



Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

IF YOU WISH TO ADDRESS THE BOARD:

1. Please file a speaker's slip with the Executive Director, and upon recognition by the Chair, approach the rostrum and state your name; speakers are limited to 5 minutes per item.
2. If you need special assistance to participate in the meetings of the City of Alameda Housing Authority Board of Commissioners, please contact (510) 747-4325 (TRS: 711) or vmondo@alamedahsg.org. Notification 48 hours prior to the meeting will enable the City of Alameda Housing Authority Board of Commissioners to make reasonable arrangements to ensure accessibility.

AGENDA

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE & TIME

Wednesday, February 20, 2019 –

Regular Meeting – 7:00 p.m.

LOCATION

Independence Plaza, 703 Atlantic Avenue, Alameda, CA

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

Public Participation

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

PLEDGE OF ALLEGIANCE

1. **ROLL CALL** - Board of Commissioners
2. Public Comment (Non-Agenda)



3. CONSENT CALENDAR

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

- 3-A. Approve Minutes of the Board of Commissioners Meeting held October 17, 2018, December 5, 2018, and January 16, 2019 – Page 1
- 3-B. Accept the Monthly Overview Report for Operations/H.R./I.T. – Page 18
- 3-C. Accept the Monthly Overview Report for the Housing Programs Department – Page 21
- 3-D. Accept the Monthly Overview Report for the Rent Stabilization Program – Page 26
- 3-E. Accept the Monthly Overview Report for Property Operations – Page 27
- 3-F. Accept the Monthly Overview Report for Housing & Community Development – Page 33
- 3-G. Accept the Monthly Development Report for Everett Commons – Page 36
- 3-H. Accept the Monthly Development Report for Rosefield Village – Page 38
- 3-I. Accept the Quarterly Investment Report for Period Ending December 30, 2018 – Page 40
- 3-J. Approve 2019 Out-of-State Travel for Staff – Page 47

4. AGENDA

- 4-A. Accept the Monthly Development Report for North Housing and Provide Feedback to Staff – Page 49
- 4-B. Authorize the Executive Director to Negotiate and Approve a Contract between the Housing Authority of the City of Alameda and 3Di, Inc. Up to a Total Not to Exceed the Amount of \$200,000 Within a Five-Year Period – Page 58
- 4-C. Adopt the Resolution to Approve the Amended Joint Powers Agreement Creating the California Housing Workers' Compensation Authority (CHWCA) – Page 62
- 4-D. Accept Report to the Board of Commissioners on the 2018 Compensation Study and Adopt the Corresponding Resolution to Adopt a Revised Pay Schedule – Page 78
- 4-E. Authorize the Executive Director to Approve an Extension of Two Years for the Contract Between the Alameda Housing Authority and CGI Federal Inc. in the Amount of Not to Exceed \$350,000 for Five Years – Page 87

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

6. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

7. ADJOURNMENT



* * *

Note

- If you need special assistance to participate in the meetings of the Housing Authority of the City of Alameda Board of Commissioners, please contact (510) 747-4325 (TDD: 510 522-8467) or vmondo@alamedahsg.org. Notification 48 hours prior to the meeting will enable the Housing Authority of the City of Alameda Board of Commissioners to make reasonable arrangements to ensure accessibility.
- Documents related to this agenda are available for public inspection and copying at the Office of the Housing Authority, 701 Atlantic Avenue, during normal business hours.
- Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review. In order to assist the Housing Authority's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Housing Authority accommodate these individuals.





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DRAFT MINUTES

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA HELD WEDNESDAY OCTOBER 17, 2018

The Board of Commissioners meeting was called to order at 7:06 p.m.

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners

Present: Commission Chair Tamaoki, Commission Vice Chair McCahan, and Commissioners Hadid, Kay, and Kurrasch.

Absent: Commissioners Rickard and Weinberg

2. Public Comment (Non-Agenda)

No Public Comment.

3. CONSENT CALENDAR

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

Items accepted or adopted are indicated by an asterisk.

Executive Director Vanessa Cooper made an amendment to agenda item 3-R and changed the title to "Authorize the Executive Director or Designee to Approve a Contract for Fair Market Rent Survey to a Qualified Party, Not to Exceed \$250,000." This amendment is being made because depending on applications, Ms. Cooper may have a conflict of interest, in which case Commission Chair Tamaoki or Vice Chair McCahan would award the contract.

The Board of Commissioners agreed and moved on to the Consent Calendar. Commissioner Kay questioned why the HQS inspection pass rate is so low, especially since maintenance is viewing units prior to the HQS inspections. Staff provided an explanation of the numbers.



Vice Chair McCahan provided a suggestion for Ms. Lisa Caldwell, Director of Property Operations, to add a "Leases Pending" column to the vacancy table.

Commissioner Kurrasch welcomed our police officer in the audience and noted that he was glad to see the report and statistics on the police activity at our properties.

Commission Chair Tamaoki complimented staff on the Section 8 Directors Roundtable. Chair Tamaoki asked for more information on the Alameda Unified School District ROPS pass through fund allocation. Ms. Kathleen Mertz, Director of Housing & Community Development, explained that in May of this last year, AHA signed a memorandum of understanding (MOU) with AUSD to use a portion of the redevelopment funds on some of our projects. Staff explained that cost overruns at Littlejohn related to some insurance and hard costs, lead to the approximately \$300,000 number in this report. The AUSD funds for this period are about \$268,000.

Commission Chair Tamaoki asked if there are any additional obligations that come along with accepting funding from AUSD. Ms. Mertz stated that with Littlejohn Commons (Del Monte), there are no obligations. At Everett Commons there is a preference point at lease up in the randomized lottery to AUSD employees, and any of AHA's future projects would be similar. Ms. Mertz explained that the MOU includes three years of funding, 2016 – 2019. AHA is working with AUSD to create timelines for future projects.

Chair Tamaoki asked if AHA will come back before the Board to ask for consent on the specific breakdown of funds from AUSD and Ms. Mertz said that it is similar to the Rosefield resolution. The process has been setup for the Board to authorize staff to find the funding source(s) and not really specific dollar amounts found from each source. Once funding has been identified and investor negotiations have taken place, staff will come back to the Board of Commissioners to get authorization on the global amount and budget of funding.

Chair Tamaoki noted he sees that we are expanding the Property Management Agreement with the John Stewart Company, and wanted to double check that this will not affect our current staff. Ms. Cooper said that expanding the agreement will not cause any staffing changes internally and that the maintenance staff will be reallocated elsewhere since there is plenty of work to be done.

Commissioner Kurrasch motioned to accept the consent calendar with the amendment to item 3-R and Vice Chair McCahan seconded.

- *3-A. Approve Minutes of the Board of Commissioners Meeting held September 19, 2018
- *3-B. Accept the Monthly Overview Report for Operations, H.R., and I.T.
- *3-C. Accept the Monthly Overview Report for the Housing Programs Department
- *3-D. Accept the Monthly Overview Report for the Rent Stabilization Program
- *3-E. Accept the Monthly Overview Report for Property Operations
- *3-F. Accept the Monthly Overview Report for Housing & Community Development
- *3-G. Accept the Monthly Development Report for Littlejohn Commons



- *3-H. Accept the Monthly Development Report for Everett Commons
- *3-I. Approve and Authorize the Executive Director to Execute the First Amendment to the John Stewart Company Contract for Rosefield Village Dated July 1, 2017 to include an extension to June 30, 2020 and minor contract changes and Enter into a New Contract for Eagle Village effective January 1, 2019 in an amount not to exceed \$175,000
- *3-J. Authorize the Executive Director to Execute Administrative Amendments to the LifeSTEPS Contract Dated July 1, 2017
- *3-K. Authorize the Executive Director to Negotiate and Sign the Following Contracts: A Three-Year Contract for HR Counsel Services to the Law offices of Liebert Cassidy Whitmore Not to Exceed \$250,000 and A Three-Year Contract with the Law Offices of Wiley Price & Radulovich and/or Atkinson, Andelson, Loya, Ruud & Romo for Additional HR Legal Services Not to Exceed a Total of \$100,000. All Contracts are on an As-Needed Basis
- *3-L. Accept the Holiday and Office Closure Schedule for 2019
- *3-M. Accept the Housing Authority 2017-18 Fiscal Year-End Report
- *3-N. Accept the Annual Police Activity Report for FY 2018
- *3-O. Accept the Budget Variance Report for August 31, 2018
- *3-P. Accept Board of Commissioners Meeting Schedule for 2019
- *3-Q. Approve Outside Employment of Executive Director, per 2014 Employment Contract Between the Board of Commissioners and Vanessa Cooper
- *3-R. ~~Authorize the Executive Director to Approve a Contract for Fair Market Rent Survey to a Qualified Party for a Period of Four Months, Not to Exceed \$250,000~~
Authorize the Executive Director or Designee to Approve a Contract for Fair Market Rent Survey to a Qualified Party, Not to Exceed \$250,000
- *3-S. Authorize the Executive Director to Negotiate and Approve a Third Extension of Amount and of the Term for the Contract between the Housing Authority of the City of Alameda and Nan McKay and Associates Up to a Total Not to Exceed Amount of \$390,000 and to Extend the End Date to December 31, 2019

4. AGENDA

4-A. Accept a Presentation on the North Housing Parcel

Ms. Vanessa Cooper introduced Ms. Danielle Thoe, Management Analyst, who gave the North Housing presentation. Ms. Cooper thanked all of those who attended the first public North Housing Community Meeting. She noted that the project now has a website and excellent aerial photographs.

Ms. Thoe discussed the timeline moving forward and talked through the community engagement meetings. Since, community buy-in is key, efforts have been made to involve stakeholders and the general public and to understand the opinions of the neighbors and public. The community meeting schedule was advertised in many ways including: postcards mailed to site neighbors, newspaper announcements in four languages, AHA newsletter articles, and a North Housing email list.

Next steps will be to continue both the community engagement process and monthly partner meetings with Building Futures and APC. AHA will continue to move the Development Plan through City staff review in early November, then to a Planning



Board Study Session, followed by a Planning Board Hearing. Also, a meeting is scheduled with Carmel Partners on the topics of safety and security of the site.

Ms. Thoe then discussed pre-development funds and explained how staff has a much better idea of costs and work necessary to get through the Development Plan than earlier in the process. As a result, staff is now asking for additional funding for the pre-development costs and the Development Plan. Staff is requesting a total of \$3.4 million on top of what was already approved. Ms. Thoe reiterated that the Development Plan is for the entire 12-acre site, not just one building. As part of this request, staff is asking for \$2.5 million for demolition of the existing buildings. This cost estimate is based on the bids Carmel Partners received for their demolition of three buildings with similar requirements and guidelines that we will have.

Ms. Cooper reminded the Board that the agreement with APC and Building Futures requires this money be paid back to AHA first from future revenue. If the partners decided to sell any of the land at any time, the cash from that transaction would first go back to paying development expenses like the \$3.4 million being requested.

Commissioner Kurrasch asked if the first buildings being demolished would allow for the new roads to be put in place and Ms. Cooper confirmed that this is correct – six buildings are currently under demolition. Staff is requesting funds for the demolition of the other sixteen AHA buildings. This does not include Habitat for Humanity's buildings.

Commissioner Kurrasch asked if Carmel Partners had agreed to take care of the sewers, and Ms. Cooper confirmed that they have.

Vice Chair McCahan commented on Lake Alameda, the property north of the AHA site. Ms. Thoe confirmed that it is owned by the City and while it is currently fenced in, there are anticipated plans to take down this fence to allow walking and biking access.

Vice Chair McCahan asked if there is intent to build housing on the old Miller School site. Commissioner Kurrasch explained that the plan is to move Island High School to this location. Ms. Thoe noted that the transfer of that site to AUSD has taken place.

Commission Chair Tamaoki commented on the \$3.7 million and asked if this amount is anticipated to cover all costs until ground is broken. Ms. Thoe stated that this amount is for the Development Plan and it is anticipated that additional funding will be needed before the first building will get to ground breaking. Ms. Mertz added that for Everett Commons and Littlejohn Commons, it cost around \$1 million of predevelopment funds to get AHA to closing, and this is a larger project with a larger overall process of a Development Plan for hundreds of units. Staff will then have to come back with the specific plans for each project. Although per unit, the Development Plan is not a huge upfront cost and there will probably be more cost later, it is likely that per unit costs will be less than previous projects because many issues will have been addressed and planned out in the Development Plan.

Commission Chair Tamaoki asked for clarification on whether each individual site will be leased out to a new tax credit partnership and that partnership would then pay AHA for the right to use the land. Ms. Cooper confirmed that there would be land leases.



Commissioner Kurrasch motioned to accept items 4-A and 4-B and Commissioner Hadid seconded. All were in favor.

Ms. Cooper thanked those Commissioners who have attended the Community Meetings and extended the offer to everyone for attending the future Community Meetings.

- 4-B. Accept the Monthly Development Report for North Housing and Approve a \$3.4 Million Loan Amendment to Island City Development for Pre-Development at the North Housing Site and Authorize Executive Director to Negotiate and Execute the Loan Documents

This item was discussed and accepted along with the presentation in Agenda Item 4-A.

- 4-C. Accept the Monthly Development Report for Rosefield Village, Adopt a Resolution Authorizing Submission of Funding Applications, and Approve a \$1.3 Million Loan Commitment Amendment to Island City Development for the Rosefield Redevelopment Project and Authorize Executive Director to Negotiate and Execute Loan Documents

Ms. Cooper introduced Ms. Kathleen Mertz, Interim Director of Housing and Community Development. Ms. Mertz directed attention to the updated Board memo (included with the meeting minutes as Attachment A), which was distributed at the beginning of the meeting because AHA will also need to form new owner entities for the project. This is similar to what was done for Littlejohn Commons and at Everett Commons. ICD as the general partner and the initial limited partner, the Housing Authority, formed a partnership and a new legal entity.

This project has been ongoing since 2015 and staff has been working to finalize a financing plan since that time. Staff was aware that the A1 competitive application was going to be opened because AHA already has a non-competitive Base Allocation. The competitive application portion was released on October 1, 2018. There was a six-week turnaround time with this application, so staff has been working to update documents as the project increased to 91 units changing the documentation to be submitted.

AHA originally approved a \$5.7 million loan for 60 units, but because of the increase to 91 units staff discovered a gap in funding. The additional funding request is \$1.3 million, which staff hopes to backfill with additional sources as the project progresses. Staff specifically requested a resolution for the authorization to apply for any and all funding sources as it becomes available. A resolution is also necessary for the A1 application.

Commissioner Kurrasch said it was good to leverage our money the proper way. He added that being able to add 30 units to the property makes the Board very happy.

Ms. Mertz mentioned that in June 2018, when the Capital Needs Planning was done with the reserve analysis, AHA did identify Rosefield as needing repair, so this agenda



item fits in line with the overall schedule of investing in AHA properties and leveraging new growth.

Commission Chair Tamaoki asked how much money AHA will be looking for from A1 funds in the second round of funding. Ms. Mertz said that right now, it appears to be about \$8.5 million. Chair Tamaoki commented that he wanted to make sure that AHA is having a net benefit.

Chair Tamaoki also asked if the 20% of units at 20% AMI are required to be homeless housing. Ms. Mertz explained that it is not a threshold requirement, but for the additional competitive points, yes, it does. Ms. Cooper commented that the question of whether or not this project can find the funding without the competitive points is a question that has not been resolved. Homeless families can still live in the unit without it being set aside specifically for homeless housing. Ultimately this will come down to working with the financial advisor to see which way AHA needs to go to get this project funded. Ms. Mertz added that it is leaning towards applying for the competitive points.

Chair Tamaoki commented that this will be a management challenge if AHA does not know the type of services needed for each of the specific tenants that are housed. Ms. Cooper commented that this is part of the reality of creating affordable housing today. Both the County and the State funding sources are targeted towards helping homeless individuals and veterans. If AHA does not need to opt in to house the homeless at Rosefield, AHA will not, but if this is the only funding that can be secured, then that is the direction of this project.

Commissioner Kay mentioned that the success of helping and housing homeless individuals does not work without providing services and Ms. Cooper agreed that AHA will commit to providing these services through an expert 3rd party provider to help in this capacity.

Several board members and staff continued the discussion on the need for homeless services and systems in Alameda.

Chair Tamaoki commented that homelessness issue needs to be addressed as a society and the Housing Authority is the agency to deal with this issue. The goal of creating additional homeless units over at the North Housing site is something that is strongly supported because this housing will be able to be designed in the way that it should be designed.

Vice Chair McCahan motioned to accept and Commissioner Kurrasch seconded. A Roll Call Vote was taken and all were in favor.

4-D. Conduct Public Hearing to Hear Comments on Housing Authority Significant Amendment Effective January 2019 or upon HUD Approval

Ms. Cooper introduced Ms. Tonya Schuler-Cummins, Senior Management Analyst, who spoke on this item and Ms. Lynette Jordan, Director of Housing Programs who spoke on the next item. Ms. Schuler-Cummins explained that staff previously came



before the Board with a significant amendment contingent on a waiver from HUD to put specific families at Park Alameda. HUD responded that they will not approve the waiver, but proposed a new route. This proposes a voluntary, disability-specific supportive services preference for the nine units at Park Alameda, which is the first part of the significant amendment. The second part of the significant amendment allows under housed families in Project-Based Voucher units to stay in their current unit if supportive services are available to them.

Ms. Schuler–Cummins stated that all of the public noticing has been done and AHA did not receive any written comments. AHA conducted two public meetings for the Resident Advisory Board (RAB). While one of the Resident Advisory Board Members is now on the Board of Commissioners and no longer eligible for the committee, the other two members stated that they were in favor via a phone conversation, but were unable to attend a meeting. There was no public comment which altered any of what is being presented and the significant amendment has been posted on the AHA website, the Main Library, and a notice of the location and meetings in the newspapers. There now needs to be an open public hearing for oral comments before the resolution can be adopted.

Commission Chair Tamaoki opened the public hearing at 8:20 p.m.; there being no Public Comment, the hearing was closed at 8:20 p.m.

4-E. Adopt A Resolution Approving A Significant Amendment to FY 2019 Annual Plan, Effective Upon Acceptance by HUD or 75 days after HUD Submittal

Ms. Schuler–Cummins stated that the next agenda item is to “Adopt the Resolution Approving A Significant Amendment to FY 2019 Annual Plan, Effective Upon Acceptance by HUD or 75 days after HUD Submittal,” and Chair Tamaoki asked the Board if there were any further questions. Ms. Cooper added that there has been outreach for next year’s Resident Advisory Board and there are six individuals interested, so Ms. Cooper will review a recommendation next week for the new Resident Advisory Board.

Commissioner Kay motioned to accept 4-E and Commissioner Hadid seconded. Roll call was taken and all were in favor.

4-F. Amend the Housing Authority of the City of Alameda (AHA) Section 8 Administrative Plan Chapters 2, 3, 4, 5, 7, 8, 10, 12, 15, 16. The Title Page and Table of Contents to comply with The Violence Against Women Reauthorization of 2013 (VAWA) Final Rule, Public and Indian Housing (PIH) Notices 2016-9, 2017-08, 2017-12, 2017-13, 2013-9, and to comply with Quadel Administrative Plan Final Review

Ms. Cooper explained that the Administrative Plan regulates the Section 8 Program and, on a regular basis, AHA goes through the chapters and updates the plan to be in compliance. These changes may take place due to new legislation, new items by HUD, or edits which AHA makes to meet best practices.



Ms. Lynette Jordan, Director of Housing Programs, explained that these edits are to make sure that AHA is in compliance with HUD notices and the latest regulations. AHA previously updated the Violence Against Women's Act (VAWA) items but in reviewing the chapters this round found a few reauthorization dates which needed to be updated. Changes are being made to allow for triannual recertifications and a correction to clarify voucher issuances for 180 days. There are also changes to current practices to make sure that AHA is in alignment with our new procurement policy, and a new lead-based paint procedure which AHA has already implemented, but is now aligning the plan. There were also some changes to the HOTMA sections. AHA is already Affirmatively Furthering Fair Housing, but with this change clarifies that this applies to all of the AHA programs. All the changes have been redlined and the copy in the packet shows these edits.

Commissioner Kurrasch commented on the good work and Commissioner Hadid stated that as a past member of the RAB, he appreciates what AHA does and all of the work that goes into these changes. Ms. Cooper commented that AHA is always looking for new RAB members and their input is important because it helps AHA to make sure changes are being made in the right direction. Ms. Cooper thanked Ms. Schuler-Cummins and Ms. Jordan for their hard work in making the update to these chapters. Chair Tamaoki commented that keeping track of all the changes is impressive.

Commissioner Kurrasch motioned to accept and Commissioner Kay seconded. All were in favor.

- 4-G. Accept Goals for the Executive Director for the Period of October 1, 2018 to September 30, 2019 and Approve an Increase of Five Percent (5.0%) in the Executive Director's Compensation, Effective on the Next Payroll Date Following the Completion of the Executive Director Performance Review Which was Held September 19, 2018

Ms. Cooper commented that each year goals are set for the Executive Director, and then around this time each year the Executive Director is evaluated against these goals. The Board previously met about the evaluation in September to review these goals as a proposal, and Ms. Cooper would like to make one change to the proposed goals based on comments from that meeting. The change is to bring forward the recruitment of the Deputy Executive Director. This recruitment was previously planned for 2019, but per Ms. Basta's memo, this recruitment has been moved up.

Chair Tamaoki asked for further comments. Ms. Cooper said that several of the goals hinge upon the Strategic Plan which will be brought back before the Board. The Strategic Plan text is more or less complete, but staff is working on the picture issue. As mentioned previously, the authenticity of the report feels different if the pictures reflect AHA's actual participants, but this brings about a privacy issue so staff is working to solve this problem.

Chair Tamaoki asked to change Goal 2, Item i from "and make them more efficient" to read "and improve efficiency".



Ms. Cooper proposed adding letter “j” to Goal 2 with the approximate language: “Start the recruitment of the Deputy Director position in early October with a goal of hiring in first quarter of 2019.”

Chair Tamaoki asked if the board would like to make a motion to move the recommendation as amended and Vice Chair McCahan motioned to accept as amended, and Commissioner Hadid seconded; all were in favor.

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

None

6. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Commissioner Kay commented on how many people attended the Littlejohn Commons Grand Opening and that she was totally impressed with every aspect of the building and it was thrilling to see the reaction of everyone that attended and their impressions of the building. Ms. Cooper said that these comments would be passed along to staff.

Commissioner Hadid thanked staff and told them to keep up the hard work.

Vice Chair McCahan commented there was a high degree of emotion coming away from the grand opening and everyone should be very proud of the work that was done.

Commission Chair Tamaoki was unable to attend the Littlejohn Commons Grand Opening but acknowledged staff’s work on this project.

Commissioner Kay commented that another organization she works with just had 4,200 people apply for housing and this just emphasizes again the need for housing.

Vice Chair McCahan will not be able to attend the next meeting and wanted to make an announcement to all residents that the Christ Church will have a citywide free Thanksgiving dinner and the Fire Department is hosting a toy drive program for all residents. Families that qualify can go through the food bank and signup starting November 1, 2018. Ms. Cooper commented that AHA would like a toy barrel in the lobby.

7. ADJOURNMENT

There being no further business, Chair Tamaoki adjourned the meeting at 8:40 p.m.

Vanessa M. Cooper
Executive Director/Secretary

Kenji Tamaoki, Chair
Board of Commissioners



DRAFT MINUTES

**SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA
HELD WEDNESDAY DECEMBER 5, 2018**

The Board of Commissioners special meeting was called to order at 7:03 p.m.

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners

Present: Commissioners Hadid, Kurrasch, Rickard, and Weinberg.

Absent: Commission Chair Tamaoki, Commission Vice Chair McCahan, and Commissioner Kay.

2. Public Comment (Non-Agenda)

A public patron, briefly spoke about her housing situation and Ms. Lynette Jordan, Director of Housing Programs, having been in contact with her previously agreed to meet in another private meeting.

3. CONSENT CALENDAR

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

Items accepted or adopted are indicated by an asterisk.

Commissioner Rickard asked for clarification around item 3-H on page 46 and wanted to understand if the request for \$300,000 - \$400,000 dollars is a new request. Ms. Kathleen Mertz, Director of Housing & Community Development, stated that the past three overview reports have mentioned that there may be an additional cost associated with the Littlejohn Commons project due to delays. Prior to now, the magnitude of this cost was unclear because the building had not been completed. The cost certification for this project has been completed which is why there is a better understanding of this additional cost; however, the interest accrual on the loan

significantly increases the owed amount each month and AHA is working to get the interest carry cost under control and convert the loan to permanent financing.

Commissioner Rickard recalled that there were delays regarding weather early in the project and asked if this is the main reason for the delay and this additional cost. Ms. Mertz explained that weather is one of the reasons, but there were also delays associated with coordination on infrastructure improvements, specifically the traffic plan, and AMP coordination.

Commissioner Rickard commented that a half a million-dollar request should not be a consent calendar item and this project should be a model for planning future projects as there is always a risk when developing. Commissioner Weinberg asked if there was contingency for this project and Ms. Mertz stated that yes, there was contingency in the budget.

Ms. Mertz commented that the dollar amount needed to cover additional project costs should be less than the requested amount within item 3-H, but additional funds were requested so this item would not need to come before the Board again.

Meeting minutes for October 17, 2018 and November 7, 2018 will be carried over to the January meeting since there is not a quorum of Commissioners present from the October and November meetings.

Commissioner Rickard moved to accept the consent calendar with the exception of item 3-A and Commissioner Bachir seconded as amended; all were in favor.

- 3-A. Approve Minutes of the Board of Commissioners Meeting held October 17, 2018 and November 7, 2018 [Not Approved]
- *3-B. Accept the Monthly Overview Report for Operations, H.R., and I.T.
- *3-C. Accept the Monthly Overview Report for the Housing Programs Department
- *3-D. Accept the Monthly Overview Report for the Rent Stabilization Program
- *3-E. Accept the Monthly Overview Report for Property Operations
- *3-F. Accept the Monthly Overview Report for Housing & Community Development
- *3-G. Approve Chapter 8 Property Acquisition (APN 74-428-21) and Authorize the Executive Director, or her Designee, to Negotiate and Execute Purchase Documents
- *3-H. Accept the Monthly Development Report for Littlejohn Commons and Authorize a Project Budget Increase of Up to \$500,000 and Authorize the Executive Director, or her designee, to Negotiate and Execute Documents Related to the Budget Increase
- *3-I. Accept the Monthly Development Report for Everett Commons
- *3-J. Accept the Monthly Development Report for Rosefield Village
- *3-K. Accept the Monthly Development Report for North Housing
- *3-L. Accept the Quarterly Investment Report
- *3-M. Accept the Annual Customer Survey



4. AGENDA

- 4-A. Approve a Donation of \$2,500 to the Butte County Housing Authority to Provide Assistance to Households Displaced by the Camp Fire and Approve the Board Chair to Send a Letter of Support

Commissioner Kurrasch stated that this is a very reasonable request and the devastation in Butte County is overwhelming. Since AHA can afford to help, a donation would be welcomed.

Commissioner Rickard moved to approve the donation and Commissioner Bachir seconded; all were in favor.

- 4-B. Adopt the Resolution to Adopt a Revised Pay Schedule with a Modification in Wage Range Assigned to the Deputy Executive Director Position and a Change in Rates to the Resident Manager-Related Positions

Ms. Cooper commented that this item relates to two items, the first being the Deputy Executive Director position. In the two-year plan and Executive Director goals, it was asked that there be a salary review of the management positions. This is still in progress, but the Deputy Executive Director position has been expedited due to the pending recruitment. There was a recommended change for this position to be assigned to salary range 56 rather than salary range 54.

The second change relates to the minimum wage ordinance which was passed by the City Council earlier this year. The only AHA impacted positions which currently pay less than the future minimum wage are the Resident Manager I position, Assistant Resident Managers, and Resident Custodians. AHA has two Resident Manager positions; a Resident Manager I and a Resident Manager II.

The minimum wage is increasing to \$12 an hour in January 2019 for the State of California, and there are changes within the City of Alameda which will increase it to \$13.50 as of July 1, 2019.

Commissioner Weinberg asked for clarification around the compensation associated with the positions because responsibilities are unclear. Ms. Cooper explained the various roles.

Commissioner Rickard moved and Commissioner Bachir seconded. Role was taken and all were in favor.

- 4-C. Accept Presentation of Agency Pension Liabilities and Provide Direction to Staff on the Establishment of a Trust for Pension Liabilities in Order to Return with a Prefunding Request in Early 2019

This item is being moved to the January 16, 2019 Board of Commissioners meeting due to three Commissioners being absent.



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

None

6. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Each Commissioner wished everyone Happy Holidays and a Happy New Year. Ms. Cooper, on the behalf of Vice Chair McCahan, made an announcement about the Alameda Firefighters Holiday Toy Program which will give toys to children on December 21st and 22nd at Christ Church in Alameda. There is a toy collection box in the lobby of the Housing Authority of the City of Alameda and donations will be collected on December 19th, 2018.

Commissioner Kurrasch commented on how well the community dinner went for Thanksgiving and wished everyone a Happy New Year!

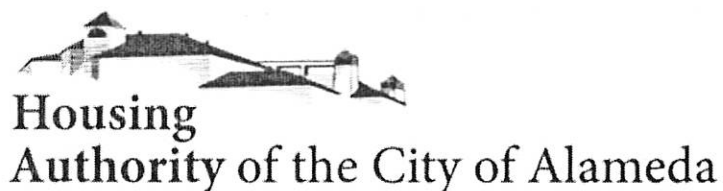
7. ADJOURNMENT

There being no further business, Commissioner Kurrasch adjourned the meeting at 7:25 p.m.

Vanessa M. Cooper
Executive Director/Secretary

Kenji Tamaoki, Chair
Board of Commissioners





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701 Atlantic Avenue • Alameda, California 94501-2161

DRAFT MINUTES

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
 OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA
 HELD WEDNESDAY, JANUARY 16, 2019**

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

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners

Present: Commission Vice Chair McCahan and Commissioners Kay, Kurrasch, Rickard, and Weinberg.

Absent: Commission Chair Tamaoki and Commissioner Hadid.

2. Public Comment (Non-Agenda)

Richard Neveln, a member of the public, spoke about the furniture around Independence Plaza and requested that it be made taller to accommodate IP residents.

3. CONSENT CALENDAR

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

Items accepted or adopted are indicated by an asterisk.

Commissioner Weinberg asked for further information regarding the Fair Market Rents (FMR) survey mentioned in item 3-B and wanted to know if the survey results have been submitted and how the government shutdown affects AHA. Ms. Vanessa Cooper, Executive Director, explained that the study covers Alameda County and Contra Costa County. The survey results were submitted by the January 11th deadline to HUD. As the government is currently shutdown, staff received the standard email stating that HUD is currently closed upon the submission of the data, but since a letter showing that a FMR study is taking place has been submitted, AHA is able to keep the current Payment Standards based on FMRs from 2018. AHA does not know what will happen after next month if the shutdown persists but AHA has reserves that could potentially be used for March rent. Should this need arise, AHA staff will come back to the Board with further information.



Commissioner Kay addressed a question on item 3-C, page 33 asking what the reason is for only 14 re-examinations being completed out of the 45 that were due. Ms. Lynette Jordan, Director of Housing Programs, explained that there could have been a delay because sometimes AHA is not given all the necessary information at one time which causes re-examinations to roll over to the next month. Commissioner Kay then asked about the 5 new vouchers issued in November because it was her understanding that AHA was not issuing new vouchers. Ms. Cooper explained that AHA is now out of shortfall and is not issuing new vouchers from the waitlist, but is able to issue vouchers to current voucher holders who have previously submitted a request can move from a Project Based Voucher to a Housing Choice Voucher. The other vouchers may be issued by AHA if they are related to Reasonable Accommodation Requests or victims of domestic violence through the Violence Against Women Act (VAWA).

Commissioner Kurrasch motioned to accept the consent calendar with the exception of item 3-A's October 17, 2018 and December 5, 2018 meeting minutes. Commissioner Weinberg seconded the motion. Commissioner Rickard abstained from the November 7, 2018 meeting minutes.

Vice Chair McCahan commented that in 2018, AHA put 51 new units online and the year ended with all of Everett Common's units being filled, and congratulated the staff. Staff should also be proud of the hard work put into finding funding for Rosefield and working towards acquiring the North Housing site.

Richard Neveln, a member of the public, then asked a question about the general status of IP units that are in the process of being converted into ADA units. Ms. Cooper explained that AHA is in the process of converting 20 units, the first phase of 6 units has been completed and AHA is now filling those renovated units. Commissioner Kay inquired about what happens if all 20 units are renovated and there is not a demand for these units and Ms. Cooper explained that AHA has a waitlist for Independence Plaza. If the units are rented by tenants not needing the new ADA features, a waiver will be signed by the new tenant stating that if the unit is required, the tenant will be relocated and moving expenses covered by AHA.

- 3-A. Approve Minutes of the Board of Commissioners Meeting held October 17, 2018, *November 7, 2018, and December 5, 2018
- *3-B. Accept the Monthly Overview Report for Operations, H.R., and I.T.
- *3-C. Accept the Monthly Overview Report for the Housing Programs Department
- *3-D. Accept the Monthly Overview Report for the Rent Stabilization Program
- *3-E. Accept the Monthly Overview Report for Property Operations
- *3-F. Accept the Monthly Overview Report for Housing & Community Development
- *3-G. Accept the Monthly Development Report for Littlejohn Commons
- *3-H. Accept the Monthly Development Report for Everett Commons
- *3-I. Accept the Monthly Development Report for Rosefield Village
- *3-J. Accept the Monthly Development Report for North Housing
- *3-K. Accept the Five-Month Budget Variance Report through November 30, 2018
- *3-L. Accept the Annual Review of the Investment Policy



4. AGENDA

- 4-A. Approve a Short-term Internship Program to Provide Research and Analysis Support for Housing Authority Projects and Programs and Offer Professional Development Opportunities to Undergraduate and Graduate Students

Ms. Lisa Fitts explained that this is the fourth year of this program and last year AHA utilized an online application process. The internship program is used for important projects that staff may not have the time to complete.

Richard Neveln, a member of the public, inquired about seniors being able to be a part of the program and Ms. Cooper explained that the program is open to anyone who wishes to apply.

Commissioner Kurrasch moved to accept the motion and Commissioner Rickard seconded motion. The motion passed unanimously.

- 4-B. Approve the Executive Director or Designee to Negotiate and Execute All Steps Necessary to Secure the Assignment of the Audit Contract with Rubino & Company, Chartered to Citrin Cooperman & Company, LLP for the 2017 - 2018 Audit

Ms. Cooper explained that last year AHA went through an extensive process to select an auditor and selected Rubino & Company. In mid-December, Ms. Cooper was informed that the audit team within Rubino & Company had moved to a new firm, Citrin Cooperman & Company. The proposal before the Board asks to award the remaining 2018 audit work to Citrin Cooperman & Company for one year so the work already completed is not lost and AHA can make the March 2019 deadline. Once this audit is completed, AHA will go out to bid for a new auditor. Commissioner Weinberg expressed concern about what this means to Rubino & Company and Ms. Cooper explained that Rubino & Company is in the process of getting staffed up to be able to complete such audits and our priority is to complete the audit by the deadline. She explained that Rubino has already reviewed the proposed documents for the assignment to Citrin.

Commissioner Kurrasch agreed that this is reasonable since AHA will go back out to bid for a new auditor. Commissioner Weinberg asked when the next procurement would take place and Ms. Cooper explained that it will be ready to issue mid-February.

Commissioner Kay moved to accept the motion and Commissioner Weinberg seconded motion. The motion passed unanimously.

- 4-C. Accept Presentation of Agency Pension Liabilities and Provide Direction to Staff on the Establishment of a Trust for Pension Liabilities in Order to Return with a Prefunding Request at a later meeting



Ms. Cooper explained that this presentation is about pension liabilities AHA has incurred as of today and introduced Mr. Gary Cline and Mr. Eddie Lee from Nicolay Consulting who gave a presentation and answered questions from the Board.

Vice Chair McCahan asked what the projections look like in the current market with the current government budget and requested information with 4% projections instead of 7% projections. Commissioner Weinberg would like to review published returns and be presented with information around bench markers as well as a 10-year and 20-year projection. It was agreed that staff will come back to the Board with these options, and a 1-page table summary of the benefit of the trust, the benefits of paying more funds to CalPERS directly, and the benefit of paying only the minimum to CalPERS. Information on the need for staff involvement and a sample of the management fees was also requested by the Board. Staff will come back to the Board at a future meeting.

Vice Chair McCahan closed this agenda item and moved to oral communications, non-agenda.

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

Richard Neveln, a member of the public asked that a collection box be setup to help raise money for the Coast Guard to help in this time of Government closure.

6. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

None

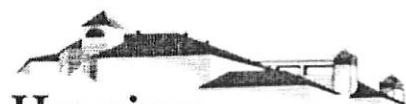
7. ADJOURNMENT

Vice Chair McCahan adjourned the Board of Commissioners meeting at 8:55 p.m.

Vanessa M. Cooper
Executive Director/Secretary

Kenji Tamaoki, Chair
Board of Commissioners





Housing Authority of the 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: Janet Basta, Director of Human Resources and Operations

Date: February 20, 2019

Re: Accept the Monthly Overview Report for Operations, H.R., and I.T.

BACKGROUND

This memo provides a high level overview of agency activities in the prior month for agency Operations, Human Resources, and IT.

Human Resources and Operations

Recruitment and retention of staff continues to be a challenge in this tight job market, exacerbated, as it is for many public agencies, by retirements, rising wages and benefits, high housing costs, and long commute times. Filling positions and onboarding new staff is a priority for senior management. AHA currently utilizes outside recruitment firms for almost all exempt recruitments. Hourly positions are generally listed on the AHA website and on various related recruitment websites, and recruitment is done directly by AHA. Once positions are filled, the onboarding of the new staff is key to ensure transfer of agency knowledge and successful immersion in the job role. A formal, job-specific 6 month onboarding plan is developed and provided to each new employee so training plans and work expectations are clear up front.

Also of note, AHA is experiencing an uptick in unplanned absences and employees on approved leaves of absence. While this is not unusual this time of year, these additional absences, when combined with planned time off, often leave the agency short staffed on any given day. Cross training continues to be an important strategy to manage this so that critical functions can continue to be carried out and services are not interrupted.

This month, a summary of unfilled positions that are on the Schedule of Authorized positions is presented. Positions are listed by department, and information about current and recent recruitments is included, including any positions on the current schedule that management is electing not to fill or that have been outsourced.



Honorable Chair and
Members of the Board of Commissioners

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Department	Budgeted FTE	Filled FTE	Vacant (or to be vacated)	Notes
Administration	8	6	2	Deputy Executive Director interviews in early March, Management Analyst recruitment to start in February.
Finance	5	2	3	Finance Director, Controller and Accounting Specialist in process. Temp staff and consultant in place in interim.
Housing and Community Development	7	6	1	Asset Manager recruitment in process
Housing Programs	13	13	0	Department is fully staffed
Property Operations	16.63	13.38	3.25	Housing Specialist (newly vacant) in process, Maintenance Supervisor pending. One Resident Manager to be recruited in March. One part-time Resident Manager is now outsourced.
Rent Stabilization Program	6	6	0	All budgeted positions filled

Summary: Total FTE's approved for FY 2019: 56.63
Number of vacancies: 9.25
Number of active recruitments: 8.0

New staff that have come on board in the last month include a Senior Project Manager (Housing and Community Development), a Resident Manager II for Esperanza, and a Maintenance Specialist (Property Operations Department). A new Rent Stabilization Program Specialist will also begin in mid- February.

Conferences and Staff Training

Staff attended a number of conferences in the past month, and benefitted from learning new information and the networking opportunities that conferences afford. The conferences included the Liebert Cassidy Whitmore (LCW) Annual Public Sector Employment Law conference in January (one staff), the Northern California/Nevada Chapter of the National Association of Housing and Redevelopment Officials (NAHRO) annual conference (four staff and one Board member), the California Association of Housing Authorities (CAHA) Annual conference (two staff), and the Housing Choice Voucher (HCV) Financial Management class (one staff). Staff also provided trainings at both the NAHRO and CAHA conferences. Additionally, two staff will attend free Prefunding Programs workshops from CalPERS in February.



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Members of the Board of Commissioners

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Office Space and Moves

A number of offices moves occurred during the month of January, with a goal of bringing staff in the same departments in closer proximity to each other. This necessitated the conversion of one shared office to a private office, and reassignment of multiple staff to new workspaces. Additionally, during the strategic planning process, feedback on the workspace was received from staff, and a goal was included in the strategic plan to make improvements to the work space. Management is continuing to look at cost-effective ways to accomplish this, including making some renovations to the AHA break room in the upcoming year and potentially doing some construction to allow for more usable office space.

Succession Planning

AHA issued an RFP for consulting services in the areas of Finance, Section 8 programs and Yardi. Four firms bid and three firms were recently interviewed. These consultants will provide technical assistance in various areas of the agency, and importantly to provide a level of succession planning support in case of absences or departures of key staff. Consultants are already in place for Housing Development and Property Operations.

Information Technology/Administration

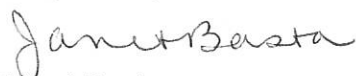
Local Housing Authorities, government agencies, and non-profits have collaborated together to commission a Rent Survey of the Fair Market Rents (FMR) for Alameda and Contra Costa Counties. The firm completed the survey and the data was submitted to HUD by the January 11, 2019 deadline. Upon the reopening of the government, HUD confirmed receipt of the study data. The purpose of this survey is to keep the FMRs at the 2017 level rather than decreasing them by the 10% proposed in October 2018 by HUD. The next step is for HUD to publish revised FMRs in the federal register.

Cell phones were distributed to all exempt staff for business use. Staff was previously provided a stipend to use their own phones. This will make freedom of information requests easier to comply with and allow for continuity of communications with business contacts as staff who are out of the office may now leave their cell phones with a supervisor to monitor during their absence.

RECOMMENDATION

Accept the Monthly Overview Report for Operations, H.R., and I.T.

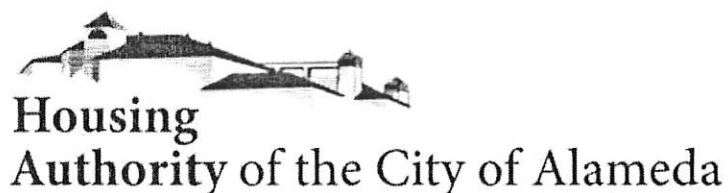
Respectfully submitted,



Janet Basta
Director of Human Resources and Operations

JCB/TMSC





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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
 From: Lynette Jordan, Director of Housing Programs
 Date: February 20, 2019
 RE: Accept the Monthly Overview Report for the Housing Programs Department

BACKGROUND

This memo provides a high-level overview of Housing Programs Department (HPD) activities in the prior month.

Funding Update

The partial Federal government shut down that began on December 22, 2018, was temporarily lifted on, January 22, 2019. On February 5, 2019, Public Housing Authorities (PHAs) received a letter from HUD that provided information on the status of Housing Choice Voucher (HCV) program funding. The letter noted that March and April HAP (Housing Assistance Payments) funding disbursements will be made on time, and HUD has sufficient funds to make funds available at a 99 percent proration of the PHA's estimated CY 2019 HAP renewal allocation for both months. This allocation is based on October 2018 HAP expenditures, so will be a little low for the AHA due to Everett Commons leasing in December. They also noted that PHAs with HUD-held reserves would still be able to request additional funding from their available reserves if the HUD disbursement is insufficient to cover through April. HUD will issue guidance on use of non-HUD funds for HAP payments beyond April. In the event of any changes to this update, AHA staff would return to the board in April with an update.

Section 8 Management Assessment Program (SEMAP) High Performer Award

The U.S. Department of Housing and Urban Development (HUD) has instituted the Section 8 Management Assessment Program (SEMAP) to measure housing authorities' performance in key program areas, (e.g., managing the waiting list, conducting housing quality inspections, calculating income, and maintaining lease-up rates)

HUD measures all housing authorities according to the following system:

90 % or higher	High Performer
61 % to 89 %	Standard Performer
60 % or lower	Troubled Performer



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Members of the Board of Commissioners

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For the past three years, AHA has achieved High Performer status by achieving an average score of 95%.

2015-2016	2016-2017	2017-2018
96 % High Performer	96 % High Performer	93 % High Performer

AHA staff received their High Performer award at the recent NAHRO conference in Napa, California on January 28, 2019. SEMAP audits are performed on a quarterly basis and any errors found are used as training guides to ensure staff is processing their work in accordance with SEMAP reviews and HUD regulations. With this consistent training and feedback, AHA staff is very hopeful our High Performer status will continue.

Annual Plan

Annually the Housing Authority is required to submit an Annual Plan to HUD giving an update to its goals outlined in the 5-year plan. The plan is currently out for public comment and the public hearing will be on the agenda for the March board meeting.

Yardi Rent Café On-Line Recertification Launched and Paper Form Revised

After working closely with the Yardi implementation team to plan and test the launch of a new web-based information center for AHA program participants called “Rent Café”. AHA launched the first pilot group of on-line recertifications. Notification went out to a group of (20) participants identified by property codes inviting them to create their on-line account and complete the recertification process. The recertification can be completed on a computer, cell phone or handheld device. This new online recertification streamlines the recertification process by creating a more efficient recertification review process for the Housing Specialist and hopefully the family. Staff expects substantial cost and time savings once AHA is no longer printing paper recertification packets each month, and mailing notices back and forth, due to incomplete recertifications submitted by participants.

The on-line process will not allow a participant to submit an incomplete recertification. To date five of the participants have successfully completed the on-line registration process and started the submittal of their recertification paperwork. This new upgrade will save staff time in processing work with new efficient reports and reduced data entry verification steps. This web site will allow participants to:

- Complete their regular recertification process on-line.
- Review and update their information, such as e-mail and phone numbers to insure quality communication.
- Review family member, income and assets details.
- Review waiting list basic details and preferences – at a later time once the second module to the system is launched.

The plan is to launch the process to a select group of voucher holders in AHA properties for February and March before rolling it out to all participants in April to ensure there is sufficient training and support for program participants on the new process. Eventually



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Members of the Board of Commissioners

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AHA's goal is to have all participants completing their recertification on-line and all applicants providing updates on-line; however, participants who are unable to complete the on-line process can request a paper packet as a reasonable accommodation. Eventually, AHA plans to complete the online recertification at the actual site to allow even more efficiencies by gathering documents and informing participants of their new tenant rent amounts in real time.

AHA staff also redesigned the recertification packet to mirror the on-line experience. This ensures all participants are treated equally and the online process is as similar to the paper recertification process as possible. This new packet will also prepare participants for the changes they will experience in the format of the on-line process. AHA staff will monitor the process over the next two months and make any corrections or additions to the process before the full launch.

FSS Outreach Activities for FSS Program

Active recruitment efforts continue in the FSS program. AHA hosted an enrollment event in January and our next event will be on March 20, 2019. Families attending these events get an overview of the FSS program and have an opportunity hear success stories from current participants and past graduates. They also learn about the invaluable bi-monthly workshops that the program hosts for participants of FSS, including parenting workshops and goal enrichment meetings.

AHA would like to thank Karen Zeltzer who has facilitated these groups for the past six years.

Lead Safe Housing Rule

HUD updated the Lead Safe Housing Rule (LSHR). While the LSHR applies to all federally owned and assisted housing built prior to 1978; the requirements vary per program, including which party or individual is responsible for various activities. Under the Project-Based Voucher (PBV) program, the owner has more responsibilities than under the Housing Choice Voucher (HCV) program for example.

Under the revised rule, it is no longer sufficient to visually inspect areas for deteriorated paint; a certified risk assessor must make the determination regarding the presence of potential lead hazards.

Owners of PBV units must ensure that lead-based paint (LBP) hazards identified by the risk assessment receive interim controls by a certified renovation or abatement firm, that clearance by a certified risk assessor is passed before re-occupancy occurs, and that assisted occupants are notified of the results of the hazard reduction activity. Owners must monitor and maintain any remaining lead-based paint and the hazard controls, with annual visual assessment and a reevaluation with dust testing every two years by a certified risk assessor.

In compliance with the LSHR, AHA informed PBV owners of the new regulations and monitored the process until owners including AHA properties received their passing



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certified risk assessments and are in compliance. Alameda Point Collaborative (APC) required an extension and are actively working on compliance.

The rule is triggered for HCV owners when a known risk is identified such as a child under the age of six being identified as having an extremely high concentration of lead in the blood. Once an HCV unit has been identified as posing a threat, the owner and AHA than have requirements to address the LBP.

HPD STATISTICS

Statistics	November	December	January
Annual Re-examinations Processed	Due:99 Completed:104	Due:116 Completed:131	Due: 120 Completed:111
Rent Increases	Due:27 Completed:27	Due:47 Completed:47	Due: 19 Completed:19
Interim Re-examinations Processed	Due:45 Completed:14	Due:59 Completed:39	Due:74 Completed: 38
HQS Private Landlord Inspections Conducted Pass rate %	87 61%	1 100%	Private 23 52% APC/BCC 53 84% S+C: 16 94% Shinsei: 20 100%
HQS in AHA Owned units Pass rate	0 AHA	AHA 83 55%	Lincoln: 3 Pass rate: 67% Esperanza 119 Pass rate:41%



Honorable Chair and
Members of the Board of Commissioners

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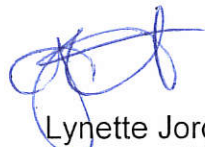
VOUCHER ISSUANCE AND LEASE UP DATA

Statistics	November	December	January
Section 8 Continued Movers seeking housing	6	9	8
Port-in voucher holders seeking housing	3	3	6
Voucher holders ported out and seeking elsewhere	9	3	5
Total voucher holders seeking housing	18	15	19
Non-Port Leased	HCV-3 PBV-1	HCV-6 PBV -0	HCV-6 PBV -0
Port Move-In Leased	1	0	1
Total vouchers leased up in month in Alameda	6	6	18
New Vouchers Issued	5	0	0
New VASH Issued	3	0	0

RECOMMENDATION


Accept the Monthly Overview Report for the Housing Programs Department.

Respectfully submitted,



Lynette Jordan
Director of Housing Programs





**Housing
Authority of the 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: Jennifer Kauffman, Management Analyst

Date: February 20, 2019

Re: Accept the Monthly Overview Report for the Rent Stabilization Program

DATA

The monthly reports for the Rent Stabilization Program are available at www.alamedarentprogram.org. For outcomes of submissions reviewed, please see the full report available online.

	October	November	December
Rent increase submissions	13	33	19
Termination of tenancy submissions	2	6	7
Capital Improvement Plan submissions	0	0	0
Number of RRAC meetings	1	3	3
Number of cases reviewed by RRAC each month	3	14	9

ADMINISTRATIVE UPDATE

The Rent Stabilization Program staff use an off-site office at the 701 Atlantic, location. However, business meetings and client relations are still conducted at the main, 701 Atlantic, location. Staff intends to continue the lease at the off-site location for an additional 12-month term, which would extend the lease through September 2020 at \$5,829 monthly rate for the year.

RECOMMENDATION

Accept the Monthly Overview Report for the Rent Stabilization Program.

Respectfully submitted,



Jennifer Kauffman, Management Analyst, Rent Stabilization Program





Housing Authority of the City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners

From: Lisa Caldwell, Director of Property Operations

Date: February 20, 2019

Re: Accept the Monthly Overview Report for Property Operations

BACKGROUND

This memo provides a high-level overview of the Property Operations Department's activities for the month of January 2019.

DISCUSSION

VACANCY – January

Lease up coordination between the Property Management Department and the Housing Programs Department is ongoing in order to fill vacancies as soon as possible. Three applicants are processed at a time for each vacancy.

Property	Unit #	Vacancies End of January	Notice to Vacate Pending	Lease Pending	Rate
Anne B. Diament Plaza	65	0	0	0	0%
China Clipper Plaza	26	0	1	0	0%
Eagle Village	36	0	1	0	0%
Esperanza	120	3	0	2	3%
Independence Plaza	186	16	1	3	8%
Parrot Village	50	1	1	0	2%
Combined Smaller Sites *	41	4	1	1	10%
Total	524	23	5	6	4%

*Lincoln House (4), Lincoln/Willow (5), Parrot Gardens (8), Senior Condos (7), Sherman Street (9), Stanford House (4), Paru Street (1) and Mulberry Townhomes (3).

The total unit count above includes the six (6) manager units located at Anne B. Diament Plaza, Esperanza, Parrot Village, Independence Plaza, China Clipper and Eagle Village.



Honorable Chair and
Members of the Board of Commissioners

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At the end of January, there were sixteen (16) vacant units at Independence Plaza and these units are included in the vacancy numbers listed above. Eight (8) of the current vacant units are units that are in the next phases of the ADA rehabilitation and will be vacant for the next few months. The first phase of this unit rehabilitation was completed the second week of December and the six (6) units were released for lease up; two (2) have been leased and four (4) are in process. The next phase of completed units is expected to be released at the end of February. To ensure all vacancies are filled promptly we are outreaching to the waitlist applicants. This is a waitlist for residents up to 80% AMI. Per the prior Board action, the rents for new tenants at Independence Plaza will be \$1,308 (1 bedroom) and \$1,569 (two bedroom). Existing tenants will transfer into the ADA units at their current rents provided that the bedroom count stays the same.

RENT COLLECTIONS – January

All properties had a collection rate of 98% or above with the exceptions of Independence Plaza that currently has 15 vacancies due to the rehabilitation of twenty (20) units and the scattered sites throughout Alameda. The scattered sites are a combination of our smaller sites, which total 41 units. Currently we have four (4) vacancies throughout the scattered sites, which have caused the collection rate to fall below 98%. These units will be utilized where possible to relocate qualified tenants from Rosefield Village.

GPR - Budget vs. Collected

Property	ABD	China Clipper	Eagle Village	ESP	IP	Parrot Village	*All Other Sites	Total
					Tenant Rent Only			
Budgeted GPR	87,406	35,096	73,792	289,988	145,222	128,668	59,980	820,152
Collected	85,345	36,864	77,853	301,780	135,105	135,105	58,194	828,510
Collection Rate	98%	105%	106%	104%	92%	105%	97%	101%

*Lincoln House (4), Lincoln/Willow (5), Parrot Gardens (8), Senior Condos (7), Sherman Street (9), Stanford House (4), Paru Street (1) and Mulberry Townhomes (3).

Property Management staff have been working over the past few months with Attorney Bill Ford on a number of terminations of tenancy for non-payment of rent. Many have already repaid their debts in full or have signed a payment plan and are in the process of making payments. A remaining three (3) households, each of which owe two or more months' rent, are being offered a stipulated payment agreement to resolve the current situation. Two (2) other households are subject to a termination of tenancy for serious lease violations. All households subject to termination have been referred to our social services provider, LifeSTEPS for assistance including budgeting and obtaining rental assistance. Where tenant households are also Section 8 Housing Choice Voucher (HCV)



Honorable Chair and
Members of the Board of Commissioners

February 20, 2019
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holders, the Section 8 staff have also conducted mandatory in person case management conferences to remind them of their obligations under the HCV Program.

THIRD PARTY MANAGED SITES – The John Stewart Company (JSCO)

VACANCY – January

Property	Unit #	Vacancies End of January	Rate
Rosefield Village	52	15	29%
Littlejohn Commons	31	0	0%
Everett Commons	20	0	0%

At the end of January, fifteen (15) units at Rosefield were permanently offline due to the upcoming reconstruction and rehabilitation of the property. One unit is a manager's unit. As vacancies become available at other AHA owned sites, residents at Rosefield are offered these vacant units, where eligible, in order to accommodate as many current residents that want to remain housed in Alameda. The Relocation Plan and General Information and Non Displacement Notice (GIN) has been issued for the remaining tenants describing the need to move ahead of the rehabilitation. Regular site meetings will be held with the tenants in coming months as the relocation process moves forward.

The John Stewart Company (JSCO) took over the property management of Eagle Village effective February 1, 2019. Next month Eagle Village will be included in this section.

RENT COLLECTION – December

The financial reporting for properties managed by JSCO is one month behind AHA managed sites due to JSCO providing financial packets in the middle of each month for the prior month.

The financial reporting for Everett Commons will be included in the chart below next month. Everett Commons was not fully leased until the end of December; therefore, financial statements could not be provided for December. Eagle Village will be moved from AHA reporting to JSCO reporting next month.

GPR - Budget vs. Collected

Property	Rosefield	Littlejohn Commons	Total
Budgeted GPR	82,137	48,485	130,622
Collected	91,962	47737	139,699
Collection Rate	112%	98%	107%



RENT INCREASES

Rent increase for 2019 continue to go out monthly. On January 1, 2019, the PBV payment standard for all properties (with the exception of Independence Plaza) was put in place for all rent increases. The increase should not affect the tenant's portion unless they are residing in an unassisted unit (which often is a result of being over income for assistance) or are over housed (i.e. have an extra bedroom outside of their approved voucher size). All those who are over housed and have a tenant based voucher and have already or will be offered an opportunity to move to the correct sized unit when available, provided they are in good standing with AHA. The rent increase notices are provided 60 days prior to the effective date of the increase.

Rent increase notices effective February 1, 2019 for Independence Plaza were issued to qualifying residents at the end of September 2018 in order to provide advance notice and allow residents to prepare for the increase. LifeSTEPS is also available to assist residents with this change.

Income verification by CGI will take place for Independence Plaza, for all HOME units, and all unsubsidized units in May 2019. The Low Income Housing Tax Credit Calculation will be used when determining rent increases as is the practice for the past three years. A request to extend the contract with CGI is included as a separate Board agenda item. Income certifications for Rosefield Village tenants will be completed for all existing tenants by the John Stewart Company by March 31, 2019. This will assist with the relocation of tenants ahead of the new construction project.

MAINTENANCE

The HQS inspection process for FY 2018-2019 is in process. The maintenance staff is currently working on preventive maintenance for upcoming HQS inspections as well as working on units that did not pass prior inspections in order to ensure all corrections are completed and HQS inspections pass by the 28th day.

The maintenance staff has been busy preparing vacant units for leasing, handling daily routine maintenance requests, and performing emergency work orders as needed.

The maintenance department has been without a maintenance specialist since August 2018, though there was part-time temporary help that ended in October 2018. We are happy to announce this position was filled mid-January. Once on boarding and training has been completed work order reports will resume in March.

CAPITAL PROJECTS

Construction for the capital improvement work at Independence Plaza that includes ADA upgrades to 20 units began October 1st. Phase one, which included six units in building three, was completed in early December. Phase 2, which includes three units in building two, and four units in building four is scheduled to conclude in late February. The entire project is scheduled to conclude in August 2019. Construction is approximately 50%



Honorable Chair and
Members of the Board of Commissioners

February 20, 2019
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complete. To date the project has yielded fifteen change orders for a total of \$152,700, which accounts for approximately 66% of the construction contingency. The revised contractor cost is \$2,452,700.

The attached Capital Projects Update table (Attachment 1) summarizes Housing Authority capital project work recently completed, currently underway, and smaller projects that included coordination with the maintenance staff and the project manager to complete.

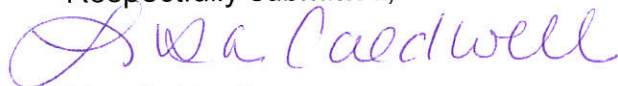
FINANCIAL IMPACT

Report only, no financial impact.

RECOMMENDATION

Accept the monthly overview report for Property Operations.

Respectfully submitted,



Lisa Caldwell
Director of Property Operations

VMC/all

Attachments:

- Attachment 1: Capital Projects Update



Attachment 1 - Capital Projects Update

Per CIP Schedule

Property	Project	Original Contract or Budget Amount	Approved Change Orders	Current or Revised Budget Amount	% Complete	Original Substantial Completion	Expected or Actual Substantial Completion	Status
AHA	ADA Door Installation	13,279	1	18,514	100	1/2018	3/2018	Complete (FY2017-2018)
IP	504 Upgrades	2,000,000	0	3,500,000	50	6/2018	8/2019	Scheduled to conclude in August 2019
SHM	Roof Replacement	150,000	0	150,000	0	10/2018	10/2018	Scheduled to begin March 2019

Additional Projects

Property	Project	Note	% Complete	Original Substantial Completion	Completion Date	Status
ABD	Gas Line Repair	Gas Leak, Building Shut-off, Emergency Repairs	100	8/2018	8/2018	Complete
ABD	Deck Assessment	Assess deck conditions, define scope for repairs	0	Pending	Pending	Soliciting consultants to assess
ABD, ESP, IP	Install Transfer Switches	Emergency power preparation	100	6/2018	9/2018	Complete
AHA	Main Office Emergency Generator and Switch Panel	Emergency power preparation	100	4/2018	4/2018	Complete
AHA	Fire Panel Repair	Panel repair	100	12/2018	12/2018	Complete
ESP	228 Maple Plumbing Repairs	Plumbing repair	100	12/2018	12/2018	Complete
ESP	Valve Replacements	Various plumbing repairs to multiple units	100	12/2018	12/2018	Complete
ESP	Security Lighting Repair	Emergency lighting repairs	100	11/2018	11/2018	Complete
IP	Unit 161 Water Loss	Plumbing repairs, abatement and unit repairs resulting from water loss event	100	11/2018	11/2018	Complete
IP	Elevator Repairs	Various elevator repairs throughout complex	90	1/2019	1/2019	Complete
IP	Deck Assessment	Assess deck conditions, define scope for repairs	0	Pending	Pending	Soliciting consultants to assess
LH	Unit D Fire Loss	Abatement and repairs resulting from fire event	TBD	Pending	Pending	In Progress
PV	Security Lighting Repair	Emergency lighting repairs	50	1/2019	1/2019	Complete
SH	Unit D Water Loss	Plumbing/roof repairs, abatement and unit repairs resulting from water loss event	100	12/2018	12/2018	Complete
SHM	Unit B Water Loss	Plumbing repairs, abatement and unit repairs resulting from water loss event	100	12/2018	12/2018	Complete



**Housing
Authority of the City of Alameda**

PHONE (510) 747-4300
FAX (510) 522-7848
TDD (510) 522-8467

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Kathleen Mertz, Director of Housing and Community Development

Date: February 20, 2019

Re: Accept the Monthly Overview Report for Housing & Community Development

BACKGROUND

This memo provides an overview of the Housing and Community Development departmental activities for the month of January 2019.

DISCUSSION

Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME)

The federal government shutdown resulted in a delay in receiving current year CDBG funding. As of January 31, all CDBG funds were received for FY 2018-2019.

Staff has begun preparing for the FY 2019-2020 Action Plan submission by posting the Notice of Funding Availability (NOFA) for CDBG and HOME funds. For the Public Services and Economic Development categories, staff received applications from current sub grantees. While other nonprofits attended the information workshop, they did not submit applications. For HOME funds, staff received two applications.

Staff conducted a tour of 2815 San Diego Road with Acting City Manager, David Rudat and Debbie Potter, Base Reuse and Community Development Director. The project is proposed for a March City Council meeting as the foundation replacement project cost is expected to be approximately \$500,000. AHA staff is serving as project manager for this City-funded project on a City-owned property. The City intends to lease the property to a local faith group to house refugees. AHA is not responsible for funding any other costs of this project.

The Request for Proposals for a HOME Monitoring Consultant yielded one qualified response. Staff is preparing a contract for services with the applicant.



Inclusionary and Below Market Rate (BMR) Programs

Staff continues to work with the City Attorney's Office on the assignment of the paper equity notes for the 32 BMR units at Alameda Landing and Marina Shores that were developed through the City of Alameda's Inclusionary Housing Program between 2015-2017.

At the City's request, staff has begun developing a loan modification offer to all borrowers with active Down Payment Assistance (DPA) loans (seventeen total). The current Down Payment Assistance loans were structured to be interest-free for the first five years, convert to shared appreciation loans at year five, and required a balloon payment no later than year fifteen. The City has proposed to modify the terms to make them more beneficial to homeowners. 1) To avoid creating a hardship, the City is offering to extend the loan term beyond fifteen years so that repayment is due in the event of a refinance, sale, transfer, or default. 2) Due to the rapid rise of home prices in the last five years in Alameda, the amendment proposes that existing borrowers pay the lesser of five percent simple interest or the accumulated shared appreciation. The AHA holds three DPA Notes via the transfer of Housing Assets to AHA from the former Community Improvement Commission during the dissolution of the redevelopment agencies in 2012. These three Notes will be amended along with the City held Notes referenced above so that all participants in the DPA program have the same terms.

Island City Development

The Housing Authority previously made two predevelopment loans to Island City Development (ICD) on behalf of two development projects: North Housing and Rosefield. The loan balance and project details are discussed in the attached project specific reports. Additionally, AHA made a \$250,000 working capital loan to ICD in April 2017. These funds are used for short-term project costs related to timing mismatches for the monthly construction draws. This operating capital loan matures in 2022. Staff continues to work on the Procurement Policy for Island City Development. A copy will be included in the next Board packet for reference and a copy of the ICD Board packet will be forwarded to you per the usual protocol.

Littlejohn Commons

The Littlejohn Commons project includes the new construction of 31 units located at 1301 Buena Vista Ave. ICD is the developer. Construction funds were secured at the financial closing on December 14, 2016. Construction of the project started on December 27, 2016 and received the Final Certificate of Occupancy on August 2, 2018. The project was fully leased by August 31, 2018. Because this project has reached Stabilized Occupancy, staff will no longer prepare a separate development report for Littlejohn Commons.

Staff is currently working on the Tax Credit Allocation Committee (TCAC) Placed in Service (PIS) application for IRS Form 8609, and working through the due diligence documentation for the permanent loan conversion and 3rd investor capital contribution scheduled for February 21st. The 2nd Capital Contribution from National Equity Fund was received and has reduced the Construction Loan balance by over \$2 million. The 2nd Developer Fee installment of \$200,000 has been paid to Island City Development. Staff has finalized the Cost Certification. Total cost of development was \$19,502,018.



Affordable Housing Project Pipeline

Everett Commons – A separate report on the project is attached.

Rosefield Village – A separate report on the project is attached.

North Housing – A separate report on the project is attached.

Staff continues to evaluate potential real estate development and acquisition opportunities throughout Alameda as they become available.

Asset Management

Staff is working on 4th quarter reporting to lenders and investors. Recruitment is open for the Asset Manager position.

Other Activities

Staff is preparing to advertise for the 2019 Summer Internship Program. HCD's new Senior Project Manager began work in January.

RECOMMENDATION

Accept the Monthly Overview Report for Housing & Community Development.

Respectfully submitted,



Kathleen Mertz
Director of Housing and Community Development





Housing Authority of the 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: Richard Yoshida, Project Manager
Date: February 20, 2019
Re: Accept the Monthly Development Report for Everett Commons

BACKGROUND

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

The Everett Commons project includes the new construction of 20 units located at 2437 Eagle Ave. Construction funds were secured at the loan closing on June 29, 2017. ICD is the developer. JPMorgan Chase is the construction/permanent lender. Anne Phillips Architecture is the architect of record. J.H. Fitzmaurice, Inc. is the General Contractor.

Bedroom Size	1	2	3	4	Total
# Units	4	11	5		20

Total Development Budget: \$16.6 Million

Financing Sources: Low-Income Housing Tax Credits, HOME funds, AHA Loan, bank loan, Alameda County A1 Bonds, Project Based Vouchers

DISCUSSION

Construction of the project started on July 7, 2017. The project received a Temporary Certificate of Occupancy on December 17, 2018 and was fully leased by December 31, 2018. A Grand Opening Celebration is scheduled for March 26th at 3 PM. More details will be forthcoming.

The construction contract totals \$12,074,456 including 17 approved contract change orders for a total of \$518,190. Owner contingency funds are held separately from the contract and as change orders are approved, the original construction contract value will increase accordingly as shown in the table below.



Contingency Utilization				
	Original Budget	Current Revisions	Previous Revisions	Current Budget
Construction Contract	11,556,266	-7,290	525,480	12,074,456
Construction Contingency	577,813	7,290	-525,480	59,623
Soft Cost Contingency	148,371	0	-148,371	0

General Construction Contract Utilization				
Contract Total	Value of Work Completed	Retention Withheld	Payments to Date	Balance to Finish
\$12,074,456	\$12,074,456	\$1,207,446	\$10,867,010	0

FINANCIAL IMPACT

The overall budget disbursements are summarized below. The "\$ Disbursed" column includes the current draw amount. The cost certification process is ongoing with the auditor. Although the hard cost contingency was not fully utilized, there were soft cost overruns related to architecture/engineering, construction management, permit fees, financing fees, and legal fees. Any line item cost overruns will be either absorbed by other line items in the Board approved master development budget or will come back to the board for approval once the draft cost certification is complete.

	\$ Budget	\$ Disbursed	% Disbursed	\$ Balance
Land	34,900	15,833	45%	19,067
Hard Costs	12,134,079	10,867,011	90%	1,267,068
Soft Costs	4,440,826	2,474,468	56%	1,966,358
Total	16,609,805	13,357,312	80%	3,252,493

RECOMMENDATION

Accept the Monthly Development Report for Everett Commons.

Respectfully submitted,



Richard Yoshida
Project Manager





Housing Authority of the City of Alameda

PHONE (510) 747-4300

FAX (510) 522-7848

TDD (510) 522-8467

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: February 20, 2019

Re: Accept the Monthly Development Report for Rosefield Village

BACKGROUND

Since early 2015 staff has been working to prepare a redevelopment plan for the buildings at Rosefield Village. It was initially expected that the site could be preserved through substantial rehabilitation but two separate structural reports indicated that the nine 1979 pre-fabricated buildings have reached the near-end of their useful life. Staff adjusted the project scope to include redevelopment of the property. In October 2016, the Board authorized staff to proceed with a plan to construct approximately 60 new units to replace the 1979 buildings and approved the selection of Dahlin Group Architecture. In September 2017, the Planning Board approved the proposed site plan and encouraged staff to return for Design Review approval with increased density. On July 9, 2018 the project received unanimous design review approval from the Planning Board to build 78 new units. This approval required a zoning text amendment which was approved by City Council on September 18, 2018.

In December 2017, the Board approved a construction/permanent loan of \$5.7 million of AHA funds to support the project, and amended that loan by \$1.3 million in October 2018. In September 2018, AHA was awarded \$1.67 million of A1 County Bond funds from the City base allocation. In October 2018, the Board authorized staff to submit funding applications for the redevelopment of Rosefield Village as well as to form the new Low Income Housing Tax Credit ownership entities for the project.

This project will be developed by Island City Development. The overall project scope includes both rehabilitation of existing structures and construction of a new building in the middle of the site. The new building includes 78 units, onsite laundry, property management offices, social service coordination offices, community room, and central courtyard with play structures. The thirteen existing units, in six buildings, on the east and west sides of the new building will be renovated.



DISCUSSION

On February 5, 2019, the Alameda County Board of Supervisors awarded \$6.42 million of Measure A1 Bond funds for the project from the Regional Pool Allocation. TCAC issued a notice on February 1, 2019, that there are no 9% low-income housing tax credits available for the East Bay Region in 2019, so staff have restructured the financing to apply for 4% low-income housing tax credits and State of California Housing and Community Development (HCD) funds from the Multifamily Housing Program (MHP) in summer 2019. Staff is working with the financial consultant, Community Economics, to update the project financing plan. Staff anticipates this change will cause a 2-4 month delay to the financing plan.

Staff continues to work with Paragon Partners, the relocation specialist for the project, to finalize updates to the Relocation Plan, and to notify residents appropriately. The draft Relocation Plan was distributed to residents in December 2018 and staff held a resident meeting on January 15, 2019. Paragon Partners were present at the resident meeting and discussed their roles and responsibilities as relocation consultant for the residents.

FINANCIAL IMPACT

The Board has previously authorized a \$1 million loan to Island City Development for pre-development expenses. Predevelopment costs incurred include application fees, professional services for reports and studies, plus architecture and engineering fees.

The chart below summarizes expenses through October.

<u>Rosefield Village</u>		
Pre-development Loan from AHA	\$	1,000,000
Usage through January 2019	\$	<u>523,726</u>
Balance	\$	476,274

As mentioned above, the Board has committed \$7 million in AHA loan funds for construction and/or permanent financing.

RECOMMENDATION

Accept the Monthly Development Report for Rosefield Village.

Respectfully submitted,



Tony Weng
Senior Project Manager





Housing Authority of the City of Alameda

PHONE (510) 747-4300
FAX (510) 522-7848
TDD (510) 522-8467

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Kani Lin, Controller
Date: February 20, 2019
Re: Accept the Quarterly Investment Report for Period Ending December 30, 2018

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.

As of December 31, 2018, AHA held \$12,551,182.99 (49.77% of investment funds) in **LAIF**. These funds are on demand and can be used for immediate needs. The prior quarter balance was \$12,572,990.40. Interest is posted monthly to the account by LAIF.

As of December 31, 2018, AHA held \$12,669,071.84 (50.23% of investment funds) in **CAMP**. These funds are on demand and can also be used for immediate needs. The prior quarter balance was \$12,593,843.40. Interest is posted monthly to the account by CAMP.

Balances as of December 31, 2018:

LAIF:	\$12,551,183
CAMP:	\$12,669,072
Total Investment	\$25,220,255



Honorable Chair and
Members of the Board of Commissioners

February 20, 2019

The key changes in the balance for the period ending December 30, 2018 are:

CAMP October to December 2018 interest income	75,228
LAIF October to December 2018 interest income	78,193
LAIF Transfer GF checks to AAHC reserve send to Escrow in May 2018. (This is reimburse GF for Set up AAHC replacement reserves when TXF properties-Anne B Diament, Stanford House, Lincoln Willow, and China Clipper to AAHC)	(100,000)
Total	\$ 53,421.03

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.

RECOMMENDATION

It is recommended that the Board of Commissioners accept the Quarterly Investment Report for period ending December 30, 2018.

Respectfully submitted,



Kani Lin
Controller

Attachments: LAIF report for the quarter ending December 31, 2018
CAMP report for the quarter ending December 31, 2018


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

www.treasurer.ca.gov/pmia-laif/laif.asp
January 23, 2019

ALAMEDA HOUSING AUTHORITY

EXECUTIVE DIRECTOR
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

PMIA Average Monthly Yields

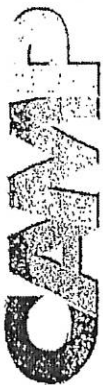
Account Number: 

Tran Type Definitions

December 2018 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	12,551,182.99
Total Withdrawal:	0.00	Ending Balance:	12,551,182.99

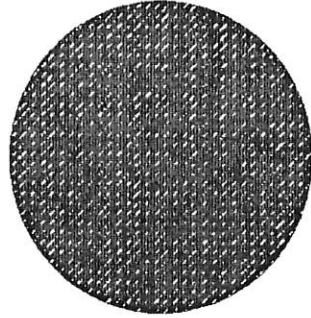


Account Statement - Transaction Summary

For the Month Ending December 31, 2018

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

CAMP Pool		December 31, 2018	November 30, 2018
Operating Market Value		12,642,616.43	
Purchases		26,455.41	
Redemptions		0.00	
Unsettled Trades		0.00	
Change in Value		0.00	
Closing Market Value		\$12,669,071.84	
Cash Dividends and Income		26,455.41	
			12,642,616.43
Total		\$12,669,071.84	\$12,642,616.43



CAMP Pool
100.00%

Account	Page 1
PFM Asset Management LLC	3

CAMP

Account Statement

For the Month Ending December 31, 2018

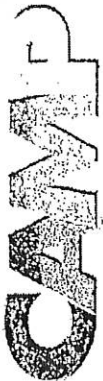
Housing Authority of the City of Alameda (AHA) - Housing Authority of the City of Alameda (AHA)

Trade	Date	Settlement	Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
Opening Balance							12,642,616.43
	12/31/18		01/02/19	Accrual Income Div Reinvestment - Distributions	1.00	26,455.41	12,669,071.84
Closing Balance							12,669,071.84

Opening Balance	12,642,616.43	Month of December	Fiscal YTD July-December	10,597,978.08	Closing Balance	12,669,071.84
Purchases	26,455.41			2,071,093.76	Average Monthly Balance	12,643,469.83
Redemptions (Excl. Checks)	0.00			0.00	Monthly Distribution Yield	2.46%
Check Disbursements	0.00			0.00		

Closing Balance	12,669,071.84			12,669,071.84
Cash Dividends and Income	26,455.41			134,093.76

Customer Service
PO Box 11813
Harrisburg, PA 17108-1813



Housing Authority of the City of Alameda (AHA)

ACCOUNT STATEMENT
For the Month Ending
December 31, 2018

Client Management Team

Monique Spylke
Managing Director
50 California Street, Suite 2300
San Francisco, CA 94111
415-393-5544
spylke@cpfm.com

Isaac Chyou
Senior Managing Consultant
50 California Street, Suite 2300
San Francisco, CA 94111
415-393-7251
chyou@cpfm.com

Michael Miller
Client Consultant
213 Market Street
Harrisburg, PA 17101-2141
1-800-729-7665
miller@cpfm.com

Contents

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Individual Accounts

Accounts included in Statement

Housing Authority of the City of Alameda (AHA)

Important Messages

CAMP will be closed on 01/01/2019 for New Year's Day.
CAMP will be closed on 01/21/2019 for Martin Luther King Jr Day.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (AHA)
VANESSA COOPER
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

Online Access www.camponline.com **Customer Service** 1-800-729-7665





Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

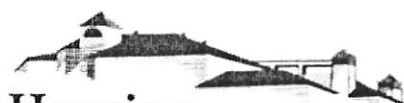
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HOUSING AUTHORITY
OF THE CITY OF ALAMEDA

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (AHA)
VANESSA COOPER
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (AHA)
VANESSA COOPER
701 ATLANTIC AVENUE
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|
|||

Customer Service
PO Box 11813
Harrisburg, PA 17108-1813
CAMP
CALIFORNIA ASSET
MANAGEMENT PROGRAM



Housing Authority of the City of Alameda

PHONE (510) 747-4300
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TDD (510) 522-8467

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Valerie N. Mondo, Executive Assistant
Date: February 20, 2019
RE: Approve 2019 Out-of-State Travel for Staff

BACKGROUND

It has been Housing Authority practice that out-of-state travel be approved by the Board of Commissioners.

DISCUSSION

It is proposed that AHA staff members and/or Commissioners attend the following trainings:

The Consortium for Housing and Asset Management (CHAM) 2019 Annual Conference
Nashville, Tennessee
June 17 – 20, 2019
Approval for two AHA staff members

NAHRO 2019 Summer Conference: Connect to Results
Boston, Massachusetts
July 10 – 14, 2019
Approval for one AHA staff member and two Commissioners

NAHRO National Conference & Exhibition: Connect to Partners
San Antonio, Texas
October 9-12, 2019
Approval for one AHA staff member and two Commissioners

Procurement Training

Texas

December 2019

This training was approved for December 2018 but AHA staff member had to cancel and reschedule for 2019

There are sufficient funds in the training budget for the above listed out-of-state travel. The costs for the Housing Authority will be air, hotel, and per diem.



Honorable Chair and
Members of the Board of Commissioners

February 20, 2019
Page 2 of 2

FISCAL IMPACT

There will be costs associated with travel for the CHAM conference, the NAHRO 2019 Summer Conference, the NAHRO National Conference and Exhibition, and the Procurement Training for air travel, hotel accommodations, and per diem. No change in the budget for travel and training is required.

RECOMMENDATION

Approve 2019 out-of-state travel for staff.

Respectfully submitted,



Valerie N. Mondo
Executive Assistant



Housing Authority of the City of Alameda

PHONE (510) 747-4300

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TDD (510) 522-8467

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Danielle Thoe, Management Analyst

Date: February 20, 2019

Re: Accept the Monthly Development Report for North Housing and Provide Feedback to Staff

BACKGROUND

In 2012, the Navy approved the transfer of 13 acres of land to the Housing Authority at the former Coast Guard housing site known as North Housing. The approved public benefit conveyance is based on the proposal submitted by AHA, Alameda Point Collaborative (APC) and Building Futures with Women and Children (BFWC) to develop 90 units of permanent supportive housing. AHA, APC, and BFWC signed a Memorandum of Understanding that outlines the roles and responsibilities of each party. This MOU states broadly that AHA is responsible to serve as “fiscal agent”, to secure financing, to develop and then to manage the project, and to provide regular quarterly reports to the partners regarding project finances.

Habitat for Humanity has applied separately to HUD and the Navy to receive a two-acre parcel, adjacent and to the east, which is also a part of the North Housing area. The General Services Administration (GSA) sold the adjacent parcel to the west, through a public bid, to Carmel Partners. On July 2, 2018, the U.S. Navy and Carmel partners closed on the sale of the public bid parcel at North Housing. On March 30, 2018, the City signed a Memorandum of Understanding (MOU) with Carmel Partners about obligations for infrastructure improvements on the Housing Authority’s public benefit conveyance.

On February 21, 2016, the Board authorized acceptance of the Quit Claim deed for conveyance of the property to the Housing Authority. This approval authorizes the Executive Director to execute documents necessary to accept the Quit Claim Deed from the City of Alameda. On June 5, 2018, City Council approved the final reading of the resolution for transfer of the North Housing site to the Housing Authority. Final site conveyance from the Navy has been delayed but is anticipated in 2019.

In October 2018, the Board of Commissioners approved additional funding for the project, bringing the total pre-development and demolition budget to \$3.7 million. This is memorialized as a predevelopment loan to ICD for the project.



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From October through December 2018 AHA hosted a series of four Community Meetings to hear from residents regarding their preferences for the site. The meetings provided high quality feedback from neighbors regarding architectural styles, site layout preferences, and general input. The process ended on a positive note with a number of neighbors encouraging that the housing get built sooner rather than later.

DISCUSSION

After the conclusion of the Community Meeting series for the Development Plan Application (DPA), Housing Authority staff has been moving forward to finalize details of AHA's DPA. This includes meetings with the neighbor, Habitat for Humanity, who had staff present at each of the community meetings. The proposed site plan prepared by AHA includes a north-south street that straddles the AHA-Habitat property line to serve both sites and larger community circulation, as well as an east-west paseo that straddles both sites and connects the North Housing community to the Alameda Landing community to the east. It is AHA's position that each organization should bear a reasonable, equitable financial responsibility for creating infrastructure that benefits their property, including providing land where this is required for the shared boundary infrastructure.

Habitat and AHA staff have held a number of meetings over the last two months to discuss those shared boundaries and to determine fire department access required within and at the boundaries of each site. AHA staff and Habitat for Humanity staff met with the Alameda Fire Department (AFD) in January to understand the development requirements along this shared border and other AFD concerns site-wide.

Conflicts with both organizations' draft site plans were identified and changes to address these concerns are being considered. Based on feedback from AFD, the current Habitat for Humanity site plan shows a secondary Emergency Vehicle Access (EVA) driveway, exiting Habitat's site onto a north-south street located on AHA's site.

Through additional conversations with Habitat for Humanity, their staff has expressed a desire to work together regarding shared contributions to North Housing area improvements. There are a number of moving pieces to be aligned on both sites, and staff has requested AHA's master plan design consultant, UDA, to provide sketches of options for how to treat the boundaries of both sites and any changes that would bring about internal modifications for either party. These changes are expected to be minor to the overall layout of the site.

During this ongoing discussion, staff continues to keep in mind AHA's goal of delivering much needed affordable housing as quickly as is possible. In these meetings with Habitat, staff has reiterated AHA's goal of submitting its Development Plan Application by the end of March 2019. Staff will move forward in coordination with Habitat for as long as is possible without delay to AHA's submission. If staff feels it is necessary to move forward without an agreement, AHA will do so without any assumption of shared land or access between the two sites. The Executive Director and Habitat's Vice President of Housing



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February 20, 2019
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Development are working on a formal agreement to address access, shared costs, and ongoing maintenance of any shared boundary.

In January, staff received word from the City that the Navy is prepared to move forward with transfer of the North Housing site. The City's Base Reuse and Community Development Department staff provided draft documents for site transfer to AHA's staff and AHA's legal counsel for this land transfer, Carle Mackie Power & Ross, has begun their review. The City and AHA kicked-off coordination on this process in early February and will work closely to ensure both parties can support the final transfer documents from the Navy to City and to finalize the transfer documents between City and AHA. The Navy has a fast-paced timeline in mind with an internal closing date goal of February 28, 2019. AHA and City staff will take reasonable steps to work toward this goal.

As the project moves forward, the www.northhousing.org website continues to be a community resource. Slides and notes from breakout group conversations are available there. In addition, staff will continue to communicate with those on the project's email list, providing approximately monthly updates, more frequent if there is additional news to share.

Progress by Carmel Partners also continues to move forward on the North Housing site while still under Navy ownership. Demolition in the Singleton and Mosely right of ways is now complete. The next step will be to begin installation of infrastructure that will be below the roadway and then road construction.

Staff continues to meet monthly with project partners APC and BFWC and will continue discussions with Carmel about security of the site once it has transferred to AHA.

Staff continues to work to understand the potential risks and benefits to going through a traditional California Environmental Quality Act (CEQA) review or utilizing State Bill 35, Planning and zoning: affordable housing: streamlined approval process, (SB 35) for an environmental review. SB 35 is a state bill passed in 2017 with the goal of getting affordable housing developments approved more quickly. The bill requires cities that have not produced enough housing to satisfy their Regional Housing Needs Assessment (RHNA) allocation to review and approve affordable housing projects on an expedited timeline and with review solely based on objective standards. SB 35 also exempts affordable housing development projects from CEQA review, which otherwise is required for all development projects. CEQA review requires a lengthier review of the environmental impacts caused by a development. These include but are not limited to impacts on air quality, biological resources, greenhouse gases, hydrology and water quality, noise, recreation, transportation and traffic, and utility services. SB 35 applies to infill projects, under the assumption that environmental impacts are lessened for an infill project. Staff have discussed SB 35 with City Planning staff who are open to its use for this project. Staff expect that any use of this tool would be done in a "friendly" manner, unlike the majority of projects which have utilized SB 35 to date. For more information on SB 35 see handout "Recent Developments in California Housing Law Summary of 2017 Housing Legislation" item I.C. (page 7).



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Members of the Board of Commissioners

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Through AHA's RFP for legal services, staff have held conversations with potential counsel around what legal and/or environmental experts will be necessary to make a decision and deliver a successful application. There are potential pros and cons of each route, the highlights of which are outlined in the chart below:

CEQA		SB 35	
Pros	Cons	Pros	Cons
<ul style="list-style-type: none"> • Have extensive knowledge of environmental impacts of development. • Community confidence in review process. 	<ul style="list-style-type: none"> • Length of time required to complete full environmental reports is unknown. • Potential appeal of development based on CEQA. • Possibility of project delay based upon previously unknown environmental impacts. 	<ul style="list-style-type: none"> • No delay for completion of CEQA review. • Development Plan Application must be approved by City within 180 days, including any necessary public hearing. • City must inform AHA of project's failure to meeting objective development standards within 90 days of submittal. • Project fees set at time of Development Plan Application approval for the duration of the project, given 	<ul style="list-style-type: none"> • Difficulty finding legal counsel. • Possibility of challenge to using SB 35 for Development Plan Application. • Negative association with other developers using SB 35.

Staff seeks input from the Board of Commissioners on the choice of a CEQA environmental review or utilization of SB 35 for streamlined evaluation.

Staff have confirmed with City Planning staff and Urban Design Associates, the project master planning consultants, a common understanding of all requirements of a Development Plan application. Though some specifics of this application are on hold as site plan changes are discussed, the AHA team understands all required deliverables.



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Staff will work with City Planning to secure a date for a Public Hearing before the Planning board, which will follow submission of the Development Plan Application.

Once AHA takes ownership of the site, a Request for Proposals for demolition of buildings and other site improvements will be published. Having worked alongside Carmel Partners in its bid process for the demolition using CDBG funds, AHA is prepared to publish this bid package and confident in the interest of prospective respondents.

FINANCIAL IMPACT

In October 2017, the Board authorized a \$300,000 loan to ICD for pre-development costs. In October 2018, the Board authorized an additional \$900,000 loan to ICD to include the Development Plan and \$2.5M in funding for the demolition of existing buildings on the Housing Authority's portion of the North Housing parcel. In total, the predevelopment loan amounts to \$3,700,000.

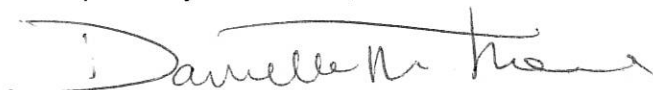
North Housing

Pre-development Loan from AHA	\$	3,700,000
Usage through January 2019	\$	226,731
Balance	\$	3,473,269

RECOMMENDATION

Accept the Monthly Development Report for North Housing and Provide Feedback to Staff.

Respectfully submitted,



Danielle Thoe
Management Analyst

Attachment:

- Attachment 1: Goldfarb & Lipman LLP: Recent Developments in California Housing Law Summary of 2017 Housing Legislation, October 20, 2017



review of any rezoning or other action needed to create a replacement site. While this language appears to be intended to separate any CEQA review of the project from CEQA review of any needed rezoning, it does not clearly prevent agencies from reviewing both actions together, if they choose to do so.

The obligation to identify another site within 180 days of project approval does not allow any extension due to the need to complete CEQA review.

3. **Implications for Processing of Applications on Housing Element Sites.** Any development application on a site shown in the housing element, including commercial development on mixed-use sites, should be reviewed for compliance with this section.

Before January 1, 2018, agencies should review all applications approved on housing element sites since adoption; list the number of units approved and their income category; list all housing approved on sites *not* listed in the housing element and their income category; and determine if there is a current shortage of sites in any income category. If so, when another application is reviewed for a site listed in that income category, the agency will need to "identify and make available" a replacement site within 180 days if the project does not include the density and income category shown in the housing element. The replacement site could be one that is properly zoned but not shown in the housing element; or a site not included in the housing element that is rezoned to a higher density.

SB 166 does not appear to require that the housing element be amended if a site not shown in the housing element is "identified and made available" to account for any shortfall. However, AB 879 requires that housing element annual reports list any sites rezoned or identified to comply with this provision.

C. Streamlined Approval for Housing Projects Meeting Specific Criteria (SB 35; Government Code § 65913.4)

1. **Jurisdictions Subject to SB 35.** Government Code section 65913.4 applies to general law and charter cities and counties; however, jurisdictions are only subject to its provisions if:
- HCD has determined that the jurisdiction has not issued enough building permits to satisfy its regional housing need allocation (RHNA) by income category; or
 - A jurisdiction has not submitted its required annual report to HCD for at least two consecutive years.

HCD will make its determination for each "reporting period," and once HCD has determined that a jurisdiction is subject to streamlining requirements, housing projects remain eligible through the end of that reporting period. A "reporting period" is either the first half or second half of the either five- or eight-year-long housing element planning

period. Accordingly, HCD determinations will last for a maximum of either two and a half or four years, depending on the length of each jurisdiction's housing element planning period.

2. **Projects Eligible for Streamlining.** To be eligible for streamlined approval, the project must:

- Propose at least two residential units;
- Be located in an urban area, with 75% of the site's perimeter already developed;
- Have a general plan or zoning designation that allows residential or mixed-use development; and
- Meet all "objective" zoning and design review standards in effect when the project is submitted.
 - A project that receives a density bonus and other regulatory incentives under density bonus law is considered consistent, and any "maximum unit allocation" (presumably under a growth control measure) must be ignored.
 - Maximum density is the maximum shown in the general plan. Under SB 35, general plan standards trump other standards if documents are inconsistent.

In addition, projects must meet affordable housing and labor requirements. Specifically:

- If the jurisdiction has not approved enough units to meet its RHNA for above-moderate-income housing, a project with more than 10 units of housing qualifies if it dedicates at least 10% of the total unit count for low-income households;
- If the jurisdiction has not issued enough building permits to meet its RHNA for low-income housing, a project qualifies if it dedicates 50% of the total unit count for low-income households;
- If the jurisdiction has not issued enough building permits to meet its RHNA for low-income housing and above-moderate-income housing, the applicant can choose between dedicating 10% or 50% of the total unit count for low-income households;
- Projects with more than 10 units must commit to paying prevailing wages; and
- Projects must be completed using a "skilled and trained workforce" if they:

- Are located in a coastal or bay county with a population of 225,000 or more and propose 75 or more units (January 1, 2018, until December 31, 2021) or 50 or more units (January 1, 2022, until December 31, 2025) that are not 100 percent subsidized affordable housing; or
- Are located in a county with a population of 550,000 or more that is not a coastal or bay county and propose 75 or more units (January 1, 2018, until December 31, 2019), 50 or more units (January 1, 2020, until December 31, 2021), or 25 or more units (January 1, 2022, until December 31, 2025) that are not 100 percent subsidized affordable housing.

3. **Exclusions.** If a project meets the above qualifications, it may be eligible for streamlining if no exclusions apply. Specifically, the project site must not be in the following areas:

- The coastal zone;
- Prime farmland or farmland of statewide importance;
- Wetlands;
- Specified hazardous areas (e.g., severe fire hazard areas, hazardous waste sites, fault zones, floodways, etc.);
- Sites subject to a conservation easement or designated for conservation in a habitat conservation plan;
- Sites subject to the Mobilehome Residency Law, the Recreational Vehicle Park Occupancy Law, the Mobilehome Parks Act, or the Special Occupancy Parks Act;
- Sites that require the demolition of housing restricted to households with moderate income or lower or housing subject to rent control or an historic structure; or
- Sites that have contained housing occupied by tenants within last 10 years, even if such housing has subsequently been demolished.

Finally, the project must not involve the subdivision of a parcel unless it satisfies the prevailing wage and skilled and trained workforce requirements (summarized above) or it is financed with low-income housing tax credits and commits to paying prevailing wages.

4. **Limitations on Parking for Eligible Projects.** No more than one parking space per unit may be required for eligible projects. Moreover, no parking may be required if the project is located:

- Within one-half mile of public transit;
- Within an architecturally and historically significant historic district;
- In an area where on-street parking permits are required but not offered to the occupants of the development; or
- Within one block of a car share vehicle.

5. **Streamlining Benefits to Applicant.** Most importantly, qualifying projects are eligible for streamlined approvals under a ministerial process, which excludes qualified projects from environmental review under the California Environmental Quality Act.

An applicant must request review under the streamlining provisions. A jurisdiction then has 60 days from *submittal* (90 days for projects with more than 150 units) to provide the applicant with written notice of any objective development standards that the project does not satisfy and an explanation for the conflict; failure to meet this timeframe results in a project being deemed consistent with such standards. The jurisdiction must complete any "design review or public oversight" for the project within 90 days of an application's submittal (180 days for projects with more than 150 units).

Because of the numerous qualification criteria and exclusions, it is not clear how many projects will be in a position to take advantage of the new streamlining provisions. However, note that the timeframes for processing applications are triggered from the date of *submittal*, not from the date an application is accepted as complete, which increases the pressure on local agency staff to review and process applications quickly. Regardless, agencies may want to develop a checklist to evaluate eligibility for streamlining and submittal requirements needed to determine if a project is consistent with all objective standards. As with the Housing Accountability Act, cities and counties will need to compile a list of applicable objective development standards that can be used to evaluate housing applications going forward.



Housing Authority of the 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: Jennifer Kauffman, Management Analyst

Date: February 20, 2019

Re: Authorize the Executive Director to Negotiate and Approve a Contract between the Housing Authority of the City of Alameda and 3Di, Inc. Up to a Total Not to Exceed the Amount of \$200,000 Within a Five-Year Period

BACKGROUND

The Rent Stabilization Program budget includes one-time and ongoing funds for database services to implement policies, provide accurate data, and increase administrative efficiency for the City's Rent Review, Rent Stabilization and Limitations on Evictions Ordinance No. 3148 (Ordinance).

Through a service agreement with the City of Alameda, the City compensates the Housing Authority on a reimbursement of costs basis.

DISCUSSION

The service agreement between the Program Administrator, currently the Housing Authority of the City of Alameda, and the City provides for funds to be expended for database services to maintain accurate data for the program. In addition, City Council has requested more data concerning the residential rental market in the City of Alameda and more comprehensive analysis of trends in the administration of the Ordinance. This fiscal year, the City of Alameda allocated \$226,300 for Rent Stabilization Program database services with an additional \$10,600 allocated for FY19-20. The Housing Authority and City will renegotiate the program budget in 2020 per the current service agreement.

On July 23, 2018, the Program Administrator issued a Request for Proposals (RFP) of Database Services for the City of Alameda Rent Stabilization Program. The RFP provided for a scope of services that included establishing an online system for the public to pay the annual Rent Stabilization Program fee, increased reporting functionality, customer relations management services, and integration capabilities with current City database systems.



Honorable Chair and
Members of the Board of Commissioners

February 20, 2019
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The contract term for database services establishes December 31, 2019 as the completion date, which corresponds to the sunset date of the Rent Stabilization Ordinance. The AHA has the option to extend the engagement for up to four additional years, one year at a time, until no later than December 31, 2023.

The Housing Authority received five bids by the RFP required deadline. The RFP panel, consisting of Rent Stabilization Program staff, City Finance Department staff, City IT staff, and Housing Authority IT staff, conducted interviews, attended software demos, and spoke with vendor references.

The recommended vendor is 3Di, Inc. based on the panel evaluation following the criteria set forth in the RFP.

1st Choice Vendor	3Di, Inc.						
Summary	For over 17 years, 3Di has delivered innovative SaaS technology solutions to the public sector. The company offers a cloud-based platform for rent control/ stabilization management. Along with meeting all requirements of the RFP scope of services, this software has a self-serve portal for tenants and landlords through which fees can be paid and petitions can be filed.						
Costs		Year 1	Year 2	Year 3	Year 4	Year 5	Total
	Implementation	\$35,000					\$35,000
	Maintenance, Operation, Support	\$28,200	\$28,200	\$28,200	\$28,200	\$28,200	\$141,000
	Total	\$63,200	\$28,200	\$28,200	\$28,200	\$28,200	\$176,000
Benefits	<p>1) Costs relatively lower than other bids</p> <ul style="list-style-type: none"> • Implementation is a flat rate not based on hours • Annual maintenance is the lowest rate offered at 3Di • Cost not based on license users <p>2) 3Di has knowledge and best practices of rent stabilization data management</p> <ul style="list-style-type: none"> • Experience in rent stabilization software services, 3Di is used to manage rent stabilization programs in Los Angeles, Beverly Hills, & Mountain View • No lawsuits in the past five years • System can be implemented quickly • Configurable user interface <p>3) Meets the RFP scope of services and includes additional features</p> <ul style="list-style-type: none"> • Tenants and landlords can submit documents online and update property information through the web portal • Automated and ad hoc reporting features <p>4) Flexible data export if new database software is needed</p> <ul style="list-style-type: none"> • Data can be exported in any format including into a different database such as MS SQL 						



Honorable Chair and
Members of the Board of Commissioners

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	<ul style="list-style-type: none"> • A data dictionary is provided for data export
Risks	<ol style="list-style-type: none"> 1) High reliance on 3Di staff <ul style="list-style-type: none"> • Workflows are not configurable by program staff • Software program knowledge is limited to 3Di staff 2) Unknown vendor / service response <ul style="list-style-type: none"> • Software not currently used by other City of Alameda departments • Based in Southern California 3) Additional functionalities may increase cost <ul style="list-style-type: none"> • System controlled on the back-end • Amendments to the Ordinance that require workflow / system changes will require additional time from 3Di staff, which increases costs if it exceeds 10 hrs / mth

2nd Choice Vendor	TruePoint (Accela)						
Summary	TruePoint is an Accela certified implementation partner. Accela is a cloud-based land management software used by cities and counties across the country. For more than 12 years, TruePoint has partnered with the City of Alameda to provide Accela software solutions for the Planning, Building, Fire, and Public Works departments.						
Costs		Year 1	Year 2	Year 3	Year 4	Year 5	Total
	Implementation	\$161,765					\$161,765
	Maintenance, Operation, Support		\$36,665	\$36,665	\$36,665	\$36,665	\$146,660
	Total	\$161,765	\$36,665	\$36,665	\$36,665	\$36,665	\$308,425
Benefits	<ol style="list-style-type: none"> 1) Land management software used by the City of Alameda <ul style="list-style-type: none"> • Integration with current system used by the Planning, Building, Fire, and Public Works departments • Shared costs with City • The public would have only one portal (and password) to remember to access City of Alameda services. For example, a landlord would be able to submit a building permit and pay their Rent Stabilization Program fee in the same Accela portal • System interfaces with a variety of other systems, such as GIS or Laserfiche document repository 2) Proven track record with responsive support services <ul style="list-style-type: none"> • Based in Sacramento • 12-year partnership with the City of Alameda • Accela is a software used by hundreds of public sector agencies for nearly 20 years 						



Honorable Chair and
Members of the Board of Commissioners

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	<p>3) System can be configured by trained staff</p> <ul style="list-style-type: none"> • System is highly configurable • System can be operated by internal staff if properly trained • System services can be expanded
<p>Risks</p>	<p>1) High cost</p> <ul style="list-style-type: none"> • Initial and ongoing costs are relatively higher than other vendors • Module for rent stabilization system management needs to be developed • Longer time frame to implement <p>2) Will require extensive coordination between City and Rent Stabilization Program (RSP)</p> <ul style="list-style-type: none"> • Integration between RSP and City departments requires communication on software uses and major upgrades • Increased security concerns with inter-agency access to RSP and City data. <p>3) No experience developing a rent control / stabilization system</p> <ul style="list-style-type: none"> • While Accela is experienced in land use management, they have not created a module yet for rent stabilization • More program staff time required to design rent stabilization system <p>4) Limited landlord and tenant privacy with submission</p> <ul style="list-style-type: none"> • Web portal login is based on address. Tenant and landlords would have access, but would be able to see all documents submitted by either party. • Tenants and landlords cannot modify information submitted. For example, if a landlord files a petition but data is missing, the landlord must resubmit the petition rather than modify the existing submission.

FINANCIAL IMPACT

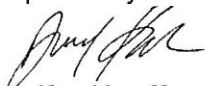
Rent Stabilization Program fee, which is collected by the City of Alameda, funds the total costs of purchasing and maintaining the database.

In the event that not all funds are expended this fiscal year, it is anticipated that there would be a credit back for the next fiscal year resulting in a reduction in the annual program fee paid by landlords.

RECOMMENDATION

Authorize the Executive Director to negotiate and approve a contract between the Housing Authority of the City of Alameda and 3Di, Inc. up to a total not to exceed amount of \$200,000 in a five-year period.

Respectfully submitted,


Jennifer Kauffman
Management Analyst, Rent Stabilization Program





Housing Authority of the 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: Janet Basta, Director of Human Resources and Operations

Date: February 20, 2019

Re: Adopt the Resolution to Approve the Amended Joint Powers Agreement
Creating the California Housing Workers' Compensation Authority (CHWCA)

BACKGROUND

The purpose of this resolution is to request adoption of the amended Joint Powers Agreement Creating the California Housing Workers' Compensation Authority (CHWCA), of which the Housing Authority of the City of Alameda is a member.

DISCUSSION

At its November 15, 2018 meeting the CHWCA Executive Committee reviewed various proposed changes to CHWCA's governing documents, including the By-Laws, the Financial Stability Plan, the Underwriting Guidelines and the Joint Powers Agreement (JPA). Changes to the first three documents were approved by the Committee, as it is empowered to do. Changes to the JPA Agreement, however, require approval of two-thirds of the CHWCA Members, acting through their governing bodies, and the proposed changes are thus being brought to the Board this month.

The CHWCA Executive Director summarized the proposed changes as follows: 1) an update of language to capture technical differences in the terms "reinsurance" and "excess insurance;" 2) clarification of intent as to discontinue business if a meeting quorum is lost; 3) replace the self-insurance term "contribution" for the insurance term "premium;" 4) clarify intent in the liability and indemnification article; and 5) update a stale reference to a Government Code section.

The November 15th staff report to the CHWCA Executive Committee in support of these changes, along with a blue-line edition of the proposed changes, is attached for review and reference (Exhibit A).

FINANCIAL IMPACT

Adoption of the amended JPA Agreement is not anticipated to have a financial impact.



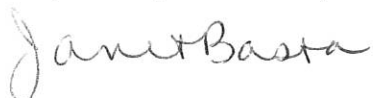
Honorable Chair and
Members of the Board of Commissioners

February 20, 2019
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RECOMMENDATION

That the Board adopt the resolution to adopt the Amended Joint Powers Agreement Creating the California Housing Workers' Compensation Authority (CHWCA).

Respectfully submitted,



Janet Basta
Director of Human Resources and Operations

JCB

Attachments:

- Exhibit A: Memo and draft Joint Powers Authority Agreement



**CALIFORNIA HOUSING WORKERS' COMPENSATION AUTHORITY
EXECUTIVE COMMITTEE MEETING**

November 15, 2018

Agenda Item 9.A.

JPA ADMINISTRATION

SUBJECT: Review of the CHWCA JPA Agreement – Ric Burwell, Executive Director

ISSUE:

At its August 2018 meeting, the Executive Committee approved updated Underwriting Guidelines. While this action was initiated largely to meet a requirement for triennial *Accreditation with Excellence* by California Association of Joint Powers Authorities (CAJPA), the Committee agreed with staff's suggested undertaking of a more comprehensive review of the JPA's governing documents. Accordingly, staff and counsel reviewed CHWCA's Joint Powers Agreement, Bylaws, Financial Stability Plan and Underwriting Guidelines and jointly bring forward proposed updates at this time.

Since the governing body's approval process varies throughout the documents, they are being brought forward as separate action items in this agenda.

EXECUTIVE DIRECTOR'S COMMENTS AND OBSERVATIONS:

A thorough review of an agency's governing documents is not a glamorous job, but I strongly believe in its importance. Documents can become stale and sometimes even noncompliant with current laws and regulations. More commonly, amendments or updates to one document do not automatically get replicated in its companions.

Occasionally, the tone and temperament of the agency itself can change over time. Its governing documents, while seeking to preserve its core values, should also reflect the evolution of those values.

With that in mind, below are the objectives staff sought to achieve in this review:

The documents should define, shape and uphold over time the core values and strategic goals of the organization. Simultaneously, they should allow for institutional changes to come about in a reasonable and intentional manner.

The documents should allow and encourage effective, timely and responsive operations of the organization's business, in CHWCA's case, by clear and broad delegation to its Executive Committee.

The documents should be kept congruent with one another.

Language should be clear, concise and direct. Language should be contemporary, inclusive and gender-neutral. As much as possible, language should be unburdened by jargon or overly bureaucratic usage.

**CALIFORNIA HOUSING WORKERS' COMPENSATION AUTHORITY
EXECUTIVE COMMITTEE MEETING**

November 15, 2018

Agenda Item 9.A.

Page 2

In particular, language should reflect that CHWCA is not an insurer, but rather a shared-risk pooling of resources and efforts. CHWCA's member agencies are just that: members. They are not just customers; they are also owners and are jointly responsible and accountable to one another. In that sense, the member agencies do not pay *premiums* to a for-profit company; they make *contributions* to their own mutual protection and welfare. This specific distinction in usage – which generated many of the proposed edits – is practical as well as philosophical or symbolic. Many risk-sharing pools seek to remove terminology that closely mirrors insurance, favoring instead language based on the JPA's legal status as a government agency. Under many circumstances, it is more favorable to the JPA that its Memoranda of Coverage and other key documents be interpreted as contracts among equals, not as insurance policies.

I am pleased to report back to the EC that I found CHWCA's governing documents to be robust, well-crafted and closely aligned to the objectives outlined above.

BACKGROUND AND HISTORY:

CHWCA's Joint Powers Agreement was most recently updated in 2005.

The proposed changes to the Agreement are shown in redline format. One proposed change is a revision of the requirement to maintain a quorum throughout the course of a meeting. The other substantive change is to update replace "premium(s)" with "contributions(s)" throughout the document.

Amendment of the JPA Agreement requires a two-thirds approval by the member agencies, acting through their governing bodies.

STAFF RECOMMENDATION:

Staff recommends the Executive Committee recommend to the Board approval of attached updates to the Joint Powers Authority Agreement.

REFERENCE MATERIALS ATTACHED:

- A. Draft JPA Agreement Draft (In redline)

**JOINT POWERS AGREEMENT CREATING THE
CALIFORNIA HOUSING WORKERS' COMPENSATION AUTHORITY
(CHWCA)**

This Agreement is executed in the State of California by and among those public housing authorities, housing authorities and redevelopment agencies, or housing commissions, organized and existing under the Constitution of the State of California, which are parties signatory to this Agreement. All such agencies hereinafter called Members, shall be listed in Exhibit A, which shall be attached hereto and made a part hereof.

RECITALS

WHEREAS, Article 1, Chapter 5, Division 7, Title 1 of the California Government Code (§ 6500 et seq.) permits two or more public agencies by Agreement to exercise jointly powers common to the contracting parties; and

WHEREAS, Article 16, § 6 of the California Constitution provides that insurance pooling arrangements under joint exercise of power agreements shall not be considered the giving or lending of credit as prohibited therein; and

WHEREAS, California Government Code § 990.4 provides that a local public entity may self-insure, purchase insurance through an authorized carrier, or purchase insurance through a broker, or any combination of these; and

— WHEREAS, pursuant to California Government Code § 990.6, the cost of insurance provided by a local public entity is a proper charge against the local public entity; and

WHEREAS, California Government Code § 990.8 provides that two or more local entities may, by a joint powers Agreement, provide insurance for any purpose by any one or more of the methods specified in Government Code § 990.4 and such joint pooling of self-insured claims or losses is not considered insurance nor subject to regulation under the Insurance Code; and

WHEREAS, the Member executing this Agreement desires to join with other Members for the purpose of jointly funding a program of workers' compensation coverage;

NOW THEREFORE, the parties agree as follows:

ARTICLE I PURPOSES

This Agreement is entered into by the Members in order that they may jointly develop and fund a self-insurance program for workers' compensation and employers' liability, which provides for the pooling of self-insured claims or losses among the members. Such program may include, but shall not be limited to: the creation of a joint self-insurance fund, the purchase of reinsurance, and/or excess insurance coverage, and the provision of necessary administrative services. Such administrative services may include, but shall not be limited to: risk management consulting, loss prevention and control, centralized loss reporting, actuarial consulting, claims adjusting, and legal defense services.

ARTICLE 2 PARTIES TO AGREEMENT

A. Each Member as a party to this Agreement, certifies that it intends to and does contract with all other Members as parties to this Agreement and with such other public housing authorities as may later be added as parties to this Agreement pursuant to provisions in the Bylaws. Each Member also certifies that the removal of any party from this Agreement pursuant to Section P of the Bylaws shall not affect this Agreement or the Member's obligations hereunder.

B. A Member may contract on behalf of and provide coverage to any additional entity from the time that the Member provides the Authority written notice of the named inclusion of such entity and the additional entity is approved by a majority of the Executive Committee. Such additional entities shall not be considered a separate party to this Agreement, shall not affect the Member's representation on the Board of Directors, and shall be part of and represented by the Member for all purposes under this Agreement.

ARTICLE 3 TERM

This Agreement shall become effective when executed and returned to this Authority by at least three Members. The Authority shall promptly notify all Members in writing of such effective date. This Agreement shall continue in effect until terminated as provided herein and in the Bylaws.

ARTICLE 4
CREATION OF THE AUTHORITY

Pursuant to the joint powers law, there is hereby created a public entity separate and apart from the parties hereto, to be known as the California Housing Workers' Compensation Authority, with such powers as are hereinafter set forth.

ARTICLE 5
POWERS OF THE AUTHORITY

The Authority shall have all of the powers common to public housing authorities in California and all additional powers set forth in the joint powers law, and is hereby authorized to do all acts necessary for the exercise of said powers. Such powers include, but are not limited to, the following:

- (a) To make and enter into contracts.
- (b) To incur debts, liabilities, and obligations.
- (c) To acquire, hold, or dispose of property, contributions and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, and government entities.
- (d) To sue and be sued in its own name, and to settle any claim against it.
- (e) To receive and use contributions and advances from Members as provided in Government Code § 6504, including contributions or advances of personnel, equipment, or property.
- (f) To invest any money in its treasury that is not required for its immediate necessities, pursuant to Government Code § 6509.5
- (g) To carry out all provisions of this Agreement.

Said powers shall be exercised pursuant to the terms hereof and in the manner provided by law.

ARTICLE 6
BOARD OF DIRECTORS

The Authority shall be governed by the Board of Directors, composed of one representative from each Member. The Board representative shall be the Executive Director or his or her designee. Each Member Executive Director shall also appoint an alternate representative who shall have the authority to attend, participate in, and vote at any meeting of the Board when the representative is absent. The representative and alternate shall be an official or staff person of the Member, and upon termination of

office or employment with the Member, shall automatically terminate membership or alternate membership on the Board.

Any vacancy in a representative or alternate representative position shall be filled by the appointing Member's Executive Director, subject to the provisions of this Section.

A majority of the membership of the Board shall constitute a quorum for the transaction of business. Each member of the Board shall have one vote. Except as otherwise provided in the Bylaws or any other duly executed agreement of the Members, action of the Board shall require the affirmative vote of a majority of the Members present and voting.

~~At any meeting at which a quorum no longer present, the Board may not continue to transact business take action on any item of business, notwithstanding the withdrawal of enough Members to leave less than a quorum, provided that each action is approved by at least a majority of the number required to constitute a quorum.~~

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**ARTICLE 7
POWERS OF BOARD OF DIRECTORS**

The Board of Directors shall have the following powers and functions:

1. The Board shall exercise all powers and conduct all business of the Authority, either directly or by delegation to other bodies or persons unless otherwise prohibited by these Bylaws, or any other duly executed agreement of the Members or by law.
2. The Board shall elect an Executive Committee, as provided in Section D of the Bylaws. The Board may delegate to the Executive Committee and the Executive Committee may discharge any powers or duties of the Board.
3. The Board shall have such other powers and duties as are reasonably necessary to carry out the purposes of the Authority.

**ARTICLE 8
MINIMUM PARTICIPATION PERIOD**

The Member shall participate in the Authority's coverage program for a minimum period of three years. During the initial three year period, this Agreement may be terminated only by the Authority in accordance with the provisions of Section Q of the Bylaws. The minimum three year period shall begin the first date of coverage and expire at the end of three consecutive years.

ARTICLE 9

PREMIUM CONTRIBUTION ASSESSMENTS

If aggregate premium contributions are insufficient to pay losses and administrative expenses for a fiscal year, the Executive Committee may assess and collect premium contribution assessments, in addition to premium contributions, pursuant to Bylaw sections ~~I.2.e (1) and/or (2)~~ I. 2. c and in accordance with ~~Resolution 2003-03~~ the Financial Stability Plan.

The Member's share of any premium contribution assessment shall bear the same relation to the total premium contribution assessments charged all members as the Member's premium contribution bears to the aggregate premium contributions collected from all Members during that fiscal year.

Any premium contribution assessment shall be due and payable at such time and in such manner as the Executive Committee determines.

The voluntary withdrawal or involuntary expulsion of the Member from the Authority shall not discharge or affect the Member's obligation to pay premium contribution assessments for all coverage periods in which the Member participated.

ARTICLE 10

BYLAWS

A. The Authority shall be governed pursuant to the Bylaws, a copy of which is attached hereto as Exhibit B, and incorporated herein by reference, and by such amendments to the Bylaws as may from time to time be adopted. Wherever in this Agreement "Bylaws" are referred to, said Bylaws shall be those set forth in Exhibit B, as may be amended. Each party to this agreement agrees to comply with and be bound by the provisions of said Bylaws and further agrees that the Authority shall be operated pursuant to the Agreement and said Bylaws.

B. The Bylaws may be amended by two-thirds (2/3) vote of the members of the Executive Committee.

ARTICLE 11

DISPOSITION OF PROPERTY AND FUNDS

A. In the event of the dissolution of the Authority, the complete recession, or other final termination of this Agreement by all public housing authorities then parties hereto, any property interest or surplus that is remaining in the Authority following a discharge of all obligations shall be disposed of as provided for by the Bylaws.

B. "Obligations", as referred to herein, shall include, but are not limited to, all payments required by law, together with all reserves established for the purpose of paying workers' compensation claims and related claim costs, together with any other legal obligations incurred by the Authority pursuant to this Agreement.

C. In the event a Member withdraws from or terminates membership in this Agreement, that Members' interest in the property and funds of the Authority shall be determined as set forth in the Bylaws.

**ARTICLE 12
SEVERABILITY**

Should any portion, term, condition or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any laws of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

**ARTICLE 13
LIABILITY AND INDEMNIFICATION**

A. Pursuant to the provisions of Section 895, et seq. of the California Government Code, each member (the indemnitor) hereto agrees to defend, indemnify, and hold harmless each other member (the indemnitees) from any liability, claim, or judgment for injury or damages caused by a negligent or wrongful act or omission of an agent, officer and/or employee of a member the indemnitor which occurs or arises out of performance of this Agreement, provided that, pursuant to Government Code Section 6512.2, Section 895.2 is specifically not applicable to the Members for purposes of this Agreement.

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B. The tort liability of the Authority, all members of the Board of Directors or Executive Committee appointed thereby, and all officers and employees of the Authority, shall be controlled by the provisions of Division 3.6 of Title I of the California Government Code.

C. The Authority may insure itself to the extent deemed necessary by the Board of Directors against loss, liability, and claims arising out of or connected with this Agreement.

D. The debts, liabilities, and obligations of the Authority do not constitute the debts, liabilities, and/or obligations of any Member.

**ARTICLE 14
ENFORCEMENT**

The Authority is hereby given the power to enforce this Agreement. In the event suit is brought under this Agreement, the prevailing party shall pay all costs incurred in bringing such action, including reasonable attorney's fees as fixed by the court.

**ARTICLE 15
NOTICES**

The Authority shall address notices, billings, and other communications to a Member as directed by the Member. Each Member shall provide the Authority with the address to which communications are to be sent. Members shall address notices and other communications to the Authority to the Program Administrator of the Authority at the office address of the Authority as set forth in the Bylaws.

**ARTICLE 16
AMENDMENT**

This Agreement may be amended at any time by vote of two-thirds of the Members, acting through their governing bodies.

**ARTICLE 17
EFFECTIVE DATE OF AMENDMENTS**

Any amendment of this Agreement shall become effective upon the Authority receiving notice of the approval of any Amended Agreement by the governing bodies of two-thirds of the Members.

**ARTICLE 18
PROHIBITION AGAINST ASSIGNMENT**

No Member may assign any right, claim, or interest it may have under this Agreement, and no creditor, assignee, or third party beneficiary of any public housing authorities shall have any right, claim or title to any part, share, interest, fund, ~~premium~~ contribution, or asset of the Authority.

**ARTICLE 19
FILING WITH SECRETARY OF STATE**

The Program Administrator of the Authority shall file a notice of this Agreement with the office of California Secretary of State within 30 days of its effective date, as required by Government Code § 6503.5 and within 70 days of its effective date as required as required by Government Code §-54051-53051.

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IN WITNESS WHEREOF, the undersigned party hereto has executed this Agreement on the date indicated below:

Dated:

PUBLIC HOUSING AUTHORITY

By:

(Type Name)

(Housing Authority)

EXHIBIT A

CHWCA MEMBERS

ALAMEDA CITY HOUSING AUTHORITY
ALAMEDA COUNTY HOUSING AUTHORITY
BENICIA CITY HOUSING AUTHORITY
BUTTE COUNTY HOUSING AUTHORITY
CONTRA COSTA COUNTY HOUSING AUTHORITY
EUREKA CITY/HUMBOLDT COUNTY HOUSING AUTHORITY
FRESNO HOUSING AUTHORITY
KERN COUNTY HOUSING AUTHORITY
KINGS COUNTY HOUSING AUTHORITY
MADERA CITY HOUSING AUTHORITY
MARIN COUNTY HOUSING AUTHORITY
MENDOCINO COUNTY COMMUNITY DEVELOPMENT COMMISSION
MERCED COUNTY HOUSING AUTHORITY
MONTEREY COUNTY HOUSING AUTHORITY
PASO ROBLES CITY HOUSING AUTHORITY
PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION
RIVERBANK CITY HOUSING AUTHORITY
RIVERSIDE COUNTY HOUSING AUTHORITY
SACRAMENTO HOUSING & REDEVELOPMENT AGENCY
SAN BERNARDINO COUNTY HOUSING AUTHORITY
SAN DIEGO HOUSING COMMISSION
SAN JOAQUIN COUNTY HOUSING AUTHORITY
SAN LUIS OBISPO CITY HOUSING AUTHORITY
SAN MATEO COUNTY HOUSING AUTHORITY
SANTA BARBARA CITY HOUSING AUTHORITY
SANTA CLARA COUNTY HOUSING AUTHORITY
STANISLAUS COUNTY HOUSING AUTHORITY
SUTTER COUNTY HOUSING AUTHORITY
TULARE COUNTY HOUSING AUTHORITY
UPLAND CITY HOUSING AUTHORITY
VENTURA AREA HOUSING AUTHORITY
WASCO CITY HOUSING AUTHORITY
YOLO COUNTY HOUSING AUTHORITY

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA
TO APPROVE THE AMENDED JOINT POWERS AGREEMENT
CREATING THE CALIFORNIA HOUSING WORKERS' COMPENSATION
AUTHORITY (CHWCA)

WHEREAS, the Housing Authority of the City of Alameda is a member of the California Housing Workers' Compensation Authority (CHWCA), a joint powers authority created pursuant to California Government Code Section 6500 et seq. for the purposes of providing workers compensation insurance for its members through joint pooling of self-insured claims or losses as permitted pursuant to California Government Code Section 990.4 and 990.8;

WHEREAS, pursuant to Article 16 of the Joint Powers Agreement (Agreement), the Agreement may be amended by a vote of two-thirds of the Members, acting through their governing bodies;

WHEREAS, at a regular meeting of the CHWCA Executive Committee on November 15, 2018, the Executive Committee approved the circulation to the CHWCA members of certain clarifying revisions to the Agreement;

WHEREAS, if two thirds of the CHWCA members, through their governing bodies approve the Amended Agreement, the CHWCA Board will confirm approval of the Amended Agreement at its annual meeting held in May 2019; and

WHEREAS, the Housing Authority of the City of Alameda has reviewed the proposed Amended Joint Powers Agreement and confirms that the revisions are appropriate;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND DECLARED by the Housing Authority of the City of Alameda, as follows:

The Housing Authority of the City of Alameda hereby approves the Amended Joint Powers Agreement Creating the California Housing Workers' Compensation Authority (CHWCA), attached hereto as Exhibit "A."

PASSED, ADOPTED AND APPROVED this 20th day of February, 2019 by the following vote:

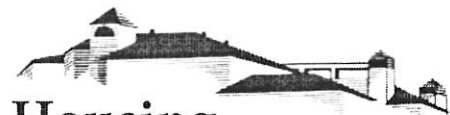
AYES:
NOS:
ABSTAIN:
ABSENT:

ATTEST:

Vanessa M. Cooper
Secretary and Executive Director

Kenji Tamaoki, Chair
Board of Commissioners

Adopted: _____



Housing Authority of the City of Alameda

PHONE (510) 747-4300
FAX (510) 522-7848
TDD (510) 522-8367

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: February 20, 2019

To: Honorable Chair and Members of the Board of Commissioners

Re: Accept the Report to the Board of Commissioners on the 2018 Compensation Study and Adopt the Corresponding Resolution to Adopt a Revised Pay Schedule

BACKGROUND

The Housing Authority periodically completes compensation studies to ensure it remains competitive in the marketplace. Following separation from the City of Alameda in 2012, Koff and Associates, a human resources consulting firm, was engaged to perform an initial classification and compensation study of all current and proposed positions, resulting in new job descriptions, and a salary schedule and schedule of authorized positions that were approved retroactive to January 1, 2013. A second compensation study was completed of all positions in 2016, also by Koff; that study resulted in a wage change for one position, which was subsequently incorporated into the schedule of authorized positions in January 2017. Additionally, limited scope studies have been completed periodically as new positions have been developed or there is indication from the market that certain positions need to be re-benchmarked to remain competitive for recruitment and/or retention purposes.

In late 2018, Ralph Andersen & Associates, a human resources consulting firm with expertise in conducting public sector compensation studies, was engaged to complete a compensation (salary and benefits) study for the Director level positions. This work was included in the Executive Director goals, and was designed to be concluded prior to recruitment for the Deputy Executive Director position. The results of that study are presented herein.

Additionally, AHA management plans to complete a compensation study of all remaining positions by the end of 2019.

DISCUSSION

It is prudent to review compensation levels every three to four years, dependent on market conditions. Senior management positions are particularly impacted at the present time, due to



Honorable Chair and
Members of the Board of Commissioners

February 20, 2019
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the increasing number of public employees that are nearing retirement, which increases competition with other public sector agencies for knowledgeable, experienced staff when retirements occur. Additionally, high housing costs, lengthy commutes, and a generally tight job market all add to the challenge of attracting and retaining management staff.

Compensation plans should ensure that salaries/benefits remain competitive in the marketplace and support the Agency in attracting and retaining well-qualified employees, as well as providing a defensible and rational basis for compensating employees that is consistent with public practices. The 2018 compensation study included a review and analysis of both salary and benefits data. Past studies found that while AHA salaries were generally at market levels, benefits lag behind, particularly at management levels, where many competing agencies offer management/administrative leave and some offer more robust retirement formulas, contributions, or post-employment health benefits. Additionally, the majority of public agencies participate in social security, while AHA does not, which can be a consideration for experienced candidates considering a change of employment.

A methodology similar to prior studies was employed for the current study. Using a set of criteria that included factors such as geographic proximity, employer size, and the nature of services provided, twelve public agencies were identified to participate in the survey. Comparable positions at each agency were identified using criteria such as core functional duties, education/skills requirements, level of duties, and the scope of supervisory and management duties. All identified agencies participated, though it is noted that not all Director positions had positions of comparable class in all agencies. Data was collected from the comparator agencies on monthly base salaries as well as other cash supplements and the full range of benefits provided to employees.

The following agencies were used in the compensation survey:

Oakland Housing Authority	City of Alameda
City of San Mateo	City of Oakland
San Francisco Housing Authority	City of San Francisco
Santa Clara Housing Authority	City of San Jose
Contra Costa Housing Authority	San Mateo County
Alameda County	Alameda County Housing Authority

Total compensation (salaries and benefits) data was gathered from the comparator agencies and analyzed by the consultant against various percentile levels, rather than against mean (average) levels which is not recommended for data sets of less than thirty agencies. Three levels of percentiles were reviewed and are included in the report:

1. Median (50th percentile), which reflects a ranking of the data at the middle of the data set; half of the data is above the median and half is below
2. 60th percentile, which reflects a ranking level where 60% of the data set is below the data point, and 40% is above the data point



Honorable Chair and
Members of the Board of Commissioners

February 20, 2019
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3. 75th percentile, which reflects a ranking level where 75% of the data set is below the data point, and 25% is above the data point

All positions, with the exception of the Executive Director, were found to be below the average at the 50th and 60th percentile levels, and all positions were below at the 75th percentile level. At the 50th percentile, compensation was an average of 12.2% below the median; at the 60th, the average was 20.8% below, and at the 75th percentile, average compensation was 29.6% below.

The report also contains the recommended placement for each position at the 50th, 60th, and 75th percentile levels in AHA's salary schedule, which shows all ranges currently available, whether or not any positions are currently assigned to a specific level. The salary schedule currently contains 60 possible wage ranges. Recommended salary ranges for individual positions are based on a combination of market data and an analysis of internal relationships, including ensuring a minimum of a 10-15% differential between supervisor and subordinate classes.

AHA Management recommends adopting the 50th percentile (median) level as the basis for setting compensation levels for positions, and adopting the recommended wage ranges contained in the compensation report at the 50th percentile level. This level will provide for competitive salary and benefit packages, while not placing AHA at the upper levels of the market. Management further recommends that the salary levels of individual existing Directors be adjusted to the new wage range in the current pay period, but that those adjustments be made to a step in the new range that ensures a minimum of a 5% increase to current salary, rather than moving Directors to the same step on the new range that they hold in the current range. In other words, for example, a Director at step 5 (the top of the range) of the wage range their position is currently assigned to would not move to that step in the new wage range as the top salary level of all positions would move 15.8% - 18.6%, which is greater than the minimum 5% increases recommended. Using this methodology, Directors who have worked for AHA for one year or more will be granted a 7.6% increase effective February 17, 2019 (the revision date included in the revised Pay Schedule for Fiscal Year 2018-2019). The one Director who has been with AHA for a shorter period of time will be granted a larger increase due to lower placement in the current range, therefore necessitating a larger increase to allow for placement on the new range. The approach proposed will allow for more moderate increases at the present time, while allowing for salary growth in the wage range over the next several years for Directors who perform satisfactorily.

At the 50th percentile (median) level, no change to the Executive Director salary was recommended in the Compensation Study to the two steps currently shown on the Pay Schedule. While the Board approved the Executive Director to move to the second level shown on the Pay Schedule at the time of her performance review in September 2018, payments were held until the Compensation Study was completed. Therefore, with this data this increase will now be paid retroactively to September 30, 2018, when the recommended increase would otherwise have gone into effect.



Honorable Chair and
Members of the Board of Commissioners

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A copy of the 2018 Compensation Report may be requested if more in-depth information is desired. Paper copies of the Report will also be available at the February 20, 2019 Board of Commissioners meeting.

FISCAL IMPACT

The cost to grant the Executive Director salary was included in the current FY 2018-2019 budget, and was already approved so no fiscal impact is expected from this change. The cost to grant the recommended changes to other existing Director salaries is approximately \$21,250 for the balance of the current fiscal year. Additionally, Director positions currently open (Deputy Director and Director of Finance) will be hired at a step in the new wage range; as these positions are in the early stages of recruitment, it is not possible to provide a firm estimate, but both positions will be assigned to wage ranges 15.8% above the current range, so starting salaries will be adjusted accordingly. However, with the higher range, it is possible that candidates may be brought in at a lower step than they would have otherwise.

Due to unfilled positions during the FY 2018-2019 these increases are expected to be met within the overall salary budget for AHA for this fiscal year. If adopted, the new wage ranges assigned to the impacted positions will be incorporated into the next fiscal year's budget.

RECOMMENDATION

Accept the report to the Board of Commissioners on the 2018 Compensation Study and adopt the corresponding resolution to adopt a revised Pay Schedule.

Respectfully submitted,



Janet Basta
Director of Human Resources and Operations

JCB

Attachments:

Exhibit 1: Summary total compensation tables of benchmark classes set to market median (50th), 60th and 75th percentiles

Exhibit 2: Pay Schedule for FY 2018-2019 reflecting changes effective 2.17.2019

Exhibit 3: Resolution



Exhibit 1

Alameda City Housing Authority
Salary Recommendations: Market Benchmarking
Benchmark Classes set to Market Median (50th Percentile)
Total Compensation Market Deviation

Line	Classification Job Title	Range	Current Range Max	Market Deviation	Recomm. Range	Recomm. Max.	Percent Change	Internal Alignment/Salary Setting Rationale
1	Executive Director		\$ 21,621	+9.3%		\$21,621	0.0%	Benchmark; set to market; minimum 15% above highest subordinate
2								
3	Deputy Executive Director	54	\$ 15,940	-10.7%	60	\$18,453	15.8%	Approx. 10% above Director of Finance
4								
5	Director of Finance	50	\$ 14,458		56	\$16,737	15.8%	Approx. 5% above Director of HR and Operations
6	Director of HR and Operations	47	\$ 13,442		54	\$15,940	18.6%	Same as Director of Housing and Community Development
7	Director of Housing and Community Development	47	\$ 13,442	-19.0%	54	\$15,940	18.6%	Benchmark; set to market
8								
9	Director of Housing Programs	43	\$ 12,192	-17.8%	50	\$14,458	18.6%	Benchmark; set to market
10	Director of Property Operations	43	\$ 12,192		50	\$14,458	18.6%	Same as Director of Housing Programs
11	Director of Rent Stabilization	43	\$ 12,192		50	\$14,458	18.6%	Same as Director of Housing Programs

SCS* - Same as Current Salary

Alameda City Housing Authority
Salary Recommendations: Market Benchmarking
Benchmark Classes set to Market 60th Percentile
Total Compensation Market Deviation

Line	Classification Job Title	Range	Current Range Max	Market Deviation	Recomm. Range	Recomm. Max.	Percent Change	Internal Alignment/Salary Setting Rationale
1	Executive Director		\$ 21,621	+4.7%		\$23,424	8.3%	Benchmark; set to market; minimum 15% above highest subordinate
2	Deputy Executive Director	54	\$ 15,940	-19.0%	64	\$20,369	27.8%	Approx. 10% above Director of Finance
3	Director of Finance	50	\$ 14,458		60	\$18,453	27.6%	Approx. 5% above Director of HR and Operations
4	Director of HR and Operations	47	\$ 13,442		58	\$17,574	30.7%	Same as Director of Housing and Community Development
5	Director of Housing and Community Development	47	\$ 13,442	-30.6%	58	\$17,574	30.7%	Benchmark; set to market
6	Director of Housing Programs	43	\$ 12,192	-23.1%	52	\$15,181	24.5%	Benchmark; set to market
7	Director of Property Operations	43	\$ 12,192		52	\$15,181	24.5%	Same as Director of Housing Programs
8	Director of Rent Stabilization	43	\$ 12,192		52	\$15,181	24.5%	Same as Director of Housing Programs

SCS* - Same as Current Salary

Alameda City Housing Authority
Salary Recommendations: Market Benchmarking
Benchmark Classes set to Market 75th Percentile
Total Compensation Market Deviation

Line	Classification Job Title	Range	Current Range Max	Market Deviation	Recomm. Range	Recomm. Max.	Percent Change	Internal Alignment/Salary Setting Rationale
1	Executive Director		\$ 21,621	-2.1%		\$24,610	13.8%	Benchmark; set to market; minimum 15% above highest subordinate
2	Deputy Executive Director	54	\$ 15,940	-23.8%	66	\$21,400	34.3%	Approx. 10% above Director of Finance
3	Director of Finance	50	\$ 14,458		62	\$19,387	34.1%	Approx. 5% above Director of HR and Operations
4	Director of HR and Operations	47	\$ 13,442		60	\$18,453	37.3%	Same as Director of Housing and Community Development
5	Director of Housing and Community Development	47	\$ 13,442	-35.6%	60	\$18,453	37.3%	Benchmark; set to market
6	Director of Housing Programs	43	\$ 12,192	-27.3%	53	\$15,561	27.6%	Benchmark; set to market
7	Director of Property Operations	43	\$ 12,192		53	\$15,561	27.6%	Same as Director of Housing Programs
8	Director of Rent Stabilization	43	\$ 12,192		53	\$15,561	27.6%	Same as Director of Housing Programs

SCS* - Same as Current Salary

Exhibit 2

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2018-2019 eff. 2/17/2019

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2018	\$ 4,168	\$ 4,376	\$ 4,596	\$ 4,825	\$ 5,067
Housing Assistant	8	7/1/2018	\$ 4,270	\$ 4,483	\$ 4,708	\$ 4,943	\$ 5,189
Accounting Technician	10	7/1/2018	\$ 4,483	\$ 4,708	\$ 4,943	\$ 5,189	\$ 5,449
Program Assistant	12	7/1/2018	\$ 4,708	\$ 4,943	\$ 5,189	\$ 5,449	\$ 5,722
Housing Specialist I	14	7/1/2018	\$ 4,943	\$ 5,189	\$ 5,449	\$ 5,722	\$ 6,008
Maintenance Technician I****	14	7/1/2018	\$ 4,943	\$ 5,189	\$ 5,449	\$ 5,722	\$ 6,008
Facilities Project Specialist	15	7/1/2018	\$ 5,067	\$ 5,319	\$ 5,585	\$ 5,865	\$ 6,158
Accounting Specialist (aka Senior Accounting Technician)	15	7/1/2018	\$ 5,067	\$ 5,319	\$ 5,585	\$ 5,865	\$ 6,158
Housing Specialist II	18	7/1/2018	\$ 5,449	\$ 5,722	\$ 6,008	\$ 6,308	\$ 6,624
Rent Stabilization Program Specialist	18	7/1/2018	\$ 5,449	\$ 5,722	\$ 6,008	\$ 6,308	\$ 6,624
Maintenance Specialist	18	7/1/2018	\$ 5,449	\$ 5,722	\$ 6,008	\$ 6,308	\$ 6,624
Maintenance Technician II****	20	7/1/2018	\$ 5,722	\$ 6,008	\$ 6,308	\$ 6,624	\$ 6,955
Executive Assistant	22	7/1/2018	\$ 6,008	\$ 6,308	\$ 6,624	\$ 6,955	\$ 7,303
Housing Specialist III	24	7/1/2018	\$ 6,308	\$ 6,624	\$ 6,955	\$ 7,303	\$ 7,668
Lead Maintenance Technician****	24	7/1/2018	\$ 6,308	\$ 6,624	\$ 6,955	\$ 7,303	\$ 7,668
Property Management Supervisor	26	7/1/2018	\$ 6,624	\$ 6,955	\$ 7,303	\$ 7,668	\$ 8,052
Housing Programs Supervisor	26	7/1/2018	\$ 6,624	\$ 6,955	\$ 7,303	\$ 7,668	\$ 8,052
Maintenance Supervisor	26	7/1/2018	\$ 6,624	\$ 6,955	\$ 7,303	\$ 7,668	\$ 8,052
Accounting Officer	28	7/1/2018	\$ 6,955	\$ 7,303	\$ 7,668	\$ 8,052	\$ 8,453
Management Analyst	32	7/1/2018	\$ 7,668	\$ 8,052	\$ 8,453	\$ 8,876	\$ 9,320
Project Manager	33	7/1/2018	\$ 7,859	\$ 8,252	\$ 8,664	\$ 9,098	\$ 9,554
Asset Manager	33	7/1/2018	\$ 7,859	\$ 8,252	\$ 8,664	\$ 9,098	\$ 9,554
Controller	36	7/1/2018	\$ 8,453	\$ 8,876	\$ 9,320	\$ 9,786	\$ 10,275
Program Manager	37	7/1/2018	\$ 8,664	\$ 9,098	\$ 9,554	\$ 10,031	\$ 10,532
Senior Project Manager	37	7/1/2018	\$ 8,664	\$ 9,098	\$ 9,554	\$ 10,031	\$ 10,532
Senior Management Analyst	37	7/1/2018	\$ 8,664	\$ 9,098	\$ 9,554	\$ 10,031	\$ 10,532
Director of Housing Programs	50	2/17/2019	\$ 11,895	\$ 12,490	\$ 13,115	\$ 13,770	\$ 14,458
Director of Property Operations	50	2/17/2019	\$ 11,895	\$ 12,490	\$ 13,115	\$ 13,770	\$ 14,458
Director of Rent Stabilization	50	2/17/2019	\$ 11,895	\$ 12,490	\$ 13,115	\$ 13,770	\$ 14,458
Director of HR and Operations	54	2/17/2019	\$ 13,115	\$ 13,770	\$ 14,458	\$ 15,181	\$ 15,940
Director of Housing and Community Development	54	2/17/2019	\$ 13,115	\$ 13,770	\$ 14,458	\$ 15,181	\$ 15,940
Deputy Executive Director	60	2/17/2019	\$ 15,181	\$ 15,940	\$ 16,737	\$ 17,574	\$ 18,453
Executive Director**	N/A	7/1/2018	\$ 20,591	\$ 21,621			
Resident Manager II****	N/A	7/1/2018	\$ 28,09/hour				
Resident Manager * ****	N/A	1/1/2019	\$ 13,50/hour	\$18,00/hour			
Assistant Resident Manager****	N/A	1/1/2019	\$ 13,50/hour				
Resident Custodian***	N/A	1/1/2019	\$ 13,50/hour				

*Two rates are applicable depending on assigned duties
 **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

Resolution No. _____

ADOPT THE REVISED PAY SCHEDULE FOR FISCAL YEAR 2018-2019

WHEREAS, the Housing Authority of the City of Alameda conducts periodic compensation studies to ensure a competitive compensation (salary and benefits) package; and

WHEREAS, the Housing Authority of the City of Alameda conducted a 2018 compensation study of Director positions which resulted in recommended revisions to wage ranges assigned to positions;

NOW, THEREFORE, BE IT RESOLVED, that effective February 17, 2019, the Housing Authority will adopt the revised Pay Schedule for Fiscal Year 2018-2019.

ATTEST:

Vanessa M. Cooper
Secretary and Executive Director

Kenji Tamaoki, Chair
Board of Commissioners

Adopted: _____



Housing Authority of the City of Alameda

PHONE (510) 747-4300

FAX (510) 522-7848

TDD (510) 522-8467

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Lisa Caldwell, Director of Property Operations

Date: February 20, 2019

Re: Authorize the Executive Director to Approve an Extension of Two Years for the Contract Between the Alameda Housing Authority and CGI Federal Inc. in the Amount of Not to Exceed \$350,000 for Five Years

BACKGROUND

In December 2015, AHA released a Request for Proposal (RFP) for a qualified firm to complete income certifications (equivalent to the LIHTC) for all households at Independence Plaza. CGI Federal Inc. was selected after going through the bid scoring process. The scope of their work includes conducting tenant interviews, completing tenant income files complete with calculations and providing reports and electronic copies of each recertification with backup documentation.

DISCUSSION

On April 1, 2016 a consultant agreement was entered into between AHA and CGI Federal Inc. for a period of one year for an amount not to exceed \$45,000, with the option to extend the contract for up to four additional, one year contract extension, unless terminated earlier by both parties. In 2017, the first amendment was executed for an amount not to exceed \$110,000 and on May 1, 2018, the second amendment to the contract was executed with a not to exceed amount of \$175,000. In the second year of the contract the cost increased due to the addition of income certifications for all AHA owed HOME, unregulated and staff units. Since AHA is pleased with the services provided by CGI Federal Inc., we are requesting to extend the contract for two additional years with a total not to exceed 5 years with and amount not to exceed \$350,000.

FINANCIAL IMPACT

The individual property budgets are currently supporting this cost and can support the increase. The increase will be added to the budgets for FY 2019-2021.



Honorable Chair and
Members of the Board of Commissioners

February 20, 2019
Page 2 of 2

RECOMMENDATION

Authorize the Executive Director to approve an extension of two years for the contract between the Alameda Housing Authority and CGI Federal Inc. in the amount of not to exceed \$350,000 for 5 years.

Respectfully submitted,



Lisa Caldwell
Director of Property Operations

VMC/all
ATTACHMENT 1 – Third Amendment to CGI Federal Inc. contract



AMENDMENT NO. 3 TO CONSULTANT AGREEMENT

This Amendment of a Consultant Agreement by and between the Housing Authority of the City of Alameda, public body, corporate and politic (hereinafter "AHA") and CGI Federal Inc., a California corporation, whose address is 1001 Lakeside Avenue, Suite 800, Cleveland, Ohio 44114 (hereinafter "Consultant"), made with reference to the following:

RECITALS

A. On April 1, 2016, a Consultant Agreement was entered into by and between AHA and Consultant.

B. The effective date of this Amendment shall be March 1, 2019.

C. The Original Consultant Agreement limited the Compensation to Consultant to not exceed forty five thousand dollars and zero cents (\$45,000.00) for the initial one-year term of the contract.

D. The original expiration date of the contract was March 30, 2018, but allowed for up to four 1-year extensions.

E. All conditions of the Consultant Agreement will remain the same except as amended below.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

The contract shall be extended for a 2-year term to March 31, 2021.

The Compensation to Consultant will include an additional sixty-five thousand dollars and zero cents (\$65,000.00) for each year, so the not to exceed amount will modified to three hundred fifty thousand dollars and zero cents (\$350,000).

IN WITNESS WHEREOF, the parties hereto have caused this modification of the Consultant Agreement to be executed on the day and year first above written.

CGI

Housing Authority of the City of Alameda

Marybeth Carragher
Vice President, Consulting Services

Vanessa M. Cooper
Executive Director