings of the Housing Authority's Board of Commissioners are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Housing Authority's Board of Commissioners conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist within the jurisdiction of the Housing Authority which includes the City of Alameda, specifically, on March 17, 2020 the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, as a result of the COVID-19 pandemic the California Department of Health and the Health Officer of the County of Alameda continue to recommend measures to promote social distancing. Additionally, On March 17, 2020, in response to the COVID-19 pandemic, the City Council of the City of Alameda, declared a local emergency as set forth in Ordinance No. 3267; and

WHEREAS, the Board of Commissioners does hereby find that the COVID-19 pandemic has caused, and will continue to cause, imminent risk to the health and safety of attendees meeting in person for a Board of Commissioners' meeting, and the COVID-19 pandemic has caused conditions of peril to the safety of persons within the jurisdiction of the Housing Authority that are likely to be beyond the control of services, personnel, equipment, and facilities of the Housing Authority, and desires to ratify the proclamation of a local emergency by the City of Alameda, ratify the proclamation of a state of emergency by the Governor of the State of California and ratify the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing; and

WHEREAS, as a consequence of the local emergency and state of emergency the Board of Commissioners does hereby find that the Board of Commissioners of the Housing Authority shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that the Board of Commissioners shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953; and

WHEREAS, when holding teleconferenced meetings under abbreviated teleconferencing procedures permitted under the Brown Act, the Housing Authority will ensure access for the public by complying with all requirements set forth in Government Code section 54953(e), including, but not limited to, giving notice of the meeting and posting agendas, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Reconsideration. The Board hereby reconsiders the circumstances of the state of emergency.

Section 3. Ratification of the City of Alameda's Proclamation of a Local Emergency. The Board hereby ratifies the City of Alameda's proclamation of a Local Emergency as set forth in Ordinance No. 3267 adopted on March 17, 2020.

Section 4. Ratification of the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing. The Board hereby finds that state and local officials continue to recommend measures to

promote social distancing. The Board further hereby ratifies the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing and finds that, as a result of the state of emergency, meeting in person would present imminent risk to the health or safety of attendees.

Section 5. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, and hereby finds that the state of emergency continues to directly impact the ability of the Board of Commissioners and members of the public to meet safely in person.

Section 6. Remote Teleconference Meetings. The Housing Authority's Executive Director, and designee, and the Board of Commissioners are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continued teleconferencing and conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 7. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from the adoption of this Resolution, or, (ii) such time as the Board of Commissioners adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Commissioners of the Housing Authority may continue to teleconference without compliance with Government Code section 54953(b)(3).

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the City of Alameda this 29th day of September, 2022, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

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Vanessa M. Cooper  
Secretary Board of Commissioners

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Kenji Tamaoki, Acting Chair  
Board of Commissioners

Adopted: September 29, 2022

## Assembly Bill No. 361

### CHAPTER 165

An act to add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953 of, and to add and repeal Section 11133 of, the Government Code, relating to open meetings, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor September 16, 2021. Filed with  
Secretary of State September 16, 2021.]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 361, Robert Rivas. Open meetings: state and local agencies: teleconferences.

(1) Existing law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified circumstances.

Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly

resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings, as specified.

This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a legislative body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the person's attendance.

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body.

(2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.

The Governor’s Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.

The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and

to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. The bill would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(4) This bill would declare the Legislature's intent, consistent with the Governor's Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.

(5) This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last.

(6) The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

(8) This bill would declare that it is to take effect immediately as an urgency statute.

*The people of the State of California do enact as follows:*

SECTION 1. Section 89305.6 is added to the Education Code, to read:

89305.6. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a legislative body may hold public meetings through teleconferencing



and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body.

(b) (1) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the legislative body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the legislative body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the legislative body be physically present at the location specified in the notice of the meeting.

(c) A legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. A legislative body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a legislative body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the legislative body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each legislative body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a legislative body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the legislative body's internet website.

(f) All legislative bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to legislative body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 2. Section 11133 is added to the Government Code, to read:

11133. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a state body may hold public meetings through teleconferencing and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body.

(b) (1) For a state body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the state body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a state body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the state body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the state body be physically present at the location specified in the notice of the meeting.

(c) A state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically

or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the state body allow members of the public to attend the meeting and offer public comment. A state body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a state body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the state body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each state body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a state body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website.

(f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 3. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.



(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 3.1. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body

shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter



2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for

the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 4. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting

of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting,

members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 4.1. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, in person except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the

legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint

powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 5. Sections 3.1 and 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections 3 and 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time Sections 3.1 and 4.1 of this bill shall become operative.

SEC. 6. It is the intent of the Legislature in enacting this act to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic.

SEC. 7. The Legislature finds and declares that Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

SEC. 8. (a) The Legislature finds and declares that during the COVID-19 public health emergency, certain requirements of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code) were suspended by Executive Order N-29-20. Audio and video teleconference were widely used to conduct public meetings in lieu of physical location meetings, and public meetings conducted by teleconference during the COVID-19 public health emergency have been productive, have increased public participation by all members of the public regardless of their location in the state and ability to travel to physical meeting locations, have protected the health and safety of civil servants and the public, and have reduced travel costs incurred by members of state bodies and reduced work hours spent traveling to and from meetings.



(b) The Legislature finds and declares that Section 1 of this act, which adds and repeals Section 89305.6 of the Education Code, Section 2 of this act, which adds and repeals Section 11133 of the Government Code, and Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, all increase and potentially limit the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

(1) By removing the requirement that public meetings be conducted at a primary physical location with a quorum of members present, this act protects the health and safety of civil servants and the public and does not preference the experience of members of the public who might be able to attend a meeting in a physical location over members of the public who cannot travel or attend that meeting in a physical location.

(2) By removing the requirement for agendas to be placed at the location of each public official participating in a public meeting remotely, including from the member's private home or hotel room, this act protects the personal, private information of public officials and their families while preserving the public's right to access information concerning the conduct of the people's business.

SEC. 9. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the California Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to ensure that state and local agencies can continue holding public meetings while providing essential services like water, power, and fire protection to their constituents during public health, wildfire, or other states of emergencies, it is necessary that this act take effect immediately.

O