

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 vmundo@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, August 21, 2019 –

Regular Meeting – 7:00 p.m.

LOCATION

Independence Plaza, 703 Atlantic Avenue, Alameda, CA

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

Public Participation

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

PLEDGE OF ALLEGIANCE

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



3. CONSENT CALENDAR

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

- 3-A. Approve Minutes of the Board of Commissioners Meeting held June 19, 2019 – **Page 1**
- 3-B. Accept the June and July Monthly Overview Report for Operations, H.R., and I.T. – **Page 10**
- 3-C. Accept the June and July Monthly Overview Report for the Housing Programs Department – **Page 15**
- 3-D. Accept the June and July Monthly Overview Report for the Rent Stabilization Program – **Page 18**
- 3-E. Accept the June and July Monthly Overview Report for Property Operations Department – **Page 21**
- 3-F. Accept Update on the Independence Plaza 504/ADA Upgrade – **Page 29**
- 3-G. Authorize the Executive Director to Enter Into the Second Amendment to the Life Skills Training and Education Programs, Inc. (“LifeSTEPS”) Agreement with a New Not to Exceed Amount of \$1,160,310 – **Page 31**
- 3-H. Accept the June and July Monthly Overview Report for Housing & Community Development – **Page 34**
- 3-I. Accept the June and July Monthly Development Report for Everett Commons – **Page 37**
- 3-J. Accept the June and July Monthly Development Report for Rosefield Village – **Page 39**
- 3-K. Accept the June and July Monthly Development Report for North Housing and Approve the Agency Vision for North Housing – **Page 41**
- 3-L. Accept the Budget Variance Report for June 30, 2019 – **Page 54**
- 3-M. Accept the Report for the Executive Director’s Performance Evaluation for 2018-2019 and Goal Setting for 2019-2020 – **Page 67**

4. AGENDA

- 4-A. Take Action on A Number of Board Appointments Including: a) Accept Commissioner Nominations and Elect a Chair and Vice Chair of the Board of Commissioners: b) Appoint a Boardmember to the Board of Island City Development and c) Appoint One Additional Member to the North Housing Adhoc Committee – **Page 68**
- 4-B. Adopt the Resolution to Adopt a Revision to the Timekeeping Requirements Policy of the Housing Authority’s Employee Policies and Procedures Handbook – **Page 70**
- 4-C. Adopt the Resolution to Revise the Employer’s Contributions for Eligible Employees’ Health and Dental/Vision Care, to Provide a Cost of Living Wage Increase for All Eligible Regular and Contract Resident Employees, and to Adopt the Corresponding Pay Schedule and Salary Schedule – **Page 74**
- 4-D. Adopt the Resolution Certifying the Data Submitted for the Section 8 Management Assessment Program for FY 2018-2019 and Authorize the Executive Director to Submit the Data, Resolution, and Supporting Documentation to HUD – **Page 86**



- 4-E. Accept Report on Status of Littlejohn Commons Remnant Parcel, Approve Plan for Parcel to Revert to City of Alameda, and Authorize the Executive Director, or her designee, to Execute Reversion Documents – **Page 98**
- 4-F. Approve a Predevelopment Loan of \$92,569 from AUSD Redevelopment Funds to MidPen Housing Corporation For The RESHAP Project – **Page 108**
5. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
6. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
7. ADJOURNMENT

* * *

Note

- If you need special assistance to participate in the meetings of the Housing Authority of the City of Alameda Board of Commissioners, please contact (510) 747-4325 (TTY/TRS: 711) or vmundo@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.



DRAFT MINUTES

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA
HELD WEDNESDAY JUNE 19, 2019**

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners

Present: Commissioner Chair Tamaoki, Commission Vice Chair McCahan,
Commissioner Hadid, Commissioner Kay, Commissioner Rickard (arrived at 7:02 pm),
and Commissioner Weinberg

Absent: Commissioner Kurrasch

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 Chair Tamaoki commented on page 7, regarding the news about Procure to Pay and said that this is a positive direction for AHA and thanked staff for moving this innovation forward. Commissioner Weinberg asked about the overall cost and Ms. Vanessa Cooper, Executive Director, and Ms. Tonya Schuler-Cummins, Senior Management Analyst, explained that Procure to Pay is an additional module which will only slightly increase our annual contract cost. Commissioner Kay commented that she has worked with similar programs in the past and found them beneficial.

Chair Tamaoki asked that a list of other yearly capital projects be added to the monthly Property Operations Updates memo and Ms. Lisa Caldwell, Director of Property Operations, agreed.



Chair Tamaoki gave kudos for the successful North Housing land transfer to AHA and mentioned that this has been a project many years in the making. Chair Tamaoki commented on the newly identified section of the City code allowing for additional affordable units and Commissioner Weinberg asked if there is any potential downside to using this section of the code. Ms. Cooper explained that the City has been supportive of utilizing this section of the code and mentioned that staff plans to meet with the public due to the new number of projected homes so there are no surprises in the planning phase of this project. Commissioner Weinberg asked if the revised housing density would require extensive re-design and Ms. Kathleen Mertz, Director of Housing and Community Development, explained that looking at the schematics, the result of the new density will mainly lead to taller buildings.

Ms. Cooper announced that the monthly General Staff meeting will take place over at the North Housing site tomorrow, June 20th, and the members of the Board are welcome to attend.

Chair Tamaoki mentioned the Low and Moderate Income Housing Asset Fund Report and asked for clarification on whether or not these statements were positive or negative and if there is anything in the report that should be of concern to the Board. Ms. Mertz said no, and explained that this report comes before the Board yearly. The format has changed due to new reporting requirements.

Commissioner Weinberg commented on the 504/ADA Upgrade memo regarding the additional money related to the new intercom system and wanted to know why this issue was not discovered earlier. Ms. Cooper explained that AHA is in discussion with the contractor and the architect and are looking into where the responsibility falls.

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

Yes: 6 Commissioner Chair Tamaoki, Commission Vice Chair McCahan, Commissioner Hadid, Commissioner Kay, Commissioner Rickard, and Commissioner Weinberg

Absent: 1 Commissioner Kurrasch

- *3-A. Approve Minutes of the Board of Commissioners Meeting held May 15, 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 Update on the Independence Plaza 504/ADA Upgrade
- *3-G. Accept the Monthly Overview Report for Housing & Community Development
- *3-H. Accept the Monthly Development Report for Everett Commons
- *3-I. Accept the Monthly Development Report for North Housing
- *3-J. Accept the Low and Moderate Income Housing Asset Fund Report
- *3-K. Accept Revision to the Training and Travel Expense Procedures
- *3-L. Accept the Budget Variance Report for March 31, 2019



- *3-M. Authorize the Executive Director to Negotiate and Award a One-Year Contract for Auditing Services for the Year Ending June 30, 2019 to Citrin Cooperman & Company, LLP for an Amount Not to Exceed \$45,000 and to Allow the Executive Director to Negotiate and Award Future Extensions of Time and Money Not to Exceed \$200,000 and Five Fiscal Years, Starting with the Audit of the 2018-19 Fiscal Year

***A revote was taken during the Oral Communications portion of the meeting because Commissioner Weinberg has a conflict of interest with one of the items and cannot participate in the Consent Calendar vote or approval process. ***

4. AGENDA

- 4-A. Accept the Monthly Development Report for Rosefield Village and Approve a \$2 Million Loan Amendment to Island City Development for Predevelopment Work at Rosefield Village and Authorize Executive Director to Negotiate and Execute the Loan Documents

Mr. Tony Weng, Senior Project Manager, gave a brief presentation on Rosefield Village. The parcel is going to be a 92-unit development. To date, the 50% documents have been completed, and construction will take about 2 years with an estimated completion date of Spring 2022. Commissioner Rickard asked if AHA is going to bid out the project to contractors and Ms. Cooper confirmed yes. Commissioner Rickard asked for clarification on the developer costs and Mr. Weng explained that the developer fees are limited by the funding sources. Ms. Cooper added that the fee for a developer is paid in different stages and if money is left in the project, this will be paid back once the cash flow begins. Ms. Mertz added that this project was part of the two-year Capital Plan approved by the Board last year.

Commissioner Rickard referred to the staff report about entitlements and confirmed that AHA has approvals from the City. Mr. Weng explained that AHA has the Planning Board's approval, but needs to get through the building permitting process. The \$2 million will allow AHA to pay the architects to create the permitting documents.

Commissioner Kay asked if the "Other Soft Costs (Reports, Studies, Permit Fees, Etc.)" totaling \$425,000 is a common occurrence in projects such as this one and Ms. Mertz confirmed yes, they are common.

Chair Tamaoki asked for a cost estimate per unit for the 12 rehab units and Mr. Weng stated that as of now, the preliminary hard cost is about \$50,000 per unit for the rehab work. Ms. Cooper added that other than new paint, the unit interiors have not been updated and work is needed to make all of the rehabbed units equitable to the new units. Commissioner Kay asked if there will be ADA units and Mr. Weng confirmed that all the new construction units will be 100% universally designed and can be adapted to be compliant with ADA requirements. Ms. Mertz added that 25 of the new units will be fully accessible units and the remaining units will be ADA adaptable should an ADA unit be needed in the future.



Chair Tamaoki asked how the \$13.8 million acquisition cost referenced in the presentation was determined and Mr. Weng explained that it was determined by the appraisal. Ms. Mertz added that AHA will remain the land owner of Rosefield Village, but the improvements will be owned by the partnership. There was a brief discussion around project costs and repayment of debt funds and Ms. Mertz explained that there will be several funding partners who will also be receiving residual payments once the project is complete. Ms. Cooper added that money is received based on the percentage contributed.

Commissioner Kay asked if tenants currently in the process of relocation get priority to move back into Rosefield Village once the project is complete and Ms. Cooper explained that it depends. The tenant must first qualify, the property is moving from a Section 8 only to a tax credit requirement, and anyone will be able to apply. Only past tenants relocated outside Alameda will get a preference point in the lottery. When Rosefield is ready to be leased-up, the same AHA lease-up process will apply and everyone that applies will go through a lottery.

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

Yes: 6 Commissioner Chair Tamaoki, Commission Vice Chair McCahan, Commissioner Hadid, Commissioner Kay, Commissioner Rickard, and Commissioner Weinberg

Absent: 1 Commissioner Kurrasch

4-B. Adopt the Resolution to Approve the Housing Authority's One Year Budget for Fiscal Year July 1, 2019 to June 30, 2020 and the Revised Schedule of Authorized Positions

Ms. Cooper gave a presentation of the AHA one-year budget and thanked staff for helping with the budgeting process. Commissioner Rickard asked how increasing AHA rent helps the agency and Ms. Cooper explained that on a voucher unit, if the household is a family of four and pays \$2,000 for a family unit, but the payment standard allows for a higher monthly rent, AHA can increase the contract rent without impacting the family and help increase the HAP paid out under the voucher program.

Chair Tamaoki asked what percentage of the Admin Fee is covered by HUD versus what is covered by other departments. Ms. Cooper explained that last year the costs covered by AHA was about \$300,000, though part of this was because AHA had several vacant positions and this amount will increase next year because AHA has hired several new staff members. For the Admin Fee, 100% funding is about right to cover the costs of the program, but it also depends on how the Housing Authority runs their program, and AHA continues to work towards improving efficiency. However, AHA does not receive 100% funding. Ms. Cooper also explained that AHA does not get to provide admin staffing cost input specific to the AHA program or particular metropolitan area, but that HUD makes the determination based off their own formula and calculations. The total admin fee reimbursement currently is roughly about 70% of the cost. There was a



brief conversation about the change in reimbursement each year and Ms. Cooper explained that AHA wants to continue to provide customer service above the expected minimum service and there is a balance that needs to happen between staffing and actual cost.

Commissioner Rickard asked why the developer fees are not included in the budget and Ms. Cooper explained that a small amount is incorporated, but this budget is only for one fiscal year and the developer fees will come towards the back end of the project. Ms. Mertz added that the last two projects had a joint agreement with AHA and ICD where ICD receives most of the developer fee and AHA receives 10%. Ms. Cooper explained that over time the developer fee will allow ICD to repay AHA, but until that stage, 90% will stay with ICD and 10% will go to AHA.

Vice Chair McCahan expressed one concern with regards to having enough staff members for the two major development projects in the pipeline and whether there is a plan to add staff support on these projects. Ms. Cooper explained that AHA is going to self-develop Rosefield and most likely the 90 units of supportive housing at the North Housing site. For other projects going forward, AHA may start to look into having consultants help staff or put out a RFP to a non-profit partner. Regardless, AHA will continue to look at staff workload and balance of providing AHA staff with interesting work. Commissioner Weinberg asked if AHA has contracts with consultants that can be called upon and Ms. Cooper said yes and explained that a full range of consultants are available should the need arise.

Commissioner Kay asked if programs like Rent Café will make a difference in overall staffing levels and Ms. Cooper explained that most Rent Café efficiencies improve data quality since the tenant will be inputting their own information, but there is still plenty of other work for staff to complete. In the future, this additional time could potentially be used to provide more face-to-face interaction with participants and AHA continues to strive to give a high level of service.

Vice Chair McCahan moved to accept the motion and Commissioner Kay seconded the motion. A roll call vote was taken and all were in favor of adopting the resolution:

Yes: 6 Commissioner Chair Tamaoki, Commission Vice Chair
McCahan, Commissioner Hadid, Commissioner Kay,
Commissioner Rickard, and Commissioner Weinberg

Absent: 1 Commissioner Kurrasch

- 4-C. Accept a Presentation and Discussion on AHA's Obligation and Options to Prefund Pension Liabilities and Provide Direction to Staff on Pre-funding of the Pension Liability. Board to Take the Following Actions: (a) Approve a Payment of Up to \$538,000 to CalPERS by June 30, 2019 for the FY 2018-19 Required Payment; (b) Authorize the Executive Director or Designee to Establish a 115 Trust and to Prefund that Account in an Amount Up to a Maximum of \$2,200,000 (the Total Unfunded Liability on a Projected Basis) (c) Approve the Executive Director to Make 1/12 of Those Payments in Equal



Amounts to Allow for Dollar Cost Averaging (c) provide direction to staff on the selection of an amortization period of 10 years or 15 years, an investment strategy and an target ROR (4 or 5%) (d) Amend the FY 2019-20 Budget to Include Any Amounts Approved for the Establishment of the Trust (e) Select a 115 Trust from PARS or CalPERS and the Investment Strategy as Conservative/ Moderately Conservative or Its Equivalent.

Ms. Cooper explained that this was brought before the Board in January and due to the number of questions, staff is back with more information. The presentation began on slide 20 (previous slides were covered in January) and Ms. Cooper explained the flow of the presentation. Commissioner Weinberg asked who created the recommendations and Ms. Cooper explained how, after several meetings and with guidance from Nicolay Consulting, they arrived at the options presented before the Board. Ms. Cooper then explained the different scenarios and stated that for the timing of prefunding, there are basically two options; to open a PARS account by June 30, 2019 or not to open a PARS account but instead a CEPPT after July 1, 2019.

Mr. Eddie Lee, Senior Actuary with Nicolay, added that the options before the Board are for discussion, and if more time is needed further information can be presented as there is not a definitive legal deadline to AHA's pension liability. Ms. Cooper explained that the investment strategy should remain with the Board and if the Board of Commissioners is not ready to move forward, then staff can come back with more information and another presentation at a future meeting.

Mr. Lee began his presentation by briefly explaining AHA's liability before explaining the advantages and disadvantages of prefunding and the options before the Board. Chair Tamaoki referred to the packet mentioning four prefunding options: the AHA 115 Trust, the California's Pension Prefunding Trust, PARS, and no Trust and asked if the disadvantages described on page 23 of the presentation apply to the AHA 115 Trust and Mr. Lee explained that the listed disadvantages apply to all trust options. There was then a discussion about what it means to setup a 115 Trust, market volatility and risk.

Ms. Cooper explained that there are actual projected contributions and CalPERS uses a method which basically discounts the first couple of years to get organizations to begin the process, but if an organization pays less money upfront, then the unfunded liability goes up and more money is required down the road.

Commissioner Rickard referred to slide 26 and said that the information presented is assuming that staff is continuing to turn over and Ms. Cooper explained that the projections are based on current hired staff and liabilities incurred to date. Commissioner Rickard then asked how the process works for new staff and Ms. Cooper explained that under the new model, AHA contributes less because the new employee contributes more, but there is still an increase in liability. Commissioner Rickard asked about the future liability and it was explained that while the State of California has reduced the cost, the overall liability is climbing over time and Mr. Lee said that it will take 30 years to fund the current unfunded liability.

Ms. Cooper explained that moving forward with funding the unfunded liability will allow AHA to get ahead of the problem as opposed to pushing the issue down the road.



Commissioner Hadid asked if AHA could use this money if HUD closes and Ms. Cooper explained that this cannot be used towards a closure as it is set aside for pension liabilities. Commissioner Hadid then asked if contributing money now would jeopardize AHA if HUD closes again and Ms. Cooper explained that with the small amount before the Board, AHA would not be jeopardized.

Commissioner Weinberg asked how the prefunding amount was determined and Ms. Cooper explained that the total gap amount is \$2.2 million and the consultants were asked to provide a reasonable amount that could be paid now. Ms. Cooper then referred everyone to page 13 of the presentation and Mr. Lee explained that the amount was determined by annual run rate that would make AHA stable; if less is put in now, there will be a greater cost in the future. The "sweet spot" is between 10-15 years so the goal was to find a reasonable amount for an investment return rate.

Ms. Cooper explained the three types of payments and there was a discussion about the difference between CERBT and PARS. The Board then discussed the various options and payment amounts that could be used. Ms. Cooper explained that as long as there is money in the trust that can make the minimum CalPERS payment, then the yearly 115 contributions can fluctuate as this is basically a plan for the future. Vice Chair McCahan stated his agreement with Scenario A because AHA currently has the money, and making an investment such as this tells employees that AHA and the Board want to fully fund their pension, AHA will have a leg up over other organizations down the road, and this liability is not something that should be ignored.

Commissioner Rickard questioned why the million dollars is not put directly into CalPERS and Ms. Cooper explained that AHA did this in the past, but it minimally moves the liability down since the payment is spread out. The consultant was asked to verify this. There was then a discussion about bifurcating and paying directly into CalPERS vs. opening a 115 Trust.

Vice Chair McCahan asked how this cost would be shown on the books going forward and Ms. Cooper explained that it will be listed as a separately listed component in the annual audit. Ms. Cooper then explained that staff needs approval to pay by June 30, 2019 and that the expected amount is \$430,000. There was discussion about changing the recommendation to directing staff to pay bills and return to the Board with two scenarios: (1) \$1 million directly into CalPERS with an answer on amortization; and (2) \$1 million in the 115 Trust for 10 years with a 4% ROR.

Commissioner Weinberg moved to approve a payment of up to \$538,000 to CalPERS by June 30, 2019 for the FY 2018-19 required payment and accept the new recommendation to return to the Board with the two \$1 million scenarios and Vice Chair McCahan seconded the motion. The motion passed unanimously:

Yes: 6 Commissioner Chair Tamaoki, Commission Vice Chair McCahan, Commissioner Hadid, Commissioner Kay, Commissioner Rickard, and Commissioner Weinberg

Absent: 1 Commissioner Kurrasch



4-D. Approve a Resolution to Allow the Executive Director to Open New Collateralized Bank Accounts with Citibank for The John Stewart Managed Properties

Ms. Cooper explained that four bank accounts were opened under our Property Management agreement by the John Stewart Company (JSCO) for Rosefield and Eagle Villages and the audit process requires collateralization documentation. Ms. Lisa Caldwell, Director of Property Operations, worked with JSCO to remove the risk on these accounts and if AHA is the owner of the bank accounts while JSCO has signing authority, collateralization can take place. This is coming before the Board as an action item because Citibank needs a resolution to proceed.

Chair Tamaoki commented that the Bank of Marin sent him an email asking if the funds could be put in their bank and asked about the process for determining a bank. Ms. Cooper explained that she has responded to the Bank of Marin inquiry, and explained that AHA has generally used US Bank for the past several years. For AHA's main banking relationship, switching banks can have equipment ramifications such as the scanners used at the properties to deposit checks. AHA does utilize other banks as well. Some of the tax credit development lenders require that AHA bank with them, at least for the initial period. In this instance, AHA typically lets the project management company decide the bank, but the bank JSCO was with could not collateralize without the accounts being in the owner's name.

Chair Tamaoki asked if using Citibank instead of US Bank caused issues for AHA and Ms. Cooper explained that since JSCO will be reconciling the bank accounts, there should not be a problem. Ms. Caldwell added that all of JSCO's bank accounts are with Citibank. Ms. Cooper explained that if AHA wanted to determine the banks used by the property managers, it could be put into the next Property Management RFP.

Commissioner Hadid moved to accept the motion and Commissioner Weinberg seconded the motion. A roll call vote was taken and all were in favor of adopting the resolution:

Yes: 6 Commissioner Chair Tamaoki, Commission Vice Chair McCahan, Commissioner Hadid, Commissioner Kay, Commissioner Rickard, and Commissioner Weinberg

Absent: 1 Commissioner Kurrasch

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

Ms. Cooper asked that the Consent Calendar approval be revisited and a new vote taken because Commissioner Weinberg has a conflict of interest with one of the items and cannot participate in the approval.

Commissioner Hadid moved to re-accept the motion and Commissioner Kay seconded the motion. The motion passed unanimously:



Yes: 5 Commissioner Chair Tamaoki, Commission Vice Chair McCahan, Commissioner Hadid, Commissioner Kay, Commissioner Rickard

Abstained: 1 Commissioner Weinberg

Absent: 1 Commissioner Kurrasch

6. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

None.

7. ADJOURNMENT

There being no further business, Chair Tamaoki adjourned the meeting at 9:49 p.m.

Vanessa M. Cooper
Executive Director/Secretary

Kenji Tamaoki, Chair
Board of Commissioners





Housing Authority of the City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: August 21, 2019

Re: Accept the June and July 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. Significant progress has been made towards filling vacant positions over the last few months. Of note, a Deputy Executive Director was hired, and the Finance Department is now fully staffed.

<u>Department</u>	<u>Position</u>	<u>Number of Vacant Positions</u>	<u>Recruitment Status</u>	<u>Other Updates</u>
Administration	Management Analyst	2 FTE	Reviewing applications for two positions	Initial recruitment was not successful
Finance		0 FTE		Department is fully staffed
Housing Programs	Housing Assistant	1 FTE	Position posted	Posting position due to turnover

Property Operations	Maintenance Supervisor	1 FTE	Interviews to begin in early August	
	Assistant Resident Manager (IP)	.13 FTE	Will become vacant in late August; start recruitment prior	
	Resident Manager (Parrott Village and Gardens)	1 FTE	In offer process; may outsource property management if recruitment not successful	Low response to recruitment
Housing and Community Development		0 FTE		Department is fully staffed
Rent Stabilization Program		0 FTE		Department is fully staffed

Summary: Total FTE's approved for FY 2020: 56.50
 Number of vacancies: 5.13
 Number of active recruitments: 5.13

In June and July the following positions were filled: Deputy Executive Director (Cynthia Alvarez), Finance Director (Louie So), Accounting Specialist (Michelle Zeng), Asset Manager (Candace Latigue), Housing Specialist II (Laquana Lee), Rent Stabilization Programs Specialist (Angel Nguyen) and Housing Assistant (JoAnna Altamirano). Significant supervisor and human resources time will be required over the upcoming year to ensure that AHA's new employees are onboarded successfully, fully trained, and receive timely performance evaluations. As discussed later in this memo, in addition to various housing, software, and compliance training modules, a number of AHA's policies and procedures are now on eLearning, which centralizes and streamlines employee review of documents, along with providing for electronic retention of training completion documentation. Standardized onboarding/training templates have been distributed to supervisors to use for development of 6-12 month training plans for new staff, and training was provided to supervisors earlier this year on performance management and writing performance evaluations to support them in this process.

After experiencing a number of years with low rates of workplace injuries, the AHA had an increase in the number of injuries over the past year. Each injury was reviewed, and where needed, changes to the physical work environment were made to prevent further



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injuries, such as painting curbs and installing hand railings. Staff also receives monthly online safety training, and AHA takes a proactive approach to scheduling ergonomic evaluations and providing appropriate equipment and customized workstation set-ups so staff can work comfortably, and where possible, providing modified duty so injured employees can return to work as soon as possible. These incidents are expected to result in an increase in the AHA's Ex Mod (experience modification factor), which will raise workers compensation premiums in the upcoming years. A rough estimate from CHWCA is that AHA's contributions (aka premiums) may increase by approximately \$30,000 in the upcoming year, an increase of roughly 33% over the current level. While the actual claims liability and associated claim costs lies with CHWCA, the AHA is impacted by higher future premiums as well as the additional costs associated with securing temporary staff to fill in for long term leaves of absence, including both direct (example, salary costs) and indirect (example, management time spent on training) costs.

Information Technology/Administration

In 2016, the AHA was awarded 45 vouchers from HUD under PIH Notice 2016-11 which offered funding for the Veterans Affairs Supportive Housing (VASH) program. These 45 vouchers were for project-based voucher (PBV) units. One requirement of the award was that an Agreement to Enter into a Housing Assistance Payments Contract (AHAP) had to be executed by November 14, 2018. The AHA was able to get five under AHAP to Everett Commons (which were leased up in December 2018) and twenty-five under AHAP to Eden's Senior complex at site A; however, the remaining 15 vouchers awarded to Eden's Family complex at site A were not able to get under AHAP before the required deadline. On June 21, 2019, the AHA received formal notification that HUD was rescinding the initial funding for these 15 units of \$237,240 and recapturing the funds from the AHA. Unfortunately, the AHA was not able to put these 15 units under a 20-year PBV contract due to the developer's inability to secure the remaining funding for the project.

Also, relating to the PBV program, the AHA issued a Request for Proposals on June 26, 2019 for up to 75 units. The AHA may not award all 75 vouchers, depending on the proposals received. The applications were due July 24, 2019. Eleven responses were received for a total of 174 units. The AHA is issuing this RFP because HUD's two-year tool is projecting that the AHA will have a significant reserve by the end of the year and if utilization is not increased quickly, the agency may not be able to claim any points on its 2020 SEMAP for lease-up, which would drop the agency from the High Performer category to Standard Performer. As such, preference is being given to landlords of existing units where a participant under the program can quickly lease-up.

Staff implemented part of Procure to Pay offered through Yardi. PayScan, which is the module that allows for automation of receiving and approving invoices, went live at the end of July. A demonstration was given to staff on July 24th with onsite training on July



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30, 2019. This will allow for workflow to process invoices through the system without misplacing paper invoices. The next phase will be MarketPlace followed by Vendor Café.

The summer interns worked on expanding the AHA's use of the eLearning platform by creating classes for some of the AHA's policies and procedures. A second intern created an online form for the agency's IT Personnel Action Notice (IT PAN) that will streamline the requesting of IT access such as new, changed, or terminated access, allowing for seamless communication between HR, the supervisor, IT services, and the staff member.

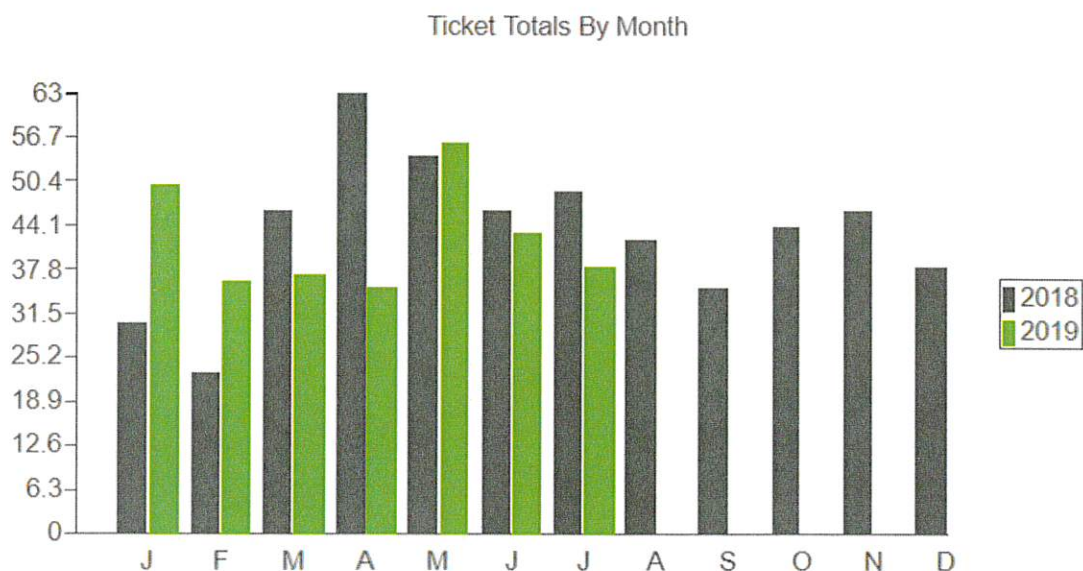
The IT service requests received for both May and June 2019 have been typical; however, there for these two months there was an increase in requests involving access rights; the number of tickets for on-boarding and off-boarding of staff; and an increase for hardware assistance. The increases were due in part to staff transition which resulted in relocation of workspaces and equipment. Two staff left the agency and five new staff members were hired and on-boarded during this period. The average response time for May tickets was about 54 minutes and the response time for June tickets was 39 minutes.

Techordia Monthly Summary Report	
Period from: 05/01/2019 to 05/31/2019	
Service Ticket Requests	
Type of Service Request	No. of tickets
Access rights	18
Hardware	6
Software	8
On Boarding / Off Boarding	13
On Site Visits	11
TOTAL:	56

Techordia Monthly Summary Report	
Period from: 06/01/2019 to 06/30/2019	
Service Ticket Requests	
Type of Service Request	No. of tickets
Access rights	7
Hardware	14
Software	8
On Boarding / Off Boarding	5
On Site Visits	9
TOTAL:	43

As of 7/22/2019, there have been 295 tickets this year and, at that time, there were 33 open tickets. Below is a chart of tickets for year 2018 versus 2019.





RECOMMENDATION

Accept the June and July 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: August 21, 2019

RE: Accept the June and July Monthly Overview Report for the Housing Programs Department

BACKGROUND

This memo provides a high-level overview of Housing Programs Department (HPD) activities for the months of June and July.

Funding Update

Each month AHA continues to project future HAP expenses by utilizing the two-year tool. In April a review of the two-year tool indicates AHA will have projected HAP reserves of \$2,146,244 by December 2019. The AHA must have utilized at least 95% of its HAP funds to receive full points for SEMAP, but this amount of lease-up currently does not meet that threshold. In such a case the maximum rating for AHA for 2019-20 will be Standard Performer.

Therefore, with Executive Director approval, staff took the following actions to increase utilization of HAP funds:

- Selected 150 applicants from HCV waitlist
- Interviewed 81 applicants
- Issued 58 Vouchers
- Absorbed 20 Port-in Vouchers effective June 1, 2019
- Increased the PBV Payments Standards for Project Based Vouchers (PBV)
- Issued an RFP for 75 new PBV 75 Vouchers

Staff will continue to monitor AHA leasing efforts and make any further recommendations needed.

Online Recertification Training Sessions Set for Summer

The Housing Authority of the City of Alameda introduced an online recertification platform called Rent Café to a select number of participants in January 2019. This



online system allows AHA participants to complete annual recertifications online via cell phones, tablets, laptops, or home computers. Participants are also able to upload proof of income, assets, or other recertification documents directly to the portal. In order to support our participants with the new process, AHA held several training sessions in June and July. In total 45 tenants attended, and 25 income certifications were completed online in June and July.

Upcoming Sessions:

August 28, 2019

Independence Plaza, 703 Atlantic Ave., Alameda
• 3:00-4:30 p.m. • 5:00-6:30 p.m.

September 17, 2019

Independence Plaza, 703 Atlantic Ave., Alameda
• 9:00-10:30 a.m. • 11:00 a.m.-12:30 p.m.
• 1:45-3:00 p.m. • 3:15-4:30 p.m.

HPD STATISTICS

Statistics	May	June	July
Annual Re-examinations Processed	Due: 125 Completed:120	Due: 153 Completed:104	Due: 181 Completed:110
Rent Increases	Due: 40 Completed: 34	Due: 48 Completed:48	Due: 27 Completed:27
Interim Re-examinations Processed	Due: 96 Completed:62	Due: 66 Completed:45	Due: 57 Completed:54
HQS Private Landlord Inspections Conducted Pass rate %	Private LL: 45 Pass Rate: 49% Breakers: 15 Pass Rate: 100%	Private LL: 63 Pass Rate: 55% Littlejohn Commons: 24 Pass Rate: 92%	Private LL: 40 Pass Rate: 75%
HQS in AHA Owned units Pass rate	IP: 173 Units Pass Rate: 74%	Detached Homes: 4 Pass rate: 50%	Eagle Village: 31 Pass rate: 23%



Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
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VOUCHER ISSUANCE AND LEASE UP DATA

Statistics	May	June	July
Section 8 Continued Movers seeking housing	9	15	10
Port-in voucher holders seeking housing	1	2	5
Voucher holders ported out and seeking elsewhere	-2	-2	-11
New Vouchers Issued to Waitlist Applicants	13	42	58
Total voucher holders seeking housing in Alameda	23	59	73
Non-Port Leased	HCV-4 PBV -0	HCV-1 PBV -0	HCV- 1 PBV - 0
Port Move-In Leased	2	1	4
Total vouchers leased up in month in Alameda	6	2	5

- Total voucher seeking is cumulative less port-out vouchers and leasing.

RECOMMENDATION

Accept the June and July 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: Gregory Kats, Director of the Rent Stabilization Program

Date: August 21, 2019

Re: Accept the June and July 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.

	May	June	July
Rent increase submissions	22	8	25
Termination of tenancy submissions	7	6	5
Capital Improvement Plan submissions	0	0	0
Number of RRAC meetings	2	1	1
Number of cases reviewed by RRAC each month	7	5	2

CITY COUNCIL UPDATE

Effective July 5, 2019, terminations of tenancy for “no cause” are prohibited for all residential rental units in the City of Alameda under Ordinance 3244.

Effective August 15, 2019, Ordinance 3246, also referred to as the Annual General Adjustment (AGA) Ordinance, stipulates that rent increases effective after September 1, 2019 cannot exceed 2.8 percent. The maximum rent increase for each subsequent year will be calculated based on 70% of the percentage change in the Consumer Price Index (CPI) for the 12-month period ending April of each year. The Ordinance has other provisions that establish new rent regulations including annual registration of rental



Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
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units by landlords, an ability to “bank” unused rent increases (with certain limitations), and the right to petition for an upward or downward adjustment in the maximum allowable rent through a binding hearing process. Single-family homes, condominiums, and multi-family units built after 1995 are exempt from the rent increase limitations in the Ordinance, but landlords will be required to register their rental units with the program.

In terms of impact to the Alameda Housing Authority (AHA) and the Rent Stabilization Program (RSP), while the latter Ordinances have either been implemented quite recently (Ordinance 3244) or have not yet gone into effect (Ordinance 3246), initial data indicates the following:

- To our knowledge, the discontinuance of “no cause” terminations of tenancy has not resulted in an increase of terminations for owner move-in (OMI) or withdrawal from the rental market (WRM). Despite initial concerns, so far, the number of terminations submitted to the RSP has not increased as a result of this legislative action, but staff will continue to closely monitor the situation.
- The implementation of a binding hearing process administered by professional hearing officers sets the stage for the imminent dissolution of the Rent Review Advisory Committee (RRAC) which will likely be officially dissolved at the September 3rd City Council meeting. Until that time, RRAC hearings will continue, but only for Costa Hawkins-exempt units not covered under the Ordinance.

The City Council is expected to consider further amendments to the existing rent stabilization regulations (Ordinance 3148) at their upcoming meeting scheduled for September 3rd. Additional changes to the program may potentially include the creation of a mandatory rent registry for all residential rental units in the City of Alameda, legislation officially codifying the dissolution of the RRAC and a new formula for calculating relocation assistance that pays a greater amount to “qualifying families” which include seniors, minors and disabled individuals. The new legislation may also require relocation assistance payments for cases of “constructive eviction” where the tenants are displaced due to excessive rent increases and may institute additional limits on owner move-in evictions. The City Council may also discuss whether Section 8 units should be subject to relocation assistance requirements and other termination related regulations. These units are currently exempt from the program’s regulations and the annual fee. Further details regarding these potential regulatory amendments will be shared at the next board meeting or on the City website once the City publishes the related Council memos <https://alamedacaarchive.org/agenda>

The potential impact these amendments may have on AHA include the following:

- The Rent Stabilization Program has acquired the services of an experienced rent program software developer, 3Di Inc., for the task of developing a comprehensive rent stabilization database, which will also serve as an online payment portal for the annual program fees that fund the program. Staff is currently working with 3Di’s software engineers and business analysts to develop



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the initial work flows and data fields for the system. This system can also function as a rent registry if the Council requests one. During the course of the community outreach process for the rent registry, concerns have been expressed by both tenants and landlords regarding access to rent registry data and related privacy issues. The program is working closely with stakeholders representing both sides, as well as the City Attorney's Office, to assess and address these concerns.

- These approved and proposed changes provide significant additional protections to tenants in Alameda and entail a large number of changes in the day-to-day administration of the program. Staff anticipates that there will be a need for extensive community outreach to help the public, both tenants and landlords, better understand the amendments to the regulations governing the program and subsequent systems that are put in place to administer the program. There will be significant additional staff time spent on activities relating to these changes including rewriting forms, policies, procedures and program materials. The program is fully staffed at this time with a team of 6.

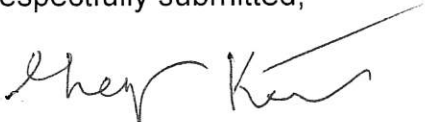
Due to the dual role the AHA plays as both Section 8 administrator and Rent Stabilization Program Administrator, and if there are additional requirements imposed on Section 8 landlords, the changes may impact the AHA's landlord outreach and future recruitment efforts for the Section 8 Program.

As referenced earlier, the Rent Stabilization Program continues to be 100% reimbursed by an annual program fee. An updated fee study will be conducted once all program amendments are finalized, to revise the annual program fee to account for any change in costs based on an increase or decrease in program services. Additionally, the Housing Authority's service agreement with the City of Alameda will expire in June 2020. AHA and City staff will be reassessing the terms and staffing levels set forth in the service agreement in the spring of 2020, taking into account programmatic changes based on any newly adopted regulations.

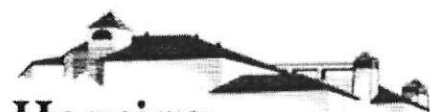
RECOMMENDATION

Accept the June and July monthly overview report for the Rent Stabilization Program.

Respectfully submitted,



Gregory Kats
Director of the 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: August 21, 2019

Re: Accept the June and July Monthly Overview Report for Property Operations

BACKGROUND

This memo provides a high-level overview of the Property Operations Department's activities for the months of June and July 2019.

DISCUSSION

VACANCY – June

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 June	Notice to Vacate Pending	Lease Pending	Rate
Anne B. Diamant Plaza	65	1	0	0	2%
China Clipper Plaza	26	3	0	3	12%
Esperanza	120	5	3	2	4%
Independence Plaza	186	14	2	9	8%
Parrot Village	50	2	0	1	4%
Scattered Sites*	41	5	0	2	7%
Total	488	30	5	17	6%

*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. Diamant Plaza, Esperanza, Parrot Village, Independence Plaza, and China Clipper.



Honorable Chair and
Members of the Board of Commissioners

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VACANCY – July

Property	Unit #	Vacancies End of July	Notice to Vacate Pending	Lease Pending	Rate
Anne B. Diamant Plaza	65	1	0	0	2%
China Clipper Plaza	26	4	0	3	15%
Esperanza	120	5	2	2	4%
Independence Plaza	186	10	5	4	6%
Parrot Village	50	2	0	1	4%
Scattered Sites*	41	5	0	1	12%
Total	488	26	7	13	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. Diamant Plaza, Esperanza, Parrot Village, Independence Plaza, and China Clipper.

At the end of July, there were ten (10) vacant units at Independence Plaza in part due to the 504/ADA upgrade rehabilitation work; these units are included in the vacancy numbers listed above. The first phase of this unit rehabilitation was completed in December and six (6) units were released for lease up and all of those units have been leased. The second phase of the ADA rehabilitation which included seven (7) units was released for leasing in March. All the units from the second phase have been leased. A further seven (7) units were released on May 30, 2019. Of these, three (3) have been leased and the remaining four (4) have scheduled move in dates in August.

Also included in the vacancy numbers listed above are two (2) units at Sherman Street that are vacant in order to address ongoing plumbing issues between the two units. These two (2) units are included in the combined smaller sites.

Staff continues to identify upcoming units in the AHA portfolio to be offered to current qualified Rosefield Village tenants in order to assist in providing housing within Alameda. As of July AHA has housed eleven (11) tenants from Rosefield within our portfolio; with three (3) more in process.

Staff expects to bring a proposal to the Board to move the management of Parrot Village and Parrot Gardens to third party management with the The John Stewart Company (JSCO) by December 31, 2019. The sites are located side by side and have been without a resident manager since October of 2018. It has been challenging to find a qualified candidate and the properties could benefit from being managed by a third party who has qualified staff available. Maintenance staffing will not be impacted at this time. Additional maintenance is being done in house this year rather than by contractors including installing counter tops and cabinets.



Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
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RENT COLLECTIONS – June

The collection rate was below 98% for Independence Plaza due to the fourteen (14) vacancies in June.

GPR - Budget vs. Collected

Property	ABD	China Clipper	ESP	IP	Parrot Village	*Scattered Sites	Total
				Tenant Rent Only			
Budgeted GPR	\$87,406	\$35,096	\$289,988	\$145,222	\$128,668	\$59,980	\$746,360
Collected	\$93,115	\$34,897	\$309,725	\$128,829	\$130,231	\$60,519	\$748,316
Collection Rate	107%	99%	104%	89%	101%	101%	100%

RENT COLLECTIONS – July

The collection rate was below 98% for China Clipper, Esperanza, Independence Plaza, Parrot Village and the scattered sites due to the combined vacancies at each site listed above in the vacancy section.

July is also the first month of the FY2019-20 new property budgets and rent increases budgeted for the increases in the GPR should be reflected in the upcoming months.

GPR - Budget vs. Collected

Property	ABD	China Clipper	ESP	IP	Parrot Village	*Scattered Sites	Total
Budgeted GPR	\$92,123	\$44,629	\$322,537	\$149,772	\$144,225	\$86,506	\$839,792
Collected	\$91,391	\$34,903	\$302,106	\$140,785	\$128,155	\$59,409	\$756,749
Collection Rate	99%	78%	94%	94%	89%	69%	90%

*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).



Honorable Chair and
Members of the Board of Commissioners

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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.

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

VACANCY – June

Property	Unit #	Vacancies End of June	Rate
Rosefield Village	53	26	50%
Eagle Village	36	2	6%
Littlejohn Commons	31	0	0%
Everett Commons	20	0	0%

VACANCY – July

Property	Unit #	Vacancies End of July	Rate
Rosefield Village	53	29	56%
Eagle Village	36	2	6%
Littlejohn Commons	31	0	0%
Everett Commons	20	0	0%

At the end of July, thirty (30) units at Rosefield were permanently offline due to the upcoming reconstruction and rehabilitation of the property. As vacancies become available at other AHA owned sites, residents currently at Rosefield may be 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 –May

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.



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Members of the Board of Commissioners

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GPR - Budget vs. Collected

Property	Rosefield	Littlejohn Commons	Eagle Village	Everett Commons	Total
Budgeted GPR	\$82,137	\$47,737	\$77,380	\$39,357	\$246,611
Collected	\$50,219	\$47,629	\$76,986	\$38,540	\$212,154
Collection Rate	60%	100%	99%	98%	86%

RENT COLLECTION –June

GPR - Budget vs. Collected

Property	Rosefield	Littlejohn Commons	Eagle Village	Everett Commons	Total
Budgeted GPR	\$82,137	\$47,737	\$77,380	\$39,357	\$246,611
Collected	\$47,371	\$47,608	\$75,283	\$38,642	\$208,904
Collection Rate	58%	100%	97%	98%	85%

HQS – Eagle Village - JSCO handled the HQS annual inspection process for Eagle Village this year and is coordinating with AHA Housing Program Department to make sure all corrections are completed within 30 days. There were three (3) units that required extra time for repairs and an extension was requested.

RENT INCREASES

Rent increases for 2019 continue to go out monthly, Effective July 1, AHA us using the new Payment Standards for all rent increases issued. The increase should 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.



Honorable Chair and
Members of the Board of Commissioners

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MAINTENANCE

Staff is working on FY2019-20 HQS preventive maintenance at Anne B. Diamant, Parrot Village and Parrot Gardens. Preventive maintenance is done to ensure units pass HQS within 30 days of the initial inspections. Annual HQS inspections will begin in September starting with Anne B. Diamant. 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 Month - 2019

Property	Unit #	Jul	Jun	May	Apr	Mar	Feb	Jan	Total
AHA Office	N/A	11	18	16	9	12	11	18	95
Anne B. Diamant	65	73	21	14	13	14	12	19	166
China Clipper Plaza	26	7	11	8	12	9	6	24	77
Detached Homes	4	4	3	0	1	0	1	0	9
Esperanza	120	36	32	36	30	51	72	115	372
Independence Plaza	186	68	44	133	186	65	58	45	599
Lincoln House	4	0	2	2	4	2	3	1	14
Lincoln Willow Apartments	5	2	1	1	1	3	3	4	15
Parrot Gardens	8	2	0	1	0	2	6	2	13
Parrot Village	50	16	15	17	27	28	22	22	147
Senior Condos	7	1	2	0	0	4	1	2	10
Sherman Street	9	4	5	0	4	5	6	3	27
Stanford House	4	5	2	0	1	0	0	1	9
Total	488	229	156	228	288	195	201	256	1,553

CAPITAL PROJECTS

See separate Independence Plaza 504/ADA Upgrade Update memo.

The attached table (Attachment 1) summarizes Housing Authority budgeted FY2019-20 capital project currently underway and those planned to begin within the coming period.



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Members of the Board of Commissioners

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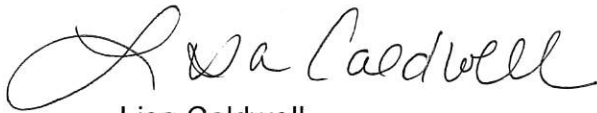
FINANCIAL IMPACT

Report only, no financial impact.

RECOMMENDATION

Accept the June and July monthly overview report for Property Operations.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa Caldwell". The signature is fluid and cursive, with the first name "Lisa" written in a larger, more prominent script than the last name "Caldwell".

Lisa Caldwell
Director of Property Operations

VMC/all

ATTACHMENT:

1. FY 2019-20 Capital Projects Update

Attachment 1

FY 2019-20 Capital Projects Update

Property	Project	Original Contract or Budget Amount	Approved Change Orders	Current or Revised Budget Amount	Original Substantial Completion	Expected or Actual Substantial Completion	Status
Independence Plaza	ADA Project (final costs only)	160,000	0	160,000	8/2/2019	9/12/2019	See Staff Report
Anne B Diamond & Independence Plaza	Balcony Assessment	200,000	0	200,000	11/1/2019	11/1/2019	Soliciting estimates, one proposal secured, two pending
Sherman Street	Roofing	145,000	0	145,000	10/18/2019	10/18/2019	Vendor selected, agreement executed. Work scheduled to begin Sept 2019
Sheman Street	Plumbing	25,000	0	25,000	11/1/2019	11/1/2019	Coordinating with plumbing services to identify issue and define scope
Esperanza	Sidewalks, Decks & Misc Site Work (lender required)	100,000	-	100,000	1/31/2020	1/31/2020	Reviewing lender report to identify and define scope
Lincoln House	Fire Damage	101,000	-	101,000	11/26/2019	11/26/2019	Architectural drawings complete, staff currently securing permit, and preparing bid package
Haight Avenue	Renovation Project (pending acquisition)	500,000	-	500,000	-	-	No update, project pending acquisition
Rosefield Village	Redevelopment Project	7,000,000	-	7,000,000	2020	2020	See HCD Report
North Housing	Demo/New Construction	3,000,000	-	3,000,000	2024	2024	See HCD Report

FY 2018-19 Capital Projects Update

Property	Project	Original Contract or Budget Amount	Approved Change Orders	Current or Revised Budget Amount	Original Substantial Completion	Expected or Actual Substantial Completion	Status
Anne B Diamond & Independence Plaza	Balcony Assessment	200,000	0	200,000	11/1/2019	11/1/2019	Moved to 2019/20 CIP schedule - see above
Independence Plaza	ADA Upgrade Project	3,500,000	35	2,875,152	8/2/2019	7/3/2019	Base project complete. ADA doors rolled into 2019/20 CIP schedule - see staff report
Sheman Street	Roofing, Paving & Drainage	200,000	0	200,000	10/18/2019	10/18/2019	Roofing bids secured, construction moved to 2019/20 CIP schedule - see above



Housing Authority of the City of Alameda

PHONE (510) 747-4300
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Mike Billington, Project Manager

Date: August 21, 2019

Re: Accept Update on the Independence Plaza 504/ADA Upgrade

BACKGROUND

In March 2017, staff received direction to proceed with efforts to renovate 20 units, common area entrances, parking and various paths of travel at Independence Plaza (IP) and the main Housing Authority office. The underlying purpose of the project was to improve resident quality of life and support accessibility to the community and tenants.

After the standard RFP process, YHLA Architects was selected as the project architect. YHLA studied the property, the units and the community layout and consulted with staff on scope, unit selection and community programs. To streamline the project and reduce costs, units were selected for renovation by vertical stacks. Stacks were chosen so that the renovated units were dispersed throughout the community. Units were also chosen by size – the ratio of renovated one to two bedroom units matched the overall ratio of one to two bedroom units at Independence Plaza.

Upon completion of the project manual, a permit was secured in April 2018. The project was then put out to bid in May 2018. Two bids were received and reviewed. Fine Line Construction was awarded the project.

In June 2018 the Board authorized the Executive Director to negotiate final terms and execute a construction contract with a project budget not to exceed \$3.5 million for accessibility upgrades to 20 units and various common area Improvements throughout Independence Plaza.

DISCUSSION

Construction began in October 2018. Phase one (1), which included six (6) units, was completed in early December 2018. Phase two (2), which included seven (7) units concluded in early March 2019. And phase three (3), which included the last seven (7) units concluded in June 2019. Additionally, the parking lot and sidewalk site work was also completed in July 2019.



Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
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Also included in the base scope was the installation of ADA door operators, paddles and fob readers throughout the community. This item however was removed from the contractor's scope, in order to close out the project. Staff is presently working to develop an appropriate scope and secure estimates from expert installers to complete this important element of the project.

An additional written agreement was put in place to secure the necessary final work and required paperwork. General Counsel provided input and reviewed the terms of the agreement closing out the project. Additional unbudgeted legal costs were incurred.

FINANCIAL REVIEW

The project yielded thirty-five (35) change orders for a total of \$301,967, which accounts for approximately 131% of the construction contingency. And, per the construction agreement, the contractor was awarded an additional \$8,800 as an early completion bonus, bringing the contract total to \$2,610,767. All payments, including pay applications, retention and the bonus have been made to the contractor.

Below, for your review, is the Budget and Cost Summary. Please note that Support Services, such as relocation costs, were substantially less than budgeted, while Construction Administration required additional funding, primarily due to the need for additional architectural, engineering, legal and consulting services.

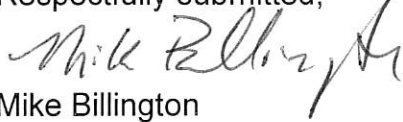
Budget & Cost Summary as of 8/2/2019

Description	Budgeted	Anticipated Actual
Pre-Construction and C.A.	\$89,572	\$137,244
Support Services	\$336,954	\$87,140
Construction	\$2,605,000	\$2,650,767
Total Project Costs	\$3,031,526	\$2,875,152
Board Approved Project Budget	\$3,500,000	

RECOMMENDATION

Accept update on the Independence Plaza 504/ADA Upgrade. This will be the final report on this project.

Respectfully submitted,


Mike Billington
Project Manager





Housing Authority of the City of Alameda

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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: August 21, 2019

Re: Authorize the Executive Director to Enter Into the Second Amendment to the Life Skills Training and Education Programs, Inc. ("LifeSTEPS") Agreement with a New Not to Exceed Amount of \$1,160,310

BACKGROUND

On May 1, 2016 AHA and Life Skills Training and Education Programs, Inc. ("LifeSTEPS") entered into a consultant agreement in which "LifeSTEPS" provides daily social services to AHA tenants. The original term of the agreement was for three years with a completion date of April 30, 2019, with a not to exceed amount of \$435,000. The agreement also allows for a maximum of two additional 1-year extension options if mutually agreed upon by both parties.

In June 2017, the original agreement was amended to add an additional FTE employee, which would allow a FTE for the senior and family sites. The amendment also added services for Littlejohn Commons and Everett Commons to start when construction was completed and the properties were in service. At that time the Board also approved to amend the agreement with a new amount of not to exceed \$729,264.

DISCUSSION

AHA has completed three years with "LifeSTEPS" and staff are generally content with the services provided. This agreement is being brought to the Board for approval for the second amendment to the agreement. Since AHA is pleased with the services provided by "LifeSTEPS" staff is requesting to extend the contract for 2 additional years, with a total not to exceed 5 years and a new amount not to exceed \$1,160,310 for 5 years. The new completion date will be April 30, 2021. The extension will be retroactive to May 1, 2019.

LifeSTEPS services are a valuable tool for AHA residents that provides assistance and empower the residents to maintain their housing and expand self-sufficiency. LifeSTEPS provides educational and supportive services such as financial classes, case management and health education services.

Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
Page 2 of 2

FINANCIAL IMPACT

The following table indicates the expenses incurred and expected

Period	AHA Managed Budget	Third Party Managed Budget	Running Annual Expense to Date
Year 1 2016-17	\$117,000	N/A	\$109,952
Year 2 2017-18	\$250,020	N/A	\$218,565
Year 3 2018-19	\$198,600	61,000	\$250, 875
Year 4 2019-20	\$204,558	62,794	N/A
Year 5 2020-2021	\$210,696	64,642	N/A
TOTAL	\$971,874	\$188,436	\$579,392

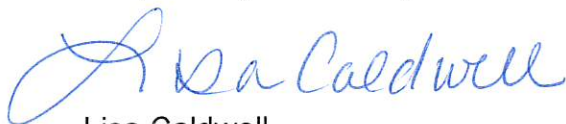
Please note the increase in budget for year two (2) was for the addition of another FTE to allow for a FTE at the senior and family sites. The increase in year three (3) was to include social services to Littlejohn Commons and Everett Commons.

The new not to exceed amount of \$1,160,310 for LifeSTEPS services is budgeted in the property budgets each year and the properties revenue can support the payments.

RECOMMENDATION

Authorize the Executive Director to enter into the second amendment to the Life Skill Training and Education Programs, Inc. ("LifeSTEPS") agreement with a new not to exceed amount of \$1,160,310.

Respectfully submitted,



Lisa Caldwell
Director of Property Operations

VMC/all

Attachment:

1. Second Amendment to Agreement to Consultant Services Agreement with Life Skills Training and Education Programs, Inc. ("LifeSTEPS")



AMENDMENT TO AGREEMENT

This Amendment of the Agreement, entered into this 22nd day of August, 2019, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA and its affiliates, a public body corporate and politic (hereinafter referred to as "AHA") and Life Skills Training and Education Programs, Inc. ("LifeSTEPS"), (a California 501c3 Corporation) whose address is 4041 Bridge Street Fair Oaks, CA 95628, (hereinafter referred to as "Contractor") is made with reference to the following:

RECITALS:

A. On May 1, 2016, an agreement was entered into by and between AHA and Contractor (hereinafter "Agreement"). The not to exceed amount was \$435,000 and the end date was April 30, 2019.

B. On August 22, 2019, this agreement was modified to incorporate two (2) additional years of service retroactive to May 1, 2019. The not to exceed amount was extended to \$1,310,000 and the end date was April 30, 2021.

C. AHA and Contractor desire to modify the Agreement on the terms and conditions set forth herein.

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

1. Paragraph 1 of the Agreement is modified to read as follows:

The Contractor shall commence on May 1, 2016 and shall terminate on April 30, 2021.

2. Paragraph 3 of the Agreement is modified to read as follows:

Contractor shall be compensated for services performed pursuant to this Agreement not to exceed \$1,160,310 for the 5 year term as set forth in Proposal Form Exhibit "A".

3. Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

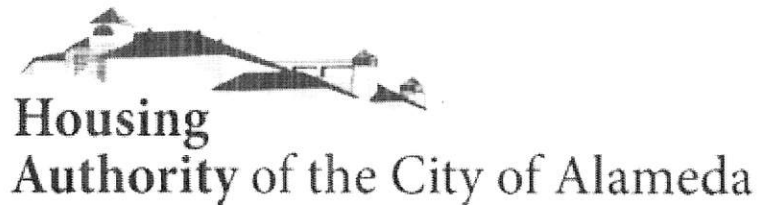
IN WITNESS WHEREOF, the parties hereto have caused this modification of the Agreement to be executed on the day and year first above written.

Life Skills Training and Education Programs, Inc.
("LifeSTEPS")

HOUSING AUTHORITY OF THE CITY
OF ALAMEDA

Beth Southorn
Executive Director, LifeSTEPS

Vanessa M. Cooper
Executive Director



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 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: August 21, 2019

Re: Accept the June and July 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 has reviewed the end of year sub grantee reports and submitted the final draw requests to the City so that the financials for FY 2018-19 could be completed. Staff has begun to prepare the draft Consolidated Annual Performance and Evaluation Report (CAPER). The County has instructed each of the participating cities to submit the draft CAPER no later than September 4, 2019.

Staff completed two HUD monitoring visits – one for the Environmental Review and another for the CDBG Program. Each HUD representative expects to prepare and submit the report by the end of September. No significant findings were identified during the exit interview, and each representative expressed satisfaction with the reporting that had been provided.

With the assistance of the summer intern, staff has been actively working with the County to promote the survey for the Analysis of Impediments to Fair Housing Choice, including participating at the Town Hall meetings that took place at Anne B. Diamant Plaza and Independence Plaza. Survey responses will be accepted through August 23, 2019. The survey is available online in English, Spanish, and Chinese at the following link: https://www.surveymonkey.com/r/housingsurvey_alameda2019

Inclusionary and Below Market Rate (BMR) Programs

The Assumption and Assignment Agreements of the paper equity notes for 16 BMR units at Alameda Landing and 16 BMR units at Marina Shores have been recorded with the



Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
Page 2 of 3

Alameda County Recorder's Office.

With the assistance of the summer intern, Staff has begun developing and populating the comprehensive database of the properties developed through the City's Inclusionary Housing Program for use by staff for the monitoring program of these below market rate homeownership units. Field inspections have been conducted. Owner occupancy and requests for documentation are planned to begin in September.

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. Staff is working with Finance department and the auditor to finish up the December 31, 2018 audit and prepare the IRS Form 990 tax return for ICD.

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.

Feasibility Studies – Staff plans to begin work on the feasibility studies of two potential projects in September.

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

Asset Management

Staff submitted a response to an RFP for the Project Based Voucher (PBV) Program on July 24, 2019 for Eagle Village (three units), Independence Plaza (25 units), Lincoln House (one unit), Parrot Gardens (three units) and Sherman House (two units). Staff completed the Independence Plaza CIC Requisition payment requests for the operating subsidy.

Staff completed the annual, first, and second quarter reporting for lenders and investors, the physical site inspection at Littlejohn Commons, and the initial site and file inspection for Everett Commons. Staff is working with Property Management for the HOME inspection at Lincoln House and Sherman Street.

Staff expects approval from the Alameda County Assessor's Office, Welfare Exemption Department in August for both Littlejohn Commons and Everett Commons, both of which have been pending for over a year. Staff is also preparing the Benchmark Star Energy Metrics report, a lender requirement for Independence Plaza, Esperanza, Parrot Village and Eagle Village.

Staff is working with finance to establish additional protocols for monthly reconciliations for predevelopment draws, loan repayments, loan confirmations for audits, and bank account approvals and activities. Asset Management will be providing a full report of all



banking activity with the new lenders for Everett Commons and Littlejohn Commons, through Island City Development, for the September meeting.

Asset Management continues to oversee the last Mulberry acquisition, 2101 Eagle Ave, which is expected by September. This last unit acquisition has been delayed due to the master developer delays in receiving their final certificate of occupancy from the City. Staff is working with the title company to be sure the funds transferred to escrow do not expire should there be continued delays with the acquisition.


Other Activities

The summer interns have been a help to all AHA departments as they make their way through the list of projects, from funding applications to the Esperanza reading room. They will be presenting their work at the All Staff meeting prior to ending the internship on August 15. We thank them for their hard work and wish them well.

RECOMMENDATION

Accept the June and July monthly overview report for Housing & Community Development.

Respectfully submitted,



Kathleen Mertz
Director of Housing and Community Development





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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Richard Yoshida, Project Manager

Date: August 21, 2019

Re: Accept the June and July 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. ICD is the developer. Construction funds were secured at the loan closing on June 29, 2017. Construction of the project started on July 7, 2017. The project received a Final Certificate of Occupancy on December 20, 2018 and was fully leased by December 31, 2018. A Grand Opening Celebration was held on March 26, 2019.

This will be the final HCD report on this project.

Bedroom Size	1	2	3	4	Total
# Units	4	11	5	0	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 is complete and all contractor costs have been paid. The property is fully leased up. The final cost certification has been completed. The Alameda County A1 Bond loan funded (net of retention) along with the investor's capital contributions to pay down the construction loan. Developer Fees of \$432,322 were paid. Stabilization was satisfied and the project converted to permanent financing on July 17, 2019. The operation of the property is being managed by The John Stewart Company.



FINANCIAL IMPACT

The final project costs are summarized below from the cost certification.

	\$ Actual
Land	586,489
Hard Costs	11,324,280
Soft Costs (A/E, legal, financing, consultants, reports, permits, developer fees, reserves)	7,024,927
Total	18,935,696

RECOMMENDATION

Accept the June and July Monthly Development Report for Everett Commons.

Respectfully submitted,



Richard Yoshida
Project Manager





Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Tony Weng, Senior Project Manager
Date: August 21, 2019
Re: Accept the June and July Monthly Development Report for Rosefield Village

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 Rosefield Village project includes new construction of 78 units and renovation of 14 units, totaling 92 units located on the 700 block of Buena Vista Ave. ICD is the developer. The overall project scope includes both rehabilitation of existing structures and construction of a new building in the middle of the site. In addition to the 78 units, the new central building includes onsite laundry, property management offices, social service coordination offices, a community room, and central courtyard with play structures. Twelve existing units, in five buildings, on the east and west sides of the new building will be renovated, and one house will be converted into a duplex.

Please see previous monthly board reports for project details prior to this month's update.

DISCUSSION

In collaboration with Paragon Partners, Property Management staff continues to offer AHA vacancies not subject to a waitlist for Rosefield transferees and Paragon Partners is also working with tenants to find housing in the private market. An update on the relocation status is below:

Month	Total Units	Vacant Units	Currently Occupied	Move Completed
July 31, 2019	53	29	24	12

In addition to the relocation planning work, staff continues to work with the design team on construction documents. The project team submitted the plans and specifications to the City Building Department for building permits on August 7, 2019.

In June 2019, AHA published a Request for Proposals (RFP) for Project-Based Voucher Program. Staff prepared and submitted a proposal for 25 Project-Based Vouchers (PBV),



the maximum allowed per project on July 24, 2019. If awarded, the PBVs will allow the project to leverage more permanent financing and directly benefit future low-income households at the project.

The California Department of Housing and Community Development (HCD) has issued a Notice of Funding Availability (NOFA) for the new Multifamily Housing Program (MHP). Staff are working on the MHP funding application and will be submitting the MHP funding application to HCD on August 20, 2019. For funding competitiveness and scoring, the project will have to commit at least 10 of the 92 units for homeless households, filled by referrals from the Alameda County Coordinated Entry System.

In addition, staff will be submitting the 4% Low-Income Housing Tax Credit and Tax-Exempt Bond applications after the MHP awards. Overall, for all funding source compliance, the project will serve households at incomes between 20%-80% of the Area Median Income. The overall financing goal is to secure funding in 2019 and start construction in early 2020.

FINANCIAL IMPACT

As of October 2018, the Board approved a construction/permanent loan of \$7 million of AHA funds to support the project with the expectation that this will be replaced with other sources when awarded.

The Board has previously authorized a \$2 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 July 2019.

Rosefield Village

Pre-development Loan from AHA	\$ 2,000,000
Usage through July 2019	\$ 1,086,991
Balance	\$ 913,010

RECOMMENDATION

Accept the June and July monthly development report for Rosefield Village.

Respectfully submitted,



Tony Weng
Senior Project Manager





Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Danielle Thoe, Management Analyst

Date: August 21, 2019

Re: Accept the June and July Monthly Development Report for North Housing and
Approve the Agency Vision for North Housing

BACKGROUND

The North Housing Project is the redevelopment of approximately 12 acres of land at the former Alameda Naval Air Station (NAS) at the site known as Coast Guard Housing. The Housing Authority is leading the development under a homeless accommodation conveyance, alongside partners Alameda Point Collaborative (APC) and Building Futures. On February 21, 2016, the Board authorized acceptance of the Quit Claim deed for conveyance of the property to the Housing Authority. On June 5, 2018, City Council approved the resolution for transfer of the North Housing site to the Housing Authority. North Housing successfully transferred to Housing Authority ownership on May 30, 2019.

Please see previous monthly board reports for project details prior to this month's update. Documentation of the master planning process can be found at www.northhousing.org.

DISCUSSION

Staff worked with Urban Design Associates (site planning firm) to amend the North Housing site plan to include additional units permitted under Alameda's Local Density Bonus Ordinance – 580 units across the 12-acre site. Staff took the updated site plan to a City Design Review Team (DRT) meeting where it received positive feedback from City staff that it conforms to the current zoning and general plan by-right. The chart below highlights the expected number of units planned under Local Density Bonus Ordinance as compared to those previously conceived under State Density Bonus.

	Allowable Units	Units Above Base Zoning
Base Zoning 30 units/acre	362	-
State Density Bonus – 35%	489	127
Local Density Bonus – 60%	580	218



Attached to this report is the final master plan document, previously presented to the Board, circulated to the North Housing Adhoc Committee, and presented to the City at the DRT meeting. This master development plan will serve as the overall vision for redevelopment of the 12-acre site as AHA moves forward with individual projects. As each project comes through for land use approvals, there may be minor changes based on project specific design. Staff continues to engage the City Planning staff on the specific entitlement steps given the complicated multilayered zoning, the density bonus, the new street details, and other governmental laws and codes that affect the entitlement process. A staff Planner has been assigned to the project and under their advice AHA may not need to submit a development plan to the city. As such, staff are re-confirming requirements and considering site-by-site development approval for the phased projects.

A Community Meeting was held on July 24th, 2019 to present the updated site plan with neighbors and the larger Alameda Community. Those in attendance did not bring up new issues and generally voiced support for how the increased number of units focused on the interior and western portions of the site.

Site fencing and signage is now installed, with two sections of additional fencing to be installed when Carmel Partners is able to move staged piles of dirt and gravel that await the beginning of construction on the Singleton Avenue extension. The road construction start and relocation of the piles is anticipated be complete in the next 2 weeks.

An RFP for long-term Security & Maintenance Services was published and staff hopes to have a firm contracted by mid-September. To secure the site in the short-term, staff entered into a temporary services contract with Red Dragon, LLC to provide security at North Housing.

Staff has identified a few trespass and/or squatting issues in the North Housing units. AHA's Tenancy & Eviction counsel provided legal advice related to the process for engaging individuals in the units and getting the buildings emptied and secured. At the same time, City staff is working on clearing an encampment from the adjacent Estuary Park. AHA staff has been coordinating with the City to understand their timing and process. While the two sites will be handled differently, all those involved are aware of the close connection between the two sites. Staff has informed the security firm who will work to ensure members of the encampment do not move across the street into AHA buildings.

The RFP for Project Management Services for Demolition and Abatement at North Housing is published. Staff anticipates having a firm under contract for these services by early October; the project remains on-track to have the demolition underway by the end of 2019. Contemporaneously, staff is working through the environmental review process for use of CDBG funds for the demolition work. Environmental review and agency approval must be complete before demolition work can commence.



Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
Page 3 of 3

Work on design of the first building of 90 units of permanent supportive housing has been on pause while staff finalizes the updated site plan with increased density. Staff anticipates a late August meeting with HKIT and partners Building Futures (BF) and Alameda Point Collaborative (APC) to restart design work in earnest.

Staff applied for 25 Project Based Vouchers (PBVs) during the Housing Authority of the City of Alameda's recent RFP for Project Based Vouchers. If awarded, these 25 vouchers would provide the 90 units of permanent supportive housing with guaranteed operating income up to the applicable payment standard once the building is operational and the units leased.

FINANCIAL IMPACT

In total, the Board authorized a predevelopment loan of \$3,700,000 for costs associated with master planning, demolition, and predevelopment work for the first 90 units of permanent supportive housing.

The chart below summarizes expenses through July 2019.

North Housing

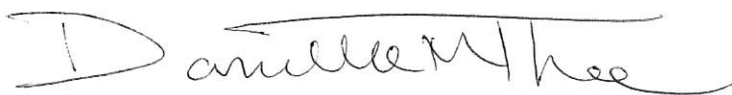
Pre-development Loan from AHA	\$ 3,700,000
Usage through July 2019	\$ 331,959
Balance	\$ 3,368,046

As the many pieces of the project move forward, staff anticipates an increase in expenses at the site. During the coming six months, costs of holding, securing, and maintaining the North Housing land are expected to top \$200,000.

RECOMMENDATION

Accept the June and July Monthly Development Report for North Housing.

Respectfully submitted,



Danielle Thoe
Management Analyst

Attachment:

1. North Housing Master Plan



NORTH HOUSING DEVELOPMENT PLAN

PREPARED FOR
The Housing Authority of the City of Alameda

PARTNERS
Alameda Point Collaborative
Building Futures

CONSULTANT TEAM
Carlson, Barbee and Gibson (CBG)
Gates + Associates
Structure
Urban Design Associates

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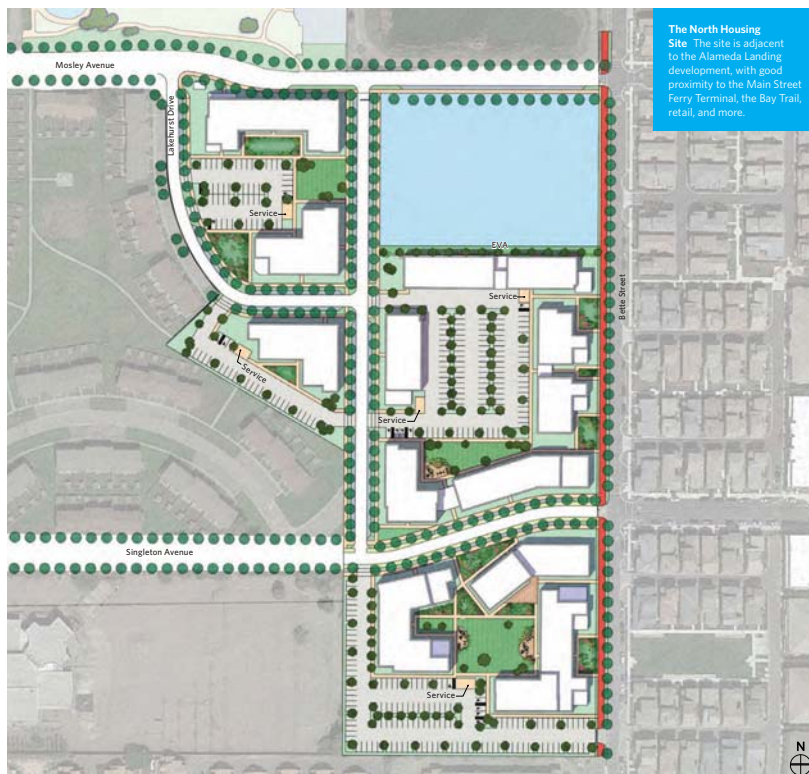
URBAN DESIGN ASSOCIATES

Introduction

North Housing is a plan for 12.07 acres that transforms vacant former Coast Guard housing into an extension of a vibrant mixed-income residential neighborhood. As a residential community, the site will mix housing and supportive services for formerly homeless, senior, and family households while providing and connecting to key amenities in the City of Alameda. This Development Plan provides land use, circulation, and infrastructure consistent with the City of Alameda's General Plan and defines open space, public access, and design standards for the redevelopment of the North Housing parcel.

Objectives

- Create walkable blocks mixed with circulation and access for pedestrians, bicycles, and motor vehicles.
- Connect to parks and open space.
- Integrate with the fabric of the existing neighborhoods.
- Increase quality, diverse affordable housing and supportive service spaces for the Alameda Community.

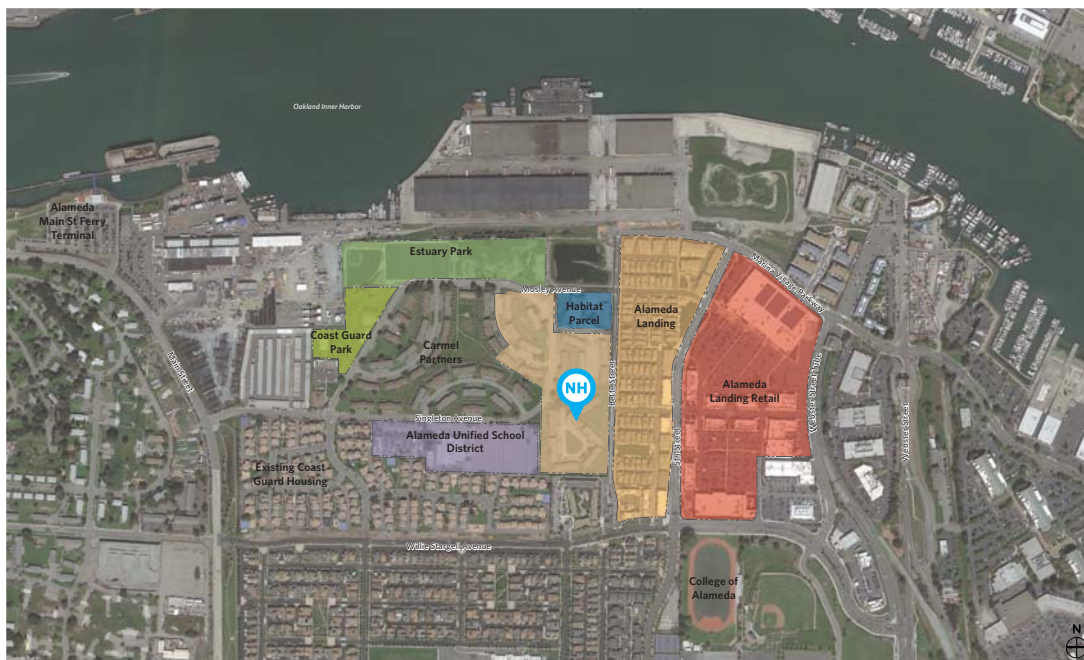


The North Housing Site The site is adjacent to the Alameda Landing development, with good proximity to the Main Street Ferry Terminal, the Bay Trail, retail, and more.

URBAN DESIGN ASSOCIATES

Site Context

The North Housing site is located on the western end of Alameda Island in the San Francisco Bay. This plan is designed to create new mixed income housing opportunities that make sense in the context of the surrounding neighborhood. North Housing will provide connectivity to the surrounding developments and further knit together the cohesiveness of the west end of the island.



NORTH HOUSING DEVELOPMENT PLAN / ALAMEDA, CALIFORNIA / JULY 2019

URBAN DESIGN ASSOCIATES

2

Conceptual Site Plan



NORTH HOUSING DEVELOPMENT PROGRAM

Units				Square Footage	Parking	Estimated Open Space	
Block	Supportive Housing	Family	Senior	Management/Community Space	Off-Street	Public	Semi-Public
A	90	—	51	2,900	53	0.21 ac	0.05 ac
B	—	—	54	1,340	29	0.02 ac	—
C	—	85	141	7,025	141	0.27 ac	0.17 ac
D	—	159	—	4,770	131	0.10 ac	0.40 ac
Subtotal	90	244	246		354	0.58 ac	0.64 ac
Total	580 Units			16,035 SF	354 Spaces	1.22 ac	

PSH Parking Requirement: 0.25 total off-street spaces
 Family Parking Requirement: Minimum 0.8 space/unit off-street spaces
 Senior Parking Requirement: 0.5 space/unit off-street spaces
 Above Moderate Housing: 1 space/unit off-street spaces

NORTH HOUSING DEVELOPMENT PROGRAM

Units	Supportive Housing	Family	Senior
Studio, 1 bath/unit	45	—	—
1 Bedroom, 1 bath/unit	44	90	(37%) 244 (99%)
2 Bedroom, 1 bath/unit	1	91	(37%) 2 (1%)
3 Bedroom, 1.5 bath/unit	—	63	(26%) —
Total Units	90	244	246

NORTH HOUSING DEVELOPMENT PLAN / ALAMEDA, CALIFORNIA / JULY 2019

URBAN DESIGN ASSOCIATES

3

Local Connections



NORTH HOUSING DEVELOPMENT PLAN / ALAMEDA, CALIFORNIA / JULY 2019

URBAN DESIGN ASSOCIATES

4

Street Connections

AUTOMOBILE ACCESS

North Housing is bounded to the north by the extension of Mosley Avenue. Singleton Avenue runs through the southern third of the site, and Bette Street provides the eastern boundary. Mosley and Singleton are described as community streets as they are more highly utilized streets that tie into the greater fabric of Alameda, while Bette is characterized as a local street, primarily serving the households of Alameda Landing.

The plan would introduce two new local streets to increase site connectivity and create a more walkable block structure that aligns with the grid city character of Alameda. The north/south local street connects Singleton and Mosley while providing a spine down the center of the site.

Lakehurst is an existing street from the former Coast Guard housing that would be rebuilt and connected to an east/west local street. This would allow for the existing townhouses to continue to face a street environment, while also creating four distinct development blocks that can be easily phased for building projects.

There was an emphasis in the planning process to create minimal curb cuts along Bette street in order to keep from disturbing the trail that runs along that street.

EMERGENCY VEHICLE ACCESS (EVA)

The four development blocks are also designed for 150-foot hose pull and additional emergency vehicle access. The internal network of roadways and easements allows for access to all building sites. This includes a shared paseo along the northeast edge of the Housing Authority site, along its border with the future Habitat for Humanity site, which provides EVA access to both sites to allow for development along this border.



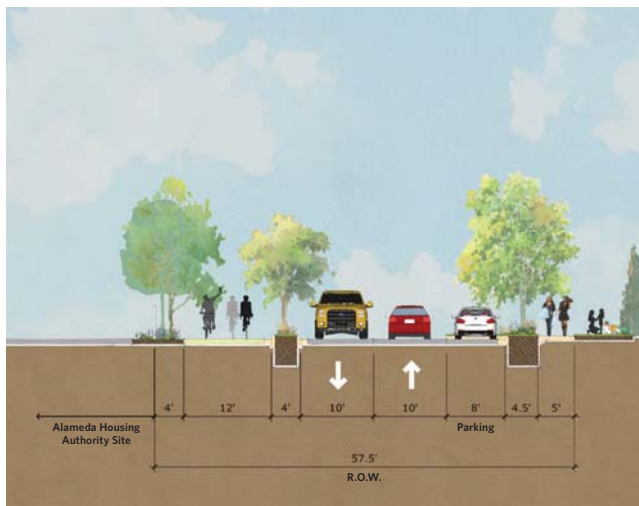
NORTH HOUSING DEVELOPMENT PLAN / ALAMEDA, CALIFORNIA / JULY 2019

URBAN DESIGN ASSOCIATES

5

Street Cross Sections — Existing

Bette Street cross-section is provided to show context only. No changes to Bette Street are proposed.



Section A —Existing Bette Street Section

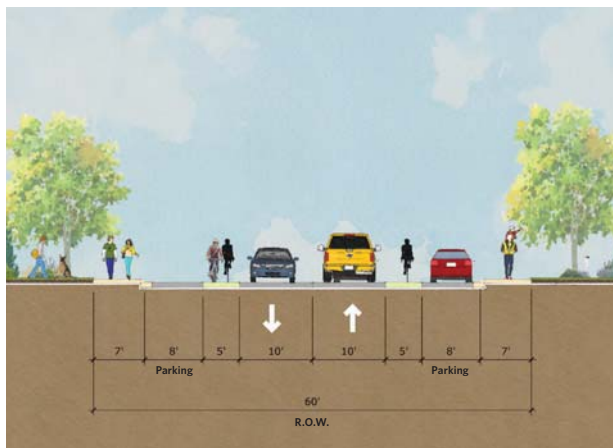
NORTH HOUSING DEVELOPMENT PLAN / ALAMEDA, CALIFORNIA / JULY 2019

URBAN DESIGN ASSOCIATES

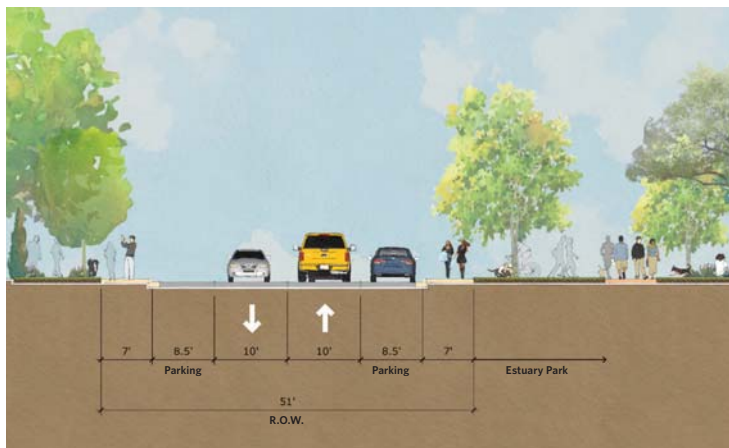
6

Street Cross Sections — Previously Approved

Street sections for Singleton Avenue and Mosley Avenue through and around the North Housing site have previously been approved by the City of Alameda, in coordination with Carmel Partners' work to build these streets. The Housing Authority of the City of Alameda presents these street sections only to show what will be constructed.



Section B — Singleton Avenue



Section C — Mosley Avenue

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Street Cross Sections — Proposed Local Streets



Section D — Local Street 1



Section E — Local Street 2

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Open Space Plan

The landscape will be compliant with Bay Friendly Landscape Guidelines and provide places for the community to enjoy the outdoors. Planting will provide clues to way-finding and views will be framed by tree and plant locations. Various types and scales of gathering spaces will be designed throughout the project to encourage a mixture of outdoor activities.



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NORTH HOUSING DEVELOPMENT PLAN / ALAMEDA, CALIFORNIA / JULY 2019

Pedestrian and Bicycle Connections



NORTH HOUSING DEVELOPMENT PLAN / ALAMEDA, CALIFORNIA / JULY 2019

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Public Transit Connections



NORTH HOUSING DEVELOPMENT PLAN / ALAMEDA, CALIFORNIA / JULY 2019

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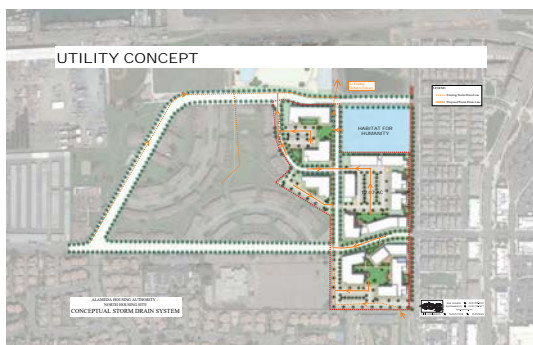
Infrastructure

These proposed infrastructure plans show the conceptual storm drain, water, and sanitary sewer to be provided to the North Housing site.

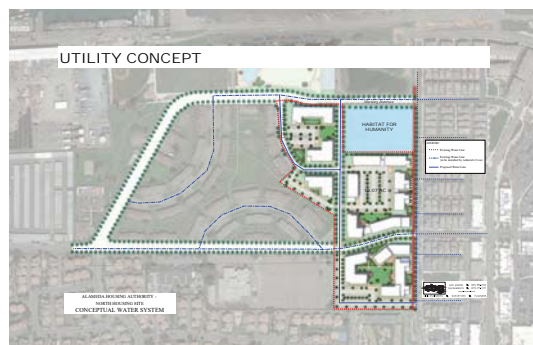
The conceptual storm drain system includes a large existing outlet to the estuary along the proposed local street that is running north to south.

Potable water lines will not utilize the existing building's military water lines. Lines will tie into Mosley at the two street connections to the north and Singleton at the street intersection for both north and south main lines into the site. One line also ties into Bette Street at the southernmost drive aisle for the project.

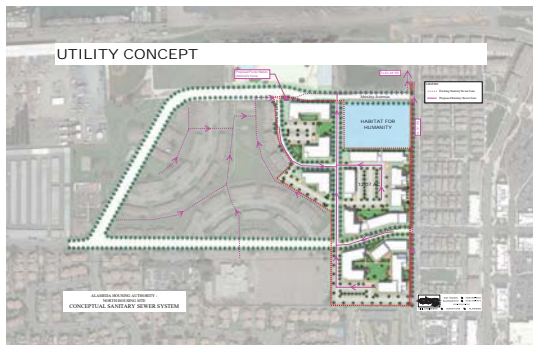
PG&E and AMP, respectively, have confirmed capacity of both gas and electric systems to the site. Service to new buildings will be obtained at time of development.



Conceptual Storm Drain System



Conceptual Water System



Conceptual Sanitary Sewer System



Block Diagram

Conceptual Site Plan & Building Siting

THE PLAN FOR NORTH HOUSING

The plan for North Housing is designed to increase connectivity throughout the site while allowing for developable parcels for high quality affordable housing. This plan illustrates how the concepts and goals of the development plan come together.

The placement of buildings, streets and open space create a neighborly environment to integrate the North Housing site with the surrounding community. The scale of the buildings relate to each other and their neighbors while utilizing the site to provide an impactful amount of necessary affordable housing.



Conceptual Plot Plan

DESIGN AND ORIENTATION

During public comment and community meetings, it was clear that there was a strong desire for the new housing to blend with the surrounding community. Orientation toward streets, parks, and open space allow for neighborly design and a walkable community. Simple, well-designed facades allow for visual interest while also meeting the goals of a project that is affordable and sustainable in providing high quality, low-income housing for some of the most vulnerable population of the community.

SITE SUMMARY

- **Acres:** 12.07
- **Zoning Designation:** R4-PD with Multi-Family Overlay
- **Permitted Maximum Density:** 580 Units (30 units/ac with 60% density bonus (30-4.23, k, 2, [a]))
- **Permitted Maximum Height:** 5 stories or 60 feet (30-4.23, k, 3, [b])



Block Diagram

NORTH HOUSING DEVELOPMENT PROGRAM

Units				Square Footage	Parking	Estimated Open Space	
Block	Supportive Housing	Family	Senior	Management/Community Space	Off-Street	Public	Semi-Public
A	90	—	51	2,900	53	0.21 ac	0.05 ac
B	—	—	54	1,340	29	—	0.02 ac
C	—	85	141	7,025	141	0.27 ac	0.17 ac
D	—	159	—	4,770	131	0.10 ac	0.40 ac
Subtotal	90	244	246	—	354	0.58 ac	0.64 ac
Total	580 Units	—	—	16,035 SF	354 Spaces	1.22 ac	—

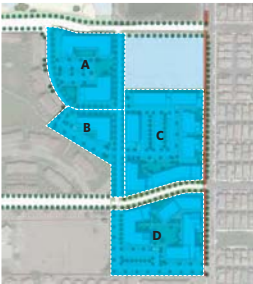
PSH Parking Requirement: 0.25 total off-street spaces
Family Parking Requirement: Minimum 0.8 space/unit off-street spaces
Senior Parking Requirement: 0.5 space/unit off-street spaces
Above Moderate Housing: 1 space/unit off-street spaces

Subarea Height Limits, Setback & Guidelines

SUBAREA LIMITS AND SETBACK GUIDELINES

Guideline	Subareas			
	A Permanent Supportive Housing and Senior Housing	B Senior Housing	C Senior and Family Housing	D Family Housing
Height Limit Facing Singleton Ave.	N/A	N/A	60'	60'
Height Limit Facing Mosley Ave.	60'	N/A	60'	60'
Height Limit Facing Bette Street*	N/A	N/A	35'	35'
Height Limit Facing Internal Streets or Passes	60'	60'	60'	60'
Minimum Setback to Porches and Terraces from Streets	5'	5'	5'	5'
Minimum Setback to Porches and Terraces from Open Space	0'	0'	0'	0'
Minimum Setback to Building face	10'	10'	10'	10'
Minimum Space Between buildings	20'	20'	20'	20'

*Height limitation extends 20' from the ROW line of Bette Street



Subarea Diagram

- 5-STORY
- 4-STORY
- 3-STORY
- 2-STORY
- 1-STORY



Summary of Housing Types

THE HOUSING TYPES IN NORTH HOUSING

Since 1940, the Housing Authority has served the Alameda community by providing housing for households with very low, low, and moderate-incomes. A requirement of the North Housing land transfer is that the Housing Authority develop 90-units of permanent supportive housing which will be the first project the Housing Authority undertakes.

Beyond this, it is the Housing Authority's plan to build out the remainder of the site with mixed-income affordable housing. The Development Plan shows a sample mix of senior and family housing, though the exact unit types will largely be based upon available funding. Parking ratios are provided as a standard of what will be constructed for each type of housing. The numbers of each type of unit shown are to provide an idea of what will be built and to show that the units and all associated parking and open space can be provided on-site.

Permanent Supportive Housing

Designed for those who have spent time living unsheltered, these buildings typically contain additional spaces for case management and social services aimed at supporting residents in permanent housing. Units are smaller, typically made up of studio and 1-bedroom units. Parking needs for housing for the formerly homeless are very low and the Housing Authority proposes a ratio of 0.25 spaces per unit.

Services for these residents will be provided by development partners, Alameda Point Collaborative (APC) and Building Futures. Building Futures will provide primary social

services to residents and make external service connections for residents. APC will provide job training and workforce readiness programs to residents.

Senior Housing

Age-restricted senior housing is designed to support aging in place to address the changing health and mobility needs of senior citizens. This includes universal design features throughout, including accessible route of travel, installation of grab bars in bathrooms, and wide maneuverable doorways. Units are typically studio and 1-bedroom units. Parking needs for an aging population are low as residents who drive are often limited by both physical ability and fixed incomes. The Housing Authority proposes a ratio of 0.5 spaces per unit.

Family Housing

These properties are designed to meet the needs of residents of all ages. Outdoor spaces contain play spaces for children of varying ages and indoor spaces include computer rooms for quiet study or resume writing, as an example. Units are a mixture of sizes, ranging from studio units to 3 bedroom units. Parking needs are higher for family properties and the Housing Authority proposes a ratio of 0.8 spaces per unit.

It is the Housing Authority's intention to fully develop the site as mixed income affordable housing. Developing this housing involves complicated financing and lengthy timelines. This reality is consistent with the City Housing Element 2015-23's first Major Housing Initiative, which names financial resources as a challenge to the City's Affordable Housing

Programs. As is stipulated in the Legally Binding Agreement between the Housing Authority, its partners, and the City (acting as Reuse Authority), the Housing Authority maintains the right to sell a portion of the land to obtain funding in support of providing affordable housing.



NORTH HOUSING DEVELOPMENT PROGRAM

Supportive Housing		Senior						Family			
Building	A	B	C	D	E	F	G	H	I	J	
Studio, 1 bath/unit	45	—	—	—	—	—	—	—	—	—	
1 Bedroom, 1 bath/unit	4.4	51	54	35	54	50	27	27	25	11	
2 Bedroom, 1 bath/unit	1	—	—	—	2	—	42	13	13	23	
3 Bedroom, 1.5 bath/unit	—	—	—	—	—	—	16	6	27	14	
Total Units	90	51	54	35	56	50	85	46	65	48	



Automobile Parking

GENERAL GUIDELINES

All automobile parking for residential uses on the North Housing site will be accommodated on-site, when possible located on the interior or in the rear of blocks. The ratios for parking needs of the residents of the North Housing site are derived from the Housing Authority and its partners' experience with similar resident profiles in the Bay Area.

Off-street resident parking will be provided at the following minimum ratios:

- Permanent Supportive Housing: minimum ratio of 0.25 spaces/unit.
- Family Affordable Housing: minimum ratio of 0.8 spaces/unit.
- Senior Housing: minimum ratio of 0.5 spaces/unit.
- Above Moderate Housing: minimum ratio of 1.0 spaces/unit.

NORTH HOUSING DEVELOPMENT PROGRAM

Units				Square Footage Management/ Community Space	Parking Off-Street
Block	Supportive Housing	Family	Senior		
A	90	—	51	2,900	53
B	—	—	54	1,340	29
C	—	85	141	7,025	141
D	—	159	—	4,770	131
Subtotal	90	244	246		354
Total	580 Units			16,035 SF	354 Spaces

PSH Parking Requirement: 0.25 total off-street spaces
Family Parking Requirement: Minimum 0.8 space/unit off-street spaces
Senior Parking Requirement: 0.5 space/unit off-street spaces
Above Moderate Housing: 1 space/unit off-street spaces



Conceptual Architectural Styles



The Breakers at Bayport, Alameda, CA



Jack Capon Villa, Alameda, CA



Lincoln Oaks, Fremont, CA



Jack Capon Villa, Alameda, CA



The Breakers at Bayport, Alameda, CA



Jack Capon Villa, Alameda, CA

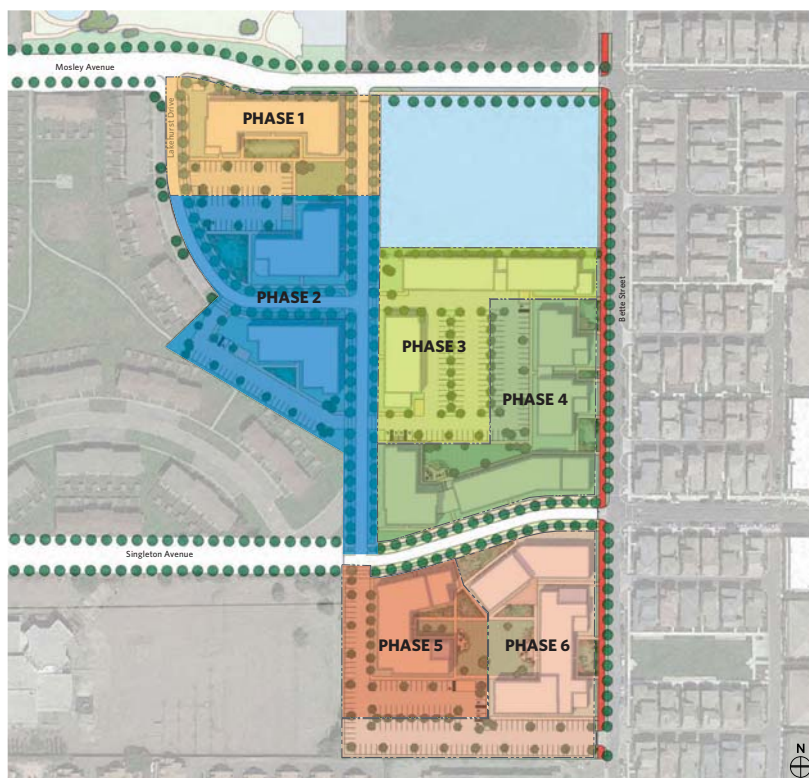
NORTH HOUSING DEVELOPMENT PLAN / ALAMEDA, CALIFORNIA / JULY 2019

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URBAN DESIGN ASSOCIATES

Preliminary Development Schedule

Block A Development 90 Unit Permanent Supportive Housing Completion Anticipated Fall 2021
Block A & Block B Development Completion Anticipated Summer 2023
Block C Phase 1 Completion Anticipated Winter 2025
Block C Phase 2 Completion Anticipated Winter 2026
Block D Phase 1 Completion Anticipated Winter 2027
Block D Phase 2 Completion Anticipated Winter 2028



NORTH HOUSING DEVELOPMENT PLAN / ALAMEDA, CALIFORNIA / JULY 2019

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URBAN DESIGN ASSOCIATES

To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Director of Finance

Date: August 21, 2019

Re: Accept the Budget Variance Report for June 30, 2019

BACKGROUND

This high-level, Budget Variance Report covers preliminary unaudited financial operating results compared to the 2018-19 budget for the fiscal year ended June 30, 2019. Although the year-end financial data is on an accrual basis, the month-to-month financials are on a cash basis. The numbers are subject to change based on the final audited financial statement report.

On June 20, 2018 the Board of Commissioners approved a one-year operating budget for all programs covering the fiscal year July 1, 2018 through June 30, 2019. Furthermore, on June 19, 2019, the Board of Commissioners approved a one-year operating budget for all programs covering the fiscal year July 1, 2019 through June 30, 2020.

It is also important to note; the financial reports include four properties that have transferred ownership to Alameda Affordable Housing Corporation (AAHC). These properties are Anne B. Diamant, China Clipper Plaza, Stanford House, and Lincoln-Willow Apartments. The AAHC financial statements will be presented for approval in a separate annual AAHC Board meeting. All members of the Board of Commissioners also serve as the Board of Directors of AAHC.

DISCUSSION

Overview

Year-to-date variances are as follows: revenue is under budget by \$1,210,215 (2.58%), operating expenses are under budget by \$2,607,725 (6%), and net income (before depreciation) is higher than budget by \$1,397,510. Rosefield and Eagle Village income expenses are not fully incorporated, but will be included by the year-end audited financial statements. A third party manages these properties and reports on income and occupancy are provided in the monthly overview report for Property Operations.

Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
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Operations Budget - Revenue

Rental income (Total Tenant Revenue) of \$11,534,228 is predominantly made up of Housing Assistance Payments (HAP) received for AHA units, the subsidy for Independence Plaza, and tenant rent received. HAP and tenant rent are slightly under budget for the year-to-date. The lower income is due in part to the number of vacancies at Independence Plaza during the 504/ADA rehabilitation, vacancies held elsewhere in the portfolio to relocate tenants from Rosefield, and some reduced HAP income due to abatements of units that have now been fixed. Occupancy is expected to improve over the coming months. Other Income is \$2,285,146 (3.12% or \$73,676) less than the year-to-date budgeted revenue. This includes the developer fee from Littlejohn Commons. Construction has been completed and the developer fee will be retained at 90% by ICD (this amount was double counted in the ICD and AHA budgets but since the overall impact can be covered by AHA, a revised budget for 2018-19 will not be submitted). Additionally, professional service revenue, which includes the Rent Program and HCD MOUs, is under budget mainly due to the Rent Stabilization Program understaffing. As of the date of this memo, the Rent Stabilization Program is fully staffed.

Administrative Fee income in HUD is over the year-to-date budget by \$67,993 (4.19%). The factors that affect how much Administrative Fee AHA receives are the proration percentage and the number of units leased. HUD provided an increase of 4% in the proration factor from 76% to 80% that accounts for this higher number. For the past several years, Administrative Fees from HUD have not fully funded the Housing Programs Department, and the Section 8 program has been subsidized by income from AHA properties.

Expenses

Net profit from operations (before depreciation) is \$3,597,680.

Total expenses are lower than the year-to-date budget by \$2,193,350 (7%). This is mainly due to the lower salary and benefit expenses, which are under budget due to vacant positions (see monthly overview report for Operations, H.R. and I.T.). Temporary expenses are on budget due to additional staff to assist with vacancies and a number of long-term staff absences.

Maintenance contracts are 30% below budget. AHA has outsourced two properties to The John Stewart Company and the maintenance team is doing more of the maintenance work themselves.



Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
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Housing Assistance Payments (HAP) Pass-through

The Housing Assistance Payments (HAP) pass-through includes all the Housing Choice Voucher/Section 8, Shelter Plus, and Bessie Coleman (SRO) programs. Year-to-date HAP revenue is \$645,538 (2%) below budget for Section 8 and slightly below for Shelter Plus and SRO as well. After a 12-month period of issuing no vouchers due to shortfall, staff is issuing regular and FUP vouchers. HAP payments to property owners are \$476,112 (1.55%) less than the year-to-date budget. Staff is working closely with HUD to monitor the HAP revenue and expenditure, and the federal budget process to ensure a sufficient cash flow for the program.

In terms of pass through to AHA, Section 8, Finance, and Property Operations staff meet monthly to ensure that payments to AHA for AHA owned properties are made accurately and on time. Staff is increasing contract rents at the sites, except Independence Plaza, to the new payment standards over 2019.

Statement of Net Position

The Housing Authority has adequate cash resources for operations.

OTHER ISSUES IMPACTING FINANCE DEPARTMENT

Staffing

The Finance Department is now fully staffed. The new Finance Director and an Accounting Specialist started in late June 2019. Two Accounting Specialists started in May and the new Controller has been on board since March 2019. One of our long time Accounting Specialists left in June 2019 month after over 30 years with AHA. A full-time salaried CPA level temporary staff person left in July 2019. Nan McKay and Associates also continues to provide consulting and training services including HUD's monthly Voucher Management System (VMS) report and the annual Financial Data Schedule (FDS).

The Finance Director (Louie So) and Controller (Janet Lee) attended a two-day HUD Housing Authority financial reporting training in July 2019.

Audit

The auditors, Citrin Cooperman, will begin preliminary work for the audited financial statements for the fiscal year ended June 30, 2019 offsite in October 2019, and will be onsite in November 2019 to accommodate the HUD financial statement deadline in 2020. Furthermore, the financial statement audit for AHA's affiliate, Island City Development, is currently in progress.



Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
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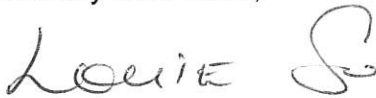
Unfunded Pension Liabilities

Further discussions on the Unfunded Pension liabilities will be brought to the Board of Commissioners at or around October 2019's board meeting.

RECOMMENDATION

Accept the Budget Variance Report for June 30, 2019.

Respectfully submitted,



Louie So
Director of Finance

Attachments:

- Fiscal Year to date financials budget to actual
- Balance sheet as of June 30, 2019

Budget Comparison (with PTD)

Period = Jul 2018-Jun 2019

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
7000000								
REVENUE								
TENANT REVENUE								
7020100	0.00	-68,781.55	68,781.55	100.00	0.00	-825,378.60	825,378.60	100.00
7020110	0.00	-8,151.03	8,151.03	100.00	0.00	-97,812.36	97,812.36	100.00
7020130	0.00	337,528.42	-337,528.42	-15.08	3,694,641.16	4,050,341.04	-355,699.88	-8.78
7030000	286,021.68	522.00	-669.67	-56.20	23,028.43	14,300.04	8,728.39	61.04
7030030	500.00	500.00	0.00	N/A	5,453.00	0.00	5,453.00	N/A
7030040	0.00	0.00	0.00	N/A	0.95	0.00	0.95	N/A
7030050	-37,882.00	0.00	-37,882.00	N/A	1,733,345.04	1,733,345.04	6,654.96	0.38
7030060	145,280.99	144,445.42	835.57	0.58	1,740,000.00	7,117,406.64	-1,008,217.88	-14.17
7030100	478,757.60	593,117.22	-114,359.62	-19.28	6,109,188.76	4,778.04	-63,865.96	-1,336.66
7030110	0.00	-398.17	398.17	100.00	-68,644.00	27,910.68	2,649.09	9.49
7030300	2,821.00	2,325.89	495.11	21.29	30,559.77	12,015,334.44	-8,110,637.37	-4.00
7030300	876,021.27	1,001,277.87	-124,656.60	-12.45	11,534,228.07	374,583.00	-37,369.30	-9.98
FEDERAL GRANTS								
7060000	17,235.98	31,215.25	-13,979.27	-44.78	337,213.70	374,583.00	-37,369.30	-9.98
7060060	17,235.98	31,215.25	-13,979.27	-44.78	337,213.70	374,583.00	-37,369.30	-9.98
OTHER INCOME								
7110010	0.00	633.73	-633.73	-100.00	94,586.71	7,604.76	86,981.95	1,143.78
7110011	79,436.86	5,569.13	-73,867.73	1,326.38	264,015.73	66,829.56	197,186.17	295.06
7110013	28.13	40.92	-12.79	-31.26	4.90	491.04	-486.14	-99.00
7110020	0.00	0.00	0.00	N/A	15,634.51	0.00	15,634.51	N/A
7110060	1,533.93	0.00	1,533.93	N/A	18,750.12	0.00	18,750.12	N/A
7110070	140,909.10	0.00	140,909.10	N/A	480,548.72	0.00	480,548.72	N/A
7110075	1,892.78	2,557.58	-664.80	-25.99	24,594.86	30,671.96	-6,077.10	-19.81
7110082	446.99	894.00	-447.01	-50.00	8,787.14	10,728.00	-1,940.86	-18.09
7110090	0.00	32,500.00	-32,500.00	-100.00	18,200.00	390,000.00	-371,800.00	-95.33
7110092	117,194.08	153,280.75	-36,086.67	-23.54	1,326,989.22	1,839,369.00	-512,379.78	-27.86
7140000	26,806.03	0.00	26,806.03	N/A	26,806.03	0.00	26,806.03	N/A
7150030	504.97	0.00	504.97	N/A	1,978.51	0.00	1,978.51	N/A
7150070	396.00	1,094.00	-698.00	-63.80	4,249.80	13,128.00	-8,878.20	-67.63
7159000	369,148.87	196,570.11	172,578.76	87.80	2,283,146.25	2,358,822.32	-75,676.07	-3.12
HUD GRANT								
8000000	2,353,913.95	2,540,153.16	-186,239.21	-7.33	29,836,299.51	30,481,837.92	-645,538.41	-2.12
8020000	140,195.00	135,141.68	5,053.32	3.74	1,689,694.00	1,621,700.16	67,993.84	4.19
8020110	1,708.32	0.00	1,708.32	N/A	29,244.27	0.00	29,244.27	N/A
8030000	5,821.90	0.00	5,821.90	N/A	69,763.70	0.00	69,763.70	N/A
8100120	2,489,995.37	2,675,294.84	-185,299.47	-6.93	31,483,474.08	32,103,538.08	-618,064.00	-1.93
8990000	3,753,001.49	3,904,358.07	-151,356.58	-3.88	45,642,062.10	46,852,277.84	-1,210,215.74	-2.58
EXPENSES								
OPERATING EXPENSES								
ADMINISTRATIVE								
9100000	280,702.16	368,605.62	-87,903.46	-23.85	3,414,039.99	4,423,267.60	1,009,227.61	22.82
9110010	57,770.09	21,553.08	36,217.01	-168.04	320,927.19	258,636.96	62,290.23	-24.08
9110020	0.00	3,949.90	-3,949.90	100.00	53,854.20	47,398.80	6,455.40	-13.62
9120000	0.00	3,378.67	-3,378.67	100.00	10,062.00	40,544.04	30,482.04	75.18
9130000	51,363.43	71,377.77	-20,014.34	-28.04	646,890.95	856,532.13	209,641.18	24.48
9150020	38,064.25	31,589.28	6,474.97	-20.50	308,024.87	379,072.24	71,047.37	18.74
9150030	4,061.71	5,378.57	-1,316.86	-24.48	50,561.11	64,543.73	13,982.62	21.66
9150040	670.38	637.41	32.97	-5.17	15,919.19	13,301.40	2,617.79	-19.68
9150050	0.00	0.00	0.00	N/A	0.88	0.00	0.88	N/A
9150060	1,991.26	2,492.22	-500.96	-20.10	24,682.83	29,906.86	5,224.03	17.47
9150080	382.60	0.00	382.60	N/A	382.60	0.00	382.60	N/A
9150090	3,566.13	1,977.59	1,588.54	-80.33	33,331.56	23,733.03	9,598.53	-40.44
9160010	8,866.07	6,395.33	2,470.74	-38.63	47,041.90	76,743.96	29,702.06	38.70
9160030	157.20	0.00	157.20	N/A	3,375.71	0.00	3,375.71	N/A
9160040	4,271.66	4,620.70	-349.04	7.55	17,501.45	55,448.40	37,946.95	68.44
9160050	6,115.82	5,251.55	864.27	-16.46	59,748.93	63,018.60	3,269.67	5.19
9160060	6,710.89	2,673.11	4,037.78	-151.05	36,186.95	32,077.32	4,109.63	-12.81
9160070	0.00	0.00	0.00	N/A	319.59	0.00	319.59	N/A
9160080	1,582.47	0.00	1,582.47	N/A	25,931.94	0.00	25,931.94	N/A
9160090	3,523.55	2,542.00	981.55	-38.61	55,539.03	30,504.00	25,035.03	-82.07
9160100	61,544.88	18,902.01	42,642.87	-225.60	289,075.61	226,824.12	62,251.49	-27.44

Budget Comparison (with PTD)
Period = Jul 2018-Jun 2019
Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9160111 Payroll charge	548.71	671.51	122.80	18.29	6,476.15	8,058.12	1,581.97	19.63
9160112 Survey/Title Fee	0.00	0.00	0.00	N/A	31,673.60	0.00	-31,673.60	N/A
9160113 Office Rent	15,751.71	10,184.33	-5,567.38	-54.67	65,630.03	122,211.96	56,581.93	46.30
9160114 Administrative Support	25.00	0.00	-25.00	N/A	31.06	0.00	-31.06	N/A
9160115 Organization Cost	0.00	0.00	0.00	N/A	4,942.00	0.00	-4,942.00	N/A
9160120 Training/Conferences and Travel	28,009.44	13,522.24	-14,487.20	-107.14	104,548.17	162,266.88	57,718.71	35.57
9160130 Membership Dues and Fees	72,500.00	1,058.67	-71,441.33	-6,748.22	98,214.72	12,704.04	-85,510.68	-673.10
9160131 Taxes & Government Fees	0.00	0.00	0.00	N/A	300.08	0.00	-300.08	N/A
9160140 Collection Loss	-145.67	0.00	145.67	N/A	-500.62	0.00	500.62	N/A
9160160 Contracts - Accounting Services	21,533.13	0.00	-21,533.13	N/A	29,533.13	0.00	-29,533.13	N/A
9160170 Contracts - Administrative Services/Consultant	41,020.84	27,154.42	-14,466.42	-53.27	310,868.56	325,851.96	14,983.40	4.60
9160180 Contracts - Application Service Provider - Yard	25,990.11	12,579.89	-13,410.22	-106.60	135,440.35	150,958.68	15,518.33	10.28
9160190 Contracts - Computer/Telephone Maintenance/Email	26,308.94	10,614.12	-15,694.82	-147.87	108,869.96	127,369.44	18,499.48	14.52
9160210 Contracts - Housing Program Services	2,431.00	0.00	-2,431.00	N/A	3,295.00	0.00	-3,295.00	N/A
9160220 Contracts - Human Resource Services	79,614.00	8,419.18	-71,194.82	-845.63	214,506.10	101,030.16	-113,475.94	-112.32
9160230 Contracts - Housing Inspection Services	8,272.00	4,580.08	-3,691.92	-80.61	74,548.64	54,960.96	-19,587.68	-35.64
9160250 Contracts - Office Machine Maintenance	0.00	0.00	0.00	N/A	1,496.89	0.00	-1,496.89	N/A
9160260 Contracts - Office Machine Lease	2,875.13	1,568.53	-1,306.60	-83.30	20,779.33	18,822.36	-1,956.97	-10.40
9160270 Contracts - Web Hosting/Maintenance/Web Ads	1,340.25	2,051.42	711.17	34.67	12,384.96	24,617.04	12,232.08	49.69
9160510 Association Dues	2,767.00	2,535.17	-231.83	-9.14	44,735.55	30,422.04	-14,313.51	-47.05
9160900 TOTAL ADMINISTRATIVE	860,786.14	646,264.37	-214,521.77	-33.19	6,681,171.94	7,760,826.83	1,079,654.89	13.91
9200000 TENANT/SOCIAL SERVICES/POLICE								
9210010 Tenant Services - Salaries	7,939.35	17,487.10	9,547.75	54.60	132,158.09	209,845.20	77,687.11	37.02
9210030 Police Services	17,500.00	17,768.10	268.10	1.51	212,155.56	213,217.20	1,061.64	0.50
9210900 TOTAL TENANT/SOCIAL SERVICES/POLICE	25,439.35	35,255.20	9,815.85	27.84	344,313.65	423,062.40	78,748.75	18.61
9219990 RELOCATION								
9220000 Tenant-Relocation Costs	1,232.70	2,818.64	1,585.94	56.27	83,430.45	33,823.68	-49,606.77	-146.66
9220900 TOTAL RELOCATION	1,232.70	2,818.64	1,585.94	56.27	83,430.45	33,823.68	-49,606.77	-146.66
9230005 TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE								
9230010 Tenant Sves Employee Benefits - Medical/Dental	5,429.13	4,889.61	-539.52	-11.03	105,859.03	58,677.97	-47,181.06	-80.41
9230020 Tenant Sves Employee Benefits - PERS/PARS	986.99	1,578.49	591.50	37.47	87,462.94	18,941.75	-68,521.19	-361.75
9230030 Tenant Sves Employee Benefits - FICA	114.16	268.12	153.96	57.42	1,695.05	3,219.98	1,524.93	47.36
9230040 Tenant Sves Employee Benefits - SUI	3,152.21	17.18	-3,135.03	-18,248.14	3,619.12	206.77	-3,412.35	-1,650.31
9230050 Tenant Sves Employee Benefits - Life/LTD	113.22	0.00	-113.22	N/A	525.59	0.00	-525.59	N/A
9230080 Tenant Sves Employee Benefits - Other	3,064.23	0.00	-3,064.23	N/A	3,064.23	0.00	-3,064.23	N/A
9230090 Tenant Sves Employee Benefit - WC	94.08	163.58	69.50	42.49	1,221.49	1,902.60	741.11	37.76
9230900 TOTAL TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE	12,954.02	6,916.98	-6,037.04	-87.28	203,447.45	83,009.07	-120,438.38	-145.09
9240005 TENANT SERVICES								
9240020 Tenant Service Activities - Contracts and O/S Services	42,078.20	27,080.68	-14,997.52	-55.38	269,307.69	324,968.16	55,660.47	17.13
9240030 Tenant/Social Services - Resident Participation	0.00	0.00	0.00	N/A	1,310.93	0.00	-1,310.93	N/A
9240040 Tenant/Social Services - Other Programs	0.00	0.00	0.00	N/A	-123.51	0.00	123.51	N/A
9240900 TOTAL TENANT SERVICES	42,078.20	27,080.68	-14,997.52	-55.38	270,495.11	324,968.16	54,473.05	16.76
9300000 UTILITIES								
9310000 Water	40,284.50	21,551.68	-18,732.82	-86.92	269,300.59	258,620.16	-10,680.43	-4.13
9320000 Electricity	17,522.52	12,085.07	-5,437.45	-44.99	131,657.01	145,020.84	13,363.83	9.22
9330000 Gas	13,570.34	4,829.16	-8,741.18	-181.01	75,825.62	57,949.92	-17,875.70	-30.85
9380010 Sewer	31,083.66	27,366.66	-3,717.00	-13.58	279,201.43	328,399.92	49,198.49	14.98
9380020 Garbage	67,654.86	42,690.00	-24,964.86	-58.48	431,946.40	512,280.00	80,333.60	15.68
9380030 Other	-432.00	0.00	432.00	N/A	-478.00	0.00	478.00	N/A
9390000 TOTAL UTILITIES	169,683.88	108,522.57	-61,161.31	-36.36	1,187,453.05	1,302,270.84	114,817.79	8.82
9400000 MAINTENANCE								
9400000 MAINTENANCE SALARIES								
9410010 Maintenance - Salaries	42,938.14	60,069.57	17,131.43	28.52	561,156.48	720,834.84	159,678.36	22.15
9419000 TOTAL MAINTENANCE SALARIES	42,938.14	60,069.57	17,131.43	28.52	561,156.48	720,834.84	159,678.36	22.15
9420005 MAINTENANCE MATERIALS								
9420010 Maintenance Materials	19,211.30	20,812.49	1,601.19	7.69	99,481.57	249,749.88	150,268.31	60.17
9420020 Vehicle - gasoline	1,594.07	0.00	-1,594.07	N/A	7,615.95	0.00	-7,615.95	N/A
9420030 Janitorial Supplies	594.44	0.00	-594.44	N/A	2,317.05	0.00	-2,317.05	N/A
9420900 TOTAL MAINTENANCE MATERIALS	21,399.81	20,812.49	-587.32	-2.82	109,414.57	249,749.88	140,335.31	56.19
9429005 MAINTENANCE CONTRACTS								
9429015 Maintenance Contracts - Unit Turnaround	0.00	24,909.60	24,909.60	100.00	21,461.07	298,915.20	277,454.13	92.82
9429040 Maintenance Contracts - Cycle Painting	2,525.00	2,668.07	143.07	5.36	52,525.00	32,016.84	-20,508.16	-64.05

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Budget Comparison (with PTD)

Period = Jul 2018-Jun 2019

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Maintenance Contracts - Floor Covering	20,262.28	6,213.95	-14,048.33	-226.08	124,323.67	74,567.40	-49,756.27	-66.73
Maintenance Contracts - Services	5,549.68	13,059.73	7,510.05	57.51	85,748.38	156,716.76	70,968.38	45.28
Maintenance Contracts - Painting	2,875.00	2,182.08	-692.92	-31.76	22,059.66	26,184.96	4,125.30	15.75
Maintenance Contracts - Plumbing	1,029.00	2,534.33	1,505.33	59.40	24,601.95	30,411.96	5,810.01	19.10
Maintenance Contracts - Landscape, Pool, Pond Maintenance	17,614.62	11,999.01	-5,615.61	-46.80	97,240.27	143,988.12	46,747.85	32.47
Maintenance Contracts - HVAC Maintenance	3,847.50	3,225.24	-622.26	-19.29	6,607.89	38,702.88	32,094.99	82.93
Maintenance Contracts - Hazardous Substances Testing	2,800.00	0.00	-2,800.00	N/A	2,800.00	0.00	-2,800.00	N/A
Maintenance Contracts - Elevator Maintenance	5,157.04	3,240.50	-1,916.54	-59.14	41,170.20	38,886.00	-2,284.20	-5.87
Maintenance Contracts - Extermination	0.00	4,171.51	4,171.51	100.00	14,190.00	50,588.12	35,868.12	71.65
Maintenance Contracts - Electrical Maintenance	971.75	1,979.36	1,007.61	50.91	8,756.85	23,752.32	14,995.47	63.13
Maintenance Contracts - Security and Nurse Call Systems	2,717.05	4,920.17	2,203.12	44.78	82,411.37	59,042.04	-23,369.33	-39.58
Maintenance Contracts - Tree Trimming Services	0.00	459.88	459.88	100.00	34,615.00	5,518.56	-29,096.44	-527.25
Maintenance Contracts - Gutter Cleaning Services	0.00	1,313.20	1,313.20	100.00	7,702.00	15,758.40	8,056.40	51.12
Maintenance Contracts - Flooding Replmt/Cleaning Srvc	970.00	687.35	-282.65	-41.12	13,582.60	8,248.20	-5,334.40	-64.67
Maintenance Contracts - Other	895.00	4,573.13	3,678.13	80.43	24,281.33	54,877.56	30,596.23	55.75
Maintenance Contracts - Vehicle Maintenance	569.03	-100.40	-669.43	-100.40	10,977.66	5,623.56	-5,354.10	-95.21
Maintenance Contracts - Janitorial	14,906.00	9,715.74	-5,190.26	-53.42	134,946.00	116,588.88	-38,357.12	-32.90
TOTAL MAINTENANCE CONTRACTS	82,688.95	98,321.48	15,632.53	15.90	830,000.90	1,179,857.76	349,856.86	29.65
MAINTENANCE EMPLOYEE BENEFITS								
Maint Employee Benefits - Medical/Dental	9,891.27	16,024.48	6,133.21	40.50	128,724.70	199,495.87	70,771.17	35.48
Maint Employee Benefits - PERS/PARS	3,980.58	7,097.82	3,117.24	43.92	52,351.21	85,174.75	32,823.54	38.54
Maint Employee Benefits - FICA	626.32	866.72	240.40	27.74	7,766.02	10,399.97	2,633.95	25.33
Maint Employee Benefits - SUI	103.36	47.92	-55.44	-115.69	2,543.28	575.94	-1,967.34	-341.59
Maint Employee Benefits - Life/LTD	354.25	514.04	159.79	31.09	4,582.28	6,202.98	1,620.70	26.13
Maint Employee Benefits - Uniforms/Shoes	134.94	352.34	217.40	61.70	2,245.84	4,230.75	1,984.91	46.92
Maint Employee Benefit - WC	2,719.99	2,534.32	-185.67	-7.33	31,240.58	30,410.85	-829.73	-2.73
TOTAL MAINTENANCE EMPLOYEE BENEFITS	17,810.71	28,037.64	10,226.93	36.48	229,453.91	336,491.11	107,037.20	31.81
TOTAL MAINTENANCE	164,837.61	207,241.18	42,403.57	20.46	1,730,025.86	2,486,933.59	756,907.73	30.44
GENERAL EXPENSES								
Interest Expense	81,334.17	93,927.25	12,593.08	13.41	1,069,864.22	1,127,127.00	57,262.78	5.08
Mortgage Financial Service Charge	5,084.55	0.00	-5,084.55	N/A	65,654.15	0.00	-65,654.15	N/A
Other Expense	140,000.00	0.00	-140,000.00	N/A	415,608.78	0.00	-415,608.78	N/A
Insurance - Liability	7,560.89	6,939.33	-621.56	-8.96	45,712.87	83,271.96	37,559.09	45.10
Insurance - Property	11,573.63	9,712.35	-1,861.28	-19.16	121,308.09	116,548.20	-4,759.89	-4.08
Insurance - Vehicle	835.32	1,247.41	412.09	33.04	11,615.75	14,968.92	3,353.17	22.40
Insurance - Earthquake	3.59	0.00	-3.59	N/A	3.59	0.00	-3.59	N/A
Insurance - Other	15,665.85	0.00	-15,665.85	N/A	26,140.24	0.00	-26,140.24	N/A
Other General Expenses	860.00	0.00	-860.00	N/A	39,734.31	0.00	-39,734.31	N/A
TOTAL GENERAL EXPENSES	262,918.00	111,826.34	-151,091.66	-135.11	1,795,642.00	1,341,916.08	-453,725.92	-33.81
TOTAL OPERATING EXPENSES	1,539,929.90	1,145,925.96	-394,003.94	-34.38	12,295,979.51	13,756,810.65	1,460,831.14	10.62
MOD REHAB AND SPC EXPENSES								
Rent to Owners - Bessie Coleman	14,505.00	0.00	-14,505.00	N/A	182,614.00	0.00	-182,614.00	N/A
PORT-In (A/R Billings)	-74,211.00	0.00	74,211.00	N/A	-848,739.00	0.00	848,739.00	N/A
TOTAL MOD REHAB AND SPC EXPENSES	-59,706.00	0.00	59,706.00	N/A	-666,125.00	0.00	666,125.00	N/A
EXTRAORDINARY EXPENSES								
Pre-development Cost	0.00	8,333.33	8,333.33	100.00	3,002.64	99,999.96	96,997.32	97.00
HOUSING ASSISTANCE PAYMENTS (VOUCHER)								
TOTAL EXTRAORDINARY EXPENSES	0.00	8,333.33	8,333.33	100.00	3,002.64	99,999.96	96,997.32	97.00
HOUSING ASSISTANCE PAYMENTS (VOUCHER)								
Housing Assistance Payments - Landlords	2,547,061.00	2,566,274.74	19,213.74	0.75	30,319,184.90	30,795,296.88	476,111.98	1.55
Housing Assistance Payments - FSS	6,102.00	0.00	-6,102.00	N/A	64,135.00	0.00	-64,135.00	N/A
Utility Allowance to Tenants	1,749.00	0.00	-1,749.00	N/A	28,205.00	0.00	-28,205.00	N/A
TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	2,554,912.00	2,566,274.74	11,362.74	0.44	30,411,524.90	30,795,296.88	383,771.98	1.25
TOTAL EXPENSES BEFORE OTHER EXPENSES	4,035,135.90	3,720,534.03	-314,601.87	-1,182.62	42,044,382.05	44,652,107.49	2,607,725.44	6%
NET INCOME BEFORE OTHER EXPENSES	-282,134.41	183,824.04	1,63,245.29	112.61	3,597,680.05	2,200,170.35	-1,397,509.70	-64%
OTHER EXPENSES								
Depreciation Expense	127,997.37	0.00	-127,997.37	N/A	1,568,095.65	0.00	-1,568,095.65	N/A
Capital Outlays	0.00	0.00	0.00	N/A	-3,067.29	0.00	3,067.29	N/A
Donations	0.00	0.00	0.00	N/A	2,550.00	0.00	-2,550.00	N/A

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Budget Comparison (with PTD)

Period = Jul 2018-Jun 2019

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9859999 TOTAL OTHER EXPENSES	127,997.37	0.00	-127,997.37	N/A	1,567,578.36	0.00	-1,567,578.36	N/A
9996000 TOTAL EXPENSES	4,163,133.27	3,720,534.03	-442,599.24	-11.90	43,611,960.41	44,652,107.49	1,040,147.08	2.33
9998000 NET INCOME	-410,131.78	183,824.04	-593,955.82	-323.11	2,030,101.69	2,200,170.35	-170,068.66	-7.73

Balance Sheet
Period = Jun 2019
Book = Accrual

		Current Balance
1000000	ASSETS	
1100000	CURRENT ASSETS	
1101000	CASH	
1110010	Cash - Unrestricted	5,086,870.67
1110012	Cash - Reserve for Building	78,450.83
1110014	Cash - Reserve for Equipment	2,152.00
1110018	Cash - Operating Checking with 3rd Party	809,678.64
1110019	Petty Cash with 3rd Party	-4,500.19
1110020	Cash - Petty cash	250.00
1110021	Cash - Benefit Account	71,023.68
1110030	Cash - FSS	125,003.20
1110040	Cash - Replacement Reserve Bldg	126,415.00
1130030	Cash - Restricted Sec Dep	76,775.00
1140000	Cash - Tenant Security Deposits	500,833.59
1140050	Cash - Tenant Security Deposits with 3rd Party	39,440.00
1199000	TOTAL CASH	6,912,392.42
1200000	ACCOUNTS RECEIVABLE	
1240010	Accounts Receivable - Government	384,731.10
1240050	HAP Rent Receivable	122,603.66
1240070	Accounts Receivable- HUD	30,325.10
1250010	Accounts Receivable - Other	451,680.01
1250050	Accounts Receivable - 3rd Party Management	21,117.00
1255000	Subsidy Suspense Receivable	-36,232.84
1260000	Accounts Receivable - Tenant	587,898.89
1260050	Accounts Receivable - Tenant Rent with 3rd Party	4,681.89
1261000	Allowance for Doubtful Accounts -Dwelling Rent	-61,830.05
1280000	Fraud Recovery	36,869.40
1281000	Allowance for Doubtful Accounts - Fraud	-36,144.20
1290000	Accrued Interest Receivable	26,954.99
1290010	Accrued Receivables	19,237.77
1299000	TOTAL ACCOUNTS RECEIVABLE	1,551,892.72
1300000	INVESTMENTS AND OTHER CURRENT NOTES	
1310000	Investments(LAIF)- Unrestricted	9,660,882.69
1320010	Investments - Other	200.00
1320020	Investments(LAIF) (Restricted) - FSS Escrow	-327.20
1320030	Investments(LAIF)- Building Reserve	1,349,520.57
1320040	Investments(LAIF) - Equipment Reserve	270,652.04
1320201	Investment Reserved for IP-LAIF	419,973.11
1350010	Investment(LAIF)-Restricted (Jack Capon Villa Trust)	1,356.83
1350031	Investments - CAMP	8,233,972.03
1350100	Mortgage Receivable	26,213,098.04
1350103	Mortgage Receivable-Jack Capon L. P.	135,468.03
1350106	Loan Receivable - ICD	15,329,430.00
1350107	Loan Receivable-RCD/Stargell/Tri Pointe	2,000,000.00
1350109	Loan Receivable - Section 8	650,000.00

Balance Sheet
Period = Jun 2019
Book = Accrual

		Current Balance
1360000	TOTAL INVESTEMENTS AND OTHER CURRENT NOTES	64,264,226.14
1400000	PREPAID EXPENSES	
1420010	Prepaid Insurance - Property	16,990.90
1420020	Prepaid Insurance - Liability	5,512.01
1420040	Prepaid Insurance - Worker Comp	5,067.01
1420050	Prepaid - Other	159.97
1420051	Prepaid Rent	14,400.00
1420070	Escrow Deposits - Property	-34,135.20
1420075	Escrow Dep. PNC Hedge Res.	62,273.35
1430000	Inventories	9,810.30
1430010	Replacement Reserve-NorthMarq Loan	491,715.37
1430020	Reserve for Replacement NorthMarq	507,852.45
1440099	TOTAL PREPAID EXPENSES	1,079,646.16
1440105	INTERPROGRAM	
1440110	Interprogram (Due From)	962,654.84
1440111	Interprogram Due From Sherman St FACSA	13,073.00
1440112	Interprogram Due From Lincoln St FACSA	6,713.00
1440452	Interprogram Due From Stargell Commons	-391,942.76
1440453	Interprogram Due From Island City Development - 4530	354.48
1440601	Interprogram Due From ABD	-22,495.73
1440602	Interprogram Due From Rosefield Village - 4537	218.80
1440603	Interprogram Due From Parrot Gardens	15.11
1440604	Interprogram Due From Stanford House	4.67
1440605	Interprogram Due From Lincoln/Willow	15.12
1440606	Interprogram Due From Senior Condos	18.23
1440607	Interprogram Due From China Clipper	407.65
1440608	Interprogram Due From Regent Street Land	1,530.11
1440609	Interprogram Due From Santa Clara Land	60.19
1440610	Interprogram Due From Eagle Village	264.80
1440613	Interprogram Due From Shinsei Gardens	2,580.11
1440710	Interprogram Due From Section 8 Vouchers	451,104.46
1440730	Interprogram Due from PBV	15,605.00
1440740	Interprogram Due from HCV	97,971.63
1440770	Interprogram Due from FUP	1,106.00
1440780	Interprogram Due From F.S.S.	1,277.27
1440781	Interprogram Due From New FSS Grant	57,384.80
1440810	Interprogram Due From Independence Plaza	610.59
1440899	TOTAL INTERPROGRAM	1,198,531.37
1500000	TOTAL CURRENT ASSETS	75,006,688.81
1590000	LONG TERM ASSETS	
1600000	FIXED ASSETS	
1609999	LAND AND BUILDINGS	
1610000	Land	58,219,778.63
1620030	Buildings	31,462,552.95
1620031	Buildings Improvements	2,146,759.76

Balance Sheet

Period = Jun 2019

Book = Accrual

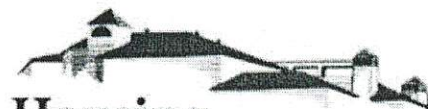
		Current Balance
1629000	TOTAL LAND AND BUILDINGS	91,829,091.34
1630040	Furniture and Equipment - Dwelling	355,074.81
1630041	Furniture and Equipment - Other	40,078.60
1650000	Leasehold Improvements	14,194,169.92
1660030	Accumulated Deprecation	-28,381,978.92
1660060	Accumulated Depreciation - 3rd Party	-532.61
1699000	TOTAL FIXED ASSETS	78,035,903.14
1800000	DEFERRED OUTFLOW	
1800200	Deferred Outflow of Resources	2,509,532.01
1890000	TOTAL DEFERRED OUTFLOW	2,509,532.01
1900000	CONSTRUCTION IN PROGRESS	
1900100	CIP - On Site Improvement	-381.10
1900290	CIP - Organization - Legal	6,077.50
1900410	CIP - Environmental Testing & Reports	13,800.00
1900420	CIP - Permit & Fees (plan'g,build'g,public work,school dist)	4,085.80
1900430	CIP - Utilities Fees	607.60
1919999	TOTAL CONSTRUCTION IN PROGRESS	24,189.80
1929999	TOTAL LONG TERM ASSETS	80,569,624.95
1999999	TOTAL ASSETS	155,576,313.76
3000000	LIABILITIES AND EQUITY	
3005000	LIABILITIES	
3100000	CURRENT LIABILITIES	
3100500	ACCOUNTS PAYABLE	
3120010	Accounts Payable<= 90 Days	250,172.30
3120011	Accounts Payable -CALPERS (employee portion)	-12,332.95
3120012	Accounts Payable-Health Insurance (employee portion)	3,232.60
3120014	Accounts Payable-Garnishment (employee portion)	-128.50
3120015	Accounts Payable-Vision Insurance (employee portion)	-8.89
3120016	Accounts Payable-Life Insurance (employee portion)	100.86
3120018	Accounts Payable-PARS retirement (employee portion)	-40.48
3120019	Accounts Payable-Flexible Spending Account(employee portion)	-1,242.34
3120021	Employees Cobra	241.99
3120022	Accounts Payable-PERS 1959 Surv(Employee Portion)	-4.65
3120023	Accounts Payable-FSA Transit Plan	2,390.58
3120024	Accounts Payable FSS	103,824.92
3120026	Accounts Payable FSS Interest	20.67
3120029	Accounts Payable - 3rd Party Management Company	6,237.22
3120030	Accrued Wage/Payroll Taxes Payable	1,391.46
3120040	Accrued Compensated Absences - Current Portion	133,278.71
3120045	Accrued Vacation Payable - 3rd Party Management	2,548.21
3120070	Accrued Payables	17,080.20
3120075	Accrued Accounts Payable - 3rd Party Management	37,809.00
3330100	Tenants- Rents Payable	9,900.00
3339000	TOTAL ACCOUNT PAYABLE	554,470.91
3400000	SECURITY DEPOSITS HELD	

Balance Sheet
Period = Jun 2019
Book = Accrual

		Current Balance
3410010	Tenant Security Deposits	547,906.42
3410015	Tenant Security Deposits - held with 3rd Party Management	37,190.00
3410020	Tenant Security Deposits - Pets	1,300.00
3410030	Tenant Security Deposits - Gate Opener	50.00
3410040	Tenant Security Deposits - Satellite Dish/Antenna	1,700.00
3410060	Tenant Security Deposits - Pooled Interest	63,760.13
3410999	Security Deposit Refund	9,938.73
3419000	TOTAL SECURITY DEPOSITS HELD	661,845.28
3419900	OTHER LIABILITIES	
3420000	Prepay Tenant Rent	86,231.37
3421000	Prepay Tenant Rent - 3rd Party Management	12,189.50
3425000	Unearned Revenue	-432.00
3426000	Prepaid Ground Lease Rent	3,410,000.00
3430000	Current Portion of Long Term Debt - Capital Projects	854,886.33
3449000	TOTAL OTHER LIABILITIES	4,362,875.20
3470000	INTERPROGRAM	
3470050	Interprogram (Due to)	943,963.39
3470110	Interprogram Due To General Fund	178,146.12
3470601	Interprogram Due To Anne B Diamant Plaza	21,429.00
3470710	Interprogram Due To Section 8 Vouchers	104,256.35
3471000	Due To/Due From Suspense Account	67,384.87
3480000	TOTAL INTERPROGRAM	1,315,179.73
3499000	TOTAL CURRENT LIABILITIES	6,894,371.12
3500000	NON-CURRENT LIABILITIES	
3510100	Mortgage Loan Payable	36,061,435.59
3510103	Mortgage Loan Payable- Alameda County	26,250.00
3510130	Interest Payable - City of Alameda Loan	1,018,089.26
3510140	Home Fund Loan #1	218,689.20
3510150	Housing Community Dev. Loan	916,399.98
3510157	Loan Payable - Esperanza	650,000.00
3510158	Loan Payable - CDBG	575,000.00
3510160	Home Fund Loan #2	282,700.00
3540000	Accrued Compensated Absences - Noncurrent	100,813.20
3570000	OPEB Liability	138,471.00
3580000	Pension Liability	2,127,040.01
3599000	TOTAL NON-CURRENT LIABILITIES	42,114,888.24
3999000	TOTAL LIABILITIES	49,009,259.36
4000000	Equity/Net Assets	
4000001	EQUITY	
4000100	DEFERRED INFLOW	
4001000	Deferred Inflow of Resources	2,507,318.98
4900000	TOTAL DEFERRED INFLOW	2,507,318.98
4999999	CONTRIBUTED CAPITAL	
5010000	Net Investment in Capital Assets	8,938,655.40
5080060	Donations	36,197,725.00

Balance Sheet
Period = Jun 2019
Book = Accrual

		Current Balance
5090000	Unrestricted	36,382,768.43
5120000	Unrestricted	21,936,304.06
5120010	Net Restricted Assets	604,282.53
5950000	TOTAL CONTRIBUTED CAPITAL	104,059,735.42
5999900	TOTAL EQUITY	106,567,054.40
6000000	TOTAL LIABILITIES AND EQUITY	155,576,313.76



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: August 21, 2019

RE: Accept the Report for the Executive Director's Performance Evaluation for
2018-2019 and Goal Setting for 2019-2020

The next steps for 2018-2019 evaluation of the Executive Director are as follows:

- **By September 4** – Executive Director will provide self-evaluation against goals and the evaluation package.
- **By September 11** – Commissioners are to submit their written comments (using the form provided) to the Board to the Chair and Vice Chair by email or in writing. The Chair and Vice Chair (or their designees) will review and create a synopsis for the closed session meeting.
- **On September 18** – During closed session: Commissioners to review and discuss performance evaluation. Open session to follow; Chair reports on whether the Executive Director had satisfactory performance, and the Board of Commissioners votes on any changes to the pay and contract, if known at that time. If changes to pay and contract are not known at that time, any changes would be brought to the October meeting.

Respectfully submitted,

Vanessa M. Cooper
Executive Director





Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa M. Cooper, Executive Director

Date: August 21, 2019

Re: Take Action on A Number of Board Appointments Including: a) Accept Commissioner Nominations and Elect a Chair and Vice Chair of the Board of Commissioners; b) Appoint a Boardmember to the Board of Island City Development and c) Appoint One Additional Member to the North Housing Adhoc Committee

BACKGROUND

Section 4 of the Rules and Procedures of the Housing Authority states: "The Chair and Vice Chair shall be elected by the Board of Commissioners from its membership at the first meeting after July 1 of each year when the Commission is fully constituted."

New Commissioner Carly Grob was appointed in June and will join the Board for her first Board meeting in August. Staff and the Board thank outgoing Commissioner John McCahan for his many contributions and will celebrate these in September. His departure leaves a number of vacancies to be filled including the ICD Board member and the adhoc North Housing Committee.

DISCUSSION

Nominations for Board Chair and Board Vice Chair were solicited in June 2019. Staff received recommendations for the following positions for FY 2019 – 2020:

- Chair: Art Kurrasch
- Vice Chair: Kenji Tamaoki

The election of new officers will take place during the August 21, 2019 Board of Commissioners regular meeting. The nomination and election process must be open according to provisions of the Brown Act; secret ballot voting is not permitted.

Commissioner Tamaoki is asked to continue to provide service as part of the North housing Adhoc committee.

Nominations for the ICD Boardmember will be taken at the meeting on August 21, 2019



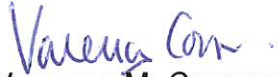
Honorable Chair and Members
of the Board of Commissioners

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RECOMMENDATION

Take action on a number of Board appointments including: a) Accept Commissioner Nominations and Elect a Chair and Vice Chair of the Board of Commissioners: b) Appoint a Boardmember to the Board of Island City Development and c) Appoint one additional member to the North Housing Adhoc Committee

Respectfully submitted,


Vanessa M. Cooper
Executive Director





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: August 21, 2019

Re: Adopt the Resolution to Adopt a Revision to the Timekeeping Requirements
Policy of the Housing Authority's Employee Policies and Procedures Handbook

BACKGROUND

The Housing Authority became an autonomous agency in 2012 and adopted new personnel policies that replaced the City's Employee Handbook and the ACEA and MCEA Memorandums of Understanding. In drafting the 2012 Personnel Policies staff sought guidance from a variety of sources and perspectives. Sample personnel policies from the Housing Authority Risk Retention Pool (HARRP) provided a good starting place. Subsequently, Liebert Cassidy Whitmore completed a thorough review of the AHA Personnel Policies to certify legal compliance at both the state and federal levels on November 4, 2014. Various changes have triggered legal or policy changes since then and have been approved by the Board. The Employee Handbook was most recently revised and approved on December 21, 2016.

DISCUSSION

Exempt employees have historically reported time off in four-hour increments, i.e., either a full day or a half-day. Non-exempt (or hourly) employees report both time worked and leave used in 15 minute increments. Management recommends changing the exempt staff reporting to a two-hour increment, whereby exempt staff would report time off in two, four, six, or eight-hour blocks. The requested change is being made to more accurately capture and record paid leave usage by exempt employees while still providing a reasonable increment of leave usage given the exempt nature of the affected positions.

The proposed change was reviewed by an attorney with Liebert Cassidy Whitmore, AHA's employment law firm, who approved of the change in policy. LCW confirmed that the change is consistent with both the Fair Labor Standards Act (FLSA), which governs pay practices, as well as California's Paid Sick Leave Law.

If approved, management requests that the change be effective September 1, 2019. This slight delay in implementation will allow time for exempt employees to review and adjust any time off requests already approved in the system, and for supervisors to review those adjustments prior to the effective date of the change. Additionally, September 1 is the start of



Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
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a new pay period, and management recommends aligning the change in policy to the start of a pay period for administrative purposes.

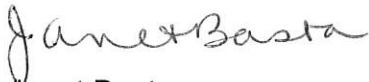
FINANCIAL IMPACT

There is no anticipated financial impact of the implementation of this revised policy.

RECOMMENDATION

Adopt the Resolution to amend the Housing Authority's revised Employee Policies and Procedures Handbook, last revised 12.21.2016, effective 1.8.2017 to include the revised Timekeeping Requirements policy effective 9.1.2019.

Respectfully submitted,



Janet Basta
Director of Human Resources and Operations

JCB/VMC

Attachments:

1. Draft: Part Seven: Timekeeping Requirements policy
2. Resolution to Adopt Revised Timekeeping Requirements Policy

PART SEVEN: WORK HOURS AND PAY

TIMEKEEPING REQUIREMENTS

An employee's accurately-recorded time card is one of the best ways to ensure the employee receives the correct amount of pay. AHA utilizes an electronic timekeeping system, and all employees are required to submit an electronic time card every other week, on the Monday prior to payday. Non-exempt employees record actual hours worked and leave taken; non-exempt employees must report all hours worked and are strictly prohibited from performing any work "off the clock". Exempt employees report only leave taken, and report their leave usage in ~~one-half or full day~~two-hour increments only. Any type of absence must be recorded on the time card and approved by the employee's supervisor.

In the event that a non-exempt employee does not record hours consistent with his/her scheduled work hours, the employee is required to use vacation and/or floating holiday leave to the extent necessary to bring their pay to an amount equivalent to their scheduled work hours.

Employees are responsible for ensuring that their time cards are accurate, complete, and submitted on time. Non-exempt employees should notify their supervisor no later than the end of the next business day if they fail to clock in or out, report leave used incorrectly, or have any other adjustment that needs to be made so that corrections can be completed in a timely manner. Falsification of time cards or repeated inaccurate reporting of time will subject the employee to discipline, up to and including immediate termination.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

*Resolution No.*_____

ADOPT REVISED TIMEKEEPING REQUIREMENTS POLICY

WHEREAS, the Housing Authority Board of Commissioners adopted the AHA Personnel Policies April 12, 2012; and

WHEREAS, the Housing Authority Risk Retention Pool (HARRP) provided a model for the personnel policies; and

WHEREAS, Liebert Cassidy Whitmore completed a thorough review of the AHA Personnel Policies and certified legal compliance at both the state and federal levels on November 4, 2014; and

WHEREAS, Liebert Cassidy Whitmore completed a thorough review of the proposed revisions to the AHA Personnel Policies dated 12.21.2016 and has certified legal compliance of the policies at the state and federal levels;

WHEREAS, The Board of Commissioners of the Housing Authority of the City of Alameda adopted the revised Employee Policies and Procedures Handbook re. 12.21.2016, eff. 1.8.2017;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Alameda hereby approves and adopts the revised Timekeeping Requirements policy effective 9.1.2019 for inclusion in the Employee Policies and Procedures Handbook rev. 12.21.2016, eff. 1.8.2017.

ATTEST:

Vanessa M. Cooper
Executive Director / Secretary

Art Kurrasch, 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 HR and Operations

Date: August 21, 2019

Re: Adopt the Resolution to Revise the Employer's Contributions for Eligible Employees' Health and Dental/Vision Care, to Provide a Cost of Living Wage Increase for All Eligible Regular and Contract Resident Employees, and to Adopt the Corresponding Pay Schedule and Salary Schedule

BACKGROUND

The last cost of living salary increase for line staff and managers was 3.9% effective July 1, 2018.

At the August 17, 2016 Board of Commissioners meeting the Board approved a resolution to adopt a flat rate employer contribution to health insurance premiums for calendar year 2017 to align with the Kaiser health plan rate, which the Housing Authority has used as the benchmark plan. The flat rate was set at the employee+2 or more premium level, and included both the minimum Public Employees' Medical and Hospital Care Act (PEMHCA) contribution and an additional contribution to the agency Section 125 (Cafeteria) plan for active employees. The Board also approved a flat rate contribution set at the employee+2 or more dental insurance premium that can be used towards dental and vision insurance. The Board has approved this approach to setting the employer contribution since that time.

DISCUSSION

COLA

The Bay Area consumer price index (CPI) for all consumers increased 3.2% for the period from June 2018 to June 2019 (the same month-to-month period used when determining last year's increase), a reduction from the 3.9% increase that occurred last year at this time. The increase in the 2019 CPI was due primarily to higher prices for shelter and food. AHA management believes we should provide a salary adjustment to allow our existing employees' compensation to keep up with the increase in the cost of goods and services, and recommends granting a minimum of a 3.0% salary increase. Additionally, a COLA will allow the salary ranges in general to increase which will aid AHA in staying competitive when recruiting for new employees. A 3% increase was budgeted for in the current FY budget that was approved in June 2019, and funds are



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therefore available to provide for a 3% COLA should the Board wish to provide this to staff.

In 2015 and 2016, when the CPI increases were 2.3% and 2.7% respectively, the Board elected to round the CPI up and provided a 3% COLA each year, and in 2017, the Board elected to round the CPI up from the 3.5% CPI and provided a 4% COLA. In 2018, the Board provided a 3.9% increase, which was at the level of the CPI increase. This year, management is bringing two options to the Board for consideration: a 3% COLA (as budgeted) and a 3.2% COLA (reflecting the actual June CPI). Should the Board wish to grant the 3.2% COLA, the additional cost to salary to do so is approximately \$11,071 for the fiscal year. Additional CalPERS employer retirement contributions (above those planned for at the 3% level) would be approximately \$1,125 for the fiscal year.

If a COLA is granted by the Board of Commissioners, it will be retroactive to July 1, 2019, the start of the current fiscal year. All regular (either full or part-time, though no regular AHA employees are currently part-time) employees and contract resident/assistant resident manager employees would be eligible for the COLA. Temporary and non-resident contract employees are not eligible for a COLA. Y-Rated employees are also not eligible for a COLA increase; no current AHA employees are Y-Rated, however.

Exhibits #1 and #2 include wage figures with a 3% COLA applied. Exhibit #1 is AHA's proposed Pay Schedule that shows the wage ranges assigned to all positions (titles) in the Schedule of Authorized Positions. Exhibit #2 is the overall Salary Schedule which shows all 60 wage ranges in the salary structure; note that many of the ranges do not have any positions assigned to them. Exhibits #3 and #4 provide the same information with a 3.2% COLA applied. Exhibit #5 is the Schedule of Authorized Positions that was approved in June with the current FY budget, and is attached for reference and information purposes only.

Again this year, two salary levels are shown for Resident Manager staff; the higher level is included to allow the agency to compensate those Resident Manager staff who have taken on some additional duties that Resident Manager II staff have, such as collection of rent, but are at smaller properties and/or have assumed a limited set of additional duties.

The Executive Director salary is not assigned a range, as other regular positions are. This salary is shown on the Pay Schedules at two levels only: the current salary with the corresponding COLA applied (in Step 1 column), and a 5% salary increase to those levels should the Board elect to grant a salary increase at the time of the Executive Director's next annual review (in Step 2 column).



Honorable Chair and Members
of the Board of Commissioners

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Benefits Contributions

In 2016, the Board adopted a number of changes to the AHA benefits plan to ensure compliance with the Public Employees' Medical and Hospital Care Act (PEMHCA) as well as with other new regulations under the Affordable Care Act and various IRS guidelines regulating the use of Cafeteria (Section 125) Plans. The primary change was to adopt a flat-rate approach to the employer contribution for active, regular employees, as opposed to a contribution based on the level of dependent enrollment. This memo assumes that the Board will wish to continue with this approach.

When the budget for the current fiscal year was presented to and adopted by the Board, the amounts budgeted for health and dental benefits allowed for the flat rate Employee+2 or more level of coverage with a 7.5% increase in the employer contribution (over the 2019 Kaiser premium, which has been used as the benchmark plan) for all regular employees for health insurance, and a 5.0% increase in the employer contribution (over the 2019 dental premium) for dental insurance. PERS has announced the health insurance premiums for 2020, and the Kaiser Employee+2 or more premium increased by only .031%. The budgeted amount is therefore more than adequate to provide up to the Employee+ 2 or more rate of \$1998.07 per month beginning in January 2020. This employer contribution level provides employees who wish to cover two or more dependents both HMO (Kaiser and Western Health Advantage plans) and a PPO option that can be elected with no out-of-pocket cost for premiums; if other plans are elected, some out-of-pocket cost may be required depending on the number of dependents enrolled.

Management is recommending authorization for an employer contribution equivalent to up to a 7% increase in dental premiums (the same % increase approved in August 2016, 2017, and 2018). In 2019, AHA received a "pass" and dental premiums did not increase over the 2018 premium. Benchmarking of industry data indicated increases in dental premiums to be approximately 5%, however. While a 5% increase to employer contribution was budgeted for 2020, allowing for a slightly higher increase in premiums will afford the Agency some flexibility should rates come in slightly above the projected 5% increase, without requiring employees to make small monthly contributions. The difference in premium between a 5% and a 7% increase is approximately \$60.00 per employee per year, or less than \$3500.00 in total costs per year. This increase can also be accommodated within the approved budget as described below. Additionally, as in past years, if actual 2020 premiums are less than the approved amount, the employer contribution is set at a maximum of the actual 2020 Employee+2 or more dependent rate.

The accompanying resolution outlines the 2020 PEMHCA minimum contribution AHA is required to contribute towards health costs for employees and annuitants, plus proposed employer Cafeteria Plan contributions and cash back alternative payments for 2020. No change in the cash back alternative health coverage payment of \$230.00/month is proposed for the 2020 calendar year.



Honorable Chair and Members
of the Board of Commissioners

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FINANCIAL IMPACT

COLA

An overall cost of living (COLA) salary increase for all eligible staff and managers of 3.0% would cost approximately \$166,071 in salary costs for the fiscal year, plus an additional approximately \$16,860 in CalPERS employer retirement contributions, for a total cost of \$182,931. These amounts were included in the FY 2019/2020 budget approved in June. A COLA of 3.2% would add \$11,071 to salary costs for a total salary cost of \$177,142, plus an additional approximately \$1,125 in CalPERS retirement contributions for a total cost of approximately \$195,127. The additional 0.2% is not budgeted for but likely can be accommodated in the budget due to the anticipated period of current position vacancies (i.e. positions that are budgeted for but not yet filled).

Benefits Contributions

In the current budget, the flat rate approach was included for all employees (with the exception of Resident Manager contract employees who receive an employee-level contribution only per their service contracts) for both health and dental insurance. Additionally, an increase of 7.5% over the prior year premium was incorporated for health insurance, and a 5% increase was incorporated for dental insurance. Health insurance rates have been received from CalPERS and, due to the minimal increases in Kaiser premiums, are less than the budgeted amount so a reduction in actual vs. budgeted expenditures for health insurance is anticipated.

Last year, the Employer contribution to dental and/or vision insurance was set at a maximum of \$250.44 /month, and the actual 2019 premium was \$234.06/month, so the full approved Employer contribution amount was not utilized. While a 5% overall increase was budgeted for in the current FY budget, allowing for an increase of up to 7% to the premium/employer contribution is able to be accommodated in the budget as not all employees elect the employee+2 dependent level or elect vision insurance (which can also be paid for with any unused dental contribution), and there will be savings in the benefits budget due to the lower than anticipated cost of health insurance. Please note that the actual dental insurance rates for 2020 will not be available until October or November, but management is requesting approval for the contribution to the Cafeteria Plan now for ease of administration. When rates are received, the actual contribution will be set at the 2020 dental premium as long as that level does not exceed 107% of the 2019 rate. AHA has traditionally paid the full cost of dental care, up to the full employee+2 or more level premium, and this is consistent with that approach.

RECOMMENDATION

Adopt the resolution to revise the employer's contributions for eligible employees' health and dental/vision care, to provide a cost of living wage increase for all eligible regular



Honorable Chair and Members
of the Board of Commissioners

August 21, 2019
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and contract resident employees, and to adopt the corresponding pay schedule and salary schedule

Respectfully submitted,



Janet Basta
Director of Human Resources and Operations

Attachments: Exhibits

- Exhibit 1 Pay Schedule (based on a 3% COLA)
- Exhibit 2 Salary Schedule (based on a 3% COLA)
- Exhibit 3 Pay Schedule (based on a 3.2% COLA)
- Exhibit 4 Salary Schedule (based on a 3.2% COLA)
- Exhibit 5 Schedule of Authorized Positions approved in FY19-20 Budget
- Exhibit 6 Resolution



Exhibit 1

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2019-2020 eff. 7/1/2019 (based on 3% COLA)

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Housing Assistant	8	7/1/2019	\$ 4,398	\$ 4,618	\$ 4,849	\$ 5,091	\$ 5,345
Program Assistant	12	7/1/2019	\$ 4,849	\$ 5,091	\$ 5,345	\$ 5,613	\$ 5,894
Housing Specialist I	14	7/1/2019	\$ 5,091	\$ 5,345	\$ 5,613	\$ 5,894	\$ 6,188
Maintenance Technician I****	14	7/1/2019	\$ 5,091	\$ 5,345	\$ 5,613	\$ 5,894	\$ 6,188
Accounting Specialist	15	7/1/2019	\$ 5,219	\$ 5,479	\$ 5,753	\$ 6,041	\$ 6,342
Housing Specialist II	18	7/1/2019	\$ 5,613	\$ 5,894	\$ 6,188	\$ 6,497	\$ 6,823
Rent Stabilization Program Specialist	18	7/1/2019	\$ 5,613	\$ 5,894	\$ 6,188	\$ 6,497	\$ 6,823
Maintenance Specialist	18	7/1/2019	\$ 5,613	\$ 5,894	\$ 6,188	\$ 6,497	\$ 6,823
Maintenance Technician II****	20	7/1/2019	\$ 5,894	\$ 6,188	\$ 6,497	\$ 6,823	\$ 7,163
Executive Assistant	22	7/1/2019	\$ 6,188	\$ 6,497	\$ 6,823	\$ 7,163	\$ 7,522
Housing Specialist III	24	7/1/2019	\$ 6,497	\$ 6,823	\$ 7,163	\$ 7,522	\$ 7,898
Property Management Supervisor	26	7/1/2019	\$ 6,823	\$ 7,163	\$ 7,522	\$ 7,898	\$ 8,293
Housing Programs Supervisor	26	7/1/2019	\$ 6,823	\$ 7,163	\$ 7,522	\$ 7,898	\$ 8,293
Maintenance Supervisor	26	7/1/2019	\$ 6,823	\$ 7,163	\$ 7,522	\$ 7,898	\$ 8,293
Accounting Officer	28	7/1/2019	\$ 7,163	\$ 7,522	\$ 7,898	\$ 8,293	\$ 8,707
Management Analyst	32	7/1/2019	\$ 7,898	\$ 8,293	\$ 8,707	\$ 9,142	\$ 9,599
Project Manager	33	7/1/2019	\$ 8,095	\$ 8,500	\$ 8,924	\$ 9,371	\$ 9,840
Asset Manager	33	7/1/2019	\$ 8,095	\$ 8,500	\$ 8,924	\$ 9,371	\$ 9,840
Controller	36	7/1/2019	\$ 8,707	\$ 9,142	\$ 9,599	\$ 10,080	\$ 10,583
Senior Project Manager	37	7/1/2019	\$ 8,924	\$ 9,371	\$ 9,840	\$ 10,331	\$ 10,848
Senior Management Analyst	37	7/1/2019	\$ 8,924	\$ 9,371	\$ 9,840	\$ 10,331	\$ 10,848
Director of Housing Programs	50	7/1/2019	\$ 12,252	\$ 12,865	\$ 13,508	\$ 14,183	\$ 14,892
Director of Property Operations	50	7/1/2019	\$ 12,252	\$ 12,865	\$ 13,508	\$ 14,183	\$ 14,892
Director of Rent Stabilization	50	7/1/2019	\$ 12,252	\$ 12,865	\$ 13,508	\$ 14,183	\$ 14,892
Director of HR and Operations	54	7/1/2019	\$ 13,508	\$ 14,183	\$ 14,892	\$ 15,636	\$ 16,418
Director of Housing and Community Development	54	7/1/2019	\$ 13,508	\$ 14,183	\$ 14,892	\$ 15,636	\$ 16,418
Director of Finance	56	7/1/2019	\$ 14,183	\$ 14,892	\$ 15,636	\$ 16,418	\$ 17,239
Deputy Executive Director	60	7/1/2019	\$ 15,636	\$ 16,418	\$ 17,239	\$ 18,102	\$ 19,006
Executive Director**	N/A	7/1/2019	\$ 22,270	\$ 23,383			
Resident Manager II****, ****	N/A	7/1/2019	\$ 28.93/hour				
Resident Manager *, ****, ****	N/A	7/1/2019	\$ 13.91/hour	\$18.54/hour			
Assistant Resident Manager***	N/A	7/1/2019	\$ 13.91/hour				
Resident Custodian***	N/A	7/1/2019	\$ 13.91/hour				

*Two rates are applicable depending on assigned duties

**Salary authorized by Board of Commissioners per Employment Agreement

***Resident and Resident Custodian staff are paid a flat hourly rate; no range is applied

****Indicates classification with 40 hour work week; other positions are based on 37-1/2 hour work week

Housing Authority of the City of Alameda
Salary Schedule
FY 2019-2020

SCENARIO - 3% COST OF LIVING ADJUSTMENT

SCENARIO - 3% COST OF LIVING ADJUSTMENT																						
FY 2020	3.0%		103.0%																Exhibit		#2	
Salary Range #	Monthly Salary Range					Biweekly Salary Range					Hourly Salary Range (40)					Hourly Salary Range (37.5)						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5		
1	3708	3894	4089	4293	4507	1711	1797	1887	1981	2080	21.39	22.47	23.59	24.77	26.00	22.82	23.96	25.16	26.42	27.74		
2	3799	3989	4189	4398	4618	1754	1841	1933	2030	2131	21.92	23.01	24.16	25.37	26.64	23.38	24.55	25.78	27.06	28.42		
3	3894	4089	4293	4507	4733	1797	1887	1981	2080	2185	22.47	23.59	24.77	26.00	27.31	23.96	25.16	26.42	27.74	29.13		
4	3989	4189	4398	4618	4849	1841	1933	2030	2131	2238	23.01	24.16	25.37	26.64	27.97	24.55	25.78	27.06	28.42	29.84		
5	4089	4293	4507	4733	4969	1887	1981	2080	2185	2294	23.59	24.77	26.00	27.31	28.67	25.16	26.42	27.74	29.13	30.58		
6	4189	4398	4618	4849	5091	1933	2030	2131	2238	2350	24.16	25.37	26.64	27.97	29.37	25.78	27.06	28.42	29.84	31.33		
7	4293	4507	4733	4969	5219	1981	2080	2185	2294	2409	24.77	26.00	27.31	28.67	30.11	26.42	27.74	29.13	30.58	32.11		
8	4398	4618	4849	5091	5345	2030	2131	2238	2350	2467	25.37	26.64	27.97	29.37	30.84	27.06	28.42	29.84	31.33	32.89		
9	4507	4733	4969	5219	5479	2080	2185	2294	2409	2529	26.00	27.31	28.67	30.11	31.61	27.74	29.13	30.58	32.11	33.72		
10	4618	4849	5091	5345	5613	2131	2238	2350	2467	2590	26.64	27.97	29.37	30.84	32.38	28.42	29.84	31.33	32.89	34.54		
11	4733	4969	5219	5479	5753	2185	2294	2409	2529	2655	27.31	28.67	30.11	31.61	33.19	29.13	30.58	32.11	33.72	35.40		
12	4849	5091	5345	5613	5894	2238	2350	2467	2590	2720	27.97	29.37	30.84	32.38	34.00	29.84	31.33	32.89	34.54	36.27		
13	4969	5219	5479	5753	6041	2294	2409	2529	2655	2788	28.67	30.11	31.61	33.19	34.85	30.58	32.11	33.72	35.40	37.17		
14	5091	5345	5613	5894	6188	2350	2467	2590	2720	2856	29.37	30.84	32.38	34.00	35.70	31.33	32.89	34.54	36.27	38.08		
15	5219	5479	5753	6041	6342	2409	2529	2655	2788	2927	30.11	31.61	33.19	34.85	36.59	32.11	33.72	35.40	37.17	39.03		
16	5345	5613	5894	6188	6497	2467	2590	2720	2856	2999	30.84	32.38	34.00	35.70	37.48	32.89	34.54	36.27	38.08	39.98		
17	5479	5753	6041	6342	6660	2529	2655	2788	2927	3074	31.61	33.19	34.85	36.59	38.42	33.72	35.40	37.17	39.03	40.98		
18	5613	5894	6188	6497	6823	2590	2720	2856	2999	3149	32.38	34.00	35.70	37.48	39.36	34.54	36.27	38.08	39.98	41.99		
19	5753	6041	6342	6660	6993	2655	2788	2927	3074	3228	33.19	34.85	36.59	38.42	40.34	35.40	37.17	39.03	40.98	43.03		
20	5894	6188	6497	6823	7163	2720	2856	2999	3149	3306	34.00	35.70	37.48	39.36	41.33	36.27	38.08	39.98	41.99	44.08		
21	6041	6342	6660	6993	7342	2788	2927	3074	3228	3389	34.85	36.59	38.42	40.34	42.36	37.17	39.03	40.98	43.03	45.18		
22	6188	6497	6823	7163	7522	2856	2999	3149	3306	3472	35.70	37.48	39.36	41.33	43.40	38.08	39.98	41.99	44.08	46.29		
23	6342	6660	6993	7342	7709	2927	3074	3228	3389	3558	36.59	38.42	40.34	42.36	44.48	39.03	40.98	43.03	45.18	47.44		
24	6497	6823	7163	7522	7898	2999	3149	3306	3472	3645	37.48	39.36	41.33	43.40	45.56	39.98	41.99	44.08	46.29	48.60		
25	6660	6993	7342	7709	8095	3074	3228	3389	3558	3736	38.42	40.34	42.36	44.48	46.70	40.98	43.03	45.18	47.44	49.81		
26	6823	7163	7522	7898	8293	3149	3306	3472	3645	3828	39.36	41.33	43.40	45.56	47.84	41.99	44.08	46.29	48.60	51.03		
27	6993	7342	7709	8095	8500	3228	3389	3558	3736	3923	40.34	42.36	44.48	46.70	49.04	43.03	45.18	47.44	49.81	52.31		
28	7163	7522	7898	8293	8707	3306	3472	3645	3828	4018	41.33	43.40	45.56	47.84	50.23	44.08	46.29	48.60	51.03	53.58		
29	7342	7709	8095	8500	8924	3389	3558	3736	3923	4119	42.36	44.48	46.70	49.04	51.49	45.18	47.44	49.81	52.31	54.92		
30	7522	7898	8293	8707	9142	3472	3645	3828	4018	4219	43.40	45.56	47.84	50.23	52.74	46.29	48.60	51.03	53.58	56.26		
31	7709	8095	8500	8924	9371	3558	3736	3923	4119	4325	44.48	46.70	49.04	51.49	54.06	47.44	49.81	52.31	54.92	57.67		
32	7898	8293	8707	9142	9599	3645	3828	4018	4219	4430	45.56	47.84	50.23	52.74	55.38	48.60	51.03	53.58	56.26	59.07		
33	8095	8500	8924	9371	9840	3736	3923	4119	4325	4542	46.70	49.04	51.49	54.06	56.77	49.81	52.31	54.92	57.67	60.55		
34	8293	8707	9142	9599	10080	3828	4018	4219	4430	4652	47.84	50.23	52.74	55.38	58.15	51.03	53.58	56.26	59.07	62.03		
35	8500	8924	9371	9840	10331	3923	4119	4325	4542	4768	49.04	51.49	54.06	56.77	59.60	52.31	54.92	57.67	60.55	63.58		
36	8707	9142	9599	10080	10583	4018	4219	4430	4652	4885	50.23	52.74	55.38	58.15	61.06	53.58	56.26	59.07	62.03	65.13		
37	8924	9371	9840	10331	10848	4119	4325	4542	4768	5007	51.49	54.06	56.77	59.60	62.59	54.92	57.67	60.55	63.58	66.76		
38	9142	9599	10080	10583	11112	4219	4430	4652	4885	5129	52.74	55.38	58.15	61.06	64.11	56.26	59.07	62.03	65.13	68.38		
39	9371	9840	10331	10848	11391	4325	4542	4768	5007	5257	54.06	56.77	59.60	62.59	65.72	57.67	60.55	63.58	66.76	70.10		
40	9599	10080	10583	11112	11668	4430	4652	4885	5129	5385	55.38	58.15	61.06	64.11	67.32	59.07	62.03	65.13	68.38	71.80		
41	9840	10331	10848	11391	11960	4542	4768	5007	5257	5520	56.77	59.60	62.59	65.72	69.00	60.55	63.58	66.76	70.10	73.60		
42	10080	10583	11112	11668	12252	4652	4885	5129	5385	5655	58.15	61.06	64.11	67.32	70.68	62.03	65.13	68.38	71.80	75.40		
43	10331	10848	11391	11960	12558	4768	5007	5257	5520	5796	59.60	62.59	65.72	69.00	72.45	63.58	66.76	70.10	73.60	77.28		
44	10583	11112	11668	12252	12865	4885	5129	5385	5655	5938	61.06	64.11	67.32	70.68	74.22	65.13	68.38	71.80	75.40	79.17		
45	10848	11391	11960	12558	13186	5007	5257	5520	5796	6086	62.59	65.72	69.00	72.45	76.07	66.76	70.10	73.60	77.28	81.14		
46	11112	11668	12252	12865	13508	5129	5385	5655	5938	6235	64.11	67.32	70.68	74.22	77.93	68.38	71.80	75.40	79.17	83.13		
47	11391	11960	12558	13186	13845	5257	5520	5796	6086	6390	65.72	69.00	72.45	76.07	79.87	70.10	73.60	77.28	81.14	85.20		
48	11668	12252	12865	13508	14183	5385	5655	5938	6235	6546	67.32	70.68	74.22	77.93	81.83	71.80	75.40	79.17	83.13	87.28		
49	11960	12558	13186	13845	14538	5520	5796	6086	6390	6710	69.00	72.45	76.07	79.87	83.87	73.60	77.28	81.14	85.20	89.47		
50	12252	12865	13508	14183	14892	5655	5938	6235	6546	6873	70.68	74.22	77.93	81.83	85.92	75.40	79.17	83.13	87.28			

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2019-2020 eff. 7/1/2019 (based on 3.2% COLA)

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Housing Assistant	8	7/1/2019	\$ 4,406	\$ 4,627	\$ 4,858	\$ 5,101	\$ 5,355
Program Assistant	12	7/1/2019	\$ 4,858	\$ 5,101	\$ 5,355	\$ 5,624	\$ 5,905
Housing Specialist I	14	7/1/2019	\$ 5,101	\$ 5,355	\$ 5,624	\$ 5,905	\$ 6,200
Maintenance Technician I****	14	7/1/2019	\$ 5,101	\$ 5,355	\$ 5,624	\$ 5,905	\$ 6,200
Accounting Specialist	15	7/1/2019	\$ 5,229	\$ 5,490	\$ 5,764	\$ 6,052	\$ 6,355
Housing Specialist II	18	7/1/2019	\$ 5,624	\$ 5,905	\$ 6,200	\$ 6,509	\$ 6,836
Rent Stabilization Program Specialist	18	7/1/2019	\$ 5,624	\$ 5,905	\$ 6,200	\$ 6,509	\$ 6,836
Maintenance Specialist	18	7/1/2019	\$ 5,624	\$ 5,905	\$ 6,200	\$ 6,509	\$ 6,836
Maintenance Technician II****	20	7/1/2019	\$ 5,905	\$ 6,200	\$ 6,509	\$ 6,836	\$ 7,177
Executive Assistant	22	7/1/2019	\$ 6,200	\$ 6,509	\$ 6,836	\$ 7,177	\$ 7,537
Housing Specialist III	24	7/1/2019	\$ 6,509	\$ 6,836	\$ 7,177	\$ 7,537	\$ 7,913
Property Management Supervisor	26	7/1/2019	\$ 6,836	\$ 7,177	\$ 7,537	\$ 7,913	\$ 8,309
Housing Programs Supervisor	26	7/1/2019	\$ 6,836	\$ 7,177	\$ 7,537	\$ 7,913	\$ 8,309
Maintenance Supervisor	26	7/1/2019	\$ 6,836	\$ 7,177	\$ 7,537	\$ 7,913	\$ 8,309
Accounting Officer	28	7/1/2019	\$ 7,177	\$ 7,537	\$ 7,913	\$ 8,309	\$ 8,724
Management Analyst	32	7/1/2019	\$ 7,913	\$ 8,309	\$ 8,724	\$ 9,160	\$ 9,618
Project Manager	33	7/1/2019	\$ 8,111	\$ 8,516	\$ 8,942	\$ 9,389	\$ 9,859
Asset Manager	33	7/1/2019	\$ 8,111	\$ 8,516	\$ 8,942	\$ 9,389	\$ 9,859
Controller	36	7/1/2019	\$ 8,724	\$ 9,160	\$ 9,618	\$ 10,099	\$ 10,604
Senior Project Manager	37	7/1/2019	\$ 8,942	\$ 9,389	\$ 9,859	\$ 10,352	\$ 10,869
Senior Management Analyst	37	7/1/2019	\$ 8,942	\$ 9,389	\$ 9,859	\$ 10,352	\$ 10,869
Director of Housing Programs	50	7/1/2019	\$ 12,276	\$ 12,890	\$ 13,534	\$ 14,211	\$ 14,921
Director of Property Operations	50	7/1/2019	\$ 12,276	\$ 12,890	\$ 13,534	\$ 14,211	\$ 14,921
Director of Rent Stabilization	50	7/1/2019	\$ 12,276	\$ 12,890	\$ 13,534	\$ 14,211	\$ 14,921
Director of HR and Operations	54	7/1/2019	\$ 13,534	\$ 14,211	\$ 14,921	\$ 15,667	\$ 16,450
Director of Housing and Community Development	54	7/1/2019	\$ 13,534	\$ 14,211	\$ 14,921	\$ 15,667	\$ 16,450
Director of Finance	56	7/1/2019	\$ 14,211	\$ 14,921	\$ 15,667	\$ 16,450	\$ 17,273
Deputy Executive Director	60	7/1/2019	\$ 15,667	\$ 16,450	\$ 17,273	\$ 18,137	\$ 19,043
Executive Director**	N/A	7/1/2019	\$ 22,313	\$ 23,428			
Resident Manager II***, ****	N/A	7/1/2019	\$ 28.99/hour				
Resident Manager *, ***, ****	N/A	7/1/2019	\$ 13.93/hour	\$18.58/hour			
Assistant Resident Manager***	N/A	7/1/2019	\$ 13.93/hour				
Resident Custodian***	N/A	7/1/2019	\$ 13.93/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

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SCENARIO - 3.2% COST OF LIVING ADJUSTMENT																									
FY 2020	3.2%					103.2%															Exhibit #4				
Salary Range #	Monthly Salary Range						Biweekly Salary Range						Hourly Salary Range (40)						Hourly Salary Range (37.5)						
	Step 1	Step 2	Step 3	Step 4	Step 5		Step 1	Step 2	Step 3	Step 4	Step 5		Step 1	Step 2	Step 3	Step 4	Step 5		Step 1	Step 2	Step 3	Step 4	Step 5		
1	3715	3902	4097	4301	4516		1715	1801	1891	1985	2084		21.43	22.51	23.64	24.82	26.05		22.86	24.01	25.21	26.47	27.79		
2	3807	3997	4197	4406	4627		1757	1845	1937	2034	2135		21.96	23.06	24.21	25.42	26.69		23.43	24.60	25.83	27.12	28.47		
3	3902	4097	4301	4516	4743		1801	1891	1985	2084	2189		22.51	23.64	24.82	26.05	27.36		24.01	25.21	26.47	27.79	29.19		
4	3997	4197	4406	4627	4858		1845	1937	2034	2135	2242		23.06	24.21	25.42	26.69	28.03		24.60	25.83	27.12	28.47	29.90		
5	4097	4301	4516	4743	4979		1891	1985	2084	2189	2298		23.64	24.82	26.05	27.36	28.72		25.21	26.47	27.79	29.19	30.64		
6	4197	4406	4627	4858	5101		1937	2034	2135	2242	2354		24.21	25.42	26.69	28.03	29.43		25.83	27.12	28.47	29.90	31.39		
7	4301	4516	4743	4979	5229		1985	2084	2189	2298	2413		24.82	26.05	27.36	28.72	30.17		26.47	27.79	29.19	30.64	32.18		
8	4406	4627	4858	5101	5355		2034	2135	2242	2354	2472		25.42	26.69	28.03	29.43	30.90		27.12	28.47	29.90	31.39	32.96		
9	4516	4743	4979	5229	5490		2084	2189	2298	2413	2534		26.05	27.36	28.72	30.17	31.67		27.79	29.19	30.64	32.18	33.78		
10	4627	4858	5101	5355	5624		2135	2242	2354	2472	2595		26.69	28.03	29.43	30.90	32.44		28.47	29.90	31.39	32.96	34.61		
11	4743	4979	5229	5490	5764		2189	2298	2413	2534	2660		27.36	28.72	30.17	31.67	33.25		29.19	30.64	32.18	33.78	35.47		
12	4858	5101	5355	5624	5905		2242	2354	2472	2595	2725		28.03	29.43	30.90	32.44	34.07		29.90	31.39	32.96	34.61	36.34		
13	4979	5229	5490	5764	6052		2298	2413	2534	2660	2793		28.72	30.17	31.67	33.25	34.92		30.64	32.18	33.78	35.47	37.25		
14	5101	5355	5624	5905	6200		2354	2472	2595	2725	2862		29.43	30.90	32.44	34.07	35.77		31.39	32.96	34.61	36.34	38.15		
15	5229	5490	5764	6052	6355		2413	2534	2660	2793	2933		30.17	31.67	33.25	34.92	36.66		32.18	33.78	35.47	37.25	39.11		
16	5355	5624	5905	6200	6509		2472	2595	2725	2862	3004		30.90	32.44	34.07	35.77	37.55		32.96	34.61	36.34	38.15	40.06		
17	5490	5764	6052	6355	6673		2534	2660	2793	2933	3080		31.67	33.25	34.92	36.66	38.50		33.78	35.47	37.25	39.11	41.06		
18	5624	5905	6200	6509	6836		2595	2725	2862	3004	3155		32.44	34.07	35.77	37.55	39.44		34.61	36.34	38.15	40.06	42.07		
19	5764	6052	6355	6673	7007		2660	2793	2933	3080	3234		33.25	34.92	36.66	38.50	40.42		35.47	37.25	39.11	41.06	43.12		
20	5905	6200	6509	6836	7177		2725	2862	3004	3155	3313		34.07	35.77	37.55	39.44	41.41		36.34	38.15	40.06	42.07	44.17		
21	6052	6355	6673	7007	7356		2793	2933	3080	3234	3395		34.92	36.66	38.50	40.42	42.44		37.25	39.11	41.06	43.12	45.27		
22	6200	6509	6836	7177	7537		2862	3004	3155	3313	3478		35.77	37.55	39.44	41.41	43.48		38.15	40.06	42.07	44.17	46.38		
23	6355	6673	7007	7356	7724		2933	3080	3234	3395	3565		36.66	38.50	40.42	42.44	44.56		39.11	41.06	43.12	45.27	47.53		
24	6509	6836	7177	7537	7913		3004	3155	3313	3478	3652		37.55	39.44	41.41	43.48	45.65		40.06	42.07	44.17	46.38	48.70		
25	6673	7007	7356	7724	8111		3080	3234	3395	3565	3743		38.50	40.42	42.44	44.56	46.79		41.06	43.12	45.27	47.53	49.91		
26	6836	7177	7537	7913	8309		3155	3313	3478	3652	3835		39.44	41.41	43.48	45.65	47.94		42.07	44.17	46.38	48.70	51.13		
27	7007	7356	7724	8111	8516		3234	3395	3565	3743	3931		40.42	42.44	44.56	46.79	49.13		43.12	45.27	47.53	49.91	52.41		
28	7177	7537	7913	8309	8724		3313	3478	3652	3835	4026		41.41	43.48	45.65	47.94	50.33		44.17	46.38	48.70	51.13	53.68		
29	7356	7724	8111	8516	8942		3395	3565	3743	3931	4127		42.44	44.56	46.79	49.13	51.59		45.27	47.53	49.91	52.41	55.03		
30	7537	7913	8309	8724	9160		3478	3652	3835	4026	4228		43.48	45.65	47.94	50.33	52.84		46.38	48.70	51.13	53.68	56.37		
31	7724	8111	8516	8942	9389		3565	3743	3931	4127	4333		44.56	46.79	49.13	51.59	54.17		47.53	49.91	52.41	55.03	57.78		
32	7913	8309	8724	9160	9618		3652	3835	4026	4228	4439		45.65	47.94	50.33	52.84	55.49		48.70	51.13	53.68	56.37	59.19		
33	8111	8516	8942	9389	9859		3743	3931	4127	4333	4550		46.79	49.13	51.59	54.17	56.88		49.91	52.41	55.03	57.78	60.67		
34	8309	8724	9160	9618	10099		3835	4026	4228	4439	4661		47.94	50.33	52.84	55.49	58.27		51.13	53.68	56.37	59.19	62.15		
35	8516	8942	9389	9859	10352		3931	4127	4333	4550	4778		49.13	51.59	54.17	56.88	59.72		52.41	55.03	57.78	60.67	63.70		
36	8724	9160	9618	10099	10604		4026	4228	4439	4661	4894		50.33	52.84	55.49	58.27	61.18		53.68	56.37	59.19	62.15	65.25		
37	8942	9389	9859	10352	10869		4127	4333	4550	4778	5017		51.59	54.17	56.88	59.72	62.71		55.03	57.78	60.67	63.70	66.89		
38	9160	9618	10099	10604	11134		4228	4439	4661	4894	5139		52.84	55.49	58.27	61.18	64.23		56.37	59.19	62.15	65.25	68.52		
39	9389	9859	10352	10869	11413		4333	4550	4778	5017	5267		54.17	56.88	59.72	62.71	65.84		57.78	60.67	63.70	66.89	70.23		
40	9618	10099	10604	11134	11691		4439	4661	4894	5139	5396		55.49	58.27	61.18	64.23	67.45		59.19	62.15	65.25	68.52	71.94		
41	9859	10352	10869	11413	11983		4550	4778	5017	5267	5531		56.88	59.72	62.71	65.84	69.13		60.67	63.70	66.89	70.23	73.74		
42	10099	10604	11134	11691	12276		4661	4894	5139	5396	5666		58.27	61.18	64.23	67.45	70.82		62.15	65.25	68.52	71.94	75.54		
43	10352	10869	11413	11983	12583		4778	5017	5267	5531	5807		59.72	62.71	65.84	69.13	72.59		63.70	66.89	70.23	73.74	77.43		
44	10604	11134	11691	12276	12890		4894	5139	5396	5666	5949		61.18	64.23	67.45	70.82	74.36		65.25	68.52	71.94	75.54	79.32		
45	10869	11413	11983	12583	13211		5017	5267	5531	5807	6098		62.71	65.84	69.13	72.59	76.22		66.89	70.23	73.74	77.43	81.30		
46	11134	11691	12276	12890	13534		5139	5396	5666	5949	6247		64.23	67.45	70.82	74.36	78.08		68.52	71.94	75.54	79.32	83.29		
47	11413	11983	12583	13211	13872		5267	5531	5807	6098	6402		65.84	69.13	72.59	76.22	80.03		70.23	73.74	77.43	81.30	85.37		
48	11691	12276	12890	13534	14211		5396	5666	5949	6247	6559		67.45	70.82	74.36	78.08	81.98		71.94	75.54	79.32	83.29	87.45		
49	11983	12583	13211	13872	14566		5531	5807	6098	6402	6723		69.13	72.59	76.22	80.03	84.04		73.74	77.43	81.30	85.37	89.64		
50	12276	12890	13534	14211	14921		5666	5949	6247	6559	6887		70.82	74.36	78.08	81.98	86.08		75.54	79.32	83.29	87.45	91.82		
51	12583	13211	13872	14566	15294		5807	6098	6402	6723	7059		72.59	76.22	80.03	84.04	88.23		77.43	81.30	85.37	89.64	94.12		
52	12890	13534	14211	14921	15667		5949	6247	6559	6887	7231		74.36	78.08	81.98	86.08	90.39		79.32	83.29	87.45	91.82	96.41		
53	13211	13872	14566	15294	16059		6098	6402	6723	7059	7412		76.22	80.03	84.04	88.23	92.65		81.30	85.37	89.64	94.12	98.83		
54	13534	14211	14921	15667	16450		6247	6559	6887	7231	7592		78.08	81.98	86.08	90.39	94.91		83.29	87.45	91.82	96.41	101.23		
55	13872	14566	15294	16059	16852		6402	6723	7059	7412	7783		80.03	84.04	88.23	92.65	97.28		85.37	89.64	94.12	98.83	103.77		
56	14211	14921	15667	16450	17273		6559	6887	7231	7592	7972		81.98	86.08	90.39	94.91	99.65		87.45	91.82	96.41	101.23	106.29		
57	14566																								

**Housing Authority of the City of Alameda
Schedule of Authorized Positions
July 1, 2019**

Exhibit 5

	Approved 8/15/18	2019-2020 Proposal	Year on Year
Department/Position Title	Approved FTE 2019	Proposed FTE 2020	Difference
Administration Department			
Executive Director	1.00	1.00	
Deputy Executive Director	1.00	1.00	
Director of HR and Operations	1.00	1.00	
Executive Assistant	1.00	1.00	
Senior Management Analyst	1.00	1.00	
Management Analyst	2.00	3.00	
Program Assistant	1.00	1.00	
Sub-total	8.00	9.00	1.00
Finance Department			
Director of Finance	1.00	1.00	
Controller	1.00	1.00	
Accounting Officer (See Note C)	1.00	1.00	
Accounting Specialist	2.00	2.00	
Sub-total	5.00	5.00	0.00
Housing Programs Department			
Director of Housing Programs	1.00	1.00	
Housing Programs Supervisor	2.00	2.00	
Housing Specialist III	1.00	1.00	
Housing Specialist I & II (See Note B)	7.00	6.00	
Housing Assistant	2.00	2.00	
Sub-total	13.00	12.00	-1.00
Property Operations Department			
Director of Property Operations	1.00	1.00	
Property Management Supervisor	1.00	1.00	
Project Manager (See Note D)	0.00	1.00	
Housing Specialist I/II (See Note B)	2.00	2.00	
Maintenance Supervisor	1.00	1.00	
Maintenance Technician I & II (See Note B)	6.00	6.00	
Maintenance Specialist	1.00	1.00	
Resident Manager I and II (See Notes A and B)	4.13	4.25	
Assistant Resident Manager (See Note A)	0.50	0.25	
Sub-total	16.63	17.50	0.87
Housing and Community Development Department			
Director of Housing and Community Development	1.00	1.00	
Senior Project Manager	1.00	1.00	
Project Manager	2.00	1.00	
Asset Manager	1.00	1.00	
Management Analyst	2.00	2.00	
Program Assistant	1.00	1.00	
Sub-total	8.00	7.00	-1.00
Rental Stabilization Department			
Director of Rent Stabilization	1.00	1.00	
Management Analyst	1.00	1.00	
Rental Stabilization Program Specialist	3.00	3.00	
Program Assistant	1.00	1.00	
Sub-total	6.00	6.00	0.00
Total	56.63	56.50	-0.13

Note A: Resident employees are contracted employees and are required to reside on-site at assigned Housing Authority complexes. Each Resident employee has an individual at will employment contract.

Note B: Positions at the I and II levels are combined as a total count to allow for flexibility in staffing.

Note C: Position may be renamed or filled at a lower level

Note D: This position was moved from HCD; half of salary is funded by City of Alameda

Resolution No. _____

TO REVISE THE EMPLOYER CONTRIBUTION FOR
HOUSING AUTHORITY EMPLOYEES' HEALTH CARE BENEFIT
EFFECTIVE JANUARY 1, 2020, AND
THE EMPLOYER CONTRIBUTION FOR EMPLOYEES' DENTAL/VISION BENEFIT
EFFECTIVE JANUARY 1, 2020, AND
PROVIDE A COST OF LIVING WAGE INCREASE EFFECTIVE JULY 1, 2019, AND
ADOPT THE CORRESPONDING PAY AND SALARY SCHEDULES

WHEREAS, the Housing Authority of the City of Alameda desires to establish a benefits package for all employees that will attract and retain competent staff; and

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

WHEREAS, the Consumer Price Index for San Francisco Bay Area has increased by 3.2 percent;

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2020, the Housing Authority will contribute a monthly dollar amount towards employees' health care as follows:

For all enrolled employees and annuitants: The 2020 PEMHCA minimum contribution of \$139.00.

In addition to the PEMHCA statutory minimum contribution, the Housing Authority will contribute the following amounts to the Agency Cafeteria Plan:

General, management and confidential employees receive the following contributions, which are designated as health flex contributions, no portion of which may be taken in cash or directed to other non-health benefits:

A flat amount based on the Employee+2 or more dependents level of coverage with the maximum Employer contribution to the Cafeteria Plan set at \$1859.07

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

enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and AHA will not in fact make payment if the employer knows that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied. Page 85

NOW, THEREFORE, BE IT FURTHER RESOLVED, that effective January 1, 2020, the Housing Authority will contribute a maximum monthly dollar amount to the Agency Cafeteria Plan for general, management and confidential employees of:

A Flat amount of up to \$250.44 regardless of dependent enrollment status for dental and/or vision insurance, or the actual 2020 dental premium for Employee+2 or more dependents coverage, whichever is less.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that effective July 1, 2019, all Housing Authority regular employees (positions) and contracted Resident employees (positions) will receive a: 3.0 percent wage increase (Option #1) OR a 3.2 percent wage increase (Option #2) as outlined on the attached pay and salary schedules.

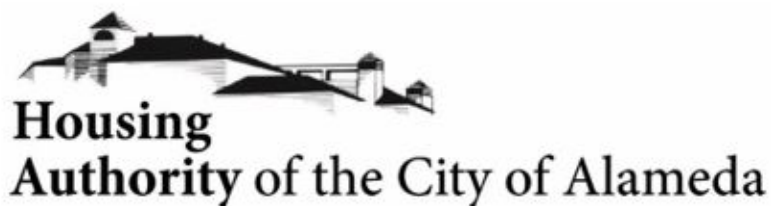
Board Approved Option: _____#1 (3%) or _____#2 (3.2%)

NOW, THEREFORE, BE IT FURTHER RESOLVED, that on August 21, 2019, the Housing Authority will adopt the revised Pay Schedule and Salary Schedule, both effective July 1, 2019 that corresponds to the COLA option selected above.

ATTEST:

Vanessa M. Cooper
Executive Director / Secretary

Art Kurrasch, Chair
Board of Commissioners



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: Tonya Schuler-Cummins, Senior Management Analyst

Date: August 21, 2019

RE: Adopt the Resolution Certifying the Data Submitted for the Section 8 Management Assessment Program for FY 2018-2019 and Authorize the Executive Director to Submit the Data, Resolution, and Supporting Documentation to HUD

BACKGROUND

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.

The Housing Authority is required to submit an annual SEMAP certification online after the Board of Commissioners has adopted a resolution certifying that the data to be submitted is accurate. The online certification must be submitted within 60 days of the end of its fiscal year. The information contained in this report covers fiscal year July 1, 2018 to June 30, 2019. This report provides information on the Housing Authority's performance, mirroring the online certification form, and provides assurance that there is no evidence of serious deficiencies. HUD will use the information and other data to assess the Authority's management capabilities and deficiencies, and to assign an overall performance rating for the Housing Authority's Section 8 Housing Choice Voucher program.

HUD will independently assess the Housing Authority's performance using annual audit reports, monthly Multi-Family Tenant Characteristics System (MTCS) reports sent to HUD online, other certifications provided by the Housing Authority, and other sources. HUD will provide written notification of the Authority's rating on each SEMAP indicator, the overall score, and the overall performance rating. HUD rates all housing authorities according to the following systems:

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

For Fiscal Year 2018-2019, the Housing Authority expects to receive a rating as a High Performer.



Any indicator receiving a rating of zero is considered to be a SEMAP deficiency. The Housing Authority must correct any such deficiency within 45 days. If the deficiency is not corrected as required, the Housing Authority must submit a written corrective action plan to HUD within 30 days.

DISCUSSION

The Housing Authority of the City of Alameda has completed its annual SEMAP Self-Certification for the fiscal year beginning July 1, 2018, and ending June 30, 2019, as required by 24 CFR 985.101. Quarterly samples were completed for most indicators, but Indicator 3 was primarily performed in June and July by a contract auditor who reviewed documentation. The quarterly work performed by the supervisory staff of the Housing Programs Department was reviewed by a contract auditor. The Senior Management Analyst randomly selected the required sample files for each indicator and compiled the audit data. The utility allowance, payment standard, and lease-up indicators were completed by the Management Analyst team. Data for indicators 9-12 is based upon HUD's PIC/Multi-Family Tenant Characteristic System as of June 30, 2019.

Indicator 1: Selection from the Waiting List

This indicator addresses whether the Housing Authority has written policies in its Administrative Plan for selecting applicants from the waiting list and whether these policies are followed. During the past fiscal year, the Housing Authority processed 57 new admissions to the Housing Choice Voucher program (44 project-based, 3 mod rehab, 8 VASH, and 2 Housing Choice Voucher). The reviewer randomly selected and reviewed seven files of applicants who were selected and admitted to determine that all preferences were verified, all were selected properly, and all were admitted or denied in accordance with the Administrative Plan. Then the reviewer pulled a sample which included applicants who reached the top of the waiting list and were either admitted or not admitted (seven files reviewed) to determine if all preferences were correctly given and verified in accordance with the Administrative Plan. **The Authority expects to receive all 15 rating points for this indicator.**

Indicator 2: Reasonable Rent

This indicator measures whether the Housing Authority has developed and implemented a written procedure to determine and document that the rent to the owner for each unit is reasonable, based on current rents for comparable unassisted units: (1) at the time of initial leasing; (2) when there is an increase in rent to the owner; and (3) at the Housing Assistance Payment (HAP) contract anniversary if there is a decrease of ten percent in the published fair market rent (FMR) in effect 60 days before the HAP contract anniversary. During this audit period, there was not a ten percent decrease to any of the FMRs.



To review and document rent reasonableness, staff uses the EZ-RRD program from the Nelrod Company, a national Housing Choice Voucher and Public Housing program consultant, which compiles and utilizes rent comparables on an ongoing basis, taking into account location, size, type, quality and age of the units and the amenities, housing services, maintenance and utilities provided by property owners. For AHA-owned units under a Housing Assistance Payment contract, rent reasonableness must be established by an independent entity; AHA changed its contract this fiscal year from the Oakland Housing Authority to Nelrod for this service.

The reviewer's quality control sample of 26 files that needed a rent reasonableness review determined that required rent reasonableness documentation was present in 100% of the files. **The Authority expects to receive 20 of the 20 possible points for this indicator.**

Indicator 3: Determination of Adjusted Income

This indicator shows whether, at the time of admission and annual reexamination, the Housing Authority verifies and correctly determines adjusted annual income for each assisted family and uses the appropriate utility allowance for the unit in determining gross rent where the family is responsible for utilities under the lease.

The reviewer randomly selected and reviewed a quality control sample of 26 files and determined that annual income, utility allowance and HAP amount were correctly calculated and verified in at least 80% of the sample. **The Housing Authority expects to receive 15 of 20 possible points for this indicator.**

Indicator 4: Utility Allowance Schedule

This indicator measures whether the Housing Authority maintains an up-to-date utility allowance schedule. The Housing Authority contracts annually with the Nelrod Company to review and update utility rate data. The Nelrod Company prepared and provided updated data in March 2019 and as a result a new utility schedule was adopted for actions completed effective June 2, 2019. **The Housing Authority expects to receive all five points for this indicator.**

Indicator 5: Housing Quality Control Inspections

This indicator shows whether the Director of Housing Programs or other qualified person re-inspected a sample of units under contract during the fiscal year. The Housing Authority was required to re-inspect a sample of 26 or more units. Qualified staff from the Housing Authority conducted 33 quality control inspections. **The Housing Authority expects to receive all five points for this indicator.**



Indicator 6: Housing Quality Standards Enforcement

This indicator measures whether, for units that fail a Housing Quality Standards inspection, life-threatening deficiencies are corrected within 24 hours of inspection and all other cited deficiencies are corrected within 30 calendar days of the inspection, or, if not corrected, Housing Assistance payments (HAP) are abated no later than the first day of the month following the correction period in the case of property owner-caused deficiencies, or program assistance is terminated in the case of tenant-caused deficiencies or repeated no-shows. Based on the number of failed inspections (763), a sample of 18 units was required for random selection and review. The reviewer selected and reviewed 18 sample files from among failed HQS inspections. In all samples deficiencies were corrected, HAP was abated, and/or clients were processed for program termination in accordance with HUD regulations. **The Housing Authority expects to receive all 10 points for this indicator.**

Indicator 7: Expanding Housing Opportunities

This indicator, for PHAs within metropolitan FMR areas, shows whether the Housing Authority has adopted and implemented a written policy to encourage participation of owners of units located outside of areas of poverty or minority concentration. The Housing Authority's Administrative Plan includes such a policy. Based on the most recent Census data, taken as a whole, Alameda can be characterized as an area of low-poverty and low minority concentration, and program participants are widely dispersed throughout the community.

Housing Authority staff vigorously pursue ways to attract new property owners and to retain current property owners with units in all areas of the city to the Housing Choice Voucher program. Staff is trained to handle phone calls from prospective new landlords, and interested property owners are sent a "New Landlord Packet" that includes information about the Housing Choice Voucher program and the Housing Authority. The voucher issuance briefing session covers general information and property owner-provided unit listings for all areas of Alameda. The Housing Authority continues to expand the number and range of units made available to eligible families through the Project Based Voucher program to provide additional opportunities for low income families receiving housing assistance and through the landlord incentive program.

The reviewer reviewed support documentation for each section applicable under this indicator and affirmed that the documentation supports the Housing Authority's affirmative certifications for this indicator. **The Housing Authority expects to receive all five points for this indicator.**

Indicator 8: Fair Market Rents and Payment Standards

This indicator shows whether the PHA has adopted a payment standard schedule that establishes voucher payment standard amounts by unit size for each FMR area in the PHA jurisdiction and, if applicable, separate payment standard amounts by unit size for



a PHA-designated part of an FMR area, which do not exceed 110% of the current applicable published FMRs and which are not less than 90% of the current applicable published FMRs (unless a higher or lower payment standard amount is approved by HUD).

During this fiscal year, there were two different payment standards in effect at different times for the program. From July 1, 2018 to June 1, 2019, the payment standards established November 2, 2017 were in effect. Payment standards were changed effective June 2, 2019 to reflect the decreased FMRs from HUD.

During the fiscal year being reviewed, all Payment Standards for the different unit sizes were within HUD's acceptable range of 90 to 110 percent of the standard 40th percentile FMRs. **The Housing Authority expects to receive all five points for this indicator.**

[Ratings for the next five indicators will be determined by the Multi-Family Tenant Characteristic System (MTCS) based on regular reports submitted to HUD by the Housing Authority.]

Indicator 9: Annual Reexaminations

A HUD report available in the Multi-Family Tenant Characteristic System indicates that 99 percent of annual re-certifications were reported on time. **The Housing Authority expects to receive all 10 points for this indicator.**

Indicator 10: Correct Tenant Rent Calculations

This indicator examines whether the family's share of rent to owner was calculated correctly. MTCS shows that 100 percent of tenant rents were calculated correctly. **The Authority expects to receive all five points for this indicator.**

Indicator 11: Pre-contract HQS Inspections

This indicator shows whether newly leased units passed Housing Quality Standards inspections prior to the execution date of the Housing Assistance Contract. The MTCS report shows that 100 percent of units leased passed inspection prior to lease-up. **The Authority expects to receive all five points.**

Indicator 12: Annual HQS Inspections

This indicator shows whether the Housing Authority inspected each unit under contract at least annually. MTCS indicates that 100 percent of annual inspections were conducted within the required time frame. The HUD field office did notify the Housing Authority that "annually" in this question is now expanded to include "biennially." The certification form has not yet been updated, but the regulation contained on the form has been updated. The actual certification is "The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))." The regulation at 24 CFR 982.405(a)



only requires a biennial inspection. **The Housing Authority expects to receive all ten points for this indicator.**

Indicator 13: Lease-Up

This indicator determines if the Housing Authority has executed Housing Assistance Contracts on behalf of eligible families for the number of units the Housing Authority has under budget for at least one year. In order to receive the full 20 points for this indicator, the Housing Authority must achieve a lease-up rate of 98 percent and/or expend over 98% of its HAP budget authority under the ACC during the prior calendar year which ended on or before the fiscal year being reported. If the Housing Authority achieves 95% on either of the above benchmarks, the Housing Authority could obtain partial points of 15 points. The Housing Authority expended 98.4% of its HAP budget under the ACC during the fiscal year. **The Housing Authority expects to receive 20 of the 20 possible points for this indicator.**

Indicator 14: Family Self-Sufficiency

This indicator applies only to housing authorities required to administer the mandatory Family Self-Sufficiency (FSS) program. The Housing Authority has re-established an FSS program on a voluntary basis, and therefore this indicator does not apply to the Housing Authority.

Indicator 15: Deconcentration Bonus

This indicator does not currently apply to the Housing Authority as a requirement. This is required starting with the second full fiscal year following initial use of payment standards based on the FMR set at the 50th percentile rent. The Housing Authority only used payment standards above 100 percent of the 50th percentile from September 2, 2015 to April 1, 2016. This indicator is based upon the number of families with children living in or moving to low-poverty census tracts. In order to claim these points, one of three conditions must be met. The first condition is that at least half of Section 8 families with children must live in a census tract identified as low-poverty (below 10 percent of families are below the poverty level). As of June 30, 2019, 100 percent of families with children lived in a census tract identified as low-poverty. A review of the data available indicates that in Alameda, 16 of 16 census tracts are defined as "low-poverty." This number is up from 11 the year before. **The Housing Authority expects to receive five bonus points.**

Total Points:

For Fiscal Year 2018-2019, the Housing Authority expects to receive 135 of 135 possible points (100%) for a rating of High Performer.



Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
Page 7 of 7

FINANCIAL IMPACT

There is no direct financial impact, but failing to submit the report could result in sanctions and other actions by HUD.

RECOMMENDATION

Adopt the resolution certifying the data submitted for the Section Eight Management Assessment Program for FY 2018-2019 and authorize the Executive Director to submit the data, resolution, and supporting documentation to HUD.

Respectfully submitted,



Tonya Schuler-Cummins
Senior Management Analyst

Attachments: Resolution
 HUD Form 52648



HOUSING AUTHORITY OF THE CITY OF ALAMEDA

*Resolution No.*_____CERTIFYING THE DATA SUBMITTED
FOR THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM

WHEREAS, the Section 8 Management Assessment Program (SEMAP) will enable the U.S. Department of Housing and Urban Development (HUD) to measure public housing authority performance in key Section 8 Housing Choice Voucher program areas and to ensure program integrity and accountability by identifying management capabilities and deficiencies; and

WHEREAS, SEMAP results may be utilized by the Board of Commissioners, to understand more comprehensively the Housing Authority's program operations; and

WHEREAS, the Housing Authority gathered and, hereby submits data to HUD to participate in the SEMAP process; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Alameda has reviewed the data collected for submission to HUD for the fiscal year ending June 30, 2019, and has found the data to be an accurate reflection of the Housing Authority's performance.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Alameda, that it hereby certifies the accuracy of the data for the fiscal year ending June 30, 2019, and directs that the data be submitted to HUD.

ATTEST:

Vanessa M. Cooper
Executive Director / Secretary

Art Kurrasch, Chair
Board of Commissioners

Adopted: _____

Section 8 Management Assessment Program (SEMAP) Certification

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

OMB Approval #2577-0215
Page 94 of 110
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours 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. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

Check here if the PHA expends less than \$300,000 a year in Federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes ☐ No ☐

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes ☐ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes ☐ No ☐

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response ☐ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response ☐ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes ☐ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes ☐ No ☐

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response ☐ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☐

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☐ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☐ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☐ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☐ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☐ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☐ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☐ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR _____	1-BR FMR _____	2-BR FMR _____	3-BR FMR _____	4-BR FMR _____
PS _____	PS _____	PS _____	PS _____	PS _____

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☐ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☐ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes ☐ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes ☐ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes ☐ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable ☐

PHA Response

Yes ☐

No ☐

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response

Yes ☐

No ☐

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

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)

Executive Director, signature _____

Chairperson, Board of Commissioners, signature _____

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
 (The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? Yes ☐ No ☐

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☐

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☐

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.



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: August 21, 2019

Re: Accept Report on Status of Littlejohn Commons Remnant Parcel, Approve Plan for Parcel to Revert to City of Alameda, and Authorize the Executive Director, or her designee, to Execute Reversion Documents

BACKGROUND

Littlejohn Commons was built as part of the master plan for the redevelopment and rehabilitation of the historic Del Monte Warehouse at 1501 Buena Vista Avenue. Tim Lewis Communities (TLC) is the developer. The project Master Plan was approved in December 2014 and includes a mix of market rate and affordable units, as required by the City of Alameda's Inclusionary Housing Ordinance. Of the total 380 unit project, TLC is required to build 55 total affordable units: 24 moderate-, 14 low-, and 17 very low-income units. Tim Lewis Communities executed and recorded an Affordable Housing Agreement with the City to codify the affordable housing requirements for the Del Monte Warehouse project.

The AHA and TLC entered into an Agreement for Development of Affordable Housing, dated November 3, 2015 and amended on April 10, 2017, for AHA to build the low and very low income units in one project on a parcel on the western portion of the site, now known as Parcel B. (See Attachment A, Site Plan from the Master Plan). This project is fully built and leased and is known as Littlejohn Commons.

DISCUSSION

In order to create the Parcel B for the affordable housing project, a portion of the site was provided by TLC and a portion of the site was provided by the City of Alameda. (see Attachment B, lot line adjustment map) The parcel that was received from the City, via Quitclaim deed on December 12, 2016, was larger than the parcel needed to build the affordable housing project. This remnant parcel, outlined on page 2 of Attachment A and noted as "New Parcel A" on Attachment B, as is currently owned by AHA. This land is an asphalt drive aisle and has no other intended use. This driveway will be improved by TLC as part of the Agreement for Development of Affordable Housing, will be used as an access point to the Del Monte Warehouse project, and is outlined as a driveway in the Master Plan. This remnant parcel is not included in the Ground Lease to the Sherman and Buena Vista LP for the affordable housing project but the affordable housing project



Honorable Chair and
Members of the Board of Commissioners

August 21, 2019
Page 2 of 2

does have easement rights over the parcel for access to the Littlejohn Commons building and parking lot.

As a condition to the Quitclaim Deed, the entire parcel is intended to be used exclusively for affordable housing. If not, any portion not used exclusively for the affordable housing project reverts back to the City. As such, staff and AHA legal counsel have been working with the City Attorney's office on a plan to return this remnant parcel back to the City. This is evidenced by the attached Draft Quitclaim Deed (Attachment C). Such reversion would not change the access right for the affordable housing parcel that runs with the land.

The City Attorney's office is still reviewing all of the details of the situation, the legal documents related to the Del Monte Warehouse project, and working with the Planning Director on the steps to implement this plan. While the next steps are still being formulated, staff wanted to provide the Board of Commissioners with a report on the circumstance of the remnant parcel and the current plan to revert it to the City under the terms of the Quitclaim Deed first conveying the parcel to the Housing Authority.

FINANCIAL IMPACT

This parcel was transferred to the AHA for free and will be returned to the City for the same price. The transaction has incurred legal fees, which will be paid by AHA as part of the Housing and Community Development approved budget under the general legal services contract in place with Carle Macke Power and Ross LLP.

RECOMMENDATION

Accept Report on Status of Littlejohn Commons Remnant Parcel, Approve Plan for Parcel to Revert to City of Alameda, and Authorize the Executive Director, or her designee, to Execute Reversion Documents

Respectfully submitted,



Kathleen Mertz
Director of Housing and Community Development

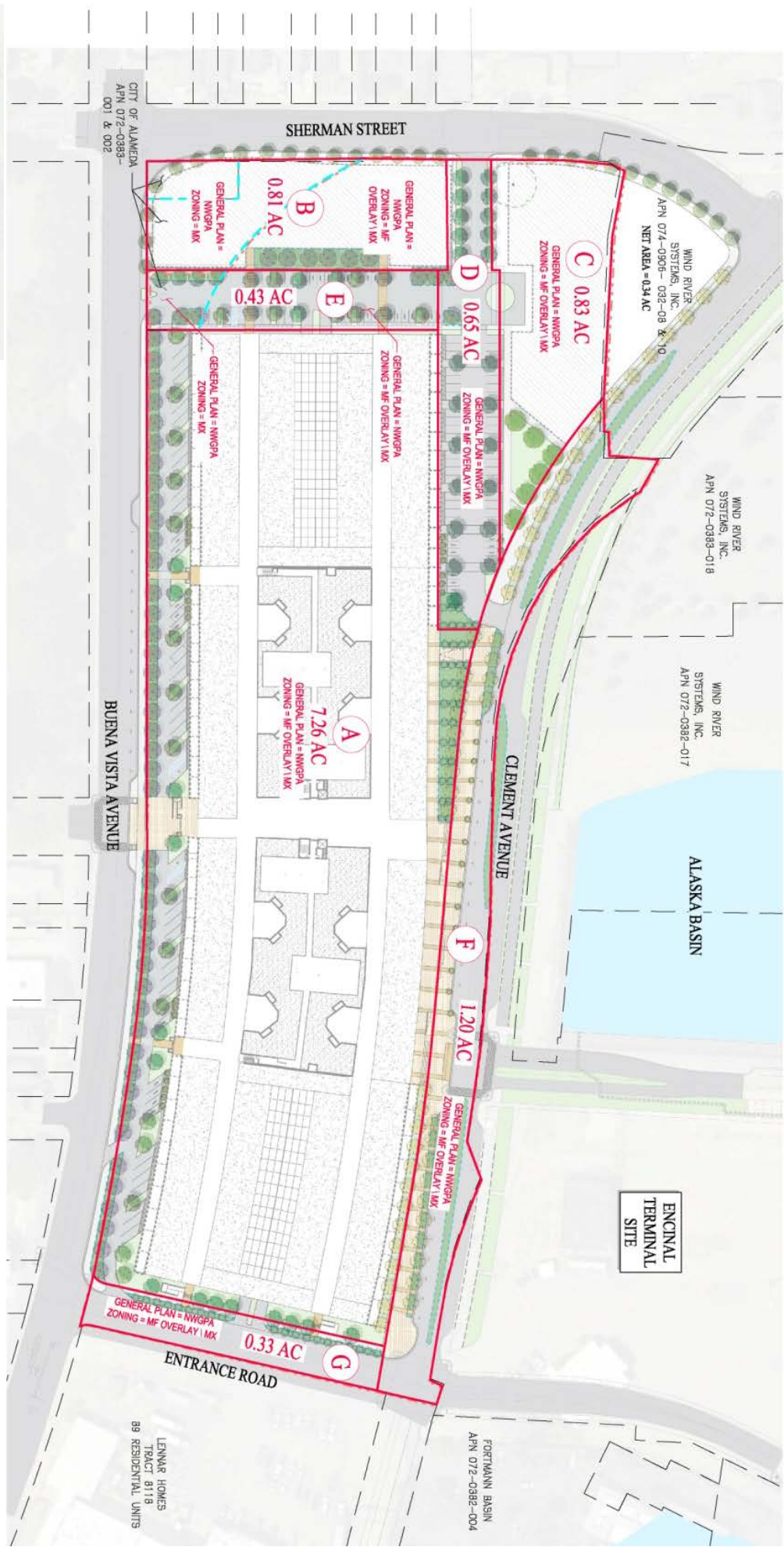
Attachment A: Site Plan from Master Plan
Attachment B: Lot Line Adjustment Map
Attachment C: Draft Quitclaim Deed



CHAPTER 3: General Site Development Requirements and Standards for Development of Specific Subareas of the Del Monte Site Area

- This chapter establishes the requirements for improvements related to specific subareas of the Del Monte Warehouse Master Plan, including:

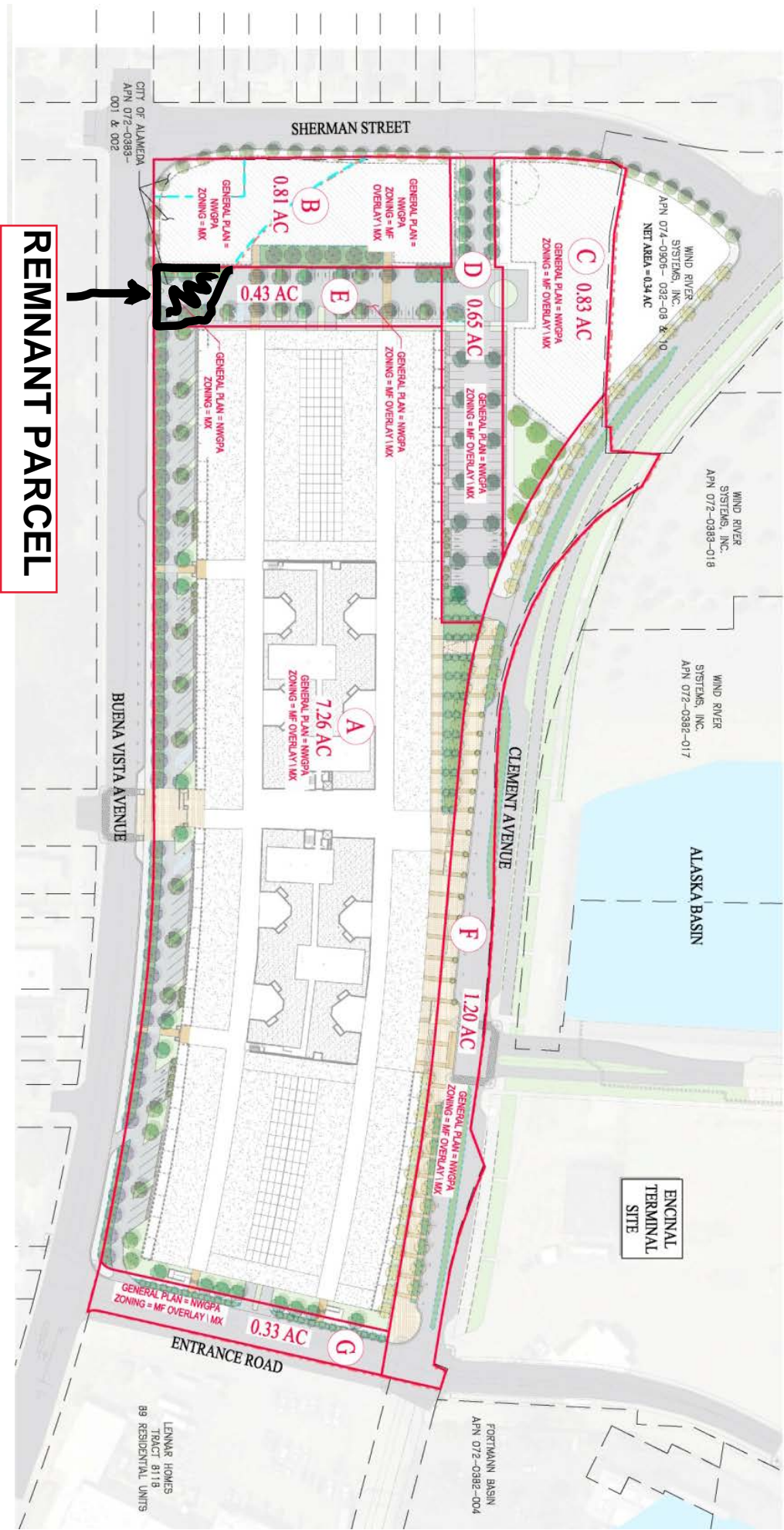
 - Land Use
 - Residential Density
 - Non-Residential Density/Minimums
 - Residential and Non-Residential Development Balance
- Affordable Housing
 - Parking
 - Building Design



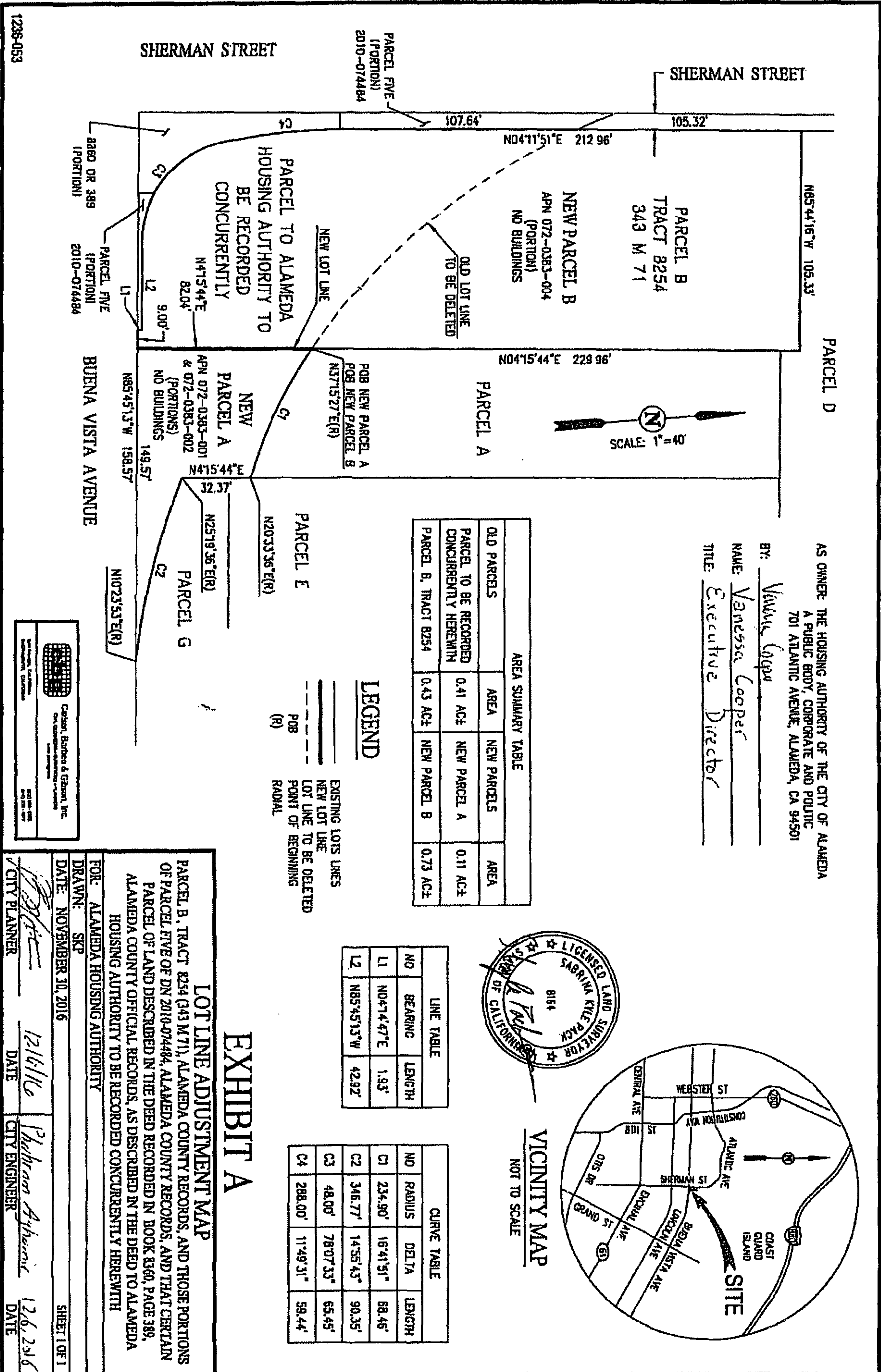
CHAPTER 3: General Site Development Requirements and Standards for Development of Specific Subareas of the Del Monte Site Area

This chapter establishes the requirements for improvements related to specific subareas of the Del Monte Warehouse Master Plan, including:

- Land Use
 - Residential Density
 - Non-Residential Density/Minimums
 - Residential and Non-Residential Development Balance
- Affordable Housing
 - Parking
 - Building Design



ATTACHMENT B



RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

City of Alameda
2263 Santa Clara Avenue
Alameda, CA 94501
Attention: City Manager

Copy to:

Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, CA 94501
Attention: Executive Director

Recorded for the Benefit of
The City of Alameda
Pursuant to Government
Code Section 27381

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

A.P.N. _____

QUITCLAIM DEED

This Quitclaim Deed (this “**Quitclaim Deed**”) is made this ____ day of _____, 2019, by and between the Housing Authority of the City of Alameda, a public body, corporate and politic, hereinafter called the GRANTOR, and the City of Alameda, California, a Municipal Corporation, hereinafter called the GRANTEE.

WITNESSETH:

WHEREAS, pursuant to that certain Quitclaim Deed with Reservation of Covenants, Restrictions and Conditions, between GRANTOR, as grantee, and GRANTEE, as grantor, dated for reference purposes as of December 12, 2016 and recorded in the official record of Alameda County on December 12, 2016 as document number 2016-322897 (the “**City Deed**”), GRANTEE granted to GRANTOR to certain “**Property**” described therein. Capitalized terms not defined herein shall have the meanings given to them in the City Deed.

WHEREAS, pursuant to the terms of the City Deed, (a) the Property is required to be used and maintained exclusively for the Affordable Housing Project, and (b) the Property is subject to a right of reverter in favor of GRANTEE if the use of the Property does not comply with the City Deed.

WHEREAS, GRANTOR and GRANTEE agree that the portion of the Property described in Exhibit A, attached hereto and incorporated hereby (the “**Excess Property**”) is not used and maintained exclusively for the Affordable Housing Project.

WHEREAS, GRANTOR desires to transfer the Excess Property to GRANTEE pursuant to the terms hereof.

NOW THEREFORE, GRANTOR, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby remise, release and forever quitclaim to GRANTEE, all of GRANTOR'S right, title and interest in and to the Excess Property, subject to all covenants, conditions, restrictions, easements, rights-of-way, reservations, rights, agreements, and encumbrances of record that pertain to the Excess Property, including, without limitation, that certain Easement Agreement made as of December 9, 2016, and recorded in the official record of Alameda County on December 12, 2016 as document number 2016322900.

[SIGNATURES PAGES FOLLOW]

IN WITNESS WHEREOF, the GRANTOR has executed this Quitclaim Deed as of the day first above written.

GRANTOR: **HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body, corporate and politic**

Dated: _____, 2019

By: _____
Vanessa Cooper, Executive Director

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.
--

State of California)
County of _____)

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the deed or grant dated _____, 2019 from the **Housing Authority of the City of Alameda**, a political corporation and/or governmental agency, to **the City of Alameda** is hereby accepted by order of the **City Council of the City of Alameda** on _____, 2019, (or by the undersigned officer or agent on behalf of the **City of Alameda** pursuant to authority conferred by resolution of the **City Council of the City of Alameda** adopted on _____, 2019,) and the grantee consents to recordation thereof by its duly authorized officer.

The GRANTEE hereby accepts this Quitclaim Deed and agrees to be bound by all of the agreements, covenants, conditions, restrictions and reservations contained herein.

Date: _____, 2019

THE CITY OF ALAMEDA

By: _____
ERIC LEVITT
City Manager

APPROVED AS TO FORM

By: _____
LISA MAXWELL
Assistant City Attorney

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

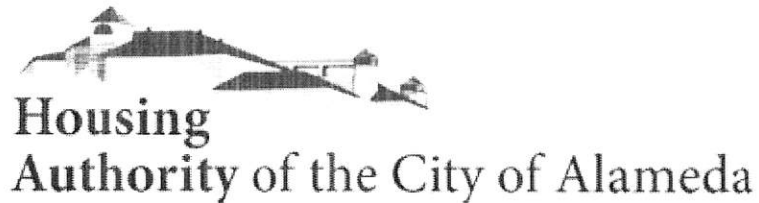
WITNESS my hand and official seal.

Signature _____

EXHIBIT A

Legal Description of Excess Property

[Attached]



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: August 21, 2019

Re: Approve a Predevelopment Loan of \$92,569 from AUSD Redevelopment Funds to MidPen Housing Corporation For The RESHAP Project

BACKGROUND

In 2012 the State of California dissolved all redevelopment agencies in the State including the Community Improvement Commission of the City of Alameda (CIC). At that time, certain rights and responsibilities of the CIC were transferred to the Successor Agency of the CIC. One of the ongoing responsibilities of the Successor Agency is to meet the obligations of a "Housing Pass-Through Agreement" dated November 1991 between the CIC and the Alameda Unified School District (AUSD). The Pass-Through Agreement required the CIC to set aside tax increment funds to be used by AUSD to develop low-income housing within the City's limits. The Pass-Through Agreement is also subject to the 1990 Guyton Settlement Agreement. The Guyton Agreement created an obligation for the City to support the acquisition or construction of at least 930 low and very-low income affordable housing units. Until this obligation has been met, the Pass-Through Agreement requires that use of the "pass-through funds" shall be subject to the Guyton Settlement Agreement, which is a recognized obligation as of the date of redevelopment dissolution.

In April 2018, the BOC approved a Memorandum of Understanding (MOU) between AHA and AUSD to implement the construction of affordable housing under the above-mentioned Pass-Through Agreement. Please refer to this April 2018 Board meeting agenda, staff report, and minutes for more details about the MOU. The MOU was approved by the AUSD Board in May 2018, and the MOU was executed shortly thereafter. Attached to the MOU is as list of projects to be funded under the MOU. These include:

- Rosefield Village
- North Housing
- RESHAP, aka Alameda Point Collaborative
- 2437 Eagle Avenue, aka Everett Commons
- Del Monte Senior, aka Littlejohn Commons



DISCUSSION

Because the funds from AUSD come through the AHA to fund the projects, these funds have typically come into a project as a loan. This structure works well with the affordable housing finance programs, like Low Income Housing Tax Credits, because a grant cannot be included in the base calculation for tax credit eligibility. Additionally, these funds can be used as a predevelopment, construction, or permanent source.

Alameda Point Collaborative (APC), Building Futures With Women and Children (BFWC), and Operation Dignity (OD) are partnering with MidPen Housing Corporation (MidPen), a nonprofit affordable housing developer, (collectively the parties are “the Collaborating Partners”) to design, construct, own and operate new supportive housing at the former Alameda Naval Air Station. The Collaborating Partners are proposing to replace the former Navy structures, which are in poor condition and were not designed to accommodate their current use. The Rebuilding of the Existing Supportive Housing at Alameda Point (RESHAP) will create a cohesive community providing high quality and stable housing with enhanced services for the residents. RESHAP will create 267 replacement units of supportive housing for homeless individuals and families at Alameda Point. The existing 200 units currently occupied by formerly homeless individuals and families are located on approximately 34 acres of the proposed footprint for the new Main Street Neighborhood.

The Collaborating Partners and the City of Alameda executed a Disposition and Development Agreement (DDA) in July, 2018, that outlines the terms under which the City will convey a currently vacant 9.1-acre parcel at Alameda Point with infrastructure and site improvements completed to the Collaborating Partners. The City intends to sell to a market rate developer the acreage that holds the existing units, generating revenue to be used to subsidize the infrastructure required to support the construction of the 267 units of new supportive housing.

After extensive discussions with MidPen Housing, they have requested these funds assist the RESHAP project as predevelopment funds. The funds are going to reimburse costs incurred in the preliminary phase of the project, from the AUSD pass through funds for fiscal years 2016-17 and 2017-18. No future costs will be reimbursed at this time. Because the total predevelopment loan amount is less than \$200,00, per the terms of Section 5 of the MOU, no preference point for eligible employees of AUSD will be required. RESHAP is expected to be financed and developed in phases and in close coordination with Alameda Point Partners, the City’s chosen market-rate developer partner. MidPen expects the first phase will begin construction in 2022, at which time the predevelopment loan from the Housing Authority of the City of Alameda will be repaid.

FINANCIAL IMPACT

These funds are coming to the AHA through the MOU with AUSD so there is no fiscal impact to existing AHA resources. The Promissory Note will be structured with the same terms as other predevelopment loans disbursed to Island City Development, using the

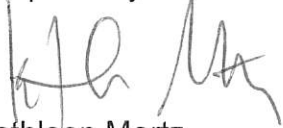


same form of promissory note. This includes a five-year loan, 3% interest with a two year grace period before the interest starts to accrue. The loan is unsecured and non-recourse. When the loan is repaid, it will go back into the AUSD pooled funds for affordable housing projects in Alameda, per the requirements established in the MOU. The loan will only be made once funds have been received from AUSD per the reimbursement requirements of the MOU. No AHA funds will be used to fund this loan.

RECOMMENDATION

Approve a predevelopment loan of \$92,569 from AUSD redevelopment funds to MidPen Housing Corporation for the RESHAP project.

Respectfully submitted,



Kathleen Mertz
Director of Housing and Community Development

