

IF YOU WISH TO ADDRESS THE BOARD:

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

AGENDA

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE & TIME

Wednesday, September 18, 2019 –

AAHC Meeting – 5:45 p.m.

Closed Session – 6:00 p.m.

Commissioner Recognition – 6:45 p.m.

Regular Meeting – 7:00 p.m.

**Closed Session Continued – 7:01 p.m. (CLOSED SESSION MEETING
TO FOLLOW DIRECTLY AFTERWARDS)**

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 on Closed Session
 3. Closed Session – 6:00 p.m. – Adjournment to Closed Session to Consider:
 - 3-A. Executive Director Evaluation
 4. Adjournment of Closed Session
 5. RECONVENE REGULAR MEETING – 7:00 p.m.
 6. Announcement of Action Taken in Closed Session, if any.
 7. Public Comment (Non-Agenda)
 8. CONSENT CALENDAR
 - Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Commissioners or a member of the public.
 - 8-A. Approve Minutes of the Board of Commissioners Meeting held August 21, 2019 – **Page 1**
 - 8-B. Accept the Monthly Overview Report for Operations/H.R./I.T. – **Page 6**
 - 8-C. Accept the Monthly Overview Report for the Housing Programs Department – **Page 10**
 - 8-D. Accept the Monthly Overview Report for the Rent Stabilization Program – **Page 15**
 - 8-E. Accept the Monthly Overview Report for Property Operations – **Page 18**
 - 8-F. Accept the Monthly Overview Report for Housing & Community Development – **Page 26**
 - 8-G. Accept the Monthly Development Report for Rosefield Village – **Page 30**
 - 8-H. Accept the Monthly Development Report for North Housing – **Page 32**
 - 8-I. Accept the Report on Banking Activity of Island City Development – **Page 35**
 - 8-J. Accept the Budget Variance Report for July 31, 2019 – **Page 37**
 - 8-K. Accept the Quarterly Investment Report for Period Ending June 30, 2019 – **Page 48**
9. AGENDA
 - 9-A. Accept an Update of the Housing Authority Two-Year Work Plan for Fiscal Years July 1, 2017 to June 30, 2019; Solicit Suitable Dates for the Annual Retreat to Discuss the Strategic Plan Measurables – **Page 53**
 - 9-B. Approve Revised Payment Standard Increases for the Section 8 Housing Choice Voucher program and for Project Based Vouchers effective December 2, 2019 – **Page 60**
 - 9-C. Approve a Resolution to amend the Schedule of Authorized Positions to include the addition of two positions: Risk Manager and Communications Manager – **Page 63**



10. Public Comment on Closed Session
11. Closed Session Continued – 7:01 p.m. – Adjournment to Closed Session to Consider:
 - 11-A. Closed Session pursuant to Government Code Section 54956.8, Conference with Real Property Negotiators. Property: Assessor’s Parcel Numbers 74-451-1-8; Authority Negotiators: Vanessa Cooper and Kathleen Mertz; Negotiating Parties: PUR Atlantic LLC; Under Negotiation: Price and Terms of Payment.
 - 11-B. Closed Session pursuant to Government Code Section 54956.9(a) – Conference with legal counsel re existing litigation, Housing Authority of the City of Alameda v. Johnson, Alameda County Superior Court No. RG18933615.
12. Adjournment of Closed Session
13. RECONVENE REGULAR MEETING – 7:02 p.m.
14. Announcement of Action Taken in Closed Session, if any.
15. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
16. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
17. 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 vmondo@alamedahsg.org. Notification 48 hours prior to the meeting will enable the Housing Authority of the City of Alameda Board of Commissioners to make reasonable arrangements to ensure accessibility.
- Documents related to this agenda are available for public inspection and copying at the Office of the Housing Authority, 701 Atlantic Avenue, during normal business hours.
- Know Your RIGHTS Under The Ralph M. Brown Act: Government’s duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people’s review. In order to assist the Housing Authority’s efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Housing Authority accommodate these individuals.



701 Atlantic Avenue • Alameda, California 94501-2161

DRAFT MINUTES

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA
HELD WEDNESDAY AUGUST 21, 2019**

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners

Present: Commission Chair Tamaoki, Commissioner Grob, Commissioner Hadid, Commissioner Kay, Commissioner Kurrasch, Commissioner Rickard, and Commissioner Weinberg

2. Public Comment (Non-Agenda)

A resident from Independence Plaza commented that she would like to see a vegetable garden created at Independence Plaza for all the tenants to use. The resident also commented that National Night Out was a fantastic event and gave detail as to what was at the event.

Ms. Vanessa Cooper, Executive Director, thanked the resident for her feedback. Commissioner Kay also added that she received positive feedback regarding the event as well.

Mr. Richard Neveln, a member of the public, spoke about the main doors at Independence Plaza. Mr. Neveln also commented on the lighting behind building 709 and asked if the trees could be trimmed. Mr. Neveln's third item was a request to add a speed bump or speed hump to allow for residents to cross the street directly across from Starbucks on Atlantic Avenue rather than having to cross at either end of the block. Ms. Cooper responded to Mr. Neveln's questions and provided information on the actions being taken by the AHA to address these.

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 Kurrasch and Commissioner Grob recused themselves from voting on Item 3-A because they were not present for the June 19, 2019 meeting.



Discussion ensued regarding the consent items.

Mr. Richard Neveln, a member of the public, commented about the Independence Plaza main doors and asked if AHA could reach out to contractors to ask for a discount on the work.

Commissioner Kay moved to accept the motion and Commissioner Hadid seconded the motion. All were in favor with the two abstentions on Item 3-A:

Yes: 5 Commission Chair Tamaoki, Commissioner Hadid, Commissioner Kay, Commissioner Rickard, and Commissioner Weinberg

Recused: 2 Commissioner Kurrasch and Commissioner Grob

- *3-A. Approve Minutes of the Board of Commissioners Meeting held June 19, 2019
- *3-B. Accept the June and July Monthly Overview Report for Operations, H.R., and I.T.
- *3-C. Accept the June and July Monthly Overview Report for the Housing Programs Department
- *3-D. Accept the June and July Monthly Overview Report for the Rent Stabilization Program
- *3-E. Accept the June and July Monthly Overview Report for Property Operations Department
- *3-F. Accept Update on the Independence Plaza 504/ADA Upgrade
- *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
- *3-H. Accept the June and July Monthly Overview Report for Housing & Community Development
- *3-I. Accept the June and July Monthly Development Report for Everett Commons
- *3-J. Accept the June and July Monthly Development Report for Rosefield Village
- *3-K. Accept the June and July Monthly Development Report for North Housing and Approve the Agency Vision for North Housing
- *3-L. Accept the Budget Variance Report for June 30, 2019
- *3-M. Accept the Report for the Executive Director’s Performance Evaluation for 2018-2019 and Goal Setting for 2019-2020

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

Ms. Cooper explained the different positions and Commissioner Weinberg volunteered for the ICD Board position and Commissioner Grob volunteered for the North Housing adhoc position.

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



Yes: 7 Commission Chair Tamaoki, Commissioner Grob, Commissioner Hadid, Commissioner Kay, Commissioner Kurrasch, Commissioner Rickard, and Commissioner Weinberg

4-B. Adopt the Resolution to Adopt a Revision to the Timekeeping Requirements Policy of the Housing Authority’s Employee Policies and Procedures Handbook

Ms. Janet Basta, Director of HR and Operations explained that a policy revision came before the Board in 2016, and staff will bring the whole handbook back with additional revisions, but for now, there is one small adjustment to the portion regarding timekeeping for exempt employees. This edit, if approved, will go into effect September 1, 2019 so staff can plan accordingly.

Commissioner Kurrasch moved to approve the Resolution and Commissioner Grob seconded the motion. A roll call vote was taken and all were in favor of adopting the resolution:

Yes: 7 Commission Chair Tamaoki, Commissioner Grob, Commissioner Hadid, Commissioner Kay, Commissioner Kurrasch, Commissioner Rickard, and Commissioner Weinberg

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

Ms. Basta explained that each August staff comes before the Board with a request to grant a COLA increase to AHA staff as well as review health and dental insurance for the upcoming year. Ms. Basta explained that a 3% COLA increase was budgeted, but the actual COLA comparing June 2018 to June 2019 was 3.2%. Ms. Basta asked the Board which option they would like to approve and discussed the salary schedules presented in the Board packet. Ms. Basta also explained the other items for review and approval.

Ms. Basta added that if approved, the COLA increase would be retroactive to July 1, 2019 for this year, but AHA would like to propose that future COLA increases in subsequent years be effective the pay period that includes September 1, 2019 so the Finance Department can save staff time manually calculating each AHA employee’s retroactive increase.

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



Yes: 7 Commission Chair Tamaoki, Commissioner Grob, Commissioner Hadid, Commissioner Kay, Commissioner Kurrasch, Commissioner Rickard, and Commissioner Weinberg

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

Ms. Tonya Schuler-Cummins, Senior Management Analyst, explained the SEMAP process and revised each indicator and the points AHA received.

Mr. Richard Neveln, a member of the public, commented that tenants may have varied work and irregular paychecks and Ms. Cooper responded that AHA does have a system for tenants with sporadic income.

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

Yes: 7 Commission Chair Tamaoki, Commissioner Grob, Commissioner Hadid, Commissioner Kay, Commissioner Kurrasch, Commissioner Rickard, and Commissioner Weinberg

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

Ms. Kathleen Mertz, Director of Housing and Community Development, explained the need and mechanism to transfer a small piece of property at the driveway of Littlejohn Commons, which was transferred from the City to AHA along with the Littlejohn Commons property, back to the City. Discussion ensued on the transfer of the parcel.

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

Yes: 7 Commission Chair Tamaoki, Commissioner Grob, Commissioner Hadid, Commissioner Kay, Commissioner Kurrasch, Commissioner Rickard, and Commissioner Weinberg

4-F. Approve a Predevelopment Loan of \$92,569 from AUSD Redevelopment Funds to MidPen Housing Corporation For The RESHAP Project

Commissioner Grob asked if she needed to recuse herself, but Ms. Cooper clarified that she does not need to recuse herself from this item.



Ms. Mertz described the loan making process and terms. Discussion ensued on the loan.

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

Yes: 7 Commission Chair Tamaoki, Commissioner Grob, Commissioner Hadid, Commissioner Kay, Commissioner Kurrasch, Commissioner Rickard, and Commissioner Weinberg

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

Mr. Richard Neveln, a member of the public, mentioned the US Flag that is currently displayed outside Independence Plaza in the courtyard and asked that spotlights be installed to illuminate the flag during the evening or staff to remove the flag to honor the US Flag properly. Ms. Cooper responded. .

A resident from Independence Plaza commented the College of Alameda offers free English as a second language classes seniors. Chair Tamaoki asked if participants can receive free tuition and Ms. Cooper explained that if a participant has graduated from an Alameda school, they can receive free tuition for their first year of college. After the first year, there are other options to receive assistance.

6. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Commissioner Kay made the announcement that LifeSTEPS arranged for a chef to come to ABD and teach 5 classes over the course of 5 weeks to anyone interested in attending.

Commissioner Weinberg confirmed that staff will come back before the Board with a Pension Liability presentation and Ms. Cooper confirmed that it will be in October.

Chair Tamaoki commented that this is his last meeting as Chair and thanked everyone for all their support and help.


7. ADJOURNMENT

There being no further business, Chair Tamaoki adjourned the meeting at 8:28 p.m.

Vanessa M. Cooper
Executive Director/Secretary

Arthur Kurrasch, Chair
Board of Commissioners





**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: September 18, 2019

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

BACKGROUND

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

Human Resources and Operations

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

<u>Department</u>	<u>Position</u>	<u>Number of Vacant Positions</u>	<u>Recruitment Status</u>	<u>Other Updates</u>
Administration	Management Analyst	2 FTE	In interview process for both positions	
Finance		0 FTE		Department is fully staffed
Housing Programs	Housing Assistant	1 FTE	Reviewing applications; interviews to start in September	



Property Operations	Maintenance Supervisor	1 FTE	Initial interviews not successful; will continue to recruit	
	Resident Manager II (IP)	1 FTE	Position posted internally	
	Assistant Resident Manager (IP)	.13 FTE	Position posted	
	Resident Manager (Parrott Village and Gardens)	1 FTE	Recruitment not successful; property will be moved to 3 rd party management by December 31.	
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: 6.13
Number of active recruitments: 5.13

A number of trainings were held over the summer. In July, Housing Specialist and some supervisory staff in the Housing Programs and Property Operations Departments attended a one week HCV Occupancy, Eligibility, Income and Rent Calculation with Certification training held in mid-July. This course, which was provided by the National Association of Housing and Redevelopment Officials (NAHRO), provides the foundation needed to perform the eligibility functions and calculations required of a Housing Specialist. In mid-August, Maintenance, Property Management, and inspections staff attended a three-day Housing Quality Standards (HQS) certification training from NAHRO. And in early August, a 1.25 hour training on Recognizing and Preventing Sexual Harassment and an Overview of Bystander Concepts was presented to all staff by an attorney from Wiley Price & Radulovich LLP. This will be followed by the full two-hour training for supervisory and management staff in the spring, as required for compliance purposes.

Some initial work was completed on upgrading of the office kitchen facilities over the summer. A new refrigerator and outdoor table and chairs were purchased, and a retractable awning was installed over the balcony off the kitchen. This has expanded the



seating area for meal and break periods, and created an informal gathering space. Additional work on the kitchen, as well as reconfiguration of some office spaces, will be done over the upcoming months.

Information Technology/Administration

The AHA’s application for the Moving to Work (MTW) program under cohort #2 that was submitted in June 2019 was denied. The AHA does not have the size of program needed under the cohort requirements. Cohort #2 required 1000 families that are not disabled or elderly, but the AHA has less than 500 families that meet this requirement. The AHA will continue to monitor the application process for Cohorts #3 (work requirements) and 4 (landlord incentives), and will submit applications as appropriate. Cohort #2 was designed to test rent reform, such as not basing rents on income and setting flat rents.

Currently the proposals received for the project-based voucher program are under review. The HUD Field Office will need to conduct a review of the process before an award can be announced and environmental reviews need to be completed before the execution of any contracts.

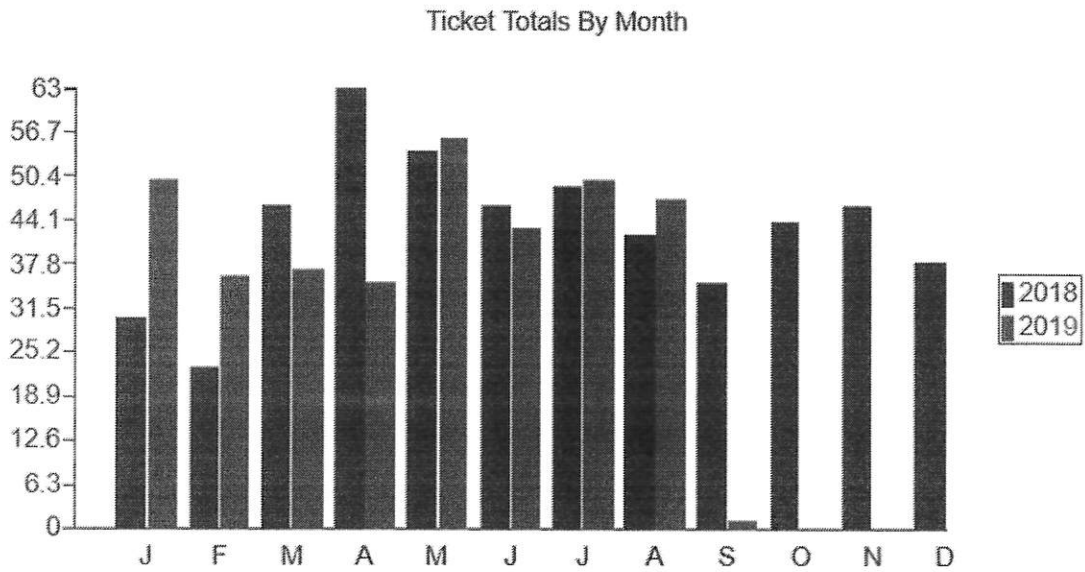
Upgrades on the agency’s laptops are currently underway with additional memory, Windows 10, and static state drives being installed on all laptops. This will extend the life of the laptops and improve the performance on a few of the heavier used laptops.

The IT service tickets for the month of July 2019 have been routine in nature. There was an increase in service requests for access rights and software maintenance. Increases were due in part to updating access to existing staff, both full-time and temporary. Also an increase in troubleshooting basic Microsoft Office concerns and re-setting passwords. The average response times for July tickets was about 64 minutes.

Techordia Monthly Summary Report	
Period from July 1, 2019 to July 31, 2019	
Service Ticket Requests	
Type of Service Request	Number of Tickets
Access rights	14
Hardware	3
Software	17
On Boarding / Off Boarding	6
On Site Visits	9
TOTAL:	49



As of 9/3/2019, there have been 355 tickets this year and, at that time, there were 30 open tickets. Below is a chart of tickets for year 2018 versus 2019.



RECOMMENDATION

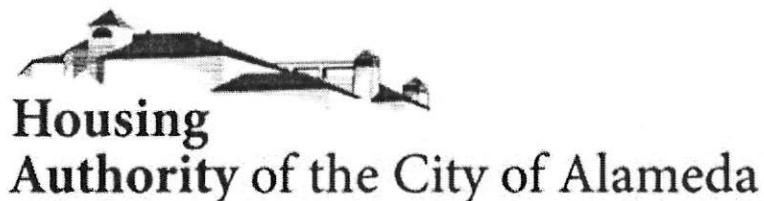
Accept the Monthly Overview Report for Operations, H.R., and I.T.

Respectfully submitted,

Janet Basta
Director of Human Resources and Operations

JCB/TMSC





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: September 18, 2019
 RE: Accept the Monthly Overview Report for the Housing Programs Department

BACKGROUND

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

Funding Update

Each month AHA continues to project future HAP expenses by utilizing the two-year tool. After implementing utilization strategies a review of the two year tool in August projections AHA will have \$1 million in HAP reserves with a utilization rate of 98.3% 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. Staff will continue to monitor AHA leasing efforts and make any further recommendations as needed.

Online Recertification Training Sessions Continue

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 two training sessions in August. In total 38 tenants attended, and 27 income certifications were completed online in August.

Effective with the January 1, 2020 recertifications, which are mailed in September, all recertification will be completed through the Rentcafé online portal.



Honorable Chair and
Members of the Board of Commissioners

September 18, 2019
Page 2 of 5

Changes to the Section 8 Program

New urgency legislation passed by the City Council on September 3, 2019, will impact the rules for the section 8 landlords in Alameda. Please see the Rent Stabilization Program report for more details. Landlord recruitment efforts will continue and the incentive fee has been adjusted so it will be paid to each new unit leased (before it was available only if the landlord added units).

Upcoming Sessions:

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.

A training schedule is being developed and these trainings will continue each month for the first year of transition.

Owner Workshop

HPD will host two Annual Owners Workshop sessions this year in an effort to accommodate more of our owners. We currently have two workshops scheduled for October 10, 2019, from 4:30 p.m. - 7:30 p.m., and October 17, 2019, from 2:00 p.m. – 5:00 p.m. at Independence Plaza. The workshop will be open to all Owners currently participating in the Housing Choice Voucher (HCV) program and any Owners/Landlords interested in participating in the program in the future.

The workshop presentation will include guest speakers and the following topics.

- Overview of the HCV program
- Benefits of participating
- New Owner Incentive program
- Lease Requirements
- Owner Incentive Program
- Changes to the Section 8 program as a result of new rent control and eviction prevention legislation

This year's workshop will include an appreciation presentation for our owners to thank them for their continued program participation.

Family Self Sufficiency Program Coordinating Committee (PCC)

The Alameda Housing Authority (AHA) is responsible for providing housing assistance to low-income households in the city of Alameda through our Housing Choice Voucher. Part of this mission includes the Family Self-Sufficiency (FSS) program, which helps participants achieve economic independence and self-sufficiency over a five-year



Honorable Chair and
Members of the Board of Commissioners

September 18, 2019
Page 3 of 5

period. The U.S. Department of Housing and Urban Development (HUD) regulation mandates the formation of a Program Coordinating Committee (PCC) for this program.

The committee is comprised of representatives from public and private sectors, local government, and AHA coordinators. The PCC helps the AHA identify public and private service groups and resources based on the general needs of the population served. Community resource and service providers are also coordinated to ensure delivery of services and resources are accessible when needed, and not duplicated.

To this end, AHA extended an invitation to representatives from various organization to participate on this committee – making a commitment to remain with us for at least 12 months. Meetings of this committee will be held twice a year, with the option to participate in any special programs.

The first PCC meeting was held on:

Thursday, August 8, 2019
2:30 p.m. to 4:00 p.m.
Independence Plaza Community Room

The following organizations attended the meeting and are interested in joining the committee and are devoted to improving the community as well as support residents in increasing and/or maintaining their self-sufficiency:

- Alameda Food Bank
- College of Alameda
- Alameda Boys and Girls Club
- Alice Home
- Operation Dignity
- Alameda Social Services

The second meeting is scheduled for Thursday, September 12, 2019 and additional invitations went out to:

- Alameda Adult School
- Mastick Senior Center
- Several Financial Institutions.

The second meeting is scheduled for Thursday, September 12, 2019 at the time and location.



Honorable Chair and
Members of the Board of Commissioners

September 18, 2019
Page 4 of 5

HPD STATISTICS

Statistics	June	July	August
Annual Re-examinations Processed	Completed:104	Completed:110	Completed:118
Rent Increases	Completed:48	Completed:27	Completed:49
Interim Re-examinations Processed	Completed:45	Completed:54	Completed:43
HQS Private Landlord Inspections Conducted Pass rate %	Private LL: 63 Pass Rate: 55% Littlejohn Commons: 24 Pass Rate: 92%	Private LL: 40 Pass Rate: 75%	Private LL: 41 Pass Rate: 39% Jack Capon 18 Pass Rate: 72% Park Alameda 19 Pass Rate:79%
HQS in AHA Owned units Pass rate	Detached Homes: 4 Pass rate: 50%	Eagle Village: 31 Pass rate: 23%	Anne B Diamond Pass Rate: 84%

Incomplete files may be waiting on tenant documentation or third party verification. Most tenants rectify these issues promptly and return to normal status.

VOUCHER ISSUANCE AND LEASE UP DATA

Statistics	June	July	August
Section 8 Continued Movers seeking housing	15	10	21
Port-in voucher holders seeking housing	2	5	6
Voucher holders ported out and seeking elsewhere	-2	-11	-16
New Vouchers Issued	42	58	48
Total voucher holders seeking housing in Alameda	59	73	75



Honorable Chair and
Members of the Board of Commissioners

September 18, 2019
Page 5 of 5

Non-Port Leased	HCV-1 PBV -0	HCV- 1 PBV - 0	HCV-10 PBV - 2
Port Move-In Leased	1	4	2
Total vouchers leased up in month in Alameda	2	5	14

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

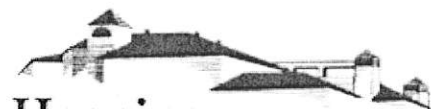
RECOMMENDATION

Accept the monthly overview report for the Housing Programs Department.

Respectfully submitted,

 for Lynette Jordan
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: Greg Kats, Rent Stabilization Program Director

Date: September 18, 2019

Re: Accept the Monthly Overview 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.

	June	July	August
Rent increase submissions	8	25	5
Termination of tenancy submissions	6	5	2
Capital Improvement Plan submissions	0	0	0
Number of RRAC meetings	1	1	3
Number of cases reviewed by RRAC each month	5	2	3

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

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.

At its September 3, 2019 meeting, the City Council adopted rent regulations in the form of an urgency ordinance, effective immediately, and a non-urgency ordinance, effective 30 days after the second reading of the Ordinance.

Below is a summary of the amendments approved by the City Council:

- Numerous definitions added to the ordinance and clarification provided on which units are exempt from the ordinance;
- The length of time an owner must reside in the unit following a termination for owner move in was increased from one year to three years;
- The calculation for permanent relocation payments was changed to tie the formula to fair market rents;
- The option to trade extra time in the unit for a reduction in relocation payments was eliminated;
- A relocation payment is required when a rent increase is more than 10% and the tenant decides to vacate rather than pay the increase;
- Buyout agreements are now regulated and provide tenants with a 30 day “right to rescind.”
- Despite concerns expressed by both tenants and landlords regarding access to rent registry data and related privacy issues, the City Council tentatively approved the rent registration criteria to be collected via the rent registry database referred to in last month’s Board Memo. The Council noted that they may have additional feedback regarding the data collection process and criteria at the second reading of the Ordinance on September 17th. Meanwhile, the Rent Stabilization Program continues to work with program software developer, 3Di Technologies, to develop a comprehensive rent registry database, which will also serve as an online payment portal for the annual program fees that fund the program.
- The Rent Review Advisory Committee (RRAC) has been effectively replaced by a petition-based process adjudicated by professional hearing officers. No hearing process exists for Costa Hawkins exempt units. The final RRAC hearing is scheduled for September 9th.
- Eviction protections were extended to Section 8 voucher holders. Relocation payments for termination of tenancy will now be required for a number of permitted no cause terminations, which have been greatly limited to reasons such as Owner Move In or removal of the unit from the rental market.
- A relocation payment will also be required when a rent increase is more than 10% and the tenant decides to vacate the unit rather than pay the increase and when a tenant has to move out due to an uncorrected HQS violation for which the landlord is at fault.



- Section 8 landlords will also be required to register their unit(s) with the Rent Stabilization Program.
- For the fiscal year 2020-21 program fee, landlords will be allowed to pass through 50% of the rent program fee without it being included in the calculation of a rent increase. This pass through may also cause additional complications for the Section 8 Program, as it is not clear whether these costs can be passed on to tenants nor that HUD would allow it to be covered via HAP payment by the Housing Authority.
- The City Council also adopted a fair housing ordinance that would prohibit discrimination, including for source of income (such as Section 8), age, disability, and family status, and would also prohibit tenant harassment and lockouts.

Several of these new amendments may ultimately impact the ability of the Section 8 Program to recruit and retain landlords. As indicated in last month's memo, 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.

The Council is expected to discuss the rent registry database again on September 17, including issues of public access to data held in the data base.

State law is also pending that would provide statewide rent control and eviction protections for most tenants and Section 8 anti-discrimination law. Staff continues to track and review these possible changes in state law.

More resources and information will be made available on the program website in the next few weeks at www.alamedarentprogram.org.


RECOMMENDATION

Accept the Monthly Overview for the Rent Stabilization Program.

Respectfully submitted,



Greg Kats
Rent Stabilization Program 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: Lisa Caldwell, Director of Property Operations

Date: September 18, 2019

Re: Accept the August Monthly Overview Report for Property Operations

BACKGROUND

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

DISCUSSION

VACANCY – August

Lease up coordination between the Property Operations and Housing Programs departments continues in order to fill vacancies as soon as possible. Applicants from waitlists have been outreached or are in process for applicable vacant units. When possible three applicants are processed at a time for each vacancy. Vacancies are posted in the AHA lobby as well as our website. The table below provides 20 vacancies at the end of August. Movement is taking place in filling these vacancies. As of September 9th, this number was down to 16 vacant units and expect this number to be around 13 by September 17th. We anticipate ongoing reduction in vacancies over the month of September and into the month of October.

Property	Unit #	Vacancies End of August	Notice to Vacate Pending	Lease Pending	Rate
Anne B. Diament Plaza	65	1	0	1	2%
China Clipper Plaza	26	2	0	2	8%
Esperanza	120	3	1	0	3%
Independence Plaza	186	10	2	2	5%
Parrot Village	50	1	0	1	2%
Scattered Sites*	41	3	0	2	7%
Total	488	20	3	8	4%

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



Honorable Chair and
Members of the Board of Commissioners

September 18, 2019
Page 2 of 7

The total unit count above includes the five (5) manager units located at Anne B. Diament Plaza, Esperanza, Parrot Village, Independence Plaza, and China Clipper.

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 August AHA has housed fourteen (14) tenants from Rosefield within our portfolio.

Staff expects to bring a proposal to the Board to move the management of Parrot Village and Parrot Gardens to third party management by December 31, 2019. The sites are located side by side and have been without a resident manager since October 2018. It has been challenging to find a qualified candidate and the properties would benefit from being managed by a third party who has qualified staff available.

Maintenance staffing will not be impacted at this time. Additional maintenance, including installing counter tops and cabinets, is being done in-house this year rather than by contractors.

Staff will be issuing a new RFP for third party property management in October.

RENT COLLECTIONS – August

The collection rate was below 98% for China Clipper, Esperanza, Parrot Village and the scattered sites due to the combined vacancies at each site that is listed above, in the vacancy section. Given the low collection rate at three sites, a more detailed explanation is hereby offered.

China Clipper's 81% collection rate is a result of 4 vacant units in the month of August, two of which were leased in mid-August. China Clipper is now fully leased in September 2019. We thus, expect collection rates to improve in upcoming months. Furthermore, Parrot Village's 88% collection rate is a result of 2 vacancies during the month. One unit was moved in on August 22 and the last vacant unit will be filled by the middle of September.

The Scattered Sites had 5 vacant units during the month of August. Two of these have been filled. The remaining three are currently offline due to extensive repairs needed: two (2) units at Sherman Street have ongoing plumbing issues; and one (1) unit at Lincoln House has been taken offline due to damage related to an in-unit kitchen fire. All three units are in the process of being contracted out to have the repairs completed.

Overall, July was the first month of the FY2019-20 new property budgets and rent increases budgeted in the GPR should be reflected in the upcoming months.



Honorable Chair and
Members of the Board of Commissioners

September 18, 2019
Page 3 of 7

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	\$91,882	\$36,077	\$298,380	\$154,972	\$126,960	\$61,036	\$769,307
Collection Rate	100%	81%	93%	103%	88%	71%	92%

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

Property Management staff continues to work with Attorney Bill Ford on terminations of tenancy for non-payment of rent. Non-payers are sent monthly to Mr. Ford mid-month, in order to assist with collecting payment on their debts in full and/or entering into a signed payment plan. There are currently 7 cases actively being managed through the Attorney, four (4) are for non-payment of rent and three (3) are for lease violations. 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.

SOCIAL SERVICES

The below chart outlines the number of hours and services provided by LifeSTEPS for the month of August for all AHA managed sites.

Service	Participants	Hours
Individual Case Management	323	160
Education Classes	118	15
Community Building Enrichment Activities	240	29
Additional Services & Education	352	36

The Reading Room at Esperanza is generally open weekly for children's reading and other activities. Alameda Family Services continues to provide services at Esperanza for families, seniors and the homeless. After school services are provided the Boys & Girls Club of Alameda. In partnership with AHA, the Alameda Food Bank provides services twice a month to both Anne B Diamant and Independence Plaza. The Alameda Food Bank provides food distribution for Esperanza once a month.



Honorable Chair and
Members of the Board of Commissioners

September 18, 2019
Page 4 of 7

The following total households were served by the Alameda Food Bank in August.

Property	No of units	Households Served
Anne B. Diament	65	59
Independence Plaza	186	75
Esperanza	120	36

Lifesteps and property management staff have spent considerable time on a number of specific tenant cases this month. There is an increasing number of elderly and disabled tenants facing serious challenges with living independently in our owned and subsidized units. These growing high acuity households need significant additional services. This situation is not unique to Alameda or to AHA. AHA already provides more supportive services than most PHAs and does so entirely voluntarily. None of our AHA owned properties are required to provide services. These issues can also bring pest control, repair and maintenance costs that the tenants cannot pay which must ultimately be borne by the Housing Authority.

Under currently state law and under the terms of AHA funding, AHA legally can only provide independent living. Increasingly, staff are having to address hoarding, housekeeping, loss of ability to effectively make decisions and lack of self-care issues in multiple properties and with Section 8 tenants living in the private market. While our partnerships with LifeSTEPS, Alameda Family Services and the Food Bank provide invaluable support, these partnerships cannot provide what is needed in these situations. The state does not provide funds for assisted living, which would be the next step for many of these tenants, and the Section 8 voucher cannot be used in assisted living. Our tenants cannot afford to pay for such services, which run at approximately \$5-6k per month and many have no family or support network to assist them at this time. The State of California will not pay for assisted living and will only pay for skilled nursing once a tenant is truly incapacitated physically or mentally.

It is essential that the City and the Housing Authority look to create a City-wide Older Adult Care Plan as the number of these cases are only going to continue in the affordable units, subsidized private rental market and in the private unsubsidized rental market.

RENT INCREASES

Rent increases for 2019 continue to go out monthly. 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, 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

September 18, 2019
Page 5 of 7

This year the rent increase at Independence Plaza will be 2.8%. During the past year a significant number of voucher holders have moved in and this will allow a lower than projected rent increase for existing tenants. Notices will be for February 1 and will be issued at least 60 days before. Staff continue to work on the long-term stabilization plan for Independence Plaza for 2026 when the City – RDA subsidy will no longer be available.

MAINTENANCE

Staff is working on FY2019-20 HQS preventive maintenance at Parrot Village, Parrot Gardens and China Clipper. Preventive maintenance is done to ensure units pass HQS within 30 days of the initial annual inspections. Annual HQS inspections were completed at Anne B. Diament with a first-time pass rate of 84%. Staff is working on correcting items that did not pass to ensure all work is completed within the 30-day requirement. The maintenance staff has also been 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 and excludes JSCO's work orders.

Work Order Month -2019

Property	Units	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Total
AHA Office	N/A	17	11	18	16	9	12	11	18	112
Anne B. Diament	65	9	73	21	14	13	14	12	19	175
China Clipper Plaza	26	1	7	11	8	12	9	6	24	78
Detached Homes	4	0	4	3	0	1	0	1	0	9
Esperanza	120	18	36	32	36	30	51	72	115	390
Independence Plaza	186	21	67	44	133	186	65	58	45	619
Lincoln House	4	0	0	2	2	4	2	3	1	14
Lincoln Willow Apts.	5	3	2	1	1	1	3	3	4	18
Parrot Gardens	8	1	2	0	1	0	2	6	2	14
Parrot Village	50	48	16	15	17	27	28	22	22	195
Senior Condos	7	1	1	2	0	0	4	1	2	11
Sherman Street	9	2	4	5	0	4	5	6	3	29
Stanford House	4	1	5	2	0	1	0	0	1	10
Total	488	122	228	156	228	288	195	201	256	1,674

Due to recent activities at Esperanza, staff is considering the option of security cameras at the site. Staff is in the process of researching the cost of security cameras at Esperanza. Esperanza consists of twenty-four (24) buildings, five (5) entry ways to the property and seven (7) parking areas.

Based on preliminary information, the cameras would possibly be installed in dumpster areas, property entryways, parking lot entrances, and parking areas. The area to be covered is extensive and, along with monitoring needs, adds to the viability of the project. The advantages to having security cameras on site include deterring crime, monitor

Honorable Chair and
Members of the Board of Commissioners

September 18, 2019
Page 6 of 7

activities at the site, and maintaining records. However, there are disadvantages as well. The disadvantages include false sense of security for tenants as every incident will not be captured on camera, privacy issues for tenants, ongoing maintenance to the cameras, and monitoring the systems. Security cameras can also be very costly to install and maintain.

While exploring the options staff has obtained two quotes so far that cover just the installation of the cameras. Service contracts would have to be created for the ongoing maintenance and monitoring of the cameras. Two of the quotes just for the installation of 8-9 cameras is between \$20,000 and \$39,000.

Staff continues to look into having security cameras at Esperanza and will come back to the board with more details and more accurate pricing to see if this is an option we want to explore further.

CAPITAL PROJECTS

The attached table (Attachment 1) summarizes Housing Authority budgeted FY2019-20 capital projects currently underway.

Last month the final 504/ADA project update memo for Independence Plaza was provided. The project is now complete with the exception of finalizing paperwork to close out the project and the ADA door operators, paddles and fob readers throughout the community. This item was removed from the contractor's scope due to the complexity of the design requirements. Staff has obtained three (3) bids and selected a vendor to complete the work regarding the operators, paddles and fob readers. Staff is working with the selected vendor to finalize the contract and schedule the work. An update on the timeline completion will be provided in next months' board report.

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

VACANCY – August

Property	Unit #	Vacancies End of August	Rate
Rosefield Village	53	32	62%
Eagle Village	36	3	8%
Littlejohn Commons	31	0	0%
Everett Commons	20	0	0%

At the end of August, thirty-one (31) 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



Honorable Chair and
Members of the Board of Commissioners

September 18, 2019
Page 7 of 7

to move prior to the rehabilitation. The deadline to move is November 25, 2019. Discussions have been held with JSCO regarding the management of the property once it is mostly vacant.

There are currently three (3) vacant units at Eagle Village. Two (2) of the units are in the process of being turned and will be available end of September, JSCO has posted the vacancies in the AHA lobby and is currently processing an applicant outreached off the postings.

RENT COLLECTION –July

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.

GPR - Budget vs. Collected

Property	Rosefield	Littlejohn Commons	Eagle Village	Everett Commons	Total
Budgeted GPR	\$63,319	\$47,737	\$91,409	\$39,357	\$241,822
Collected	\$48,999	\$47,269	\$85,821	\$38,613	\$220,702
Collection Rate	77%	99%	94%	98%	91%

FINANCIAL IMPACT

The Board should expect to see increased legal, and social services costs in the property budgets as we address the social services needs of the tenants.

RECOMMENDATION

Accept the August monthly overview report for Property Operations.

Respectfully submitted,


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 Doors	160,000	0	160,000	8/2/2019	10/1/2019	All proposals received & currently under review
Anne B Diamond & Independence Plaza	Balcony Assessment	200,000	0	200,000	11/1/2019	11/1/2019	All proposals received & currently under review
Sherman Street	Roofing	145,000	0	145,000	10/18/2019	10/18/2019	Construction scheduled to begin 9/23/2019
Sherman Street	Plumbing	25,000	0	25,000	11/1/2019	11/1/2019	All proposals received & currently under review
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 plans have been submitted to Building Dept; project will go out to bid upon permit approval
Haight Avenue	Renovation Project (pending acquisition)	500,000	-	500,000	-	-	No update; project pending aquisition
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 above
Sherman 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
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: September 18, 2019

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

BACKGROUND

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

DISCUSSION

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

Staff has drafted the Consolidated Annual Performance and Evaluation Report (CAPER) and submitted the draft CAPER to Alameda County Housing and Community Development. Some FY 2018-19 highlights include:

- 5,033 clients received safety net services from six nonprofit service providers
- Midway Shelter provided 7,160 bed nights and 21,540 meals
- Alameda Fire Department conducted 64 safety inspections in the homes of elderly persons and persons with disabilities. Thirty-five households received new carbon monoxide detectors or smoke alarms. Twenty-nine households received accessibility improvements, such as grab bars, hand rails, elevated toilet seats, etc.

Data collection for the Analysis of Impediments to Fair Housing Choice concluded on August 30, 2019. The consultant has begun analyzing the data and plans to have a draft report for public comment by October 1.

Inclusionary and Below Market Rate (BMR) Programs

Staff has engaged Hello Housing to prepare a public-facing document that details the Inclusionary Housing guidelines that staff follows when underwriting files. The summer intern reviewed the Rent Review Advisory Committee's hearing officer appeals process and proposed an adapted version for inclusionary housing at the request of the City Attorney's office.



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. The auditor anticipates issuing the draft December 31, 2018 financial statements by September 13, and then the IRS Form 990 tax return is expected in early October for ICD board review prior to the November 15 filing deadline.

Affordable Housing Project Pipeline

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

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

Feasibility Studies – Staff began work on the feasibility studies of two potential projects. Once complete, staff will report back to the Board.

Staff is moving forward with negotiations with Alameda County for the tax-defaulted property that was approved for acquisition at the December 5, 2018 Board meeting. At that time, the Board approved acquisition of the property for up to \$160,000 from the refinance proceeds held in the investment account. Since this approval, Alameda County determined the Housing Authority is not an eligible purchaser but that Alameda Affordable Housing Corporation (AAHC) is an eligible purchaser. As such, staff have resubmitted the purchase application under AAHC and is seeking approval of the purchase contract on September 19, 2019. Because the Board previously approved using investment funds for this purchase, staff propose to use these same funds via a 30 year zero interest loan to AAHC to be paid back from residual receipts. This is the same financing structure used for the transfer of the four properties to AAHC in May 2018.

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

Asset Management

As a public agency, AHA does not pay property taxes, but the AAHC and Limited Partnership properties have to apply for a property tax exemption, also known as the welfare exemption. Staff received the initial welfare exemption approval from the Alameda County Assessor's Office, Welfare Exemption Department for both Littlejohn Commons and Everett Commons. Staff is now working with the County on the property tax refunds for these projects. Staff is responding to questions about the welfare exemption application for the four AAHC properties: Lincoln House, Anne B. Diament Plaza, China Clipper and Stanford Street. The welfare exemption is expected to be granted in the coming month.

Staff is updating the Real Estate Owned schedule and loan confirmations for AHA and its affiliates in advance of the upcoming agency audit.

Asset Management continues to oversee the last Mulberry acquisition, 2101 Eagle Ave., which is expected to close by September 30.



Transportation Initiatives

AHA began a pilot program providing the AC Transit EasyPass to residents at a small group of properties in October 2018. The pilot program provides one free transit pass per household, and is paid for predominantly through a City grant. The resident transit pass pilot program will complete its first year of operations at the end of September. Of the 97 eligible households that participated in the pilot program, approximately one-quarter are regular users of the EasyPass program.

AC Transit has provided the ridership data that shows increasing regular use of the program.

AHA EasyPass Program Participant Usage, 2019 To-Date				
	Unique Users	Boardings	Avg. weekday	Avg. weekend
January	16	325	11.7	6.9
February	17	393	11.5	8.0
March	20	399	14.7	9.0
April	20	460	17.0	10.8
May	23	605	22.4	11.1
June	26	561	19.5	17.1
July	24	565	19.2	15.5

Given the success of the program, staff have worked to determine next steps for the transit pass program. The Alameda Transportation Management Association (ATMA) brings together employers, residential property owners, HOA's, developers, and City staff to implement policies to promote transportation options available in Alameda. AHA is a member of the ATMA through its ownership of Littlejohn Commons which is located within the ATMA's Northern Waterfront area.

The ATMA purchases EasyPasses from AC Transit in addition to developing other policy strategies and promoting transportation options to members. AC Transit provides increasing discounts to EasyPass purchasers based on the number of passes purchased. AHA purchases annual passes at a cost of \$123.51 and the ATMA purchases annual passes at a cost of \$88.55. (AC transit charges \$2,376 annually for an adult pass, or \$408 annually for passes for seniors or persons with disabilities, for the individual user not enrolled in the EasyPass program.) Staff are working with ATMA staff to develop an agreement to purchase EasyPasses through the ATMA, increasing the purchasing power of both organizations and providing cost savings to AHA.

Homelessness Initiatives

Staff continue to participate in the City organized CARES (Collaboration Advancing Research, Efforts, and Supports) Team. The group carries out and builds off of the City's Homelessness Report recommendations, which was authored by AHA staff and then



Honorable Chair and
Members of the Board of Commissioners

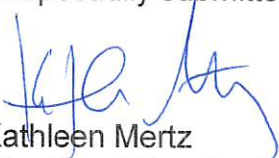
September 18, 2019
Page 4 of 4

adopted and funded by City Council in March 2018. The group has been a key point of contact for AHA staff in determining how to engage with squatters at the North Housing site. More information about CARES can be found at alamedaca.gov/CARES.

RECOMMENDATION

Accept the monthly overview report for Housing & Community Development.

Respectfully submitted,



Kathleen Mertz
Director of Housing and Community Development





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Tony Weng, Senior Project Manager
Date: September 18, 2019
Re: Accept the 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. 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	Moves Completed
August 31, 2019	53	32	21	14

In addition to the relocation planning work, staff continues to work with the design team on the constructability review with a consultant while the Building Department reviews the first permit submittal set.



Staff prepared and submitted a funding application for \$14.7 million to The California Department of Housing and Community Development (HCD) for the Multifamily Housing Program funds on August 20, 2019. For funding competitiveness and scoring, the project committed 10 of the 92 units for homeless households, with vacancies to be filled by referrals from the Alameda County Coordinated Entry System. Overall, for all funding source compliance, the project will serve households at incomes between 20%-80% of the Area Median Income. HCD anticipates funding awards to be made by December 31, 2019.

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 August 2019.

Rosefield Village

Pre-development Loan from AHA	\$ 2,000,000
Usage through August 2019	\$ 1,362,608
Balance	\$ 637,392

RECOMMENDATION

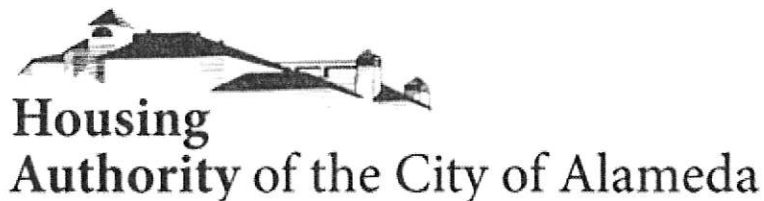
Accept the monthly development report for Rosefield Village.

Respectfully submitted,



Tony Weng
Senior Project Manager





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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
 From: Danielle Thoe, Management Analyst
 Date: September 18, 2019
 Re: Accept the September Monthly Development Report 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. The Board approved Agency Vision for the North Housing site at its August 2019 meeting.

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

DISCUSSION

Staff has been working diligently on procurement and contracting related to site security and demolition. The procurement areas include: Security and Maintenance, Plumbing – water shut-off, Building Boarding Services, Demolition Project Management, and Environmental Assessment consultant. Given the delay of road completion for Singleton and Mosley extensions and final approval of the Soil Management Plan from the regulating bodies, the carrying costs for the existing buildings is greater than initially budgeted.

Staff is working with the City Planning staff, City Attorney's Office, and legal counsel on the appropriate path forward for entitlements given the multi-layered zoning conditions. Specifically, there are ongoing discussions to either pursuing entitlements for the 12 acres all at once, or project-by-project entitlements.



Staff is ready to move forward with the adopted agency vision through a development plan application to the City. Staff believes that a development plan application for North Housing has benefits to both AHA and the City, while City staff has an open question regarding site-by-site development. Direction regarding next steps from the City has been contradictory and staff has scheduled a coordination meeting with the City Planning and City Attorney’s offices. AHA counsel will also be present.

Staff continues to work with APD, City staff, eviction counsel and outreach workers related to squatters, with the goal of getting the North Housing site fully vacated. The security contractor has recorded where noise, activity, and ajar doors have been noticed to get an idea of where people are staying. Utilizing the infrared cameras on security robots, security services estimated approximately 20 people initially taking shelter on site at night and through their increased presence on-site now see a reduction to approximately five individuals. Two sections of fencing that will aid in additional site security remain uninstalled, as Carmel Partners has been unable to begin construction on the Singleton and Mosley Ave. extensions.

Staff met with HKIT Architects and partners Building Futures and Alameda Point Collaborative on August 30th to begin conceptual design work on the first phase of development. The focus of this first meeting was on community, operations, and services spaces, whose high quality design is important to providing housing stability to the future formerly homeless households.

Staff received word from the Housing Authority Section 8 program that North Housing is not eligible for an award of Project Based Vouchers (PBVs) at this time. This decision is due to the early nature of the project, which could not provide satisfactory architectural documents required in the application for the competition. Staff will continue to apply when future funds become available for PBVs and other funding sources.

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 August 2019.

<u>North Housing</u>	
Pre-development Loan from AHA	\$ 3,700,000
Usage through August 2019	\$ 413,797
Balance	<u>\$ 3,286,203</u>



Honorable Chair and
Members of the Board of Commissioners

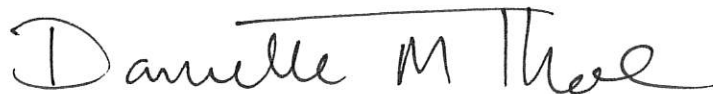
September 18, 2019
Page 3 of 3

Any additional carrying costs for the existing buildings, including security, insurance, mowing and maintenance are being paid out of these funds. Staff are tracking separately these carrying costs, full site pre-development costs, and phase-one development costs.

RECOMMENDATION


Accept the August Monthly Development Report for North Housing.

Respectfully submitted,



Danielle Thoe
Management Analyst





**Housing
Authority of the City of Alameda**

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Candace Latigue, Asset Manager

Date: September 18, 2019

Re: Accept the Report on Banking Activity of Island City Development

BACKGROUND

Island City Development, the general partners and the limited partnerships engage in banking activity related to the Low-Income Housing Tax Credit properties. Staff is providing a periodic report to update the Board of Commissioners on this banking activity.

DISCUSSION

Below is a chart summarizing the bank accounts for Sherman and Buena Vista LP (Littlejohn Commons), Everett and Eagle LP (Everett Commons), Island City Development, and its affiliated Limited Liability Companies who serve as the General Partner for the above referenced limited partnerships.

<u>ENTITY</u>	<u>BANK INSTITUTION</u>	<u>REASON</u>
Everett & Eagle LP	Chase Bank (to be closed within 60 days)	Construction Checking
Everett & Eagle LP	Chase Bank (to be closed within 60 days)	Equity Account
Everett & Eagle LP	Citibank	Operating Checking
Everett & Eagle LP	Citibank	Tenant Security Deposits
Everett & Eagle LP	Citibank	Replacement Reserves
Everett & Eagle LP	Beneficial State Bank	Insured Cash Sweep (ICS)
Sherman & Buena Vista LP	BBVA Compass (closed)	Equity Account
Sherman & Buena Vista LP	BBVA Compass (closed)	Construction Draws
Sherman & Buena Vista LP	US Bank (to be closed within 60 days)	Construction Checking
Sherman & Buena Vista LP	Citibank	Operating Checking
Sherman & Buena Vista LP	Citibank	Tenant Security Deposits
Sherman & Buena Vista LP	Beneficial State Bank	Insured Cash Sweep (ICS)
Sherman & Buena Vista LP	CCRC	Replacement Reserves



<u>ENTITY</u>	<u>BANK INSTITUTION</u>	<u>REASON</u>
Del Monte LLC	US Bank	Checking- Required per Operating Agreement to validate existing entity as part of the Limited Partnership
2437 Eagle Avenue LLC	US Bank	Checking- Required per Operating Agreement to validate existing entity as part of the Limited Partnership
Island City Development	US Bank	Money Market- established when ICD was formed
Island City Development	US Bank	Checking Account
Rosefield LLC	US Bank (to be opened)	Checking- Required per Operating Agreement to validate existing entity as part of the Limited Partnership

All accounts are reconciled monthly by the Finance staff.

The US Bank accounts follow the same collateralization requirements of AHA accounts. Chase Bank and BBVA Compass Bank accounts were required per the loan documents when a lender was chosen for the project. This is common practice with lending partners for real estate development deals. The operating and tenant security deposit accounts are managed by John Stewart Company (JSCO), but in the name of the limited partnership owner, which is also common practice with 3rd party property management companies and outlined as part of the Property Management Agreement. JSCO also manages the Insured Cash Sweep (ICS) accounts established to sweep and hold excess cash over the FDIC limit of \$250,000. JSCO's core banking is all through Citibank and FDIC insured establishments.

FISCAL IMPACT

None.

RECOMMENDATION

Accept the Report on Banking Activity of Island City Development

Respectfully submitted,



Candace Latigue
Asset Manager





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Louie So, Director of Finance
Date: September 18, 2019
Re: Accept the Budget Variance Report for July 31, 2019

BACKGROUND

This high-level, Budget Variance Report covers preliminary unaudited financial operating results compared to the 2019-20 budget for the period and month ending July 31, 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 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 AHA's affiliate, 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 \$358,688 (8.76%), operating expenses are under budget by \$641,462 (17%), and net income (before depreciation) is higher than budget by \$282,775. Rosefield and Eagle Village income and expenses are not fully incorporated in these financials, but will be on a quarterly basis going forward. 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

September 18, 2019
Page 2 of 3

Operations Budget - Revenue

Rental income (Total Tenant Revenue) of \$849,505 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 under budget for the year-to-date, which is \$193,938 and \$161,755, respectively. 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. Occupancy is expected to improve over the coming months. Other Income is \$101,117 less than the year-to-date budgeted revenue mostly due to lower professional service revenue, which includes funding from the Rent Program and HCD MOUs.

Administrative Fee income in HUD is over the year-to-date budget by \$20,920 (14.22%). 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 \$599,751.

Total expenses are lower than the year-to-date budget by \$641,462 (16%). 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.).

Maintenance salaries are 36% below budget. AHA has outsourced two properties to The John Stewart Company and the AHA maintenance team is doing more of the maintenance work in AHA's themselves rather than using vendors.

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 \$118,320 (4.77%) above 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 Family Unification Program (FUP) vouchers. HAP payments to property owners are on par with 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 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



Honorable Chair and
Members of the Board of Commissioners

September 18, 2019
Page 3 of 3

Independence Plaza, to the new payment standards throughout calendar year 2019.

Statement of Net Position

The Housing Authority has adequate cash resources for operations. As of July 31, 2019, AHA and its affiliates has \$8.3 Million in cash. As reported in the Quarterly Investment Report for the period ending June 30, 2019, AHA has \$23.5 Million in combined LAIF & CAMP investments.

OTHER ISSUES IMPACTING FINANCE DEPARTMENT

Staffing

As previously stated, the Finance Department is now fully staffed and onboarding and training continues. Nan McKay and Associates also continues to provide consulting and training services including HUD's monthly Voucher Management System (VMS) report and the annual unaudited Financial Data Schedule (FDS).

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.

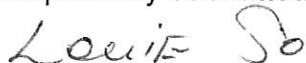
Unfunded Pension Liabilities

Further discussions on the Unfunded Pension liabilities will be brought to the Board of Commissioners to the October or November 2019 Board Meeting.

RECOMMENDATION

Accept the Budget Variance Report for July 31, 2019.

Respectfully submitted,



Louie So
Director of Finance

Attachments:

- Fiscal Year to date financials budget to actual
- Balance sheet as of July 31, 2019



Budget Comparison (with PTD)

Period = Jul 2019
Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
7000000								
TENANT REVENUE								
7020000	0.00	-53,496.00	53,496.00	100.00	0.00	-53,496.00	53,496.00	100.00
7020110	285,067.29	446,822.00	-161,754.71	-36.20	285,067.29	446,822.00	-161,754.71	-36.20
7030000	-183.00	0.00	-183.00	N/A	-183.00	0.00	-183.00	N/A
7030030	25.00	0.00	25.00	N/A	25.00	0.00	25.00	N/A
7030040	93,638.15	144,445.00	-50,806.85	-35.17	93,638.15	144,445.00	-50,806.85	-35.17
7030060	470,938.00	664,896.00	-193,958.00	-29.17	470,938.00	664,896.00	-193,958.00	-29.17
7030100	0.00	2,505.00	-2,505.00	-100.00	0.00	2,505.00	-2,505.00	-100.00
7030300	849,505.44	1,205,172.00	-355,666.56	-29.51	849,505.44	1,205,172.00	-355,666.56	-29.51
FEDERAL GRANTS								
7060000	0.00	37,220.00	-37,220.00	-100.00	0.00	37,220.00	-37,220.00	-100.00
7060060	0.00	37,220.00	-37,220.00	-100.00	0.00	37,220.00	-37,220.00	-100.00
7060900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7100000								
7110010	0.00	11,311.00	-11,311.00	-100.00	0.00	11,311.00	-11,311.00	-100.00
7110011	17,456.38	25,403.00	-7,946.62	-31.28	17,456.38	25,403.00	-7,946.62	-31.28
7110012	0.00	1,990.00	-1,990.00	-100.00	0.00	1,990.00	-1,990.00	-100.00
7110013	0.00	3.00	-3.00	-100.00	0.00	3.00	-3.00	-100.00
7110020	0.00	282.00	-282.00	-100.00	0.00	282.00	-282.00	-100.00
7110030	0.00	52.00	-52.00	-100.00	0.00	52.00	-52.00	-100.00
7110060	0.00	4,037.00	-4,037.00	-100.00	0.00	4,037.00	-4,037.00	-100.00
7110070	6,509.42	610.00	5,899.42	967.12	6,509.42	610.00	5,899.42	967.12
7110075	2,179.59	2,224.00	-44.41	-2.00	2,179.59	2,224.00	-44.41	-2.00
7110082	446.99	447.00	-0.01	0.00	446.99	447.00	-0.01	0.00
7110092	98,058.75	177,901.00	-79,842.25	-44.88	98,058.75	177,901.00	-79,842.25	-44.88
7150070	0.00	1,508.00	-1,508.00	-100.00	0.00	1,508.00	-1,508.00	-100.00
7159000	124,651.13	225,768.00	-101,116.87	-44.79	124,651.13	225,768.00	-101,116.87	-44.79
8000000								
HUD GRANT								
8010000	2,598,215.00	2,479,895.00	118,320.00	4.77	2,598,215.00	2,479,895.00	118,320.00	4.77
8020000	168,084.00	147,164.00	20,920.00	14.22	168,084.00	147,164.00	20,920.00	14.22
8020110	1,631.53	0.00	1,631.53	N/A	1,631.53	0.00	1,631.53	N/A
8030000	5,556.03	0.00	5,556.03	N/A	5,556.03	0.00	5,556.03	N/A
8100120	2,762,374.50	2,627,059.00	135,315.50	5.15	2,762,374.50	2,627,059.00	135,315.50	5.15
8990000	3,736,531.07	4,095,219.00	-358,687.93	-8.76	3,736,531.07	4,095,219.00	-358,687.93	-8.76
9000000								
OPERATING EXPENSES								
ADMINISTRATIVE								
9100000	228,078.60	403,023.00	-174,944.40	-43.41	228,078.60	403,023.00	-174,944.40	-43.41
9110010	11,625.66	42,900.00	-31,274.34	-72.90	11,625.66	42,900.00	-31,274.34	-72.90
9110020	0.00	3,870.00	-3,870.00	-100.00	0.00	3,870.00	-3,870.00	-100.00
9150010	59,668.43	106,899.00	-47,230.57	-44.18	59,668.43	106,899.00	-47,230.57	-44.18
9150020	25,495.54	40,843.00	-15,347.46	-37.58	25,495.54	40,843.00	-15,347.46	-37.58
9150030	3,262.11	6,481.00	-3,218.89	-49.67	3,262.11	6,481.00	-3,218.89	-49.67
9150040	893.90	1,181.00	-287.10	-24.31	893.90	1,181.00	-287.10	-24.31
9150060	1,930.51	2,768.00	-837.49	-30.26	1,930.51	2,768.00	-837.49	-30.26
9150090	3,484.41	2,941.00	543.41	18.48	3,484.41	2,941.00	543.41	18.48
9160010	377.79	7,650.00	-7,272.21	-95.06	377.79	7,650.00	-7,272.21	-95.06
9160030	2,020.00	100.00	1,920.00	-1,920.00	2,020.00	100.00	1,920.00	-1,920.00
9160040	132.37	4,144.00	-4,011.63	-96.81	132.37	4,144.00	-4,011.63	-96.81
9160050	4,352.33	5,307.00	-954.67	-17.99	4,352.33	5,307.00	-954.67	-17.99
9160060	2,493.24	2,460.00	33.24	1.35	2,493.24	2,460.00	33.24	1.35
9160090	0.00	425.00	-425.00	-100.00	0.00	425.00	-425.00	-100.00
9160100	1,120.30	3,173.00	-2,052.70	-64.69	1,120.30	3,173.00	-2,052.70	-64.69
9160110	1,794.20	22,758.00	-20,963.80	-92.12	1,794.20	22,758.00	-20,963.80	-92.12
9160111	558.45	133.55	424.90	318.55	558.45	133.55	424.90	318.55
9160112	0.00	167.00	-167.00	-100.00	0.00	167.00	-167.00	-100.00
9160113	0.00	10,611.00	-10,611.00	-100.00	0.00	10,611.00	-10,611.00	-100.00
9160120	825.00	13,258.00	-12,433.00	-93.78	825.00	13,258.00	-12,433.00	-93.78
9160130	5,799.60	974.00	4,825.60	495.44	5,799.60	974.00	4,825.60	495.44
9160160	0.00	284.00	-284.00	-100.00	0.00	284.00	-284.00	-100.00
9160170	11,470.22	33,085.00	-21,614.78	-65.33	11,470.22	33,085.00	-21,614.78	-65.33
9160180	0.00	18,752.00	-18,752.00	-100.00	0.00	18,752.00	-18,752.00	-100.00

Budget Comparison (with PTD)

Period = Jul 2019
Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9160190	17,911.67	18,776.00	864.33	4.60	17,911.67	18,776.00	864.33	4.60
9160220	52.50	5,743.00	5,690.50	99.09	52.50	5,743.00	5,690.50	99.09
9160230	1,753.25	4,708.00	2,954.75	62.76	1,753.25	4,708.00	2,954.75	62.76
9160260	2,090.72	1,568.00	-522.72	-33.34	2,090.72	1,568.00	-522.72	-33.34
9160270	635.40	1,441.00	805.60	55.91	635.40	1,441.00	805.60	55.91
9160290	197.50	11,121.00	10,923.50	98.22	197.50	11,121.00	10,923.50	98.22
9160510	3,443.05	3,500.00	56.95	1.63	3,443.05	3,500.00	56.95	1.63
9160900	392,475.75	781,603.00	389,127.25	49.79	392,475.75	781,603.00	389,127.25	49.79
9200000	6,474.85	492.00	-5,982.85	-1,216.03	6,474.85	492.00	-5,982.85	-1,216.03
9210010	0.00	17,548.00	17,548.00	100.00	0.00	17,548.00	17,548.00	100.00
9210030	0.00	16,086.00	16,086.00	100.00	0.00	16,086.00	16,086.00	100.00
9210100	6,474.85	34,126.00	27,651.15	81.03	6,474.85	34,126.00	27,651.15	81.03
9219990	871.00	0.00	-871.00	N/A	871.00	0.00	-871.00	N/A
9220000	871.00	0.00	-871.00	N/A	871.00	0.00	-871.00	N/A
9220000	3,018.02	3,584.00	565.98	15.79	3,018.02	3,584.00	565.98	15.79
9230010	590.18	1,629.00	1,038.82	63.77	590.18	1,629.00	1,038.82	63.77
9230020	93.12	717.00	623.88	87.01	93.12	717.00	623.88	87.01
9230030	25.60	155.00	129.40	83.48	25.60	155.00	129.40	83.48
9230040	175.52	0.00	-175.52	N/A	175.52	0.00	-175.52	N/A
9230080	593.69	1,989.00	1,395.31	70.15	593.69	1,989.00	1,395.31	70.15
9230090	4,496.13	8,074.00	3,577.87	44.31	4,496.13	8,074.00	3,577.87	44.31
9240005	0.00	25,283.00	25,283.00	100.00	0.00	25,283.00	25,283.00	100.00
9240020	0.00	25,283.00	25,283.00	100.00	0.00	25,283.00	25,283.00	100.00
9240900	0.00	25,283.00	25,283.00	100.00	0.00	25,283.00	25,283.00	100.00
9300000	2,450.96	22,752.00	20,301.04	89.32	2,450.96	22,752.00	20,301.04	89.32
9310000	5,391.39	12,017.00	6,625.61	55.14	5,391.39	12,017.00	6,625.61	55.14
9320000	0.00	4,502.00	4,502.00	100.00	0.00	4,502.00	4,502.00	100.00
9330000	0.00	25,703.00	25,703.00	100.00	0.00	25,703.00	25,703.00	100.00
9380010	1,063.98	38,914.00	37,850.02	97.27	1,063.98	38,914.00	37,850.02	97.27
9380020	8,886.33	103,888.00	95,001.67	91.45	8,886.33	103,888.00	95,001.67	91.45
9390990	37,942.32	59,264.00	21,321.68	35.98	37,942.32	59,264.00	21,321.68	35.98
9400000	37,942.32	59,264.00	21,321.68	35.98	37,942.32	59,264.00	21,321.68	35.98
9410010	4,986.29	21,225.00	16,238.71	76.51	4,986.29	21,225.00	16,238.71	76.51
9420020	0.00	559.00	559.00	100.00	0.00	559.00	559.00	100.00
9420030	1,734.66	0.00	-1,734.66	N/A	1,734.66	0.00	-1,734.66	N/A
9429000	6,720.95	21,784.00	15,063.05	69.15	6,720.95	21,784.00	15,063.05	69.15
9429005	0.00	519.00	519.00	100.00	0.00	519.00	519.00	100.00
9429015	0.00	834.00	834.00	100.00	0.00	834.00	834.00	100.00
9429030	0.00	6,557.00	6,557.00	100.00	0.00	6,557.00	6,557.00	100.00
9429060	38.84	12,229.16	12,229.16	99.68	38.84	12,229.16	12,229.16	99.68
9429100	1,400.00	3,617.00	2,217.00	61.29	1,400.00	3,617.00	2,217.00	61.29
9430010	0.00	2,564.00	2,564.00	100.00	0.00	2,564.00	2,564.00	100.00
9430020	7,197.31	11,129.00	3,931.69	35.33	7,197.31	11,129.00	3,931.69	35.33
9430030	0.00	3,163.00	3,163.00	100.00	0.00	3,163.00	3,163.00	100.00
9430040	2,086.24	3,337.00	1,250.76	37.48	2,086.24	3,337.00	1,250.76	37.48
9430060	0.00	4,247.00	4,247.00	100.00	0.00	4,247.00	4,247.00	100.00
9430070	0.00	2,032.00	2,032.00	100.00	0.00	2,032.00	2,032.00	100.00
9430080	2,166.00	3,487.00	1,321.00	37.88	2,166.00	3,487.00	1,321.00	37.88
9430090	0.00	1,359.00	1,359.00	100.00	0.00	1,359.00	1,359.00	100.00
9430110	175.00	0.00	-175.00	N/A	175.00	0.00	-175.00	N/A
9430120	0.00	4,588.00	4,588.00	100.00	0.00	4,588.00	4,588.00	100.00
9430130	17.76	649.00	631.24	97.26	17.76	649.00	631.24	97.26
9430140	1,680.35	14,204.00	12,523.65	88.17	1,680.35	14,204.00	12,523.65	88.17
9430150	14,761.50	74,534.00	59,772.50	80.19	14,761.50	74,534.00	59,772.50	80.19
9439000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Budget Comparison (with PTD)

Period = Jul 2019
Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
MAINTENANCE EMPLOYEE BENEFITS								
9450005 Maint Employee Benefits - Medical/Dental	10,587.35	19,314.00	8,726.65	45.18	10,587.35	19,314.00	8,726.65	45.18
9450010 Maint Employee Benefits - PIERS/PARS	4,900.20	5,873.00	972.80	16.56	4,900.20	5,873.00	972.80	16.56
9450030 Maint Employee Benefits - FICA	545.65	840.00	294.35	35.04	545.65	840.00	294.35	35.04
9450040 Maint Employee Benefits - SUI	150.36	209.00	58.64	28.06	150.36	209.00	58.64	28.06
9450050 Maint Employee Benefits - Life/LTD	373.32	494.00	120.68	24.43	373.32	494.00	120.68	24.43
9450070 Maint Employee Benefits - Uniforms/Shoes	67.47	2,019.00	1,951.53	96.66	67.47	2,019.00	1,951.53	96.66
9450091 Maint Employee Benefit - WC	3,151.53	2,680.00	-471.53	-17.59	3,151.53	2,680.00	-471.53	-17.59
9450900 TOTAL MAINTENANCE EMPLOYEE BENEFITS	19,775.68	31,429.00	11,653.32	37.08	19,775.68	31,429.00	11,653.32	37.08
9490900 TOTAL MAINTENANCE	79,200.45	187,011.00	107,810.55	57.65	79,200.45	187,011.00	107,810.55	57.65
GENERAL EXPENSES								
9500100 Interest Expense	88,991.84	97,807.00	8,815.16	9.01	88,991.84	97,807.00	8,815.16	9.01
9500160 Mortgage Financial Service Charge	4,880.72	0.00	4,880.72	N/A	4,880.72	0.00	-4,880.72	N/A
9610020 Insurance - Liability	5,388.13	4,863.00	-525.13	-10.80	5,388.13	4,863.00	-525.13	-10.80
9610030 Insurance - Property	7,437.25	12,587.00	5,149.75	40.91	7,437.25	12,587.00	5,149.75	40.91
9610040 Insurance - Vehicle	683.96	1,388.00	704.04	50.72	683.96	1,388.00	704.04	50.72
9610060 Insurance - Other	1,424.15	1,255.00	-169.15	-13.48	1,424.15	1,255.00	-169.15	-13.48
9690000 TOTAL GENERAL EXPENSES	108,806.05	117,900.00	9,093.95	7.71	108,806.05	117,900.00	9,093.95	7.71
9690900 TOTAL OPERATING EXPENSES	601,210.56	1,257,885.00	656,674.44	52.20	601,210.56	1,257,885.00	656,674.44	52.20
MOD REHAB AND SPC EXPENSES								
9700000 Rent to Owners	16,149.00	0.00	-16,149.00	N/A	16,149.00	0.00	-16,149.00	N/A
9700570 PORT-In (A/R Billings)	-181.00	0.00	-181.00	N/A	-181.00	0.00	-181.00	N/A
9700900 TOTAL MOD REHAB AND SPC EXPENSES	15,968.00	0.00	-15,968.00	N/A	15,968.00	0.00	-15,968.00	N/A
EXTRAORDINARY EXPENSES								
9710090 Pre-development Cost	0.00	8,333.00	8,333.00	100.00	0.00	8,333.00	8,333.00	100.00
9713001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)	0.00	8,333.00	8,333.00	100.00	0.00	8,333.00	8,333.00	100.00
9719000 TOTAL EXTRAORDINARY EXPENSES	0.00	8,333.00	8,333.00	100.00	0.00	8,333.00	8,333.00	100.00
HOUSING ASSISTANCE PAYMENTS (VOUCHER)								
9730001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)	2,511,497.00	2,512,025.00	528.00	0.02	2,511,497.00	2,512,025.00	528.00	0.02
9730010 Housing Assistance Payments - Landlords	6,206.00	0.00	-6,206.00	N/A	6,206.00	0.00	-6,206.00	N/A
9730020 Housing Assistance Payments - FSS	1,899.00	0.00	-1,899.00	N/A	1,899.00	0.00	-1,899.00	N/A
9730070 Utility Allowance to Tenants	2,519,602.00	2,512,025.00	-7,577.00	-0.30	2,519,602.00	2,512,025.00	-7,577.00	-0.30
9730900 TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	3,136,780.56	3,778,243.00	641,462.44	16.98	3,136,780.56	3,778,243.00	641,462.44	16.98
TOTAL EXPENSES BEFORE OTHER EXPENSES	599,750.51	316,976.00	282,774.51	89.21	599,750.51	316,976.00	282,774.51	89.21
NET INCOME BEFORE OTHER EXPENSES								
9739500 OTHER EXPENSES	140,775.00	119,997.00	-20,778.00	-17.32	140,775.00	119,997.00	-20,778.00	-17.32
9740000 Depreciation Expense	140,775.00	119,997.00	-20,778.00	-17.32	140,775.00	119,997.00	-20,778.00	-17.32
9859999 TOTAL OTHER EXPENSES	3,277,555.56	3,898,240.00	620,684.44	15.92	3,277,555.56	3,898,240.00	620,684.44	15.92
9996000 TOTAL EXPENSES	458,975.51	196,979.00	303,552.51	154.10	458,975.51	196,979.00	303,552.51	154.10
9998000 NET INCOME								

Balance Sheet

Period = Jul 2019

Book = Accrual

Current Balance

		Current Balance
1000000	ASSETS	
1100000	CURRENT ASSETS	
1101000	CASH	
1110010	Cash - Unrestricted	5,819,760.49
1110012	Cash - Reserve for Building	78,450.83
1110013	Cash - Reserve for 3rd Party Managed Buildings	870,000.00
1110014	Cash - Reserve for Equipment	2,152.00
1110018	Cash - Operating Checking with 3rd Party	592,661.99
1110019	Petty Cash with 3rd Party	200.00
1110020	Cash - Petty cash	250.00
1110021	Cash - Benefit Account	70,908.80
1110030	Cash - FSS	131,287.77
1110040	Cash - Replacement Reserve Bldg	126,415.00
1130030	Cash - Restricted Sec Dep	76,775.00
1140000	Cash - Tenant Security Deposits	500,069.35
1140050	Cash - Tenant Security Deposits with 3rd Party	61,097.00
1199000	TOTAL CASH	<u>8,330,028.23</u>
1200000	ACCOUNTS RECEIVABLE	
1240010	Accounts Receivable - Government	863,182.46
1240050	HAP Rent Receivable	125,549.66
1240070	Accounts Receivable- HUD	10,815.81
1250010	Accounts Receivable - Other	473,555.63
1250050	Accounts Receivable - 3rd Party Management	12,965.00
1255000	Subsidy Suspense Receivable	-28,176.84
1260000	Accounts Receivable - Tenant	600,581.80
1260050	Accounts Receivable - Tenant Rent with 3rd Party	4,620.00
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	26,955.00
1299000	TOTAL ACCOUNTS RECEIVABLE	<u>2,028,943.67</u>
1300000	INVESTMENTS AND OTHER CURRENT NOTES	
1310000	Investments(LAIF)- Unrestricted	9,549,589.32
1320010	Investments - Other	200.00
1320020	Investments(LAIF) (Restricted) - FSS Escrow	-327.20
1320030	Investments(LAIF)- Building Reserve	1,266,843.93
1320040	Investments(LAIF) - Equipment Reserve	280,359.06
1320201	Investment Reserved for IP-LAIF	425,344.02
1350010	Investment(LAIF)-Restricted (Jack Capon Villa Trust)	1,371.96
1350031	Investments - CAMP	8,250,863.23
1350100	Mortgage Receivable	26,203,736.84
1350103	Mortgage Receivable-Jack Capon L. P.	133,646.74
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
1360000	TOTAL INVESTEMENTS AND OTHER CURRENT NOTES	<u>64,091,057.90</u>

Balance Sheet

Period = Jul 2019

Book = Accrual

		Current Balance
1400000	PREPAID EXPENSES	
1420010	Prepaid Insurance - Property	61,197.65
1420020	Prepaid Insurance - Liability	44,153.50
1420030	Prepaid Insurance - Auto	5,473.04
1420040	Prepaid Insurance - Worker Comp	20,288.58
1420050	Prepaid - Other	159.97
1420051	Prepaid Rent	14,400.00
1420070	Escrow Deposits - Property	68,974.20
1420075	Escrow Dep. PNC Hedge Res.	63,485.44
1430000	Inventories	9,810.30
1430010	Replacement Reserve-NorthMarq Loan	500,113.37
1430020	Reserve for Replacement NorthMarq	510,712.33
1440099	TOTAL PREPAID EXPENSES	<u>1,298,768.38</u>
1440105	INTERPROGRAM	
1440110	Interprogram (Due From)	228,802.68
1440111	Interprogram Due From Sherman St FACSA	13,098.19
1440112	Interprogram Due From Lincoln St FACSA	6,720.49
1440210	Interprogram Due From Esperanza	687.81
1440452	Interprogram Due From Stargell Commons	-391,942.76
1440453	Interprogram Due From Island City Development - 4530	203.94
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	470,292.38
1440740	Interprogram Due from HCV	60,983.15
1440781	Interprogram Due From New FSS Grant	38,783.05
1440810	Interprogram Due From Independence Plaza	610.59
1440899	TOTAL INTERPROGRAM	<u>410,858.58</u>
1500000	TOTAL CURRENT ASSETS	76,159,656.76
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
1629000	TOTAL LAND AND BUILDINGS	<u>91,829,091.34</u>

Balance Sheet

Period = Jul 2019

Book = Accrual

		Current Balance
1630040	Furniture and Equipment - Dwelling	355,074.81
1630041	Furniture and Equipment - Other	40,078.60
1650000	Leasehold Improvements	14,198,969.92
1660030	Accumulated Deprecation	-28,381,978.92
1660060	Accumulated Depreciation - 3rd Party	-532.61
1699000	TOTAL FIXED ASSETS	78,040,703.14
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	80,574,424.95
1999999	TOTAL ASSETS	156,734,081.71
3000000	LIABILITIES AND EQUITY	
3005000	LIABILITIES	
3100000	CURRENT LIABILITIES	
3100500	ACCOUNTS PAYABLE	
3120010	Accounts Payable<= 90 Days	166,061.31
3120011	Accounts Payable -CALPERS (employee portion)	0.08
3120012	Accounts Payable-Health Insurance (employee portion)	24.13
3120014	Accounts Payable-Garnishment (employee portion)	-128.50
3120015	Accounts Payable-Vision Insurance (employee portion)	448.50
3120016	Accounts Payable-Life Insurance (employee portion)	-20.76
3120018	Accounts Payable-PARS retirement (employee portion)	106.62
3120019	Accounts Payable-Flexible Spending Account(employee portion)	-2,090.86
3120021	Employees Cobra	112.56
3120022	Accounts Payable-PERS 1959 Surv(Employee Portion)	40.92
3120023	Accounts Payable-FSA Transit Plan	2,146.19
3120024	Accounts Payable FSS	110,030.92
3120026	Accounts Payable FSS Interest	23.41
3120029	Accounts Payable - 3rd Party Management Company	23,878.10
3120030	Accrued Wage/Payroll Taxes Payable	1,101.95
3120040	Accrued Compensated Absences - Current Portion	138,784.87
3120045	Accrued Vacation Payable - 3rd Party Management	6,469.73
3120070	Accrued Payables	10,659.39
3120075	Accrued Accounts Payable - 3rd Party Management	103,051.09
3330020	Account Payable - HUD	5,104.00
3330100	Tenants- Rents Payable	9,900.00
3339000	TOTAL ACCOUNT PAYABLE	575,703.65

Balance Sheet

Period = Jul 2019

Book = Accrual

Current Balance


	Current Balance
3400000 SECURITY DEPOSITS HELD	
3410010 Tenant Security Deposits	548,608.03
3410015 Tenant Security Deposits - held with 3rd Party Management	61,097.00
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	686,453.89
3419900 OTHER LIABILITIES	
3420000 Prepay Tenant Rent	90,943.53
3421000 Prepay Tenant Rent - 3rd Party Management	2,484.21
3425000 Unearned Revenue	1,029,587.85
3426000 Prepaid Ground Lease Rent	3,410,000.00
3430000 Current Portion of Long Term Debt - Capital Projects	769,237.92
3449000 TOTAL OTHER LIABILITIES	5,302,253.51
3470000 INTERPROGRAM	
3470050 Interprogram (Due to)	301,834.86
3470110 Interprogram Due To General Fund	185,823.96
3470601 Interprogram Due To Anne B Diamant Plaza	21,429.00
3470710 Interprogram Due To Section 8 Vouchers	60,983.15
3471000 Due To/Due From Suspense Account	-204,524.46
3480000 TOTAL INTERPROGRAM	365,546.51
3499000 TOTAL CURRENT LIABILITIES	6,929,957.56
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	1,022,815.17
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	104,606.72
3570000 OPEB Liability	15,285.00
3580000 Pension Liability	2,127,040.01
3599000 TOTAL NON-CURRENT LIABILITIES	42,000,221.67
3999000 TOTAL LIABILITIES	48,930,179.23
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

Balance Sheet

Period = Jul 2019

Book = Accrual

		Current Balance
4999999	CONTRIBUTED CAPITAL	
5010000	Net Investment in Capital Assets	8,938,655.40
5080060	Donations	36,197,725.00
5090000	Unrestricted	37,619,616.51
5120000	Unrestricted	21,936,304.06
5120010	Net Restricted Assets	604,282.53
5950000	TOTAL CONTRIBUTED CAPITAL	<u>105,296,583.50</u>
5999900	TOTAL EQUITY	<u>107,803,902.48</u>
6000000	TOTAL LIABILITIES AND EQUITY	156,734,081.71



**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 Lee, Controller
 Date: September 18, 2019
 Re: Accept the Quarterly Investment Report for Period Ending June 30, 2019

BACKGROUND

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

DISCUSSION

The quarter-end report reflects the investment of cash for the operating and reserve funds. Agency investments are covered by the provisions of the Housing Authority's investment policy that is approved annually by the Board.

As of June 30, 2019, AHA held \$11,808,188 (50% of investment funds) in **LAIF**. These funds are on demand and can be used for immediate needs. The prior quarter balance was \$11,601,412. Interest is posted quarterly to the account by LAIF.

As of June 30, 2019, AHA held \$11,691,007 (50% of investment funds) in **CAMP**. These funds are on demand and can also be used for immediate needs. The prior quarter balance was \$12,751,155. Interest is posted monthly to the account by CAMP.

Balances as of June 30, 2019:

LAIF:	\$11,808,188
CAMP:	\$11,691,007
Total Investment	\$23,499,195



Honorable Chair and
Members of the Board of Commissioners

September 18, 2019
Page 2 of 2

The key changes in the balance for the period ending June 30, 2019 are:

CAMP April to June 2019 interest income	79,852
LAIF January to March 2019 interest income, received in April	76,776
CAMP withdrawal for Rosefield Construction Funds	(1,000,000)
CAMP withdrawal for purchase of 2101 Eagle Avenue – Detached Home	(140,000)
LAIF withdrawal for Independence Plaza 504 work	(1,466,000)
LAIF deposit for Alameda Unified School District ROPS	1,596,000
Total	\$ (853,372)

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

RECOMMENDATION

It is recommended that the Board of Commissioners accept the Quarterly Investment Report for period ending June 30, 2019.

Respectfully submitted,

Janet Lee
Controller

Attachments:

1. LAIF report for the quarter ending June 30, 2019
2. CAMP report for the quarter ending June 30, 2019



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

www.treasurer.ca.gov/pmia-laif/laif.asp

July 18, 2019

ALAMEDA HOUSING AUTHORITY

EXECUTIVE DIRECTOR
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

PMIA Average Monthly Yields

Account Number:



Tran Type Definitions

June 2019 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	11,808,187.66
Total Withdrawal:	0.00	Ending Balance:	11,808,187.66

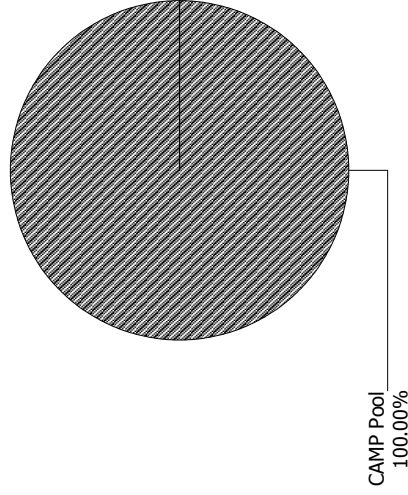


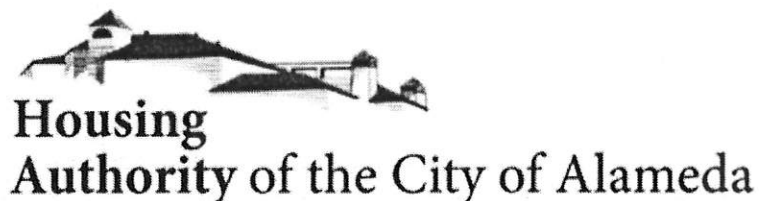
Account Statement - Transaction Summary

For the Month Ending **June 30, 2019**

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

CAMP Pool		Asset Summary	
		June 30, 2019	May 31, 2019
Opening Market Value	12,805,186.27	11,691,007.30	12,805,186.27
Purchases	25,821.03		
Redemptions	(1,140,000.00)		
Unsettled Trades	0.00		
Change in Value	0.00		
Closing Market Value	\$11,691,007.30	\$11,691,007.30	\$12,805,186.27
Cash Dividends and Income	25,821.03		
Asset Allocation			





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: September 18, 2019

RE: Accept an Update of the Housing Authority Two-Year Work Plan for Fiscal Years July 1, 2017 to June 30, 2019; Solicit Suitable Dates for the Annual Retreat to Discuss the Strategic Plan Measurables

BACKGROUND

Staff has presented a Two-Year Work Plan for the past six or more years and has provided regular semi-annual updates at Board of Commissioners meetings. The last update was resented in April 2019. In 2018, the Board completed a Strategic Plan process.

DISCUSSION

The Two-Year Work Plan for the period from July 1, 2017 to June 30, 2019 is attached with an update column for each items status as of August 31, 2019. It was an ambitious work plan based on foreseeable activities, and much of the Two-Year Work Plan was completed despite numerous unforeseen issues arising and the number of staff vacancies at all levels.

Staff is proposing that the Two-Year Work Plan be revisited again after the Strategic Planning measurables have been completed and approved by the Board. Any outstanding or new tasks would then be aligned with AHA's Strategic Goals.

Staff is also seeking feedback from the Board on suitable dates for the Annual Retreat in order to discuss the Strategic Plan measureables, which will replace the Two-Year Plan tool. The originally scheduled May 2019 retreat was postponed due to Commissioner absences.

Honorable Chair and Members
Members of the Board of Commissioners

September 18, 2019
Page 2 of 2

RECOMMENDATION

Accept an Update of the Housing Authority Two-Year Work Plan for Fiscal Years July 1, 2017 to June 30, 2019.

Solicit suitable dates for the Annual Retreat to discuss the Strategic Plan measurables.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

VMC:vm

Attachments:

Attachment A: Two-Year Work Plan July 1, 2017 to June 30, 2019

Dept.	Task	Deadline	New Deadline: June 2018	New Deadline: April 2019	Status August 31, 2019	Strategic Plan Goal
All	Update and maintain written procedures for all departments	ongoing			Completed for HPD, Finance and Admin. Updates in progress for Admin, HCD and Property Operations	
All	Rebid all contracts that expire during the period as needed	ongoing			Ongoing	
All	Purge storage areas and organize paper documents every 12 months	ongoing			Completed each year and scheduled for 2019	
All	Develop Quality Control measures for all departments	Q2 2019			In place for HPD and RSP. In progressing other departments.	
Exec	Manage Board activities including recruitment, onboarding and ongoing compliance and training	ongoing			Ongoing	
Exec	Participate in regional efforts to expand MTW; seek flexibility options as needed for AHA though waivers where possible.	ongoing			Submitted request for Cohort 2 but denied. Will resubmit for future cohort.	
Exec	Advocate for housing policies locally and at the state and federal level that expand housing options in Alameda for low income families	ongoing			Ongoing	
Exec	Hire, onboard and train Finance Director	Q1 2018		Q2 2019	Complete. Position filled June 2019	
Exec	Hire, onboard and train Deputy Executive Director	Q1 2018	Q4 2018	Q2 2019	Complete. Position filled July 2019	
Exec	Train Rent Program Director	Q1 2018			Complete.	
Exec	Provide board memo updating Succession Plan	Q1 2018			Complete. Provided periodic updates to Board (i.e., turnover and promotion data, strategies)	
Exec	Complete Lead MOU with County Health dept.	Q2 2018			Ongoing	
Exec	Review options for streamlined cost allocation and propose a revised Cost Allocation Plan method for 2018-19	Q2 2018	Q2 2019		Delayed to 2020-2021 budget	
Exec	Develop AFFH plan for AHA and City in coordination with other Alameda County entities	Q3 2018			On hold pending HUD	
Exec	Complete RFP process for auditors	Q4 2017			Complete.	
Exec	Conduct Vision and Strategic Planning Process	Q4 2018			Complete.	
Exec	Develop measures for Strategic Plan and Vision; implement measurement systems	Q4 2018			Staff has reviewed and draft will be presented to the Board in September	
Finance	Complete audit process and final FDS submission each year by March 30	ongoing			Complete.	
Finance	Implement Yardi budget module for 2018-19 budget and reporting.	Q1 2018	Q2 2019		Interim automated Yardi budget process was used this year for first time. Full module will be used in 2020.	
Finance	Hire staff, train and develop cohesive team	Q2 2018		Q1 (Controller), Q2 (others)	New team hired and coaching and onboarding is ongoing	
Finance	Provide financial stability information for Strategic Plan	Q2 2018			Monthly financial report is occurring. Review of reserves will occur at retreat.	

Dept.	Task	Deadline	New Deadline: June 2018	New Deadline: April 2019	Status August 31, 2019	Strategic Plan Goal
Finance	Present a memo to the Board re prefunding of GASB 68 (unfunded pension liabilities)	Q2 2018	Q4 2018		Presented in the packet December 2018 and discussed at two subsequent meetings	
Finance	Complete and implement recommendations of Nan McKay review of Finance Department	Q4 2018			In progress.	
Finance	Complete revision of chart of accounts	Q1 2018			Completed.	
HCD	Manage CIPs in accordance with the approved budgets and capital needs	Ongoing		Ongoing	Ongoing	
HCD	North Housing Site: Complete environmental assessment; update site survey; gain site control; start demolition.	Q1 2019		Q4 2019	Transfer is complete (May 2019). Significant progress made on other items including development plan and roads.	
HCD	Rosefield: Complete planning process, provide financial options	Q2 2018		Q3 2019	Funding from A1 County and AUSD secured. MHP application submitted.	
HCD	Establish Asset Management Policy including cliff schedule, rehabilitation plan and review of reserves	Q2 2018		Ongoing	Ongoing. New Asset Manager hired in June 2019	
HCD	Complete creation of non-profit instrumentality; transfer four properties to new entity	Q2 2018			Completed.	
HCD	Present a memo to the Board outlining a range of options for use of third parties for development work	Q2 2018			Completed.	
HCD	BMR: Present annual report to Board; summarize updates & revisions to homeownership programs.	Q2 2018			Completed.	
HCD	Review and renew City Service Agreement; include assessment of pension liabilities for City funded positions	Q2 2019		Q2 2019	Completed. New 2 year agreement signed in July 2019	
HCD	Identify and implement green initiatives: change out 100% of toilets to low-flow; expand water sub-metering to additional properties where feasible or with sub rehab	Q3 2018		Ongoing	Ongoing	
HCD	Present updated Development/Acquisition Plan to Board annually	Q3 2018; Q3 2019		Q2 2019	Track Pipeline Projects and present at annual Board retreat	
HCD	Eagle & Everett site: Complete development, lease up and stabilization. Convert to Perm financing.	Q3 2019		Q3 2019	Completed (July 2019).	
HCD	Independence Plaza: Present a memo to Board on an income, rehab and refinancing plan to meet 2026 deadline	Q3 2019			Completed in 2018. Will redo in 2020	
HCD	Del Monte site: Complete development, lease up and stabilization. Convert to Perm financing.	Q4 2018		Q1 2019	Completed (February 2019).	
HCD	China Clipper: Present analysis of tax credit rehabilitation	Q4 2018		Q4 2019	On hold due to ADA issues	
HPD	Manage section 8 funding to maximize leasing and to avoid shortfall where possible	ongoing			Ongoing	
HPD	Determine ways to reduce Section 8 administrative costs to meet admin fee income	ongoing			Ongoing. Brought in under budget by \$500k+ this year	
HPD	Complete review of FSS Program; determine future funding	Q1 2018			Review was completed by Quadel changes are in process. Received HUD funding for 2018-2019	

Dept.	Task	Deadline	New Deadline: June 2018	New Deadline: April 2019	Status August 31, 2019	Strategic Plan Goal
HPD	Close out Quadrel report recommendations in HPD	Q1 2018			Completed and implemented admin plan updates and staff and procedure changes	
HPD	Ensure timely and complete Annual Plan submission to HUD each year	Q1 2018; Q1 2019			Completed for 2019-20	
HPD	Implement Yardi Rent Cafe for annual submission and management of applications	Q2 2018	Q1 2019		Partially completed. Limited launch January - Sept 2019. Training for staff and public are ongoing. Starting full launch in Sept 2019.	
HPD	PBV: execute PBV renewals with new non-profit	Q3 2018			Completed.	
HPD	Implement VASH PBV program; implement VASH HCV program if selected	Q3 2018			Completed. Leased five VASH PBV and 10 tenant based VASH vouchers.	
HPD	Develop paperless procedures for all aspects of HPD processing.	Q3 2018			Almost complete for annuals process and income documents.	
HPD	Evaluate online landlord portal	Q3 2018	Q3 2019		Will review need after full launch of Rent café	
HPD	Attain SEMAP High Performer status each year	Q3 2018; Q3 2019			Completed.	
HR & Ops	Hire for vacant positions as necessary and as they arise; plan for retirements	ongoing			Completed - 12 hires in the last year alone.	
HR & Ops	Provide targeted training for staff (including supervision, IT skills and customer service)	ongoing			Ongoing; Completed supervisor trainings Q1 2019	
HR & Ops	Update Agency/Administrative Procedures for Staff	ongoing			Ongoing	
HR & Ops	Research employee recognition programs	Q1 2019		Q4 2019	Expanded to include low cost enhancements to benefits package. Initiated a number of flex time arrangements. Other options still under research.	
HR & Ops	Review and implement changes to the performance evaluation tool. Train staff.	Q4 2018		Q3 2019	Not done - current tool is sufficient for now. Management received training in 2019	
HR & Ops	Run annual intern program	Q2 and ongoing			Completed.	
HR & Ops	Rebid vision, dental, and ancillary HR benefits	Q3 2018		Q3 2019	Flex spend completed.	
HR & Ops	Review and implement an HRIS system	Q4 2018	Q2 2019	Q4 2019 or Q1 2020	Coordinate with new Director of Finance in 2020	
HR & Ops	Align staff schedules	Q4 2018			Completed. All office staff are on flex schedule	
HR & Ops	Complete off-boarding system.	Q4 2018			Ongoing - continue to add components to both off boarding and onboarding	
Prop. Ops	Ongoing management of JSCO at Rosefield, Eagle, and DelMonte new developments	ongoing			Ongoing	
Prop. Ops	Manage social services partnerships to minimize terminations and maximize resident well being	ongoing			Ongoing	

Dept.	Task	Deadline	New Deadline: June 2018	New Deadline: April 2019	Status August 31, 2019	Strategic Plan Goal
Prop. Ops	Complete Emergency Planning; present plan to Board and staff, including physical properties, IT systems and resident safety.	Q1 2018		Q2 2019	Presented to staff. Residents were trained. Fire testing and generator testing is ongoing.	
Prop. Ops	Develop reporting mechanism for JSCO managed sites	Q1 2018		ongoing	Completed. PM reporting in board packet. JSCO submits monthly financials for each managed site monthly. Staff meet with JSCO monthly	
Prop. Ops	Implement new lease and house rules at all sites	Q1 2019		Q2 2019	In progress; Attorney reviewing lease and providing feedback for changes.	
Prop. Ops	Update all forms for Property Operations, including application process	Q1 2019		Q2 2019	In progress	
Prop. Ops	Implement check scanning at ABD and Esperanza	Q2 2018			Completed in May of 2018.	
Prop. Ops	Implement Yardi affordable for PM dept.	Q2 2018		Q3 2019	Partially completed: Five properties have been transitioned to affordable with rest to be completed by December 2019.	
Prop. Ops	Conduct a review of property operations (including maintenance) cost/income analysis and compare with third party management options.	Q3 2018		Q3 2019	Delayed due to staff changes	
Prop. Ops	Review and implement ADA requirements for office buildings and 10 units of accessible features at Independence Plaza	Q3 2018		Q3 2019	20 units converted to ADA. Office door and trash room doors completed, Some follow up needed on IP external doors.	
Prop. Ops	Hire and train two supervisors	Q4 2017			One hired in Q3 2018; other in progress	
Rent Prog.	Manage Rent Program in accordance with services agreement with city.	ongoing		ongoing	Ongoing. Agreement expires on 6/30/20	
Rent Prog.	Train new staff to complete key activities	Q1 2018		Q2 2019	Completed. On boarded four new staff members since May 2018 and team is fully staffed	
Rent Prog.	Establish new office location and related policies/procedures	Q1 2018		Q1 2019	Completed. Office location is established and policies and procedures have been updated. Lease extended to 2020.	
Rent Prog.	Research, procure and implement database for Rent Program	Q2 2018		Q2 2019	Mainly complete. Contract awarded to vendor 3Di and database is being built out, pending new Council action.	
Rent Prog.	Expand outreach service; update all materials to reflect 3148 only	Q2 2018		Q4 2018	Completed. Outreach plan complete and materials updated. Website and workshop presentations have been updated. Tenant and Landlord Pocket Guides have been developed.	

Dept.	Task	Deadline	New Deadline: June 2018	New Deadline: April 2019	Status August 31, 2019	Strategic Plan Goal
Rent Prog.	Conduct a review of Rent Program as an ongoing business for AHA	Q4 2018		Q2 2019	Completed but put on hold at City's request until program changes are complete.	
Rent Prog.	Conduct customer satisfaction survey	Q4 2018		Q2 2019	Completed. A targeted and proactive customer satisfaction survey, for recent clients, was developed and distributed in May of 2019.	

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: September 18, 2019

Re: Approve Revised Payment Standard Increases for the Section 8 Housing Choice Voucher program and for Project Based Vouchers effective December 2, 2019

BACKGROUND

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

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

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

Bedroom	0	1	2	3	4
2019 FMR	\$1,409	\$1,706	\$2,126	\$2,925	\$3,587
2020 FMR	\$1,488	\$1,808	\$2,239	\$3,042	\$3,720



DISCUSSION

When the FMRs were released on August 30 2019, Housing Authorities had until September 30, 2019 to submit a comment to the notice if a rent study would be conducted. The Housing Authority decided not to submit a comment and allow the Payment Standards to become effective October 1, 2019. Other Housing Authorities in the area made the same determination.

Earlier this year, the Housing Authority had to decrease the Housing Choice Voucher payment standards due to a decrease in the FMR for 2019, and at the same time, the payment standards for the Project-Based Voucher (PBV) program were set at the same level as the HCV payment standards. Staff is recommending an increase in both payment standards to the same levels; however, AHA staff does reserve the right to return to separate payment standards in the future should the need arise. Staff is recommending to leave the 4- and 5-bedroom units at the current level. This is the same as was effective on October 2, 2016 for the HCV payment standard. In order to improve lease-up opportunities for searching voucher holders, staff is recommending increasing the 1-, 2-, and 3-bedroom to 109% of FMR. This would also allow landlords to request rent increases for current units.

If the payment standard recommendation is approved, the new payment standards would go into effect December 2, 2019 for new admissions and transfers within the Housing Choice Voucher and Project-Based Voucher. PBV contracts would be affected based on their renewal date as these complexes are only able to change rent pricing at the contract anniversary date. HCV households experiencing annual recertifications would have the new payment standards applied at the time of their annual. When a payment standard decreases, the lower payment standard is not applied at the annual recertification for a couple of years, but since the decrease was effective June 2, 2019, the only families affected by the lower payment standard were new move-ins or transfers.

Below is a chart of the new payment standards.

HCV and PBV Proposed Payment Standards:

Unit Bedroom	Proposed	Percentage of FMR
Studio	\$1,578	106.05%
1 Bedroom	\$1,988	109.96%
2 Bedroom	\$2,462	109.96%
3 Bedroom	\$3,346	109.99%
4 Bedroom	\$3,824	102.80%
5 Bedroom	\$4,397	102.78%



Current versus Proposed HCV and PBV Payment Standards:

Unit Bedroom	Current Payment Standard Effective 6/2/2019	Proposed - Would be Effective 12/2/2019
Studio	\$1,549	\$1,578
1 Bedroom	\$1,876	\$1,988
2 Bedroom	\$2,338	\$2,462
3 Bedroom	\$3,217	\$3,346
4 Bedroom	\$3,824	\$3,824
5 Bedroom	\$4,397	\$4,397

FINANCIAL IMPACT

This would have an increase in program expenses as the PBV owners can only request a higher rent at the contract anniversary date, and if an HCV landlord has currently set the rent below the payment standard, then there would be an increase in payment standard expenses as the owner requests a higher rent. There are currently around 75 new vouchers issued that will benefit from the increase if the family leases up after December 2, 2019. The Housing Authority is trying to expend its funds for calendar year 2019 to obtain points under the SEMAP program and balancing the possibility of going into shortfall next year due to funding levels based on the expenditures of this year.

RECOMMENDATION

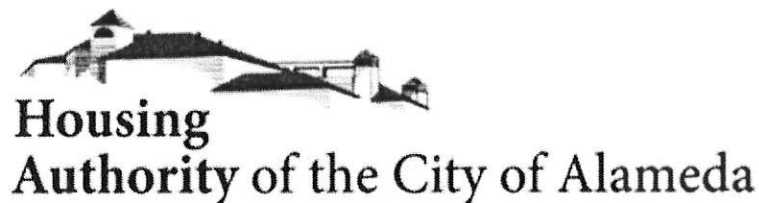
Staff recommends that the Board of Commissioners: approve revised Payment Standard increases for the Section 8 Housing Choice Voucher program and for Project Based Vouchers effective December 2, 2019.

Respectfully submitted,



Tonya Schuler-Cummins
Senior Management Analyst





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: September 18, 2019

Re: Approve a Resolution to Amend the Schedule of Authorized Positions to Include the Addition of Two Positions: Risk Manager and Communications Manager

BACKGROUND

The purpose of this resolution is to provide for revisions to the Schedule of Authorized Positions incorporating two new positions – Risk Manager and Communications Manager, both in the Administrative Department.

DISCUSSION

In June 2019, the Board of Commissioners approved a budget for FY2019-20 with a total of 56.5 FTEs approved. Staff is recommending the addition of two new exempt management positions in light of a number of key challenges that need to be addressed and the significant expansion of the Housing Authority opportunities, activities and risks expected with the development of North Housing in the near future. These two positions will provide essential administrative and management support to the agency as a whole and to senior management and will assist in ensuring completion of the strategic goals for the agency. A brief summary of each proposed position is below.

- The Risk Manager will monitor, mitigate and manage risks throughout the agency (including physical, legal, employment, property management, development and regulatory risks) and will respond to complaints, audits, legal or regulatory challenges that arise for the agency. This position will also be responsible for staying on top of related legislative changes, implementing best practices and proactively training and coaching of staff on identifying, managing and minimizing risk. The Risk Manager will report to either the Executive Director or the Deputy Executive Director.
- The Communications Manager will generate and manage external and internal communication about the activities of the Housing Authority and conduct community outreach including the management of social media, maintaining the website content, and designing and maintaining quality marketing materials for the agency. This person will also be responsible for responding to enquiries



Honorable Chair and
Members of the Board of Commissioners

September, 18, 2019
Page 2 of 3

regarding the agency by the public, press, stakeholders and, where appropriate elected and other government agencies. This role will expand and maintain the Agency's community presence in Alameda and identify opportunities for new partnerships and outreach. The Communications Manager will report to either the Executive Director or the Deputy Executive Director.

In terms of compensation, these two exempt positions have been benchmarked based on level of responsibility, against similar positions in the City with the Senior Project Manager position (Range 37) for purposes of approval of the positions by the Board, and the two positions are shown in range 37 of the attached Pay Schedule. The final candidate may be hired at the Senior Project Manager or Project Manager level (Range 33) depending on their experience and skills. Additionally, development of full job descriptions and a compensation study is in progress, and will be completed prior to beginning formal recruitment. In the event that a change in the range or title is needed for either position, staff will come back to the Board before hiring is completed.

The need for these additional positions is driven by a number of factors. First, the Housing Authority expects, and indeed already has significant new risk management and communication needs as it has secured the land at North Housing and starts to develop what is in effect doubling of the housing portfolio that AHA has managed for over 20 years.

Further increases in regulatory and legislative burden locally and at the state and federal level in managing a range of housing programs cannot be absorbed with our current staffing levels. At the same time, our employment policies, many of which are regulated by legislation, mean that although there are 56.5 FTEs budgeted, on any given day up to 25% of staff can be absent due to planned and unplanned absences, as well as long-term leaves of absence, typically due to medical issues or other protected leaves. This means AHA struggles to address urgent, unforeseen requests and issues at the same time as managing day-to-day operations without putting further strain on existing management staff who must pick up the slack.

At the same time the low income and senior populations that AHA serve are facing increased needs for supportive services, beyond what AHA or LifeSTEPS can provide legally or financially. Most of these households have no family to assist them as they become less able to live independently. Resolving such situations, including working with Alameda County social services, non-profits and legal services is a staff intensive process that needs dedicated staffing as these issues arise.

The two new exempt roles also will help contribute to the agency in meeting the ambitious strategic plan goals for the coming three years and will strengthen AHA's key role in Alameda addressing the impacts of the housing crisis, while proactively attempting to mitigate risks to the agency and communicate the work that AHA is doing to directly address the housing crisis. For some time, AHA has relied on senior management to do these tasks, while still completing their day-to-day responsibilities. AHA has attempted to use consultants or temporary staff in these roles but in this tight job market, it has been difficult to obtain qualified support and to train and hold on to temporary staffing.



Honorable Chair and
Members of the Board of Commissioners

September, 18, 2019
Page 3 of 3

Since these risks and new, unforeseen challenges are unlikely to reduce over time, it is essential to have dedicated, high-level staff that can act proactively and respond quickly to issues of risk and communications needs. The creation of these roles will also help with succession planning and continuity of systems and procedures. The positions, by their very nature, will have wide ranging knowledge of the overall operations of the agency and will be tasked with stepping in to provide targeted support to senior management, as needed, in the event of a lengthy leave of absence or a retirement in the management team. Currently, there is no redundancy in the staffing levels that allows AHA to take advantage of new opportunities or to address unforeseen urgent matters.

There are no other proposed changes to the schedule at this time.

FINANCIAL IMPACT

Adding these two positions, assuming recruitment is completed on or after before January 2020 and both positions are hired at range 37, will increase expenses by up to approximately \$175,770 for both (including all benefits and assuming hiring at up to the top step of the range, which is the budgeting practice for new positions); adequate funds are available in the current FY budget to cover this cost for the balance of the year due to other vacant positions. Some additional costs, likely less than \$20,000, may be necessary to build out additional seating in the main office. The two positions would increase salary and benefits by approximately \$175,770 each (at current salary levels) per year going forward. The agency has reported under spending against budget for the past 4 years and these positions will be included in the 2020-21 budget cycle.

RECOMMENDATION

Approve a Resolution to amend the Schedule of Authorized Positions to include the addition of two positions: Risk Manager and Communications Manager and approve the corresponding Pay Schedule.

Respectfully submitted,

Vanessa Low for Janet Basta
Janet Basta
Director of HR and Operations

VMC/jcb

Attachments:

- Exhibit 1: Schedule of Authorized Positions
- Exhibit 2: Pay Schedule FY 19-20, eff. 9.19.19
- Exhibit 3: Resolution



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

Department/Position Title	2019-2020 approved	Proposed change	Year on Year
	FTE 2020	Revised 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	
Risk Manager (See Note D)	0.00	1.00	1.00
Communications Manager (See Note D)	0.00	1.00	1.00
Senior Management Analyst	1.00	1.00	
Management Analyst	3.00	3.00	
Program Assistant	1.00	1.00	
Sub-total	9.00	11.00	2.00
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)	6.00	6.00	
Housing Assistant	2.00	2.00	
Sub-total	12.00	12.00	0.00
Property Operations Department			
Director of Property Operations	1.00	1.00	
Property Management Supervisor	1.00	1.00	
Project Manager	1.00	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)	4.25	4.25	
Assistant Resident Manager (See Note A)	0.25	0.25	
Sub-total	17.50	17.50	0.00
Housing and Community Development Department			
Director of Housing and Community Development	1.00	1.00	
Senior Project Manager	1.00	1.00	
Project Manager	1.00	1.00	
Asset Manager	1.00	1.00	
Management Analyst	2.00	2.00	
Program Assistant	1.00	1.00	
Sub-total	7.00	7.00	0.00
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	3.00
Total	56.50	58.50	58.50

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: Communications Manager and Risk Manager titles may be modified prior to recruiting

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
 PAY SCHEDULE FY 2019-2020 eff. 10/1/2019 (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
Communications Manager*****	37	10/1/2019	\$ 8,942	\$ 9,389	\$ 9,859	\$ 10,352	\$ 10,869
Risk Manager*****	37	10/1/2019	\$ 8,942	\$ 9,389	\$ 9,859	\$ 10,352	\$ 10,869
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				

*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

*****May be hired at a lower level or assigned to a new range and/or title pending compensation study; the pay schedule will be updated accordingly

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

ADOPT A REVISED SCHEDULE OF AUTHORIZED POSITIONS FOR FY 2019-2020
AND ADOPT THE CORRESPONDING PAY SCHEDULE

WHEREAS, the Housing Authority of the City of Alameda has identified a need to add two positions to address the increased needs of the agency and the community and for succession planning purposes; and

WHEREAS, the Housing Authority of the City of Alameda has also revised and updated the Schedule of Authorized positions;

NOW, THEREFORE, BE IT RESOLVED, that effective October 1, 2019, the Housing Authority will be authorized to hire a Risk Manager and a Communications Manager (final titles pending); and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that on September 18, 2019 the Housing Authority will adopt the revised Schedule of Authorized Positions for FY 2019-2020 and the revised FY 19-20 Pay Schedule effective October 1, 2019.

ATTEST:

Vanessa M. Cooper
Executive Director / Secretary

Arthur Kurrasch, Chair
Board of Commissioners

Adopted: _____