



Housing Authority of the City of Alameda

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

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 (TTY/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, March 20, 2019 –

**Closed Session – 6:45 p.m.
Regular Meeting – 7:00 p.m.**

LOCATION

Independence Plaza, 703 Atlantic Avenue, Alameda, CA

78-6800 Alii Drive, #3, Kailua-Kona, HI 96730
(By Telephone: 808-322-9413)

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 on Closed Session
3. Closed Session – 6:45 p.m. – Adjournment to Closed Session to Consider:
 - 3-A. Closed Session pursuant to Government Code Section 54956.8, Conference with Real Property Negotiators. Property: Assessor's Parcel Numbers 74-1373-2-2; Authority Negotiators: Vanessa Cooper and Kathleen Mertz; Negotiating Parties: Community Improvement Commission City of Alameda/Catellus; Under Negotiation: Price and Terms of Payment.
4. Adjournment of Closed Session
5. RECONVENE REGULAR MEETING – 7:00 p.m.
6. Announcement of Action Taken in Closed Session, if any.
7. Public Comment (Non-Agenda)
8. 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 discussed on February 20, 2019 have been placed on the March 20, 2019 Regular Meeting Agenda for ratification.*
- *8-A. Approve Minutes of the Board of Commissioners Meeting held *October 17, 2018, December 5, 2018, and January 16, 2019* – **Page 1**
- *8-B. *Accept the Monthly February Overview Report for Operations / H.R. / I.T.* – **Page 18**
- *8-C. *Accept the Monthly February Overview Report for the Housing Programs Department* – **Page 21**
- *8-D. *Accept the Monthly February Overview Report for the Rent Stabilization Program* – **Page 26**
- *8-E. *Accept the Monthly February Overview Report for Property Operations* – **Page 27**
- *8-F. *Accept the Monthly February Overview Report for Housing & Community Development* – **Page 33**
- *8-G. *Accept the Monthly February Development Report for Everett Commons* – **Page 36**
- *8-H. *Accept the Monthly February Development Report for Rosefield Village* – **Page 38**
- *8-I. *Accept the Monthly February Development Report for North Housing and Provide Feedback to Staff* – **Page 40**
- *8-J. *Accept the Quarterly Investment Report for Period Ending December 30, 2018* – **Page 57**
- *8-K. *Approve 2019 Out-of-State Travel for Staff* – **Page 64**
- *8-L. *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 66**



- *8-M. *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 80***
- 8-N. Accept Draft Minutes of the Board of Commissioners Meeting held February 20, 2019 – **Page 83**
- 8-O. Accept the March Monthly Overview Report for Operations, H.R., and I.T. – **Page 89**
- 8-P. Accept the March Monthly Overview Report for the Housing Programs Department – **Page 92**
- 8-Q. Accept the March Monthly Overview Report for the Rent Stabilization Program – **Page 95**
- 8-R. Accept the March Monthly Overview Report for Property Operations – **Page 96**
- 8-S. Accept the March Monthly Overview Report for Housing & Community Development – **Page 101**
- 8-T. Accept the March Monthly Development Report for Everett Commons – **Page 103**
- 8-U. Accept the March Monthly Development Report for Rosefield Village – **Page 105**
- 8-V. Approve Amendment to the Down Payment Assistance (DPA) Promissory Note – **Page 107**
- 8-W. Authorize the Executive Director to Negotiate and Enter Into a Legal Services Contract Between the Housing Authority and Carle Macke Power and Ross LLC in the Amount Not to Exceed \$114,000 for One Year – **Page 109**

9. AGENDA

- 9-A. Accept the Draft Audit Report for Fiscal Year Ending June 30, 2018 and Authorize the Executive Director to Approve and Finalize Minor Changes to the June 30, 2018 Audit Report – **Page 111**
- 9-B. Conduct A Public Hearing to Hear Comments on Housing Authority Annual Plan for Fiscal Year Starting July 1, 2019 – **Page 198**
- 9-C. Adopt the Annual Plan for Fiscal Year Starting July 1, 2019 and Authorize the Chair to Certify, By Resolution, that Board of Commissioners Has Approved Submission of the Agency Plan to HUD – **Page 215**
- *9-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 220***
- 9-E. Adopt the Resolution to Adopt Revised Pay Schedules for the Period of July 1, 2015 to Present – **Page 229**
- *9-F. *Adopt the Resolution to Approve the Amended Joint Powers Agreement Creating the California Housing Workers' Compensation Authority (CHWCA) – **Page 248***
- 9-G. Accept the March Monthly Development Report for North Housing and Recommend Staff to Submit the Development Plan Application Utilizing SB 35 – **Page 264**
- 10. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)



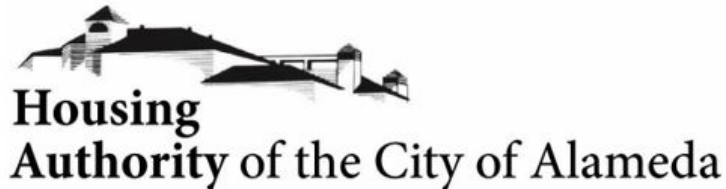
11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
12. ADJOURNMENT

* * *

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 (TTY/TRS: 711) or ymondo@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.

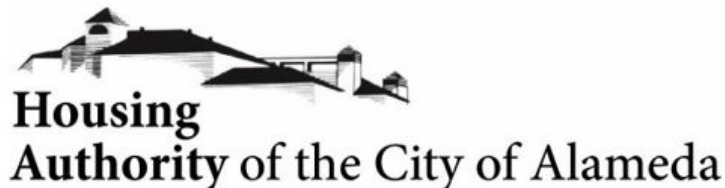
7. ADJOURNMENT

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





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

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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!

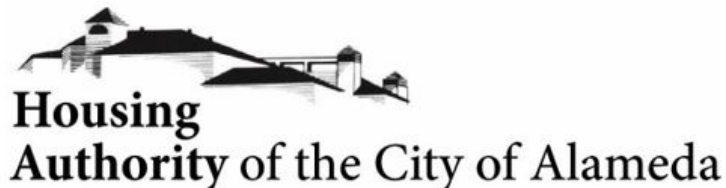
7. ADJOURNMENT

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





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

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

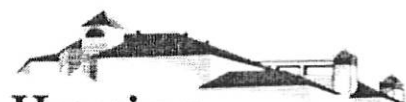
7. ADJOURNMENT

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

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: 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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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

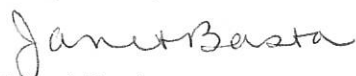
Local Housing Authorities, government agencies, and non-profits have collaborated together to commission a Rent Survey of the Fair Market Rents (FMR) for Alameda and Contra Costa Counties. The firm completed the survey and the data was submitted to HUD by the January 11, 2019 deadline. Upon the reopening 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





**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: 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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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



Honorable Chair and
Members of the Board of Commissioners

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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**

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: 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**

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: 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.



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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)



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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%



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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%



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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.

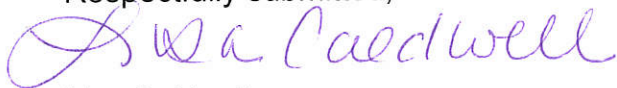
FINANCIAL IMPACT

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

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

Per CIP Schedule

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

Additional Projects



**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

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

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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.



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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: 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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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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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.



Honorable Chair and
Members of the Board of Commissioners

February 20, 2019
Page 5 of 5

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.

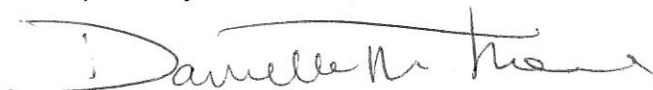
North Housing

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.

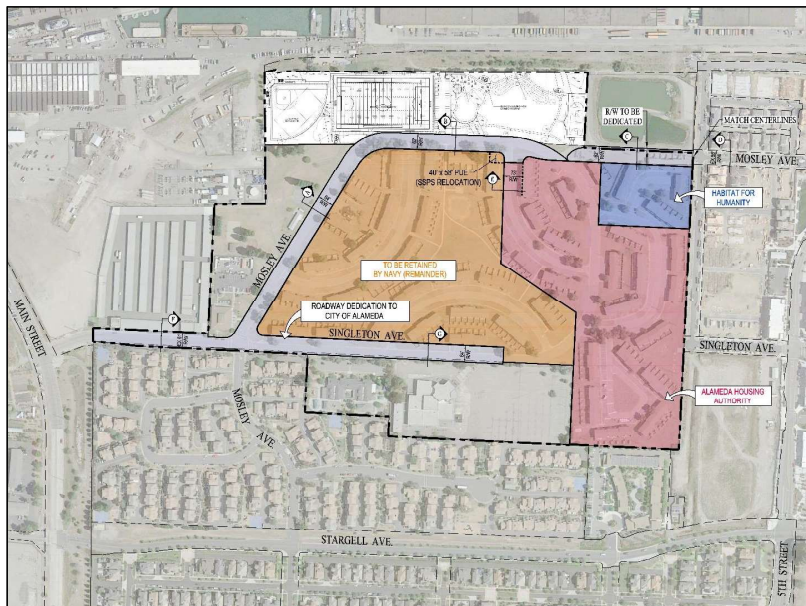
5. **Streamlining Benefits to Applicant.** Most importantly, qualifying projects are eligible for streamlined approvals under a ministerial process, which excludes qualified projects from environmental review under the California Environmental Quality Act.

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.

ABOUT AHA'S SITE

- 12 acres
- Zoned: R4-PD, MF Overlay
- Permitted Density 30 units/acre
- Condition of Transfer: 90 units of permanent supportive housing – 36 months to break ground



DEVELOPMENT TIMELINE



PROJECT UPDATES

- Community Meetings
- Land Transfer
- Adjacent Neighbors - Carmel Partners & Habitat for Humanity
- Development Plan Application
- Environmental Review



COMMUNITY MEETINGS

- Four meetings from October through December 2018
- Meeting slides and notes posted to www.northhousing.org



COMMUNITY MEETINGS



LAND TRANSFER

- The Navy is now focusing staff time on the North Housing Parcel Transfer
- AHA and City Attorney are preparing transfer documents
- Regular meetings for transfer by March 31st
- Staff is preparing a scope of work for demolition to be put out to bid in April



NEIGHBORS – CARMEL PARTNERS

- Demolition in the Mosley and Singleton right of way is complete.
- Underground utility and roadway construction work is next.



NEIGHBORS – HABITAT FOR HUMANITY

- Working to coordinate along shared boundaries
- Shared contributions to North Housing area improvements
- Ongoing coordination of Development Plan applications



Draft site plan including early concept from Habitat for Humanity.



DEVELOPMENT PLAN APPLICATION

- The Planned Development zoning overlay requires a master plan.
- Approval of this master plan precedes designing any specific buildings.
- AHA anticipates a multi-phase project.

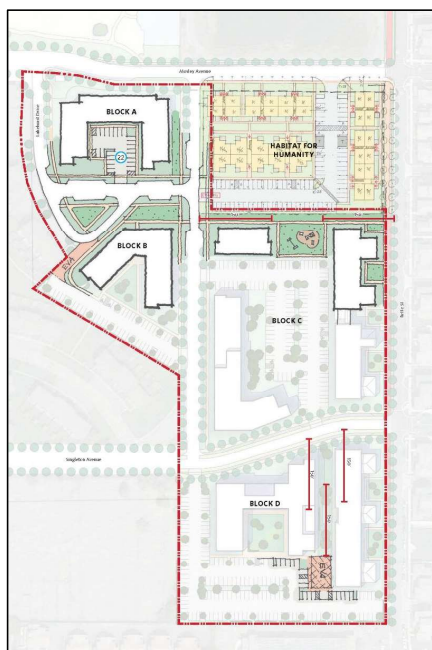


Draft Development Plan based on Community meeting input.



DEVELOPMENT PLAN

- Updated sketch includes changes based upon:
 - Alameda Fire Department feedback
 - Draft plans of Habitat for Humanity



Updated draft Development Plan with Habitat draft site plan integrated.



ENVIRONMENTAL REVIEW

- AHA must choose one of two options for environmental review:
 - CEQA – traditionally used to fully understand all potential environmental impacts of a development.
 - SB 35 – new state law to promote affordable housing development which allows infill projects to wave CEQA review.

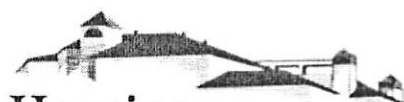


ENVIRONMENTAL REVIEW

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 on previously unknown environmental impacts. 	<ul style="list-style-type: none"> • No delay for completion of CEQA review. • Development Plan approved by City w/in 180 days, including any public hearing. • City must inform AHA of project's failure to meet objective standards w/in 90 days of submittal. • Project fees set at time of Development Plan application approval for the duration of the project. 	<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.







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:

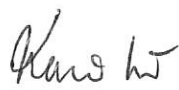
CAMP October to December 2018 interest income	75,228
LAIF October to December 2018 interest income	78,193
LAIF Transfer GF checks to AAHC reserve send to Escrow in May 2018. (This is reimburse GF for Set up AAHC replacement reserves when TXF properties-Anne B Diament, Stanford House, Lincoln Willow, 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

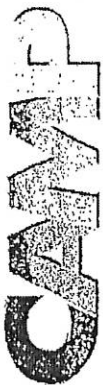
Account Number: 

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



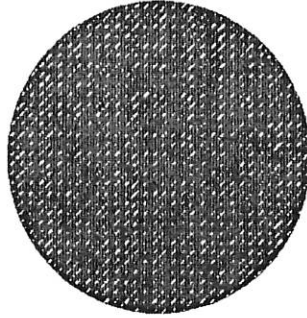
Account Statement - Transaction Summary

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	
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

Asset Summary		
	December 31, 2018	November 30, 2018
CAMP Pool	12,669,071.84	12,642,616.43
Total	\$12,669,071.84	\$12,642,616.43
Asset Allocation		



CAMP Pool
100.00%

CAMP

Account Statement

For the Month Ending December 31, 2018

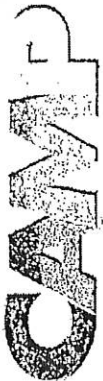
Housing Authority of the City of Alameda (AHA) - Housing Authority of the City of Alameda (AHA)

Trade 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



ACCOUNT STATEMENT
For the Month Ending
December 31, 2018

Housing Authority of the City of Alameda (AHA)

Client Management Team

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

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

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

Contents

- Cover/Disclosures
- Summary Statement
- 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


2019 JAN -7 PM 4:06
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
ALAMEDA, CA 94501

|
|||

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
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: 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
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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
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: 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"> 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 Unknown vendor / service response <ul style="list-style-type: none"> Software not currently used by other City of Alameda departments Based in Southern California 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"> 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 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

February 20, 2019
Page 4 of 4

	<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

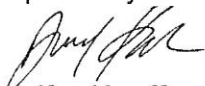
Rent Stabilization Program fee, which is collected by the City of Alameda, funds the total costs of purchasing and maintaining the database.

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



Database Services

Rent Stabilization Program

DATABASE NEEDS

1. Data reports

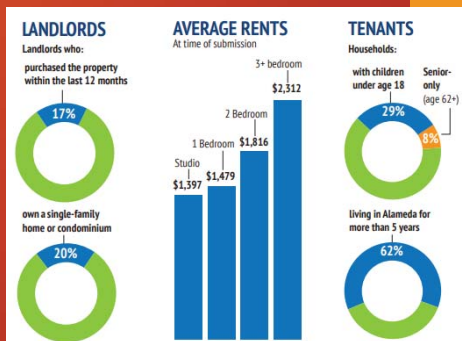
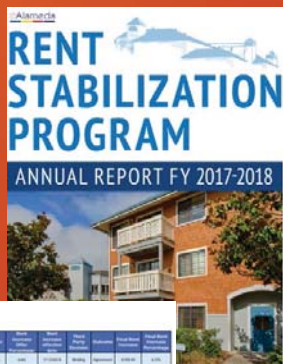
OUTREACH

Staff serve individuals in the community through phone calls, email communications, person appointments and public workshops.

Contacts

	PERSONALIZED SERVICE	COMMUNITY WORK SHOPS	WEBSITE USERS

	Unduplicated	Duplicated	Total Attendees	Total Users
JUL 2018	229	678	16	1,699
AUG 2018	285	983	13	1,732
SEPT 2018	229	704	11	1,311
OCT 2018	236	659	10	1,494
NOV 2018	241	688	6	1,493
DEC 2018	397	668	40	4,794
JAN 2019				
FEB 2019				
MAR 2019				
APR 2019				
MAY 2019				
JUN 2019				
TOTAL	1,617			



JULY 2018
Rent Increase Active Submissions

Submission Number	Case Type	Property Address	Current Rent	Proposed Rent	Requester	Respondent	Status	Comments
798227	No Case	New tenant rent level: \$2493.00	\$2493.00	\$2493.00	Landlord	Tenant	Completed	
798228	No Case	New tenant rent level: \$1241.425	\$6,325.00	\$1241.425	Landlord	Tenant	Completed	
798229	No Case	New tenant rent level: \$3200.00	\$9,476.23	\$3200.00	Landlord	Tenant	Completed	
798230	No Case	New tenant rent level: \$730.00	\$4,396.00	\$730.00	Landlord	Tenant	Completed	
798231	No Case	New tenant rent level: \$2524.19	\$11,873.33	\$2524.19	Landlord	Tenant	Completed	
798232	Owner Move In	Current tenant occupies the unit within 60 days of tenant vacating unit and occupancy for at least 6 months	\$10,396.00	\$10,396.00	Landlord	Tenant	Completed	
798233	No Case	New tenant rent level: \$1668.75	\$3,376.00	\$1668.75	Landlord	Tenant	Completed	
798234	Owner Move In	Current tenant occupies the unit within 60 days of tenant vacating unit and occupancy for at least 6 months	\$13,995.00	\$13,995.00	Landlord	Tenant	Completed	
798235	No Case	New tenant rent level: \$2100.00	\$10,396.00	\$2100.00	Landlord	Tenant	Completed	

JULY 2018
Termination of Tenancy Active Submissions

Submission Number	Case Type	Property Address	Current Rent	Proposed Rent	Requester	Respondent	Status	Comments
798227	No Case	New tenant rent level: \$2493.00	\$10,896.00	\$2493.00	Landlord	Tenant	Completed	
798228	No Case	New tenant rent level: \$1241.425	\$6,325.00	\$1241.425	Landlord	Tenant	Completed	
798229	No Case	New tenant rent level: \$3200.00	\$9,476.23	\$3200.00	Landlord	Tenant	Completed	
798230	No Case	New tenant rent level: \$730.00	\$4,396.00	\$730.00	Landlord	Tenant	Completed	
798231	No Case	New tenant rent level: \$2524.19	\$11,873.33	\$2524.19	Landlord	Tenant	Completed	
798232	Owner Move In	Current tenant occupies the unit within 60 days of tenant vacating unit and occupancy for at least 6 months	\$10,396.00	\$10,396.00	Landlord	Tenant	Completed	
798233	No Case	New tenant rent level: \$1668.75	\$3,376.00	\$1668.75	Landlord	Tenant	Completed	
798234	Owner Move In	Current tenant occupies the unit within 60 days of tenant vacating unit and occupancy for at least 6 months	\$13,995.00	\$13,995.00	Landlord	Tenant	Completed	
798235	No Case	New tenant rent level: \$2100.00	\$10,396.00	\$2100.00	Landlord	Tenant	Completed	

2. Case management



Case No.	Case Type	Property Address	Current Rent	Proposed Rent	Requester	Respondent	Status	Comments
798227	No Case	New tenant rent level: \$2493.00	\$2493.00	\$2493.00	Landlord	Tenant	Completed	
798228	No Case	New tenant rent level: \$1241.425	\$6,325.00	\$1241.425	Landlord	Tenant	Completed	
798229	No Case	New tenant rent level: \$3200.00	\$9,476.23	\$3200.00	Landlord	Tenant	Completed	
798230	No Case	New tenant rent level: \$730.00	\$4,396.00	\$730.00	Landlord	Tenant	Completed	
798231	No Case	New tenant rent level: \$2524.19	\$11,873.33	\$2524.19	Landlord	Tenant	Completed	
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798235	No Case	New tenant rent level: \$2100.00	\$10,396.00	\$2100.00	Landlord	Tenant	Completed	

BUDGET

Timeline	
FY 18/19	\$226,300
FY 19/20	\$10,600
June 2020	Contract with City ends
FY 20/21 & onward	Negotiate program budget

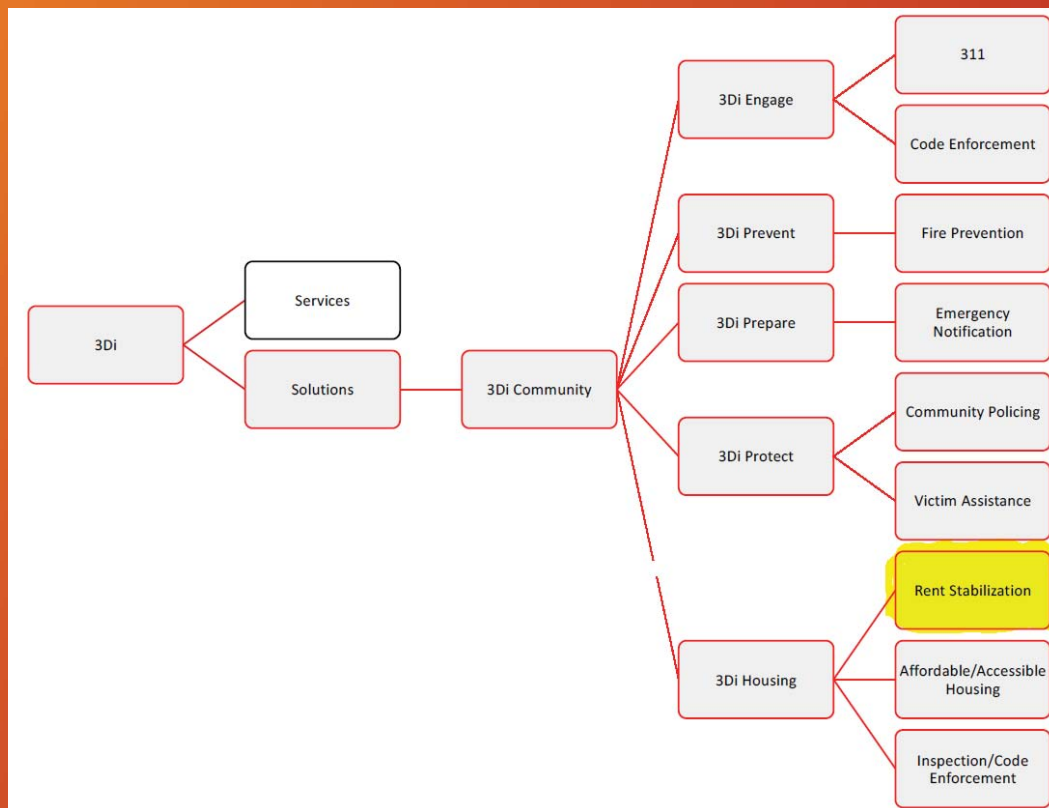
Funds
City of Alameda rental unit fee funds 100% of program
City compensates on a reimbursement of costs basis

RECOMMENDED VENDOR: 3DI, INC

Overview

- 17 years experience with public sector
- Provides rent stabilization software
 - Los Angeles
 - Beverly Hills
 - Mountain View
- Offers self-serve public online portal
- Competitive 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



Features of 3Di Housing RSM

- CRM (Customer Relationship Management) for managing Tenant, Property Owner Information
- Property Inventory Management
- Community Portal for Self Service
- Configurable workflows to adapt the systems to each agency's unique business processes
- Case Management
- Document Management
- Reporting & Analytics
- Notifications & Alerts
- Integration support for GIS, IDM, external databases and other systems of record.
- Data import/export
- Offered as a SaaS (Solution as a Service) with Maintenance, Operation and Support (Customer does not require any hardware or software)
- Highest data security standards

Public Online Portal (Beverly Hills example site)



Important Notice

Returning housing providers: If you login with your email username and password from the last registration period, the properties you registered will be displayed. Please review and update as needed for the current registration period.

New housing providers: You must first create a user ID and password by going to beverlyhills.org. Once your account is created, login, and add properties to your profile. For owners who have never provided information to Beverly Hills, you must provide all new required information in order to register. For housing providers who submitted Property Ownership Amendment since the last registration, you will be asked to confirm the information you provided on the physical form you filled out.

Tenants: Tenants may submit appeals to dispute the rent amount registered by their landlord. If you would like to submit an appeal, you must first create a user ID and password by going to beverlyhills.org. To login to the Registry, use the APN and tenant PIN identified on your Notice. To submit an appeal, go to

Login

User Name *
owner01@gmail.com

Password *

Login as Citizen Login as Staff

[Forgot Password?](#) [LOGIN](#)

Don't have an account?
Click here to visit BeverlyHills.org and create your account.

Welcome to the Online Registration System



The City of Beverly Hills Rent Stabilization Program requires housing providers to register rental units subject to the Rent Stabilization Ordinance (RSO). Housing providers can:

1. Register Rental Properties
2. Manage Multiple Properties
3. Review Registration Status

Already have an account?
Users with existing Beverly Hills Water Tracker or Beverly Hills e-Notice (Website) accounts can use their existing User I.D. and password to register units.

APN
Housing provider received a Notice Requiring Registration of Rental Units (Notice) which included a PIN and Assessor Parcel Number (APN) / Assessor Identification Number (AIN) located at the top right of the Notice.
[How to find BHrent PIN?](#)

Tenant Home Screen


Welcome! Joseph Markle
LOG OUT 

Find

?

[Switch to Landlord Services](#)

Tenant Service

Appeal the Rent Amount reported by your Landlord >

Request a Certificate of Registration of the Permissible Rent Level >

My Cases

Case Id	Case Type	Address	APN	Unit	Status	Date Opened	Date Closed
No records available.							

0 - 0 of 0 items

Tenant Submit Appeal

Appeal the Certified Permissible Rent Amount ← Back

After January 24, 2018, following the initial certification of rents for buildings that have been registered with the City, the owner of the property (the landlord) or the tenant residing in a rental unit, may apply for a certificate from the City's Rent Stabilization Program, which sets forth the amount of the rent that may be charged for that particular rental unit.

Appeal Information

I appeal the certified permissible rent reported for the rental unit (state the certified rent amount)? \$ _____

I declare that the entered rent amount is the amount of rent paid at the time of the issuance of the Certificate for this rental unit and request an administrative hearing on my appeal? \$ _____

Tenant Information

First Name * _____ Last Name * _____ Telephone Number * _____

Email Address * _____ Select Move In Date * _____ Last Rental Increase Date * _____

Last Rental Increase Amount * _____


Property Owner / Manager Information

First Name * _____ Last Name * _____ Email Address * _____

Mailing Address Line 1 * _____ Mailing Address Line 2 _____ City * _____

State * _____ Zip Code * _____ Telephone Number * _____



Supporting Documentation




I declare under the penalty of perjury that I have entered the information provided by me on the above form is true and correct to the best of my knowledge and belief. I also understand that if I discover that any information provided by me is not true or is incomplete, I will correct it and submit it to the City. I also understand that if I have provided any information that has been falsified, I am in violation of the Municipal Court and will be subject to an administrative fine or enforcement action.

Cancel Submit

Owner Home Screen

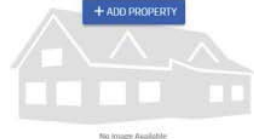

Welcome! Sania Ross [LOG OUT](#) 

Find


[Switch to Tenant Services](#)

Owned Properties

+ ADD PROPERTY




No Image Available

APN [REDACTED] Total Units ⌵

2

Address

157 N ARNAZ DR, BEVERLY HILLS, CA 90211




APN [REDACTED] Total Units ⌵

4

Address

369 N OAKHURST DR, BEVERLY HILLS, CA 90210



Owner Property Information

Property History | Date: Aug 27, 2018, 8:24:12 AM | Reason: Property Certified

APN Information	
APN	4328004028
Address	9945 ROBBINS DR, BEVERLY HILLS, CA 90212
Total Unit	6
Alias	-

Site Addresses	
	9945 ROBBINS DR, BEVERLY HILLS, CA 90212
	9947 ROBBINS DR, BEVERLY HILLS, CA 90212

Manager	
Name	[Redacted]
Home Address	[Redacted]
M. Address	[Redacted]

Owner	
Name	[Redacted]
Home Address	[Redacted]
M. Address	[Redacted]

Owner Rent Registration

Add Unit

Select Site Address *
455 N, REXFORD, BEVERLY HILLS, CA 90210

Enter Unit No *
102

Select Occupant *
Tenant

Site address is used in place of unit number

Enter Square Feet [?] Select Move In Date * [?] Last Rental Increase Date * [?]

Enter Monthly Rent * [?] Enter Original Rent * [?] Enter No of Bedrooms * [?]

(Do not enter '\$')

Do not include temporary, one-time, or other surcharges or fees not identified on the lease agreement.

Number of Bathrooms * [?]

Not Required
(Number of Bedrooms Not Known.)

CANCEL ADD

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.



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

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, FEBRUARY 20, 2019**

IMPORTANT NOTE:

THESE MINUTES ARE FOR INFORMATION ONLY AND WILL REMAIN IN DRAFT. ALL AGENDA ITEMS WERE RE-NOTICED FOR THE MARCH 20, 2019 MEETING THE MINUTES OF WHICH WILL BE THE OFFICIAL RECORD FOR ITEMS DISCUSSED ON FEBRUARY 20, 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 Chair Tamaoki, Vice Chair McCahan, and Commissioners Hadid, Kay, Kurrasch, Rickard (arrived at 7:13 pm), and Weinberg.

2. Public Comment (Non-Agenda)

None.

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 Kay commented on item 3-C on page 22 and questioned whether everyone will be able to complete their paperwork online. Ms. Lynette Jordan, Director of Housing Programs, explained that AHA is trying to streamline recertifications and is excited to have the ability to offer an online portal. If a tenant is unable to complete their recertification online due to a disability, there will still be the option to complete a paper packet and family members are also able to assist those in need with the online portal. Similar to the online waitlist application process, AHA will partner with the Senior Center and libraries in Alameda to assist those without internet or computer access and AHA staff will be onsite to assist in filling out the recertification paperwork.



Ms. Cooper thanked staff and added that an online recertification portal is a huge advancement and AHA is ahead of other Housing Authorities in this ability.

Commissioner Hadid commented that Comcast offers internet for \$10 a month and Ms. Cooper explained that LifeSteps can help tenants set up this service.

Commissioner Kurrasch moved to accept the motion and Vice Chair McCahan seconded motion. The motion passed unanimously. The approval of meeting minutes from December 5, 2018 was held over until Commissioner Rickard arrived and was approved after Agenda Item 4-B.

- *3-A. Approve Minutes of the Board of Commissioners Meeting held October 17, 2018, December 5, 2018, and January 16, 2019
- *3-B. Accept the Monthly Overview Report for Operations / H.R. / 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 Everett Commons
- *3-H. Accept the Monthly Development Report for Rosefield Village
- *3-I. Accept the Quarterly Investment Report for Period Ending December 30, 2018
- *3-J. Approve 2019 Out-of-State Travel for Staff

4. AGENDA

Ms. Kathleen Mertz, Director of Housing and Community Development, introduced AHA's new Senior Project Manager Mr. Tony Weng and announced that on February 22nd, 2019 AHA will have converted Littlejohn Commons funding to permanent financing and will not need additional funding for the project.

Chair Tamaoki displayed the 2019 Housing Choice High Performer Certificate and congratulated staff for this achievement.

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

Ms. Danielle Thoe, Management Analyst, gave a presentation on the North Housing project updates since her October 2018 presentation. Ms. Thoe gave an overview of the property, discussed the land transfer, Habitat for Humanity's adjacent parcel, the development plan application, underground utility work, and the environmental review. The presentation gave way to a discussion around AB35. Ms. Cooper explained that SB35 has been used in other cities such as San Francisco and Cupertino, and if SB35 is utilized, AHA would be in partnership with the City of Alameda. Vice Chair McCahan commented that he is in favor of SB35 as something to pursue. He added that if AHA is able to gain a year by utilizing SB35 then the cost of the project can be reduced by 6% which is beneficial.



Commissioner Rickard agreed that SB35 seems to be a good idea and asked for clarification around the use of SB35 in regards to the development plan whether the design review would also be under SB35. Ms. Thoe commented that once the development plan is approved, each future building review should subsequently be grandfathered under SB35. Each building would still need to be approved individually as a project. The exact implementation details are still being reviewed with legal counsel because SB35 has not yet been used in Alameda for a development plan application.

Commissioner Hadid asked for clarification on the negative side of SB35 and Ms. Thoe explained that in the past, private developers have used SB35 to push through development projects that a community resisted. If AHA were to move forward with SB35, staff would show that this is not the case for the North Housing project as several community meetings have taken place in an effort to include the public and give participants a voice in the project. Commissioner Hadid asked if developers abuse SB35 and Ms. Cooper explained that the State of California created SB35 as a way to make sure affordable housing was being built in local communities.

Commissioner Kurrasch raised a question about the width of Singleton Avenue. Ms. Mertz explained that the site plan diagram is not perfectly to scale, but Singleton Avenue does meet all the City's requirements.

Chair Tamaoki commented on the level of affordability associated with SB35 and if locking this project into SB35 allows for the flexibility of mixed income levels across the development. Ms. Cooper explained more about SB35 and how moving forward with SB35 will not lock the project into only one category of housing. Ms. Thoe added that the highest threshold of the housing percentage requirement is that 50% of the units are affordable housing. Ms. Mertz commented that this is an ongoing conversation with our attorneys to make sure that this project has flexibility. Chair Tamaoki clarified that by going with SB35, the project is committing that at least 50% of the constructed units will be affordable units and Ms. Mertz agreed. Chair Tamaoki asked at what point AHA would be locked into moving forward with SB35. Ms. Cooper explained that while the submission will have declared that we are using SB35, the decision can be made not to continue with SB35, withdraw the application, and move forward with CEQA instead. Commissioner Weinberg asked when a final decision needs to be made and Ms. Mertz explained that staff is before the Board for feedback tonight on how to proceed. Ms. Cooper agreed that staff can come back with more information at the March Board meeting and there was conversation around what will happen moving forward. Ms. Thoe explained that if AHA applies with SB35 that it will be up to the City to decide if the North Housing project qualifies. Commissioner Weinberg expressed concern about the unknown and Ms. Mertz commented that this is a trailblazing project, so there will always be an element of unknown.

Ms. Cooper explained that there is a risk going either route; AHA does not want the City to be against the project and staff will continue to maintain a good relationship with the City. AB35 just puts a firm deadline to the process and the City is given a fair chance to respond. Commissioner Kurrasch stated he is okay with using SB35. Chair Tamaoki approves of SB35 overall and appreciates that staff is trying to go about the process the right way. Chair Tamaoki commented that he would like to see the



completed development plan prior to submission. Staff agreed to bring updates to the March Board of Commissioners meeting.

Commissioner Kurrasch moved to accept the presented report and add a North Housing update to the March agenda. Commissioner Hadid seconded motion. The motion passed unanimously.

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

Ms. Jennifer Kauffman, Management Analyst with the Rent Stabilization Program, explained the current process used by the Rent Stabilization Program, how a contract with 3Di, Inc. will be paid through budgeted funding from the City of Alameda, and gave an overview of the 3Di product.

Commissioner Weinberg asked about other cities using 3Di and Ms. Kauffman explained that their product is pretty new because 3Di was not originally working in the rent realm, but created this functionality at the request of the City of Los Angeles. If staff decided not to go with 3Di, another product would need to be custom built. Commissioner Weinberg asked about customization, software knowledge, and staff redundancy and Ms. Kauffman explained that 3Di is a flexible product which would fit the staff's needs and alternative companies/products are significantly more expensive. Mr. Greg Kats, Director of the Rent Stabilization Program, commented that 3Di has a good management structure and Ms. Cooper added that AHA had the same concerns. Whichever system is selected, would require either internal or contracted staff to run and maintain it, and if down the road 3Di was to go out of business, all the data can be dumped back into an Excel sheet. Mr. Kats explained that staff has reached out to other cities using their service and received good reviews. Ms. Kauffman also clarified that 3Di has 17 years' experience working in the Public Sector and 3 years' experience working in rent control/stabilization.

Commissioner Rickard commented that he is okay with moving forward with the 3Di product, but suggests adding the ability to cancel the contract at any time if they are not responsive to staff requests. Ms. Cooper agreed that staff would look into the contract and Chair Tamaoki agreed with this contract addition.

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

4-C. Adopt the Resolution to Approve the Amended Joint Powers Agreement Creating the California Housing Workers' Compensation Authority (CHWCA)

Ms. Janet Basta, Director of HR and Operations, introduced the upcoming two memos, the first memo before the Board is regarding worker's compensation and proposed changes that have been made to the CHWCA Joint Powers Agreement.



While these changes have been approved for circulation by CHWCA, each associated employer Board must also approve the new edits.

Commissioner Kurrasch moved and Vice Chair McCahan seconded. Role was taken and all were in favor.

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

Ms. Basta explained that in 2018 AHA performed a compensation study for the management team and plans to complete subsequent studies by the end of 2019. Ms. Basta explained the process that was used and how AHA is trying to stay competitive with their salaries.

Commissioner Kurrasch asked if the budget will allow for this increase and Ms. Basta confirmed that there is sufficient funding. Commissioner Kurrasch expressed the importance of staying competitive and Ms. Cooper explained that AHA plans to perform pay studies for the remaining agency positions. The next phase will be the remaining exempt staff, followed by non-exempt staff.

Commissioner Kay asked if salary and benefits have been an issue when trying to secure the best candidate for our positions and wanted further information regarding why it has been challenging to find candidates for our vacancies. Ms. Cooper commented that some of our positions are more difficult to fill because since they are senior management positions, the best candidates for these vacancies are already established in their current roles/jobs and that salary is one factor though, but that commutes has also played a role. Our recruiter has explained that the Finance Director in particular is a difficult position to fill. As for the Deputy Executive Director, candidates have been identified and interviews will take place in March.

Commissioner Rickard commented that the financial impact looks minimal but would like more information around what this increase does to the AHA pension liability. Ms. Cooper explained that this is a small increase, but yes, this will slightly build the pension liability. Commissioner Rickard stated that he has confidence in staffs' work but suggested that going forward, there should be a committee working alongside staff on salary studies.

Commissioner Kurrasch moved and Commissioner Kay seconded. Roll was taken and all were in favor.

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

Ms. Cooper explained that AHA has been operating successfully with CGI Federal Inc. and highly recommends that we continue using this service. AHA has had a successful relationship so far and this will allow for an independent review of income. Ms. Cooper briefly explained the process, services and that this is for non-Section 8



voucher holders. Vice Chair McCahan stated that he approves of this partnership and explained that this is an example of best practices because AHA found a vendor, tested their capabilities, and is now expanding the contract.

Chair Tamaoki asked how much does it cost per certification and Ms. Cooper stated that it costs about \$400 per certification, but AHA has the final set of all collected data. Ms. Caldwell explained that all the backup information is saved in one spot. The first year was an adjustment, but now tenants enjoy working with CGI and look forward to them coming this year.

Vice Chair McCahan moved to accept the motion and Commissioner Kurrasch seconded motion. The motion passed unanimously.

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

Chair Tamaoki thanked the Alameda Police Officers for their service.

6. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

None.

7. ADJOURNMENT

Chair Tamaoki adjourned the regular Board of Commissioners meeting at 8:38 p.m.





Housing Authority of the City of Alameda

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

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: March 20, 2019

Re: Accept the March 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

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

<u>Department</u>	<u>Position</u>	<u>Number of Vacant Positions</u>	<u>Recruitment Status</u>	<u>Other Updates</u>
Administration	Deputy Executive Director	1 FTE	In interview process; utilizing outside recruiter	
	Management Analyst	1 FTE	Have engaged outside recruiter; posting to start in March	Recruitment was postponed while other recruitments were conducted
Finance	Director of Finance	1 FTE	Position posted with outside recruiter; application period extended	



	Controller	0 FTE	Position has been filled; new Controller to start March 25	
	Accounting Specialist	1 FTE	Applications in screening/review process	Third position for department
Housing Programs		0		Department is fully staffed
Property Operations	Housing Specialist II	1 FTE	Position in interview process	
	Maintenance Supervisor	1 FTE	Recruitment pending others being completed	Holding position open for time being
	Resident Manager (Parrott Village and Gardens)	1 FTE	Begin recruiting in March	
	Resident Manager (Eagle)	.25 FTE	Outsourced to John Stewart beginning February 2019	Position will not be filled internally
Housing and Community Development	Asset Manager	1 FTE	Ongoing recruitment being conducted with outside recruiter	
Rent Stabilization Program		1 FTE	Specialist position open, start recruitment in March	Newly vacant

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

Absences have continued to be an issue in the past month, with both short and long term absences and/or leaves occurring. To manage this, several temporary staff have been engaged to either backfill positions or to perform specific tasks while regular staff are out.

On March 14, an attorney from Liebert Cassidy Whitmore presented a three-hour training for supervisors entitled "Performance Management: Evaluation, Documentation and



Honorable Chair and
Members of the Board of Commissioners

March 20, 2019
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Discipline". This will be followed with "The Art of Writing the Performance Evaluation" in early April.

The process of updating and revising the Employee Policies and Procedures Handbook will begin in March. Staff hope to be able to bring this to the Board in June.

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. No news on the results is available yet.

Almost all the modules in Yardi were upgraded. This gives staff the most up-to-date functionality from Yardi in regards to the Housing Opportunity Through Modernization Act (HOTMA). At the same time, a system to approve Journal Entries was launched.

The TDD machine became inoperable and after researching a new machine and other options, it was decided the best option was the use of the federally-funded telephone rely system (711). Staff talked with other agencies using this solution and found the satisfaction high with the service received and ease of use.

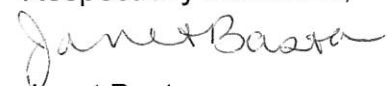
The domain controller was tied into Outlook 365 and multifactor authentication is being launched to proactively provide additional security around e-mail access.

The possibility of online signatures in Laserfiche and a tool to scan the website for compliance with accessibility required features are being considered. Staff is also looking into an upgrade to the current copiers.

RECOMMENDATION

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

Respectfully submitted,



Janet Basta
Director of Human Resources and Operations

JCB/TMSC





Housing Authority of the City of Alameda

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

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: March 20, 2019

RE: Accept the March Monthly Overview Report for the Housing Programs
Department

BACKGROUND

This memo provides a high-level overview of Housing Programs Department (HPD) activities in February 2019.

Funding Update

With no sign of future government shutdown, HUD is currently funding PHA's at 99 percent proration of the PHA's estimated CY 2019 HAP renewal allocation. This allocation is based on October 2018 HAP expenditures. Though, initially AHA thought the renewal allocation might be a little low due to Everett Commons leasing in December, in the month of March, AHA received \$2,668,000 and our HAP disbursements were at \$2,504,297.

AHA was able to meet our HAP expenses for the month. AHA will continue to project future HAP expenses by utilizing the two-year tool and request additional funding if staff believe we will need the assistance.

Family Self Sufficiency Program Graduates 2018

The Family Self-Sufficiency (FSS) program is an employment and savings incentive program for low-income families that have Section 8 vouchers. FSS is a HUD funded program that allows residents of HCV to build financial assets as the household increases earned income from wages.

AHA began administering the FSS program in 2012, to afford program participants the opportunity to reach for and achieve economic and social independence.

In February 2019, AHA had another successful participant graduate from the program with an escrow savings of \$21,000. The participant stated the program in August 2012 and graduated January 31, 2019. The participant began the program receiving Temporary Assistance to Needy Families (TANF) benefits. By working hard on her



goals, she was able to find employment in August of 2015, where she has worked consistently for the past three years, even working a second job at times.

In order to successfully graduate and receive your escrow account a participant must secure gainful employment and no longer receive Cal-Works Cash Aid grants. The graduate plans to use a portion of her savings to purchase a new laptop, printer and continue her education

HPD STATISTICS

Statistics	December	January	February
Annual Re-examinations Processed	Due:116 Completed:131	Due: 120 Completed:111	Due: 116 Completed:110
Rent Increases	Due:47 Completed:47	Due: 19 Completed:19	Due: 28 Completed:28
Interim Re-examinations Processed	Due:59 Completed:39	Due:74 Completed: 38	Due: 69 Completed: 52
HQS Private Landlord Inspections Conducted Pass rate %	1 100%	Private 23 52% APC/BCC 53 84% S+C: 16 94%	Private LL: 48 Pass Rate:60%
HQS in AHA Owned units Pass rate	AHA 83 55%	Lincoln: 3 Pass rate: 67% Esperanza 119 Pass rate:41%	Zero AHA Units



VOUCHER ISSUANCE AND LEASE UP DATA

Statistics	December	January	February
Section 8 Continued Movers seeking housing	9	8	9
Port-in voucher holders seeking housing	3	6	6
Voucher holders ported out and seeking elsewhere	3	5	6
Total voucher holders seeking housing	15	19	21
Non-Port Leased	HCV-6 PBV -0	HCV-6 PBV -0	HCV-6 PBV -0
Port Move-In Leased	0	1	1
Total vouchers leased up in month in Alameda	6	18	4
New Vouchers Issued	0	0	0
New VASH Issued	0	0	0

RECOMMENDATION


Accept the March monthly overview report for the Housing Programs Department.

Respectfully submitted,



Lynette Jordan
Director of Housing Programs





**Housing
Authority of the City of Alameda**

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Jennifer Kauffman, Management Analyst

Date: March 20, 2019

Re: Accept the March 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.

	November	December	January
Rent increase submissions	33	19	30
Termination of tenancy submissions	6	7	6
Capital Improvement Plan submissions	0	0	0
Number of RRAC meetings	3	3	1
Number of cases reviewed by RRAC each month	14	9	4

RECOMMENDATION

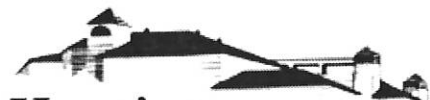
Accept the Monthly March Overview Report for the Rent Stabilization Program.

Respectfully submitted,



Jennifer Kauffman, Management Analyst, Rent Stabilization Program





Housing Authority of the City of Alameda

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

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: March 20, 2019
Re: Accept the March 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 February 2019.

DISCUSSION

VACANCY – February

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 in order to fill vacancies as quickly as possible.

Property	Unit #	Vacancies End of February	Notice to Vacate Pending	Lease Pending	Rate
Anne B. Diament Plaza	65	0	0	0	0%
China Clipper Plaza	26	1	1	0	0%
Esperanza	120	3	1	2	3%
Independence Plaza	186	16	3	5	9%
Parrot Village	50	1	0	0	4%
Combined Smaller Sites *	41	4	1	1	10%
Total	488	25	6	8	5%

*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 five (5) manager units located at Anne B. Diament Plaza, Esperanza, Parrot Village, Independence Plaza, and China Clipper.

At the end of February, there were sixteen (16) vacant units at Independence Plaza; these units are included in the vacancy numbers listed above. Seven (7) of the current vacant units are units in the second phase of the ADA rehabilitation and were released for leasing on March 7, 2019. The first phase of this unit rehabilitation was completed the second



Honorable Chair and
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week of December and six (6) units were released for lease up; three (3) have been leased and three (3) have move-ins scheduled at the beginning of March. To ensure all vacancies are filled promptly staff is 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 Independence Plaza tenants can transfer into the ADA units at their current rents provided that the bedroom count stays the same.

Staff is working on identifying upcoming and current vacant one (1), two (2) and three (3) bedroom units in the AHA portfolio to be offered to current Rosefield Village tenants in order to assist in providing housing within Alameda. Currently AHA has five (5) vacancies throughout the scattered sites that will be prioritized for Rosefield Village tenants. The vacant units at Independence Plaza are also being prioritized for seniors at Rosefield Village that may qualify for these renovated units under a reasonable accommodation.

RENT COLLECTIONS – February

All properties had a collection rate of 98% or above with the exception of Independence Plaza, which currently has sixteen (16) vacancies due to the rehabilitation of twenty (20) units.

GPR - Budget vs. Collected

Property	ABD	China Clipper	ESP	IP	Parrot Village	*All Other Sites	Total
				Tenant Rent Only			
Budgeted GPR	87,406	35,096	289,988	145,222	128,668	59,980	746,360
Collected	88,641	36,864	293,530	125,977	133,352	60,191	738,554
Collection Rate	101%	105%	101%	87%	104%	100%	99%

*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 continues to work with Attorney Bill Ford on terminations of tenancy for non-payment of rent. Non-payers are sent monthly to Mr. Ford mid-month, in order to assist with collecting payment on their debts in full and/or entering into a signed payment plan. All households subject to termination are 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) holders, the Section 8 staff have also conducted mandatory in person case management conferences to remind participants of their obligations under the HCV Program.



Honorable Chair and
Members of the Board of Commissioners

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

VACANCY – February

Property	Unit #	Vacancies End of February	Rate
Rosefield Village	53	18	35%
Eagle Village	36	0	0%
Littlejohn Commons	31	0	0%
Everett Commons	20	0	0%

At the end of February, eighteen (18) 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 currently 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 prior to the rehabilitation.

RENT COLLECTION –January

The financial reporting for properties managed by The John Stewart Company (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 and Eagle Village will be included in the chart below in April. Everett Commons was not fully leased until the end of December; therefore, financial statements are still being prepared into AHA reporting format. Eagle Village moved to JSCO on February 1, 2019 and is also in the process of being prepared in AHA reporting format.

GPR - Budget vs. Collected

Property	Rosefield	Littlejohn Commons	Total
Budgeted GPR	\$70,143	\$48,485	\$118,628
Collected	\$65,662	\$47,737	\$113,399
Collection Rate	94%	98%	96%

RENT INCREASES

Rent increases for 2019 continue to go out monthly. On January 1, 2019, the Project Based Voucher PBV payment standard for all properties (with the exception of Independence Plaza) was put in place for all 2019 rent increases. The increase should



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not affect the tenant's portion unless the household is 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.

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.

The John Stewart Company (JSCO) will complete income certifications for Rosefield Village for all existing tenants by March 31, 2019. This will assist with the relocation of tenants ahead of the new construction project.

MAINTENANCE

The initial HQS inspections for FY 2018-2019 have been completed for all AHA managed sites with the exception of Independence Plaza. The maintenance staff is currently working on units that did not pass prior inspections in order to ensure all corrections are completed. Preventive maintenance for Independence Plaza will begin in April, with HQS inspections following in May.

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

The work order report below shows the work orders completed calendar year to date.

Work Order by Month - 2019				
Property	Unit Size	February 2019	January 2019	Total
AHA Office	N/A	9	16	25
Anne B. Diamant	65	9	17	26
China Clipper Plaza	26	1	14	15
Esperanza	120	49	80	129
Independence Plaza	186	46	41	87
Lincoln House	4	3	1	4
Lincoln Willow Apartments	5	3	4	7
Parrot Gardens	8	2	1	3
Parrot Village	50	19	18	37
Senior Condos	7	1	1	2
Sherman Street	9	4	1	5
Stanford House	4	0	1	1
Detached Homes	4	1	0	1
Total	488	147	195	342



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Members of the Board of Commissioners

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CAPITAL PROJECTS

Construction for the capital improvement work at Independence Plaza that includes ADA upgrades to twenty (20) units began October 1st, door replacement for outside doors and parking lot improvements. Phase one (1) was completed in early December 2018. Phase two (2) concluded in early March 2019. Phase three (3) is currently prepping to begin. The entire project is scheduled to conclude in August 2019. Construction is approximately 65% 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.

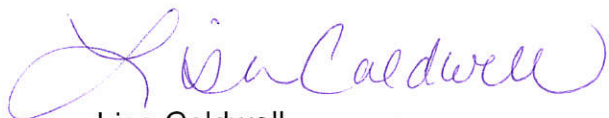
FINANCIAL IMPACT

Report only, no financial impact.

RECOMMENDATION

Accept the March monthly overview report for Property Operations.

Respectfully submitted,



Lisa Caldwell
Director of Property Operations

VMC/all





Housing Authority of the City of Alameda

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

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: March 20, 2019

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

BACKGROUND

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

DISCUSSION

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

Staff presented funding recommendations for public services to the Social Service Human Relations Board (SSHRB) for the upcoming fiscal year. Staff will present SSHRB's recommendations as well as the summary of proposed projects to City Council on May 7, 2019.

Inclusionary and Below Market Rate (BMR) Programs

Staff assisted with Eden Housing's successful construction loan closing for the Senior Housing project at Site A. Staff have begun conversations with the developer of the last Alameda Landing parcel about their Inclusionary Housing requirements.

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.

Staff mailed Down Payment Assistance loan amendments to all borrowers with an active loan. Staff also conducted a workshop to explain the proposed amendment to the Down Payment Assistance Loan. Staff has fielded questions and responded to calls from several households and has received three signed amendments. April 30 is the deadline for submitting the signed amendment.



Honorable Chair and
Members of the Board of Commissioners

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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

On February 22, 2019, Littlejohn Commons converted to its permanent financing. This property is now transitioned fully to Property Operations. HCD staff are finalizing the Tax Credit Allocation Committee (TCAC) Placed in Service (PIS) application for IRS Form 8609.

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 reviewing applicants for the 2019 Summer Internship Program. Staff is working with the City on the upcoming budget cycle and renewal of the Services Contract for housing and community development activities. The contract is anticipated to come to the Board for review and approval in April 2019.

RECOMMENDATION

Accept the March Monthly Overview Report for Housing & Community Development.

Respectfully submitted,



Kathleen Mertz
Director of Housing and Community Development





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
 From: Richard Yoshida, Project Manager
 Date: March 20, 2019
 Re: Accept the March 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: \$18.8 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.

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.



Honorable Chair and
Members of the Board of Commissioners

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Construction Contract & Contingency Utilization				
	Original Budget	Current Revisions	Previous Revisions	Current Budget
Construction Contract	11,556,266	0	518,190	12,074,456
Construction Contingency	577,813	0	-518,190	59,623
Soft Cost Contingency	148,371	0	-148,371	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	2,234,900*	2,215,833	99%	19,067
Hard Costs	12,134,079	12,074,456	99%	59,623
Soft Costs	4,440,826	2,561,700	58%	1,879,126
Total	18,809,805	16,851,989	90%	1,957,816

*The value of the land lease contribution is added back as it is recognized as a part of the total project budget

RECOMMENDATION

Accept the March 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
TTY/TRS 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: March 20, 2019

Re: Accept the March 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. 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 February 2019, AHA was awarded \$6.42 million of A1 County Bonds funds from Regional Pool Allocation.

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

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. As of February 28, 2019, Paragon Partners completed over 80% tenant relocation interviews for existing households residing at Rosefield. Relocation benefit eligibility letters are



March 20, 2019

Page 2

Honorable Chair and
Members of the Board of Commissioners

expected to go out to residents within two weeks of completing all resident interviews. Property Management staff have prioritized vacancies elsewhere in the AHA portfolio for Rosefield transferees for some time and offers are actively being made to tenants regularly. An update on the relocation status is below:

Month	Total units	Vacant units	Currently Occupied	Approved to move
February 28	54	18	36	0

In addition to the relocation planning work Dahlin Group Architecture has completed 100% Design Development drawings for the new building and it is under staff review. Staff continues to work with the architects to define the renovation scope of work, including converting the large 4-bedroom house at the corner of Constitution and Eagle into a duplex. Staff expects to be able to access CDBG funding for this work as was done at 738 Eagle Ave. AHA has a large number of 4 and 5 bedroom units elsewhere in its portfolio and has historically had difficulty filling such large units.

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 February.

Rosefield Village

Pre-development Loan from AHA	\$	1,000,000
Usage through February 2019	\$	621,396
Balance	\$	378,604

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

RECOMMENDATION

Accept the March 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
TTY/TRS 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Lisa Fitts, Management Analyst

Date: March 20, 2019

Re: Approve Amendment to the Down Payment Assistance (DPA) Promissory Note

BACKGROUND

The City of Alameda has a Down Payment Assistance (DPA) loan program to assist moderate income homebuyers. The Housing Authority administers this program, however there are no funds currently available in this program. There are 17 active DPA loans with borrowers. The City holds the majority of these Notes, but the Housing Authority holds three of these DPA Notes via the transfer of housing assets to the Housing Authority from the former Community Improvement Commission during the dissolution of redevelopment agencies in 2012. The Housing Authority's three notes total \$87,200 in borrower debt with balloon payments due from each the borrowers between 2021-2023.

DISCUSSION

At the City's request, staff has begun developing a loan modification offer to all borrowers with active City DPA loans. The DPA 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 is modifying the terms to make them more beneficial to homeowners. The two changes are summarized below:

- 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.

Staff reviewed these terms and recommends the Housing Authority implement the same modification for the three notes it holds so that all participants in the DPA program have the same loan terms.



Honorable Chair and
Members of the Board of Commissioners

March 20, 2019
Page 2 of 2

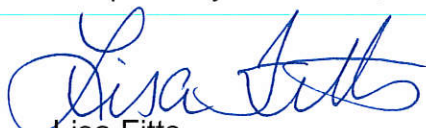
FINANCIAL IMPACT

The Housing Authority assumed these notes through the dissolution of redevelopment. The notes are not yet due, and no additional funds are being requested. There is no financial impact to the Housing Authority by amending the repayment term from year 15 to the event of refinance, sale, transfer, or default.

RECOMMENDATION

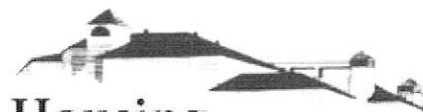
Approve Amendment to the Down Payment Assistance (DPA) Promissory Note.

Respectfully submitted,



Lisa Fitts
Management Analyst





Housing Authority of the City of Alameda

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

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: March 20, 2019

Re: Authorize the Executive Director to negotiate and enter into a Legal Services Contract Between the Housing Authority and Carle Macke Power and Ross LLC in the Amount Not To Exceed \$114,000 for One Year

BACKGROUND

Through a Request for Qualifications (RFQ) staff have developed a pre-qualified list of firms in 2015 to provide legal services related to real estate transactions. This list has four firms on it, whom the Housing Authority engages with for individual project real estate work. Throughout the past four years since the RFQ, staff have signed a number of different contracts for service with each firm for various projects.

Per the Housing Authority's procurement policy, any contract greater than \$250,000 or any firm whose cumulative contracts are greater than \$250,000 must receive Board approval.

DISCUSSION

Staff issued a Request for Proposals (RFP) for legal services for the North Housing project including both real estate and advice regarding SB 35 and CEQA. The sole respondent was Carle, Mackie, Power, and Ross, LLC (CMPR), who proposed that a sub consultant attorney with expertise in SB 35, CEQA, and other environmental review would be necessary for this project. Meyers Nave is the subcontracted firm.

The proposal for services received jointly from these two firms has a total Not To Exceed of \$114,000 for one year. This proposal breaks out the tasks required to get through a successful Development Plan Application utilizing SB 35 and provides a range of time/cost required with a smooth SB 35 process being at the low end of cost and a switch to CEQA review and the need to produce an EIR being at the high end. Through consultation with both firms, staff is confident in moving forward with the firms working together on the land transfer and approval of the Development Plan Application through a planned use of SB 35.



Honorable Chair and
Members of the Board of Commissioners

March 20, 2019
Page 2 of 2

AHA has multiple contracts with CMPR for real estate projects. Below is a list of the current contracts AHA has with CMPR since the 2015 RFQ:

Littlejohn Commons – \$55,000	
Rosefield Redevelopment – \$100,000	
General Services – \$25,000	
North Housing pre-development – \$25,000	
<u>North Housing Land Use and Navy Conveyance - \$114,000</u>	
Total CMPR Contracts	\$319,000

FINANCIAL IMPACT

The North Housing project has a \$3,700,000 pre-development budget, \$2.5M of which is set aside for demolition of existing buildings while \$1.2M for general pre-development costs. Legal services is included in the predevelopment budget.

RECOMMENDATION

Authorize the Executive Director to negotiate and enter into a Legal Services Contract for Between the Housing Authority and Carle Macke Power and Ross LLC in the amount Not To Exceed \$114,000 for One Year.

Respectfully submitted,

Kathleen Mertz
Director of Housing and Community Development





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa M. Cooper, Executive Director

Date: March 20, 2019

RE: Accept the Draft Audit Report for Fiscal Year Ending June 30, 2018 and Authorize the Executive Director to Approve and Finalize Minor Changes to the June 30, 2018 Audit Report

BACKGROUND

The financial statements of the Housing Authority of the City of Alameda for the fiscal year ending June 30, 2017, were prepared in the format prescribed by the requirements of Government Accounting Standards Board Statement 34 (GASB 34).

The firm of Citrin Cooperman & Company LLP, has produced the draft audited financial statements of the Housing Authority for the fiscal year ending June 30, 2018. This incorporates the audited statements for Island City Development, (ICD) which is presented as a discrete component. AHA's nonprofit affiliate, the Alameda Affordable Housing Corporation (AAHC), is a blended component with AHA, is included in the audited statements, and is not presented separately. The audit report and related schedule is due to HUD by March 31, 2019.

The audit is presented in draft form for the Board's review. The audit partner, J. Michael Stephens, will be present at the March 20, 2019 meeting to discuss the draft report. The Executive Director will approve and finalize minor changes to the audit by the deadline of March 30, 2019. Commissioners will be sent a copy of the final version and it will be posted on the agency website.

In the event that there are material changes to the audit between the March 20, 2018 Board of Commissioners meeting and the required submission to HUD by March 31, 2018, staff will bring a revised final audit to the April 17, 2019 Board meeting for acceptance by the Board of Commissioners.

DISCUSSION

This report submits the annual Financial Statements for the fiscal year ending June 30, 2018. The auditors, Citrin Cooperman & Company, LLP, opined that the financial statements present fairly, in all material respects, the financial position of the Housing Authority of the City of Alameda as of June 30, 2018. The respective changes in



Honorable Chair and
Members of the Board of Commissioners

March 20, 2019
Page 2 of 2

financial position and cash flows for the year ended are in conformity with accounting principles generally accepted (GAAP) in the United States of America.

There is one significant deficiency finding in the report. This relates to complex journal entries being entered incorrectly. The management response includes changes in personnel, implementation of an automated journal entry approval system in Yardi which will prevent staff from entering journal entries above certain thresholds without review, a new year-end close system, and additional training and coordination with the other departments.

The draft audit includes the Federal Data Schedule (FDS) as a supplemental schedule. The FDS report will be submitted to HUD prior to March 31, 2019.

The list of adjusting journal entries is attached as required. OPEB and pension entries are always adjusting journal entries because the necessary data generally comes from CalPERS too late to be entered before the year end.

BUDGET CONSIDERATION/FINANCIAL IMPACT

For information only.

RECOMMENDATION

Accept the Draft Audit Report for Fiscal Year Ending June 30, 2018 and authorize the Executive Director to approve and finalize minor changes to the June 30, 2018 Audit Report.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

Attachments:

- Draft Audit Report for Fiscal Year Ending June 30, 2018
- Adjusting Journal Entries Post Year End Close



**HOUSING AUTHORITY OF THE CITY OF
ALAMEDA**

**FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2018

Draft Copy

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Housing Authority of the City of Alameda
Alameda, California

We have audited the accompanying financial statements of the business-type activities the discretely presented component unit, and the fiduciary fund of the Housing Authority of the City of Alameda (the Authority), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Authority's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of Island City Development, which represent 100 percent of the assets, net position, and revenues of the discretely presented component unit. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for Island City Development, is based solely on the report of the other auditors. We did not audit the OPEB Trust Fund, which represent 100 percent of the assets, net position, and revenues of the fiduciary fund. This financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for the OPEB Trust, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities the discretely presented component unit, and the fiduciary fund of the Housing Authority of the City of Alameda, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on page X through X, and the pension and OPEB schedules on pages X through X be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The Schedule of Expenditures of Federal Awards is required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the accompanying Financial Data Schedule required by the U.S. Department of Housing and Urban Development are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards and the Financial Data Schedule are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America by us and the other auditors. In our opinion, the Schedule of Expenditures of Federal Awards and the Financial Data Schedule are fairly stated in all material respects in relation to the basic financial statements as a whole.



Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Authority's internal control over financial reporting and compliance.

CERTIFIED PUBLIC ACCOUNTANTS

Bethesda, Maryland
March ____, 2019

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**ALAMEDA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018**

This section of the Housing Authority of the City of Alameda's annual financial report presents a discussion and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2018. We encourage readers to consider the information presented here in conjunction with additional information that we furnished in our presentation to the Board of Commissioners.

The following management discussion and analysis (MD&A) will discuss the results of the Authority's operations. Key financial information for the current fiscal year will be compared with those of the prior year.

Financial Highlights

- The assets and deferred outflows of the Authority exceeded its liabilities and deferred inflows at the close of fiscal year 2018 resulting in a Net Position of \$65,381,910 at June 30, 2018 as opposed to \$64,073,928 at June 30, 2017.
- Total assets and deferred outflows of resources at June 30, 2018 were \$103,304,223. Of this, \$32,488,527 represents current assets, \$68,306,184 represents non-current assets, and \$2,509,532 represents deferred outflows of resources. Total assets and deferred outflows of resources at June 30, 2017 were \$101,103,917.
- Capital assets, net of accumulated depreciation at June 30, 2018, decreased by \$538,879 from \$40,793,553 at June 30, 2017 to \$40,234,674 at June 30, 2018. Capital assets are reflected at cost, less accumulated depreciation for all purchased capital assets.
- Total liabilities and deferred inflows of resources at June 30, 2018 were \$37,472,313. Of this, \$3,293,715 represents current liabilities, \$31,671,279 represents non-current liabilities, and \$2,507,319 represents deferred inflows of resources. Net position increased from \$64,073,928 at June 30, 2017 to \$65,831,910 at June 30, 2018, an increase of \$1,757,982.
- **Total revenues** for the Authority for fiscal year 2018 were \$47,263,968 versus \$49,587,426 for fiscal year 2017; a decrease of \$2,323,458. The primary sources of revenue for 2018 were governmental grants including Housing Choice Voucher Program (Section 8) Housing Assistance Payment (HAP), and rents collected from the Authority's owned units.
- **Total expenses** for the Authority for fiscal year 2018 were \$44,004,175 versus \$41,277,811 for fiscal year 2017; an increase of \$2,726,364. The major program expenditure, as reflected on the Combined Statement of Revenues, Expenses, and Changes in Net Position, was for Housing Assistance Payments. There was \$29,612,706 of Housing Assistance Payment expenses for fiscal year 2018. This represents an increase of \$3,040,249 of the \$26,572,457 amount for fiscal year 2017. The increase is due to additional funds provided by HUD to meet new Project Based Vouchers at two new properties and to address a shortfall in HAP as rents for existing vouchers increased over the year.
- **Operating revenues** for the Authority for fiscal year 2018 were \$46,830,312 and operating expenses were \$42,790,802. Operating revenues and expenses for fiscal year 2017 were \$41,424,076 and \$40,187,716 respectively.

**ALAMEDA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018**

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements, which are comprised of a Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, Statement of Cash Flows and Notes to the Financial Statements.

Government-Wide Financial Statements

The government-wide financial statements report information of the Authority as a whole, net of inter-program activity.

The *Statement of Net Position* presents information on the Authority's assets and deferred outflows, and liabilities and deferred inflows, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The *Statement of Revenues, Expenses, and Changes in Net Position* presents information showing how the Authority's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The *Statement of Cash Flows* presents the change in the Housing Authority's cash and cash equivalents during the most recent fiscal year.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Some programs are required to be established by the United States Department of Housing and Urban Development (HUD). However, the Authority also administers other programs to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using grants and other moneys. All of the funds of the Authority are classified on the face of the financial statements as one enterprise housing fund as a result of GASB 34.

Enterprise funds account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. They are reported using the full accrual method of accounting in which all assets and all liabilities associated with the operation of these funds are included on the Statement of Net Position. The focus of enterprise funds is on income measurement, which together with the maintenance of equity, is an important financial indication.

Notes to the Basic Financial Statements

The *Notes to the Financial Statements* provide additional information that is essential to a full understanding of the data provided in the fund financial statements.

Component Unit

As is more fully described in Note 1.A., the government-wide financial statements includes the financial information of the Island City Development (a California Nonprofit Corporation) a discrete component unit of the Housing Authority of the City of Alameda. In fiscal year ending June 30, 2018, AHA created a new blended component unit, Alameda Affordable Housing Corporation (AAHC). The financials for AAHC are not presented separately.

**ALAMEDA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018**

Supplementary Information

The schedule of expenditures of federal awards, the schedule of funding progress for OPEB, the Schedule of Funding Progress for PERS, and the financial data schedule are presented for purposes of additional analysis as required by the Governmental Accounting Standards Board Statements, the Uniform Guidance at 2 CFR 200 Subpart F, and the requirements of the U.S Department of Housing and Urban Development. These schedules can be found in the Supplementary Information sections of this report.

Financial Analysis

The Authority uses funds to help it control and manage money for particular purposes. A portion of the Authority's net position reflects the investment in capital assets (e.g. land, buildings and improvements, furniture, equipment and machinery), net of any debt incurred to finance the acquisition of those assets. The Authority uses these capital assets to provide services to clients; consequently, these assets are not available for future spending.

Budgetary Highlights

An agency-wide budget was prepared for the fiscal year ended June 30, 2018. The budget was primarily used as a management tool. Budgets are prepared in accordance with the accounting procedures prescribed by the applicable funding agency and revised during the year as appropriate.

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**ALAMEDA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018**

Comparative Statement of Net Position

The following table reflects the Statement of Net Position at June 30, 2018 compared to the prior fiscal year. The Authority is engaged only in Business-Type Activities.

**Housing Authority of the City of Alameda
Comparative Statement of Net Position
June 30, 2018**

	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>\$ Variance</u>	<u>% Variance</u>
Current assets	\$ 32,488,507	\$ 27,730,611	\$ 4,757,896	14.64 %
Notes receivable	28,071,570	29,036,034	(964,464)	(3.44)%
Capital assets, net of accumulated depreciation	<u>40,234,674</u>	<u>40,793,553</u>	<u>(558,879)</u>	<u>(1.39)%</u>
Total assets	<u>100,794,751</u>	<u>97,560,198</u>	<u>3,234,553</u>	<u>3.21 %</u>
Deferred outflow of resources	<u>2,509,532</u>	<u>3,543,718</u>	<u>(1,034,186)</u>	<u>(41.21)%</u>
Current liabilities	3,293,715	3,153,797	(139,918)	(4.25)%
Noncurrent liabilities	<u>31,671,279</u>	<u>29,970,494</u>	<u>(1,700,785)</u>	<u>(5.37)%</u>
Total liabilities	<u>34,964,994</u>	<u>33,124,291</u>	<u>1,840,703</u>	<u>5.26 %</u>
Deferred inflow of resources	<u>2,507,319</u>	<u>1,303,778</u>	<u>(1,203,541)</u>	<u>48.00 %</u>
Net investment of capital assets	13,595,106	13,154,931	440,175	3.24 %
Restricted	1,059,609	1,111,713	(52,104)	(4.92)%
Unrestricted	<u>51,177,195</u>	<u>49,807,284</u>	<u>1,369,911</u>	<u>2.68 %</u>
Total net position	<u>\$ 65,831,910</u>	<u>\$ 64,073,928</u>	<u>\$ 1,757,982</u>	<u>2.67 %</u>

**ALAMEDA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018**

Comparative Statement of Revenues, Expenses, and Changes in Net Position

The following table presents the Statement of Revenues, Expenses, and Changes in Net Position for the fiscal year ended June 30, 2018 compared to the prior fiscal year.

**Housing Authority of the City Alameda
Comparative Statement of Revenues, Expenses, and Changes in Net Position
Year Ended June 30, 2018**

	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>\$ Variance</u>	<u>% Variance</u>
Operating revenues:				
Grants	\$ 38,819,160	\$ 36,418,954	\$ 2,400,206	6.59 %
Rents	3,957,598	3,598,210	359,388	9.99 %
Others	4,053,534	1,406,912	2,646,622	188.12 %
Non-operating revenues:				
Interest income	427,034	164,841	262,193	159.06 %
Gain on sale of fixed assets	6,622	6,569	53	0.81 %
Pension gain (Note 6)	-	981,940	(981,940)	(100.00)%
Del Monte Senior Housing	-	<u>7,010,000</u>	<u>(7,010,000)</u>	<u>(100.00)%</u>
Total Revenue	<u>47,263,948</u>	<u>49,587,426</u>	<u>(2,323,478)</u>	<u>(4.69)%</u>
Operating expenses:				
Administration	7,168,854	6,858,729	310,125	4.52 %
Utilities	1,251,579	679,693	571,886	84.14 %
Maintenance	2,130,543	2,859,549	(729,006)	(25.49)%
General	331,735	1,284,379	(952,644)	(74.17)%
Tenant services	573,801	253,244	320,557	126.58 %
Protective services	210,000	210,000	-	-
Housing assistance payments	29,612,706	26,572,457	3,040,249	11.44 %
Depreciation	1,511,584	1,469,664	41,920	2.85 %
Non-operating expenses:				
Interest expense	1,184,230	1,090,095	94,135	8.64 %
Extraordinary maintenance	<u>29,143</u>	<u>-</u>	<u>29,143</u>	<u>DIV/0</u>
Total expenses	<u>44,004,175</u>	<u>41,277,810</u>	<u>2,726,365</u>	<u>6.60 %</u>
Changes in net position before prior period adjustments	3,259,773	8,309,616	(5,049,843)	(60.77)%
Prior period adjustment	<u>(1,501,812)</u>	<u>-</u>	<u>(1,501,812)</u>	<u>DIV/0</u>
Change in net position	<u>1,757,961</u>	<u>8,309,616</u>	<u>(6,551,655)</u>	<u>(78.84)%</u>
Net position, beginning of year	<u>64,073,929</u>	<u>55,764,313</u>	<u>8,309,616</u>	<u>14.90 %</u>
Net position, end of year	<u>\$ 65,831,890</u>	<u>\$ 64,073,929</u>	<u>\$ 1,757,961</u>	<u>2.74 %</u>

Analysis of the Authority's Overall Financial Position and Results of Operations

As indicated in the above comparative statements the Authority's Net Position at June 30, 2018 increased by \$1,757,981 from the June 30, 2017 balance.

**ALAMEDA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018**

Changes in Capital Assets

The following presents the changes in fixed assets (net of accumulated depreciation) at June 30, 2018 versus the prior fiscal year.

**Housing Authority of the City of Alameda
Changes in Capital Assets
(Net of Accumulated Depreciation)
June 30, 2018**

	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>\$ Variance</u>	<u>% Variance</u>
Land	\$ 22,022,054	\$ 22,022,054	\$ -	- %
Construction in progress	8,718	286,032	(277,314)	(96.95)%
Buildings and improvements	44,651,293	43,421,274	1,230,019	2.83 %
Equipment	<u>367,025</u>	<u>386,385</u>	<u>(19,360)</u>	<u>(5.01)%</u>
Total capital assets	<u>67,049,090</u>	<u>66,115,745</u>	<u>933,345</u>	<u>1.41 %</u>
Less: accumulated depreciation	(26,814,416)	(25,322,193)	(1,492,223)	5.89 %
Capital assets, net of depreciation	<u>40,234,674</u>	<u>40,793,552</u>	<u>(558,878)</u>	<u>(1.37)%</u>

Additional information pertaining to capital assets is found in Note 3 to the financial statements.

Changes in Long-Term Debt

The following presents the changes in long-term debt at June 30, 2018 versus the prior fiscal year.

**Housing Authority of the City of Alameda
Changes in Long-term Debt
June 30, 2018**

	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>\$ Variance</u>	<u>% Variance</u>
Notes and bonds payable	\$ 26,639,528	\$ 27,638,622	\$ 999,094	(3.61)%

Additional information pertaining to long-term debt is found in Note 4 to the financial statements.

**ALAMEDA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018**

Economic Factors

The Housing Authority is primarily dependent upon HUD for the funding of operations. Therefore, the Housing Authority is affected more by the federal budget than by state or local economic conditions. Changes in HUD grants affect the number of households that can be assisted under these federally funded programs on an ongoing basis.

The Authority's annual revenues for the Housing Choice Voucher Program is based primarily upon the amounts received each year from the U.S. Department of Housing and Urban Development, which does not correlate directly to the amounts expended each year for administrative costs and housing assistance payments expenses associated with the Housing Choice Voucher Program. Therefore, for any given fiscal year the Authority's revenues for the Housing Choice Voucher Program may be more or less than the expenses for the program. For the fiscal year ended June 30, 2018 the Authority's expenses associated with the Housing Choice Voucher Program exceeded its revenues by \$1,166,765. For the previous 2017 fiscal year the Authority's expenses for the Housing Choice Voucher Program exceeded its revenues by \$26,449. These excess of expenses over revenues were funded by a reduction in the Authority's Net Position for the Housing Choice Voucher Program.

Requests for information

This financial report is designed to provide citizens, taxpayers, and creditors with a general overview of the Housing Authority's finances and to show the Housing Authority's accountability for the money it receives. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Finance Director at the Housing Authority of the City of Alameda, 701 Atlantic Avenue, Alameda, California 94501.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
STATEMENTS OF NET POSITION
JUNE 30, 2018

	Primary Government	Component Unit	OPEB Trust Fund
<u>ASSETS</u>			
Current assets:			
Cash and cash equivalents - unrestricted	\$ 4,395,876	\$ 3,110,810	\$ -
Cash and cash equivalents - restricted	1,612,131	-	-
Investments - unrestricted	25,571,841		1,051,622
Investments - restricted	118,752		
Due from other agencies	408,118	227,599	-
Tenant accounts receivable, net	110,565	-	-
Accounts receivable - other, net	52,049	196,464	-
Interest receivable	149,233	-	-
Prepaid expenses and other current assets	62,926	3,773,717	-
Inventory	7,016	-	-
Total current assets	32,488,507	7,308,590	1,051,622
Noncurrent assets:			
Notes receivable (note 8)	28,071,510	-	-
Capital assets, net of accumulated depreciation of \$26,814,416 (note 3)	40,234,674	15,201,861	-
Total noncurrent assets	68,306,184	15,201,861	-
Total assets	100,794,691	22,510,451	1,051,622
<u>DEFERRED OUTFLOWS OF RESOURCES</u>			
Pension and OPEB plans (notes 6 and 7)	2,509,532	-	-
Total assets and deferred outflows of resources	103,304,223	22,510,451	1,051,622

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
STATEMENTS OF NET POSITION
JUNE 30, 2018

	Primary Government	Component Unit	OPEB Trust Fund
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts payable - other	556,304	32,630	-
Accounts payable - other agencies	7,864	-	-
Tenant security deposits	552,522	-	-
Other accrued liabilities	75,071	3,521,057	-
Interest payable	961,855	252,302	-
Compensated absences (note 5)	135,827	-	-
Notes and bonds payable (note 4)	<u>1,004,272</u>	<u>2,751,085</u>	-
Total current liabilities	3,293,715	6,557,074	-
Noncurrent liabilities:			
Compensated absences (note 5)	100,813	-	-
FSS escrows	118,752	-	-
Unearned revenue (note 10)	3,466,717	-	-
Net pension liability (note 7)	2,127,040	-	-
Net OPEB liability (note 6)	222,661	-	-
Notes and bonds payable (note 4)	<u>25,635,296</u>	<u>15,142,354</u>	-
Total noncurrent liabilities	<u>31,671,279</u>	<u>15,142,354</u>	-
Total liabilities	34,964,994	21,699,428	-
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Pension and OPEB plans (note 6)	<u>2,507,319</u>	-	-
Total assets and deferred outflows of resources	<u>37,472,313</u>	<u>21,699,428</u>	-
<u>NET POSITION</u>			
Net investment in capital assets	13,595,106	(2,691,578)	-
Restricted	1,059,609	-	-
Unrestricted	<u>51,177,195</u>	<u>3,502,601</u>	<u>1,051,622</u>
Total net position	<u>65,831,910</u>	<u>\$ 811,023</u>	<u>\$ 1,051,622</u>
Total liabilities, deferred inflows of resources, and net position	<u>103,304,223</u>	<u>103,304,223</u>	<u>\$ 1,051,622</u>

See accompanying notes to the financial statements.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2018

	Primary Government	Component Unit	OPEB Trust Fund
<u>Operating revenues</u>			
Grants	\$ 38,819,160	\$ -	\$ -
Rents	3,957,598	-	-
Other	<u>4,053,554</u>	<u>80,298</u>	<u>77,712</u>
Total operating revenues	<u>46,830,312</u>	<u>80,298</u>	<u>77,712</u>
<u>Operating expenses</u>			
Administration	7,168,854	161,888	520
Utilities	1,251,579	-	-
Maintenance	2,130,543	-	-
Protective services	210,000	-	-
General	331,735	2,505	1,292
Tenant services	573,801	-	-
Housing assistance payments	29,612,706	-	-
Depreciation	<u>1,511,584</u>	<u>-</u>	<u>-</u>
Total operating expenses	<u>42,790,802</u>	<u>164,393</u>	<u>1,812</u>
Operating income (loss)	<u>4,039,510</u>	<u>(84,095)</u>	<u>75,900</u>
<u>Non-Operating revenues (expenses)</u>			
Interest income	427,034	-	-
Gain on sale of fixed assets	6,622	-	-
Interest expense	(1,184,230)	-	-
Contributions (less syndication costs)	-	1,258,151	-
Extraordinary maintenance	<u>(29,143)</u>	<u>-</u>	<u>-</u>
Net non-operating revenue	<u>(779,717)</u>	<u>1,258,151</u>	<u>-</u>
Change in net position	<u>3,259,793</u>	<u>1,174,056</u>	<u>75,900</u>
Total net position, beginning, as restated	<u>62,572,117</u>	<u>(363,033)</u>	<u>975,722</u>
Total net position, ending	<u>\$ 65,831,910</u>	<u>\$ 811,023</u>	<u>\$ 1,051,622</u>

See accompanying notes to the financial statements.

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
STATEMENTS OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>Primary Government</u>	<u>Component Unit</u>	
<u>Cash flows from operating activities:</u>			
Grants received	\$ 38,819,160	\$ -	
Cash received from rents	3,903,027	-	
Other miscellaneous cash receipts	4,241,058	4,015,903	
Cash payments to suppliers and landlords	(34,188,712)	-	
Cash payments to employees	<u>(6,356,268)</u>	<u>-</u>	
Net cash provided (used) in operating activities	<u>6,418,265</u>	<u>4,015,903</u>	
 <u>Cash flows from capital and related financing activities:</u>			
Interest paid on long-term debt	(1,124,102)	-	
Principal paid	(999,054)	-	
Increase in unearned revenue	(56,717)	-	
Acquisition of fixed assets	(952,704)	(14,298,661)	
Proceeds from notes payable	<u>-</u>	<u>8,136,576</u>	
Net cash provided by (used in) capital and related financing activities	<u>(3,132,577)</u>	<u>(6,162,085)</u>	
 <u>Cash flows from investing activities:</u>			
Collection of mortgage notes receivable	964,524	-	
Contributions	-	1,258,151	
Interest received from investments	<u>347,812</u>	<u>-</u>	
Net cash provided by (used in) investing activities	<u>1,312,336</u>	<u>1,258,151</u>	
 Net increase (decrease) in cash			
	4,598,024	(888,031)	
Cash at beginning of year	<u>27,100,576</u>	<u>3,998,841</u>	
Cash at end of year	<u>\$ 31,698,600</u>	<u>\$ 3,110,810</u>	

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2018**

	Primary Government	Component Unit
<u>Reconciliation of operating income (loss)</u>		
<u>to net cash provided by (used in)</u>		
<u>operating activities</u>		
Operating income (loss)	\$ 4,039,510	\$ (84,095)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:		
Depreciation	1,511,584	-
<i>(Increase) decrease in assets</i>		
Due from other agencies	(163,000)	(227,599)
Tenant accounts receivable	(54,050)	-
Other accounts receivable	(12,440)	(192,554)
Prepaid expenses	150,773	925,560
Inventory	(1,933)	-
<i>(Increase) decrease in liabilities</i>		
Accounts payable	318,127	(10,145)
Accounts payable to other agencies	(357)	-
Tenant security deposits	4,402	-
Accrued liabilities	(317,341)	3,604,736
Accrued compensated absences	51,376	-
Other noncurrent liabilities	(32,767)	-
OPEB payable	2,386,672	-
Pension liability	(1,462,291)	-
Net cash provided by (used in) operating activities	\$ 6,418,265	\$ 4,015,903

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Housing Authority of the City of Alameda (the Authority) conform to accounting principals generally accepted in the United States of America (GAAP) as applicable to governmental entities. The following is a summary of the more significant procedures:

A. Definition of Reporting Entity

The Authority was established on August 8, 1940 by a resolution of the City of Alameda City Council. The Authority is governed by a seven member Board of Commissioners which is appointed by the Mayor of the City of Alameda, California. However, the Housing Authority is not considered to be a component unit of the City or any other primary government. Two members of the Board of Commissioners are participants in programs administered by the Commission. The members of the Commission are selected to serve for either two or four year terms.

The basic financial statements includes the financial activities of the Authority, its blended component unit Alameda Affordable Housing Corporation, and its discretely presented component unit, Island City Development, and its fiduciary fund, the OPEB Trust Fund.

Discretely Presented Component Unit - Island City Development

Island City Development (a California Nonprofit Corporation) was established in 2014 primarily to engage in acquiring, developing, rehabilitating, owning, and managing affordable housing for low and moderate-income individuals and families in the City of Alameda, California. The Executive Director of the Housing Authority of the City of Alameda appoints the members of the Nonprofit Corporation's Board of Directors. The Nonprofit Corporation has a year end of December 31, 2017 , and the financial activity is reported as a separate column on the financial statements.

Island City Development is the sole member of Del Monte Senior LLC, the 0.01% Managing General Partner of Sherman and Buena Vista LP, created June 23, 2016 for the purposes of developing and owning a 31 unit Low-Income Housing Tax Credit property at 1031 Buena Vista Avenue in Alameda. This property is under construction and was completed in August 2018.

Additionally, Island City Development is the sole member of 2437 Eagle Avenue LLC, the 0.01% Managing General Partner of Everett and Eagle LP, created November 22, 2016 for the purposes of developing and owning a 20 unit Low-Income Housing Tax Credit property at 2437 Eagle Avenue in Alameda. This property is under construction and is expected to be completed in 2018. Finally, Island City Development is the 0.1% Special Limited Partner for Stargell Commons LP created February 20, 2015 to own and operate a 32 unit Low-Income Housing Tax Credit property at 2700 Bette Street in Alameda.

The Authority reports a Fiduciary Trust Fund for its Other Post Employment Benefits (OPEB) Trust Fund. The OPEB Trust accounts for the assets held in Trust by the Authority for the beneficiaries of the plan.

A complete audited financial statement is separately issued for Island City Development and its subsidiary limited partnerships and limited liability companies, and may be obtained at the Authority's administrative offices located at 701 Atlantic Avenue, Alameda, California.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A. Definition of Reporting Entity

Related Organizations - Blended Component Units

The Authority is the sole member of AHA Islander GP, LLC which is the 0.05% General Partner of the Alameda Islander LP. This limited partnership owns and operates a 62 unit Low-Income Housing Tax Credit property at 2428 Central Avenue in Alameda. The financial statements includes the financial information of AHA Islander GP, LLC.

The Authority is the sole member of 2216 Lincoln AHA, LLC which is the 0.0049% General Partner of the Jack Capon Villa, LP. This limited partnership owns and operates a 19 unit Low-Income Housing Tax Credit property at 2216 Lincoln Avenue in Alameda. The financial statements includes the financial information of 2216 Lincoln AHA,LLC.

Alameda Affordable Housing Corporation (AAHC) was established November 1, 2017 as a supporting organization of the Authority. Its primary role is to be title holding entity for Authority owned properties. AAHC received federal tax exempt status under section 501(c)3 in 2017. The Board of Directors are comprised of all of the current Authority Board of Commissioners and their terms run concurrent with the Commissioners. AAHC has a fiscal year end on June 30 and the financial activity is not reported separately on the financial statements. During 2018, the Authority sold four of its properties to AAHC and both notes receivable and notes payable were created between the two parties. As these notes were between a primary government and its blended component unit, these notes were eliminated from the financial statements.

B. Government-wide Fund Financial Statements

The government-wide financial statements (i.e. the statement of net position; the statement of revenues, expenses, and changes in net position; and the statement of cash flows) report the financial information of the Authority's operations as a whole.

For financial reporting purposes, the Authority reports all of its operations as a single business-type activity in a single enterprise housing fund. Therefore, for the Authority the government-wide and fund financial statements are the same. These basic financial statements are presented in accordance with the standards established by the Governmental Accounting Standards Board (GASB).

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The financial statements and the Schedule of Expenditures of Federal Awards are reported using the *economic resources measurement focus* and the *accrual basis* of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when related cash flows take place. Non-exchange transactions are those in which the Authority receives value without directly giving equal value in exchange. These transactions include revenues from federal, state, and local assistance programs. Revenues from these sources are recognized in the fiscal year in which all eligibility requirements have been met.

When the Authority incurs an expense for which both restricted and unrestricted resources may be used, it is the Authority's policy to use restricted resources first, and then unrestricted resources as needed.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Proprietary funds distinguish *operating* revenues and expenses from *non-operating* activities. Operating revenues and expenses generally result from providing services in connection with proprietary fund's principal ongoing operations. The principal operating revenues of the Authority's enterprise housing fund are grants from federal funding agencies for housing assistance payments earned, administrative and developer fees, and rental income from its owned housing units. The Authority is party to services agreements with the City of Alameda to provide various housing related services. The cost of these services is reimbursed on an actual cost basis, plus a fixed fee. Operating expenses include employee services and supplies, administrative expenses, management fees, utilities, housing assistance payments to landlords, and depreciation of its capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The Authority applies all applicable Financial Accounting Standards Board (FASB) pronouncements issued before November 30, 1989 in accounting and reporting for its proprietary operations.

Separate statements are also included in the Discretely Presented Component Unit and the Fiduciary Fund as shown on the financial statements. The Discretely Presented Component Unit and the Fiduciary Fund are separate legal entities from the Authority.

D. Assets, Liabilities, and Net Position

a. Cash and cash equivalents

For purposes of the accompanying statement of cash flows, all highly liquid cash and investments with a maturity of three months or less when purchased and cash restricted by federal governmental requirements are considered cash and cash equivalents.

Cash and cash equivalents include amounts in demand deposits and savings accounts. All of the Authority's investments can be converted to cash in a relatively short amount of time. Therefore, all cash and investments, including restricted amounts, are reported in the Statement of Cash Flows.

b. Restricted assets

Restricted cash, cash equivalents, and investments, represent deposits that are used for replacement reserves, security deposit payable amounts to tenants and amounts that are required by grants from HUD to be used only to provide housing assistance for individuals and families that meet various income, age, and employment standards.

c. Receivables

All receivables are reported at their gross value and are reduced by an allowance for doubtful accounts if such an amount is considered applicable.

d. Inventories and prepaid assets

All inventories are valued at cost using the first in/first out (FIFO) method. Inventories are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the financial statements.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, and Net Position

e. Capital assets

Capital assets which include land, buildings, improvements, and furniture and equipment, are reported at historical cost. Contributed capital assets are recorded at fair value at the time received. Interest expense during any development periods is capitalized.

Maintenance, minor repairs and replacements are recorded as expenses; extraordinary replacements of property resulting in property betterments are charged to the property accounts. Depreciation is charged to operations using the straight-line method based on the estimated useful life of the related asset. The estimated useful lives of the various asset categories are as follows:

Buildings	40 years
Improvements	15 years
Furniture and Equipment	5 to 10 years

f. Compensated absences

It is the Authority's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation pay is accrued when incurred or at separation. Unpaid sick balances are not paid at separation.

g. Taxes

The Authority is exempt from federal and state income taxes, and country property taxes.

h. Encumbrances

Encumbrance accounting is not employed by the Authority.

i. Net position

Net position represents the differences between assets and liabilities. Net position consists of investment in capital assets, net of related debt; restricted net position; and unrestricted net position. Net position invested in capital assets, net of related debt, consist of capital assets, net of depreciation, reduced by the outstanding balances of borrowing used for the construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use through constitutional provisions or enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

j. Deferred outflows/ inflows of resources

In addition to assets and liabilities, the Statement of Net Position includes separate sections for deferred outflows and inflows of resources. These separate sections represent a consumption or acquisition of net position that applies to future periods and will not be recognized as outflows (revenues) or inflows (expenses) until that time.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, and Net Position

k. Pensions

For purposes of measuring the net pension liability (NPL) and deferred outflows/inflows or resources related to pensions, pension expense, information about the fiduciary net position (FNP) of the Authority's California Public Employees' Retirement System (CalPERS) plans and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

E. New GASB Pronouncements

During fiscal year 2018, the Authority implemented GASB Statements No. 74 and 75, *Financial Reporting for Post employment Benefit Plans Other Than Pension Plans* and *Accounting and Financial Reporting for Postemployment Benefits Other Than Pension Plans*, respectively. The primary objective of these statements is to improve accounting and financial reporting information for postemployment benefits other than pensions for the plan and state and local government employers that sponsor these plans. Implementation of these statements resulted in changes in presentation and disclosures of the OPEB plan in the financial statements.

F. Future GASB Pronouncements

In November 2016, the Governmental Accounting Standards Board (GASB) issued Statement No. 83, *Certain Asset Retirement Obligations* (GASB No. 83). GASB No. 83 addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in GASB No. 83.

GASB No. 83 will enhance comparability of financial statements among governments by establishing uniform criteria for governments to recognize and measure certain AROs, including obligations that may not have previously reported. GASB No. 83 will enhance the decision-usefulness of the information provided to financial statement users by requiring disclosures related to those AROs. The requirements of GASB No. 83 are effective for reporting periods beginning after June 15, 2018. The Authority does not believe that there will be any financial statement effect related to GASB No. 83.

In January 2017 GASB issued Statement No. 84, *Fiduciary Activities* (GASB No. 84). The objective of which is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The requirements of GASB No. 84 will enhance consistency and comparability by (1) establishing specific criteria for identifying activities that should be reported as fiduciary activities and (2) clarifying whether and how business-type activities should report their fiduciary activities. The requirements of GASB No.84 are effective for reporting periods beginning after December 15, 2018. The Authority does not believe that there will be any financial statement effect related to GASB No. 84.

In June 2017, GASB issued Statement No. 87, *Leases* (GASB No. 87). The objective of GASB No.87 is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. GASB No. 87 increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Future GASB Pronouncements

classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financing's of the right to use an underlying asset. Under GASB No. 87, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

GASB No. 87 will increase the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. GASB No. 87 also will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.

The requirements of GASB No. 87 are effective for reporting periods beginning after December 15, 2019. The Authority does not believe that there will be any financial statement effect related to GASB No. 87.

G. Estimates

Management of the Authority has made certain estimates and assumptions relating to the reporting of assets and liabilities and revenues and expenses to prepare the financial statements. Actual results may differ from those estimates.

H. Budgets and Budgetary Accounting

Each year the Authority's Board of Commissioners adopts an operating budget. This budget may be revised during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of the adoption of the annual budget.

I. Loans Issued During the 2018 Fiscal Year

There were no new loans issued during fiscal year 2018 aside from the notes between the Authority and AAHC previously mentioned in section A.

NOTE 2. CASH AND INVESTMENTS

A. Policies

California law requires banks and savings loan institutions to pledge government securities with a market value of 110% of the Authority's cash on deposit, or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the Authority's name and places the authority ahead of general creditors of the institution.

The Authority and its fiscal agents invest in individual investments and in investment pools. Individual investments are evidenced by specific identifiable securities instruments, or by electronic entry registering the owner in the records of the institution issuing the security, called the book entry system. In order to increase security, the Authority employs the Trust Department of a bank as the custodian of certain managed investments, regardless of their form.

The Authority's investments are carried at fair value, as required by generally accepted accounting principals. The Authority adjusts the carrying value of investments to reflect their fair value at each fiscal year end, and it includes the effects of those adjustments in income for that fiscal year.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 2. CASH AND INVESTMENTS (CONTINUED)

A. Policies

Cash and cash equivalents are considered to be liquid assets for purposes of measuring cash flows.

B. Classification

Cash and investments are classified in the financial statements as shown below, based on whether or not their use is restricted under the terms of Authority debt instruments or agency agreements. Cash and investments as of June 30, 2018 are as follows:

Unrestricted	\$29,967,717
Restricted	<u>1,730,883</u>
Total cash and investments	<u>\$31,698,600</u>

The \$31,698,600 of cash and investments consists of \$5,267,867 maintained on deposit in banks, \$934,499 maintained by loan servicing agencies, \$14,898,006 deposited in the State of California Local Agency Investment Fund (LAIF), \$10,597,978 deposited in the California Asset Management Program (CAMP), and \$450 in petty cash. Of the amounts on deposit with banks, \$250,000 is covered by federal deposit insurance. The remaining \$5,017,867 is required by California law to be collateralized by governmental securities with a market value of 110% of the deposit or with first deed mortgages with a value of 150% of the uninsured amount.

The \$934,499 of investments maintained by loan servicing agencies reflects amounts held by trust departments of two lending agencies. These amounts will be used for future rehabilitation and operating costs for some of the Authority's housing complexes.

C. Investments Authorized by the California Government Code and the Authority's Investment Policy

The Authority's investment policy and the California Government Code allows the Authority to invest in the following, provided rating of the issuers are acceptable to the Authority; and approved percentages and maturities are not exceeded. Each January, the Board of Commissioners approves the Authority's Investment Policy. The table below also identifies certain provisions of the California Government Code or the Authority's investment policy where the Authority's Investment Policy is more restrictive.

Authorized Investment Type	Maximum Maturity	Minimum Credit Quality	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Repurchase Agreements	N/A	N/A	N/A	N/A
California Local Agency Investment Fund (LAIF)	On Demand	N/A	N/A	N/A
U.S. Treasury Bonds, Notes & Bills	N/A	N/A	N/A	N/A
U.S. Agency & U.S. Government Bankers Acceptances	N/A	N/A	N/A	N/A
Negotiable Certificates of Deposit	180 Days	N/A	40%	30%
Time Certificates of Deposit	N/A	A	30%	N/A
Medium Term Corporate Notes	N/A	N/A	30%	N/A
Money Market Mutual Funds	5 Years	A	30%	N/A
County Agency Investment Fund	N/A	AAA	15%	10%
Reverse Repurchase Agreement	On Demand	N/A	30%	N/A
	N/A	N/A	20%	N/A

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 2. CASH AND INVESTMENTS (CONTINUED)

In the period under review, the Authority removed investments placed in government securities and divided its investments between LAIF and California Asset Management Program (CAMP).

D. Investments Authorized by Debt Agreements and Governmental Grants

The Authority must maintain required amounts of cash and investments or fiscal agents under terms of certain debt issues and governmental grants. These funds are unexpended bond proceeds or are pledged as reserves to be used if the Authority fails to meet its obligations under these debt issuances or governmental grants. The California Government Code requires these funds to be invested in accordance with Authority policies, bond indentures or State Statute. The table below identifies the investment types that are authorized for investments held by fiscal agents. The table also identifies certain provisions of these debt agreements:

Authorized Investment Type	Maximum Maturity	Minimum Quality Credit	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
For U.S. Department of Housing and Urban Development Funds				
State of California Local Agency Investment Funds (LAIF)	No Limit	N/A	No Limit	No Limit
Repurchase Agreements	N/A	N/A	No Limit	No Limit
U.S. Government Obligations & Agencies	No Limit	N/A	No Limit	No Limit
Sweep Account	No Limit	N/A	No Limit	No Limit
Insured Super NOW Accounts	No Limit	N/A	No Limit	No Limit
Insured Money Market Deposit	No Limit	N/A	No Limit	No Limit
Negotiable Certificates of Deposit	No Limit	N/A	30%	No Limit
Insured Demand & Saving Deposits	N/A	N/A	No Limit	No Limit
STRIPS, Principal Only	No Limit	N/A	No Limit	No Limit
Money Market Mutual Funds	N/A	AAA	20%	No Limit
U.S. Treasury Bills, Notes and Bonds	No Limit	N/A	No Limit	No Limit
For Non U.S. Department of Housing and Urban Development Funds				
Prime Commercial Paper	180 Days	N/A	10%	30%
City of Alameda Bonds	N/A	N/A	No Limit	No Limit
U.S. Treasury Bills, Notes and Bonds	No Limit	N/A	No Limit	No Limit
Local Agency's Obligations within CA State, including LAIF	No Limit	N/A	No Limit	No Limit
U.S. Government obligations and Agencies	No Limit	N/A	No Limit	No Limit
Collateralized Bank Deposit	No Limit	N/A	No Limit	No Limit
Bankers Acceptances	180 Days	N/A	40%	30%
Negotiable Certificates of Deposit	No Limit	N/A	30%	No Limit
Repurchase Agreements	92 Days	N/A	20%	No Limit
Money Market Mutual Funds	N/A	N/A	15%	10%
Trust Indentures	N/A	N/A	No Limit	No Limit
Medium Term Notes	5 Years	A	30%	No Limit
Mortgage & Equipment Lease Obligations	5 Years	AA	20%	No Limit

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 2. CASH AND INVESTMENTS (CONTINUED)

E. Interest Rate Risk

Interest rate risk is the risk that changes in the market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. Information about the sensitivity of the fair values of the Authority's investments (including investments held by bond trustees) to market rate fluctuations is provided by the following table that shows the distribution of the Authority's investments by maturity:

<u>Investment Type</u>	<u>12 Months or Less</u>	<u>One to Five Years</u>	<u>More than Five Years</u>	<u>Total</u>
LAIF	\$14,898,006	\$-	\$-	\$14,898,006
CAMP	10,597,978	-	-	10,597,978
Total Investments	<u>\$25,495,984</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$25,495,984</u>

F. Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the actual rating as of June 30, 2018 for each Authority investment type as provided by Standard and Poor's except as noted:

<u>Investment Type</u>	
Not Rated:	
LAIF	\$14,898,006
CAMP	\$10,597,978

G. Concentration of Credit Risk

The Authority is required to disclose investments that represent a concentration of five percent or more of investments in any issuer, held by individual Authority Funds in the securities of issuers other than U.S. Treasury securities, mutual funds and external investment pools. At June 30, 2018 there were no investments of this type.

H. Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank or brokerage failure, the Authority's deposits may not be returned. As previously stated the Authority's bank deposits are either covered by FDIC insurance or are collateralized.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 3. CAPITAL ASSETS

The following is a summary of the Authority's changes in capital assets for the fiscal year ended June 30, 2018:

	Balance 6/30/2017	Additions	Adjustments and Deletions	Balance 6/30/2018
Non-depreciable assets:				
Land	\$ 22,022,054	\$ -	\$ -	\$ 22,022,054
Construction in progress	<u>286,033</u>	<u>263,870</u>	<u>(541,185)</u>	<u>8,718</u>
Total non-depreciable assets:	<u>22,308,087</u>	<u>263,870</u>	<u>(541,185)</u>	<u>22,030,772</u>
Depreciable assets:				
Buildings and improvements	43,421,274	688,834	541,185	44,651,293
Equipment	<u>386,385</u>	<u>-</u>	<u>(19,360)</u>	<u>367,025</u>
Total depreciable assets:	<u>43,807,659</u>	<u>688,834</u>	<u>521,825</u>	<u>45,018,318</u>
Accumulated depreciation	<u>(25,322,193)</u>	<u>(1,511,584)</u>	<u>19,361</u>	<u>(26,814,416)</u>
Net depreciable assets	<u>18,485,466</u>	<u>\$ (822,750)</u>	<u>\$ 541,186</u>	<u>18,203,902</u>
Total capital assets, net	<u>\$ 40,793,553</u>			<u>\$ 40,234,674</u>

NOTE 4. LONG-TERM DEBT

The following is a summary of changes in long-term debt for the year ended June 30, 2018:

	Balance 6/30/2017	Additions	Deletions	Balance 6/30/2018	Current Portion
<u>Bonds Payable:</u>					
PNC Bank	\$ 5,400,000	\$ -	\$(173,986)	\$ 5,226,014	\$ 184,413
<u>Notes Payable:</u>					
Amerisphere	13,711,882	-	(221,423)	13,490,459	234,216
Amerisphere	5,974,243	-	(562,666)	5,411,577	584,134
City of Alameda	1,596,127	-	(27,259)	1,568,868	1,509
County of Alameda	<u>956,370</u>	<u>-</u>	<u>(13,720)</u>	<u>942,650</u>	<u>-</u>
	<u>\$ 27,638,622</u>	<u>\$ -</u>	<u>\$(999,054)</u>	<u>\$ 26,639,568</u>	<u>\$ 1,004,272</u>

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 4. LONG-TERM DEBT (CONTINUED)

The following is a schedule of debt payment requirements to maturity for long-term obligations other than compensated absences:

Year Ending June 30	Principal Payments	Interest Payments	Total Payments
2019	\$1,004,272	\$1,073,398	\$2,077,670
2020	1,051,181	1,032,845	2,084,026
2021	1,100,362	990,376	2,090,738
2022	1,158,350	945,896	2,104,246
2023	1,266,480	884,567	2,151,047
Thereafter	<u>21,058,923</u>	<u>12,494,822</u>	<u>33,553,745</u>
	<u>\$26,639,568</u>	<u>\$17,421,904</u>	<u>\$44,061,472</u>

A description of the debt recorded at June 30, 2018 with the Authority is as follows:

Bonds Payable:

A deed of trust bond payable was issued on May 1, 2005 totaling \$6,800,000 for the Parrot Village and Eagle Village Apartments. The bonds payable are administered by PNC Bank. The bonds accrue interest at a variable rate based upon the weekly short-term bond interest rate. The bonds require annual payments in the amounts necessary to pay all principal of premium, if any, and interest on the bonds as they become due. The bonds mature May 15, 2035. The outstanding balance on the bonds total \$5,226,014 at June 30, 2018.

Notes Payable:

Lender	Original Note	Note Date
Alameda County	\$35,000	7/9/1996
City of Alameda	\$235,900	7/15/1996
City of Alameda	\$282,700	7/26/1996
Alameda County	\$14,190	2/10/1997
City of Alameda	\$570,000	6/18/1998
Alameda County	\$380,000	9/1/2009
Alameda County	\$536,400	9/1/2009
City of Alameda	\$96,000	11/21/2013
Amerisphere	\$14,291,000	6/30/2014
Amerisphere	\$7,500,000	6/30/2014
City of Alameda	\$400,000	3/30/2016
City of Alameda	\$25,000	4/15/2016

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 4. LONG-TERM DEBT (CONTINUED)

Notes Payable:

The Authority assumed a loan, originally entered into by the Filipino American Community Services Agency on July 9, 1996, payable to the County of Alameda on September 8, 2009 for the Lincoln House property at 745 Lincoln Avenue in the amount of \$35,000. This note bears no interest. However, if this note is not paid when due the note will bear interest at 7% per annum for each day the note is not paid in full. The note is payable upon sale or transfer of the property whose deed of trust secures the note. The outstanding balance on this loan at June 30, 2018 was \$26,250.

A promissory note agreement for \$235,900 was entered into with the City of Alameda on July 15, 1996 for three condominiums at the following addresses 2137 Otis Drive, 2209 Otis Drive, 1825 Shoreline Drive. This note bears no interest. Payment on this note was deferred until December 31, 2006, at which time semi annual payments of principal are due based on an amortization schedule. The principal is due and payable on December 31, 2055. The outstanding balance on this note as of June 30, 2018 was \$220,169.

A promissory note agreement for \$282,700 was entered into with the City of Alameda on July 26, 1996 for four condominiums at the following addresses 955 Shorepoint Court and 965 Shorepoint Court. This note bears no interest. Payment on this note is deferred until December 31, 2026, at which time semi annual payments of principal are due based on an amortization schedule. The principal is due and payable on December 31, 2055. The outstanding balance on this note as of June 30, 2018 was \$282,700.

A promissory note agreement for \$14,190 was entered into with the County of Alameda on February 20, 1997 for the 1917 Stanford Street property. This note bears no interest. However, if this note is not paid when due the note will bear interest at 7% per annum for each day the note is not paid in full. The note is payable upon sale or transfer of the property whose deed of trust secures the note. This note was paid off during fiscal year 2018.

A promissory note agreement for \$570,000 was entered into with the City of Alameda on June 18, 1998 for the China Clipper property at 460 Buena Vista Avenue. This note bears interest at 3% per annum. Both interest and principal payments on this loan are deferred until the note's due date of June 30, 2057. The outstanding balance on this note at June 30, 2018 was \$570,000.

A promissory note agreement for \$380,000 was entered into with the County of Alameda on September 1, 2009 for the Lincoln House property at 745 Lincoln Avenue. The note bears simple interest at 3% per annum. The Authority also assumed the previously accrued interest in the sum of \$154,470. The principal and accrued interest are due and payable on July 30, 2067. Principal and interest are payable annually throughout the term of the loan through Residual Receipts as defined in the note. The outstanding balance on this note at June 30, 2018 was \$380,000.

A promissory note agreement for \$536,400 was entered into with the County of Alameda on September 1, 2009 for the 1917 Sherman Street property. The note bears simple interest at 3% per annum. The Authority also assumed the previously accrued interest in the sum of \$184,735. The principal and accrued interest are due and payable on July 30, 2067. Principal and interest are payable annually throughout the term of the loan through Residual Receipts as defined in the note. The outstanding balance on this note at June 30, 2018 was \$536,400.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 4. LONG-TERM DEBT (CONTINUED)

Notes Payable:

A promissory note agreement for \$96,000 was entered into with the City of Alameda on November 21, 2013 for the Anne B. Diament property at 920 Park Street. The note bears no interest. The principal is deferred and forgivable until November 22, 2028. The outstanding balance on this note at June 30, 2018 was \$96,000.

On June 30, 2014 the Authority entered into a mortgage note totaling \$14,291,000 with Amerisphere Multifamily Finance, LLC. The mortgage is serviced by NorthMarq Capital. The note is secured by the property referred to as the Esperanza Apartments at 1903 Third Street. The note bears interest at 5.63% per annum and requires combined monthly principal and interest payments totaling \$82,312. The note matures and is payable in full on July 1, 2044. The outstanding balance on the note at June 30, 2018 was \$13,490,459.

On June 30, 2014 the Authority entered into a mortgage note totaling \$7,500,000 with Amerisphere Multifamily Finance, LLC. The mortgage is serviced by NorthMarq Capital. The note is secured by the property referred to as the Independence Plaza at 703 Atlantic Avenue. The note bears interest at 3.75% per annum and requires combined monthly principal and interest payments totaling \$64,758. The note matures and is payable in full on July 1, 2026. The outstanding balance on the note at June 30, 2018 was \$5,974,243.

A first amendment to a promissory note agreement for \$400,000 was entered into with the City of Alameda on April 1, 2017, retroactive to March 30, 2016, for property located at 738 Eagle Avenue, Alameda, CA. This note bears simple interest at 2.33% per annum. The principal, together with accrued interest is due and payable on April 1, 2074 and the loan can be forgiven on March 30, 2031. The outstanding balance on this note at June 30, 2018 was \$400,000.

A promissory note agreement for \$25,000 was entered into with the City of Alameda on April 15, 2016 for the China Clipper property at 460 Buena Vista Avenue. The note bears interest at 2.33% compounded annually. The principal and accrued interest are due and payable on April 15, 2074. Principal and interest are payable annually throughout the term of the loan through Residual Receipts as defined in the note. The outstanding balance on this note at June 30, 2018 was \$25,000.

NOTE 5. COMPENSATED ABSENCES

It is the Authority's policy to permit employees to accumulate earned but unused vacation leave up to a maximum of their annual accrual rate plus 10 days, up to a maximum of 250 hours at any time. This leave will be used in future periods or paid to employees upon separation from the Authority. Accrued vacation leave has been valued by the Authority and has been recorded as current compensated absences of \$135,827 and noncurrent compensated absences of \$100,813 for a total of \$236,640 as of June 30, 2018.

It is the Authority's policy to permit employees to accumulate earned but unused sick leave, however, the value of unused sick leave is not payable upon separation from the Authority.

NOTE 6. PENSION PLAN

Pensions:

For purposes of measuring the net pension liability (NPL) and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position (FNP) of the Authority's Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans'

NOTE 6. PENSION PLAN

fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. In addition to CalPERS plans, the Housing Authority of the City of Alameda adopted the Public Agency Retirement Services (PARS) Plan effective April 22, 2012 as an alternative plan to Social Security for their employees who otherwise are not eligible for participation in the Authority's other retirement system(s).

GASB No. 78 - Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans.

The objective of this statement, issued December of 2015, is to address a practice issue regarding the scope and applicability of Statement No. 68, Accounting and Financial Reporting for Pensions. This issue is associated with pensions provided through certain multiple employer defined pension plans and to state or local government employers whose employees are provided with such pensions.

The Authority is required to implement the provisions of this Statement for the fiscal year ended June 30, 2018 (effective for periods beginning after December 15, 2015). This Statement may result in a change in current practice, and have a material effect on the financial statements of the Authority.

General Information about the Pension Plan:

Plan Descriptions - The Plan is a cost-sharing multiple-employer defined benefit pension plan administered by the California Public Employee's Retirement System (CalPERS). A full description of the pension plan benefit provisions, assumptions for funding purposes but not accounting purposes and membership information is listed in the June 30, 2017 Annual Actuarial Valuation Report. This report is a publicly available valuation report that can be obtained at CalPERS' website under Forms and Publications. All qualified permanent and probationary employees are eligible to participate in the Authority's cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and Authority's resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

All qualified permanent and probationary employees are eligible to participate in the Authority's cost-sharing agent multiple-employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and Authority's resolution.

Benefits Provided - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan is applied as specified by the Public Employees' Retirement Law.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 6. PENSION PLAN

General Information about the Pension Plan:

The Plans' provisions and benefits in effect at June 30, 2018, are summarized as follows:

	<u>Miscellaneous Plans</u>	
	Prior To January 1, 2013	On or After January 1, 2013
Hire date	2013	January 1, 2013
Benefit formula	2% @ 55	2% @ 62
Benefit vesting formula	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	50-63	52-67
Monthly benefits, as a % of eligible compensation	1.426% to 2.418%	1.0% to 2.5%
Required employee contribution rates	6.886%	6.500%
Required employer contribution rates	9.558%	6.930%

Contributions - Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through the CalPERS' annual actuarial valuation process. The Plan's actuarially determined rate is based on the estimated amount necessary to pay the costs of benefits earned by employees during the year, with an additional amount to pay any unfunded accrued liability. The Authority's contribution rates may change if plan contracts are amended. Payments made by the Authority to satisfy contribution requirements that are identified by the pension plan terms as plan member contribution requirements are classified as plan member contributions.

For the measurement period ended June 30, 2018 (the measurement date), the active employee's contribution rate are 6.886% (First Level/ Classic Members) and 6.500%(PEPRA New Members) of annual payroll, and the average employer's rates are 9.558% and 6.930% of annual payroll.

For the fiscal year ended June 30, 2018, the contributions recognized as part of pension expense for each Plan were as follows:

	<u>Miscellaneous Plan</u>	<u>Classic</u>	<u>PEPRA</u>
Contributions - employer	\$366,127	9.558%	6.930%
Contributions - employee	<u>263,343</u>	6.886%	6.500%
Total	<u>\$629,470</u>		

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

The following table shows the Plan's proportionate share of the miscellaneous risk pool collective net pension liability over the measurement period:

Proportionate Share of Net Pension Liability

	<u>Net Pension Liability</u>	
Balance at 6/30/2016	\$1,684,952	0.019472%
Balance at 6/30/2018	<u>2,127,039</u>	0.021448%
Net Pension Liability Year-to-Year Increase (Decrease)	<u>\$442,087</u>	

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018**

NOTE 6. PENSION PLAN

General Information about the Pension Plan:

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

The Authority's net pension liability of \$2,127,039 is measured as the proportionate share of the net pension liability of \$3,942,047,621 (or 0.021448%). The net pension liability is measured as of June 30, 2018, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 rolled forward to June 30, 2018 using standard update procedures. The Authority paid down \$366,127 during the year ended June 30, 2018. Since the pension liability is based on the measurement date of June 30, 2017, the outstanding pension liability here does not reflect the pay down of contributions made during the year ended June 30, 2018. The Authority's proportion of the net pension liability was based on a projection of the Authority's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

For the year ended June 30, 2018, the Authority recognized pension expense/(income) of \$812,404 for the Plan. At June 30, 2018, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 381,436	\$ -
Differences between actual and expected experience	5,296	75,868
Changes in assumptions	657,042	50,101
Differences in contributions and proportionate share of contributions	593,843	109,907
Net differences between projected and actual earnings on pension plan investments	680,612	532,016
Adjustments due to differences in proportions	175,217	444,191
Total	\$ 2,493,446	\$ 1,212,083

The \$381,436 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019 (measurement period ended June 30, 2018). Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Measurement Period Ended June 30	Deferred Outflows (Inflows) of Resources
2018	\$ 342,782
2019	396,430
2020	248,939
2021	(88,224)
Thereafter	-

NOTE 6. PENSION PLAN

General Information about the Pension Plan:

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

The amounts above are the net of outflows and inflows recognized in the measurement period ended June 30, 2018.

Actuarial Methods and Assumptions Used to Determine Total Pension Liability - For the measurement period ending June 30, 2017 (the measurement date), the total pension liability was determined by rolling forward the June 30, 2017 total pension liability. Both the June 30, 2016 total pension liability and the June 30, 2017 total pension liability were determined using the following actuarial methods and assumptions:

	Miscellaneous Plan
Valuation Date	June 30, 2016
Measurement Date	June 30, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions Discount Rate	7.15%
Inflation	2.50%
Payroll Growth	3.00%
Projected Salary Increase	Varies by entry age and service
Mortality Rate (1)	Derived using CalPERS' Membership Data for all funds
Post Retirement Benefit Increase	Contract COLA up to 2.00% until Purchasing Power Protection Allowance Floor on Purchasing Power Applies 2.50% thereafter

(1) The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP2016. For more details on this table, please refer to the 2017 Experience Study Report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

Discount Rate - The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.

Long-term Expected Rate of Return - The long-term expected rate of return on pension plan investments was determined using a buildingblock method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
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NOTE 6. PENSION PLAN

General Information about the Pension Plan:

Discount Rate (continued)

each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and longterm returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The expected real rates of return by asset class are as followed:

Asset Class	New Strategic Allocation	Real Return Year 1-10 (a)	Real Return Years 11+ (b)
Global Equity	50.00%	4.80%	5.98%
Fixed Income	28.00%	2.00%	2.62%
Inflation Assets	-0%	0.77%	1.81%
Private Equity	8.00%	6.30%	7.23%
Real Estate	13.00%	3.76%	4.93%
Liquidity	<u>1.00%</u>	-0%	(0.92)%
Total	<u>100.00%</u>		

In the System's CAFR, Fixed Income is included in Global Debt Securities; Liquidity is included in Short-term Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.

- (a) An expected inflation of 2.5% is used for this period
- (b) An expected inflation of 3.0% is used for this period

Sensitivity of the Proportionate Share of the Net Position Liability to Changes in the Discount Rate

The following presents the Authority's proportionate share of the net pension liability/(asset), calculated using the discount rate of 7.15%, as well as what the Authority's proportionate share of the net pension liability/(asset) would be if it were calculated using a discount rate that is one-percentage point lower (6.15%) or one-percentage point higher (8.15%) than the current rate:

	Discount Rate less 1% (6.15%)	Current Discount Rate (7.15%)	Discount Rate plus 1% (8.15%)
Plan's Net Pension Liability/(Asset)	\$4,292,835	\$2,127,040	\$333,289

Pension Plan Fiduciary Net Position - Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

Payable to the Pension Plan - At June 30, 2018, there was no outstanding account payable for contributions to the pension plan required for the year ended June 30, 2018.

Subsequent Events - There were no subsequent events that would materially effect the results presented in this disclosure.

NOTE 7. OTHER POST-EMPLOYMENT BENEFIT PLANS (OPEB)

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
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NOTE 7. OTHER POST-EMPLOYMENT BENEFIT PLANS (OPEB)(continued)

Plan description - The Authority participates in the CalPERS 2% @ 55 Public Agency Miscellaneous Employee's pension plan for all regular employees hired before January 1, 2013 and 2% @ 62 for those hired on or after January 1, 2013.

Employees who retire with a CalPERS pension (at least age 50, or age 52 for employees hired on or after January 1, 2013, with 5 years of services) are eligible for post-employment medical benefits.

The Authority contributes the minimum amount provided under Government Code Section 22825 of the Public Employees Medical and Hospital Care Act (\$125 per month in 2016, increasing to \$128 in 2017). Retirees must contribute any premium amounts in excess of the Authority's contributions described above. Amounts paid by the Authority continue for lifetime of the retiree and any surviving spouse, subject to CalPERS eligibility requirements.

Employees covered by the Plan

- Active employees
- Inactive employees or beneficiaries currently receiving benefit payments
- Total

During the July 1, 2016 to June 30, 2017 measurement period, the Authority entered into an agreement with CalPERS whereby the Authority participates in the California Employers' Retiree Benefit Trust Fund Program (CERBT), an agent-multiple employer postemployment health plan, to prefund other postemployment benefits through CalPERS. The financial statements for CERBT may be obtained by writing the California Public Employees' Retirement System, Constituent Relations Office, CERT (OPEB), P.O. Box 242709, Sacramento, California 94229-2709 or by calling 888-225-7377.

Requirements of GASB 75 – of the government Accounting Standards Board (GASB) has mandated disclosure of other post-employment benefit (OPEB) liabilities for all government employers beginning in 2009. During fiscal years prior to 2012 the Authority's employees were actually employees of the City of Alameda and not employees of the Authority itself, therefore there was no OPEB obligation or expense recognized in fiscal years prior to 2012. The provisions of GASB 75 are effective for fiscal years beginning after June 15, 2017.

Funding Policy – Prior to July 1, 2016, the Authority financed the OPEB retiree health plan on a pay-as-you-go basis. For the measurement period ended June 30, 2017, the Authority made a pay-go payment of \$30,988 plus a one-time special contribution at the amount of \$981,940 to the CERBT. The Authority intends to make annual payments equal to the actuarially determined contribution.

As of June 30, 2017, the fair value of the Authority's investments in the CERBT was \$975,722...This balance is net of all plan activity during the measurement period ending June 30, 2017, including net annual investment earnings amounting to (\$6,213) and pay-to-go benefit payments of \$30,988.

The following table summarizes the sources used to satisfy measurement period 2016/ 2017 contributions to the plan:

Employer Contribution to CERBT	\$ 981,940
Pay-as-you-go Payments unreimbursed by trust	1,833,461
Active Implicit Rate Subsidy Transferred to OPEB	<u>20,989</u>

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018**

NOTE 7. OTHER POST-EMPLOYMENT BENEFIT PLANS (OPEB)(continued)

Total Defined Benefit Pay-as-you-go Costs \$ 2,836,390

Net OPEB Liability

Net OPEB liability was measured as of June 30, 2017 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation date October 31, 2016 that was rolled forward to determine the June 30, 2017 total OPEB liability based on the following actuarial methods and assumptions.

Description	<u>Method/Assumption June 30,2017</u>
Actuarial Cost Method	Entry Age Normal, Level Percent of Pay
Discount Rate	7.28%
Inflation	2.00%
Salary Increases	3.25%
Investment Rate of Return	7.28%
Healthcare Cost Trend Rates	8.00% pre-65 and 5.50% post-65 initial trend rates for 2018. Decreasing 0.25% per year until ultimate rate of 5.00% is reached in 2030 pre-65 and 2020 post-65.
Mortality	Pre-retirement CalPERS 2014 Mortality for pre-retirement Post-Retirement: CalPERS 2014 Mortality for Post-retirement.

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past experiences and new estimates are made about the future. Actuarial calculations were performed based on the benefits provided under the terms of the substantive plan in effect at the time of each valuation and on the pattern of sharing cost between the Authority and plan members through June 30, 2017. Additionally, actuarial calculations reflect a long-term perspective and include methods and assumptions that were designed to reduce short-term volatility of actuarial accrued liabilities and actuarial value of assets. The Authority has relied on the work of the Authority's actuary to determine the Authority's net OPEB liability, and considers the underlying assumptions used by the actuary to be reasonable.

Long Term Expected Rate of Return

The valuation uses a discount rate of 7.28% per year, net of investment expenses and including inflation. This is a long-term rate of return assumption on plan assets. This rate is based on the general inflation rate and expected real rate of return required for CalPERS reporting for use by employers who elect certain investment strategies as participants in CERBT. The target allocation and best estimates for long-term expected real rates of return for each major asset class, as of the June 30, 2017, the measurement date, are summarized in the following table.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 7. OTHER POST-EMPLOYMENT BENEFIT PLANS (OPEB)(continued)

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Equity	60.00%	5.62%
Fixed Income	32.00%	1.70%
REITs	<u>8.00%</u>	5.06%
Total	<u>100.00%</u>	

Changes in the Net OPEB Liability

The following table shows the changes in the Net OPEB Liability recognized over the measurement period.

	Increase/Decrease		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
	(a)	(b)	(a)-(b)
Balances at June 30,2017	\$ 2,477,261	\$ -	\$ 2,477,261
Service Cost	162,835		162,835
Interest	74,812		74,812
Change in benefit terms			
Differences between Expected and Actual Experience	(3,275)		(3,275)
Changes in Assumptions	(1,482,802)		(1,482,802)
Contributions - Employer		1,012,388	(1,012,388)
Contributions - Employee			
Net Investment Income			
Benefit Payments	-	(6,213)	6,213
Administrative Expenses	(30,448)	(30,448)	-
Net Changes	<u>-</u>	<u>(5)</u>	<u>5</u>
Balances June 30, 2018	<u>\$ 1,198,383</u>	<u>\$ 975,722</u>	<u>\$ 222,661</u>

The required schedule of changes in the net OPEB liability and related ratios immediately following the notes to the financial statements presents the beginning and ending balances of the total OPEB liability, the plan fiduciary net position available for OPEB benefits, and the net OPEB liability, as well as the itemized changes in those amounts during the fiscal year. The schedule also reports a ratio of plan fiduciary net position as a percentage of the total OPEB liability, the payroll amount for current employees in the plan (covered employee payroll), and a ratio of the net OPEB liability as a percentage of the covered employee payroll. One year of information is presented and will build to 10 year of information on a prospective basis.

The required schedule of employer contributions immediately following the notes to the financial statements presents the actuarially determined contribution to the OPEB Plan, the actual contribution, the difference between the actual and actuarially determined contributions, and a ratio of actual contributions as a percentage of covered employee payroll.

Sensitivity of the Net OPEB Liability Due to Changes in the Discount Rate – Pursuant to GASB 75, the following table represents the Net OPEB liability, calculated using the current discount rate of 7.28% as well as what it would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018**

NOTE 7. OTHER POST-EMPLOYMENT BENEFIT PLANS (OPEB)(continued)

	1% Decrease	Current Discount Rate	1% Increase
	(6.28)%	(7.28)%	(8.28)%
Net OPEB Liability	<u>\$407,228</u>	<u>\$222,661</u>	<u>\$73,594</u>

Sensitivity of the Net OPEB Liability Due to Changes in the Health Care Cost Trend Rate –
Pursuant to GASB 75, the following table represents the Net OPEB liability of the Authority, calculated using the current health care cost trend rate of 8.00% /5.50%as well as what it would be if it were calculated using a trend rate that is one percentage point lower or one percentage point higher than the current rate:

	1% Decrease (7.00% pre-65/ 4.50% post-65 decreasing to 4.00% Pre-65/ post 65)	Current Healthcare Cost Trend Rate (8.00% pre-65/ 5.50% post-65 decreasing to 5.00% Pre-65/ post 65)	1% Increase (9.00% pre-65/ 6.50% post-65 decreasing to 6.00% Pre-65/ post 65)
Net OPEB Liability	<u>\$52,958</u>	<u>\$222,661</u>	<u>\$435,922</u>

OPEB Expenses and Deferred Outflows/Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2018, the Authority recognized OPEB expense or \$36,938. At June 30, 2018, the Authority reported deferred outflows of resources and deferred inflows of resources from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
OPEB Contributions Subsequent to Measurement Date	\$-	\$-
Net Difference Between Expected and Actual Experience in the Measurement of the TOL Assumption Changes	-	2,854
Net Difference Between Projected and Actual Investment Earnings	-	1,292,382
Total	<u>16,086</u>	<u>-</u>
	<u>\$16,086</u>	<u>\$1,295,236</u>

Pursuant to GASB 75, amounts reported as deferred outflows of resources related to OPEB contributions made subsequent to the measurement date of June 30, 2017, will be recognized as a reduction of the net OPEB Liability in the Fiscal Year ending June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized OPEB expense as follows:

Fiscal Year Ending June 30	Amount
2019	\$(186,820)
2020	(186,820)
2021	(186,820)
2022	(186,818)
2023	(190,841)
Thereafter	<u>(341,031)</u>
Total:	<u>\$(1,279,150)</u>

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 8. NOTES receivable

At June 30, 2018, the Authority had \$28,071,510 of notes receivable due to them, the balance being comprised of \$28,071,510 of loans.

A summary of the Authority's loans is outlined below:

Borrower	Original Note	Note Date
Playa del Alameda	\$243,109	1/31/2000
Breakers at Bayport LP	\$2,015,000	1/4/2004
Taplin, Tamiko	\$23,600	3/9/2007
Nebeker, Bud	\$31,800	12/18/2007
Moore, Analisa	\$31,800	1/23/2008
Shinsei Gardens Apartments LP	\$4,000,000	3/24/2008
Alameda Islander LP	\$8,600,000	9/27/2011
Jack Capon Villa LP	\$225,000	11/1/2013
Jack Capon Villa LP	\$1,400,000	11/1/2013
Jack Capon Villa LP	\$200,000	11/1/2013
Rojas, Ana	\$4,148	4/16/2013
Assefa, Fikre	\$4,148	6/10/2013
Petochis, Nicola	\$7,676	8/1/2013
Ilsnad City Development - 2437 Eagle	\$1,000,000	8/10/2015
Island City Development - Rosefield	\$1,000,000	2/10/2016
Stargell Commons LP	\$2,000,000	11/24/2015
Sherman and Buena Vista LP	\$3,600,000	12/1/2016
Sherman and Buena Vista LP	\$3,410,000	12/1/2016
Island City Development - Operating Capital	\$250,000	4/28/2017
Everett and Eagle LP	\$4,250,000	6/21/2017

Effective January 31, 2000, Playa del Alameda Associates entered into an Amended and Restated Promissory Note with the Authority Play del Alameda Associates for \$243,109 for the Play del Alameda property located at 148 Crolls Garden Court. The interest accrues at 1% per annum. The full principal and interest are due on January 31, 2055, or upon the occurrence of a default as defined in the Loan Agreement. The loan was paid off during fiscal year 2018.

Effective January 5, 2004, Resource for Community Development entered into a Promissory Note with the Authority for an amount not to exceed \$2,015,000 for the Breakers at Bayport property located at 459 Neptune Gardens Avenue. This loan was assigned to the Breakers at Bayport LP on October 14, 2004. This loan accrues no interest. Payments shall be deferred until January 5, 2059. The outstanding balance on the note at June 30, 2018 was \$1,408,790.

Effective March 9, 2007, Tarriko L. Taplin and Anthony Taplin entered into a Promissory Note with the City of Alameda (and therefore the Successor Agency per ROPS) for \$23,600 for the property at 338 Ansel Avenue. A balloon payment is due on March 9, 2021. If the principal amount is paid after March 9, 2011, the borrower must also pay a share of the appreciation of the property, as calculated in the Note. The outstanding balance on the note at June 30, 2018 was \$23,600.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 8. NOTES RECIEVABLE (continued)

Effective December 18, 2007, Bud D. and Jennifer S. Nebeker entered into a Promissory Note with the City of Alameda (and therefore the Successor Agency per ROPS) for \$31,800 for the property at 2 Bertero Court. A balloon payment is due on December 18, 2022. If the principal amount is paid after December 19, 2012, the borrower must also pay a share of the appreciation of the property, as calculated in the Note. The outstanding balance of the note at June 30, 2018 was \$31,800.

Effective January 23, 2008, Annalisa Moore entered into a Promissory Note with the City of Alameda (and therefore the Successor Agency per ROPS) for \$31,800 for the property at 101 Kingfisher Avenue. A balloon payment is due on January 23, 2023. If the principal amount is paid after January 23, 2013, the borrower must also pay a share of the appreciation of the property, as calculated in the Note. The outstanding balance on the note at June 30, 2018 was \$31,800.

Effective March 24, 2008, Resources for Community Development entered into a Promissory Note with the Community Improvement Commission of the City of Alameda (and therefore the Successor Agency per ROPS) for an amount not to exceed \$4,000,000 for the Shinsei Gardens property, located at 401 Willie Stargell Avenue. The loan was assigned to Shinsei Gardens Apartments LP on March 24, 2008, and was modified on March 24, 2008, and modified again on May 14, 2010. This loan accrues no interest. Payments shall be deferred until March 23, 2063. The outstanding balance on the note at June 30, 2018 was \$1,391,739.

Effective September 27, 2011, Alameda Islander LP entered into a Promissory Note with the Community Improvement Commission of the City of Alameda (and therefore the Successor Agency per ROPS) for \$8,600,000 for the Park Alameda property located at 2428 Central Avenue. This loan accrues no interest. Payments shall be deferred until September 27, 2068. The outstanding balance on the note at June 30, 2018 was \$8,600,000.

Effective January 11, 2013, Jack Capon Villa LP entered into a Promissory Note with the Authority for the amount of \$225,000 for the Jack Capon Villa property located at 2216 Lincoln Avenue. Interest accrues at 5% per annum. Monthly installments of \$2,386 (principal and interest) are due based on a 10-year amortization schedule. The entire unpaid principal and interest shall be due and payable on April 1, 2024. The outstanding balance on the note at June 30, 2018 was \$156,743.

Effective January 11, 2013, Jack Capon Villa LP entered into an Amended and Restated Promissory Note with the Authority for an amount not to exceed \$1,400,000 for the Jack Capon Villa property located at 2216 Lincoln Avenue. Simple interest accrues at 3% per annum. Payments shall be deferred until January 17, 2068. The outstanding balance on the note at June 30, 2018 was \$1,400,000.

Effective January 11, 2013, Jack Capon Villa LP entered into a Promissory Note with the Authority for the amount of \$200,000 for the Jack Capon Villa property located at 2216 Lincoln Avenue. Simple interest accrues at 3% per annum. Principal and interest shall be due and payable on January 13, 2070. The outstanding balance on the note at June 30, 2018 was \$201,067.

Effective April 16, 2013, Ana M. Rojas entered into a Promissory Note with the Authority for the amount of \$4,148 for the Regent Street property located at 1129-1131 Regent Street. The loan accrues no interest. The principal is due and payable on demand, on sale of the property, or when the property is no longer the primary residence of the borrower. The outstanding balance on the note at June 30, 2018 was \$4,148.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 8. NOTES RECIEVABLE (continued)

Effective June 10, 2013, Fikre Assefa entered into a Promissory Note with the Authority for the amount of \$4,148 for the Regent Street property 1129-1131 Regent Street. The loan accrues no interest. The principal is due and payable on demand, on sale of the property, or when the property is no longer the primary residence of the borrower. The outstanding balance on the note at June 30, 2018 was \$4,148.

Effective August 1, 2013, Nicola Petochis entered into a Promissory Note with the Authority for the amount of \$7,676, for the Regent Street property 1129-1131 Regent Street. The loan accrues no interest. The principal is due and payable on demand, on sale of the property, or when the property is no longer the primary residence of the borrower. The outstanding balance on the note at June 30, 2018 was \$7,676.

Effective February 10, 2016, Island City Development entered into a Promissory Note with the Authority for the amount of \$1,000,000 for the Rosefield project, located on the 700 block of Buena Vista Avenue. The note accrues simple interest at 3% per annum beginning January 1, 2018. The principal and interest are due and payable on December 31, 2073.. The outstanding balance on the note at June 30, 2018 was \$1,000,000.

Effective February 10, 2016, Island City Development entered into a Promissory Note with the Authority for the amount of \$1,000,000 for the 2437 Eagle project. The note accrues simple interest at 3% per annum beginning January 1, 2018. The principal and interest are due and payable on December 31, 2073. The note was paid off during fiscal year 2018.

Effective November 24, 2015, Stargell Commons LP entered into a Loan Agreement with the Authority for the amount of \$2,000,000 for the Stargell Commons property, located at 2700 Bette Street. The loan bears simple interest at 3% per annum. Annual payments shall be made equal to the lender's share of residual receipts. The principal and interest are due and payable on December 2, 2072. The outstanding balance on the note at June 30, 2018 was \$2,000,000.

Effective December 1, 2016, Sherman and Buena Vista LP entered into a Loan Agreement with the Authority for the amount of \$3,600,000 for the Del Monte Senior property at 1301 Buena Vista Avenue. The loan bears interest at 2.26% compounded annually. Annual payments shall be made equal to the lender's share of residual receipts. The principal and interest are due and payable on 12/31/2073. The outstanding balance on the note at June 30, 2018 was \$3,600,000.

Effective December 1, 2016, Sherman and Buena Vista LP entered into a Loan Agreement with the Authority for the amount of \$3,410,000 for the Del Monte Senior property at 1301 Buena Vista Avenue. The loan bears interest at 2.26% compounded annually. Annual payments shall be made equal to the lender's share of residual receipts. The principal and interest are due and payable on December 31, 2073. The outstanding balance on the note at June 30, 2018 was \$3,410,000. See related ground lease in Note 10.

Effective April 28, 2017, Island City Development entered into a Promissory Note with the Authority for the amount of \$250,000. The note accrues simple interest at 3% per annum beginning July 1, 2017. The principal and interest are due and payable on June 30, 2022. The outstanding balance on the note at June 30, 2018 was \$250,000.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 8. NOTES RECIEVABLE (continued)

Effective June 21, 2017, Everett and Eagle LP entered into a Promissory Note with the Authority for the amount of \$4,250,000 for the 2437 Eagle Avenue property. The note accrues interest at 2.68% compounded annually. Annual payments shall be made equal to the lender's share of residual receipts. The principal and interest are due and payable on December 31, 2074. The outstanding balance on the note at June 30, 2018 was \$4,250,000.

Effective October 23, 2017, Island City Development entered into a Promissory Note with the Authority for the amount of \$300,000 for the North Housing Project. The note accrues simple interest at 3% annually beginning of January 1, 2022. The entire amount of outstanding principal and accrued interest are due and payable on December 31, 2074. The outstanding balance on the note at June 30, 2018 was \$300,000.

Effective May 1, 2018, Alameda Affordable Housing Corporation entered into a Promissory Note with the Authority for the amount of \$8,130,000 for the improvements at the Anne B Diament property. The note accrues no interest. Beginning January 1, 2020, annual payments shall be made from Residual Receipts. The principal is due and payable on May 1, 2048. The outstanding balance on the note at June 30, 2018 was \$8,130,000.

Effective May 1, 2018, Alameda Affordable Housing Corporation entered into a Promissory Note with the Authority for the amount of \$3,400,000 for the improvements at the China Clipper property. The note accrues no interest. Beginning January 1, 2020, annual payments shall be made from Residual Receipts. The principal is due and payable on May 1, 2048. The outstanding balance on the note at June 30, 2018 was \$3,400,000.

Effective May 1, 2018, Alameda Affordable Housing Corporation entered into a Promissory Note with the Authority for the amount of \$735,000 for the improvements at the Lincoln Willow Apartments property. The note accrues no interest. Beginning January 1, 2020, annual payments shall be made from Residual Receipts. The principal is due and payable on May 1, 2048. The outstanding balance on the note at June 30, 2018 was \$735,000.

Effective May 1, 2018, Alameda Affordable Housing Corporation entered into a Promissory Note with the Authority for the amount of \$860,000 for the improvements at the Stanford Housing property. The note accrues no interest. Beginning January 1, 2020, annual payments shall be made from Residual Receipts. The principal is due and payable on May 1, 2048. The outstanding balance on the note at June 30, 2018 was \$860,000.

NOTE 9. - GUARANTEES

Related to the Del Monte Senior property located at 1301 Buena Vista Avenue, the Authority entered into a Guaranty Agreement dated December 1, 2016 and attached as Exhibit E to the Amended and Restated Limited Partnership Agreement of Sherman and Buena Vista LP for all of its obligations under that agreement, including partnership management duties, development completion, operating deficits, tax credit delivery, and repurchase obligations. The operating deficit guaranty amount is \$245,668. The Authority is released from this operating deficit obligation after two consecutive years of 1.15 debt service coverage ratio after stabilized occupancy and no sooner than 2020. As of June 30, 2018 the outstanding guarantee about was approximately \$917,283.

Related to the Del Monte Senior property located at 1301 Buena Vista Avenue, the Authority entered into an Unlimited Guaranty Agreement with Compass Bank related to the construction loan agreement and promissory note for \$10,322,328, any costs required to achieve permanent loan closing, and any

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 9. - GUARANTEES (continued)

environmental claims pursuant to the Environmental Indemnity Agreement. As of June 30, 2018, the outstanding guarantee was approximately \$671,615.

Related to the 2437 Eagle Avenue property, the Authority entered into a Guaranty Agreement dated June 27, 2017 and attached as Exhibit D to the First Amended and Restated Limited Partnership Agreement of Everett and Eagle LP for performance of all their obligations under that agreement including construction completion, operating deficits, liquidity, and tax credit delivery. The operating deficit loan guarantee obligation is up to \$314,000. The Authority is released from this operating deficit obligation after two consecutive years of 1.15 debt service coverage ratio after stabilized occupancy and no sooner than 2024. As guarantor, the Authority must also maintain liquid assets of at least \$850,000 in aggregate with Island City Development until all obligations are met.

Related to Everett Commons, fka the 2437 Eagle Avenue property, the Authority entered into a Payment and Performance Guaranty dated June 21, 2017 with JPMorgan Chase Bank NA related to construction loan in the amount of \$9,859,528 which will convert to a permanent loan in the amount of \$3,330,168 in 2019.

NOTE 10. - GROUND LEASES

On December 1, 1998 the Authority entered into a ground lease agreement with Regent St. CLT Condominiums located at 1129-1131 Regent Street. The lease term is 99 years ending in 2097.

On May 7, 2001, the Authority entered into a ground lease agreement with Santa Clara Ave CLT Condominiums located at 2201-2203 Santa Clara Avenue and 1502 Walnut Street. The lease term is 99 years ending in 2100.

On March 14, 2003 the Authority entered into a ground lease agreement with Resources for Community Development (RCD), as amended by the First Amendment to Ground Lease dated October 14, 2004 for the Breakers at Bayport development located at 459 Neptune Gardens Avenue. The lease term is 75 years ending March 31, 2081. On October 14, 2004 the lease was assigned to Breakers at Bayport, LP.

On October 4, 2006 the Authority entered into a ground lease agreement with Resources for Community Development (RCD), for the Shinsei Gardens Apartments, located at 401 Willie Stargell Avenue. The lease term is 75 years ending March 31, 2081. On March 24, 2008 the lease was assigned to Shinsei Gardens Apartments, LP.

On May 25, 2012 the Authority entered into a ground lease agreement with Housing Consortium of the East Bay (HCEB) and Satellite Housing, Inc. for the Jack Capon Villas, located at 2216 Lincoln Avenue. The rent for the entire lease term, \$-, was prepaid at lease signing. The lease term is 75 years ending May 25, 2087. In November 2012 the lease was assigned to Jack Capon Villas, LP.

On November 14, 2015 the Authority entered into a ground lease agreement with Stargell Commons, LP for the property located at 2700 Bette Street. The lease term is 99 years ending December 31, 2114. Initial rent of \$400,000 plus \$1 per year in prepaid lease payments for the entire term (\$99) was paid on December 2, 2015.

On December 1, 2016 the Authority entered into a ground lease agreement with Sherman and Buena Vista, LP, a subsidiary of Island City Development, for the property located at 1301 Buena Vista Avenue. The lease term is 99 years ending December 31, 2115. Unearned rent for the entire lease term of \$3,410,000 was received on December 15, 2016. Unearned revenue will be amortized over the term of the life. See related note receivable in Note 8.

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018**

NOTE 10. - GROUND LEASES

On June 1, 2017 the Authority entered into a ground lease agreement with Everett and Eagle LP, a subsidiary of Island City Development, for the property located at 2437 Eagle Street. The lease term is 99 years ending June 1, 2116. Prepaid rent for the entire lease term of \$9,900 was paid on June 29, 2017.

On May 1, 2018 the Authority entered into a ground lease agreement with Alameda Affordable Housing Corporation, for the property known as Anne B Diament and located at 920 Park Street. The lease term is 75 years ending May 1, 2093. Prepaid rent for the entire lease term of \$75 was paid on May 1, 2018.

On May 1, 2018 the Authority entered into a ground lease agreement with Alameda Affordable Housing Corporation, for the property known as China Clipper Plaza and located at 460 Buena Vista Avenue. The lease term is 75 years ending May 1, 2093. Prepaid rent for the entire lease term of \$75 was paid on May 1, 2018.

On May 1, 2018 the Authority entered into a ground lease agreement with Alameda Affordable Housing Corporation, for the property known as Lincoln Willow Apartments and located at 2101-2103 Lincoln Avenue. The lease term is 75 years ending May 1, 2093. Prepaid rent for the entire lease term of \$75 was paid on May 1, 2018.

On May 1, 2018 the Authority entered into a ground lease agreement with Alameda Affordable Housing Corporation, for the property known as Stanford House and located at 1917 Stanford Avenue. The lease term is 75 years ending May 1, 2093. Prepaid rent for the entire lease term of \$75 was paid on May 1, 2018.

At June 30, 2018, the future rental income required under the lease agreements entered into by the Authority are as follows:

<u>Fiscal Year Ending</u>	
2019	\$34,953
2020	34,953
2021	34,953
2022	34,953
2023	34,953
Thereafter	<u>3,217,336</u>
	<u>\$3,392,101</u>

NOTE 11. - JOINT POWERS AGREEMENTS

Workers' Compensation Insurance

The Authority participates in a joint venture under a joint powers agreement (JPA) with the California Housing Workers' Compensation Authority (CHWCA). The CHWCA is a California joint powers insurance authority established in 1991 for purpose of providing workers' compensation coverage to California public housing authority members. CHWCA is a special district in the state of California providing its members with a comprehensive workers' compensation coverage program for the sharing of risk for self-insured losses, as well as jointly purchasing claims adjusting services, actuarial services, risk control services, and legal services connected with the program.

CHWCA is governed by a seven (7) member Executive Committee which is elected by the 33 member Board of Directors. Each of CHWCA's 33 member agencies appoint one primary and one alternate

NOTE 11. - JOINT POWERS AGREEMENTS (continued)

Workers' Compensation Insurance (continued)

member to serve on the Board of Directors.

The relationship between the Authority and CHWCA is such that CHWCA is not component unit of the Authority for financial reporting purposes. Further information can be found at www.chwca.org.

Property and Liability Insurance

The Authority participates in a joint venture under a joint powers agreement (JPA) with the Housing Authorities Risk Retention Pool (HARRP). HARRP was formed to provide property and liability insurance coverage for member housing authorities. At December 31, 2017 there were 86 members. The relationship between the Authority and HARRP is such that HARRP is not a component unit of the Authority for financial reporting purposes. Further information can be found at www.harrp.com.

ABAG Natural Gas JPA

The Authority participates in a joint venture under a joint powers agreement (JPA) with the ABAG POWER, an Association of Bay Area Governments (ABAG) Service Program. The joint powers agency formed in collaboration with many Bay Area cities, and special districts. Currently, ABAG POWER's primary objective is to conduct pooled purchasing of natural gas on behalf of local governments and special districts who voluntarily join the Pool. The program enables members to achieve pricing suppliers who are interested in larger and more attractive combined loads. The pool is currently in its twentieth year of operation, and is serving forty member agencies throughout PG&E's service territory. There are 66 members in the program. Further information can be found at www.abag.ca.gov/services/power/gas.html

NOTE 12. - CONTINGENT LIABILITIES

Federal Grants

The Authority has received funds from various federal, state, and local grant programs. It is possible that at some future date it may be determined that the Authority was not in compliance with applicable grant requirements. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time although the Authority does not expect such disallowed amounts, if any, to materially affect the financial statements.

NOTE 13. PRIOR PERIOD ADJUSTMENT

Pursuant to the implementation of GASB Statement No's. 74 and 75, the Authority was required to recognize a prior period adjustment of \$1,501, 811 and the OPEB Trust was required to recognize a prior period adjustment of \$975,722.

NOTE 14. SUBSEQUENT EVENTS

Management evaluated all activity of the Authority through the date of the audit opinion letter, which is the date the financial statements were available to be issued, and concluded that the following subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements:

1. The Authority entered into a Joint Contract of Purchase and Sale dated March 19, 2018 for the purchase of a Below Market Rate townhouse at 1911 Mulberry Street, Alameda. This property was purchased on August 17, 2018.
2. The Authority entered into a Joint Contract of Purchase and Sale dated April 4, 2018 for the purchase of a Below Market Rate townhouse at 2101 Eagle Avenue, Alameda. This property has not yet been purchased.
3. Island City Development became sole member of Rosefield LLC as of October 2018, formed for the purpose of rebuilding and renovating a 53 unit family property located in Alameda California.
4. On October 17, 2018, the Board of the Housing Authority increased its loan commitment to Island City Development from \$5,700,000 to \$7,000,000 for the redevelopment of Rosefield Village.
5. Island City Development executed an Amended and Restated Promissory Note from the Authority for the North Housing Project on October 31, 2018 in the amount of \$3,700,000.

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HOUSING AUTHORITY OF THE CITY OF ALAMEDA
REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2018

Schedule of the Authority's Proportionate Share of the Net Pension Liability
Last 10 Years*

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Measurement date	6/30/2017	6/30/2016	6/30/2015	6/30/2014
Authority's proportion of the net pension liability	0.021448%	0.019472%	0.02702%	0.03013%
Authority's proportionate share of the net pension liability	\$ 2,127,040	\$ 1,684,952	\$ 1,854,640	\$ 1,871,494
Authority's covered-employee payroll	\$ 3,906,839	\$ 2,752,784	\$ 3,634,051	\$ 2,707,587
Authority's proportionate share of the net pension liability as a percentage of its covered-employee payroll	54.44%	61.21%	51.04%	69.12%
Plan fiduciary net position as a percentage of the total pension liability	75.39%	88.01%	107.30%	83.00%

*These amounts presented were determined as of June 30. This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the Authority will present information for those years for which information is available.

The accompanying notes are an integral part of the financial information.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2018

Schedule of the Authority's Pension Plan Contributions
Last 10 Years*

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Actuarially determined contributions	\$ 366,127	\$ 1,322,171	\$ 1,393,004	\$ 300,316
Contributions in relation to the actuarially determined contribution	<u>(366,127)</u>	<u>(1,322,171)</u>	<u>(1,393,004)</u>	<u>(505,233)</u>
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ (204,917)
Authority's covered-employee payroll	3,906,839	2,752,784	3,634,051	2,707,587
Contributions as a percentage of covered-employee payroll	9.37%	48.03%	38.33%	18.66%

*These amounts presented were determined as of June 30. This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the Authority will present information for those years for which information is available.

The accompanying notes are an integral part of the financial information.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2018

Schedule of Changes in Net OPEB Liability and Related Ratios
Last 10 Years*

<u>Total OPEB liability</u>	<u>2018</u>
Service cost	\$ 162,835
Interest	74,812
Differences between expected and actual experience	(3,275)
Changes of assumptions	(1,482,802)
Benefit payments, including refunds of employee contributions	<u>(30,448)</u>
Net change in total OPEB liability	(1,278,878)
Total OPEB liability - beginning	<u>2,477,261</u>
Total OPEB liability - ending	\$ 1,198,383
<u>Plan fiduciary net position</u>	
Contributions - employer	\$ 1,012,388
Net investment income	(6,213)
Benefit payments, including refunds of employee contributions	(30,448)
Administrative expense	<u>(5)</u>
Net change in plan fiduciary net position	975,722
Plan fiduciary net position - beginning	<u>-</u>
Plan fiduciary net position - ending	\$ 975,722
Authority's net OPEB liability	\$ 222,661
Plan's fiduciary net position as a percentage of the total OPEB liability	81.42%
Covered payroll	\$ 3,906,839
Authority's net OPEB liability as a percentage of covered payroll	5.70%

*These amounts presented were determined as of June 30. This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, AHA will present information for those years for which information is available.

The accompanying notes are an integral part of the financial information.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2018

Schedule of the Authority' OPEB Plan Contributions
Last 10 Years*

	2018
Actuarially determined contributions	\$ 128,377
Contributions in relation to the actuarially determined contribution	(1,012,388)
Contribution deficiency (excess)	\$ (884,011)
 Authority's covered-employee payroll	 3,906,839
 Contributions as a percentage of covered-employee payroll	 25.91%

*These amounts presented were determined as of June 30. This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the Authority will present information for those years for which information is available.

The accompanying notes are an integral part of the financial information.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2018

Actuarial assumptions for valuations performed. The information presented in the required supplementary schedules was determined as part of the actuarial valuation at the dates indicated, which is the most recent actuarial valuation. The actuarial assumptions used are disclosed in the notes to the financial statements.

Changes of benefit terms:

There were no changes to the benefit terms which impact the measurements provided in the pension plan.

There were no changes to the benefit terms which impact the measurements provided in the OPEB plan.

Changes in assumptions:

There were no changes in assumptions which impact the measurements provided in the pension plan.

There were no changes in assumptions which impact the measurements provided in the OPEB plan.

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Balance Sheet
6/30/2018

	14.871 Housing Choice Vouchers	14.896 PIH Family Self- Sufficiency Program	14.249 Section 8 Moderate Rehabilitation Single Room Occupancy
111 Cash - Unrestricted	-	556.00	122,413.00
112 Cash - Restricted - Modernization and Development	-	-	-
113 Cash - Other Restricted	125,110.00	-	-
114 Cash - Tenant Security Deposits	-	-	-
115 Cash - Restricted for Payment of Current Liabilities	-	-	-
100 Total Cash	125,110.00	556.00	122,413.00
121 Accounts Receivable - PHA Projects	10,727.00	-	-
122 Accounts Receivable - HUD Other Projects	-	31,338.00	-
124 Accounts Receivable - Other Government	-	56.00	-
125 Accounts Receivable - Miscellaneous	7,186.00	-	-
126 Accounts Receivable - Tenants	45,311.00	-	-
126.1 Allowance for Doubtful Accounts -Tenants	-	-	-
126.2 Allowance for Doubtful Accounts - Other	-	-	-
127 Notes, Loans, & Mortgages Receivable - Current	-	-	-
128 Fraud Recovery	-	-	-
128.1 Allowance for Doubtful Accounts - Fraud	-	-	-
129 Accrued Interest Receivable	1,366.00	-	-
120 Total Receivables, Net of Allowances for Doubtful Accounts	64,590.00	31,394.00	-
131 Investments - Unrestricted	20,630.00	-	-
132 Investments - Restricted	118,752.00	-	-
135 Investments - Restricted for Payment of Current Liability	-	-	-
142 Prepaid Expenses and Other Assets	-	-	-
143 Inventories	-	-	-
143.1 Allowance for Obsolete Inventories	-	-	-
144 Inter Program Due From	-	34,512.00	9.00
145 Assets Held for Sale	-	-	-
150 Total Current Assets	329,082.00	66,462.00	122,422.00
161 Land	-	-	-
162 Buildings	-	-	-
163 Furniture, Equipment & Machinery - Dwellings	36,429.00	-	-
164 Furniture, Equipment & Machinery - Administration	-	-	-
165 Leasehold Improvements	5,684.00	-	-
166 Accumulated Depreciation	(36,429.00)	-	-
167 Construction in Progress	-	-	-
168 Infrastructure	-	-	-
160 Total Capital Assets, Net of Accumulated Depreciation	5,684.00	-	-
171 Notes, Loans and Mortgages Receivable - Non-Current	-	-	-
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	-	-	-
173 Grants Receivable - Non Current	-	-	-
174 Other Assets	-	-	-
176 Investments in Joint Ventures	-	-	-
180 Total Non-Current Assets	5,684.00	-	-
200 Deferred Outflow of Resources	777,955.00	25,095.00	-
290 Total Assets and Deferred Outflow of Resources	1,112,721.00	91,557.00	122,422.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Balance Sheet
6/30/2018

	14.871 Housing Choice Vouchers	14.896 PIH Family Self- Sufficiency Program	14.249 Section 8 Moderate Rehabilitation Single Room Occupancy
311 Bank Overdraft	-	-	-
312 Accounts Payable <= 90 Days	199,511.00	653.00	-
313 Accounts Payable >90 Days Past Due	-	-	-
321 Accrued Wage/Payroll Taxes Payable	-	-	-
322 Accrued Compensated Absences - Current Portion	35,386.00	-	-
324 Accrued Contingency Liability	-	-	-
325 Accrued Interest Payable	-	-	9.00
331 Accounts Payable - HUD PHA Programs	-	-	7,864.00
332 Account Payable - PHA Projects	-	-	-
333 Accounts Payable - Other Government	-	-	-
341 Tenant Security Deposits	-	-	-
342 Unearned Revenue	-	-	-
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	-	-	-
344 Current Portion of Long-term Debt - Operating Borrowings	-	-	-
345 Other Current Liabilities	-	-	-
346 Accrued Liabilities - Other	-	-	-
347 Inter Program - Due To	513,093.00	68,627.00	43,273.00
348 Loan Liability - Current	-	-	-
310 Total Current Liabilities	747,990.00	69,280.00	51,146.00
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	-	-	-
352 Long-term Debt, Net of Current - Operating Borrowings	650,000.00	-	-
353 Non-current Liabilities - Other	118,752.00	-	-
354 Accrued Compensated Absences - Non Current	32,408.00	-	-
355 Loan Liability - Non Current	-	-	-
356 FASB 5 Liabilities	-	-	-
357 Accrued Pension and OPEB Liabilities	728,407.00	23,497.00	-
350 Total Non-Current Liabilities	1,529,567.00	23,497.00	-
300 Total Liabilities	2,277,557.00	92,777.00	51,146.00
400 Deferred Inflow of Resources	777,269.00	25,073.00	-
508.4 Net Investment in Capital Assets	5,684.00	-	-
511.4 Restricted Net Position	125,110.00	-	-
512.4 Unrestricted Net Position	(2,072,899.00)	(26,293.00)	71,276.00
513 Total Equity - Net Assets / Position	(1,942,105.00)	(26,293.00)	71,276.00
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	1,112,721.00	91,557.00	122,422.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Balance Sheet
6/30/2018

	Shelter Plus Care	2 State/Local	Alameda Affordable Housing Corporation
111 Cash - Unrestricted	-	4,007,550.00	265,357.00
112 Cash - Restricted - Modernization and Development	-	-	-
113 Cash - Other Restricted	-	834,499.00	100,000.00
114 Cash - Tenant Security Deposits	-	552,522.00	-
115 Cash - Restricted for Payment of Current Liabilities	-	-	-
100 Total Cash	-	5,394,571.00	365,357.00
121 Accounts Receivable - PHA Projects	-	-	-
122 Accounts Receivable - HUD Other Projects	-	-	-
124 Accounts Receivable - Other Government	23,677.00	342,320.00	-
125 Accounts Receivable - Miscellaneous	320.00	43,818.00	-
126 Accounts Receivable - Tenants	-	127,084.00	-
126.1 Allowance for Doubtful Accounts -Tenants	-	(61,830.00)	-
126.2 Allowance for Doubtful Accounts - Other	-	-	-
127 Notes, Loans, & Mortgages Receivable - Current	-	-	-
128 Fraud Recovery	-	25,793.00	-
128.1 Allowance for Doubtful Accounts - Fraud	-	(25,068.00)	-
129 Accrued Interest Receivable	-	147,867.00	-
120 Total Receivables, Net of Allowances for Doubtful Accounts	23,997.00	599,984.00	-
131 Investments - Unrestricted	-	25,551,211.00	-
132 Investments - Restricted	-	-	-
135 Investments - Restricted for Payment of Current Liability	-	-	-
142 Prepaid Expenses and Other Assets	-	62,626.00	300.00
143 Inventories	-	7,016.00	-
143.1 Allowance for Obsolete Inventories	-	-	-
144 Inter Program Due From	68,064.00	1,293,759.00	-
145 Assets Held for Sale	-	-	-
150 Total Current Assets	92,061.00	32,909,167.00	365,657.00
161 Land	-	22,022,054.00	-
162 Buildings	-	27,423,675.00	5,738,238.00
163 Furniture, Equipment & Machinery - Dwellings	-	318,646.00	-
164 Furniture, Equipment & Machinery - Administration	-	11,950.00	-
165 Leasehold Improvements	-	11,483,696.00	-
166 Accumulated Depreciation	-	(23,943,365.00)	(2,834,622.00)
167 Construction in Progress	-	8,718.00	-
168 Infrastructure	-	-	-
160 Total Capital Assets, Net of Accumulated Depreciation	-	37,325,374.00	2,903,616.00
171 Notes, Loans and Mortgages Receivable - Non-Current	-	41,846,510.00	-
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	-	-	-
173 Grants Receivable - Non Current	-	-	-
174 Other Assets	-	-	-
176 Investments in Joint Ventures	-	-	-
180 Total Non-Current Assets	-	79,171,884.00	2,903,616.00
200 Deferred Outflow of Resources	-	1,706,482.00	-
290 Total Assets and Deferred Outflow of Resources	92,061.00	113,787,533.00	3,269,273.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Balance Sheet
6/30/2018

	Shelter Plus Care	2 State/Local	Alameda Affordable Housing Corporation
311 Bank Overdraft	-	-	-
312 Accounts Payable <= 90 Days	-	356,140.00	-
313 Accounts Payable >90 Days Past Due	-	-	-
321 Accrued Wage/Payroll Taxes Payable	-	75,071.00	-
322 Accrued Compensated Absences - Current Portion	-	100,441.00	-
324 Accrued Contingency Liability	-	-	-
325 Accrued Interest Payable	-	961,846.00	-
331 Accounts Payable - HUD PHA Programs	-	-	-
332 Account Payable - PHA Projects	-	-	-
333 Accounts Payable - Other Government	-	-	-
341 Tenant Security Deposits	-	552,522.00	-
342 Unearned Revenue	-	3,466,717.00	-
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	-	1,004,272.00	-
344 Current Portion of Long-term Debt - Operating Borrowings	-	-	-
345 Other Current Liabilities	-	-	-
346 Accrued Liabilities - Other	-	-	-
347 Inter Program - Due To	-	771,351.00	-
348 Loan Liability - Current	-	-	-
310 Total Current Liabilities	-	7,288,360.00	-
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	-	24,969,296.00	13,791,000.00
352 Long-term Debt, Net of Current - Operating Borrowings	-	-	-
353 Non-current Liabilities - Other	-	-	-
354 Accrued Compensated Absences - Non Current	-	68,405.00	-
355 Loan Liability - Non Current	-	-	-
356 FASB 5 Liabilities	-	-	-
357 Accrued Pension and OPEB Liabilities	-	1,597,797.00	-
350 Total Non-Current Liabilities	-	26,635,498.00	13,791,000.00
300 Total Liabilities	-	33,923,858.00	13,791,000.00
400 Deferred Inflow of Resources	-	1,704,977.00	-
508.4 Net Investment in Capital Assets	-	11,351,806.00	2,237,616.00
511.4 Restricted Net Position	-	834,499.00	100,000.00
512.4 Unrestricted Net Position	92,061.00	65,972,393.00	(12,859,343.00)
513 Total Equity - Net Assets / Position	92,061.00	78,158,698.00	(10,521,727.00)
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	92,061.00	113,787,533.00	3,269,273.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Balance Sheet
6/30/2018

	Subtotal	ELIM	Total
111 Cash - Unrestricted	4,395,876.00		4,395,876.00
112 Cash - Restricted - Modernization and Development	-		-
113 Cash - Other Restricted	1,059,609.00		1,059,609.00
114 Cash - Tenant Security Deposits	552,522.00		552,522.00
115 Cash - Restricted for Payment of Current Liabilities	-		-
100 Total Cash	6,008,007.00	-	6,008,007.00
			-
121 Accounts Receivable - PHA Projects	10,727.00	-	10,727.00
122 Accounts Receivable - HUD Other Projects	31,338.00	-	31,338.00
124 Accounts Receivable - Other Government	366,053.00	-	366,053.00
125 Accounts Receivable - Miscellaneous	51,324.00	-	51,324.00
126 Accounts Receivable - Tenants	172,395.00	-	172,395.00
126.1 Allowance for Doubtful Accounts -Tenants	(61,830.00)	-	(61,830.00)
126.2 Allowance for Doubtful Accounts - Other	-		-
127 Notes, Loans, & Mortgages Receivable - Current	-	-	-
128 Fraud Recovery	25,793.00	-	25,793.00
128.1 Allowance for Doubtful Accounts - Fraud	(25,068.00)	-	(25,068.00)
129 Accrued Interest Receivable	149,233.00	-	149,233.00
120 Total Receivables, Net of Allowances for Doubtful Accounts	719,965.00	-	719,965.00
			-
131 Investments - Unrestricted	25,571,841.00	-	25,571,841.00
132 Investments - Restricted	118,752.00	-	118,752.00
135 Investments - Restricted for Payment of Current Liability	-	-	-
142 Prepaid Expenses and Other Assets	62,926.00	-	62,926.00
143 Inventories	7,016.00	-	7,016.00
143.1 Allowance for Obsolete Inventories	-	-	-
144 Inter Program Due From	1,396,344.00	(1,396,344.00)	-
145 Assets Held for Sale	-	-	-
150 Total Current Assets	33,884,851.00	(1,396,344.00)	32,488,507.00
			-
161 Land	22,022,054.00	-	22,022,054.00
162 Buildings	33,161,913.00	-	33,161,913.00
163 Furniture, Equipment & Machinery - Dwellings	355,075.00	-	355,075.00
164 Furniture, Equipment & Machinery - Administration	11,950.00	-	11,950.00
165 Leasehold Improvements	11,489,380.00	-	11,489,380.00
166 Accumulated Depreciation	(26,814,416.00)	-	(26,814,416.00)
167 Construction in Progress	8,718.00	-	8,718.00
168 Infrastructure	-	-	-
160 Total Capital Assets, Net of Accumulated Depreciation	40,234,674.00	-	40,234,674.00
			-
171 Notes, Loans and Mortgages Receivable - Non-Current	41,846,510.00	(13,775,000.00)	28,071,510.00
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	-	-	-
173 Grants Receivable - Non Current	-	-	-
174 Other Assets	-	-	-
176 Investments in Joint Ventures	-	-	-
180 Total Non-Current Assets	82,081,184.00	(13,775,000.00)	68,306,184.00
			-
200 Deferred Outflow of Resources	2,509,532.00	-	2,509,532.00
			-
290 Total Assets and Deferred Outflow of Resources	118,475,567.00	(15,171,344.00)	103,304,223.00
			-

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Balance Sheet
6/30/2018

	Subtotal	ELIM	Total
311 Bank Overdraft	-	-	-
312 Accounts Payable <= 90 Days	556,304.00	-	556,304.00
313 Accounts Payable >90 Days Past Due	-	-	-
321 Accrued Wage/Payroll Taxes Payable	75,071.00	-	75,071.00
322 Accrued Compensated Absences - Current Portion	135,827.00	-	135,827.00
324 Accrued Contingency Liability	-	-	-
325 Accrued Interest Payable	961,855.00	-	961,855.00
331 Accounts Payable - HUD PHA Programs	7,864.00	-	7,864.00
332 Account Payable - PHA Projects	-	-	-
333 Accounts Payable - Other Government	-	-	-
341 Tenant Security Deposits	552,522.00	-	552,522.00
342 Unearned Revenue	3,466,717.00	-	3,466,717.00
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	1,004,272.00	-	1,004,272.00
344 Current Portion of Long-term Debt - Operating Borrowings	-	-	-
345 Other Current Liabilities	-	-	-
346 Accrued Liabilities - Other	-	-	-
347 Inter Program - Due To	1,396,344.00	(1,396,344.00)	-
348 Loan Liability - Current	-	-	-
310 Total Current Liabilities	8,156,776.00	(1,396,344.00)	6,760,432.00
			-
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	38,760,296.00	(13,125,000.00)	25,635,296.00
352 Long-term Debt, Net of Current - Operating Borrowings	650,000.00	(650,000.00)	-
353 Non-current Liabilities - Other	118,752.00		118,752.00
354 Accrued Compensated Absences - Non Current	100,813.00		100,813.00
355 Loan Liability - Non Current	-		-
356 FASB 5 Liabilities	-		-
357 Accrued Pension and OPEB Liabilities	2,349,701.00		2,349,701.00
350 Total Non-Current Liabilities	41,979,562.00	(13,775,000.00)	28,204,562.00
			-
300 Total Liabilities	50,136,338.00	(15,171,344.00)	34,964,994.00
			-
400 Deferred Inflow of Resources	2,507,319.00	-	2,507,319.00
			-
508.4 Net Investment in Capital Assets	13,595,106.00	-	13,595,106.00
511.4 Restricted Net Position	1,059,609.00	-	1,059,609.00
512.4 Unrestricted Net Position	51,177,195.00	-	51,177,195.00
513 Total Equity - Net Assets / Position	65,831,910.00	-	65,831,910.00
			-
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	118,475,567.00	(15,171,344.00)	103,304,223.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Balance Sheet
6/30/2018

	Island City Development	OPEB Trust Fund	Grand Total
111 Cash - Unrestricted	3,110,810.00	-	7,506,686.00
112 Cash - Restricted - Modernization and Development	-	-	-
113 Cash - Other Restricted	-	-	1,059,609.00
114 Cash - Tenant Security Deposits	-	-	552,522.00
115 Cash - Restricted for Payment of Current Liabilities	-	-	-
100 Total Cash	3,110,810.00	-	9,118,817.00
			-
121 Accounts Receivable - PHA Projects	227,599.00	-	238,326.00
122 Accounts Receivable - HUD Other Projects	-	-	31,338.00
124 Accounts Receivable - Other Government	-	-	366,053.00
125 Accounts Receivable - Miscellaneous	196,464.00	-	247,788.00
126 Accounts Receivable - Tenants	-	-	172,395.00
126.1 Allowance for Doubtful Accounts -Tenants	-	-	(61,830.00)
126.2 Allowance for Doubtful Accounts - Other	-	-	-
127 Notes, Loans, & Mortgages Receivable - Current	-	-	-
128 Fraud Recovery	-	-	25,793.00
128.1 Allowance for Doubtful Accounts - Fraud	-	-	(25,068.00)
129 Accrued Interest Receivable	-	-	149,233.00
120 Total Receivables, Net of Allowances for Doubtful Accounts	424,063.00	-	1,144,028.00
			-
131 Investments - Unrestricted	-	1,051,622.00	26,623,463.00
132 Investments - Restricted	-	-	118,752.00
135 Investments - Restricted for Payment of Current Liability	-	-	-
142 Prepaid Expenses and Other Assets	3,773,717.00	-	3,836,643.00
143 Inventories	-	-	7,016.00
143.1 Allowance for Obsolete Inventories	-	-	-
144 Inter Program Due From	-	-	-
145 Assets Held for Sale	-	-	-
150 Total Current Assets	7,308,590.00	1,051,622.00	40,848,719.00
			-
161 Land	-	-	22,022,054.00
162 Buildings	-	-	33,161,913.00
163 Furniture, Equipment & Machinery - Dwellings	-	-	355,075.00
164 Furniture, Equipment & Machinery - Administration	-	-	11,950.00
165 Leasehold Improvements	-	-	11,489,380.00
166 Accumulated Depreciation	-	-	(26,814,416.00)
167 Construction in Progress	15,201,861.00	-	15,210,579.00
168 Infrastructure	-	-	-
160 Total Capital Assets, Net of Accumulated Depreciation	15,201,861.00	-	55,436,535.00
			-
171 Notes, Loans and Mortgages Receivable - Non-Current	-	-	28,071,510.00
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	-	-	-
173 Grants Receivable - Non Current	-	-	-
174 Other Assets	-	-	-
176 Investments in Joint Ventures	-	-	-
180 Total Non-Current Assets	15,201,861.00	-	83,508,045.00
			-
200 Deferred Outflow of Resources	-	-	2,509,532.00
			-
290 Total Assets and Deferred Outflow of Resources	22,510,451.00	1,051,622.00	126,866,296.00
			-

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Balance Sheet
6/30/2018

	Island City Development	OPEB Trust Fund	Grand Total
311 Bank Overdraft	-	-	-
312 Accounts Payable <= 90 Days	32,630.00	-	588,934.00
313 Accounts Payable >90 Days Past Due	-	-	-
321 Accrued Wage/Payroll Taxes Payable	-	-	75,071.00
322 Accrued Compensated Absences - Current Portion	-	-	135,827.00
324 Accrued Contingency Liability	-	-	-
325 Accrued Interest Payable	252,302.00	-	1,214,157.00
331 Accounts Payable - HUD PHA Programs	-	-	7,864.00
332 Account Payable - PHA Projects	-	-	-
333 Accounts Payable - Other Government	-	-	-
341 Tenant Security Deposits	-	-	552,522.00
342 Unearned Revenue	-	-	3,466,717.00
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	2,751,085.00	-	3,755,357.00
344 Current Portion of Long-term Debt - Operating Borrowings	-	-	-
345 Other Current Liabilities	-	-	-
346 Accrued Liabilities - Other	3,521,057.00	-	3,521,057.00
347 Inter Program - Due To	-	-	-
348 Loan Liability - Current	-	-	-
310 Total Current Liabilities	6,557,074.00	-	13,317,506.00
			-
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	15,142,354.00	-	40,777,650.00
352 Long-term Debt, Net of Current - Operating Borrowings	-	-	-
353 Non-current Liabilities - Other	-	-	118,752.00
354 Accrued Compensated Absences - Non Current	-	-	100,813.00
355 Loan Liability - Non Current	-	-	-
356 FASB 5 Liabilities	-	-	-
357 Accrued Pension and OPEB Liabilities	-	-	2,349,701.00
350 Total Non-Current Liabilities	15,142,354.00	-	43,346,916.00
			-
300 Total Liabilities	21,699,428.00	-	56,664,422.00
			-
400 Deferred Inflow of Resources			2,507,319.00
			-
508.4 Net Investment in Capital Assets	(2,691,578.00)	-	10,903,528.00
511.4 Restricted Net Position	-	-	1,059,609.00
512.4 Unrestricted Net Position	3,502,601.00	1,051,622.00	55,731,418.00
513 Total Equity - Net Assets / Position	811,023.00	1,051,622.00	67,694,555.00
			-
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	22,510,451.00	1,051,622.00	126,866,296.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Revenue and Expense Summary
6/30/2018

	14.871 Housing Choice Vouchers	14.896 PIH Family Self- Sufficiency Program	14.249 Section 8 Moderate Rehabilitation Single Room Occupancy
70300 Net Tenant Rental Revenue	-	-	-
70400 Tenant Revenue - Other	-	-	-
70500 Total Tenant Revenue	-	-	-
70600 HUD PHA Operating Grants	29,994,186.00	30,035.00	223,023.00
70610 Capital Grants	-	-	-
70710 Management Fee	-	-	-
70720 Asset Management Fee	-	-	-
70730 Book Keeping Fee	-	-	-
70740 Front Line Service Fee	-	-	-
70750 Other Fees	-	-	-
70700 Total Fee Revenue	29,994,186.00	30,035.00	223,023.00
70800 Other Government Grants	-	-	-
71100 Investment Income - Unrestricted	103.00	-	-
71200 Mortgage Interest Income	-	-	-
71300 Proceeds from Disposition of Assets Held for Sale	-	-	-
71310 Cost of Sale of Assets	-	-	-
71400 Fraud Recovery	-	-	-
71500 Other Revenue	559,001.00	-	-
71600 Gain or Loss on Sale of Capital Assets	-	-	-
72000 Investment Income - Restricted	-	-	-
70000 Total Revenue	30,553,290.00	30,035.00	223,023.00
91100 Administrative Salaries	1,282,344.00	-	42,973.00
91200 Auditing Fees	6,027.00	-	300.00
91300 Management Fee	-	-	-
91310 Book-keeping Fee	-	-	-
91400 Advertising and Marketing	-	-	-
91500 Employee Benefit contributions - Administrative	609,553.00	-	-
91600 Office Expenses	339,651.00	-	-
91700 Legal Expense	130,140.00	-	-
91800 Travel	-	-	-
91810 Allocated Overhead	-	-	-
91900 Other	49,373.00	-	-
91000 Total Operating - Administrative	2,417,088.00	-	43,273.00
92000 Asset Management Fee	-	-	-
92100 Tenant Services - Salaries	-	23,767.00	-
92200 Relocation Costs	-	-	-
92300 Employee Benefit Contributions - Tenant Services	1,697.00	14,625.00	-
92400 Tenant Services - Other	-	1,052.00	-
92500 Total Tenant Services	1,697.00	39,444.00	-

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Revenue and Expense Summary
6/30/2018

	14.871 Housing Choice Vouchers	14.896 PIH Family Self- Sufficiency Program	14.249 Section 8 Moderate Rehabilitation Single Room Occupancy
93100 Water	1,358.00	-	-
93200 Electricity	5,153.00	-	-
93300 Gas	226.00	-	-
93400 Fuel	-	-	-
93500 Labor	-	-	-
93600 Sewer	261.00	-	-
93700 Employee Benefit Contributions - Utilities	-	-	-
93800 Other Utilities Expense	1,672.00	-	-
93000 Total Utilities	8,670.00	-	-
94100 Ordinary Maintenance and Operations - Labor	-	-	-
94200 Ordinary Maintenance and Operations - Materials and Other	413.00	-	-
94300 Ordinary Maintenance and Operations Contracts	18,495.00	-	-
94500 Employee Benefit Contributions - Ordinary Maintenance	6.00	-	-
94000 Total Maintenance	18,914.00	-	-
95100 Protective Services - Labor	-	-	-
95200 Protective Services - Other Contract Costs	-	-	-
95300 Protective Services - Other	-	-	-
95500 Employee Benefit Contributions - Protective Services	-	-	-
95000 Total Protective Services	-	-	-
96110 Property Insurance	537.00	-	-
96120 Liability Insurance	12,239.00	-	-
96130 Workmen's Compensation	6,976.00	128.00	-
96140 All Other Insurance	2,438.00	-	-
96100 Total insurance Premiums	22,190.00	128.00	-
96200 Other General Expenses	64,519.00	-	-
96210 Compensated Absences	-	-	-
96300 Payments in Lieu of Taxes	-	-	-
96400 Bad debt - Tenant Rents	-	-	-
96500 Bad debt - Mortgages	-	-	-
96600 Bad debt - Other	-	-	-
96800 Severance Expense	-	-	-
96000 Total Other General Expenses	64,519.00	-	-
96710 Interest of Mortgage (or Bonds) Payable	-	-	-
96720 Interest on Notes Payable (Short and Long Term)	-	-	-
96730 Amortization of Bond Issue Costs	-	-	-
96700 Total Interest Expense and Amortization Cost	-	-	-
96900 Total Operating Expenses	2,533,078.00	39,572.00	43,273.00
97000 Excess of Operating Revenue over Operating Expenses	28,020,212.00	(9,537.00)	179,750.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Revenue and Expense Summary
6/30/2018

	14.871 Housing Choice Vouchers	14.896 PIH Family Self- Sufficiency Program	14.249 Section 8 Moderate Rehabilitation Single Room Occupancy
97100 Extraordinary Maintenance	-	-	-
97200 Casualty Losses - Non-capitalized	-	-	-
97300 Housing Assistance Payments	28,701,224.00	-	179,750.00
97350 HAP Portability-In	485,753.00	-	-
97400 Depreciation Expense	-	-	-
97500 Fraud Losses	-	-	-
97600 Capital Outlays - Governmental Funds	-	-	-
97700 Debt Principal Payment - Governmental Funds	-	-	-
97800 Dwelling Units Rent Expense	-	-	-
90000 Total Expenses	31,720,055.00	39,572.00	223,023.00
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	(1,166,765.00)	(9,537.00)	-
10010 Operating Transfer In	-	-	-
10020 Operating transfer Out	-	-	-
10030 Operating Transfers from/to Primary Government	-	-	-
10040 Operating Transfers from/to Component Unit	-	-	-
10050 Proceeds from Notes, Loans and Bonds	-	-	-
10060 Proceeds from Property Sales	-	-	-
10070 Extraordinary Items, Net Gain/Loss	-	-	-
10080 Special Items (Net Gain/Loss)	-	-	-
10091 Inter Project Excess Cash Transfer In	-	-	-
10092 Inter Project Excess Cash Transfer Out	-	-	-
10093 Transfers between Program and Project - In	-	-	-
10094 Transfers between Project and Program - Out	-	-	-
10100 Total Other financing Sources (Uses)	-	-	-
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	(486,876.00)	(15,018.00)	-
Beginning Net Position	(288,464.00)	(1,738.00)	71,276.00
Ending Net Position	(1,942,105.00)	(26,293.00)	71,276.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Revenue and Expense Summary
6/30/2018

	Shelter Plus Care	2 State/Local	Alameda Affordable Housing Corporation
70300 Net Tenant Rental Revenue	-	3,949,385.00	-
70400 Tenant Revenue - Other	-	8,213.00	-
70500 Total Tenant Revenue	-	3,957,598.00	-
70600 HUD PHA Operating Grants	-	-	-
70610 Capital Grants	-	-	-
70710 Management Fee	-	-	-
70720 Asset Management Fee	-	-	-
70730 Book Keeping Fee	-	-	-
70740 Front Line Service Fee	-	-	-
70750 Other Fees	-	-	-
70700 Total Fee Revenue	-	-	-
70800 Other Government Grants	290,346.00	8,281,570.00	-
71100 Investment Income - Unrestricted	-	419,800.00	-
71200 Mortgage Interest Income	-	7,131.00	-
71300 Proceeds from Disposition of Assets Held for Sale	-	-	-
71310 Cost of Sale of Assets	-	-	-
71400 Fraud Recovery	-	12.00	-
71500 Other Revenue	19,700.00	3,474,841.00	-
71600 Gain or Loss on Sale of Capital Assets	-	10,228,006.00	(10,221,384.00)
72000 Investment Income - Restricted	-	-	-
70000 Total Revenue	310,046.00	26,368,958.00	(10,221,384.00)
91100 Administrative Salaries	-	2,068,600.00	-
91200 Auditing Fees	-	52,873.00	-
91300 Management Fee	-	40,248.00	-
91310 Book-keeping Fee	-	-	-
91400 Advertising and Marketing	-	-	-
91500 Employee Benefit contributions - Administrative	-	1,058,829.00	-
91600 Office Expenses	-	1,226,729.00	-
91700 Legal Expense	-	261,214.00	-
91800 Travel	-	-	-
91810 Allocated Overhead	-	-	-
91900 Other	-	-	-
91000 Total Operating - Administrative	-	4,708,493.00	-
92000 Asset Management Fee	-	-	-
92100 Tenant Services - Salaries	-	165,611.00	-
92200 Relocation Costs	-	7,480.00	-
92300 Employee Benefit Contributions - Tenant Services	-	98,937.00	-
92400 Tenant Services - Other	-	260,632.00	-
92500 Total Tenant Services	-	532,660.00	-

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Revenue and Expense Summary
6/30/2018

	Shelter Plus Care	2 State/Local	Alameda Affordable Housing Corporation
93100 Water	-	281,009.00	-
93200 Electricity	-	143,560.00	-
93300 Gas	-	102,371.00	-
93400 Fuel	-	-	-
93500 Labor	-	-	-
93600 Sewer	-	286,853.00	-
93700 Employee Benefit Contributions - Utilities	-	-	-
93800 Other Utilities Expense	-	429,116.00	-
93000 Total Utilities	-	1,242,909.00	-
94100 Ordinary Maintenance and Operations - Labor	-	616,249.00	-
94200 Ordinary Maintenance and Operations - Materials and Other	-	201,847.00	-
94300 Ordinary Maintenance and Operations Contracts	-	927,788.00	-
94500 Employee Benefit Contributions - Ordinary Maintenance	-	365,745.00	-
94000 Total Maintenance	-	2,111,629.00	-
95100 Protective Services - Labor	-	-	-
95200 Protective Services - Other Contract Costs	-	210,000.00	-
95300 Protective Services - Other	-	-	-
95500 Employee Benefit Contributions - Protective Services	-	-	-
95000 Total Protective Services	-	210,000.00	-
96110 Property Insurance	-	89,534.00	-
96120 Liability Insurance	-	61,322.00	-
96130 Workmen's Compensation	-	32,951.00	-
96140 All Other Insurance	-	18,116.00	-
96100 Total insurance Premiums	-	201,923.00	-
96200 Other General Expenses	-	11,976.00	-
96210 Compensated Absences	-	-	-
96300 Payments in Lieu of Taxes	-	-	-
96400 Bad debt - Tenant Rents	-	30,999.00	-
96500 Bad debt - Mortgages	-	-	-
96600 Bad debt - Other	-	-	-
96800 Severance Expense	-	-	-
96000 Total Other General Expenses	-	42,975.00	-
96710 Interest of Mortgage (or Bonds) Payable	-	1,184,230.00	-
96720 Interest on Notes Payable (Short and Long Term)	-	-	-
96730 Amortization of Bond Issue Costs	-	-	-
96700 Total Interest Expense and Amortization Cost	-	1,184,230.00	-
96900 Total Operating Expenses	-	10,234,819.00	-
97000 Excess of Operating Revenue over Operating Expenses	310,046.00	16,134,139.00	(10,221,384.00)

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Revenue and Expense Summary
6/30/2018

	Shelter Plus Care	2 State/Local	Alameda Affordable Housing Corporation
97100 Extraordinary Maintenance	-	29,143.00	-
97200 Casualty Losses - Non-capitalized	-	-	-
97300 Housing Assistance Payments	245,979.00	-	-
97350 HAP Portability-In	-	-	-
97400 Depreciation Expense	-	1,511,584.00	-
97500 Fraud Losses	-	-	-
97600 Capital Outlays - Governmental Funds	-	-	-
97700 Debt Principal Payment - Governmental Funds	-	-	-
97800 Dwelling Units Rent Expense	-	-	-
90000 Total Expenses	245,979.00	11,775,546.00	-
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	64,067.00	14,593,412.00	(10,221,384.00)
10010 Operating Transfer In	-	-	-
10020 Operating transfer Out	-	-	-
10030 Operating Transfers from/to Primary Government	-	-	-
10040 Operating Transfers from/to Component Unit	-	-	-
10050 Proceeds from Notes, Loans and Bonds	-	-	-
10060 Proceeds from Property Sales	-	-	-
10070 Extraordinary Items, Net Gain/Loss	-	-	-
10080 Special Items (Net Gain/Loss)	-	-	-
10091 Inter Project Excess Cash Transfer In	-	-	-
10092 Inter Project Excess Cash Transfer Out	-	-	-
10093 Transfers between Program and Project - In	-	-	-
10094 Transfers between Project and Program - Out	-	-	-
10100 Total Other financing Sources (Uses)	-	-	-
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	-	(699,574.00)	(300,343.00)
Beginning Net Position	27,994.00	64,264,860.00	-
Ending Net Position	92,061.00	78,158,698.00	(10,521,727.00)

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Revenue and Expense Summary
6/30/2018

	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	3,949,385.00	-	3,949,385.00
70400 Tenant Revenue - Other	8,213.00	-	8,213.00
70500 Total Tenant Revenue	3,957,598.00	-	3,957,598.00
			-
70600 HUD PHA Operating Grants	30,247,244.00	-	30,247,244.00
70610 Capital Grants	-	-	-
70710 Management Fee	-	-	-
70720 Asset Management Fee	-	-	-
70730 Book Keeping Fee	-	-	-
70740 Front Line Service Fee	-	-	-
70750 Other Fees	-	-	-
70700 Total Fee Revenue	30,247,244.00	-	30,247,244.00
			-
70800 Other Government Grants	8,571,916.00	-	8,571,916.00
71100 Investment Income - Unrestricted	419,903.00	-	419,903.00
71200 Mortgage Interest Income	7,131.00	-	7,131.00
71300 Proceeds from Disposition of Assets Held for Sale	-	-	-
71310 Cost of Sale of Assets	-	-	-
71400 Fraud Recovery	12.00	-	12.00
71500 Other Revenue	4,053,542.00	-	4,053,542.00
71600 Gain or Loss on Sale of Capital Assets	6,622.00	-	6,622.00
72000 Investment Income - Restricted	-	-	-
70000 Total Revenue	47,263,968.00	-	47,263,968.00
			-
91100 Administrative Salaries	3,393,917.00	-	3,393,917.00
91200 Auditing Fees	59,200.00	-	59,200.00
91300 Management Fee	40,248.00	-	40,248.00
91310 Book-keeping Fee	-	-	-
91400 Advertising and Marketing	-	-	-
91500 Employee Benefit contributions - Administrative	1,668,382.00	-	1,668,382.00
91600 Office Expenses	1,566,380.00	-	1,566,380.00
91700 Legal Expense	391,354.00	-	391,354.00
91800 Travel	-	-	-
91810 Allocated Overhead	-	-	-
91900 Other	49,373.00	-	49,373.00
91000 Total Operating - Administrative	7,168,854.00	-	7,168,854.00
			-
92000 Asset Management Fee	-	-	-
			-
92100 Tenant Services - Salaries	189,378.00	-	189,378.00
92200 Relocation Costs	7,480.00	-	7,480.00
92300 Employee Benefit Contributions - Tenant Services	115,259.00	-	115,259.00
92400 Tenant Services - Other	261,684.00	-	261,684.00
92500 Total Tenant Services	573,801.00	-	573,801.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Revenue and Expense Summary
6/30/2018

	Subtotal	ELIM	Total
			-
93100 Water	282,367.00	-	282,367.00
93200 Electricity	148,713.00	-	148,713.00
93300 Gas	102,597.00	-	102,597.00
93400 Fuel	-	-	-
93500 Labor	-	-	-
93600 Sewer	287,114.00	-	287,114.00
93700 Employee Benefit Contributions - Utilities	-	-	-
93800 Other Utilities Expense	430,788.00	-	430,788.00
93000 Total Utilities	1,251,579.00	-	1,251,579.00
			-
94100 Ordinary Maintenance and Operations - Labor	616,249.00	-	616,249.00
94200 Ordinary Maintenance and Operations - Materials and Other	202,260.00	-	202,260.00
94300 Ordinary Maintenance and Operations Contracts	946,283.00	-	946,283.00
94500 Employee Benefit Contributions - Ordinary Maintenance	365,751.00	-	365,751.00
94000 Total Maintenance	2,130,543.00	-	2,130,543.00
			-
95100 Protective Services - Labor	-	-	-
95200 Protective Services - Other Contract Costs	210,000.00	-	210,000.00
95300 Protective Services - Other	-	-	-
95500 Employee Benefit Contributions - Protective Services	-	-	-
95000 Total Protective Services	210,000.00	-	210,000.00
			-
96110 Property Insurance	90,071.00	-	90,071.00
96120 Liability Insurance	73,561.00	-	73,561.00
96130 Workmen's Compensation	40,055.00	-	40,055.00
96140 All Other Insurance	20,554.00	-	20,554.00
96100 Total insurance Premiums	224,241.00	-	224,241.00
			-
96200 Other General Expenses	76,495.00	-	76,495.00
96210 Compensated Absences	-	-	-
96300 Payments in Lieu of Taxes	-	-	-
96400 Bad debt - Tenant Rents	30,999.00	-	30,999.00
96500 Bad debt - Mortgages	-	-	-
96600 Bad debt - Other	-	-	-
96800 Severance Expense	-	-	-
96000 Total Other General Expenses	107,494.00	-	107,494.00
			-
96710 Interest of Mortgage (or Bonds) Payable	1,184,230.00	-	1,184,230.00
96720 Interest on Notes Payable (Short and Long Term)	-	-	-
96730 Amortization of Bond Issue Costs	-	-	-
96700 Total Interest Expense and Amortization Cost	1,184,230.00	-	1,184,230.00
			-
96900 Total Operating Expenses	12,850,742.00	-	12,850,742.00
			-
97000 Excess of Operating Revenue over Operating Expenses	34,413,226.00	-	34,413,226.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Revenue and Expense Summary
6/30/2018

	Subtotal	ELIM	Total
			-
97100 Extraordinary Maintenance	29,143.00	-	29,143.00
97200 Casualty Losses - Non-capitalized	-	-	-
97300 Housing Assistance Payments	29,126,953.00	-	29,126,953.00
97350 HAP Portability-In	485,753.00	-	485,753.00
97400 Depreciation Expense	1,511,584.00	-	1,511,584.00
97500 Fraud Losses	-	-	-
97600 Capital Outlays - Governmental Funds	-	-	-
97700 Debt Principal Payment - Governmental Funds	-	-	-
97800 Dwelling Units Rent Expense	-	-	-
90000 Total Expenses	44,004,175.00	-	44,004,175.00
			-
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	3,259,793.00	-	3,259,793.00
			-
10010 Operating Transfer In	-	-	-
10020 Operating transfer Out	-	-	-
10030 Operating Transfers from/to Primary Government	-	-	-
10040 Operating Transfers from/to Component Unit	-	-	-
10050 Proceeds from Notes, Loans and Bonds	-	-	-
10060 Proceeds from Property Sales	-	-	-
10070 Extraordinary Items, Net Gain/Loss	-	-	-
10080 Special Items (Net Gain/Loss)	-	-	-
10091 Inter Project Excess Cash Transfer In	-	-	-
10092 Inter Project Excess Cash Transfer Out	-	-	-
10093 Transfers between Program and Project - In	-	-	-
10094 Transfers between Project and Program - Out	-	-	-
10100 Total Other financing Sources (Uses)	-	-	-
			-
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	(1,501,811.00)	-	(1,501,811.00)
			-
Beginning Net Position	64,073,928.00	-	64,073,928.00
			-
Ending Net Position	65,831,910.00	-	65,831,910.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Revenue and Expense Summary
6/30/2018

	Island City Development	OPEB Trust Fund	Grand Total
70300 Net Tenant Rental Revenue	-	-	3,949,385.00
70400 Tenant Revenue - Other	-	-	8,213.00
70500 Total Tenant Revenue	-	-	3,957,598.00
			-
70600 HUD PHA Operating Grants	-	-	30,247,244.00
70610 Capital Grants	-	-	-
70710 Management Fee	-	-	-
70720 Asset Management Fee	-	-	-
70730 Book Keeping Fee	-	-	-
70740 Front Line Service Fee	-	-	-
70750 Other Fees	-	-	-
70700 Total Fee Revenue	-	-	30,247,244.00
			-
70800 Other Government Grants	-	-	8,571,916.00
71100 Investment Income - Unrestricted	-	-	419,903.00
71200 Mortgage Interest Income	-	-	7,131.00
71300 Proceeds from Disposition of Assets Held for Sale	-	-	-
71310 Cost of Sale of Assets	-	-	-
71400 Fraud Recovery	-	-	12.00
71500 Other Revenue	80,298.00	77,712.00	4,211,552.00
71600 Gain or Loss on Sale of Capital Assets	-	-	6,622.00
72000 Investment Income - Restricted	-	-	-
70000 Total Revenue	80,298.00	77,712.00	47,421,978.00
			-
91100 Administrative Salaries	-	-	3,393,917.00
91200 Auditing Fees	-	-	59,200.00
91300 Management Fee	-	-	40,248.00
91310 Book-keeping Fee	-	-	-
91400 Advertising and Marketing	-	-	-
91500 Employee Benefit contributions - Administrative	-	-	1,668,382.00
91600 Office Expenses	161,888.00	-	1,728,268.00
91700 Legal Expense	-	-	391,354.00
91800 Travel	-	-	-
91810 Allocated Overhead	-	-	-
91900 Other	2,505.00	520.00	52,398.00
91000 Total Operating - Administrative	164,393.00	520.00	7,333,767.00
			-
92000 Asset Management Fee	-	-	-
			-
92100 Tenant Services - Salaries	-	-	189,378.00
92200 Relocation Costs	-	-	7,480.00
92300 Employee Benefit Contributions - Tenant Services	-	-	115,259.00
92400 Tenant Services - Other	-	-	261,684.00
92500 Total Tenant Services	-	-	573,801.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Revenue and Expense Summary
6/30/2018

	Island City Development	OPEB Trust Fund	Grand Total
			-
93100 Water	-	-	282,367.00
93200 Electricity	-	-	148,713.00
93300 Gas	-	-	102,597.00
93400 Fuel	-	-	-
93500 Labor	-	-	-
93600 Sewer	-	-	287,114.00
93700 Employee Benefit Contributions - Utilities	-	-	-
93800 Other Utilities Expense	-	-	430,788.00
93000 Total Utilities	-	-	1,251,579.00
			-
94100 Ordinary Maintenance and Operations - Labor	-	-	616,249.00
94200 Ordinary Maintenance and Operations - Materials and Other	-	-	202,260.00
94300 Ordinary Maintenance and Operations Contracts	-	-	946,283.00
94500 Employee Benefit Contributions - Ordinary Maintenance	-	-	365,751.00
94000 Total Maintenance	-	-	2,130,543.00
			-
95100 Protective Services - Labor	-	-	-
95200 Protective Services - Other Contract Costs	-	-	210,000.00
95300 Protective Services - Other	-	-	-
95500 Employee Benefit Contributions - Protective Services	-	-	-
95000 Total Protective Services	-	-	210,000.00
			-
96110 Property Insurance	-	-	90,071.00
96120 Liability Insurance	-	-	73,561.00
96130 Workmen's Compensation	-	-	40,055.00
96140 All Other Insurance	-	-	20,554.00
96100 Total insurance Premiums	-	-	224,241.00
			-
96200 Other General Expenses	-	1,292.00	77,787.00
96210 Compensated Absences	-	-	-
96300 Payments in Lieu of Taxes	-	-	-
96400 Bad debt - Tenant Rents	-	-	30,999.00
96500 Bad debt - Mortgages	-	-	-
96600 Bad debt - Other	-	-	-
96800 Severance Expense	-	-	-
96000 Total Other General Expenses	-	1,292.00	108,786.00
			-
96710 Interest of Mortgage (or Bonds) Payable	-	-	1,184,230.00
96720 Interest on Notes Payable (Short and Long Term)	-	-	-
96730 Amortization of Bond Issue Costs	-	-	-
96700 Total Interest Expense and Amortization Cost	-	-	1,184,230.00
			-
96900 Total Operating Expenses	164,393.00	1,812.00	13,016,947.00
			-
97000 Excess of Operating Revenue over Operating Expenses	(84,095.00)	75,900.00	34,405,031.00

Housing Authority of the City of Alameda
Financial Data Schedule
Entity Wide Revenue and Expense Summary
6/30/2018

	Island City Development	OPEB Trust Fund	Grand Total
			-
97100 Extraordinary Maintenance			29,143.00
97200 Casualty Losses - Non-capitalized			-
97300 Housing Assistance Payments			29,126,953.00
97350 HAP Portability-In			485,753.00
97400 Depreciation Expense			1,511,584.00
97500 Fraud Losses			-
97600 Capital Outlays - Governmental Funds			-
97700 Debt Principal Payment - Governmental Funds			-
97800 Dwelling Units Rent Expense			-
90000 Total Expenses	164,393.00	1,812.00	44,170,380.00
			-
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	(84,095.00)	75,900.00	3,251,598.00
			-
10010 Operating Transfer In			-
10020 Operating transfer Out			-
10030 Operating Transfers from/to Primary Government			-
10040 Operating Transfers from/to Component Unit			-
10050 Proceeds from Notes, Loans and Bonds			-
10060 Proceeds from Property Sales			-
10070 Extraordinary Items, Net Gain/Loss			-
10080 Special Items (Net Gain/Loss)	1,258,151.00	-	1,258,151.00
10091 Inter Project Excess Cash Transfer In			-
10092 Inter Project Excess Cash Transfer Out			-
10093 Transfers between Program and Project - In			-
10094 Transfers between Project and Program - Out			-
10100 Total Other financing Sources (Uses)	1,258,151.00	-	1,258,151.00
			-
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors			(1,501,811.00)
			-
Beginning Net Position	(363,033.00)	975,722.00	64,686,617.00
			-
Ending Net Position	811,023.00	1,051,622.00	67,694,555.00



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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

The Board of Commissioners
Housing Authority of the City of Alameda
Alameda, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the business-type activities and the discretely presented component unit of the Housing Authority of the City of Alameda, as of and for the year ended June 30, 2018 and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Alameda's basic financial statements and have issued our report thereon dated March __, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Housing Authority of the City of Alameda's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the City of Alameda's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of Alameda's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a deficiency in internal control that, described in the accompanying schedule of findings and questioned costs, that we consider to a significant deficiency (2018-001).



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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Alameda's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

The Housing Authority of the City of Alameda's Response to Finding

The Housing Authority of the City of Alameda's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Housing Authority of the City of Alameda's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR A FEDERAL PROGRAM, REPORT ON INTERNAL CONTROL OVER COMPLIANCE, AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY UNIFORM GUIDANCE

The Board of Commissioners
Housing Authority of the City of Alameda
Alameda, California

Report on Compliance for Each Major Federal Program

We have audited the Housing Authority of the City of Alameda's compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of the Housing Authority of the City of Alameda's major federal programs for the year ended June 30, 2018. The Housing Authority of the City of Alameda's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Housing Authority of the City of Alameda's major federal programs based on our audit of the types of compliance requirements referred to above.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Housing Authority of the City of Alameda's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Housing Authority of the City of Alameda's compliance.

Opinion on Each Major Federal Program

In our opinion, the Housing Authority of the City of Alameda complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.



Report on Internal Control Over Compliance

Management of the Housing Authority of the City of Alameda is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Housing Authority of the City of Alameda's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of Alameda's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



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Report on Schedule of Expenditures of Federal Awards

We have audited the financial statements of the business-type activities and the discretely presented component unit of the Housing Authority of the City of Alameda, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Alameda's basic financial statements. We issued our report thereon dated X, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and related directly to, the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements, or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

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**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDING JUNE 30, 2018**

<u>Federal Grantor</u>	<u>CFDA Number</u>	<u>Expenditures</u>
Department of Housing and Urban Development (HUD):		
Direct Programs:		
Shelter Plus Care	14.238	\$ 290,346
Section 8 Moderate Rehabilitation - Single Room Occupancy	14.249	223,023
Section 8 Housing Choice Vouchers	14.871	29,994,186
Family Self-Sufficiency	14.896	<u>30,035</u>
Department of Housing and Urban Development (HUD):		<u>30,537,590</u>
Total Federal Expenditures		<u>\$ 30,537,590</u>

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HOUSING AUTHORITY OF THE CITY OF ALAMEDA
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2018

1. The Schedule of Expenditures of Federal Awards presents the activities of federal award programs expended by the Housing Authority of the City of Alameda. The Housing Authority of the City of Alameda's reporting entity is defined in Note 1 to the Financial Statements.
2. The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Housing Authority of the City of Alameda (AHA) under programs of the federal government for the year ended June 30, 2018. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance at 2 CFR 200, Subpart F (200.500). Because the schedule presents only a selected portion of the operations of AHA, it is not intended to, and does not present the financial position, changes in net position, or cash flows of AHA.
3. The Schedule of Expenditures of Federal Awards is presented on the accrual basis of accounting. This is the same method of accounting as was used in the preparation of the Authority's basic financial statements.
4. The Housing Authority of the City of Alameda did not pass-through any federal awards to subrecipients during the fiscal year ended June 30, 2018.

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**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2018**

Section I: Summary of Auditor's Results

Financial Statements

Type of auditors' report to be issued:	Unmodified
Internal control over financial reporting:	
Material weakness identified?	None reported
Significant deficiencies identified?	Yes
Noncompliance material to the financial statements?	No

Federal Awards

Internal control over major federal programs:	
Material weaknesses identified?	No
Significant deficiencies identified?	None reported
Type of auditors' report issued on compliance for major programs	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	No
Identification of major programs: Section 8 Housing Choice Vouchers	CFDA 14.871
Dollar threshold to distinguish between Type A and Type B programs	\$ 916,128
Auditee qualified as low risk auditee?	No

Section II: Financial Statement Finding

Finding 2018-001: Internal control over financial reporting (Significant Deficiency)

Condition and Context: For the year ended June 30, 2018, adjusting journal entries were required to conform the financial statements to Generally Accepted Accounting Principles.

Effect or Potential Effect: Numerous accounts had incorrect balances prior to the audit.

Cause: The accounting personnel charged with recording the journal entries into the general ledger were either inexperienced or did not understand the effect of the information they were provided.

Criteria: Several material adjustments were required to cash, capital assets, and net position to conform the financial statements to Generally Accepted Accounting Principles.

Recommendation: Complex or infrequent journal entries should be reviewed by those with unique knowledge as part of the review/monitoring/communication process. It may be necessary for departments to work with accounting to accomplish this in a complete and timely manner.

Responsible Official's Response: The accounting staff that did this work are no longer employed with the Authority. The Authority has hired a Controller and is in the process of hiring a new Finance Director. The Authority also has the assistance of a Fee Accountant, the Fee Accountant intends to provide guidance and training to the new Director of Finance. As part of this guidance the Fee Accountant intends to implement a Balance Sheet Analysis (BSA) approach to the yearend financial statement preparation. The BSA approach requires that all fiscal yearend balance sheet accounts have proper documentation to support the balances reported in the yearend financial statements. This approach will provide the auditors documentation to support their audit field work and audit report. Additional automated IT checks in Yardi have been set in place to ensure that journal entries are approved over certain amounts. The Authority will require the Director of Finance to approve all journal entries not created by the Director of Finance directly and any journal entries prepared by the Director of Finance will be provided to the Executive Director for approval. Co-ordination with other departments will be strengthened to ensure timely accurate booking of complex transactions.

Section III: Federal Awards Findings and Questioned Costs

None noted.

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
JUNE 30, 2018**

Section I: Prior Year Financial Statement Findings

Finding 2017-001: Internal control over financial reporting

Condition and Context: For the year ended June 30, 2017, journal entries were not properly recorded.

Current Year Status: The finding was repeated as 2018-001.

Section II: Prior Year Federal Award Findings and Questioned Costs

None noted.

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Housing Authority of the City of Alameda
 Year End: June 30, 2018
 Adjusting journal entries
 Date: 7/1/2017 To 6/30/2018

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
1	6/30/2018	Notes, Loans and Mortgages Receivable - Non-Curren	171-SL			860,000.00			
1	6/30/2018	Long-term Debt, Net of Current - Capital Projects/	351-SL				860,000.00		
		To add a Note Receivable/Payable to the Authority's books.							
2	6/30/2018	Deferred Outflow of Resources	200-SL	MM2			842,109.00		
2	6/30/2018	Accrued Pension and OPEB Liabilities	357-SL	MM2			92,062.00		
2	6/30/2018	Deferred Inflow of Resources	400-SL	MM2			750,585.00		
2	6/30/2018	Deferred Outflow of Resources	200-FSS	MM2		7,175.00			
2	6/30/2018	Accrued Pension and OPEB Liabilities	357-FSS	MM2			12,670.00		
2	6/30/2018	Deferred Inflow of Resources	400-FSS	MM2			16,695.00		
2	6/30/2018	Prior Period Adjustments, Equity Transfers and Cor	11040-SL	MM2		1,021,232.00			
2	6/30/2018	Deferred Outflow of Resources	200-HCVP	MM2			199,252.00		
2	6/30/2018	Accrued Pension and OPEB Liabilities	357-HCVP	MM2			41,118.00		
2	6/30/2018	Deferred Inflow of Resources	400-HCVP	MM2			436,261.00		
2	6/30/2018	Employee Benefit contributions - Administrative	91500-SL	MM2		477,738.00			
2	6/30/2018	Employee Benefit Contributions - Tenant Services	92300-SL	MM2		39,811.00			
2	6/30/2018	Employee Benefit Contributions - Ordinary Maintena	94500-SL	MM2		145,975.00			
2	6/30/2018	Prior Period Adjustments, Equity Transfers and Cor	11040-FSS	MM2		15,018.00			
2	6/30/2018	Employee Benefit Contributions - Tenant Services	92300-FSS	MM2		7,172.00			
2	6/30/2018	Prior Period Adjustments, Equity Transfers and Cor	11040-HCVP	MM2		465,561.00			
2	6/30/2018	Employee Benefit contributions - Administrative	91500-HCVP	MM2		211,070.00			
		To adjust pension and OPEB related balances per updated amounts							
3	6/30/2018	Cash - Unrestricted	111-SL	A2		1,147,251.00			
3	6/30/2018	Accounts Receivable - Miscellaneous	125-SL	A2			1,147,251.00		
		To reclass cash and AR related to outstanding transfers							
4	6/30/2018	Cash - Other Restricted	113-SL	A2					
4	6/30/2018	Prepaid Expenses and Other Assets	142-SL	A2		93,710.00			
		To reclass restricted cash and other current assets to more accurately reflect cash at year end							
5	6/30/2018	Cash - Unrestricted	111-SL	A2		152,428.00			
5	6/30/2018	Cash - Other Restricted	113-SL	A2			107,567.00		
5	6/30/2018	Cash - Tenant Security Deposits	114-SL	A2			44,861.00		
5	6/30/2018	Cash - Other Restricted	113-HCVP	A2		37,872.00			
5	6/30/2018	Investments - Unrestricted	131-HCVP	A2		20,630.00			
5	6/30/2018	Investments - Restricted	132-HCVP	A2			58,502.00		
		To properly record restricted cash							
6	6/30/2018	Current Portion of Long-term Debt - Capital Projec	343-SL	AA2			631.00		
6	6/30/2018	Current Portion of Long-term Debt - Capital Projec	343-SL	AA2			1,003,641.00		
6	6/30/2018	Current Portion of Long-term Debt - Operating Borr	344-SL	AA2		631.00			
6	6/30/2018	Long-term Debt, Net of Current - Capital Projects/	351-SL	AA2			1,003,641.00		

Housing Authority of the City of Alameda
 Year End: June 30, 2018
 Adjusting journal entries
 Date: 7/1/2017 To 6/30/2018

751-1

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
		To reclassify long-term debt to display the short-term portion of the debt							
7	6/30/2018	Inter Program Due From	144-SL			54,456.00			
7	6/30/2018	Accounts Payable <= 90 Days	312-SL		II1		54,456.00		
7	6/30/2018	Inter Program - Due To	347-HCVP		II1		54,456.00		
7	6/30/2018	Non-current Liabilities - Other	353-HCVP		II1	54,456.00			
		To true up FSS escrow balance at year end							
8	6/30/2018	Cash - Unrestricted	111-SL			300.00			
8	6/30/2018	Cash - Unrestricted	111-SL				265,657.00		
8	6/30/2018	Cash - Other Restricted	113-SL				100,000.00		
8	6/30/2018	Buildings	162-SL				5,738,238.00		
8	6/30/2018	Accumulated Depreciation	166-SL			2,834,622.00			
8	6/30/2018	Unearned Revenue	342-SL				300.00		
8	6/30/2018	Long-term Debt, Net of Current - Capital Projects/	351-SL			13,125,000.00			
8	6/30/2018	Long-term Debt, Net of Current - Capital Projects/	351-SL			666,000.00			
8	6/30/2018	Cash - Unrestricted	111-BCU			265,657.00			
8	6/30/2018	Cash - Unrestricted	111-BCU			100,000.00			
8	6/30/2018	Cash - Other Restricted	113-BCU			300.00			
8	6/30/2018	Prepaid Expenses and Other Current Assets	142-BCU			5,738,238.00			
8	6/30/2018	Buildings	162-BCU				2,834,622.00		
8	6/30/2018	Accumulated Depreciation	166-BCU				13,125,000.00		
8	6/30/2018	Long-term Debt, Net of Current - Capital Projects/	351-BCU				666,000.00		
8	6/30/2018	Long-term Debt, Net of Current - Capital Projects/	351-BCU						
8	6/30/2018	Prior Period Adjustments, Equity Transfers and Cor	11040-SL			100,000.00			
8	6/30/2018	Prior Period Adjustments, Equity Transfers and Cor	11040-SL			265,657.00			
8	6/30/2018	Prior Period Adjustments, Equity Transfers and Cor	11040-SL				666,000.00		
8	6/30/2018	Gain or Loss on Sale of Capital Assets	71600-SL			10,221,384.00			
8	6/30/2018	Prior Period Adjustments, Equity Transfers and Cor	11040-BCU				100,000.00		
8	6/30/2018	Prior Period Adjustments, Equity Transfers and Cor	11040-BCU			666,000.00			
8	6/30/2018	Prior Period Adjustments, Equity Transfers and Cor	11040-BCU			10,221,384.00			
8	6/30/2018	Gain/Loss on Sale of Fixed Asset	71600-BCU						
		To record AAHC Financials as a blended component unit							
9	6/30/2018	Capital Grants	70610-SL			836,215.00			
9	6/30/2018	Other General Expenses	96200-SL				836,215.00		
		To adjust the capital grant revenue and capital grant expenses							
10	6/30/2018	Accrued Interest Payable	325-SL		AA2		961,846.00		
10	6/30/2018	Long-term Debt, Net of Current - Capital Projects/	351-SL		AA2	961,846.00			
		To reclass accrued interest payable out of debt							
11	6/30/2018	Accounts Payable <= 90 Days	312-SL		LL1	35,596.00			

751-2

Housing Authority of the City of Alameda
 Year End: June 30, 2018
 Adjusting journal entries
 Date: 7/1/2017 To 6/30/2018

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
11	6/30/2018	Inter Program - Due To	347-SL	LL1			35,596.00		
		To balance interprogram							
12	6/30/2018	Accounts Receivable - Miscellaneous	125-SL				608,294.00		
12	6/30/2018	Accounts Receivable - Miscellaneous	125-SL			85,430.00			
12	6/30/2018	Inter Program Due From	144-SL			608,294.00			
12	6/30/2018	Accounts Payable <= 90 Days	312-SL				85,430.00		
12	6/30/2018	Accounts Payable <= 90 Days	312-SL				608,294.00		
12	6/30/2018	Inter Program - Due To	347-SL						
		To reclass AR and AP to intercompany							
						42,934,660.00	42,934,660.00		

Net Income (Loss) 1,757,982.00



Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Veronica Jefferson, Management Analyst

Date: March 20, 2019

Re: Conduct A Public Hearing to Hear Comments on Housing Authority Annual Plan for Fiscal Year Starting July 1, 2019

BACKGROUND

The Housing Authority's Five-Year and Annual Plans make up the Agency Plan, a document that is mandated by and must be submitted to the U. S. Department of Housing and Urban Development (HUD). As a Housing Choice Voucher (Section 8) only and High Performer agency, HUD allows the Housing Authority to submit a streamlined Plan. In April 2015, the Authority submitted its Five-Year Plan. An Annual Plan must be submitted every year.

The Executive Director has been authorized to select the members of the Resident Advisory Board (RAB), which is charged with reviewing and commenting upon the Annual Plan. This Committee also is called to review and comment on any substantial amendments or modifications to the plan.

HUD requires that the Agency Plan be made available for public comment for 45 days prior to the public hearing. The Agency Plan must be submitted to HUD 75 days prior to the start of the Housing Authority's fiscal year on July 1, 2019.

DISCUSSION

The RAB is made up of participants of the Housing Choice Voucher program. Members of the RAB met on November 28, 2018, to review and comment on the proposed Annual Plan for Fiscal Year 2019-2020. RAB member comments are included as Attachment B to the Annual Plan. None of the comments resulted in changes to the proposed Annual Plan.

Under HUD's new Annual Plan template layout, there are multiple templates, but the Housing Authority only fills out one Annual Plan and can select which template to use. For ease, the Housing Authority completed the Streamlined Annual PHA Plan (HCV Only PHAs), which is form HUD-50075-HCV. This form removes all references to Public Housing.



The HUD template shows an expiration date of February 29, 2016; however, HUD has not yet replaced or updated the form. As such, the Housing Authority completed the template as follows:

Section A (page 1) provides the PHA Information (name, code, fiscal year beginning date, number of vouchers in ACC, plan submission type, and consortia information).

Section B (pages 2 through 5) is the Annual Plan. The subparts of Section B are:

B.1: Revision of PHA Plan Elements

The Housing Authority is continuing with the implementation of a Veterans Affairs Supportive Housing (VASH) program to provide rental assistance for homeless veterans and their families.

The Housing Authority obtained 10 tenant-based VASH vouchers, leased 5 Project-Based vouchers (PBV) and signed AHAP for an additional 25 VASH-PBV

The Housing Authority submitted to HUD a Significant Amendment in September 2018 for a voluntary disability-specific service preference.

B.2: New Activities

The Housing Authority and its moderate rehabilitation partners are exploring the options for a RAD (Rental Assistance Demonstration) conversion of the 30 moderate rehabilitation units as the contract is on a year-to-year renewal. HUD allows at most 10 renewals of which we are over half way through.

The Housing Authority applied for and was awarded 45 new PBV VASH vouchers in 2016 for new construction. The Annual Plan reflects the 5 new VASH-PBV leased and an additional 25 under an Agreement to Enter into a Housing Assistance Payments Contract (AHAP). Construction on the units under AHAP should be completed in 2020.

B.3: Most Recent Fiscal Year Audit

Financial Statement Findings 2017-001: Internal control over financial reporting.

For the year ended June 30, 2017, journal entries were not properly recorded, including a material transaction of land and unearned revenue related to the developmental activities at the Authority. The fixed assets and unearned revenue were materially understated.



Responsible Official's Response: The material transaction related to the donation of land from Tim Lewis Partners and the City of Alameda and subsequent issuance of a loan note equal to the prepayment of the lease of land to Sherman and Buena Vista LP for the same property. The transaction was correctly reflected in the audit of Island City Development.

This audit finding was submitted to HUD, who determined the measures taken by the Housing Authority were sufficient and the audit finding was closed.

Also, during the public posting of the Annual Plan, this question was incorrectly marked "No" and the findings were not published; however, this oversight is being corrected in the version submitted tonight.

B.4: Civil Rights Certification

These are attachments that must be submitted along with Form HUD-50075-HCV. Certification of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs) (HUD-50077-ST-HCV-HP) and Civil Rights Certification (Form HUD-50077-CR). These forms will be signed by the Board of Commissioners chairperson if the plan is approved.

B.5: Certification by State or Local Officials

This is an attachment that must be submitted. Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan (Form HUD-50077-SL). This form was signed by David L. Rudat, Interim City Manager on January 7, 2019.

B.6: Progress Report

This is a narrative section describing the progress of the Housing Authority towards meeting the goals outlined in the 5-year Plan.

During the last year, the Housing Authority made many steps towards achieving the goals outlined in the 5-year Plan, including launching an online program for recertifications in the voucher program and opening a new complex with 5 VASH-PBV tenants and 12 PBV tenants to expand housing choice in the city.

B.7: Resident Advisory Board (RAB) Comments

These are included as Attachment A to the Annual Plan (labeled as Attachment #2 for this Board Report). There were no recommendations to the Annual Plan made by the RAB.



FINANCIAL IMPACT

None. This is a HUD reporting requirement, so failure to submit the report by the deadline would place the Housing Authority in violation of its Annual Contributions Contract.

RECOMMENDATION

Conduct a Public Hearing to hear comments on Housing Authority Annual Plan for Fiscal Year starting July 1, 2019.

Respectfully submitted,



Veronica Jefferson
Management Analyst

Attachments:

1. Draft Annual Plan (HUD Form 50075-HVC titled "Streamlined Annual PHA Plan (HCV Only PHAs)")
2. Annual PHA Plan Fiscal Year 2019 – Resident Advisory Board Comments
3. Public Notice – Proof of Publication File No. Nov. 28 Meeting/Sect. 8
4. Public Notice – Proof of Publication File No. Annual Plan July 2019
5. Public Notice – Proof of Publication File No. Annual Plan FY2019



Streamlined Annual PHA Plan <i>(HCV Only PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																			
A.1	<p> PHA Name: <u>Housing Authority of the City of Alameda</u> PHA Code: <u>CA062</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/01/2019</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>1880</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. </p> <p> PHA Plan and Elements are available at: 701 Atlantic Avenue, Alameda, CA 94501 and at the website: www.alamedahsg.org </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 20%;">Program(s) not in the Consortia</th> <th style="width: 20%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
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Lead HA:																																				

B. Annual Plan.					
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs. <input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources. <input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination. <input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management. <input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures. <input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. <input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation. <input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>CONTINUING IMPLEMENTATION OF A VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM TO PROVIDE RENTAL ASSISTANCE FOR HOMELESS VETERANS AND THEIR FAMILIES. OBTAINED 10 TENANT-BASED VASH VOUCHERS AND LEASED 5 PROJECT-BASED PBV VOUCHERS. SIGNED AHAP FOR AN ADDITIONAL 25 VASH VOUCHERS.</p> <p>SIGNIFICANT AMENDMENT SUBMITTED SEPTEMBER 2018 IN REGARDS TO VOLUNTARY DISABILITY-SPECIFIC SERVICE PREFERENCE.</p>				
B.2	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>CURRENTLY THERE ARE 288 PROJECT-BASED UNITS UNDER HAP CONTRACT WITH THE HOUSING AUTHORITY. THE FOLLOWING IS THE NUMBER OF UNITS UNDER HAP CONTRACT WITHIN EACH CENSUS TRACT: 24 (4271), 7 (4272), 61 (4273), 43 (4276), 18 (4280), 15 (4281), 59 (4282), AND 61 (4287). THE FOLLOWING ARE UNDER AHAP WITHIN EACH CENSUS TRACT: 25 (4287).</p> <p>THE HOUSING AUTHORITY USES PROJECT-BASED VOUCHERS TO INCREASE THE SUPPLY OF AFFORDABLE HOUSING IN THE CITY OF ALAMEDA. THE AHA WILL PURSUE PROJECT-BASING UP TO 20 PERCENT OF ITS CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT (ACC) CONSISTENT WITH THE ANNUAL PLAN AND THE GOAL OF DECONCENTRATING POVERTY AND EXPANDING HOUSING AND ECONOMIC OPPORTUNITIES. THE AHA WILL NOT COUNT THE VASH PBV UNITS TOWARDS THE CAP.</p> <p>AHA AND ITS MODERATE REHABILITATION PARTNERS ARE EXPLORING THE OPTIONS FOR A RAD CONVERSION OF THE 30 MODERATE REHABILITATION UNITS AS THE CONTRACT IS ON A YEAR-TO-YEAR RENEWAL. HUD ONLY ALLOWS AT MOST FIVE MORE RENEWALS OF WHICH WE ARE ALREADY MORE THAN HALF WAY THROUGH.</p>				
B.3	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p>FINANCIAL STATEMENT FINDINGS: INTERNAL CONTROL OVER FINANCIAL REPORTING.</p> <p>FOR THE YEAR ENDED JUNE 30, 2017, JOURNAL ENTRIES WERE NOT PROPERLY RECORDED, INCLUDING A MATERIAL TRANSACTION OF LAND AND UNEARNED REVENUE RELATED TO THE DEVELOPMENT ACTIVITIES AT THE AUTHORITY. THE FIXED ASSETS AND UNEARNED REVENUE WERE MATERIALLY UNDERSTATED.</p>				

B.4	Civil Rights Certification Form HUD-50077 , <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
B.5	Certification by State or Local Officials. Form HUD-50077-SL , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.

B.6 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

Goal 1: Achieve organizational excellence.

STAFF TRAINING HAS BEEN PROVIDED AND IS ONGOING IN THE FOLLOWING AREAS: FAIR HOUSING, CUSTOMER SERVICE, HOUSING QUALITY STANDARDS, PREVENTING DISCRIMINATION, YARDI ADVANCE SOLUTIONS CONFERENCE AND LASEFICHE TRAINING. CONTINUING MONTHLY TRAINING ON PROPERTY MANAGEMENT ISSUES AND WEEKLY TRAININGS BY A NATIONAL HOUSING ORGANIZATION IN ISSUES RELATED TO THE HOUSING CHOICE VOUCHER PROGRAM. SUPERVISORS AND MANAGEMENT ANALYSTS ATTENDED SUPERVISORY TRAINING IN NOVEMBER 2018 ON GIVING AND RECEIVING FEEDBACK. THERE IS CONTINUING COORDINATED ONLINE TRAINING WITH THE E-LEARNING PLATFORM, WHICH PROVIDES ON-DEMAND TRAINING AND LEARNING PLANS FOR ALL DEPARTMENTS. IN 2016, STAFF STARTED A HOUSING CHOICE VOUCHER MANAGEMENT ROUNDTABLE TO BRING TOGETHER DIRECTORS AND ANALYSTS OF THE PROGRAM FROM VARIOUS AGENCIES THROUGHOUT THE AREA. THIS ROUNDTABLE IS ONGOING AND CONTINUES QUARTERLY.

AS AN INDICATOR OF THE SUCCESS OF STAFF TRAINING AND PROFESSIONAL DEVELOPMENT, DURING 2018 THERE WERE EIGHT INTERNAL PROMOTIONS AS COMPARED TO THE 4 PROMOTIONS IN 2017. TWO HOUSING SPECIALISTS WERE PROMOTED TO HOUSING SPECIALIST II; THREE MAINTENANCE TECHNICIANS WERE PROMOTED TO MAINTENANCE TECHNICIAN II; AN ASSET MANAGER WAS PROMOTED TO DIRECTOR OF HOUSING & COMMUNITY DEVELOPMENT; A RESIDENT MANAGER WAS PROMOTED TO PROPERTY MANAGEMENT SUPERVISOR AND A HOUSING ASSISTANT WAS PROMOTED TO PROGRAM ASSISTANT. THERE WAS ALSO A LATERAL MOVE OF A HOUSING SPECIALIST II TO DIFFERENT JOB RESPONSIBILITIES.

Goal 2: Maximize use of Housing Choice Voucher allocation to provide housing assistance to low-income families.

THE HOUSING AUTHORITY SCORED HIGH PERFORMER STATUS ON THE FOUR MOST RECENT SEMAP CERTIFICATIONS. THE HOUSING AUTHORITY CONTINUES TO OUTREACH TO OWNERS AND INCREASE LEASING EFFORTS BY HOSTING OWNER INCENTIVE AND EDUCATION WORKSHOPS. THE LANDLORD WORKSHOPS PROVIDE LANDLORDS WITH PROGRAM INFORMATION AND BEST PRACTICES; WHICH INCLUDE AN OVERVIEW OF THE HCV PROGRAM, LEASE REQUIREMENTS AND THE RENTAL INCREASE PROCESS. BIENNIAL INSPECTIONS HAVE BEEN IMPLEMENTED AND THE CONTINUED USE OF HANDHELD ELECTRONIC TABLETS HAVE PROVED TO BE SUCCESSFUL. NO NEW WAITLISTS WERE OPENED IN 2018 FOR THE ASSISTANCE PROGRAMS, BUT MULTIPLE PROJECT-BASED WAITLISTS WERE OPENED IN 2016 AND THE HCV WAITLIST WAS OPENED IN 2015.

AHA WAS APPROVED FOR 45 NEW PBV-VASH VOUCHERS IN 2016; TEN TENANT-BASED VASH VOUCHERS IN 2018.

AHA IS UTILIZING THE HUD TWO-YEAR FORECASTING TOOL WHICH AIDS THE AGENCY IN MONITORING LEASING EFFORTS AND FUNDING WHILE STRATEGICALLY USING HUD-HELD RESERVES. A THIRD PARTY INTERPRETATION AND TRANSLATION SERVICE CONTINUES TO BE UTILIZED TO ALLOW FOR FLEXIBLE LEP SERVICES. AHA CONTINUES WITH ITS LANDLORD INCENTIVE PROGRAM WHICH WAS IMPLEMENTED IN 2016 USING NON-FEDERAL FUNDS TO ASSIST HOUSEHOLDS TO BE SUCCESSFUL IN LEASING UNITS.

THE HOUSING AUTHORITY APPLIED THRU HUD FOR SHORTFALL FUNDS FOR THE FEDERAL FISCAL YEAR OF 2018 DUE TO INSUFFICIENT FUNDING OF ITS HOUSING VOUCHER CHOICE PROGRAM AND TO REQUEST AN ADJUSTMENT OF FUNDING FOR THE NEWLY CONSTRUCTED HOUSING FOR PROJECT-BASED VOUCHERS. APPLYING FOR THE SHORTFALL FUNDS WILL ALLOW THE HOUSING AUTHORITY TO PREVENT TERMINATION OF HOUSING CHOICE VOUCHER PARTICIPANTS AND FAMILIES AND TO CONTINUALLY FUND THE PROJECT-BASED COMMITMENTS.

Goal 3: Improve the quality of life of residents while maintaining efficient and effective operations of Housing Authority rental units.

A COMPREHENSIVE ASSESSMENT OF THE HOUSING AUTHORITY'S PHYSICAL NEEDS WAS CONDUCTED FOR EACH PROPERTY. CAPITOL IMPROVEMENTS WERE COMPLETED AT SEVERAL PROPERTIES TO IMPROVE SAFETY, ACCESSIBILITY, ENERGY AND WATER EFFICIENCY. THE HOUSING AUTHORITY CONTINUES TO PROVIDE SOCIAL SERVICES SUPPORT TO THE FAMILIES IN AHA-OWNED UNITS AND IF NEEDED TO HOUSING CHOICE VOUCHER AND PROJECT-BASED VOUCHER TENANTS IN PRIVATELY OWNED UNITS. THE HOUSING AUTHORITY ENLISTS SOCIAL WORKERS THRU A CONTRACTED, NON-PROFIT AGENCY. A SOCIAL WORKER IS STATIONED AT OUR FAMILY SITES AND AT THE SENIOR SITES.

A FREE "FARMERS MARKET" FOOD DISTRIBUTION BANK CONTINUES TO BE OFFERED AT OUR SENIOR SITE, INDEPENDENCE PLAZA. THE FARMERS MARKET HAS BEEN EXPANDED TO OTHER SITES AS WELL; ANNE B. DIAMENT PLAZA, A SENIOR SITE AND ESPERANZA, OUR LARGEST FAMILY SITE WHICH ALLOWS OTHER SMALLER FAMILY SITES TO ATTEND AS WELL.

ADA REHABILITATION OF 20 UNITS AT OUR LARGEST SENIOR SITE HAS BEGUN WHICH WILL ALLOW THE HOUSING AUTHORITY TO ACCOMMODATE MORE SENIORS WITH DISABILITIES AND ALSO ALLOW THEM TO AGE IN PLACE.

A THIRD PARTY INTERPRETATION AND TRANSLATION SERVICE CONTINUES TO BE UTILIZED TO ALLOW FOR FLEXIBLE LEP SERVICES.

Goal 4: Improve environmental impact.

THE AHA CONTINUES TO PROMOTE THE USE OF PUBLIC TRANSPORTATION, LOCAL BIKE-SHARE PROGRAM FOR LOW-INCOME RESIDENTS AND TO PROMOTE ENVIRONMENTAL SUSTAINABILITY. AHA EXECUTED A CONTRACT WITH THE CITY AND AC TRANSIT TO PROVIDE FREE TRANSIT PASSES AT TEN OF ITS PROPERTIES AND HOPES TO EXPAND IT TO ALL OF THE OTHER PROPERTIES. ALL PROPERTIES CONTINUE TO PARTICIPATE IN THE CITY-WIDE RECYCLING AND COMPOST

	<p>PROGRAMS. NEW DEVELOPMENTS ARE UNDERWAY TO PARTICIPATE IN GREEN BUILDING CERTIFICATION PROGRAMS IN AN EFFORT TO REDUCE THE CARBON FOOTPRINT OF THE BUILDING TRADES.</p> <p>Goal 5: Maintain and improve data integrity and collection. THE HOUSING AUTHORITY HIRED A CONSULTANT TO REVIEW THE INFORMATION TECHNOLOGY SYSTEMS AND ALL OF THE RECOMMENDATIONS HAVE BEEN IMPLEMENTED. THE ONLINE RECERTIFICATION MODULE WILL BE AVAILABLE TO PARTICIPANTS IN JANUARY 2019. THIS WILL ALLOW PARTICIPANTS TO COMPLETE THEIR ANNUAL RECERTIFICATIONS ONLINE INSTEAD OF BY PAPER. THE AGENCY’S SERVER HAS BEEN UPGRADED TO ALLOW STAFF ADDITIONAL FUNCTIONS RESULTING IN EASIER FUNCTIONING AND PROCESSING. HUMAN RESOURCES CONTINUES TO UTILIZE AN ONLINE FORM FOR APPLICATIONS.</p> <p>Goal 6: Expand Housing Choice throughout the City of Alameda. AHA HAS DEVELOPED AND CONSTRUCTED 51 UNITS OF AFFORDABLE HOUSING. 31 UNITS AT LITTLE JOHN AND 20 UNITS AT EVERETT COMMONS.</p> <p>THE PLAN TO REDEVELOP AN EXISTING AHA PROPERTY IS COMPLETE AND FULLY ENTITLED FOR 91 UNITS OF AFFORDABLE FAMILY HOUSING. ONCE FINANCING IS SECURED, CONSTRUCTION WILL COMMENCE IN WINTER 2019-2020. INITIAL PLANNING WORK HAS BEGUN FOR A 12-ACRE PARCEL OF FORMER COAST GUARD HOUSING THAT WILL BE REDEVELOPED OVER THE NEXT TEN YEARS, BEGINNING WITH AN APPROVED DEVELOPMENT PLAN IN 2019. THE AHA HAS FINALIZED THE PURCHASE OF FOUR BELOW-MARKET RATE CONDOS AND IS RENTING THEM TO LOW AND VERY-LOW INCOME HOUSEHOLDS. AHA CONTINUES TO ADMINISTER THE SALE OF BELOW-MARKET RATE CONDOS TO MODERATE INCOME FAMILIES AT PRIVATE DEVELOPMENTS UNDER THE CITY’S INCLUSIONARY HOUSING PROGRAM. AHA CONTINUES TO MANAGE THE CITYWIDE RENT STABILIZATION PROGRAM FOR NON-SECTION 8 UNITS WITHIN THE CITY LIMITS WHICH IS FUNDED BY NON-FEDERAL FUNDS AND ENCOMPASSES APPROXIMATELY 15,000 RENTAL UNITS.</p>
<p>B.7</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. ([24 CFR §903.23\(4\)\(e\)](#))

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. [24 CFR §903.7\(a\)\(2\)\(ii\)](#)

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)(3)(4)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activity. If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark "yes" for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark "no." (24 CFR §983.57(b)(1) and Section 8(13)(C) of the United States Housing Act of 1937.

Project-Based Vouchers (PBV). Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

B.3 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.11(c)(3), 24 CFR §903.7(p))

B.4 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

B.5 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

B.6 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))

B.7 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Annual PHA Plan
Fiscal Year 2019ATTACHMENT A
RESIDENT ADVISORY BOARD COMMENTS

Resident Advisory Board was held November 28, at 4:00 p.m. at Anne B. Diament, Community Room, 920 Park Street, Alameda, California.

Roll Call:

Present: Two members present.

Absent: Two members absent.

Staff present: Lynette Jordan, Director of Housing Programs; Tonya Schuler-Cummins, Senior Management Analyst; Veronica Jefferson, Management Analyst.

Resident Advisory Board Comments:

RAB member stated that it is hard to find housing due to stereotypes of housing participants. Staff responded that they are aware of this concern, but unfortunately AHA cannot prevent the stereotypes from occurring. This has been recognized on local and national levels. The AHA tries to help by staying competitive with payment standards.

RAB member asked about the services for seniors or those on fixed income, such as free access to paratransit, that are being offered to tenants of the new complexes. Staff responded that there would be a cost to provide this type of service to voucher participants and it is currently not in the budget, but this suggestion would be noted.

RAB member asked a question regarding participants living by themselves. RAB member wanted to know if AHA does a welfare check on seniors. RAB member further questioned what would AHA do if there was a heatwave and a tenant passed away. Staff explained that at our largest AHA-owned senior site, there is an onsite Resident Manager who is responsible for the daily operations of the property and interactions with the residents. Staff also stated that we contract with the Alameda Police Department who patrol the

properties and AHA also has a third-party social service provider who does outreach to our tenants, voucher participants, and project-based voucher participants. Staff also described how during the summer heatwave at our largest senior site the Resident Manager gathered the residents in the community room for an ice-cream social and provided air conditioning to keep cool. Staff further explained that there are 12 senior units that do not have a Resident Manager as the units are scattered throughout Alameda.

RAB member asked if people who do not live at AHA-owned properties can attend the farmer market that are held there. Staff responded that “yes” people who do not live in AHA properties can attend the farmers market as they are provided by the Alameda Food Bank, and AHA is just providing the space for the Food Bank to distribute the food.

RAB member commented about the possibility of obtaining transportation passes and clipper cards at no cost which would make it easier for parents struggling to get their kids back and forth to school. Staff responded that the cost of providing transportation passes and clipper cards are not in the current budget, but that this suggestion would be noted.

RAB member asked if the Boys and Girls Club provided pick-up throughout the City of Alameda after being informed of the vouchers provided by the AHA to both voucher participants and tenants of AHA-owned units. Staff responded by stating that generally the transportation is provided after the children get out of school and they are transported to the Boys and Girls club center and then back to their homes. Staff further explained that the Boys and Girls Club transportation service is provided to the families in the AHA-owned properties.

RAB member suggested a couple ideas such as the AHA partnering with the College of Alameda to provide housing for students that are homeless and single-parent families. RAB member further commented that Fresno and other community colleges have a similar type program if the student meets certain GPA requirements. Staff responded that funding will be difficult and

that AHA does not have the funding for this type of program at this time. AHA did receive funding from the Alameda School District to give a preference to its new units to Alameda School District employees.

The same RAB member stated that low-income participants on the Voucher Program have a hard time breaking the continued cycle on receiving housing assistance. RAB member wanted to know if there are incentives available, such as access to scholarships that can assist in breaking the cycle. Staff member explained that unfortunately there are no supportive services or scholarships available to Housing Choice Voucher participants besides those available in the FSS (Family Self Sufficiency) Program which offers employment and saving incentives so that a person is less dependent on rental assistance and can achieve their own goals.

RAB member commented about the stigma associated with the Section 8 program and that it is hard to get away from the stigma. RAB member further commented on reading about the Move-To-Work (MTW) program and how the program does not seem to help with reducing the stigma. Staff responded that AHA is considering implementing the MTW program due to the flexibility it allows with use of the Federal funds. The flexibility may allow AHA to help families become self-sufficient.

RAB member commented on AHA's restriction in adding back family members to the household. RAB member stated that her homeless, teenaged daughter was denied admittance back to the household. RAB member stated that she does understand AHA's rules on adding people to the household but it is frustrating when it is your child and they cannot be added back to the household. Staff explained AHA's general criteria for adding people to the household and that when families want to remove someone from the household the paperwork clearly indicates that the removed family member will not be eligible to return to the household. Staff also explained that AHA was receiving numerous requests to add family members to the household and that the requests used a large portion of a limited resource – staff time, so the rule was implemented through the significant amendment process and that a public hearing was held to discuss the change. RAB member asked about the number of people who attended the public hearing. Staff responded that the number varies and that AHA publishes the date and time of the

public hearing in the local newspaper and on the AHA website. Staff further stated that members of the public can attend.

RAB member about work opportunities and internships available at AHA. Staff responded and stated that AHA advertises job opportunities and internships on its website and that the job and intern opportunities are open for anyone to apply including residents and program participants.

RAB member asked about whether AHA offers school supplies and backpack drives during the school year. Staff responded that AHA does not offer school supplies.

RAB member asked how can AHA buys condos and sale them to those in the moderate-income bracket? Staff explained the City's inclusionary housing requirements, and that the AHA, as the Successor Agency to the Redevelopment Agency, helps the City with this program. Recently, the AHA purchased some of the inclusionary housing from the developer to create new rentals for extremely low-income families, but the low income units were sold after a randomized drawing of eligible families.

RAB member commented that low income credit requirements make Below Market Rate (BMR) properties hard to purchase and that is unrealistic to find privately owned units due to high application fees.

RAB member commented that she moved into one of AHA's properties which is somewhat older. RAB member further commented that due to the age of the property, she noticed that the water levels in the toilets were low. She stated that newer toilets would be more efficient. Staff responded that AHA bought some of its properties on an "as is" basis, and AHA was working on a plan to upkeep and improve its units as budgets and needs dictated and concern would be noted and passed along to proper department.

Alameda Journal

1516 Oak Street
Alameda, CA 94501
510-262-2740

2000604

ALAMEDA HOUSING AUTHORITY
ATTN: ACCOUNTS PAYABLE
701 ATLANTIC AVE
ALAMEDA, CA 94501

PROOF OF PUBLICATION

FILE NO. Nov. 28 Meeting/Sect. 8

In the matter of

Alameda Journal

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the Alameda Journal, a newspaper published in the English language in the City of Alameda, County of Alameda, State of California.

I declare that the Alameda Journal, is a newspaper of general circulation as defined by the laws of the State of California, as determined by the order of the Superior Court of the County of Alameda, dated August 25, 1992, in the action entitled "In the Matter of the Petition of the Alameda Journal to Have the Standing of the Alameda Journal as a Newspaper of General Circulation Ascertained and Established," Case Number 702515-6. Said order provides that: "Petitioner's prayer for an order ascertaining and establishing The Alameda Journal as a newspaper of general circulation...within the City of Alameda, County of Alameda, State of California, is granted." Said order has not been revoked.

I declare that the notice, a printed copy of which is annexed hereto, has been published in each regular and entire issue of the Alameda Journal and not in any supplement thereof on the following dates, to-wit:

11/16/2018

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 16th day of November, 2018.



Signature

Public Notice

This is an announcement of a meeting of the Resident Advisory Board of the Housing Authority of the City of Alameda to discuss its proposed Annual Plan (Section 8 Program) for the fiscal year starting July 1, 2019. The meeting will be held at 4:00 p.m. Wednesday, November 28, 2018 at Anne B. Diament Plaza, 920 Park Street, Alameda, CA. in the Community Room.

Accessible seating for persons with disabilities is available. Documents prepared for the meeting are available in enlarged print, tape, or disk form upon request. Sign language interpreters are available on request. Please contact Valerie Mondo, Executive Assistant (510-747-4325 VOICE or 510-522-8467 TDD) at least 24 hours before the meeting for such requests.

AJ 6255818 November 16, 2018

Alameda Journal

1516 Oak Street
Alameda, CA 94501
510-262-2740

2000604

ALAMEDA HOUSING AUTHORITY
ATTN: ACCOUNTS PAYABLE
701 ATLANTIC AVE
ALAMEDA, CA 94501

PROOF OF PUBLICATION

FILE NO. Annual Plan July 2019

In the matter of

Alameda Journal

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the Alameda Journal, a newspaper published in the English language in the City of Alameda, County of Alameda, State of California.

I declare that the Alameda Journal, is a newspaper of general circulation as defined by the laws of the State of California, as determined by the order of the Superior Court of the County of Alameda, dated August 25, 1992, in the action entitled "In the Matter of the Petition of the Alameda Journal to Have the Standing of the Alameda Journal as a Newspaper of General Circulation Ascertained and Established," Case Number 702515-6. Said order provides that: "Petitioner's prayer for an order ascertaining and establishing The Alameda Journal as a newspaper of general circulation...within the City of Alameda, County of Alameda, State of California, is granted." Said order has not been revoked.

I declare that the notice, a printed copy of which is annexed hereto, has been published in each regular and entire issue of the Alameda Journal and not in any supplement thereof on the following dates, to-wit:

01/04/2019

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 4th day of January, 2019.



Signature

**HOUSING AUTHORITY OF THE
CITY OF ALAMEDA**

PUBLIC NOTICE

The Housing Authority of the City of Alameda is accepting written comments on its proposed Annual Plan for the fiscal year starting July 1, 2019. The proposed plan is available for public review starting January 7, 2019 through Thursday, February 21, 2019. It is available at the following Alameda locations: Housing Authority Office, 701 Atlantic Avenue; Alameda City Hall, City Clerk's Office, 2263 Santa Clara Avenue; Alameda Free Library; Main Branch, 1550 Oak Street; Alameda Free Library, West End Branch, 788 Santa Clara Avenue; or on the web at www.alamedahsg.org. Supporting documents may be viewed at the Housing Authority Office. Written comments on the Annual Plan will be accepted from January 7, 2019 through Thursday, February 21, 2019. Send written comments to Attn: Director of Housing Programs, Lynette Jordan, 701 Atlantic Avenue, Alameda, CA 94501-2161.

A public hearing for the Board of Commissioners for the Housing Authority to hear comments from the public is anticipated to occur on Wednesday, March 20, 2019, at 7:00 p.m. at 703 Atlantic Avenue, Alameda, CA. The date could change; therefore, a separate public notice will be issued for the date and time of the meeting when they are established.



AJ 6275607 January 4, 2019

Alameda Journal

1516 Oak Street
Alameda, CA 94501
510-262-2740

2000604

ALAMEDA HOUSING AUTHORITY
ATTN: ACCOUNTS PAYABLE
701 ATLANTIC AVE
ALAMEDA, CA 94501

PROOF OF PUBLICATION

FILE NO. Annual Plan FY2019

In the matter of

Alameda Journal

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the Alameda Journal, a newspaper published in the English language in the City of Alameda, County of Alameda, State of California.

I declare that the Alameda Journal, is a newspaper of general circulation as defined by the laws of the State of California, as determined by the order of the Superior Court of the County of Alameda, dated August 25, 1992, in the action entitled "In the Matter of the Petition of the Alameda Journal to Have the Standing of the Alameda Journal as a Newspaper of General Circulation Ascertained and Established," Case Number 702515-6. Said order provides that: "Petitioner's prayer for an order ascertaining and establishing The Alameda Journal as a newspaper of general circulation...within the City of Alameda, County of Alameda, State of California, is granted." Said order has not been revoked.

I declare that the notice, a printed copy of which is annexed hereto, has been published in each regular and entire issue of the Alameda Journal and not in any supplement thereof on the following dates, to-wit:

03/01/2019

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 1st day of March, 2019.



Signature

**HOUSING AUTHORITY OF
THE CITY OF ALAMEDA**

PUBLIC NOTICE The Housing Authority of the City of Alameda (AHA) will hold a public hearing for its proposed Annual Plan for the fiscal year starting July 1, 2019. The public hearing to receive oral comments from the public will occur on March 20, 2019, at 7:00 p.m. at 703 Atlantic Ave., Alameda, CA. The proposed Plan is available for public review on the AHA's website at www.alamedahsg.org. It is also available at the following Alameda locations: Housing Authority Office, 701 Atlantic Avenue; Alameda City Hall, City Clerk's Office, 2263 Santa Clara Avenue; Alameda Free Library; Main Branch, 1550 Oak Street; Alameda Free Library, West End Branch, 788 Santa Clara Avenue.



AJ 6300882 March 1, 2019



Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Veronica Jefferson, Management Analyst

Date: March 20, 2019

Re: Adopt the Annual Plan for Fiscal Year Starting July 1, 2019 and Authorize the Chair to Certify, By Resolution, that Board of Commissioners has Approved Submission of the Agency Plan to HUD

BACKGROUND

The U. S. Department of Housing and Urban Development (HUD) requires the Housing Authority to submit an Annual Plan 75 days prior to the beginning of the Authority's fiscal year, which begins July 1, 2019, and a 5-Year Plan once every 5 years. HUD provides a template that must be used for the Annual Plan and has issued specific regulations on the process that housing authorities must follow to adopt a Plan. The Housing Authority's last submitted 5-Year Plan covers 2015-2020.

The process for development of the Annual Plan includes the formation of a Resident Advisory Board (RAB). The RAB is responsible for reviewing and commenting on the Annual Plan. The process also involves a 45-day public comment period, a public hearing, and finally, adoption of the 5-Year and Annual Plan by the Board of Commissioners.

DISCUSSION

The RAB, representing the interests of Section 8 participants, was formed and met on November 28, 2018 to review the proposed Annual Plan beginning with the next fiscal year. Participation was very good. No changes resulted from the RAB meeting to the proposed Annual Plan.

The Annual Plan was made available to the general public for comment for a period of 45 days. The public comment period started January 7, 2019 and ended February 21, 2019. The Housing Authority also allowed for lengthy written comments for the public hearing to be accepted through this same date. No comments were received.

The Board of Commissioners conducted a Public Hearing prior to the consideration of adopting the Annual Plan to accept additional oral comments. This report assumes no oral comments were received that would result in changes to the proposed Annual Plan



beginning with the next fiscal year. If the comments received result in changes to the proposed Annual Plan, the plan will be revised and presented to the board prior to the

April 17, 2019 submission deadline. The proposed Plan is attached to the staff report for the public hearing.

HUD requires that a resolution be adopted to certify compliance of the Annual Plan with federal regulations. A copy of the resolution, form HUD-50077-ST-HCV-HP is attached.

FINANCIAL IMPACT

None. This is a HUD reporting requirement, so failure to submit the report by the deadline would place the Housing Authority in violation of its Annual Contributions Contract.

RECOMMENDATION

Adopt the Annual Plan for Fiscal Year starting July 1, 2019 and authorize the Chair to certify, by resolution, that Board of Commissioners has approved submission of the Agency Plan to HUD.

Respectfully submitted,



Veronica Jefferson,
Management Analyst

Attachments:

1. Resolution for Certification of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs) (HUD-50077-ST-HCV-HP)
2. Civil Rights Certification (Form HUD-50077-CR)



Certifications of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 02/29/2016
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**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning **07/01/2019**, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the City of Alameda

CA062

PHA Name

PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2019

____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official **Kenji Tamaoki**

Title: **Chairman, Board of Commissioners**

Signature

Date: **03/20/2019**

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Housing Authority of the City of Alameda
PHA Name

CA062
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official: Kenji Tamaoki

Title: Chairman, Board of Commissioners

Signature

Date: 03/20/2019



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 updated March 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



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



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

February 20, 2019 updated March 20, 2019

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As the Resolution and Pay Schedule are being presented to the Board in March for consideration of adoption, it is requested that, should the revised pay schedule be adopted, that Director salary increases be granted back to February 17, 2019, when they would otherwise have gone into effect, and that the Executive Director salary adjustment be granted back to September 30, 2018 as originally requested.

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

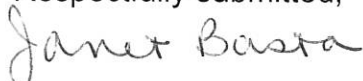
The cost to grant the Executive Director salary was included in the current FY 2018-2019 budget, and was already approved so no fiscal impact is expected from this change. The cost to grant the recommended changes to other existing Director salaries is approximately \$21,250 for the balance of the current 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, updated schedule attached with one minor title revision

Exhibit 3: Resolution



Exhibit 1

Ralph Andersen & Associates

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	Deputy Executive Director	54	\$ 15,940	-10.7%	60	\$18,453	15.8%	Approx. 10% above Director of Finance
3	Director of Finance	50	\$ 14,458		56	\$16,737	15.8%	Approx. 5% above Director of HR and Operations
4	Director of HR and Operations	47	\$ 13,442		54	\$15,940	18.6%	Same as Director of Housing and Community Development
5	Director of Housing and Community Development	47	\$ 13,442	-19.0%	54	\$15,940	18.6%	Benchmark; set to market
6	Director of Housing Programs	43	\$ 12,192	-17.8%	50	\$14,458	18.6%	Benchmark; set to market
7	Director of Property Operations	43	\$ 12,192		50	\$14,458	18.6%	Same as Director of Housing Programs
8	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

	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
4	Director of Finance	50	\$ 14,458		60	\$ 18,453	27.6%	Approx. 5% above Director of HR and Operations
5	Director of HR and Operations	47	\$ 13,442		58	\$ 17,574	30.7%	Same as Director of Housing and Community Development
6	Director of Housing and Community Development	47	\$ 13,442	-30.6%	58	\$ 17,574	30.7%	Benchmark; set to market
8	Director of Housing Programs	43	\$ 12,192	-23.1%	52	\$ 15,181	24.5%	Benchmark; set to market
9	Director of Property Operations	43	\$ 12,192		52	\$ 15,181	24.5%	Same as Director of Housing Programs
10	Director of Rent Stabilization	43	\$ 12,192		52	\$ 15,181	24.5%	Same as Director of Housing Programs

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								
3	Deputy Executive Director	54	\$ 15,940	-23.8%	66	\$21,400	34.3%	Approx. 10% above Director of Finance
4								
5	Director of Finance	50	\$ 14,458		62	\$19,387	34.1%	Approx. 5% above Director of HR and Operations
6	Director of HR and Operations	47	\$ 13,442		60	\$18,453	37.3%	Same as Director of Housing and Community Development
7	Director of Housing and Community Development	47	\$ 13,442	-35.6%	60	\$18,453	37.3%	Benchmark; set to market
8								
9	Director of Housing Programs	43	\$ 12,192	-27.3%	53	\$15,561	27.6%	Benchmark; set to market
10	Director of Property Operations	43	\$ 12,192		53	\$15,561	27.6%	Same as Director of Housing Programs
11	Director of Rent Stabilization	43	\$ 12,192		53	\$15,561	27.6%	Same as Director of Housing Programs

Exhibit 2: Pay Schedules for FY 2018-2019
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2018-2019 Eff. 7/1/2018; Rev. 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 (HCD or Rental Programs)	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
Director of Finance	56	2/17/2019	\$ 13,770	\$ 14,458	\$ 15,181	\$ 15,940	\$ 16,737
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

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
 TTY/TRS 711

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: March 20, 2019

Re: Adopt the Resolution to Adopt Revised Pay Schedules for the Period of July 1, 2015 to Present

BACKGROUND

The Housing Authority has contracted with CalPERS to provide retirement benefits to its employees. As part of that contract, AHA agreed to comply with the California Code of Regulations and Government Code contained within the Public Employees' Retirement Law (PERL).

DISCUSSION

In early 2018, the Housing Authority was notified by the CalPERS Office of Audit Services that it was performing a cycle of Public Agency Reviews (PAR) on member payrates reported to CalPERS between July 1, 2012 and June 30, 2017, and that AHA was selected as one of the sixty four agencies that was included in the audit. The objective of the review was to determine whether increases to member payrates were granted to members and reported to CalPERS in compliance with the Public Employees' Retirement Law (PERL).

In February 2018, an auditor visited the AHA office to review records pertaining to pay rate increases during the time period addressed by the audit. The audit results for all agencies were presented on December 6, 2018 in a Pay Rate Increases Review report. AHA had no payrate exceptions found in the audit, but did have one pay schedule exception observation as the audit found that the pay schedule in effect on July 1, 2015 did not identify position titles as required by CCR section 570.5. In a subsequent conference call with CalPERS audit staff, said staff advised that AHA should bring pay schedules in effect from July 1, 2015 through the present into compliance with pay schedule regulatory requirements, and submit the revised schedules to CalPERS. In November 2017, the Board approved a revised pay schedule including a new format that showed position titles and the payrate assigned to each step in the assigned salary range for all positions. This format was shared with CalPERS audit staff during an audit



Honorable Chair and
Members of the Board of Commissioners

March 20, 2019
Page 2 of 2

review conference call, and it was agreed that when revising the pay schedules to be approved by the Board, AHA would use the same format found on the current pay schedules, with the pay rates approved prior added to the pay schedule format and then re-approved by the Board.

The pay schedules attached to this memo show the pay rates that were approved prior by the Board presented in the current format. Multiple schedules are presented for each fiscal year, as any time a change in pay rate or a new position was proposed, the change was brought to the Board for approval prior to adopting the change. The effective dates on each schedule show the dates that the new payrate or position went into effect.

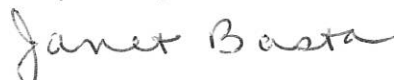
FISCAL IMPACT

There is no financial impact to approval of the resolution.

RECOMMENDATION

That the Board adopt the resolution to adopt the attached Pay Schedules for FY 2015-2016, 2016-2017, 2017-2018, and 2018-2019.

Respectfully submitted,



Janet Basta
Director of Human Resources and Operations

JCB

Attachments:

Exhibit 1-A through 1-E: Pay Schedules for FY 2015-2016

Exhibit 2-A through 2-D: Pay Schedules for FY 2016-2017

Exhibit 3-A through 3-D: Pay Schedules for FY 2017-2018

Exhibit 4-A through 4-C: Pay Schedules for FY 2018-2019

Exhibit 5: Resolution



Exhibit 1-A: Pay Schedules for FY 2015-2016
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2015-2016 Eff. 7/1/2015

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2015	\$ 3,745	\$ 3,932	\$ 4,129	\$ 4,335	\$ 4,552
Custodian Y Rate (Y-Rated eff 1/1/2013)*, ****	Y-Rate	7/1/2015	\$ 3,396				\$ 4,779
Housing Assistant	8	7/1/2015	\$ 3,836	\$ 4,028	\$ 4,230	\$ 4,441	\$ 4,663
Housing Assistant Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 3,437				\$ 4,831
Accounting Technician	10	7/1/2015	\$ 4,028	\$ 4,230	\$ 4,441	\$ 4,663	\$ 4,896
Accounting Technician Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 3,484				\$ 4,903
Office/Program Assistant	12	7/1/2015	\$ 4,230	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141
Housing Specialist I	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Maintenance Technician I****	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Housing Inspector	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Facilities Project Specialist	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Senior Accounting Technician	15	7/1/2015	\$ 4,552	\$ 4,779	\$ 5,018	\$ 5,269	\$ 5,533
Housing Specialist II	18	7/1/2015	\$ 4,896	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952
Housing Specialist II Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 4,233				\$ 5,960
Housing Manager Y Rate (Y-Rated eff 1/1/2013)*, *****	Y-Rate	7/1/2015	\$ 4,358				\$ 6,133
Maintenance Specialist	19	7/1/2015	\$ 5,018	\$ 5,269	\$ 5,533	\$ 5,809	\$ 6,100
Maintenance Technician II****	20	7/1/2015	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249
Housing Programs Coordinator	20	7/1/2015	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249
Executive Assistant	22	7/1/2015	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562
Property Manager	22	7/1/2015	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562
Housing Specialist III	24	7/1/2015	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889
Lead Maintenance Technician****	24	7/1/2015	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889
Senior Property Manager	26	7/1/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Housing Programs Supervisor	26	7/1/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Accounting Officer	28	7/1/2015	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234	\$ 7,595
Management Analyst	32	7/1/2015	\$ 6,889	\$ 7,234	\$ 7,595	\$ 7,975	\$ 8,374
Facilities Project Manager	33	7/1/2015	\$ 7,061	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584
Project Manager	33	7/1/2015	\$ 7,061	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584
Senior Management Analyst	35	7/1/2015	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012
Housing and Community Program Manager	37	7/1/2015	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012	\$ 9,463
Director of Housing Programs	43	7/1/2015	\$ 9,012	\$ 9,463	\$ 9,936	\$ 10,433	\$ 10,955
Director of Facilities	43	7/1/2015	\$ 9,012	\$ 9,463	\$ 9,936	\$ 10,433	\$ 10,955
Director of Housing and Community Development	44	7/1/2015	\$ 9,232	\$ 9,693	\$ 10,178	\$ 10,688	\$ 11,222
Director of Operations and Human Resources	47	7/1/2015	\$ 9,936	\$ 10,433	\$ 10,955	\$ 11,502	\$ 12,077
Director of Finance	50	7/1/2015	\$ 10,688	\$ 11,222	\$ 11,783	\$ 12,372	\$ 12,991
Deputy Executive Director	51	7/1/2015	\$ 10,955	\$ 11,502	\$ 12,077	\$ 12,682	\$ 13,315
Executive Director**	N/A	7/1/2015	\$ 16,780				
Resident Manager ***, ****	N/A	7/1/2015	\$ 10.30/hour				
Assistant Resident Manager***	N/A	7/1/2015	\$ 10.30/hour				
Resident Custodian***	N/A	7/1/2015	\$ 10.30/hour				

*Y-Rated employees are on a separate salary schedule with 8 wage steps; COLA is applied
 **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
 *****Prior classification reassigned to Housing Specialist II

Exhibit 1-B: Pay Schedules for FY 2015-2016
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2015-2016 Eff. 7/1/2015, Rev. 9/16/2015

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2015	\$ 3,745	\$ 3,932	\$ 4,129	\$ 4,335	\$ 4,552
Custodian Y Rate (Y-Rated eff 1/1/2013)*, ****	Y-Rate	7/1/2015	\$ 3,396				\$ 4,779
Housing Assistant	8	7/1/2015	\$ 3,836	\$ 4,028	\$ 4,230	\$ 4,441	\$ 4,663
Housing Assistant Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 3,437				\$ 4,831
Accounting Technician	10	7/1/2015	\$ 4,028	\$ 4,230	\$ 4,441	\$ 4,663	\$ 4,896
Accounting Technician Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 3,484				\$ 4,903
Office/Program Assistant	12	7/1/2015	\$ 4,230	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141
Housing Specialist I	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Maintenance Technician I****	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Housing Inspector	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Facilities Project Specialist	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Senior Accounting Technician	15	7/1/2015	\$ 4,552	\$ 4,779	\$ 5,018	\$ 5,269	\$ 5,533
Housing Specialist II	18	7/1/2015	\$ 4,896	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952
Housing Specialist II Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 4,233				\$ 5,960
Housing Manager Y-Rate (Y-Rated eff 1/1/2013)*, *****	Y-Rate	7/1/2015	\$ 4,358				\$ 6,133
Maintenance Specialist	19	7/1/2015	\$ 5,018	\$ 5,269	\$ 5,533	\$ 5,809	\$ 6,100
Maintenance Technician II****	20	7/1/2015	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249
Housing Programs Coordinator	20	7/1/2015	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249
Executive Assistant	22	7/1/2015	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562
Property Manager	22	7/1/2015	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562
Housing Specialist III	24	7/1/2015	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889
Lead Maintenance Technician*****	24	7/1/2015	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889
Senior Property Manager	26	7/1/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Housing Programs Supervisor	26	7/1/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Maintenance Supervisor	26	9/16/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Accounting Officer	28	7/1/2015	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234	\$ 7,595
Management Analyst	32	7/1/2015	\$ 6,889	\$ 7,234	\$ 7,595	\$ 7,975	\$ 8,374
Facilities Project Manager	33	7/1/2015	\$ 7,061	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584
Project Manager	33	7/1/2015	\$ 7,061	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584
Senior Management Analyst	35	7/1/2015	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012
Housing and Community Program Manager	37	7/1/2015	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012	\$ 9,463
Director of Housing Programs	43	7/1/2015	\$ 9,012	\$ 9,463	\$ 9,936	\$ 10,433	\$ 10,955
Director of Facilities	43	7/1/2015	\$ 9,012	\$ 9,463	\$ 9,936	\$ 10,433	\$ 10,955
Director of Housing and Community Development	44	7/1/2015	\$ 9,232	\$ 9,693	\$ 10,178	\$ 10,688	\$ 11,222
Director of Operations and Human Resources	47	7/1/2015	\$ 9,936	\$ 10,433	\$ 10,955	\$ 11,502	\$ 12,077
Director of Finance	50	7/1/2015	\$ 10,688	\$ 11,222	\$ 11,783	\$ 12,372	\$ 12,991
Deputy Executive Director	51	7/1/2015	\$ 10,955	\$ 11,502	\$ 12,077	\$ 12,682	\$ 13,315
Executive Director**	N/A	7/1/2015	\$ 16,780				
Resident Manager ***, ****	N/A	7/1/2015	\$ 10.30/hour				
Assistant Resident Manager****	N/A	7/1/2015	\$ 10.30/hour				
Resident Custodian****	N/A	7/1/2015	\$ 10.30/hour				

*Y-Rated employees are on a separate salary schedule with 8 wage steps; COLA is applied
 **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
 *****Prior classification reassigned to Housing Specialist II

Exhibit 1-C: Pay Schedules for FY 2015-2016
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2015-2016 Eff. 7/1/2015, Rev. 11/1/2015

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2015	\$ 3,745	\$ 3,932	\$ 4,129	\$ 4,335	\$ 4,552
Custodian Y Rate (Y-Rated eff 1/1/2013)*, ****	Y-Rate	7/1/2015	\$ 3,396				\$ 4,779
Housing Assistant	8	7/1/2015	\$ 3,836	\$ 4,028	\$ 4,230	\$ 4,441	\$ 4,663
Housing Assistant Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 3,437				\$ 4,831
Accounting Technician	10	7/1/2015	\$ 4,028	\$ 4,230	\$ 4,441	\$ 4,663	\$ 4,896
Accounting Technician Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 3,484				\$ 4,903
Office/Program Assistant	12	7/1/2015	\$ 4,230	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141
Housing Specialist I	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Maintenance Technician I****	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Housing Inspector	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Facilities Project Specialist	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Senior Accounting Technician	15	7/1/2015	\$ 4,552	\$ 4,779	\$ 5,018	\$ 5,269	\$ 5,533
Housing Specialist II	18	7/1/2015	\$ 4,896	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952
Housing Specialist II Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 4,233				\$ 5,960
Housing Manager Y-Rate (Y-Rated eff 1/1/2013)*, *****	Y-Rate	7/1/2015	\$ 4,358				\$ 6,133
Maintenance Specialist	19	7/1/2015	\$ 5,018	\$ 5,269	\$ 5,533	\$ 5,809	\$ 6,100
Maintenance Technician II****	20	7/1/2015	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249
Housing Programs Coordinator	20	7/1/2015	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249
Executive Assistant	22	7/1/2015	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562
Property Manager	22	7/1/2015	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562
Housing Specialist III	24	7/1/2015	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889
Lead Maintenance Technician****	24	7/1/2015	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889
Senior Property Manager	26	7/1/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Housing Programs Supervisor	26	7/1/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Maintenance Supervisor	26	9/16/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Accounting Officer	28	7/1/2015	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234	\$ 7,595
Management Analyst	32	7/1/2015	\$ 6,889	\$ 7,234	\$ 7,595	\$ 7,975	\$ 8,374
Facilities Project Manager	33	7/1/2015	\$ 7,061	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584
Project Manager	33	7/1/2015	\$ 7,061	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584
Senior Management Analyst	35	7/1/2015	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012
Housing and Community Program Manager	37	7/1/2015	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012	\$ 9,463
Director of Housing Programs	43	7/1/2015	\$ 9,012	\$ 9,463	\$ 9,936	\$ 10,433	\$ 10,955
Director of Facilities	43	7/1/2015	\$ 9,012	\$ 9,463	\$ 9,936	\$ 10,433	\$ 10,955
Director of Housing and Community Development	44	7/1/2015	\$ 9,232	\$ 9,693	\$ 10,178	\$ 10,688	\$ 11,222
Director of Operations and Human Resources	47	7/1/2015	\$ 9,936	\$ 10,433	\$ 10,955	\$ 11,502	\$ 12,077
Director of Finance	50	7/1/2015	\$ 10,688	\$ 11,222	\$ 11,783	\$ 12,372	\$ 12,991
Deputy Executive Director	51	7/1/2015	\$ 10,955	\$ 11,502	\$ 12,077	\$ 12,682	\$ 13,315
Executive Director**	N/A	11/1/2015	\$ 17,619				
Resident Manager ****, *****	N/A	7/1/2015	\$ 10,30/hour				
Assistant Resident Manager****	N/A	7/1/2015	\$ 10,30/hour				
Resident Custodian****	N/A	7/1/2015	\$ 10,30/hour				

*Y-Rated employees are on a separate salary schedule with 8 wage steps; COLA is applied
 **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
 *****Prior classification reassigned to Housing Specialist II

Exhibit 1-D : Pay Schedules for FY 2015-2016
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2015-2016 Eff. 7/1/2015, Rev. 2/17/2016

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2015	\$ 3,745	\$ 3,932	\$ 4,129	\$ 4,335	\$ 4,552
Custodian Y Rate (Y-Rated eff 1/1/2013)*, ****	Y-Rate	7/1/2015	\$ 3,396				\$ 4,779
Housing Assistant	8	7/1/2015	\$ 3,836	\$ 4,028	\$ 4,230	\$ 4,441	\$ 4,663
Housing Assistant Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 3,437				\$ 4,831
Accounting Technician	10	7/1/2015	\$ 4,028	\$ 4,230	\$ 4,441	\$ 4,663	\$ 4,896
Accounting Technician Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 3,484				\$ 4,903
Office/Program Assistant	12	7/1/2015	\$ 4,230	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141
Housing Specialist I	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Maintenance Technician I****	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Housing Inspector	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Facilities Project Specialist	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Senior Accounting Technician	15	7/1/2015	\$ 4,552	\$ 4,779	\$ 5,018	\$ 5,269	\$ 5,533
Housing Specialist II	18	7/1/2015	\$ 4,896	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952
Housing Specialist II Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 4,233				\$ 5,960
Housing Manager Y-Rate (Y-Rated eff 1/1/2013)*, ****	Y-Rate	7/1/2015	\$ 4,358				\$ 6,133
Maintenance Specialist	19	7/1/2015	\$ 5,018	\$ 5,269	\$ 5,533	\$ 5,809	\$ 6,100
Maintenance Technician II****	20	7/1/2015	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249
Housing Programs Coordinator	20	7/1/2015	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249
Executive Assistant	22	7/1/2015	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562
Property Manager	22	7/1/2015	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562
Housing Specialist III	24	7/1/2015	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889
Lead Maintenance Technician****	24	7/1/2015	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889
Senior Property Manager	26	7/1/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Housing Programs Supervisor	26	7/1/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Maintenance Supervisor	26	9/16/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Accounting Officer	28	7/1/2015	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234	\$ 7,595
Management Analyst	32	7/1/2015	\$ 6,889	\$ 7,234	\$ 7,595	\$ 7,975	\$ 8,374
Facilities Project Manager	33	7/1/2015	\$ 7,061	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584
Project Manager	33	7/1/2015	\$ 7,061	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584
Senior Management Analyst	35	7/1/2015	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012
Housing and Community Program Manager	37	7/1/2015	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012	\$ 9,463
Senior Project Manager	37	2/17/2016	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012	\$ 9,463
Director of Housing Programs	43	7/1/2015	\$ 9,012	\$ 9,463	\$ 9,936	\$ 10,433	\$ 10,955
Director of Facilities	43	7/1/2015	\$ 9,012	\$ 9,463	\$ 9,936	\$ 10,433	\$ 10,955
Director of Housing and Community Development	44	7/1/2015	\$ 9,232	\$ 9,693	\$ 10,178	\$ 10,688	\$ 11,222
Director of Operations and Human Resources	47	7/1/2015	\$ 9,936	\$ 10,433	\$ 10,955	\$ 11,502	\$ 12,077
Director of Finance	50	7/1/2015	\$ 10,688	\$ 11,222	\$ 11,783	\$ 12,372	\$ 12,991
Deputy Executive Director	51	7/1/2015	\$ 10,955	\$ 11,502	\$ 12,077	\$ 12,682	\$ 13,315
Executive Director**	N/A	11/1/2015	\$ 17,619				
Resident Manager ****, ****	N/A	7/1/2015	\$ 10.30/hour				
Assistant Resident Manager****	N/A	7/1/2015	\$ 10.30/hour				
Resident Custodian****	N/A	7/1/2015	\$ 10.30/hour				

**Y-Rated employees are on a separate salary schedule with 8 wage steps; COLA is applied
 **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
 *****Prior classification reassigned to Housing Specialist II

Exhibit 1-E: Pay Schedules for FY 2015-2016
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2015-2016 Eff. 7/1/2015, Rev. 3/16/2016

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2015	\$ 3,745	\$ 3,932	\$ 4,129	\$ 4,335	\$ 4,552
Custodian Y Rate (Y-Rated eff 1/1/2013)*, ****	Y-Rate	7/1/2015	\$ 3,396				\$ 4,779
Housing Assistant	8	7/1/2015	\$ 3,836	\$ 4,028	\$ 4,230	\$ 4,441	\$ 4,663
Housing Assistant Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 3,437				\$ 4,831
Accounting Technician	10	7/1/2015	\$ 4,028	\$ 4,230	\$ 4,441	\$ 4,663	\$ 4,896
Accounting Technician Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 3,484				\$ 4,903
Office/Program Assistant	12	7/1/2015	\$ 4,230	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141
Housing Specialist I	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Maintenance Technician I****	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Housing Inspector	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Facilities Project Specialist	14	7/1/2015	\$ 4,441	\$ 4,663	\$ 4,896	\$ 5,141	\$ 5,398
Senior Accounting Technician	15	7/1/2015	\$ 4,552	\$ 4,779	\$ 5,018	\$ 5,269	\$ 5,533
Housing Specialist II	18	7/1/2015	\$ 4,896	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952
Rental Programs Coordinator	18	3/16/2016	\$ 4,896	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952
Housing Specialist II Y Rate (Y-Rated eff 1/1/2013)*	Y-Rate	7/1/2015	\$ 4,233				\$ 5,960
Housing Manager Y-Rate (Y-Rated eff 1/1/2013)*, *****	Y-Rate	7/1/2015	\$ 4,358				\$ 6,133
Maintenance Specialist	19	7/1/2015	\$ 5,018	\$ 5,269	\$ 5,533	\$ 5,809	\$ 6,100
Maintenance Technician II****	20	7/1/2015	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249
Housing Programs Coordinator	20	7/1/2015	\$ 5,141	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249
Executive Assistant	22	7/1/2015	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562
Property Manager	22	7/1/2015	\$ 5,398	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562
Housing Specialist III	24	7/1/2015	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889
Lead Maintenance Technician****	24	7/1/2015	\$ 5,667	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889
Senior Property Manager	26	7/1/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Housing Programs Supervisor	26	7/1/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Maintenance Supervisor	26	9/16/2015	\$ 5,952	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234
Accounting Officer	28	7/1/2015	\$ 6,249	\$ 6,562	\$ 6,889	\$ 7,234	\$ 7,595
Management Analyst	32	7/1/2015	\$ 6,889	\$ 7,234	\$ 7,595	\$ 7,975	\$ 8,374
Analyst (Rental Programs)	32	3/16/2016	\$ 6,889	\$ 7,234	\$ 7,595	\$ 7,975	\$ 8,374
Facilities Project Manager	33	7/1/2015	\$ 7,061	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584
Project Manager	33	7/1/2015	\$ 7,061	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584
Senior Management Analyst	35	7/1/2015	\$ 7,415	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012
Housing and Community Program Manager	37	7/1/2015	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012	\$ 9,463
Program Manager (Rental Programs)	37	3/16/2016	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012	\$ 9,463
Senior Project Manager	37	2/17/2016	\$ 7,785	\$ 8,174	\$ 8,584	\$ 9,012	\$ 9,463
Director of Housing Programs	43	7/1/2015	\$ 9,012	\$ 9,463	\$ 9,936	\$ 10,433	\$ 10,955
Director of Facilities	43	7/1/2015	\$ 9,012	\$ 9,463	\$ 9,936	\$ 10,433	\$ 10,955
Director of Rental Programs	43	3/16/2016	\$ 9,012	\$ 9,463	\$ 9,936	\$ 10,433	\$ 10,955
Director of Housing and Community Development	44	7/1/2015	\$ 9,232	\$ 9,693	\$ 10,178	\$ 10,688	\$ 11,222
Director of Operations and Human Resources	47	7/1/2015	\$ 9,936	\$ 10,433	\$ 10,955	\$ 11,502	\$ 12,077
Director of Finance	50	7/1/2015	\$ 10,688	\$ 11,222	\$ 11,783	\$ 12,372	\$ 12,991
Deputy Executive Director	51	7/1/2015	\$ 10,955	\$ 11,502	\$ 12,077	\$ 12,682	\$ 13,315
Executive Director**	N/A	11/1/2015	\$ 17,619				
Resident Manager ****, *****	N/A	7/1/2015	\$ 10.30/hour				
Assistant Resident Manager****	N/A	7/1/2015	\$ 10.30/hour				
Resident Custodian****	N/A	7/1/2015	\$ 10.30/hour				

*Y-Rated employees are on a separate salary schedule with 8 wage steps; COLA is applied
 **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
 *****Prior classification reassigned to Housing Specialist II

Exhibit 2-A: Pay Schedules for FY 2016-2017

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2016-2017 Eff. 7/1/2016

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2016	\$ 3,857	\$ 4,050	\$ 4,253	\$ 4,465	\$ 4,689
Custodian Y Rate (Y-Rated eff 1/1/2013)*, ****	Y Rate	7/1/2016	\$ 3,498				\$ 4,923
Housing Assistant	8	7/1/2016	\$ 3,951	\$ 4,149	\$ 4,357	\$ 4,574	\$ 4,803
Housing Assistant Y Rate (Y-Rated eff 1/1/2013)*	Y Rate	7/1/2016	\$ 3,536				\$ 4,976
Accounting Technician	10	7/1/2016	\$ 4,149	\$ 4,357	\$ 4,574	\$ 4,803	\$ 5,043
Accounting Technician Y Rate (Y-Rated eff 1/1/2013)*	Y Rate	7/1/2016	\$ 3,590				\$ 5,049
Program Assistant	12	7/1/2016	\$ 4,357	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295
Housing Specialist I	14	7/1/2016	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295	\$ 5,560
Maintenance Technician I****	14	7/1/2016	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295	\$ 5,560
Facilities Project Specialist	14	7/1/2016	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295	\$ 5,560
Senior Accounting Technician	15	7/1/2016	\$ 4,689	\$ 4,923	\$ 5,169	\$ 5,428	\$ 5,699
Housing Specialist II	18	7/1/2016	\$ 5,043	\$ 5,295	\$ 5,560	\$ 5,837	\$ 6,130
Rent and Community Program Specialist	18	7/1/2016	\$ 5,043	\$ 5,295	\$ 5,560	\$ 5,837	\$ 6,130
Maintenance Specialist	19	7/1/2016	\$ 5,169	\$ 5,428	\$ 5,699	\$ 5,984	\$ 6,283
Maintenance Technician II****	20	7/1/2016	\$ 5,295	\$ 5,560	\$ 5,837	\$ 6,130	\$ 6,436
Executive Assistant	22	7/1/2016	\$ 5,560	\$ 5,837	\$ 6,130	\$ 6,436	\$ 6,759
Housing Specialist III	24	7/1/2016	\$ 5,837	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096
Lead Maintenance Technician****	24	7/1/2016	\$ 5,837	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096
Senior Property Manager	26	7/1/2016	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451
Housing Programs Supervisor	26	7/1/2016	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451
Maintenance Supervisor	26	7/1/2016	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451
Accounting Officer	28	7/1/2016	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451	\$ 7,823
Management Analyst	32	7/1/2016	\$ 7,096	\$ 7,451	\$ 7,823	\$ 8,214	\$ 8,625
Analyst (Rental Programs)	32	7/1/2016	\$ 7,096	\$ 7,451	\$ 7,823	\$ 8,214	\$ 8,625
Project Manager	33	7/1/2016	\$ 7,273	\$ 7,637	\$ 8,018	\$ 8,419	\$ 8,841
Asset Manager	33	7/1/2016	\$ 7,273	\$ 7,637	\$ 8,018	\$ 8,419	\$ 8,841
Senior Management Analyst	35	7/1/2016	\$ 7,637	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283
Housing & Community Devt Program Manager	37	7/1/2016	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283	\$ 9,747
Senior Project Manager	37	7/1/2016	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283	\$ 9,747
Program Manager (Rental Programs)	37	7/1/2016	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283	\$ 9,747
Director of Housing Programs	43	7/1/2016	\$ 9,283	\$ 9,747	\$ 10,234	\$ 10,746	\$ 11,283
Director of Property Operations	43	7/1/2016	\$ 9,283	\$ 9,747	\$ 10,234	\$ 10,746	\$ 11,283
Director of Rental and Community Programs	43	7/1/2016	\$ 9,283	\$ 9,747	\$ 10,234	\$ 10,746	\$ 11,283
Director of HR and Operations	47	7/1/2016	\$ 10,234	\$ 10,746	\$ 11,283	\$ 11,847	\$ 12,440
Director of Housing and Community Development	47	7/1/2016	\$ 10,234	\$ 10,746	\$ 11,283	\$ 11,847	\$ 12,440
Director of Finance	50	7/1/2016	\$ 11,008	\$ 11,559	\$ 12,137	\$ 12,743	\$ 13,380
Deputy Executive Director	51	7/1/2016	\$ 11,283	\$ 11,847	\$ 12,440	\$ 13,062	\$ 13,715
Executive Director**	N/A	7/1/2016	\$ 18,148	\$ 19,055			
Resident Manager ****, ****	N/A	7/1/2016	\$ 10.61/hour				
Assistant Resident Manager****	N/A	7/1/2016	\$ 10.61/hour				
Resident Custodian****	N/A	7/1/2016	\$ 10.61/hour				

* Y Rated employees are on a separate salary schedule with 8 wage steps, COLA is applied

**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

Exhibit 2-B: Pay Schedules for FY 2016-2017

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2016-2017 Eff. 7/1/2016, Rev. 9/21/2016

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2016	\$ 3,857	\$ 4,050	\$ 4,253	\$ 4,465	\$ 4,689
Custodian Y Rate (Y-Rated eff 1/1/2013)*, ****	Y Rate	7/1/2016	\$ 3,498				\$ 4,923
Housing Assistant	8	7/1/2016	\$ 3,951	\$ 4,149	\$ 4,357	\$ 4,574	\$ 4,803
Housing Assistant Y Rate (Y-Rated eff 1/1/2013)*	Y Rate	7/1/2016	\$ 3,536				\$ 4,976
Accounting Technician	10	7/1/2016	\$ 4,149	\$ 4,357	\$ 4,574	\$ 4,803	\$ 5,043
Accounting Technician Y Rate (Y-Rated eff 1/1/2013)*	Y Rate	7/1/2016	\$ 3,590				\$ 5,049
Program Assistant	12	7/1/2016	\$ 4,357	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295
Housing Specialist I	14	7/1/2016	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295	\$ 5,560
Maintenance Technician I****	14	7/1/2016	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295	\$ 5,560
Facilities Project Specialist	14	7/1/2016	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295	\$ 5,560
Senior Accounting Technician	15	7/1/2016	\$ 4,689	\$ 4,923	\$ 5,169	\$ 5,428	\$ 5,699
Housing Specialist II	18	7/1/2016	\$ 5,043	\$ 5,295	\$ 5,560	\$ 5,837	\$ 6,130
Rent and Community Program Specialist	18	7/1/2016	\$ 5,043	\$ 5,295	\$ 5,560	\$ 5,837	\$ 6,130
Maintenance Specialist	19	7/1/2016	\$ 5,169	\$ 5,428	\$ 5,699	\$ 5,984	\$ 6,283
Maintenance Technician II****	20	7/1/2016	\$ 5,295	\$ 5,560	\$ 5,837	\$ 6,130	\$ 6,436
Executive Assistant	22	7/1/2016	\$ 5,560	\$ 5,837	\$ 6,130	\$ 6,436	\$ 6,759
Housing Specialist III	24	7/1/2016	\$ 5,837	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096
Lead Maintenance Technician****	24	7/1/2016	\$ 5,837	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096
Senior Property Manager	26	7/1/2016	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451
Housing Programs Supervisor	26	7/1/2016	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451
Maintenance Supervisor	26	7/1/2016	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451
Accounting Officer	28	7/1/2016	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451	\$ 7,823
Management Analyst	32	7/1/2016	\$ 7,096	\$ 7,451	\$ 7,823	\$ 8,214	\$ 8,625
Analyst (Rental Programs)	32	7/1/2016	\$ 7,096	\$ 7,451	\$ 7,823	\$ 8,214	\$ 8,625
Project Manager	33	7/1/2016	\$ 7,273	\$ 7,637	\$ 8,018	\$ 8,419	\$ 8,841
Asset Manager	33	7/1/2016	\$ 7,273	\$ 7,637	\$ 8,018	\$ 8,419	\$ 8,841
Senior Management Analyst	35	7/1/2016	\$ 7,637	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283
Housing & Community Devt Program Manager	37	7/1/2016	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283	\$ 9,747
Senior Project Manager	37	7/1/2016	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283	\$ 9,747
Program Manager (Rental Programs)	37	7/1/2016	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283	\$ 9,747
Director of Housing Programs	43	7/1/2016	\$ 9,283	\$ 9,747	\$ 10,234	\$ 10,746	\$ 11,283
Director of Property Operations	43	7/1/2016	\$ 9,283	\$ 9,747	\$ 10,234	\$ 10,746	\$ 11,283
Director of Rental and Community Programs	43	7/1/2016	\$ 9,283	\$ 9,747	\$ 10,234	\$ 10,746	\$ 11,283
Director of HR and Operations	47	7/1/2016	\$ 10,234	\$ 10,746	\$ 11,283	\$ 11,847	\$ 12,440
Director of Housing and Community Development	47	7/1/2016	\$ 10,234	\$ 10,746	\$ 11,283	\$ 11,847	\$ 12,440
Director of Finance	50	7/1/2016	\$ 11,008	\$ 11,559	\$ 12,137	\$ 12,743	\$ 13,380
Deputy Executive Director	51	7/1/2016	\$ 11,283	\$ 11,847	\$ 12,440	\$ 13,062	\$ 13,715
Executive Director**	N/A	7/1/2016	\$ 18,148	\$ 19,055			
Resident Manager II***, ****	N/A	9/21/2016	\$18.00/hour				
Resident Manager ***, ****	N/A	7/1/2016	\$ 10.61/hour				
Assistant Resident Manager****	N/A	7/1/2106	\$ 10.61/hour				
Resident Custodian****	N/A	7/1/2016	\$ 10.61/hour				

* Y Rated employees are on a separate salary schedule with 8 wage steps, COLA is applied

**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

Exhibit 2-C: Pay Schedules for FY 2016-2017

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2016-2017 Eff. 7/1/2016, Rev. 1/18/2017

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2016	\$ 3,857	\$ 4,050	\$ 4,253	\$ 4,465	\$ 4,689
Custodian Y Rate (Y-Rated eff 1/1/2013)*, ****	Y Rate	7/1/2016	\$ 3,498				\$ 4,923
Housing Assistant	8	7/1/2016	\$ 3,951	\$ 4,149	\$ 4,357	\$ 4,574	\$ 4,803
Housing Assistant Y Rate (Y-Rated eff 1/1/2013)*	Y Rate	7/1/2016	\$ 3,536				\$ 4,976
Accounting Technician	10	7/1/2016	\$ 4,149	\$ 4,357	\$ 4,574	\$ 4,803	\$ 5,043
Accounting Technician Y Rate (Y-Rated eff 1/1/2013)*	Y Rate	7/1/2016	\$ 3,590				\$ 5,049
Program Assistant	12	7/1/2016	\$ 4,357	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295
Housing Specialist I	14	7/1/2016	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295	\$ 5,560
Maintenance Technician I****	14	7/1/2016	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295	\$ 5,560
Facilities Project Specialist	15	1/18/2017	\$ 4,689	\$ 4,923	\$ 5,169	\$ 5,428	\$ 5,699
Senior Accounting Technician	15	7/1/2016	\$ 4,689	\$ 4,923	\$ 5,169	\$ 5,428	\$ 5,699
Housing Specialist II	18	7/1/2016	\$ 5,043	\$ 5,295	\$ 5,560	\$ 5,837	\$ 6,130
Rent and Community Program Specialist	18	7/1/2016	\$ 5,043	\$ 5,295	\$ 5,560	\$ 5,837	\$ 6,130
Maintenance Specialist	19	7/1/2016	\$ 5,169	\$ 5,428	\$ 5,699	\$ 5,984	\$ 6,283
Maintenance Technician II****	20	7/1/2016	\$ 5,295	\$ 5,560	\$ 5,837	\$ 6,130	\$ 6,436
Executive Assistant	22	7/1/2016	\$ 5,560	\$ 5,837	\$ 6,130	\$ 6,436	\$ 6,759
Housing Specialist III	24	7/1/2016	\$ 5,837	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096
Lead Maintenance Technician****	24	7/1/2016	\$ 5,837	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096
Senior Property Manager	26	7/1/2016	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451
Housing Programs Supervisor	26	7/1/2016	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451
Maintenance Supervisor	26	7/1/2016	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451
Accounting Officer	28	7/1/2016	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451	\$ 7,823
Management Analyst	32	7/1/2016	\$ 7,096	\$ 7,451	\$ 7,823	\$ 8,214	\$ 8,625
Analyst (Rental Programs)	32	7/1/2016	\$ 7,096	\$ 7,451	\$ 7,823	\$ 8,214	\$ 8,625
Project Manager	33	7/1/2016	\$ 7,273	\$ 7,637	\$ 8,018	\$ 8,419	\$ 8,841
Asset Manager	33	7/1/2016	\$ 7,273	\$ 7,637	\$ 8,018	\$ 8,419	\$ 8,841
Senior Management Analyst	35	7/1/2016	\$ 7,637	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283
Housing & Community Devt Program Manager	37	7/1/2016	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283	\$ 9,747
Senior Project Manager	37	7/1/2016	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283	\$ 9,747
Program Manager (Rental Programs)	37	7/1/2016	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283	\$ 9,747
Director of Housing Programs	43	7/1/2016	\$ 9,283	\$ 9,747	\$ 10,234	\$ 10,746	\$ 11,283
Director of Property Operations	43	7/1/2016	\$ 9,283	\$ 9,747	\$ 10,234	\$ 10,746	\$ 11,283
Director of Rental and Community Programs	43	7/1/2016	\$ 9,283	\$ 9,747	\$ 10,234	\$ 10,746	\$ 11,283
Director of HR and Operations	47	7/1/2016	\$ 10,234	\$ 10,746	\$ 11,283	\$ 11,847	\$ 12,440
Director of Housing and Community Development	47	7/1/2016	\$ 10,234	\$ 10,746	\$ 11,283	\$ 11,847	\$ 12,440
Director of Finance	50	7/1/2016	\$ 11,008	\$ 11,559	\$ 12,137	\$ 12,743	\$ 13,380
Deputy Executive Director	51	7/1/2016	\$ 11,283	\$ 11,847	\$ 12,440	\$ 13,062	\$ 13,715
Executive Director**	N/A	7/1/2016	\$ 18,148	\$ 19,055			
Resident Manager II***, ****	N/A	9/21/2016	\$18.00/hour				
Resident Manager***, ****	N/A	7/1/2016	\$ 10.61/hour				
Assistant Resident Manager****	N/A	7/1/2106	\$ 10.61/hour				
Resident Custodian***	N/A	7/1/2016	\$ 10.61/hour				

* Y Rated employees are on a separate salary schedule with 8 wage steps, COLA is applied
 **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

Exhibit 2-D: Pay Schedules for FY 2016-2017

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
 PAY SCHEDULE FY 2016-2017 Eff. 7/1/2016, Rev. 4/19/2017

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2016	\$ 3,857	\$ 4,050	\$ 4,253	\$ 4,465	\$ 4,689
Custodian Y Rate (Y-Rated eff 1/1/2013)*, ****	Y Rate	7/1/2016	\$ 3,498				\$ 4,923
Housing Assistant	8	7/1/2016	\$ 3,951	\$ 4,149	\$ 4,357	\$ 4,574	\$ 4,803
Housing Assistant Y Rate (Y-Rated eff 1/1/2013)*	Y Rate	7/1/2016	\$ 3,536				\$ 4,976
Accounting Technician	10	7/1/2016	\$ 4,149	\$ 4,357	\$ 4,574	\$ 4,803	\$ 5,043
Accounting Technician Y Rate (Y-Rated eff 1/1/2013)*	Y Rate	7/1/2016	\$ 3,590				\$ 5,049
Program Assistant	12	7/1/2016	\$ 4,357	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295
Housing Specialist I	14	7/1/2016	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295	\$ 5,560
Maintenance Technician I****	14	7/1/2016	\$ 4,574	\$ 4,803	\$ 5,043	\$ 5,295	\$ 5,560
Facilities Project Specialist	15	1/18/2017	\$ 4,689	\$ 4,923	\$ 5,169	\$ 5,428	\$ 5,699
Senior Accounting Technician	15	7/1/2016	\$ 4,689	\$ 4,923	\$ 5,169	\$ 5,428	\$ 5,699
Housing Specialist II	18	7/1/2016	\$ 5,043	\$ 5,295	\$ 5,560	\$ 5,837	\$ 6,130
Rent and Community Program Specialist	18	7/1/2016	\$ 5,043	\$ 5,295	\$ 5,560	\$ 5,837	\$ 6,130
Maintenance Specialist	19	7/1/2016	\$ 5,169	\$ 5,428	\$ 5,699	\$ 5,984	\$ 6,283
Maintenance Technician II****	20	7/1/2016	\$ 5,295	\$ 5,560	\$ 5,837	\$ 6,130	\$ 6,436
Executive Assistant	22	7/1/2016	\$ 5,560	\$ 5,837	\$ 6,130	\$ 6,436	\$ 6,759
Housing Specialist III	24	7/1/2016	\$ 5,837	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096
Lead Maintenance Technician****	24	7/1/2016	\$ 5,837	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096
Senior Property Manager	26	7/1/2016	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451
Housing Programs Supervisor	26	7/1/2016	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451
Maintenance Supervisor	26	7/1/2016	\$ 6,130	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451
Accounting Officer	28	7/1/2016	\$ 6,436	\$ 6,759	\$ 7,096	\$ 7,451	\$ 7,823
Management Analyst	32	7/1/2016	\$ 7,096	\$ 7,451	\$ 7,823	\$ 8,214	\$ 8,625
Analyst (Rental Programs)	32	7/1/2016	\$ 7,096	\$ 7,451	\$ 7,823	\$ 8,214	\$ 8,625
Project Manager	33	7/1/2016	\$ 7,273	\$ 7,637	\$ 8,018	\$ 8,419	\$ 8,841
Asset Manager	33	7/1/2016	\$ 7,273	\$ 7,637	\$ 8,018	\$ 8,419	\$ 8,841
Senior Management Analyst	35	7/1/2016	\$ 7,637	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283
Housing & Community Devt Program Manager	37	7/1/2016	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283	\$ 9,747
Senior Project Manager	37	7/1/2016	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283	\$ 9,747
Program Manager (Rental Programs)	37	7/1/2016	\$ 8,018	\$ 8,419	\$ 8,841	\$ 9,283	\$ 9,747
Controller	up to 38	4/19/2017	\$ 8,214	\$ 8,625	\$ 9,057	\$ 9,509	\$ 9,984
Director of Housing Programs	43	7/1/2016	\$ 9,283	\$ 9,747	\$ 10,234	\$ 10,746	\$ 11,283
Director of Property Operations	43	7/1/2016	\$ 9,283	\$ 9,747	\$ 10,234	\$ 10,746	\$ 11,283
Director of Rental and Community Programs	43	7/1/2016	\$ 9,283	\$ 9,747	\$ 10,234	\$ 10,746	\$ 11,283
Director of HR and Operations	47	7/1/2016	\$ 10,234	\$ 10,746	\$ 11,283	\$ 11,847	\$ 12,440
Director of Housing and Community Development	47	7/1/2016	\$ 10,234	\$ 10,746	\$ 11,283	\$ 11,847	\$ 12,440
Director of Finance	50	7/1/2016	\$ 11,008	\$ 11,559	\$ 12,137	\$ 12,743	\$ 13,380
Deputy Executive Director	51	7/1/2016	\$ 11,283	\$ 11,847	\$ 12,440	\$ 13,062	\$ 13,715
Executive Director**	N/A	7/1/2016	\$ 18,148	\$ 19,055			
Resident Manager II****, ****	N/A	4/19/2017	\$ 26.00/hour				
Resident Manager ****, ****	N/A	7/1/2016	\$ 10.61/hour				
Assistant Resident Manager****	N/A	7/1/2016	\$ 10.61/hour				
Resident Custodian***	N/A	7/1/2016	\$ 10.61/hour				

* Y Rated employees are on a separate salary schedule with 8 wage steps, COLA is applied

**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

Exhibit 3-A: Pay Schedules for FY 2017-2018
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2017-2018 Eff. 7/1/2017

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2017	\$ 4,012	\$ 4,212	\$ 4,423	\$ 4,643	\$ 4,876
Custodian Y-Rate (Y-Rated eff 1/1/2013)*	Y Rate	7/1/2017	\$ 3,498				\$ 4,923
Housing Assistant	8	7/1/2017	\$ 4,109	\$ 4,315	\$ 4,531	\$ 4,757	\$ 4,995
Accounting Technician	10	7/1/2017	\$ 4,315	\$ 4,531	\$ 4,757	\$ 4,995	\$ 5,245
Program Assistant	12	7/1/2017	\$ 4,531	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507
Housing Specialist I	14	7/1/2017	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507	\$ 5,782
Maintenance Technician I****	14	7/1/2017	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507	\$ 5,782
Facilities Project Specialist	15	7/1/2017	\$ 4,876	\$ 5,120	\$ 5,375	\$ 5,645	\$ 5,927
Senior Accounting Technician	15	7/1/2017	\$ 4,876	\$ 5,120	\$ 5,375	\$ 5,645	\$ 5,927
Housing Specialist II	18	7/1/2017	\$ 5,245	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375
Rent and Community Programs Specialist	18	7/1/2017	\$ 5,245	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375
Maintenance Specialist	19	7/1/2017	\$ 5,375	\$ 5,645	\$ 5,927	\$ 6,223	\$ 6,535
Maintenance Technician II****	20	7/1/2017	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375	\$ 6,694
Executive Assistant	22	7/1/2017	\$ 5,782	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029
Housing Specialist III	24	7/1/2017	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380
Lead Maintenance Technician****	24	7/1/2017	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380
Property Management Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Housing Programs Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Maintenance Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Accounting Officer	28	7/1/2017	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749	\$ 8,136
Management Analyst	32	7/1/2017	\$ 7,380	\$ 7,749	\$ 8,136	\$ 8,543	\$ 8,970
Project Manager	33	7/1/2017	\$ 7,564	\$ 7,943	\$ 8,339	\$ 8,756	\$ 9,195
Asset Manager	33	7/1/2017	\$ 7,564	\$ 7,943	\$ 8,339	\$ 8,756	\$ 9,195
Senior Management Analyst	35	7/1/2017	\$ 7,943	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654
Controller	36	7/1/2017	\$ 8,136	\$ 8,543	\$ 8,970	\$ 9,419	\$ 9,889
Program Manager (HCD or Rental Programs)	37	7/1/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Senior Project Manager	37	7/1/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Director of Housing Programs	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of Property Operations	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of Rental and Community Programs	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of HR and Operations	47	7/1/2017	\$ 10,644	\$ 11,176	\$ 11,735	\$ 12,321	\$ 12,937
Director of Housing and Community Development	47	7/1/2017	\$ 10,644	\$ 11,176	\$ 11,735	\$ 12,321	\$ 12,937
Director of Finance	50	7/1/2017	\$ 11,448	\$ 12,021	\$ 12,622	\$ 13,253	\$ 13,916
Deputy Executive Director	51	7/1/2017	\$ 11,735	\$ 12,321	\$ 12,937	\$ 13,585	\$ 14,263
Executive Director**	N/A	7/1/2017	\$ 19,818	\$ 20,809			
Resident Manager I****, ****	N/A	7/1/2017	\$ 27.04/hour				
Resident Manager****, ****	N/A	7/1/2017	\$ 11.03/hour				
Assistant Resident Manager***	N/A	7/1/2017	\$ 11.03/hour				
Resident Custodian***	N/A	7/1/2017	\$ 11.03/hour				

*Y-Rated employees are on a separate salary schedule with 8 wage steps; no COLA is applied

**Salary authorized by Board of Commissioners per Employment Agreement

***Resident and 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

Exhibit 3-B: Pay Schedules for FY 2017-2018
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2017-2018 Eff. 7/1/2017; Rev. 8/16/2017

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2017	\$ 4,012	\$ 4,212	\$ 4,423	\$ 4,643	\$ 4,876
Custodian Y-Rate (Y-Rated eff 1/1/2013)*	Y Rate	7/1/2017	\$ 3,498				\$ 4,923
Housing Assistant	8	7/1/2017	\$ 4,109	\$ 4,315	\$ 4,531	\$ 4,757	\$ 4,995
Accounting Technician	10	7/1/2017	\$ 4,315	\$ 4,531	\$ 4,757	\$ 4,995	\$ 5,245
Program Assistant	12	7/1/2017	\$ 4,531	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507
Housing Specialist I	14	7/1/2017	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507	\$ 5,782
Maintenance Technician I****	14	7/1/2017	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507	\$ 5,782
Facilities Project Specialist	15	7/1/2017	\$ 4,876	\$ 5,120	\$ 5,375	\$ 5,645	\$ 5,927
Senior Accounting Technician	15	7/1/2017	\$ 4,876	\$ 5,120	\$ 5,375	\$ 5,645	\$ 5,927
Housing Specialist II	18	7/1/2017	\$ 5,245	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375
Rent and Community Programs Specialist	18	7/1/2017	\$ 5,245	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375
Maintenance Specialist	19	7/1/2017	\$ 5,375	\$ 5,645	\$ 5,927	\$ 6,223	\$ 6,535
Maintenance Technician II****	20	7/1/2017	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375	\$ 6,694
Executive Assistant	22	7/1/2017	\$ 5,782	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029
Housing Specialist III	24	7/1/2017	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380
Lead Maintenance Technician****	24	7/1/2017	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380
Property Management Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Housing Programs Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Maintenance Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Accounting Officer	28	7/1/2017	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749	\$ 8,136
Management Analyst	32	7/1/2017	\$ 7,380	\$ 7,749	\$ 8,136	\$ 8,543	\$ 8,970
Project Manager	33	7/1/2017	\$ 7,564	\$ 7,943	\$ 8,339	\$ 8,756	\$ 9,195
Asset Manager	33	7/1/2017	\$ 7,564	\$ 7,943	\$ 8,339	\$ 8,756	\$ 9,195
Controller	36	7/1/2017	\$ 8,136	\$ 8,543	\$ 8,970	\$ 9,419	\$ 9,889
Program Manager (HCD or Rental Programs)	37	7/1/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Senior Project Manager	37	7/1/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Senior Management Analyst	37	8/16/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Director of Housing Programs	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of Property Operations	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of Rental and Community Programs	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of HR and Operations	47	7/1/2017	\$ 10,644	\$ 11,176	\$ 11,735	\$ 12,321	\$ 12,937
Director of Housing and Community Development	47	7/1/2017	\$ 10,644	\$ 11,176	\$ 11,735	\$ 12,321	\$ 12,937
Director of Finance	50	7/1/2017	\$ 11,448	\$ 12,021	\$ 12,622	\$ 13,253	\$ 13,916
Deputy Executive Director	51	7/1/2017	\$ 11,735	\$ 12,321	\$ 12,937	\$ 13,585	\$ 14,263
Executive Director**	N/A	7/1/2017	\$ 19,818	\$ 20,809			
Resident Manager II****, ****	N/A	7/1/2017	\$ 27.04/hour				
Resident Manager****, ****	N/A	7/1/2017	\$ 11.03/hour				
Assistant Resident Manager****	N/A	7/1/2017	\$ 11.03/hour				
Resident Custodian****	N/A	7/1/2017	\$ 11.03/hour				

*Y-Rated employees are on a separate salary schedule with 8 wage steps; no COLA is applied

**Salary authorized by Board of Commissioners per Employment Agreement

****Resident and 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

Exhibit 3-C: Pay Schedules for FY 2017-2018
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2017-2018 Eff. 7/1/2017; Rev. 11/15/2017

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2017	\$ 4,012	\$ 4,212	\$ 4,423	\$ 4,643	\$ 4,876
Custodian Y-Rate (Y-Rated eff 1/1/2013)*	Y Rate	7/1/2017	\$ 3,498				\$ 4,923
Housing Assistant	8	7/1/2017	\$ 4,109	\$ 4,315	\$ 4,531	\$ 4,757	\$ 4,995
Accounting Technician	10	7/1/2017	\$ 4,315	\$ 4,531	\$ 4,757	\$ 4,995	\$ 5,245
Program Assistant	12	7/1/2017	\$ 4,531	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507
Housing Specialist I	14	7/1/2017	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507	\$ 5,782
Maintenance Technician I****	14	7/1/2017	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507	\$ 5,782
Facilities Project Specialist	15	7/1/2017	\$ 4,876	\$ 5,120	\$ 5,375	\$ 5,645	\$ 5,927
Senior Accounting Technician	15	7/1/2017	\$ 4,876	\$ 5,120	\$ 5,375	\$ 5,645	\$ 5,927
Housing Specialist II	18	7/1/2017	\$ 5,245	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375
Rent and Community Programs Specialist	18	7/1/2017	\$ 5,245	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375
Maintenance Specialist	19	7/1/2017	\$ 5,375	\$ 5,645	\$ 5,927	\$ 6,223	\$ 6,535
Maintenance Technician II****	20	7/1/2017	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375	\$ 6,694
Executive Assistant	22	7/1/2017	\$ 5,782	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029
Housing Specialist III	24	7/1/2017	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380
Lead Maintenance Technician****	24	7/1/2017	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380
Property Management Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Housing Programs Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Maintenance Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Accounting Officer	28	7/1/2017	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749	\$ 8,136
Management Analyst	32	7/1/2017	\$ 7,380	\$ 7,749	\$ 8,136	\$ 8,543	\$ 8,970
Project Manager	33	7/1/2017	\$ 7,564	\$ 7,943	\$ 8,339	\$ 8,756	\$ 9,195
Asset Manager	33	7/1/2017	\$ 7,564	\$ 7,943	\$ 8,339	\$ 8,756	\$ 9,195
Controller	36	7/1/2017	\$ 8,136	\$ 8,543	\$ 8,970	\$ 9,419	\$ 9,889
Program Manager (HCD or Rental Programs)	37	7/1/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Senior Project Manager	37	7/1/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Senior Management Analyst	37	8/16/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Director of Housing Programs	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of Property Operations	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of Rental and Community Programs	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of HR and Operations	47	7/1/2017	\$ 10,644	\$ 11,176	\$ 11,735	\$ 12,321	\$ 12,937
Director of Housing and Community Development	47	7/1/2017	\$ 10,644	\$ 11,176	\$ 11,735	\$ 12,321	\$ 12,937
Director of Finance	50	7/1/2017	\$ 11,448	\$ 12,021	\$ 12,622	\$ 13,253	\$ 13,916
Deputy Executive Director	54	11/15/2017	\$ 12,622	\$ 13,253	\$ 13,916	\$ 14,611	\$ 15,342
Executive Director**	N/A	7/1/2017	\$ 19,818	\$ 20,809			
Resident Manager II****, ****	N/A	7/1/2017	\$ 27.04/hour				
Resident Manager****, ****	N/A	7/1/2017	\$ 11.03/hour				
Assistant Resident Manager****	N/A	7/1/2017	\$ 11.03/hour				
Resident Custodian****	N/A	7/1/2017	\$ 11.03/hour				

*Y-Rated employees are on a separate salary schedule with 8 wage steps; no COLA is applied

**Salary authorized by Board of Commissioners per Employment Agreement

****Resident and 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

Exhibit 3-D: Pay Schedules for FY 2017-2018
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2017-2018 Eff. 7/1/2017; Rev. 12/20/2017

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2017	\$ 4,012	\$ 4,212	\$ 4,423	\$ 4,643	\$ 4,876
Custodian Y-Rate (Y-Rated eff 1/1/2013)*	Y Rate	7/1/2017	\$ 3,498				\$ 4,923
Housing Assistant	8	7/1/2017	\$ 4,109	\$ 4,315	\$ 4,531	\$ 4,757	\$ 4,995
Accounting Technician	10	7/1/2017	\$ 4,315	\$ 4,531	\$ 4,757	\$ 4,995	\$ 5,245
Program Assistant	12	7/1/2017	\$ 4,531	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507
Housing Specialist I	14	7/1/2017	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507	\$ 5,782
Maintenance Technician I****	14	7/1/2017	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507	\$ 5,782
Facilities Project Specialist	15	7/1/2017	\$ 4,876	\$ 5,120	\$ 5,375	\$ 5,645	\$ 5,927
Senior Accounting Technician	15	7/1/2017	\$ 4,876	\$ 5,120	\$ 5,375	\$ 5,645	\$ 5,927
Housing Specialist II	18	7/1/2017	\$ 5,245	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375
Rent and Community Programs Specialist	18	7/1/2017	\$ 5,245	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375
Maintenance Specialist	18	12/20/2017	\$ 5,245	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375
Maintenance Technician II****	20	7/1/2017	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375	\$ 6,694
Executive Assistant	22	7/1/2017	\$ 5,782	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029
Housing Specialist III	24	7/1/2017	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380
Lead Maintenance Technician****	24	7/1/2017	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380
Property Management Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Housing Programs Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Maintenance Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Accounting Officer	28	7/1/2017	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749	\$ 8,136
Management Analyst	32	7/1/2017	\$ 7,380	\$ 7,749	\$ 8,136	\$ 8,543	\$ 8,970
Project Manager	33	7/1/2017	\$ 7,564	\$ 7,943	\$ 8,339	\$ 8,756	\$ 9,195
Asset Manager	33	7/1/2017	\$ 7,564	\$ 7,943	\$ 8,339	\$ 8,756	\$ 9,195
Controller	36	7/1/2017	\$ 8,136	\$ 8,543	\$ 8,970	\$ 9,419	\$ 9,889
Program Manager (HCD or Rental Programs)	37	7/1/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Senior Project Manager	37	7/1/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Senior Management Analyst	37	8/16/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Director of Housing Programs	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of Property Operations	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of Rental and Community Programs	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of HR and Operations	47	7/1/2017	\$ 10,644	\$ 11,176	\$ 11,735	\$ 12,321	\$ 12,937
Director of Housing and Community Development	47	7/1/2017	\$ 10,644	\$ 11,176	\$ 11,735	\$ 12,321	\$ 12,937
Director of Finance	50	7/1/2017	\$ 11,448	\$ 12,021	\$ 12,622	\$ 13,253	\$ 13,916
Deputy Executive Director	54	11/15/2017	\$ 12,622	\$ 13,253	\$ 13,916	\$ 14,611	\$ 15,342
Executive Director**	N/A	7/1/2017	\$ 19,818	\$ 20,809			
Resident Manager II****, ****	N/A	7/1/2017	\$ 27.04/hour				
Resident Manager****, ****	N/A	7/1/2017	\$ 11.03/hour				
Assistant Resident Manager****	N/A	7/1/2017	\$ 11.03/hour				
Resident Custodian****	N/A	7/1/2017	\$ 11.03/hour				

*Y-Rated employees are on a separate salary schedule with 8 wage steps; no COLA is applied

**Salary authorized by Board of Commissioners per Employment Agreement

***Resident and 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

Exhibit 4-A: Pay Schedules for FY 2018-2019
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2018-2019 Eff. 7/1/2018

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 (HCD or Rental Programs)	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	43	7/1/2018	\$ 10,031	\$ 10,532	\$ 11,059	\$ 11,612	\$ 12,192
Director of Property Operations	43	7/1/2018	\$ 10,031	\$ 10,532	\$ 11,059	\$ 11,612	\$ 12,192
Director of Rent Stabilization	43	7/1/2018	\$ 10,031	\$ 10,532	\$ 11,059	\$ 11,612	\$ 12,192
Director of HR and Operations	47	7/1/2018	\$ 11,059	\$ 11,612	\$ 12,192	\$ 12,802	\$ 13,442
Director of Housing and Community Development	47	7/1/2018	\$ 11,059	\$ 11,612	\$ 12,192	\$ 12,802	\$ 13,442
Director of Finance	50	7/1/2018	\$ 11,895	\$ 12,490	\$ 13,115	\$ 13,770	\$ 14,458
Deputy Executive Director	54	7/1/2018	\$ 13,115	\$ 13,770	\$ 14,458	\$ 15,181	\$ 15,940
Executive Director**	N/A	7/1/2018	\$ 20,591	\$ 21,621			
Resident Manager I***, ****	N/A	7/1/2018	\$ 28.09/hour				
Resident Manager *, **, ****	N/A	7/1/2018	\$ 11.46/hour	\$15.00/hour			
Assistant Resident Manager***	N/A	7/1/2018	\$ 11.46/hour				
Resident Custodian****	N/A	7/1/2018	\$ 11.46/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

Exhibit 4-B: Pay Schedules for FY 2018-2019
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2018-2019 Eff. 7/1/2018; Rev. 1/1/2019

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 (HCD or Rental Programs)	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	43	7/1/2018	\$ 10,031	\$ 10,532	\$ 11,059	\$ 11,612	\$ 12,192
Director of Property Operations	43	7/1/2018	\$ 10,031	\$ 10,532	\$ 11,059	\$ 11,612	\$ 12,192
Director of Rent Stabilization	43	7/1/2018	\$ 10,031	\$ 10,532	\$ 11,059	\$ 11,612	\$ 12,192
Director of HR and Operations	47	7/1/2018	\$ 11,059	\$ 11,612	\$ 12,192	\$ 12,802	\$ 13,442
Director of Housing and Community Development	47	7/1/2018	\$ 11,059	\$ 11,612	\$ 12,192	\$ 12,802	\$ 13,442
Director of Finance	50	7/1/2018	\$ 11,895	\$ 12,490	\$ 13,115	\$ 13,770	\$ 14,458
Deputy Executive Director	56	1/1/2019	\$ 13,770	\$ 14,458	\$ 15,181	\$ 15,940	\$ 16,737
Executive Director**	N/A	7/1/2018	\$ 20,591	\$ 21,621			
Resident Manager I***, ****	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

Exhibit 4-C: Pay Schedules for FY 2018-2019
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2018-2019 Eff. 7/1/2018; Rev. 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	\$ 6,008	\$ 6,308	\$ 6,624	\$ 6,955	\$ 7,303
Executive Assistant	22	7/1/2018	\$ 6,308	\$ 6,624	\$ 6,955	\$ 7,303	\$ 7,668
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 (HCD or Rental Programs)	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
Director of Finance	56	2/17/2019	\$ 13,770	\$ 14,458	\$ 15,181	\$ 15,940	\$ 16,737
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 I***, ****	N/A	7/1/2018	\$ 28.09/hour				
Resident Manager *, **, ****	N/A	1/1/2019	\$ 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

Resolution No. _____

ADOPT THE REVISED PAY SCHEDULES FOR FYs 2015-2016, 2016-2017, 2017-2018, and 2018-2019

WHEREAS, the Housing Authority of the City of Alameda has contracted with CalPERS to provide retirement benefits to its employees; and

WHEREAS, as part of that contract, AHA agreed to comply with the California Code of Regulations and Government Code contained within the Public Employees' Retirement Law (PERL), including CCR Section 570.5; and

WHEREAS, the Housing Authority of the City of Alameda was selected to participate in the Public Agency Review (PAR) on Payrate Increases; and

WHEREAS, one pay schedule exception observation was included in the audit report as the audit found that the pay schedule in effect on July 1, 2015 did not correctly identify position titles; and

WHEREAS, AHA was advised to address this observation by revising pay schedules from July 1, 2015 to present;

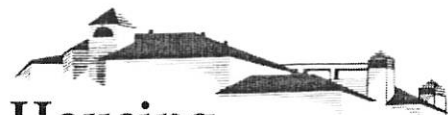
NOW, THEREFORE, BE IT RESOLVED, that on March 20, 2019, the Housing Authority will adopt the revised Pay Schedules for FYs 2015-2016, 2016-2017, 2017-2018, and 2018-2019.

ATTEST:

Vanessa M. Cooper
Executive Director/Secretary

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

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
Page 2 of 2

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)~~ J. 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.

Comment section.
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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, premiumcontribution, 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:

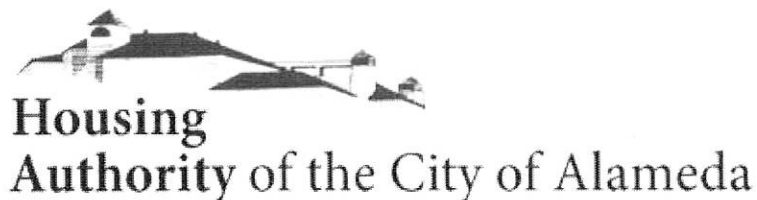
ABSENT:

ATTEST:

Vanessa M. Cooper
Secretary and Executive Director

Kenji Tamaoki, Chair
Board of Commissioners

Adopted: _____



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Danielle Thoe, Management Analyst

Date: March 20, 2019

Re: Accept the March Monthly Development Report for North Housing and Recommend Staff to Submit the Development Plan Application Utilizing SB 35

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

Staff and legal counsel continue to work with the City, City Attorney, Carmel Partners, and the Navy to finalize the land transfer documents. This includes the necessary easements for Carmel Partners to finish the road infrastructure currently under construction on the property that will be transferred to the Housing Authority. Staff anticipates the land conveyance near the end of March 2019.

Staff have continued to meet with Habitat for Humanity to discuss shared boundaries and shared contributions to community-serving assets at North Housing. The Executive Director and Habitat’s Vice President of Housing Development are working on a formal agreement to address access, shared costs, and ongoing maintenance of shared boundaries.

AHA and Habitat had a joint meeting with City Planning and Public Works staff during February to review the draft site plans for both parcels. The City provided feedback about a preferred alternative to address the shared borders between the two parcels and how they cohesively contribute to the City’s overall neighborhood vision. Staff is working with their consultants to update the draft site plan. The result will be a high quality site plan that reflects the community’s goals, AHA’s mission, and City requirements.

In addition to finalizing the overall site plan, the preparation of the Development Plan Application (DPA) is moving forward with the help of Urban Design Associates. The DPA is required as part of the entitlements approval because the site is zoned as a Planned Development. The DPA establishes a “master plan” for the 12 acre parcel, which will then inform the details of the individual parcels when they seek entitlements at a project specific stage. The total site is anticipated to have 4-6 specific projects. As a master plan, there are many details that are still unknown because the details will be addressed at the project specific stage. However, the chart below addresses the overarching principles that guide the DPA.

DEVELOPMENT PLAN APPLICATION KEY PRINCIPLES	
Site Plan	Propose overall building and road layout
Phases	Propose four larger blocks (A-D), for which a specific project would fall within the blocks. Projects are expected to flow from north to south along the blocks
Density	Invoke the density bonus for the entire 12 acre parcel, which amounts to 489 total units
Set Backs	Guided by base zoning, propose minimum set backs at all locations for maximum flexibility for all projects (project details are defined at project review level)



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Open Space	Propose open space variance to accommodate density bonus and still provide appropriate public and private spaces within each block
Parking	Guided by base zoning, propose minimum parking ratios for proposed populations served by each block, based on AHA data from existing properties
Architecture Styles and Massing	Propose simplified traditional style along east border to match scale and style of Alameda Landing homes. Propose a mix of simplified traditional and contemporary styles for balance of the site, with larger buildings towards the center. Exact building layout, style, and size will be defined at the project specific stage.
Use	Affordable Housing. Specific populations are not required to be included in the entitlement process.

Staff seeks support from the Board of Commissioners to move forward with submission of a Development Plan Application utilizing SB 35 for streamlined evaluation. The pros and cons of using SB 35 verses CEQA were discussed in the February 2019 Board memo. These have been discussed with real estate counsel as well. This property is an infill development proposed to be 100% affordable housing for low and moderate income families, which makes it an ideal fit for the application of SB 35. Additionally, the site has been studied extensively through the Naval Air Station (NAS) base reuse program. While there are inherent risks with using a new program simply because it is new and untested, staff recommends utilizing SB 35 for the entitlement review and can always withdraw the application should an unforeseen challenge arise.

FINANCIAL IMPACT

In October 2018, the Board authorized a \$3,700,000 loan to ICD for predevelopment costs. The chart below summarizes expenses through February.

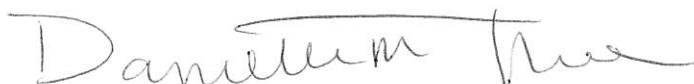
North Housing

Pre-development Loan from AHA	\$ 3,700,000
Usage through February 2019	\$ 233,246
Balance	\$ 3,466,754

RECOMMENDATION

Accept the March Monthly Development Report for North Housing and recommend staff to submit the Development Plan Application utilizing SB 35.

Respectfully submitted,



Danielle Thoe
Management Analyst

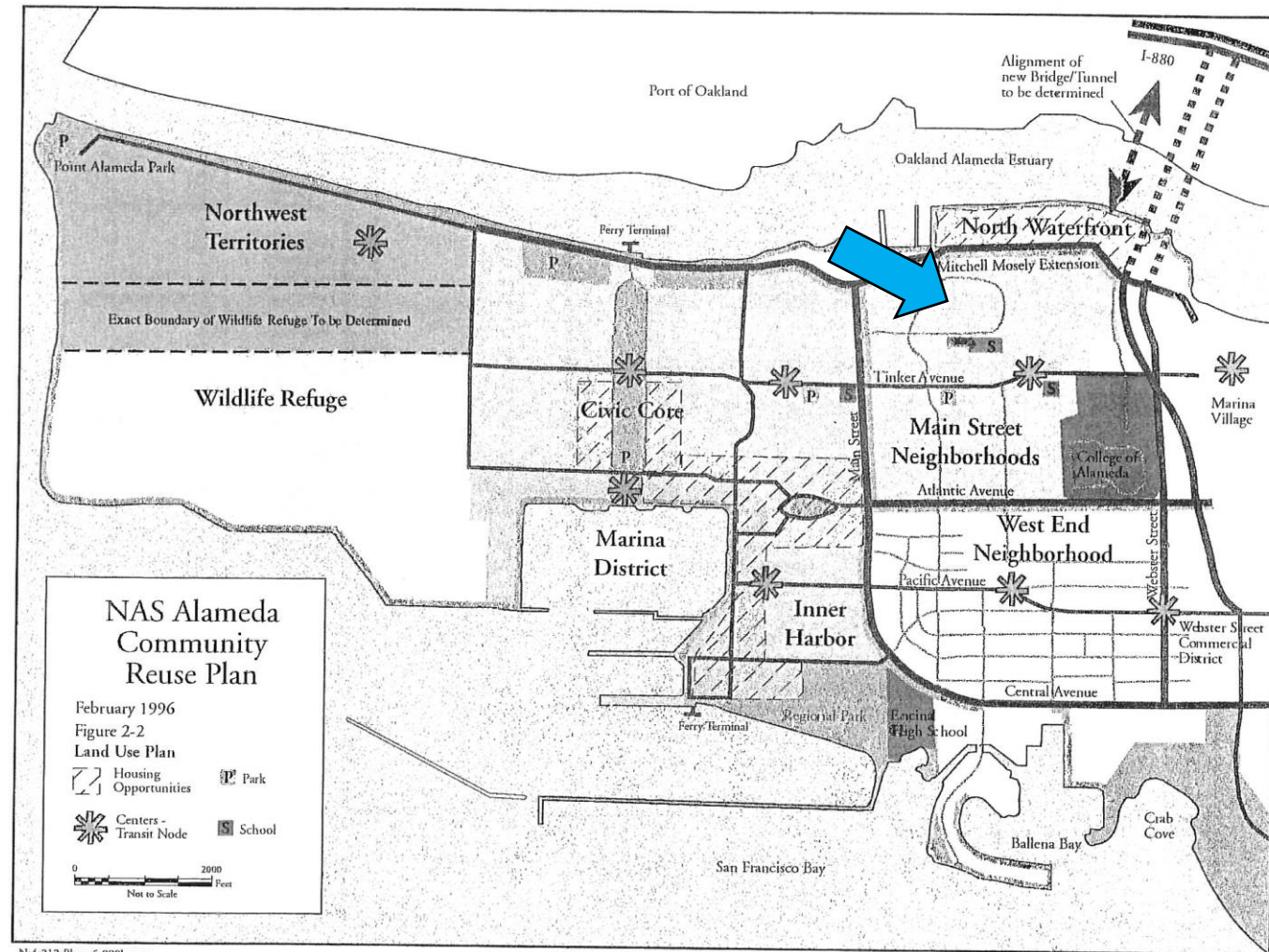




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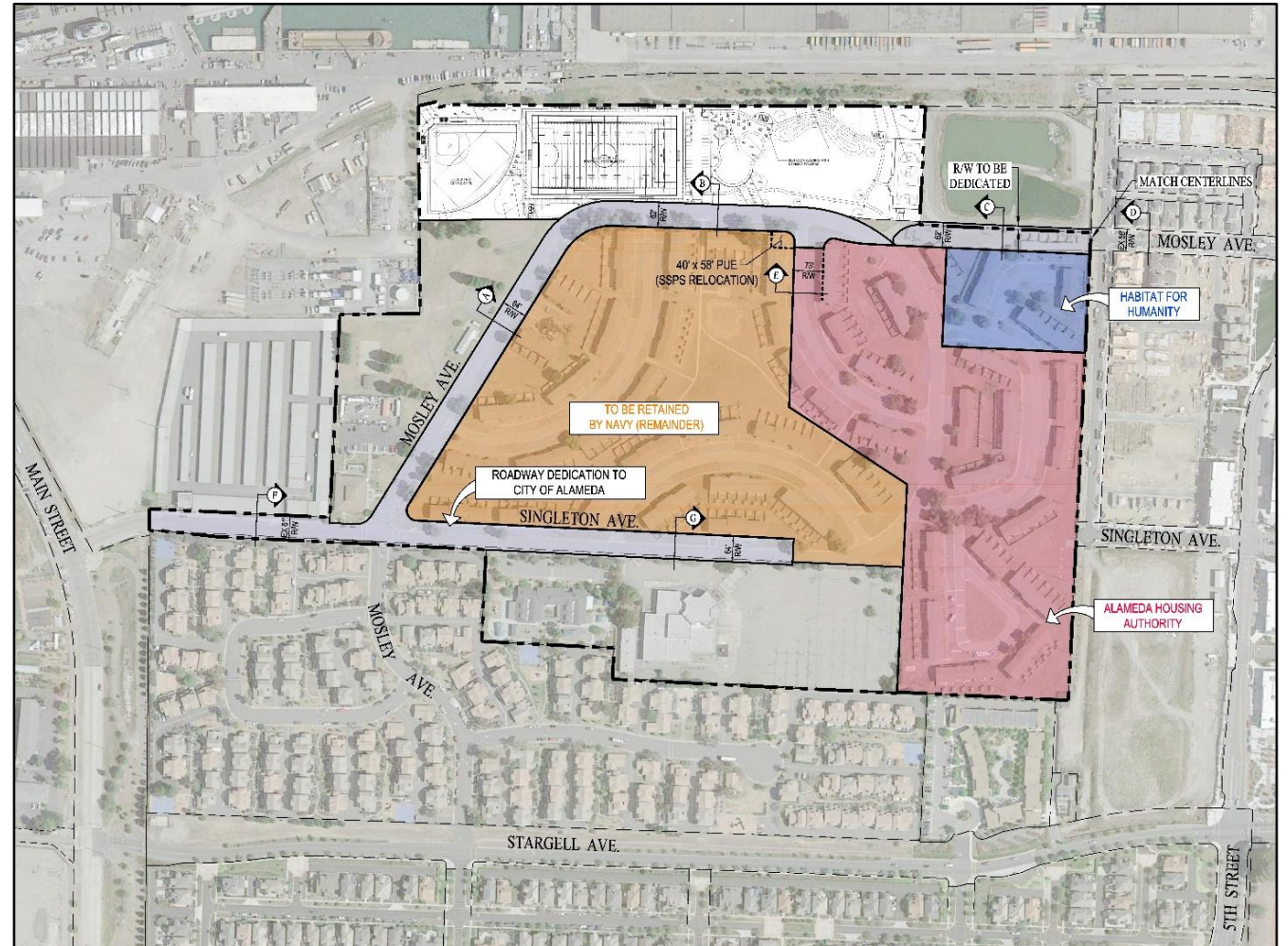
NORTH HOUSING DEVELOPMENT UPDATE

PROJECT OVERVIEW



ABOUT AHA's SITE

- 12 acres
- Zoned: R4-PD, MF Overlay
- Permitted Density 30 units/acre
- Condition of Transfer: 90 units of permanent supportive housing – 36 months to break ground



DEVELOPMENT TIMELINE



PROJECT UPDATES

- Community Meetings
- Land Transfer
- Adjacent Neighbors - Carmel Partners & Habitat for Humanity
- Development Plan Application
- Environmental Review

COMMUNITY MEETINGS

- Four meetings from October through December 2018
- Meeting slides and notes posted to www.northhousing.org



COMMUNITY MEETINGS



LAND TRANSFER

- The Navy is now focusing staff time on the North Housing Parcel Transfer
- AHA and City Attorney are preparing transfer documents
- Regular meetings for transfer by March 31st
- Staff is preparing a scope of work for demolition to be put out to bid in April



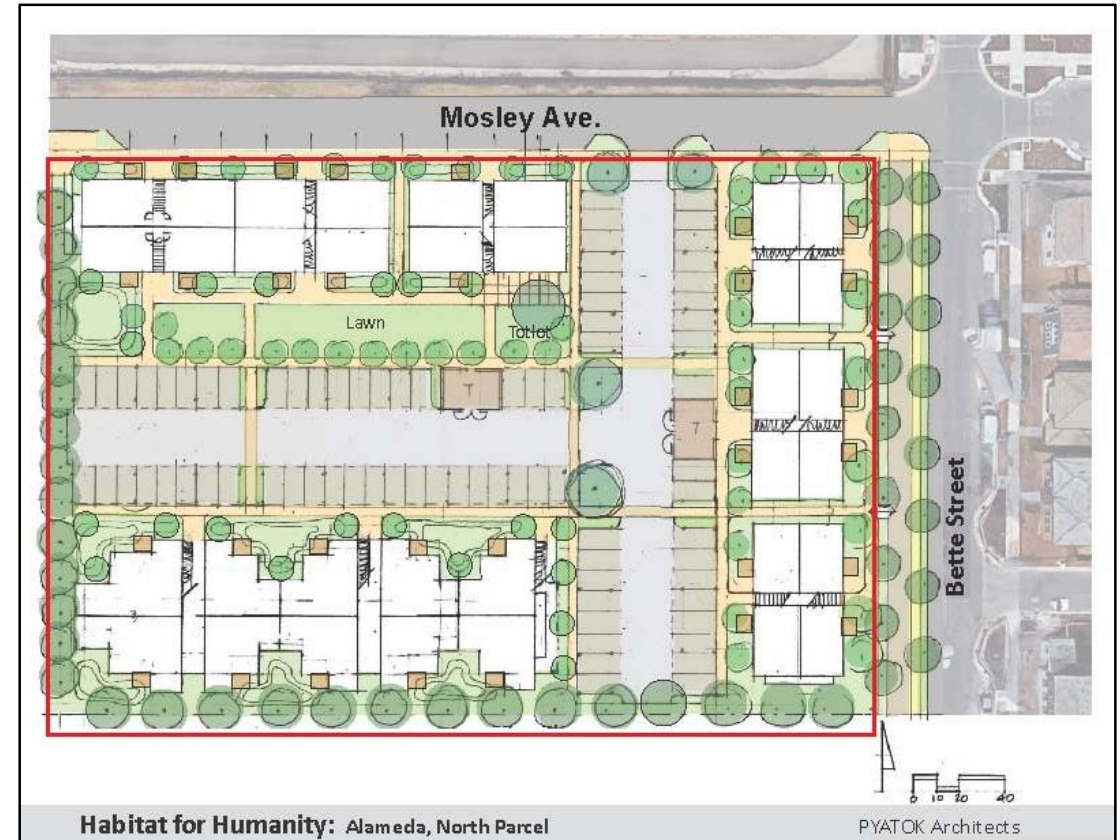
NEIGHBORS – CARMEL PARTNERS

- Demolition in the Mosley and Singleton right of way is complete.
- Underground utility and roadway construction work is next.



NEIGHBORS – HABITAT FOR HUMANITY

- Ongoing coordination of Development Plan Applications, including:
 - Paseo
 - North-South road
- Will result in formal written agreement.



Draft site plan including early concept from Habitat for Humanity.

DEVELOPMENT PLAN APPLICATION

- The Planned Development zoning overlay requires a master plan.
- Approval of this master plan precedes designing any specific buildings.
- AHA anticipates a multi-phase project.



Draft Development Plan cover.

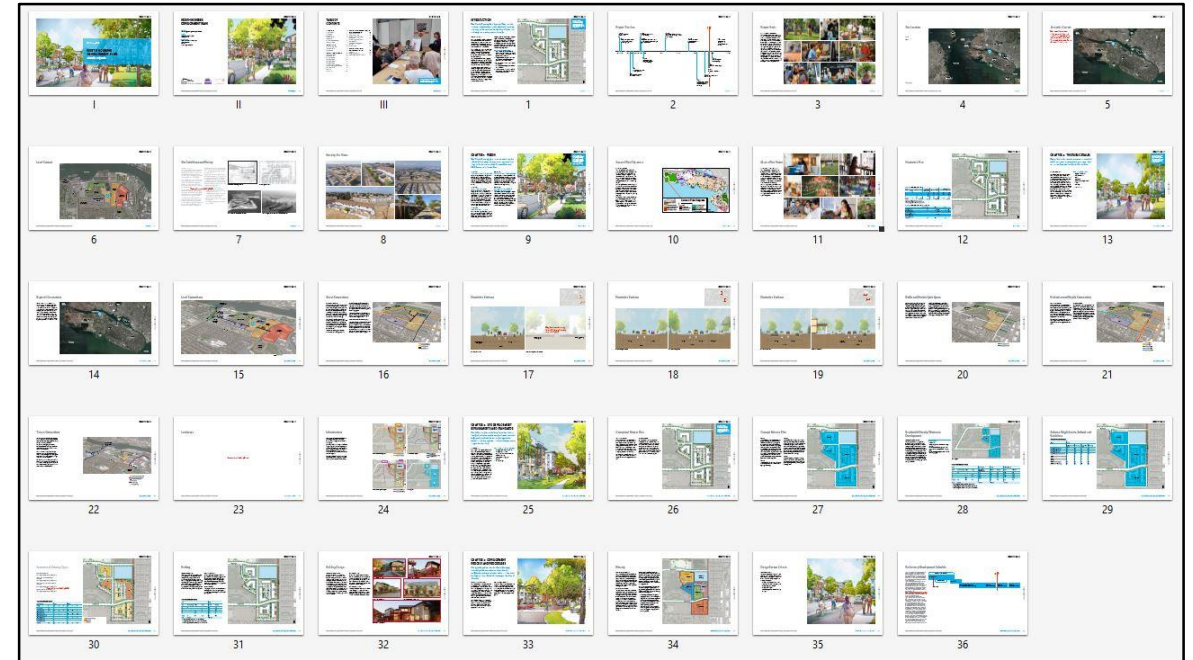
DEVELOPMENT PLAN

- Updated site plan includes changes based upon:
 - Alameda Fire Department feedback
 - Draft plans of Habitat for Humanity
 - Consultation w/City Planning Department



DEVELOPMENT PLAN COMPONENTS

- Key Principles
 - Site Plan
 - Phases
 - Density
 - Set backs
 - Open space
 - Parking
 - Architectural styles & massing
 - Use



Draft of Development Plan Application pages.

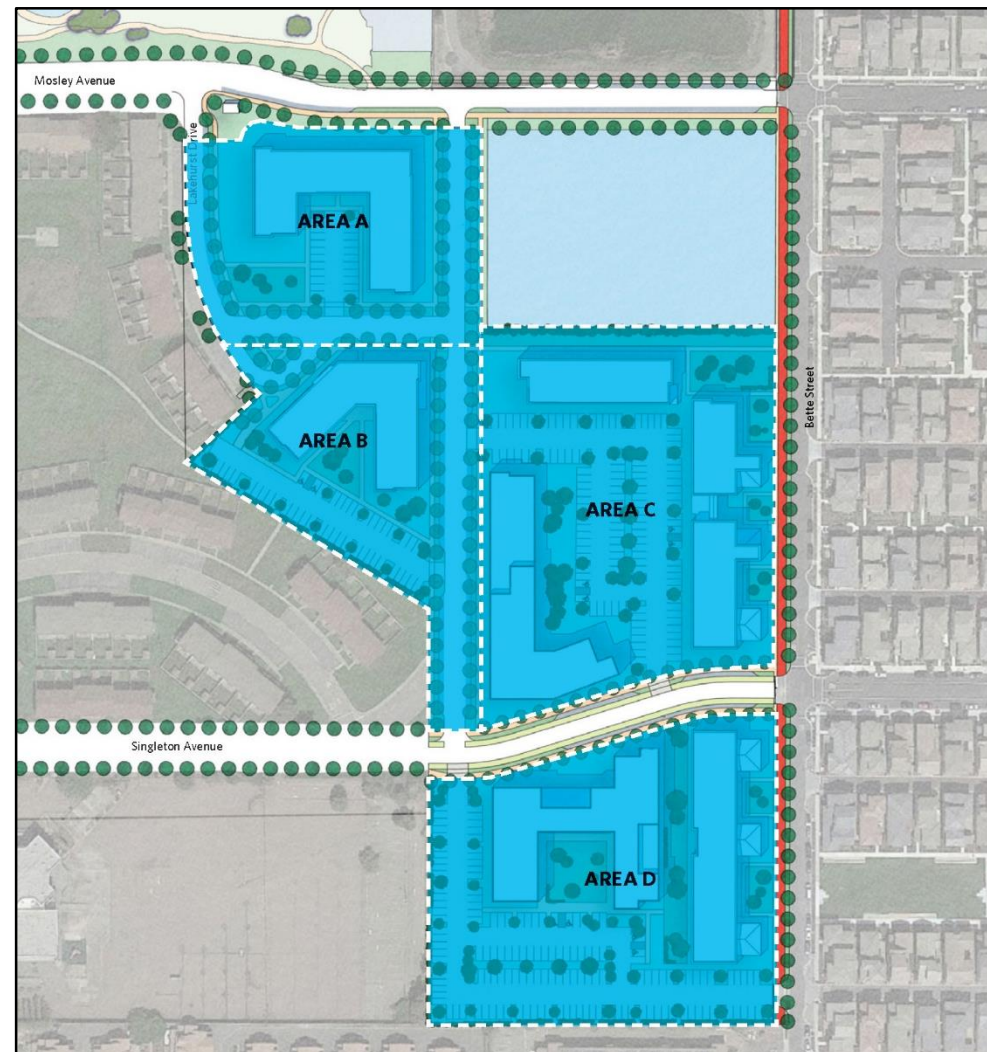
MASTER PLAN VISION

- Increase the amount of affordable housing in Alameda
- Create a walkable residential neighborhood that aligns with the Community Reuse Plan and City goals
- Produce an engaging street environment with courtyards, pocket parks, and other open space
- Extend the vibrant character neighborhood of Alameda Landing



SITE DEVELOPMENT DETAILS

- Propose overall building and road layout.
- Present density, parking, setbacks, open space, architectural styles.
 - Quantity and location w/in subareas.
 - Why each is appropriate.



SITE DEVELOPMENT DETAILS

- Outline anticipated phasing plans.
- Acknowledgement of additional approvals required prior to construction.
- Estimated Development Schedule.



DPA PROCESS AND PROCEDURES

- Application is submitted to City Planning Department.
- Planning Department will review for completeness and eligibility for use of:
 - 1) SB 35
 - 2) State Density Bonus
- Hearing scheduled with Planning Board.
- Determination guaranteed within 180 days.

ENVIRONMENTAL REVIEW

AHA must choose one of two options for environmental review:

- CEQA – traditionally used to fully understand all potential environmental impacts of a development.
- SB 35 – new state law to promote affordable housing development which allows infill projects to wave CEQA review.

ENVIRONMENTAL REVIEW

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 on previously unknown environmental impacts. 	<ul style="list-style-type: none"> • No delay for completion of CEQA review. • Development Plan approved by City w/in 180 days, including any public hearing. • City must inform AHA of project's failure to meet objective standards w/in 90 days of submittal. • Project fees set at time of Development Plan application approval for the duration of the project. 	<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.

ENVIRONMENTAL REVIEW

Staff recommends utilizing SB 35

- Legal counsel anticipates both cost and time savings
- City staff are supportive of AHA's use of SB 35
- Staff and design team are comfortable with the applicable objective standards



Thank you

QUESTIONS AND FEEDBACK WELCOME