



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

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 (TDD: 510 522-8467) 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 19, 2018 –

Brown Act & Public Records Training – 5:00 p.m.

Closed Session – 6:30 p.m.

Regular Meeting – 7:00 p.m.

LOCATION

Independence Plaza, 703 Atlantic Avenue, Alameda, CA

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

Public Participation

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

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners
2. Public Comment on Closed Session



3. Closed Session – 6:30 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 May 16, 2018, June 20, 2018, and August 15, 2018 – Page 1
 - 8-B. Accept the Monthly Overview Report for Operations, H.R., and I.T. – Page 14
 - 8-C. Accept the Monthly Overview Report for the Housing Programs Department – Page 16
 - 8-D. Accept the Monthly Overview Report for the Rent Stabilization Program – Page 19
 - 8-E. Accept the Monthly Overview Report for Property Operations – Page 37
 - 8-F. Accept the Monthly Overview Report for Housing & Community Development – Page 42
 - 8-G. Accept the Monthly Development Report for Littlejohn Commons – Page 45
 - 8-H. Accept the Monthly Development Report for Everett Commons – Page 47
 - 8-I. Accept the Monthly Development Report for the Rosefield Project – Page 49
 - 8-J. Accept the Monthly Development Report for the North Housing Project – Page 52
 - 8-K. Accept the Budget Variance Report for July 31, 2018 – Page 55
 - 8-L. Approve Write-off of Uncollectible Accounts Receivable from Former Tenants – Page 65
 - 8-M. Approve Out-of-State Travel for Staff – Page 68
 - 8-N. Accept Update on Lawsuits Against the Housing Authority – Page 69
 - 8-O. Accept Report on a Pilot Program to Close the Office to the Public Each Friday Instead of Every Second Friday – Page 70
9. AGENDA
 - 9-A. Accept Annual Report and Presentation on LifeSTEPS Services – Page 72
 - 9-B. Authorize the Executive Director to negotiate and sign the following contracts: a three-year Contract for General Counsel Services to Goldfarb Lipman Attorneys not to exceed \$350,000; a three-year contract with the Law Offices of Bill Ford for eviction services not to exceed \$100,000, and a three-year contract with Aleshire & Wynder LLP as special counsel not to exceed \$150,000. All contracts are on an as-needed basis. – Page 98
 - 9-C. Adopt a Resolution to Revise the Housing Authority's Conflict of Interest Code – Page 101



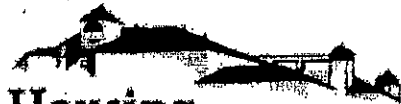
10. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
12. ADJOURNMENT

* * *

Note

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





**Housing
Authority of the City of Alameda**

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DRAFT MINUTES

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA
HELD WEDNESDAY May 16, 2018**

The Board of Commissioners meeting was called to order at 7:00 p.m. (The presentation on the Below Market Program was held at 5.30pm but a quorum was not present and no actions were taken.)

PLEDGE OF ALLEGIANCE

1. ROLL CALL -

Present: Commissioners Chair Tamaoki, Kay, Rickard, and Vice Chair McCahan

Absent: Commissioners Weinberg, Kurrasch, Allen

2. Public Comment on Closed Session

None

3. Closed Session – 6:30 p.m. – Adjournment to Closed Session to Consider

3-A. Conference with Real Property Negotiator – (Gov. Code Sec. 54956.8)
Agency Negotiators: Vanessa Cooper, Executive Director, Housing Authority of the City of Alameda and Catalyst Housing Group

Parcel Numbers: 074-1285-080
074-1285-081

4. Adjournment of Closed Session

5. CONVENE REGULAR MEETING – 7:00 p.m.

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



Chair Tamaoki reported that the Board appointed Executive Director Vanessa Cooper and HR Director Janet Basta as the agency negotiators, as well as giving direction to the staff.

7. Public Comment (Non-Agenda)

Chair Tamaoki introduced Dr Alan Sweet, President of the Residents' Council at Independence Plaza. Dr. Sweet gave a presentation of activities, programs, and services they offer for the senior residents. Commissioner Kay asked if this was something that could be extended to other AHA properties. Ms. Cooper said that Lisa Caldwell, Director of Property Operations, would look into it.

Richard Neveln gave a handout on low frequency fire alarms and expressed his concerns with the ADA standard fire alarms. Ms. Cooper explained to Mr. Neveln these changes would first need to be discussed with the City to adhere to their codes and then with AHA's insurance company. Ms. Cooper then stated if it is the law to have these low frequency alarms installed that AHA would comply and that the matter could be looked into at the next upcoming housing conference.

8. CONSENT CALENDAR

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

Items accepted or adopted are indicated by an asterisk.

Commissioner Kay asked how often HPD has to interview participants indicating zero income along with verifying their records to insure no income in item 8-D. Lynette Jordan, Director of Housing Program, advised that HUD requires that every 90 days' staff interview participants reporting zero income and if so make referrals to help the families get income.

Vice Chair McCahan asked what the potential opening date would be for the Everett Project on item 8-H. Ms. Cooper stated the target date would be November 30th to get either a temporary occupancy permit or ideally a permanent occupancy permit, and the goal being to get everyone moved in by December 31st. Ms. Cooper then gave the number of units and a breakdown of the type of unit.

Vice Chair McCahan commented that AHA is leading by example and upgrading the community in a positive way.

Commissioner Kay questioned the work order emergencies and of those that have met the criteria how many are emergencies in a course of a month on item 8-F. Ms. Caldwell stated ten in about a month. She further explained that she receives emails showing the afterhours emergency line phone contacts and that there are not too many that have to be dealt with. They are usually plumbing issues that are tended to

that night or the next morning. Ms. Cooper then gave clarification on the data in the report.

Commissioner Rickard questioned why the City was putting more money into the Sherman Project on item 8-G. Ms. Cooper explained there is a delay and elaborated on the different combinations of events.

Commissioner Kay moved to accept the consent calendar, and Commissioner McCahan seconded. Motion passed unanimously.

- *8-A. Approve Minutes of the Board of Commissioners Meeting held April 18, 2018 and April 28, 2018 – Page 4 and 8
- *8-B. Accept the Monthly Overview Report Administration/I.T./H.R. – Page 10
- *8-C. Accept the Monthly Overview Report Housing & Community Development – Page 12
- *8-D. Accept the Monthly Overview Report Housing Programs Department – Page 15
- *8-E. Accept the Monthly Overview Report Rent Stabilization Program – Page 18
- *8-F. Accept the Monthly Overview Report Property Operations –Page 19
- *8-G. Sherman & Buena Vista LP (Littlejohn Commons) Project Update; Approve Amendment to the Agreement for the Development of Affordable Housing– Page 23
- *8-H. Accept the Monthly Development Report for Everett and Eagle LP Project – Everett Commons – Page 29
- *8-I. Accept the Monthly Development Report for North Housing – Page 31
- *8-J. Accept the Quarterly Investment Report – Page 33
- *8-K. Accept the Budget Variance Report for March 2018 – Page 38

9. AGENDA

- 9-A. Accept Asset Management Report on the Proposed 10 Year Capital Improvements Schedule and Reserves Analysis – Page 46

Ms. Cooper invited Kathleen Mertz, Asset Manager to give an overview of the Improvement Schedule and Reserves Analysis Report. Ms. Mertz gave a breakdown of the properties, renovations and current standings, operational costs, and projects that will take place within the next 10 years. There was more discussion on this topic. Ms. Cooper gave clarification for new development, development fees and staffing cost. Commissioner McCahan moved to accept the report and Commissioner Kay seconded. The motion passed unanimously.

- 9-B. Accept Report on the Independence Plaza Rent Structure Change to Plan for Mortgage Maturity, Capital Improvements, and Financial Self-Sufficiency and Provide Feedback to Staff– Page 52

Ms. Mertz, Asset Manager gave an overview of the Rent Structure Report. Ms. Mertz explained the proposed rent structure that will allow AHA to maintain financial stability in the upcoming years and how to move forward and present equitable and transparent rent increases that are fair and reasonable for different income levels of



tenants. There was more discussion on this topic. Ms. Cooper made a recommendation to visit this again to go over the finances, what move in rents should be and how well the plan is working. Commissioner McCahan moved to accept the recommendation and Commissioner Rickard seconded. The motion passed unanimously.

9-C. Appoint Nominating Committee for Board Officers – Page 58

Annually the Board nominates an Adhoc Committee. The Board motioned to appoint Vanessa Cooper, Executive Director to identify the members of the Adhoc Committee, and to nominate officers for the annual term starting July 2018. Commissioner McCahan motioned to accept and Commissioner Rickard seconded. Motion passed unanimously.

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

None

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Commissioner Rickard complimented the staff on their good work. The Board spoke on how Shinsei Gardens and Anne B. Diamant are changing the perception of Affordable housing.

12. ADJOURNMENT OF REGULAR MEETING

There being no further business, Chair Tamaoki adjourned the meeting at 9:22 p.m.

Vanessa M. Cooper
Executive Director/Secretary

Kenji Tamaoki, Chair
Board of Commissioners





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FAX (510) 522-7848
TDD (510) 522-8467

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DRAFT MINUTES

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA
HELD WEDNESDAY JUNE 20, 2018**

The Board of Commissioners meeting was called to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners

Present: Commissioners Chair Tamaoki, Vice Chair McCahan, Weinberg, Kurrasch, and Rickard

Absent: Commissioners Kay and Allen

2. Public Comment (Non-Agenda)

A resident from Independence Plaza gave compliments to AHA staff for a Recommendation for a tax I.D number for the Bay Eagle Community Garden. She expressed her gratitude for the great customer service she received from all parties involved in getting the community garden a new shed.

3. CONSENT CALENDAR

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Chair Tamaoki motioned to vote on item 3-A separately at the next Board meeting and Commissioner Kurrasch seconded the motion.

Chair Tamaoki had questions referencing the Housing Programs Department report in regards to the updated PIH notices for 2018-19. Executive Director, Vanessa Cooper, explains HUD's expectations in the Project Base Voucher program.

Chair Tamaoki questioned how funds were divided and spent in the Littlejohn Commons project. Ms. Cooper advised that she could get back to him with details but



all of it was due to delays from both the City and developers.

Commissioner Rickard motioned to accept the consent calendar with the exception of item 3-A and Vice Chair McCahan seconded.

- 3-A. Approve Minutes of the Board of Commissioners Meeting held May 16, 2018 – Page 1
- *3-B. Accept the Monthly Overview Report Operations/H.R./I.T. – Page 5
- *3-C. Accept the Monthly Overview Report Housing & Community Development – Page 7
- *3-D. Accept the Monthly Overview Report Housing Programs Department – Page 10
- *3-E. Accept the Monthly Overview Report Rent & Community Programs – Page 13
- *3-F. Accept the Monthly Overview Report Property Operations – Page 14
- *3-G. Accept the Monthly Development Report - Littlejohn Commons (Sherman & Buena Vista LP) Project Update; Approve Supplement to the Agreement for the Development of Affordable Housing – Page 19
- *3-H. Accept the Monthly Development Report for Everett Commons – Page 25
- *3-I. Accept the Monthly Development Report for North Housing Project – Page 27
- *3-K. Accept the Budget Variance Report for April 2018 – Page 29
- *3-L. Accept Report on Resident Councils at AHA Owned Sites – Page 37
- *3-M. Accept the Two-Year Plan for Fiscal Years – Page 39
- *3-N. Authorize the Executive Director to negotiate and approve an extension of the term for the contract between the Alameda Housing Authority and Goldfarb & Lipman LLP through September 30, 2018 – Page 45

4. AGENDA

- 4-A. Adopt the Resolution to Approve the Housing Authority's One Year Budget for Fiscal Year July 1, 2018 to June 30, 2019 and the Revised Schedule of Authorized positions – Page 49

Richard Neveln, a resident at Independence plaza, suggested that the low frequency fire alarms and general maintenance of the low frequency fire alarms be included in the one-year budget. Ms. Cooper updated the Board on this matter and explained that the City does not currently have any plans to change the requirements. Ms. Cooper then advised that if someone with hearing impairments requested this system, both systems have to be in place with the regular system being the primary. Ms. Cooper then stated that once the City authorizes and requires this change the necessary updates will be made.

Ms. Cooper introduced Joyce Boyd, Director of Finance, to give the budget report presentation. Ms. Boyd gave an overview of the numbers first and explained the separate items. Ms. Boyd then provided a breakdown of the various components included in the budget.

Chair Tamaoki questioned the income sources for the Professional Services for the Housing & Community Development and Rent Program listed on attachment C of the



budget report. Ms. Boyd clarified that AHA has a contract with the City of Alameda where they provide revenue to run services for the City, like the administration of the below market rate program. Ms. Cooper gave further clarification on the Rent Program being a true reimbursement program and the differences between the two.

Ms. Boyd provided clarification on the Alameda Affordable Housing Corporation and the four properties that were moved to this entity and why they were included in the budget.

Ms. Boyd then gave a complete overview of how the HAP budget operates, including operating costs and expenses. There was more discussion on this topic.

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

- 4-B. Authorize the Executive Director to Negotiate Final Terms and Execute a Construction Contract with a Project Budget of Up to \$3.5mm for Accessibility Upgrades to 20 units and Various Common Area Improvements at Independence Plaza. – Page 71

Ms. Cooper reviewed the bid process and the bids received, and asked for the approval to sign off on the contract for the accessibility upgrades. Ms. Cooper advised that there would be performance checks on previous jobs to ensure job completion. There was further discussion on this topic.

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

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

Mr. Neveln agreed with the three percent COLA for the employees and gave suggestions on low income housing and huts to help homelessness during the winter seasons.

6. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Chair Tamaoki advised the Board re-appointments thanking Commissioner Kay on serving for two years and Commissioner Rickard for serving for four years on the board. Ms. Cooper announced the new board member Baschir Hadid and gave a little background on him serving on the RAB committee. Ms. Cooper then thanked

Commissioner Allen for her service and announced she would be recognized at a later meeting. Vice chair McCahan mentioned the National night out and how it is a good way to interact with the police force, fire department and community.

7. **ADJOURNMENT (OPENED AAHC MEETING DIRECTLY AFTERWARDS)**

Chair Tamaoki adjourned the regular BOC meeting at 8:22 p.m.

Vanessa M. Cooper
Executive Director/Secretary

Kenji Tamaoki, Chair
Board of Commissioners



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FAX (510) 522-7848
TDD (510) 522-8467

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DRAFT MINUTES

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA
HELD WEDNESDAY August 15, 2018**

The Board of Commissioners meeting was called to order at 7:02 p.m.

PLEDGE OF ALLEGIANCE

1. ROLL CALL

Present: Vice Chair McCahan, Commissioner Hadid, Commissioner Kay,
Commissioner Rickard

Absent: Chair Tamaoki, Commissioner Kurrasch, Commissioner Weinberg

2. Public Comment (Non-Agenda) 7:11 p.m.

An Alameda resident expressed his frustration with the Rent Stabilization Program and is confused as to what the Board does exactly and whom reports to whom. He stated that current programs are not setup to help landlords, but the tenants, and that landlords are not really represented.

The Alameda resident's daughter then followed-up by sharing her experience as a landlord in Alameda on the program. She then expressed her disappointment and concern in regards to how landlords are being treated on the program and the situation it puts her in.

Executive Director, Vanessa Cooper stated that this case is currently with the City Attorney's Office for review.

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.



Minutes of the Board of Commissioners Meetings held in May and June will be held over to the next Board of Commissioners meeting in September due to a lack of quorum of present Commissioners who attended those meetings.

Commissioner Kay asked Lynette Jordan, Housing Programs Director, what happens to a candidate if they are accepted off the waitlist, but are unable to accept the voucher at that time. Ms. Jordan explained if you are on the voucher waitlist, you have one opportunity to accept the spot; however, if you have a reasonable accommodation or an emergency, these factors can be considered before losing your place on the list.

Ms. Cooper further explained that this process is in place to prevent candidates from shopping around for a unit that they prefer, and keeping their name on the waitlist indefinitely.

Vice Chair McCahan complimented Management Analyst, Danielle Thoe, on her report item 3-J "Accept the Monthly Development Report for Rosefield Project."

Vice Chair McCahan moved to accept the consent calendar with the exception of item 3-A, and Commissioner Rickard seconded.

- 3-A. Approve Minutes of the Board of Commissioners Meetings held May 16, 2018 and June 20, 2018
- *3-B. Accept the Monthly Overview Report Operations/H.R./I.T.
- *3-C. Accept the Monthly Overview Report Housing Programs Department
- *3-D. Approve the Addition of Waitlist Applicants to Replenish Site-Based Waitlists from Applications Received in 2016
- *3-E. Accept the Monthly Overview Report Rent Stabilization Program
- *3-F. Accept the Monthly Overview Report for Property Operations
- *3-G. Accept the Monthly Overview Report Housing & Community Development
- *3-H. Accept the Monthly Development Report for Littlejohn Commons
- *3-I. Accept the Monthly Development Report for Everett Commons
- *3-J. Accept the Monthly Development Report for Rosefield Project
- *3-K. Accept the Monthly Development Report for North Housing Project
- *3-L. Accept the Budget Variance Report for May and June 2018
- *3-M. Accept the Quarterly Investment Report for Period Ending June 30, 2018
- *3-N. Accept Report for Executive Director's Performance Evaluation and Goal Setting for 2018-19

4. AGENDA

- 4-A. Recognition of service to the Board of Commissioners – Fayleen Allen

Ms. Allen was not present at the time of this agenda item so it was pushed to the end of the Board of Commissioners Meeting.



Vice Chair McCahan thanked both Ms. Allen and her daughter.

4-B. Adopt the Resolution to Revise the Employer's Contribution for Eligible Employees' Health and Dental/Vision Care, to Provide Cost of Living Wage Increase for all Eligible Regular and Contract Resident Employees, and to Adopt the Corresponding Pay Schedule and Salary Schedule

Ms. Cooper invited Janet Basta, Director of HR and Operations, to give an overview of the employer's contribution for eligible employees' health, dental, and vision care, as well as the cost of living wage increase for all eligible regular and contract resident employees. Ms. Basta explained that each year in August, staff comes before the Board of Commissioners with this agenda item. Starting first with Cost of Living (COLA), she explained that AHA budgeted for a 3% increase but the CPI increase went up 3.9% so we are coming to the Board with both options. Should the 3.9% option be selected, the remaining .9% will come from position vacancies.

Ms. Basta then discussed the employer's contribution for health care and explained that AHA budgeted for a 7.5% increase, but Kaiser actually went down in their coverage costs. Some of the health care options provided went up significantly, but since AHA typically benchmarks at the Kaiser level, staff is requesting that the Board approve Kaiser level of payment as the standard. Ms. Basta then went on to speak about dental and vision care stating that we are asking for up to a 7% increase over last year, though staff does not know what the exact cost will be this year because those figures have not been released yet.

Commissioner Kay asked what the difference was between a "Resident Manager I" and a "Resident Manager II" and Ms. Basta explained that their duties are different in the two classifications.

Vice Chair McCahan stated that he would like to award high performance with the 3.9% COLA raise.

Commissioner Rickard moved to accept the motion, and Commissioner Kay seconded. Roll call votes were taken.

Roll call vote: Vice Chair McCahan yes, Commissioner Hadid yes, Commissioner Kay yes, Commissioner Rickard yes.

4-C. Approve Resolution Certifying the Data Submitted for the Section 8 Management Assessment Program for FY 2017-2018

Ms. Cooper invited Tonya Schuler-Cummins, Senior Management Analyst, to explain how the process of certifying for the Section Eight Management Assessment Program (SEMAP) works, and she briefly explained how the indicators pass or fail. Ms. Schuler-Cummins explained that the process starts in April and described how staff randomly pull sample files and perform an audit of each random file. Staff looks at the



waitlist, rent reasonableness tests, adjusted income, utility table updates, and verify that units have Housing Quality Standards (HQS) inspections on schedule, and perform quality control inspections of our third party inspectors to make sure the results are accurate. Ms. Schuler-Cummins then gave examples of some of the categories, stating that the Deconcentration of Poverty indicator didn't quite make the goal. AHA has expended all of our funds, so we are over 100% in the Lease-Up indicator. AHA reviews Lease-Up annually, but HUD uses its systems to verify this indicator. AHA is certifying that it received a score of 92.6%, which would put it in the "High Performer" category. Hopefully, once HUD verifies the certification, AHA will receive this designation. The report needs to be submitted by August 29, 2018 and the resolution that will be approved tonight will allow the certification to be sent to HUD.

Ms. Cooper then thanked the staff for their hard work, and acknowledged AHA for being a "High Performer" for 3 years in a row.

Commissioner Rickard moved to accept the motion and Commissioner Kay seconded.

Roll call vote: Vice Chair McCahan yes, Commissioner Hadid yes, Commissioner Kay yes, and Commissioner Rickard yes

4-D. Nominate and Elect Officers of the Board of Commissioners

The Board of Commissioners voted to keep Kenji Tamaoki as Chair and John McCahan as Vice Chair for the 2018-2019 Fiscal Year.

Commissioner Rickard motioned to accept and Commissioner Kay seconded. A voice vote was taken and all Commissioners were in favor. Motion passed unanimously.

4-E. Review and Provide Feedback on the Draft Strategic Plan

Ms. Cooper introduced Cathy Craig, lead consultant on the Strategic Plan, to give an update and overview of the draft report.

Commissioner Rickard asked for clarification as to whether he could comment now or if he needed to wait for the digital copy to be sent out. Ms. Cooper gave clarification and Commissioner Rickard gave a few edits, such as changing the pictures to feel more authentic and being more assertive with our goals on page 10. He believes our goal 4 should be our #1 goal.

Commissioner Hadid agreed with Commissioner Rickard and mentioned that AHA needs a home ownership program for people to move off the waitlist and into homes, this will help us to get more people on the waitlist.

Vice Chair McCahan added that every goal needs a timeline to measure success and that the most current projects should be photographed in this document.



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

None

6. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Vice Chair McCahan said that the Town Hall meetings were very successful and that parking is always an issue. It is important that tenants feel safe and appreciated and cared for; he said thank you to staff.

Commissioner Kay mentioned that the open house in June was a really good program and unfortunately a lot of people that were not there could have benefitted from attending.

Commissioner Hadid said that he wants to thank everyone for their hard work and thanked Heather Brown, Property Manager for all her help and support at Esperanza.

7. ADJOURNMENT

There being no further business, Vice Chair McCahan adjourned the meeting at 8:08 p.m.

Vanessa M. Cooper
Executive Director/Secretary

John R. McCahan, Vice Chair
Board of Commissioners



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TDD (510) 522-8367

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To: Honorable Chair and Members of the Board of Commissioners
From: Janet Basta, Director of Human Resources and Operations
Date: September 19, 2018
Re: 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

Current recruitments include the Housing Assistant (front desk), which is in the application review process. The Property Management Supervisor position has been filled with an internal candidate, and recruitment to backfill that position will start in the upcoming weeks, along with recruitment for several other open positions. Additionally, an outside recruiter who specializes in real estate is being utilized to conduct a full (internal and external) recruitment to fill the Director of Housing and Community Development; it is anticipated that interviews will be held in the upcoming month.

A HR consulting firm has been engaged to restart the Deputy Executive Director recruitment beginning in January 2019. The same firm will also conduct a compensation (salary and benefits) study for the Director level positions in the upcoming months. This work was included in the Executive Director goals, and will be concluded prior to recruitment for the Deputy Executive Director position beginning.

Interviews for the Human Resources counsel contract are being held in September, and a recommendation will be brought to the Board in the upcoming months.

During the strategic planning process, a need to focus on cross-departmental communications was identified. The Direct Reports team is working with an outside consultant to address this need and develop strategies for enhanced communications across departments. This work began in the past month, and will continue over the next several months with a series of meetings and sessions designed to support the team in this work and ultimately, successful implementation of the agency strategic plan.



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018
Page 2 of 2

Information Technology/Administration

The Housing Authority received an invitation to apply for five additional tenant-based VASH vouchers during August. The AHA received an earlier allocation of five tenant-based VASH vouchers that lease-up could start in August 2018. Two vouchers were absorbed from the

VASH vouchers the AHA is administering and referrals are starting from the Veteran's Administration for the other three vouchers. If awarded these five additional vouchers that the AHA has been invited to apply for, the AHA would have ten tenant-based VASH vouchers. At this time, the AHA also has five project-based VASH vouchers under an Agreement to Enter into a Housing Assistance Payments (AHAP) Contract with Everett Commons. The AHA is working with Eden Housing Inc. to attempt to get as many of the 40 PBV VASH vouchers under AHAP by the November deadline as possible given the parameters set out in the original RFP and in compliance with HUD regulations and requirements.

Recently, a new contract was signed with Comcast for upgraded internet at the main office. Three quotes were obtained, and Comcast had the lowest rates. For approximately the same cost as before, the internet speeds were increased by 3 times for downloading information and were increased by 15 megabytes per second for uploading information. These increased speeds are important as most software systems used by staff are housed in the cloud and require downloading and uploading of information.

Staff is researching e-mail encryption systems and should select a system during September to implement by the end of the year. Staff is looking for a system that will automatically encrypt e-mails that may contain sensitive information such as a row of numbers in the pattern of a social security number. The systems will also allow staff to encrypt an e-mail manually if it contains sensitive information that may not follow the guidelines programmed into the system for automatic encryption.

During August, one intern created eLearning content for two classes for AHA policies and procedures. This brings the total number of AHA classes created by staff in eLearning to seven. The eLearning platform contains over 300 classes that cover a broad range of topics including the AHA Employee Handbook, Yardi processing, e-mail etiquette, leasing agent skills, and supervisor training. The platform was recently upgraded and new classes will shortly be added for staff including eight new Yardi processing classes for the PHA module of Yardi.

RECOMMENDATION

For information only.

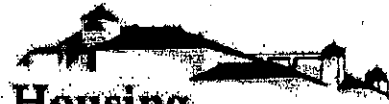
Respectfully submitted,

Janet Basta

Janet Basta
Director of Human Resources and Operations

JCB/TMSC





**Housing
Authority of the City of Alameda**

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Lynette Jordan, Director of Housing Programs
Date: September 19, 2018
RE: Monthly Overview Report for the Housing Programs Department

BACKGROUND

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

Shortfall Update

AHA met with the HUD Shortfall Prevention Team (SPT) on July 26, 2018 to monitor spending, discuss our efforts to collect on debts owed to the Agency, and review additional funding assistance. After reviewing a list of general cost savings measures with the Shortfall Team staff met with the Executive Director and received approval to make the following additional cost-savings measures:

Denial of Involuntary Moves:

Effective September 15, 2018 AHA will deny voluntary moves, both within our jurisdiction and Port-Outs to other areas that will increase HAP expenses. However, if the move will reduce HAP expenses or the receiving PHA guarantee's in writing they will absorb the Port-Out, the voluntary move will be allowed, as that will help reduce the shortfall.

Request for Port Absorption:

Effective immediately AHA mailed out requests to PHA that were currently billing AHA for ports living in the PHA's jurisdiction and requesting that the PHA absorb our ports. This measure will reduce our HAP expenses. Since the port absorption requests were mailed to PHA's, staff have received response from (2) PHA who agreed to absorb.

On June 28, 2018, AHA applied for additional set-aside funds for Project Based Vouchers (PBV) projects currently under AHAP. AHA submitted the requested data for Little John Commons and Everett Commons both projects slated to come on line before December 31, 2018. HUD will begin processing the shortfall set-aside funds in October and AHA staff are currently working with the SPT to ensure AHA projects receive funding.



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018
Page 2 of 3

The next conference call will be in October, and in the meantime AHA, staff will continue working to address program fraud.

FSS Recruitment Efforts:

- August 21, 2018- FSS Staff held a recruitment meeting at our large family site Esperanza to give a short presentation on the program. Staff was successful in signing (3) potential program participants bringing the total to 29.

Book Drive for Children of the World Reading Room

AHA staff hosted a book drive to replace and update the books in the Esperanza Reading Room. The book drive began in July and ended on August 31, 2018 and staff collected over 300 books were collected. The next step is to sort and catalog the books by age groups.

\$500 Owner Incentive

The Landlord Incentive Program was reinstated effective July 1, 2018. Since reinstating the program staff reported (3) new housing units have been added to the program. The bonus is paid for the first new housing unit (apartment, duplex, condominium, single-family residence) that a landlord rents to a family receiving rental assistance from the Housing Authority of the City of Alameda. The bonus is paid after the 12- month lease and Housing Assistance Contract are executed and received by AHA.

HPD STATISTICS

Statistics	June	July	August
Annual Re-examinations Processed	Due: 116 Completed: 115	Due: 121 Completed: 109	Due: 107 Completed: 85
Rent Increases	102	51	34
Interim Re-examinations Processed	33	41	26
HQS Inspections Conducted Pass rate %	43 73%	42 48%	45 52%
HQS in AHA Owned units Pass rate	0 AHA	0 AHA	32 AHA 38%



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018
Page 3 of 3

Voucher Issuance and Lease Up Data

Statistics	June	July	August
Section 8 Continued Movers seeking housing	13	12	8
Port-in voucher holders seeking housing	4	6	6
Voucher holders ported out and seeking elsewhere	11	10	9
Total voucher holders seeking housing	28	28	23
Non-Port Leased	2	2	2
Port Move-In Leased	0	0	0
Total vouchers leased up in month in Alameda	2	2	2
New Vouchers Issued	0	0	2

RECOMMENDATION

For information only.

Respectfully submitted,



Lynette Jordan
Director of Housing Programs

VC/all





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Jennifer Kauffman, Management Analyst

Date: September 19, 2018

Re: Monthly Overview Report for the Rent Stabilization Program

DATA

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

The following submissions were filed with our office for review:

Submission Type	July	August
Rent Increases	57	31
Rent Increases Reviewed by the RRAC	1	August cases pending 9/17/18 hearing
Terminations of Tenancy	11	8
Capital Improvement Plans	0	1

RECOMMENDATION

For information only.

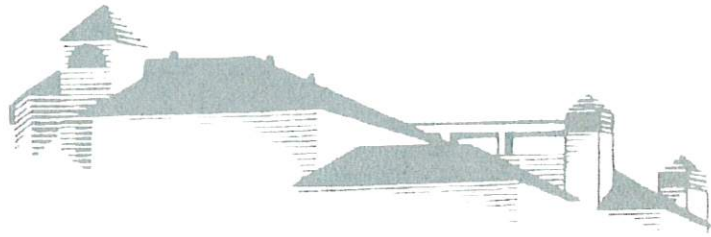
Respectfully submitted,

Jennifer Kauffman
Management Analyst, Rent Stabilization Program





RENT STABILIZATION PROGRAM



ANNUAL REPORT FY 2017-2018



www.alamedarentprogram.org

Email: rrac@alamedahsg.org Phone: 510-747-4346 Fax: 510-864-0879 701 Atlantic Avenue, Alameda, CA 94501

INTRODUCTION



The Housing Authority of the City of Alameda is pleased to submit the second annual report for the Rent Stabilization Program. This program administers the Rent Review, Rent Stabilization and Limitations on Evictions Ordinance No. 3148.

This report was prepared to comply with section 6-58.195 of the Alameda Municipal Code. The document and the public services described throughout would not be possible without the efforts made by the following individuals:

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

- Vanessa Cooper
- Greg Kats
- Jennifer Kauffman
- Grant Eshoo
- Janice Heredia

CITY OF ALAMEDA

- Debbie Potter
- Michael Roush
- John Lê
- Elena Adair

HOUSING AUTHORITY OF THE CITY OF ALAMEDA BOARD OF COMMISSIONERS

- Kenji Tamaoki
- John McCahan
- Art Kurrash
- Fayleen Allen
- Stuart Rickard
- Sandra Kay
- Brad Weinberg

RENT REVIEW ADVISORY COMMITTEE MEMBERS

- Brendan Sullivan-Sarinaña
- Christopher Griffiths
- Milt Friedman
- Jeff Cambra
- Sarah Murray

TABLE OF CONTENTS

Introduction
PAGE 1

**Addressing Housing
Needs in the Community**
PAGE 2

**Overview of the Rent
Stabilization Program**
PAGE 3

**Demographics
and Market Trends**
PAGE 4

**Units Under Rent
Stabilization**
PAGE 5

**Program
Accomplishments**
PAGE 6

Outreach
PAGE 7

**Submission
Characteristics**
PAGE 8

Rent Increases
PAGE 10

**Terminations of
Tenancy**
PAGE 13

Where to Get Info
PAGE 16

ADDRESSING HOUSING NEEDS IN THE COMMUNITY

This report is focused on data specific to the Rent Stabilization Program, which is part of a network of programs in the City of Alameda addressing housing needs. Below is a summary of other housing-related programs available in the City.

FEDERAL, STATE AND COUNTY-FUNDED PROGRAMS

■ HOUSING CHOICE VOUCHER AND PROJECT-BASED VOUCHER PROGRAMS AND CASE MANAGEMENT SERVICES

■ VETERANS AFFAIRS SUPPORTIVE HOUSING

■ COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

- Emergency shelter
- Legal assistance for seniors
- Tenant/ landlord counseling
- Fair housing training / services
- Housing rehabilitation loans
- Housing Safety Program

■ HOME INVESTMENT PARTNERSHIPS PROGRAM

■ FIRST TIME HOMEBUYER PROGRAM

■ LOW INCOME HOUSING TAX CREDIT PROGRAM

■ COORDINATED ENTRY SERVICES

■ COUNTYWIDE MORTGAGE ASSISTANCE PROGRAM

CITY PROGRAMS

INCLUSIONARY HOUSING /
BELOW MARKET RATE PROGRAM

AFFORDABLE HOUSING UNIT/FEE ORDINANCE

ACCESSORY DWELLING UNIT PROGRAM

UTILITY ASSISTANCE PROGRAMS

RENT STABILIZATION PROGRAM

LOCAL POLICY MAKERS

City Council

PROGRAM ADMINISTRATOR

Housing Authority of the City of Alameda

REVIEW OF RENT INCREASES
SUBJECT TO RENT STABILIZATION

Rent Review Advisory Committee

RENT PROGRAM FEE
COLLECTION

Finance Department, City of Alameda

LEGAL COUNSEL

City Attorney's Office

OVERVIEW OF THE RENT STABILIZATION PROGRAM

- Provides a mediation and hearing process to review and render decisions on rent increases

- Addresses questions and provides information about the City's Rent Stabilization Ordinance through phone, mail, e-mail, and by appointment

- Enforces the regulations under the City's Rent Stabilization Ordinance including monitoring compliance

- Provides outreach through monthly workshops, presentations at community events, newsletters, and public announcements



Legislative Summary

Fall 1979

City Council creates the Rent Review Advisory Committee

Fall 2015

Ordinances 3131 & 3140

City Council requires text in all rent increase notices and places a temporary moratorium on rent increases of 8% or more and limits grounds for evictions

Spring 2016

Ordinance No. 3148

City Council adopts the Rent Stabilization Ordinance

Fall 2016

Measure L1

Alameda voters approve Ordinance No. 3148

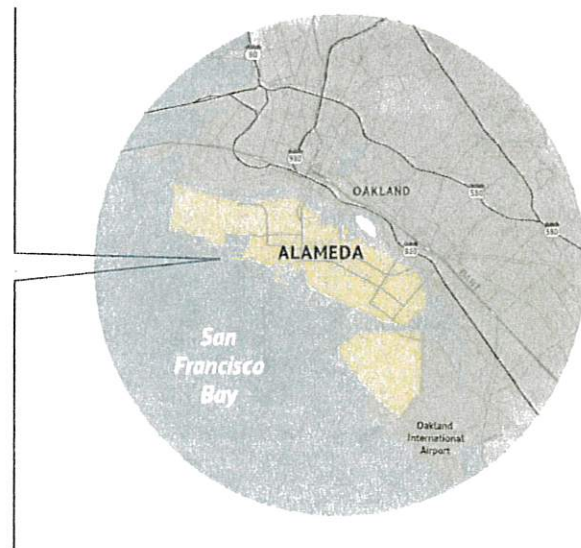
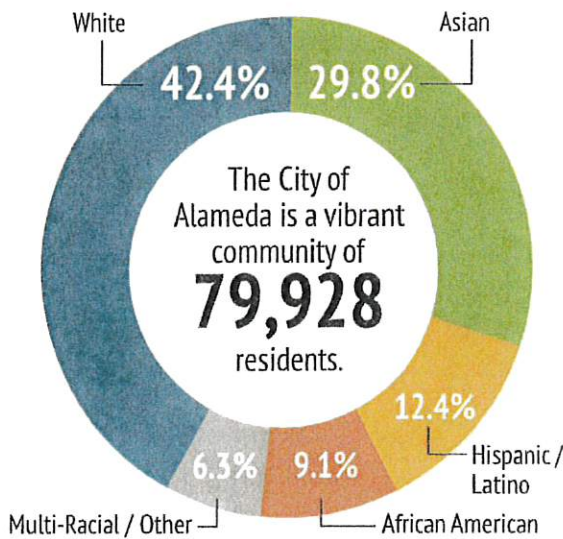
Summer 2017

City Council adopts \$120 annual program fee

Summer 2018

City Council adopts \$106 annual program fee

City of Alameda DEMOGRAPHICS AND MARKET TRENDS



\$92,377
Median household income

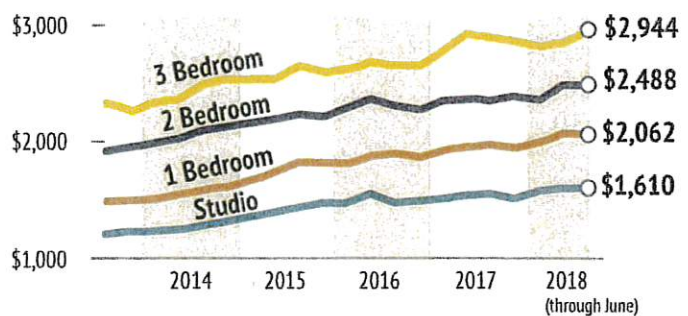
31,408
Households

48% rent **52% own**

45%
of renters spend at least 30% of income on rent

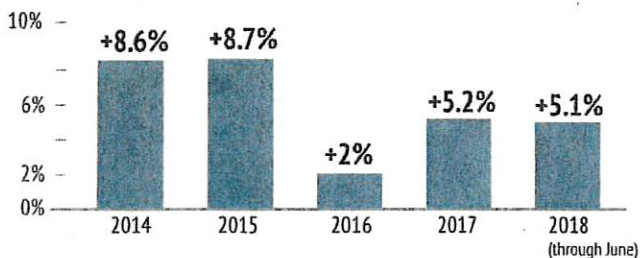
2.2%
Rental vacancy rate

Asking monthly rent by unit at multi-unit properties (two or more units)



Source: Costar, 2018

Asking monthly rent percent growth Annual percent increase in average asking monthly rent at multi-unit properties.

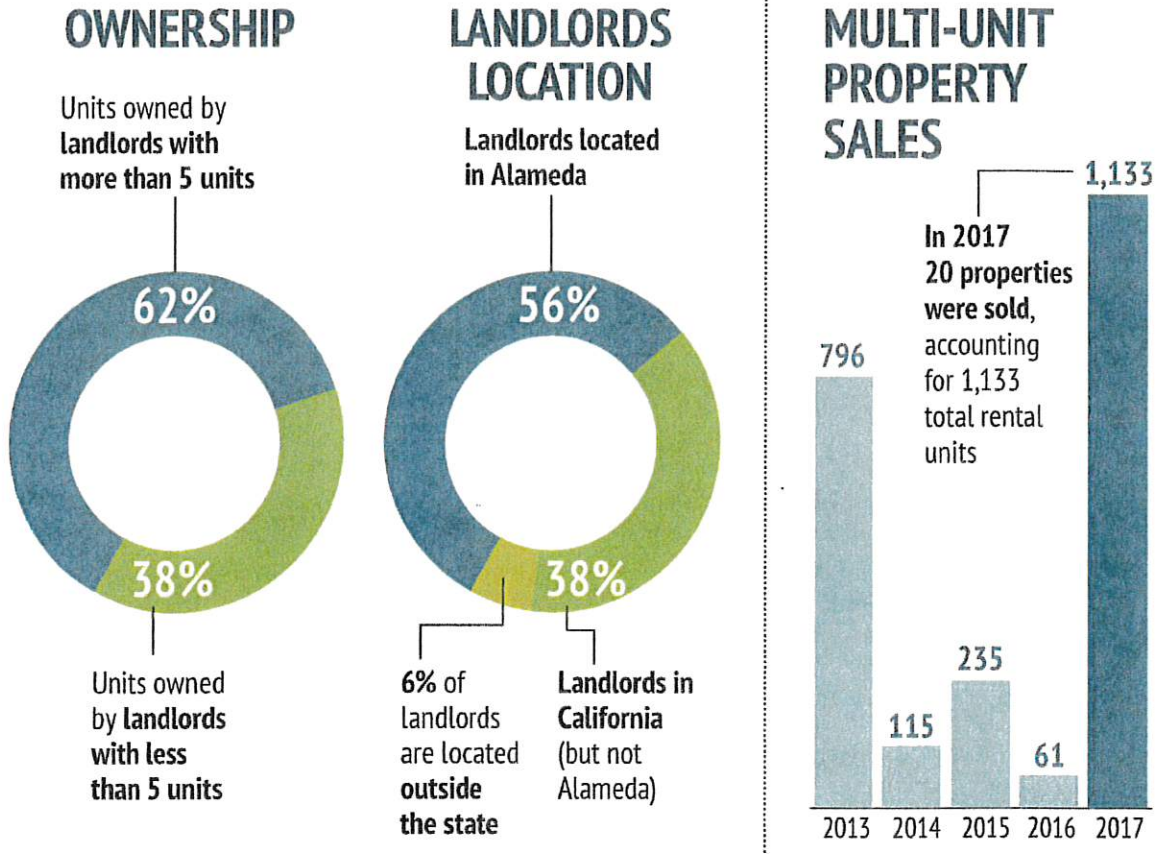


Source: Costar, 2018

Source: All data is sourced from American Community Survey Five-Year Estimates, 2016, unless stated otherwise.

UNITS UNDER RENT STABILIZATION

There are **13,389** rental units covered under Rent Stabilization



UNITS NOT SUBJECT TO THE ORDINANCE

- Government regulated
- Institutions (Institutions, dorms, etc.)
- Commercial units
- Accommodations (Less than 30 days)
- Occupancies less than 30 days
- Mobile homes

PROGRAM ACCOMPLISHMENTS FY 2017-2018

FY2017-2018

\$1,799,712 budget \$120 per unit fee

FY2018-2019

\$1,586,826 budget \$106 per unit fee

Workshops & Trainings

Fair housing trainings and workshops on landlord and tenant rights and responsibilities under the Rent Stabilization Ordinance.

Online Educational Videos

Rent increase and termination of tenancy educational videos are available online to provide 24/7 viewing.

24/7 Answering Service

On average, 94 calls are received each month after office hours. These calls are directed to a live answering service. Staff responds to the messages the next business day.

Publications & Mailings

All households in Alameda received program information through Alameda Municipal Power bills and the Recreation & Parks Activity Guide.

Translation Services

Five languages are represented on program materials.

Chinese**Español****Tiếng Việt****Tagalog****English**

Free translation in any language is available upon request

E-newsletters

1,667 individuals subscribe to the e-newsletter, which shares announcements of upcoming events and news about the program.

Implement a client management database

A Request for Proposals (RFP) was issued in July 2018. This RFP incorporates feedback from other departments in the City to ensure compatibility and prevent duplication with existing systems.

Expand and formalize the mediation option

Staff has received mediation training from SEEDS (www.seedsrc.org) and increased access to information about mediation.

Implement online form submission

Applications to request a review of rent increase are available for online submission. Termination submissions will be available for online submission by the end of 2018.

Provide additional training for RRAC

Training provided on:

- Fair rate of return
- Financial impact on the tenant
- Making decisions by committee
- Conflict resolution

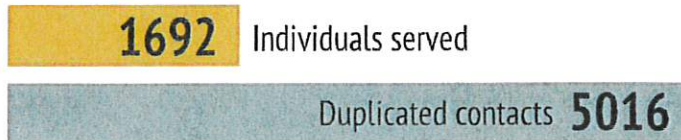
OUTREACH

The Rent Stabilization Program is committed to providing equal access to information and prioritizing education to the public regarding its rights and responsibilities under the City’s Rent Stabilization Ordinance.

PERSONALIZED SERVICE

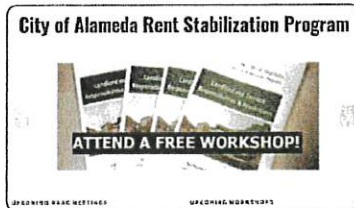
Staff serve individuals in the community through phone calls, emails, in-person appointments and public workshops.

Contacts with staff, FY 2017-2018



EDUCATIONAL WORKSHOPS & FAIR HOUSING TRAINING

Educational workshops are offered monthly during daytime and evening hours to accommodate the needs of the community. The



workshops are available to tenants and landlords and highlight the rent increase and termination of tenancy requirements under the Ordinance. These workshops are also available online for 24/7 hour viewing.

Additionally, the program sponsors fair housing trainings throughout the year. Fair housing training is provided by Eden Council for Hope and Opportunity (ECHO).

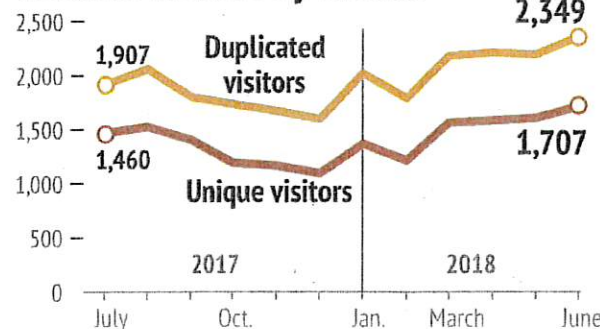
Number of Workshops



WWW.ALAMEDARENTPROGRAM.ORG STATS

In FY 2017-2018, the website had 16,834 unique visitors and 23,449 duplicated visitors

Website visitors by month



FEATURES

- Submit questions
- Mediation info
- Resource links
- Translation option
- Data reports
- RRAC archive

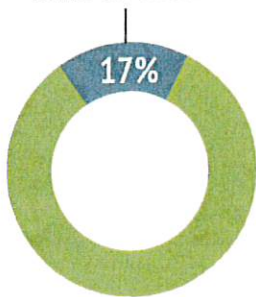
SUBMISSION CHARACTERISTICS

Based on Termination of Tenancy and Rent Increase Submissions, FY 2017-18

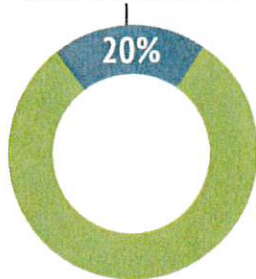
LANDLORDS

Landlords who:

purchased the property within the last 12 months

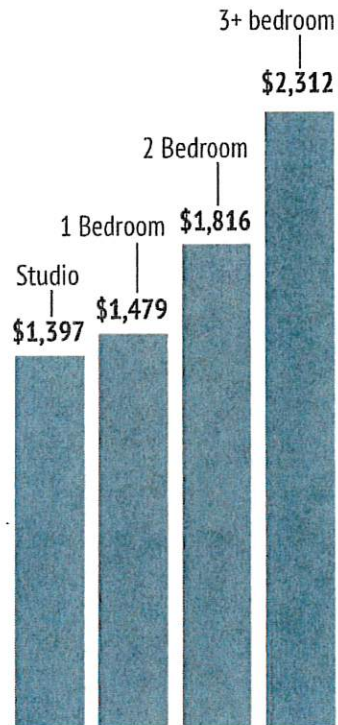


own a single-family home or condominium



AVERAGE RENTS

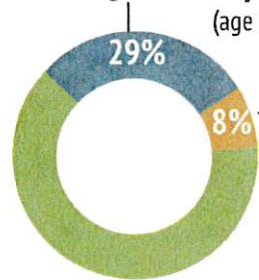
At time of submission



TENANTS

Households:

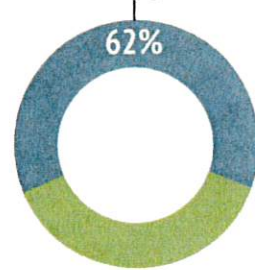
with children under age 18



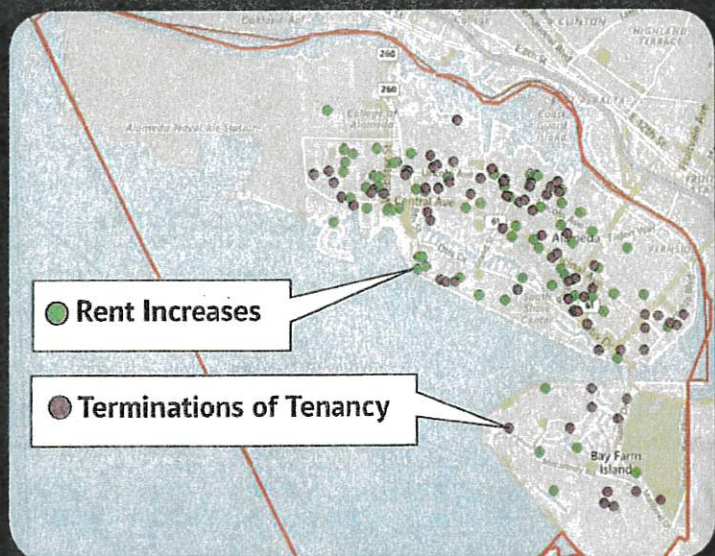
Senior-only (age 62+)

8%

living in Alameda for more than 5 years



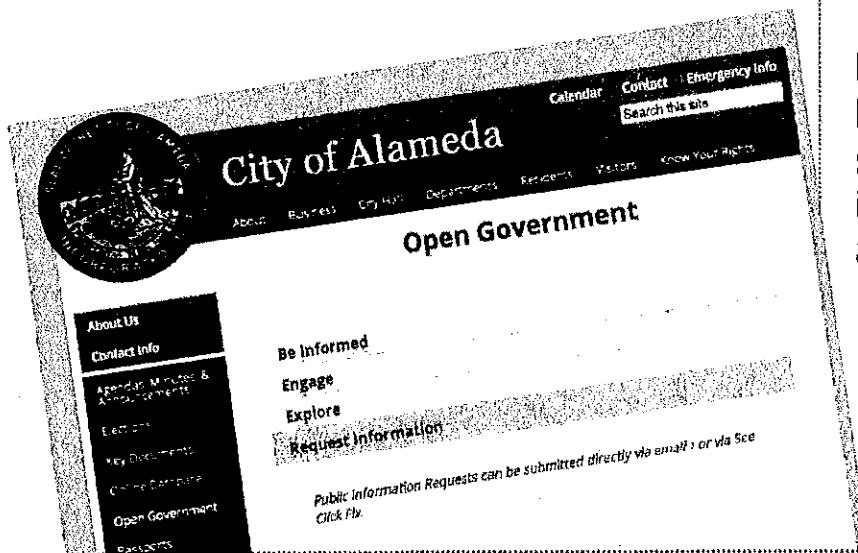
Units served with "no cause" and "no fault" terminations of tenancy notice or a rent increase notice subject to RRAC



PUBLIC RECORDS ACT (PRA) REQUESTS

All documents submitted to the Rent Stabilization Program are considered public records and are subject to disclosure. A determination of what information is released is made on a case-by-case basis.

18 Requests under the PRA were submitted in FY 17-18. On average, 120 pages were released in each request.



CAPITAL IMPROVEMENT PLANS

Definition of a Capital Improvement:

- Costs that meet or exceed 8 x the number of units improved x the average monthly rent and
- an expenditure that is a major long term improvement or repair.

In FY 2017-2018 no Capital Improvement Plans were submitted with complete information to receive approval.

ADMINISTRATIVE CITATIONS / HEARINGS

Staff provides landlords the opportunity to cure violations after being educated about their rights and responsibilities. If the violations are not remedied after several requests, they are referred to the City Attorney's office for administrative enforcement, which can include a citation or hearing.

2 FY 16-17

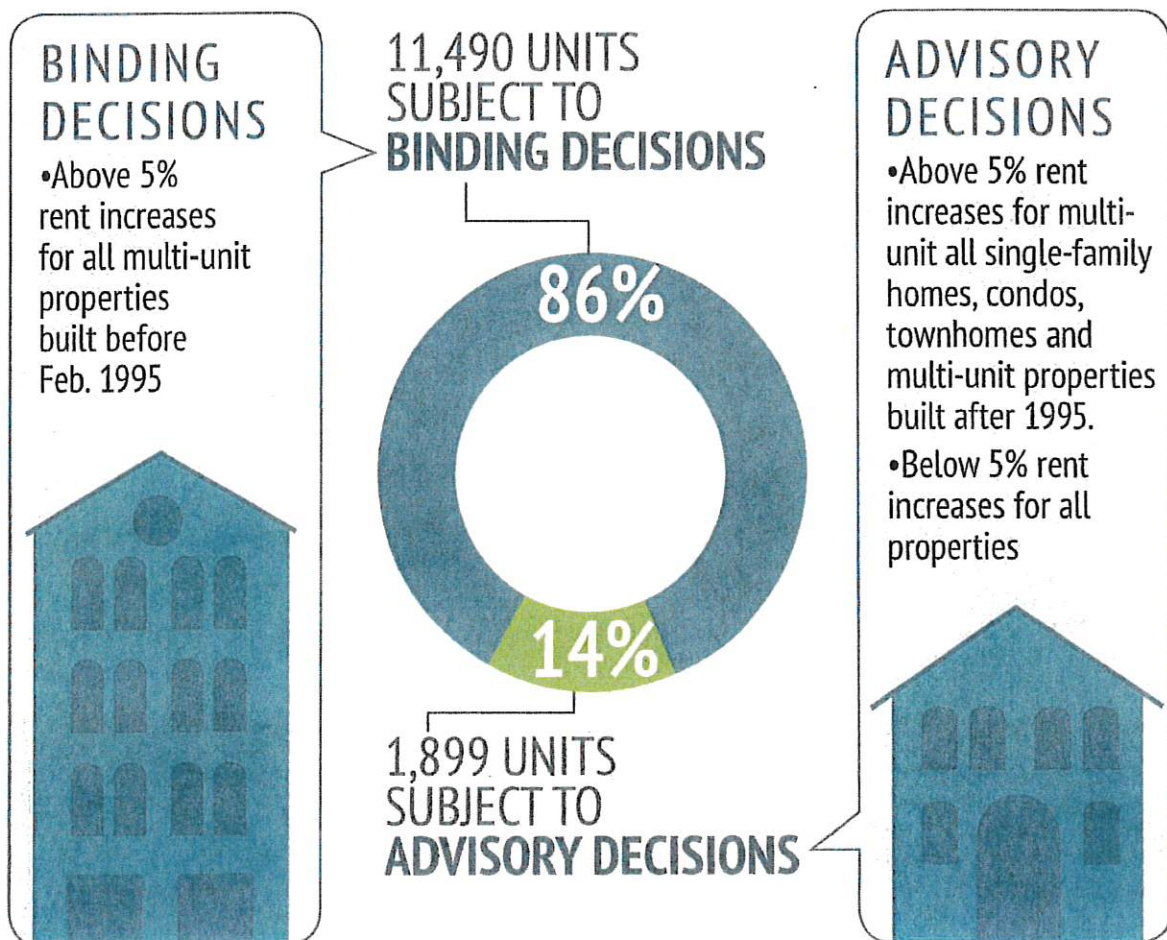
5 FY 17-18

RENT INCREASES

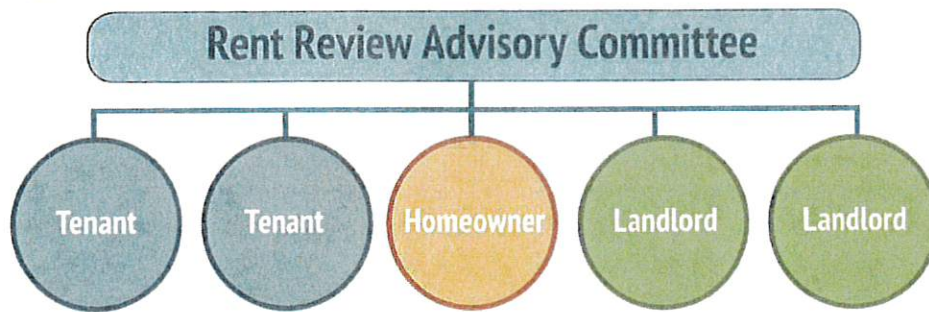
The Ordinance has administrative requirements for annual rent increases, including a mandatory review of rent increases in excess of 5%. The Rent Review Advisory Committee (RRAC) reviews rent increases and has authority to render decisions, which in some cases become binding on the parties.

Rent can only be increased for the following reasons:

- 1. Annual Rent Increase:** All rent increases must follow the rent increase procedures established by the Ordinance.
- 2. Capital Improvement Process:** The City may authorize a rent increase if the landlord is able to document that s/he has completed work that meets the requirements as outlined in the Capital Improvement Plan Resolution 15138.
- 3. Voluntary Move-Outs:** When a unit subject to the Rent Stabilization Ordinance is vacated as a result of a tenant voluntarily leaving, the landlord may set the rent for a new tenant at his/her discretion.



RENT REVIEW ADVISORY COMMITTEE (RRAC)



Members are Alameda residents appointed by the Mayor and confirmed by the City Council.

The RRAC considers the information presented by the tenant and landlord to determine the rent increase.

Preparation

Private Mediation & Communication

Multiple offers of private mediation are made to each participant before the RRAC hearing through forms, letters, flyers and phone conversations. While outreach materials offer free mediation service, most participants prefer staff to provide informal conflict resolution services through case management to resolve any issues. Staff made 12 contacts with each case eligible for a RRAC hearing and provided formal mediation to six cases.

Advocates welcome

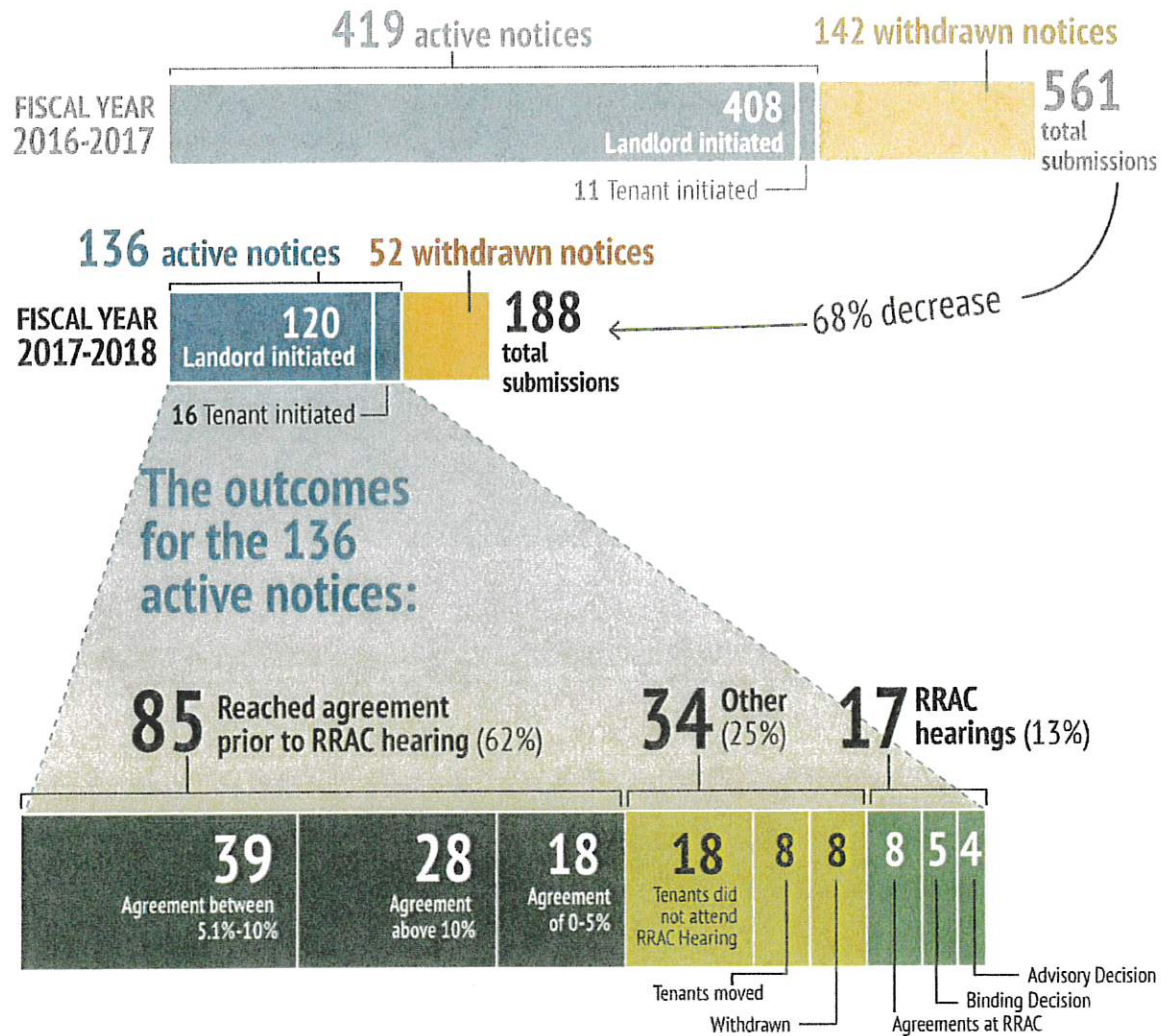
Parties are informed that they are welcome to bring an advocate to the meeting.

Resources provided to participants



RENT INCREASE STATS

TOTAL RENT INCREASES SUBMISSIONS



3 in 4 tenants agree to the original rent increase amount.

Average Rent Increase of All Active Notices
\$295 noticed amount
\$150 imposed amount

Appeals of RRAC Decisions
 1 RRAC decision was appealed and heard by a Hearing Officer, who upheld the RRAC decision.

TERMINATIONS OF TENANCY

Terminations of tenancy are limited to ten allowable grounds defined by the Rent Stabilization Ordinance.

Terminations for “no cause” and “no fault” must be filed with the Rent Stabilization Program. There are no filing requirements for terminations for cause.

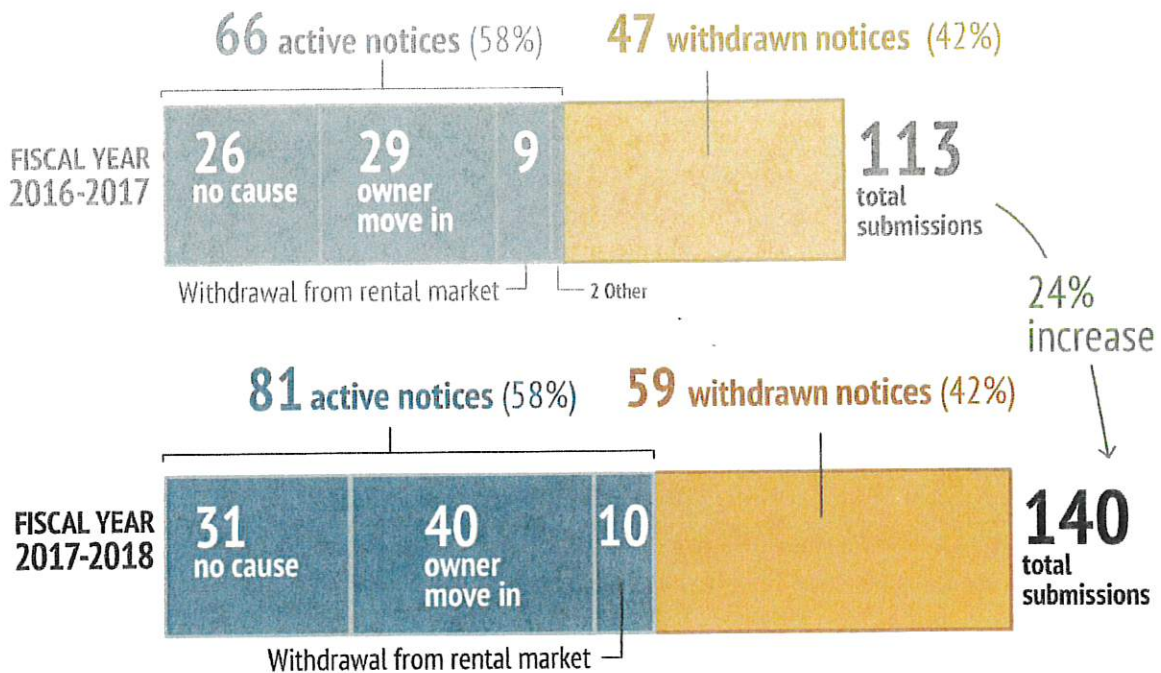
Ten allowable reasons to terminate tenancy

- 1 Non-payment of rent**
No relocation assistance owed.
- 2 Breach of the lease**
No relocation assistance owed.
- 3 Failure to give access**
No relocation assistance owed.
- 4 Nuisance**
No relocation assistance owed.
- 5 No cause**
Relocation assistance owed and restriction on the maximum rent for the next tenant. Limit on the frequency a tenancy can be terminated for this reason at a property.
- 6 Owner move-in**
Relocation assistance owed and restriction that the qualified family member live at the property for at least one year and occupy the unit within 60 days after the tenant vacates.
- 7 Capital Improvement Plan (CIP)**
Relocation assistance owed and landlord must receive approval for the CIP prior to serving the termination notice on the tenant.
- 8 Withdrawal from the rental market**
Relocation assistance owed and restriction that the unit is permanently removed from the rental market, regardless of a change in ownership.
- 9 Demolition**
Relocation assistance owed and property must be demolished.
- 10 Compliance with a governmental order**
Relocation assistance owed and tenant must be offered the same unit at the same rent after compliance with governmental order.

TERMINATION OF TENANCY STATS

Staff reviews all “no cause” and “no fault” terminations for compliance with the Ordinance's requirements. Some notices that are in compliance with the City's regulations were not carried out because the landlord decided to rescind the notice of termination.

TOTAL TERMINATION OF TENANCY SUBMISSIONS



In FY 2017-18:

4 in 10

Terminations of tenancy occurred at condos and single family homes

3 in 10

Terminations of tenancy notices were served on households with children under the age of 18.

1 in 10

Terminations of tenancy were served to a senior-only household.

RELOCATION ASSISTANCE

Relocation assistance calculation:

Monthly rent **multiplied** by years in the unit (not to exceed four)

plus moving expenses of \$1,595 (adjusted annually on the consumer price index)

Average relocation assistance for active notices



Terminations of tenancy, length of time tenant lived in unit



PROPERTY SALE STATS FOLLOWING A TERMINATION OF TENANCY

Since the Ordinance came into effect, terminations for "no cause" or "withdrawal from the rental market" have been used to terminate a tenancy prior to the rental unit being sold. There is no current requirement that the unit restriction following these terminations be recorded on the title. This has caused an issue with sellers failing to properly disclose unit restrictions to potential buyers.

23 OF 57 UNITS (40%) were put on the market after termination for **NO CAUSE**.

UNIT RESTRICTION:

The maximum rent for the next tenant is capped. Limit on the frequency a tenancy can be terminated for this reason at a property.

16 OF 19 UNITS (84%) were put on the market after termination for **WITHDRAWAL FROM THE RENTAL MARKET**:

UNIT RESTRICTION:

Permanent removal of the unit from the rental market, regardless of a change in ownership.

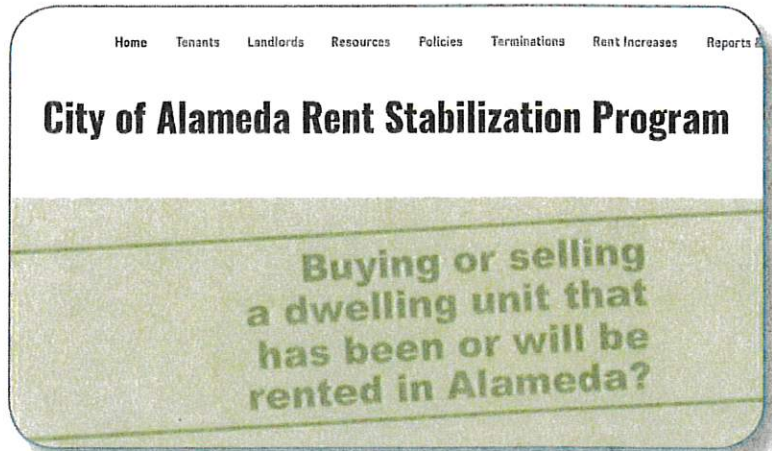
Partnerships

- Community Development Department
- City Attorney's Office
- Alameda Municipal Power
- ECHO Housing
- Alameda Unified School District
- Recreation and Parks Department
- Mastick Senior Center
- Legal Assistance For Seniors
- Alameda Family Services
- Libraries Department
- Community Partners: Tenants, Landlords, Realtors, Local Businesses

WHERE TO GET INFO

Online resources

www.alamedarentprogram.org

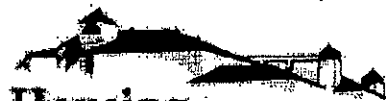


CONTACT INFORMATION

Office hours are Monday through Thursday
8.30am-4pm: Appointments available
Phone: 510-747-4346 **Email:** rrac@alamedahsg.org

Informational Workshops available for Landlords and Tenants

Register online at www.alamedarentprogram.org to attend an in-person workshop or to watch a workshop video on the program website.



Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Lisa Caldwell, Director of Property Operations

Date: September 19, 2018

Re: Monthly Overview Report for Property Operations

BACKGROUND

This memo provides a high-level overview of the property operations activities in the prior month.

DISCUSSION

VACANCY – August

Lease up coordination between the Property Management 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 all vacant units. Three applicants are processed at a time for each vacancy.

Property	Unit #	Vacancies end of August	Rate
Anne B. Diamant Plaza	65	0	0%
China Clipper Plaza	26	0	0%
Eagle Village	36	2	6%
Esperanza	120	1	1%
Independence Plaza	186	10	5%
Parrot Village	50	2	4%
Combined Smaller Sites *	41	2	5%
Total	524	17	3%

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

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

For the moment, upcoming vacant units at Independence Plaza are being held open in order to accommodate upcoming ADA capital improvements to 20 units. At the end of



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018
Page 2 of 4

August there was ten (10) vacant unit at Independence Plaza and these units are included in the vacancy numbers listed above. Three (3) of the current vacant units are units that will go through the ADA rehabilitation and will be vacant for the next few months. The remainder of the units are being used to relocate current residents either as a onetime permanent move or as a hospitality unit.

Rosefield Village is not included above as The John Stewart Company (JSCO) is handling the leasing of vacant units. At the end of July, there were ten (10) units at Rosefield that were permanently offline due to the upcoming rehabilitation of the property and a further 3 are on notice. As vacancies come up at other AHA owned sites, residents at Rosefield will be offered these units, where eligible, in order to accommodate as many current residents that want to remain housed in Alameda. In October, staff will bring a proposal to the Board to move the management of Eagle Avenue to JSCO effective January 1, 2019. The sites are collocated, with many management issues in common and Rosefield site will have fewer than 40 of the total 52 units occupied in the near future.

RENT COLLECTIONS – August

All properties had a collection rate of 95% or above. Rents for Esperanza, IP and ABD are now being collected on site which provides better accessibility for the residents at these sites.

GPR - Budget vs. Collected

Property	ABD	China Clipper	Eagle Village	ESP	IP	Parrot Village	*All Other Sites	Total
					Tenant Rent Only			
Budgeted GPR	87,406	35,096	73,792	289,988	145,222	128,668	59,980	820,152
Collected	90,388	37,334	71,475	298,445	126,950	122,938	58,415	805,945
Collection Rate	103%	106%	97%	103%	87%	96%	97%	98%

*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).

Below are the collection rates for Rosefield Village for the month July. The financial reporting for Rosefield is one month behind AHA managed sites due to JSCO providing financial packets the middle of the each month for the prior month.

For the month of July, the collection rate was above 95%.

GPR - Budget vs. Collected

Rosefield	July
Budgeted GPR	83,508
Collected	90,304
Collection Rate	108%



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018

Page 3 of 4

Rent increase notices for 2018 are issued monthly. The rent increase notices are provided 60 days prior to the effective date. Rent increase notices have and will continue to be mailed out monthly. Many of the increases are to the contract rent for voucher holders and should not affect the tenant's portion. The exception will be to the households that are over housed and paying for an extra bedroom outside of the voucher size. Rent increases are still below the current payment standards as they were last year. Rent increases at Independence Plaza for 2018 were issued and effective February 1, 2018. Staff will be providing plenty of advance notice to Independence Plaza starting in September of 2018 for rent increases effective February 2019.

MAINTENANCE

The HQS inspection process for FY2018-2019 has started. The maintenance staff is currently working on preventive maintenance at Anne B. Diament and working on units that did not pass the first inspection at Eagle Village.

The work order report below shows the work orders completed through August.

Work Order Summary by Month

Property Name	Units	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
AHA OFFICE	N/A	9	7	8	17	16	13	16	8		94
SHERMAN STREET	9	16	6	6	5	1	1	4	2		41
LINCOLN HOUSE	4	1	4	1	2	5	2	3			18
ESPERANZA	120	113	133	104	62	51	48	46	19		576
PARROT VILLAGE	50	42	26	36	29	23	29	23	13		221
Detached Homes	3	4		2	1	2	1				10
ANNE B DIAMENT PLAZA	65	26	16	16	17	18	11	37	61		202
PARROT GARDENS	8	3	4	5	1	1	2	1	2		19
STANFORD HOUSE	4	7	2	1	1	1			1		13
LINCOLN/WILLOW	5	9	3	3	6	1	3	1	1		27
SENIOR CONDOS	7	9		5	1	2		5	2		24
CHINA CLIPPER PLAZA	26	14	5	4	12	12	7	15	12		81
EAGLE VILLAGE	36	11	12	10	15	9	12	37	15		121
INDEPENDENCE PLAZA	186	57	58	162	140	68	37	50	41		613
Total	523	321	276	363	309	210	166	238	177		2,060



Honorable Chair and
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September 19, 2018
Page 4 of 4

CAPITAL PROJECTS

Upcoming capital improvement work at Independence Plaza includes ADA upgrades to 20 units and will take place over the upcoming year. The first tenant meeting for the units impacted took place in December and tenants were briefed again at their March resident council meeting. Staff is currently working on meeting with households in the 1st two phases (6 units) to schedule one time permanent moves within the property and to arrange offsite or temporary relocation as necessary. Residents will be able to access LifeSTEPS and a personal organizer to prepare for the moves. Construction is scheduled to start in the next couple of months.

The attached table (Attachment 1) summarizes Housing Authority capital project work recently completed, currently underway and those planned to begin within the coming period. For the immediate future the capital projects work and staffing has been transferred to report to the Director of Property Operations.

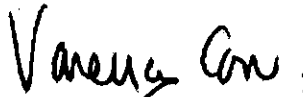
FINANCIAL IMPACT

Report only, no financial impact.

RECOMMENDATION

For information only.

Respectfully submitted,



Lisa Caldwell
Director of Property Operations

VMC/all

ATTACHMENT 1 – FY 2018-19 Capital Projects Update



Attachment 1 - FY 2018-2019 Capital Projects Update

Property	Description	Original Contract or Budget Amount	Approvals Change Orders	Current or Revised Budget Amount	% Complete	Original Substantial Completion	Expected or Actual Substantial Completion	Notes
AHA	ADA Door Installation	13,279	1	18,514	100	1/2018	3/2018	Complete (FY2017-2018)
IP	504 Upgrades	2,000,000	0	3,500,000	4	6/2018	6/2019	Construction to begin 10/1.
RV	Roof Repair/Tree Removal	11,783	0	11,783	100	4/2017	4/2017	Complete (FY2017-2018)
CC	Pool Fill	52,136	0	52,136	100	12/2017	2/2018	Complete (FY2017-2018)
CC	Soft Story Assessment	19,850	0	19,850	100	7/2017	7/2017	Assessment complete; no imminent risk but rehab will include reinforcement
Portfolio	Roof Assessments	33,000	0	33,000	100	4/2018	7/2018	Complete (FY2017-2018)
AHA	Office Building Roof Installation	40,000	0	40,000	0	6/2018	10/2018	Soliciting estimates
ABD	Roof Repairs	120,000	0	120,000	0	6/2018	12/2018	Inspection report gives life up to 5 years, will be combined with major rehab project
SHIM	Roof Replacement	150,000	0	150,000	0	10/2018	10/2018	Soliciting estimates

Per CIP Schedule

Property	Description	Original Contract or Budget Amount	Approvals Change Orders	Current or Revised Budget Amount	% Complete	Original Substantial Completion	Expected or Actual Substantial Completion	Notes
RV	738 Eagle Sub Rehab	618,614	9	752,192	100	5/2017	3/2018	Complete, units leased Complete (FY2017-2018)
EV	Sub-Meter Install	22,382	0	22,382	100	4/2017	4/2017	Installation complete, expect to implement after IT system test
ESP	Groundwater Investigation	8,800	0	8,800	100	5/2017	5/2017	Complete (FY2017-2018)
AHA	Main Office Emergency Generator and Switch Panel	65,000	0	41,617	100	12/2017	4/2108	Complete (FY2017-2018)
ABD, ESP, IP	Install Transfer Switches	23,500	0	23,500	20	6/2018	9/2018	Permits secured, switches on order installation pending delivery

Additional Projects



**Housing
Authority of the City of Alameda**

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Kathleen Mertz, Interim Director of Housing and Community Development
Prepared by: Danielle Thoe, Management Analyst
Date: September 19, 2018
RE: Monthly Overview Report for Housing & Community Development

BACKGROUND

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

Community Development Block Grant (CDBG) and HOME Program

Staff prepared the FY17-18 Consolidated Annual Performance and Evaluation Report (CAPER) for public comment. The final report is due to HUD on September 28, 2018. Staff has engaged a third party contractor to review the demolition bid for the work at North Housing. Carmel Partners has begun extracting materials that can be reused.

Inclusionary and Below Market Rate Programs

In August, the last of the three moderate-income units for sale at Mulberry closed. The Housing Authority also completed its acquisition of its third unit at Mulberry. This will be leased in the coming month. Construction of the last unit to be acquired by the Housing Authority is expected to be completed in December 2018.

Staff is preparing to initiate annual monitoring of the owner-occupied BMR units this month.

Island City Development Loans

The Housing Authority has made two predevelopment loans to Island City Development (ICD) on behalf of two development projects: North Housing and Rosefield. The loan balance and project details are discussed in the attached project specific reports. Additionally, AHA made a \$250,000 working capital loan to ICD in April 2017. These



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018

Page 2 of 3

funds are used for short-term project costs related to timing mismatches for the monthly construction draws. This operating capital loan matures in 2022, at which time it is anticipated that ICD will have sufficient capital earned from developer fee to cover these costs of doing real estate business.

Affordable Housing Project Pipeline

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

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

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

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

Staff has submitted a proposal to the Alameda County Tax Collector for purchase of a single family home on Haight Avenue through the Chapter 8 program. Staff continues to evaluate potential real estate development and acquisition opportunities throughout Alameda as they become available.

Asset Management

Staff has completed lease up of 1301 Buena Vista Avenue, Littlejohn Commons, with The John Stewart Company (JSC) and other AHA staff and the building is fully occupied. The Grand Opening will be October 1 at 1.30. All are invited. There is no need to RSVP.

Other Activities

Staff said goodbye to the summer intern who worked on a number of projects including the Littlejohn Commons Grand Opening planning and Brown Bag lunch series. Before his last day the intern, conducted a staff survey soliciting feedback on the Brown Bag series so that staff may evaluate and further develop the program for a future Brown Bag series. The second intern, through the Non Profit Housing (NPH) program, continues under a reduced schedule during the school year and is working on the breakroom renovation, real estate project management assistance, Littlejohn Commons Grand Opening, and other projects as assigned.

Staff continues to move forward with transportation initiatives. Staff have signed a Memorandum of Understanding between AHA and the City to fund \$12,000 in transit passes for qualifying residents. This program will roll out at Anne B. Diament and Everett Commons (with Littlejohn Commons residents provided transit passes through Tim Lewis Communities) as a pilot. Staff is now in process of signing an agreement with AC Transit to pay for the passes and expect it to be fully rolled out by November 1, 2018.



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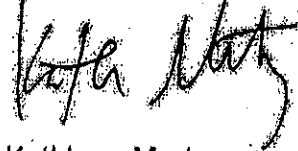
September 19, 2018
Page 3 of 3

Staff continues to participate on the Homelessness Outreach Team with City staff and other community partners to address homelessness strategies within the City.

RECOMMENDATION

For information only.

Respectfully submitted,



Kathleen Mertz
Interim Director of Housing and Community Development





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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Kathleen Mertz, Interim Director of Housing and Community Development

Prepared By: Tobi Liebermann, Senior Project Manager

Date: September 19, 2018

RE: Monthly Development Report for Littlejohn Commons

BACKGROUND

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

The Littlejohn Commons project includes the new construction of 31 units located at 1301 Buena Vista Ave. Construction funds were secured at the financial closing on December 14, 2016. ICD is the developer, BBVA Compass is the construction lender and California Community Reinvestment Corporation is the permanent lender, SGPA is the architect of record. Brown Construction is the General Contractor.

Bedroom Size	1	2	3	4	Total
# Units	30	1			31

Total Development Budget: \$19.2 MM

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

DISCUSSION

Construction of the project started on December 27, 2016 and staff received the Final Certificate of Occupancy on August 2, 2018. A Grand Opening is scheduled for October 1, 2018. The site infrastructure work and landscaping that was to be performed by Tim Lewis is now completed. Current construction activities include only final punch list items. All Project Based Voucher units passed the HQS inspection.



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018
Page 2

The construction contract totals \$11,766,366 including approved Change Orders. The development budget includes a 5% hard cost construction contingency in the amount of \$557,401. Approved change orders now total \$618,338 including both added costs and credits. Owner contingency funds are held separately from the contract and as change orders are approved, the original construction contract value will increase accordingly as shown in the table below.

Contingency Utilization				
	Original Budget	Current Revisions	Previous Revisions	Current Budget
Construction Contract	11,148,028	-67,801	686,139	11,766,366
Construction Contingency	557,401	67,801	-686,139	-60,937*
Soft Cost Contingency	143,686	-9,042	-134,644	0

*This hard cost overage will be absorbed by other line items in the overall budget that is expected to keep costs within the board approved master development budget

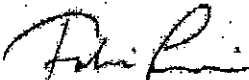
General Construction Contract Utilization				
Contract Total	Value of Work Completed	Retention Withheld	Payments to Date	Balance to Finish
11,766,366	11,766,366	588,318	11,178,048	588,318

FINANCIAL IMPACT

The overall budget disbursements are summarized below. The land line item is shown as disbursed but is a deferred payment. The "\$ Disbursed" column includes the current draw amount. The cost certification process is just now beginning with the auditor. Any line item cost overruns will be either absorbed by other line items in the board approved master development budget or will come back to the board for approval.

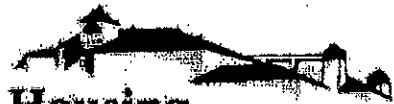
	\$ Budget	\$ Disbursed	% Disbursed	\$ Balance
Land	3,435,000	3,435,000	100%	-
Hard Costs	11,766,366	11,178,048	95%	588,318
Soft Costs	4,023,959	2,905,791	72%	1,118,168
Total	19,225,325	17,518,839	91%	1,706,486

Respectfully submitted,



Tobi Liebermann
Senior Project Manager





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Kathleen Mertz, Interim Director of Housing and Community Development

Prepared by: Tobi Liebermann, Senior Project Manager

Date: September 19, 2018

RE: Monthly Development Report for Everett Commons

BACKGROUND

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

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

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

Total Development Budget: \$16.6 MM

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

DISCUSSION

Construction of the Project started on July 7, 2017. The current percent complete as of the end of August billing is approximately 80%. Current GC activities include cabinetry, finish plumbing and electrical, flooring and exterior stairs. Site work underway currently includes, parking area grading, curb and gutter, and bioswales.



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018
Page 2

The construction contract totals \$11,822,952 including 13 approved contract change orders for a total of \$368,661. The development budget includes a 5% hard cost construction contingency in the amount of \$577,813. Owner contingency funds are held separately from the contract and as change orders are approved, the original construction contract value will increase accordingly as shown in the table below.

Contingency Utilization				
	Original Budget	Current Revisions	Previous Revisions	Current Budget
Construction Contract	11,556,266	101,976	266,686	11,924,928
Construction Contingency	577,813	-101,976	-266,686	209,151
Soft Cost Contingency	148,371	83,176	-135,687	95,860

General Construction Contract Utilization				
Contract Total	Value of Work Completed	Retention Withheld	Payments to Date	Balance to Finish
11,924,928	9,537,989	953,799	8,584,190	3,340,738

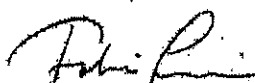
FINANCIAL IMPACT

The overall budget disbursements are summarized below. The "\$ Disbursed" column includes the current draw amount.

	\$ Budget	\$ Disbursed	% Disbursed	\$ Balance
Land	34,900	15,833	45%	19,067
Hard Costs	12,134,079	8,584,190	71%	3,549,889
Soft Costs*	4,440,826	2,198,941	50%	2,241,885
Total	16,609,805	10,798,964	65%	5,810,841

*Previous versions included an error on soft costs reporting that left out financing fees and reserves.

Respectfully submitted,



Tobias Liebermann
Senior Project Manager





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Kathleen Mertz, Interim Director of Housing and Community Development

Prepared By: Danielle Thoe, Management Analyst

Date: September 19, 2018

RE: Monthly Development Report for the Rosefield Project

BACKGROUND

Since early 2015 staff has been working to prepare a redevelopment plan for the buildings at Rosefield Village. It was initially expected that the site could be preserved through substantial rehabilitation but two separate structural reports indicated that the nine 1979 pre-fabricated buildings have reached the near-end of their useful life. Staff adjusted the project scope to include redevelopment of the property rather than rehabilitation of the existing buildings.

In October 2016, the Board authorized staff to proceed with a plan to construct approximately 60 new units to replace the existing pre-fabricated buildings and approved the selection of Dahlin Group Architecture to design the project. Two Board workshops were held, and the Board provided direction to the design team to identify a preferred site plan and design genre. In September 2017, the Planning Board approved the proposed site plan and encouraged staff to return for Design Review approval for a project that includes up to 80 new units.

In December 2017, the Board approved a loan of \$5.7 million of AHA funds to support the project, and authorized staff to apply for Alameda County bond funds. AHA applied for and was awarded \$1.67 million of County Bond funds from the City base allocation.

DISCUSSION

This project will be developed by Island City Development. The overall project scope includes both rehabilitation of existing structures and construction of a new building in the middle of the site where the existing 40 pre-fabricated buildings are located. The new building includes 78 units, (a mix of 1-, 2-, and 3-bedroom apartments) onsite laundry, property management offices, social service coordination offices, community room, and central courtyard with play structures. The thirteen existing units on the east



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018
Page 2

and west sides of the new building will be renovated. There will be a lot line adjustment to create one large parcel instead of having two separate parcels.

Design Review

On July 9, 2018 the Rosefield redevelopment received unanimous design review approval from the Planning Board. The approval requires a zoning text amendment which allows city staff to consider public open space be allowed to substitute for required private open space when it benefits the feasibility of project. This zoning code amendment requires approval from City Council. On Tuesday, September 4, 2018 and was passed with 4 affirmative votes and 1 abstention. The amendment must return to Council for a second reading before being officially adopted.

Financing Plan

With the newly approved design, staff is working to update the preliminary project budget. Staff continues to work with our financial consultant on a financing plan that will position the project for funding in 2019. Potential sources include Low-Income Housing Tax Credits, AHA Loan, additional County A1 Bond funds, HOME funds, AUSD-CIC Pass Through Funds (former redevelopment agency), No Place Like Home, and Federal Home Loan Bank Affordable Housing Program funds. Many of these funding sources may be tied to addressing homelessness, which staff is evaluating. Staff will also continue to seek new VASH vouchers when they become available. When secured, each of these sources will help to fill the large 'soft funds' gap caused by high construction costs, and increase the competitiveness of the Low-Income Housing Tax Credit application.

Resident Considerations

A total of 13 units at Rosefield Village are now vacant. Approximately five units have been rented under short-term (six-month leases). Through attrition and prioritizing long term tenants for relocation to vacancies at other sites, it is expected that 15-20 households will remain at 2018 year end and will require additional assistance to be relocated. All of these households have Housing Choice Vouchers and all reasonable moving costs, including costs required by applicable state and federal relocation laws, will be paid by the Housing Authority. Staff has begun work with Paragon Partners to draft and officially adopt a new Relocation Plan based upon requirements of the new County Measure A1 funding as well as other updates to relocation and anti-displacement regulations. Once that work is further along and specific updates are available, a resident meeting will be scheduled in Fall 2018.



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018
Page 3

FINANCIAL IMPACT

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

Rosefield Village

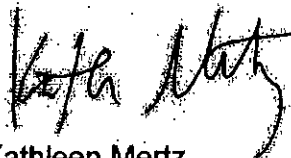
Pre-development Loan from AHA	\$	1,000,000
Usage through July 2018	\$	491,572
Balance	\$	580,428

In December the Board committed \$5.7 million in AHA loan funds that will repaid through net cash flow over time. The source of funds is \$2 million fee received in December 2017 from the Alameda Landing project, and \$3.7 million from Esperanza loan proceeds now held in the LAIF account.

RECOMMENDATION

This report is for information only.

Respectfully submitted,



Kathleen Mertz
Interim Director of Housing and Community Development



**Housing
Authority of the City of Alameda**

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Kathleen Mertz, Interim Director of Housing and Community Development

Prepared By: Danielle Thoe, Management Analyst

Date: September 19, 2018

RE: Monthly Development Report for the North Housing Project

BACKGROUND

In 2012, the Navy approved the transfer of 13 acres of land from the Navy to the Housing Authority at the former Coast Guard housing site known as North Housing. The approved public benefit conveyance is based on the proposal submitted by AHA, Alameda Point Collaborative (APC) and Building Futures with Women and Children (BFWC) to develop 90 units of permanent supportive housing. Habitat for Humanity has applied separately to HUD and the Navy to receive a two-acre parcel that is also a part of the North Housing area.

The General Services Administration (GSA) sold the remaining parcel, through a public bid, to Carmel Partners. On July 2, 2018 the U.S. Navy and Carmel partners closed on the sale of the public bid parcel at North Housing. The City negotiated and executed a Memorandum of Understanding (MOU) with Carmel Partners to define Carmel's obligations with respect to infrastructure improvements on the public benefit conveyance. The MOU was executed on March 30, 2018.

On June 5, 2018 City Council approved the final reading of the resolution for transfer of the North Housing site to the Housing Authority. This approval also adjusted the boundary of the proposed North Housing site to allow Carmel Partners to retain the building at 2005 Mayport Circle which otherwise would have been required to be demolished. This reduces AHA's parcel by 11,000 sf and in return releases AHA from any obligations related to the demolition of the three buildings that fall within the Singleton right-of-way.



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018

Page 2 of 3

DISCUSSION

The most recent communication from the Navy has their staff planning to close on the AHA property by the end of calendar year 2018 rather than by the end of the federal fiscal year (September 30, 2018). As this conveyance will first transfer the property from the Navy to City, the City and City Attorney are engaged with the Navy, with AHA staff in the loop of any movement and timelines.

Carmel Partners is responsible for construction of extensions of Mosley and Singleton streets through and adjacent to the future AHA property. Carmel Partners will demolish the Singleton buildings while the Navy owns the site rather than wait until conveyance to AHA. Staff worked with Carmel Partners and the City's attorney to finalize bid documents for the demolition. As the CDBG work received only one bid, As described in the CDBG section of the HCD Overview Report., AHA has engaged an outside firm to certify the reasonableness of this bid.

Partners

Staff hosted the first meeting in a number of months with development partners Alameda Point Collaborative and Building Futures on August 30, 2018. Here, staff from all three organizations discussed the current status of the site, reviewed existing agreements – including the original context under which they were signed, and changes in the context. Brainstorming and discussion around developing official shared vision & goals for the site and partnership also got underway. Lastly, the partners were updated on where AHA staff stand in moving the project forward through the Development Plan process and where each group will need to contribute to moving that forward. Staff will meet monthly with the partners and has scheduled tentative dates for those upcoming meetings.

AHA staff continues to work with consultant Structure Development on the overall development planning process, schedules, and partner coordination. Island City Development is managing the feasibility and predevelopment activities.

FISCAL IMPACT

In the prior fiscal year CDBG funds of approximately \$150,000 were approved to pay for surveys, environmental assessments and related costs. Incurred costs to CDBG total to approximately \$85,000 and are not included below. The Board has previously authorized a \$300,000 loan to ICD be used to pay for planning, engineering and other related services. The chart below summarizes expenses through July.

North Housing

Pre-development Loan from AHA	\$	300,000
Usage through July 2018	\$	95,491
Balance	\$	204,509



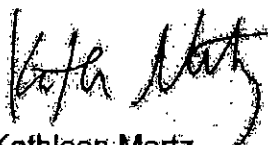
Honorable Chair and
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September 19, 2018
Page 3 of 3

RECOMMENDATION

This report is for information only.

Respectfully submitted,



Kathleen Mertz
Interim Director of Housing and Community Development



**Housing
Authority of the City of Alameda**

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

701 Atlantic Avenue • Alameda, California 94501-2151

To: Honorable Chair and Members of the Board of Commissioners
From: Joyce Boyd, Finance Director
Date: September 19, 2018
RE: Budget Variance Report for July 31, 2018

BACKGROUND

On June 20, 2018 the Board of Commissioners approved a one-year operating budget for all programs covering the fiscal year July 1, 2018 through June 30, 2019. A one-year budget was approved in order to harmonize the two-year budget cycle with the City of Alameda budget cycle. A one-year budget would set the AHA up for a new two-year budget to be presented for the period starting July 1, 2019 and ending June 30, 2021. Since fee income from the Memoranda of Understanding with the City of Alameda constitutes a key portion of the AHA budget, this harmonization will allow for better planning and fewer mid-cycle changes.

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

This high-level, Budget Variance Report covers preliminary unaudited financial operating results compared to the 2018-19 budget. Although the year-end financial data is accrued, the month-to-month financials are on a cash basis. The numbers are subject to change based on the final audit report.

DISCUSSION

Overview

The financial reports are separated between the AHA programs and the AHA and AAHC properties. Year-to-date variances are as follows: revenue is under budget by \$110,140 (3%), operating expenses are under budget by \$560,954 (15%), and net income (before depreciation) is over budget by \$450,814 (364%). See explanations below.



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018
Page 2 of 4

Housing Program Department (HPD), Housing & Community Development (HCD), and Rent Program

Revenue

Total revenue is lower than the year-to-date budget by \$156,990 (6%).

Other income is \$116,399 (62%) less than the year-to-date budgeted revenue. This includes developer fee from Littlejohn Commons. The first of two payments was expected in July 2018 for construction close. Construction has been completed and developer fee will be requested. Additionally, professional service revenue which includes the Rent Program and HCD MOUs is under budget mainly due to the Rent Program understaffing. A Program Assistant has been hired and started in August 2018.

Administrative Fee income in the HPD is under the year-to-date budget by \$7,563 (6%). The factors that affect how much Administrative fee AHA receives are the proration percentage and the number of units leased. HUD just announced an increase of 4% in the proration factor from 76% to 80%. Administrative Fees from HUD have for many years now not fully funded the Housing Programs Department and the Section 8 program has been subsidized for many years by income from the properties.

Expenses

Total operating expenses are lower than the year-to-date budget by \$203,547 (7%). This is mainly due to the lower salary and benefit expenses savings. There are currently eleven budgeted but unfilled positions.

Net loss from operations (before depreciation) is \$94,731. This is \$41,046 (33%) under budget.

Properties

Revenue

Total revenue is higher than the year-to-date budget by \$46,851 (5%).

The net rental income (total tenant revenue) is \$33,198 (4%) higher than budget due to low vacancy rates in the very tight housing market in the Bay Area, especially for low-income tenants and Housing Choice Voucher (HCV) holders. See the Property Operations overview for details on vacancies and rent collection.

Expenses

Total expenses are lower than the year-to-date budget by \$357,407 (53%). This is mainly due to the lower salary and benefit expenses and maintenance expense



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018
Page 3 of 4

savings. Also note that expenses are accrued at fiscal year-end so the first month of the year can have lower than average expenses recorded. Similarly, annual preventative maintenance and the HQS process only started in August. Maintenance expenses tend to rise later in the year as the inspections work progresses.

Net income from operations (before depreciation) is \$669,549. This is \$404,257 (152%) over budget.

Housing Assistance Payments (HAP) Pass-through

The Housing Assistance Payments (HAP) pass-through budget includes all the Housing Choice Voucher/Section 8, Shelter Plus and Bessie Coleman (SRO) programs. Year-to-date HAP revenue is \$28,918 (1%) below the budget. HAP payments to landlords are \$35,556 (1%) less than the year-to-date budget, net of \$63,634 of port-in HAP payments to landlords that will be reimbursed by other Housing Authorities. With AHA now in shortfall, staff is working closely with HUD to monitor the HAP revenue and expenditure, and the federal budget process to ensure a sufficient cash flow for the program.

Statement of Net Position

A summarized Statement of Net Position is included in the reporting. The Housing Authority has adequate cash resources for operations.

OTHER ISSUES IMPACTING FINANCE DEPARTMENT

Over the next year additional reporting will be developed that includes more detail balance sheet reports and additional budget to actual reports.

One approved accounting specialist position is still vacant in accounting. A full-time salaried temporary staff person is currently assisting in accounting. Nan McKay and Associates continues to provide consulting and training services including HUD's monthly Voucher Management System (VMS) report and the annual Financial Data Schedule (FDS). The preliminary FDS was filed on time on August 31 and is with HUD for review.

HUD performed a five-year review of the program in August 2018. We will receive a written report which we were told would have only minor issues to correct.

The draft ICD 2017 audit is being reviewed by the Finance Director and is expected to go, with the tax return, to the ICD Board in in early October 2018.

The new auditor's, Rubino & Company, visited in mid-August to do file testing and are scheduled for on-site fieldwork the week of October 8, 2018.



Honorable Chair and
Members of the Board of Commissioners

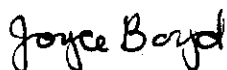
September 19, 2018
Page 4 of 4

Staff will bring a presentation on the unfunded pension and OPEB liabilities to the Board before the end of 2018, along with proposals for prepayment. This work is being led by our consultants, the Nicolay Consulting Group.

RECOMMENDATION

For information only.

Respectfully submitted,



Joyce Boyd
Finance Director

Attachment:

Statement of Net Position

Housing Program Department, Housing & Community Development, and Rent
Program Budget Comparison

Properties – AHA & AAHC Budget Comparison

ALAMEDA HOUSING AUTHORITY (INCLUDING AAHC)
STATEMENT OF NET POSITION
For One Month Ended July 31, 2018

ASSETS**CASH**

Cash - Unrestricted	1,814,038
Cash - Restricted	128,789
Cash - Tenant Security Deposits	520,307
TOTAL CASH	<u>2,463,134</u>

ACCOUNTS RECEIVABLE

Accounts Receivable - PHA	52,479
Accounts Receivable - Government	613,648
Accounts Receivable - Tenant	111,361
Accounts Receivable - Other	52,853
Accrued Interest Receivable	124,676
TOTAL ACCOUNTS RECEIVABLE	<u>955,016</u>

INVESTMENTS AND OTHER CURRENT NOTES

Investment Account	24,689,030
Mortgage Receivable	13,089,998
Mortgage Receivable-Jack Capon L. P.	155,010
Loan Receivable - ICD	12,810,000
Loan Receivable-RCD/Stargell/Tri Pointe	2,000,000
TOTA INVESTMENTS AND OTHER CURRENT NOTES	<u>52,744,038</u>

PREPAID EXPENSES

Prepays	202,855
Escrow & Reserves-NorthMarq Loan	1,075,015
TOTAL PREPAID EXPENSES	<u>1,277,870</u>

FIXED ASSETS

Land and Buildings	51,960,932
Furniture and Equipment - Dwelling	360,062
Leasehold Improvements	11,317,910
Accumulated Deprecation	(26,194,331)
TOTAL FIXED ASSETS	<u>37,444,572</u>

TOTAL DEFERRED OUTFLOW

<u>3,345,151</u>

TOTAL ASSETS

<u>98,229,782</u>

ALAMEDA HOUSING AUTHORITY (INCLUDING AAHC)
STATEMENT OF NET POSITION
For One Month Ended July 31, 2018

LIABILITIES AND EQUITY**ACCOUNTS PAYABLE**

Accounts Payable	909,187
Accrued Compensated Absences	174,341
TOTAL ACCOUNT PAYABLE	<u>1,083,528</u>

TOTAL SECURITY DEPOSITS HELD

<u>507,096</u>

LOANS AND OTHER LIABILITIES

Mortgage Loan Payable	24,801,238
Interest Payable - City of Alameda Loan	961,846
Loans Payable	1,419,309
OPEB & Pension Liability	1,927,185
TOTAL LOANS AND OTHER LIABILITIES	<u>29,109,578</u>

TOTAL DEFERRED INFLOW

<u>1,236,535</u>

EQUITY

Net Investment in Capital Assets	9,076,470
Unrestricted	56,612,293
Net Restricted Assets	604,283
TOTAL EQUITY	<u>66,293,045</u>

TOTAL LIABILITIES AND EQUITY

<u>98,229,782</u>

ALAMEDA HOUSING AUTHORITY
HOUSING PROGRAM DEPARTMENT, HOUSING & COMMUNITY DEVELOPMENT, AND RENT PROGRAM
BUDGET COMPARISON
For One Month Ended July 31, 2018

	MTD Actual	MTD Budget	Variance	% Var
REVENUE				
TOTAL OTHER INCOME	70,317	186,716	(116,399)	(62)
TOTAL HUD GRANT	2,606,555	2,647,146	(40,591)	1,225
TOTAL REVENUE	2,676,872	2,833,862	(156,990)	(6)
EXPENSES				
ADMINISTRATIVE				
Administrative Salaries	196,387	252,494	56,173	22
Temporary Help - Administrative	3,284	8,382	5,099	61
Auditing Fees		929	929	100
Admin Employee Benefits - Medical/Dental	39,751	105,457	65,706	62
Admin Employee Benefits - PERS/PARS	7,942	-	(7,942)	N/A
Admin Employee Benefits - FICA	2,779	-	(2,779)	N/A
Admin Employee Benefits - SUI	325	-	(325)	N/A
Admin Employee Benefits - Life/LTD	310	-	(310)	N/A
Admin Employee Benefit - WC	1,645	-	(1,645)	N/A
Office Supplies/Equipment	309	3,746	3,437	92
Postage		3,581	3,581	100
Telephone	1,452	2,500	1,048	42
Bank Charges and Check Supplies	195	1,118	923	83
Forms and Copies/Printing	2,178	-	(2,178)	N/A
Classified Ads and outreach material	263	2,126	1,862	88
Legal Expense		6,087	6,087	100
Payroll charge	428	199	(229)	(115)
Office Rent	5,198	10,184	4,986	49
Administrative Support		19,242	19,242	100
Organization Cost	2,522	-	(2,522)	N/A
Training/Conferences and Travel	288	7,915	7,627	96
Membership Dues and Fees	126	355	229	65
Contracts - Administrative Services/Consultant	2,624	447	(2,177)	(487)
Contracts - Application Service Provider - Yardi	4,170	6,744	2,574	38
Contracts - Computer/Telephone	479	6,353	5,874	92
Contracts - Human Resource Services	46	3,419	3,374	99
Contracts - Housing Inspection Services	2,391	3,546	1,155	33
Contracts - Office Machine Lease	582	853	271	32
Contracts - Web Hosting/Maintenance/Web Ads	287	960	673	70
TOTAL ADMINISTRATIVE	275,962	446,637	170,675	38

ALAMEDA HOUSING AUTHORITY
HOUSING PROGRAM DEPARTMENT, HOUSING & COMMUNITY DEVELOPMENT, AND RENT PROGRAM
BUDGET COMPARISON
For One Month Ended July 31, 2018

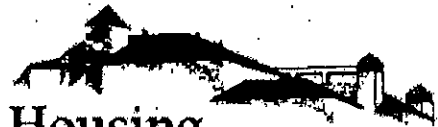
	MTD Actual	MTD Budget	Variance	% Var
TOTAL TENANT SERVICES		100	100	100
TOTAL UTILITIES		1,280	1,280	100
TOTAL MAINTENANCE	3,532	4,872	1,340	28
TOTAL GENERAL EXPENSES	1,559	3,018	1,459	48
TOTAL OPERATING EXPENSES	281,050	455,906	174,855	38
MOD REHAB AND SPC EXPENSES				
Rent to Owners - Bessie Coleman	15,196	-	(15,196)	N/A
PORT-In (A/R Billings)	(63,634)	-	63,634	N/A
TOTAL MOD REHAB AND SPC EXPENSES	(48,438)	-	48,438	N/A
PREDEVELOPMENT COSTS		8,333	8,333	100
TOTAL HOUSING ASSISTANCE PAYMENTS	2,538,988	2,510,910	(28,079)	(1)
TOTAL EXPENSES	2,771,603	2,975,150	203,547	7
NET INCOME FROM OPERATIONS	(94,731)	(141,288)	46,557	33
Depreciation Expense	5,511	-	(5,511)	N/A
NET INCOME AFTER DEPRECIATION	(100,242)	(141,288)	41,046	29

ALAMEDA HOUSING AUTHORITY
PROPERTIES - AHA & AAHC
BUDGET COMPARISON
For One Month Ended July 31, 2018

	MTD Actual	MTD Budget	Variance	% Var
REVENUE				
TOTAL TENANT REVENUE	967,027	933,829	33,198	4
TOTAL OTHER INCOME	21,680	8,027	13,653	170
TOTAL REVENUE	988,706	941,856	46,851	5
EXPENSES				
ADMINISTRATIVE				
Administrative Salaries	60,110	102,310	42,200	41
Temporary Help - Administrative	971	12,077	11,106	92
Auditing Fees		2,833	2,833	100
Admin Employee Benefits - Medical/Dental	14,357	39,514	25,157	64
Admin Employee Benefits - PERS/PARS	9,509	94	(9,414)	(9,996)
Admin Employee Benefits - FICA	1,398	-	(1,398)	N/A
Admin Employee Benefits - SUI	163	-	(163)	N/A
Admin Employee Benefits - Life/LTD	494	-	(494)	N/A
Admin Employee Benefit - WC	313	-	(313)	N/A
Office Supplies/Equipment	451	2,213	1,762	80
Postage	2	1,733	1,730	100
Telephone	2,496	2,469	(27)	(1)
Bank Charges and Check Supplies	2,444	1,462	(982)	(67)
Classified Ads and Public Notices/outreach materials		361	361	100
Legal Expense		12,797	12,797	100
Payroll charge	259	387	128	33
Administrative Support		7,466	7,466	100
Training/Conferences and Travel	287	5,420	5,132	95
Membership Dues and Fees	236	704	468	67
Contracts - Administrative Services/Consultant	3,540	-	(3,540)	N/A
Contracts - Application Service Provider - Yardi	6,089	5,836	(253)	(4)
Contracts - Computer/Telephone Maintenance/Em	699	3,980	3,281	82
Contracts - Human Resource Services	19	5,000	4,981	100
Contracts - Housing Inspection Services	21	1,034	1,013	98
Contracts - Office Machine Lease	1,003	716	(287)	(40)
Contracts - Web Hosting/Maintenance/Web Ads	893	1,091	198	18
Association Dues	3,065	2,535	(530)	(21)
TOTAL ADMINISTRATIVE	108,820	212,031	103,211	49
TOTAL TENANT/SOCIAL SERVICES/POLICE	13,190	31,758	18,568	58
TOTAL RELOCATION		643	643	100

ALAMEDA HOUSING AUTHORITY
PROPERTIES - AHA & AAHC
BUDGET COMPARISON
For One Month Ended July 31, 2018

	MTD Actual	MTD Budget	Variance	% Var
TOTAL TENANT SERVICES EMPLOYEE BENEFIT	5,222	6,245	1,022	16
TOTAL TENANT SERVICES		26,797	26,797	100
TOTAL UTILITIES	11,136	101,039	89,903	89
MAINTENANCE SALARIES				
Maintenance - Salaries	47,562	56,458	8,896	16
TOTAL MAINTENANCE SALARIES	47,562	56,458	8,896	16
TOTAL MAINTENANCE MATERIALS	155	19,356	19,201	99
TOTAL MAINTENANCE CONTRACTS	9,231	87,404	78,173	89
TOTAL MAINTENANCE EMPLOYEE BENEFITS	23,689	27,191	3,502	13
TOTAL MAINTENANCE	80,637	190,409	109,772	58
TOTAL INTEREST AND INSURANCE	100,152	107,642	7,490	7
TOTAL EXPENSES	319,157	676,564	357,407	53
NET INCOME FROM OPERATIONS	669,549	265,292	404,257	(152)
Depreciation Expense	96,645	-	(96,645)	N/A
NET INCOME AFTER DEPRECIATION	572,904	265,292	307,612	(116)



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510) 522-7848 - TDD: (510) 522-8467

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Prepared by: Joyce Boyce, Finance Director

Date: September 19, 2018

Re: Approve Write-off of Uncollectible Accounts Receivable from Former Tenants

BACKGROUND

Periodically, the Housing Authority writes-off uncollectible HAP, rent and miscellaneous charges from its books. The term write-off indicates a procedure where past due amounts from tenants, who are no longer Section 8 participants with the Housing Authority or occupying dwelling units in a Housing Authority complex, are removed from its books after the usual means of collection have been exhausted. For budget purposes, this write-off appears as an expense. This procedure does not preclude the Housing Authority from continuing to pursue collection through a collection agency. Future collection of amounts previously written-off will reduce future expenses.

DISCUSSION

After review of the HAP repayment agreements, none were found to be uncollectible at 6/30/18. No write-off is being proposed for uncollectible HAP repayment agreements.

This request is to write-off accounts receivable for tenants who have vacated and have outstanding balances due to the Authority. One more notice will be sent to the tenants before the outstanding balance is written off. The total is \$30,999.37, this amount is a combination of rents due of \$13,877.24 and miscellaneous charges of \$17,122.13. Uncollected Tenant Accounts Receivable is a budgeted expense item.

BUDGET CONSIDERATION/FINANCIAL IMPACT

This tenant account write-off will result in an expense to the Housing Authority of \$30,999.37 in the fiscal year ending June 30, 2018.



Honorable Chair and Members
of the Board of Commissioners

September 19, 2018
Page 2 of 2

RECOMMENDATION

Staff recommends approval to write-off the attached tenant accounts receivable totaling \$30,999.37 after one final notice is sent to the tenant.

Respectfully submitted,



Vanessa Cooper
Executive Director

VC:JEB

Attachment: Annual write-offs worksheet for FYE 2018



CITY OF ALAMEDA HOUSING AUTHORITY
ANNUAL WRITE OFFS
For Fiscal Year End 6/30/18

Property	Type of Action	Vacate Date	Rent	Misc	Total
Esperanza					
	Vacated	10/3/2015	-	2,867.75	2,867.75
	Evicted	2/18/2016	-	1,124.97	1,124.97
	Vacated	2/1/2018	-	332.00	332.00
	Vacated	1/11/2016	-	1.23	1.23
	Vacated	11/17/2017	153.00	97.32	250.32
	Vacated	12/31/2017	412.00	-	412.00
Total Esperanza			565.00	4,423.27	4,988.27
Parrot Village					
	Vacated	8/24/2016	165.81	362.00	527.81
	Vacated	2/28/2014	-	2,418.79	2,418.79
	Vacated	5/1/2016	-	37.99	37.99
	Vacated	9/30/2017	7,680.00	94.00	7,774.00
	Vacated	1/5/2016	-	3,593.26	3,593.26
	Vacated	2/11/2013	-	773.70	773.70
	Vacated	9/22/2016	-	4,588.29	4,588.29
	Vacated	9/30/2017	638.00	554.83	1,192.83
Total Parrot Village			8,483.81	12,422.86	20,906.67
Independence Plaza					
	Deceased	7/21/2017	40.16	12.00	52.16
	Vacated	5/23/2016	4,279.94	254.00	4,533.94
	Vacated	9/20/2016	508.33	10.00	518.33
Total Independence Plaza			4,828.43	276.00	5,104.43
Grand Total			13,877.24	17,122.13	30,999.37



**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: Vanessa M. Cooper, Executive Director
Date: September 19, 2018
RE: Approve Out-of-State Travel for Staff

BACKGROUND

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

DISCUSSION

It is proposed that one or two staff members or Commissioners attend the following trainings:

Procurement and Contracts Management Training Seminar - San Antonio, TX from Housing Agency Procurement Assistance (HAPA)
December 12-14, 2018 in San Antonio, Texas

NAHRO Legislative Washington Conference
April 7-9, 2019 in Washington, D.C. and Arlington, VA

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

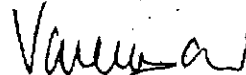
FISCAL IMPACT

The cost will be approximately \$2,000 for the first training and \$2,500 per person for the second training and this will cover air travel, hotel accommodations, and per diem. No change in the budget for travel and training is required.

RECOMMENDATION

Approve out-of-state travel for staff to attend the above training.

Respectfully submitted,


Vanessa M. Cooper
Executive Director





**Housing
Authority of the City of Alameda**

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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: Vanessa M. Cooper, Executive Director
Date: September 19, 2018
RE: Update on Lawsuits Against the Housing Authority

Please see below for updates on two prior legal actions against the Housing Authority of the City of Alameda that have now been resolved.

- The City Attorney's Office successfully defended a lawsuit by Landmark Realty regarding the Rent Stabilization Program's requirement to offer a one-year lease to tenants when their rent is raised. The window for filing an appeal has now closed.
- In the case of former employee, Islah Ali against the Housing Authority and a number of named management employees, the case was dismissed by the Court with prejudice in early August 2018.

Respectfully submitted,

Vanessa Cooper
Executive Director





**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: Vanessa Cooper, Executive Director
Date: September 19, 2018
RE: Accept Report on a Pilot Program to Close the Office to the Public Each Friday Instead of Every Second Friday

BACKGROUND

The Housing Authority is currently closed to the public every second Friday. Almost all office-based staff are not working that day under our flex time arrangements. Certain programs continue to operate as normal during those days such as property management and maintenance and hourly staff are compensated for those longer work weeks. The Housing Authority also provides a 24/7 live answering service and call out staff for key programs to ensure emergencies are addressed.

DISCUSSION

Staff is proposing four-month pilot program to close the front door to the public on the "other" Friday which is currently open to the public. Normal services would be offered Monday through Thursday from 8.30 a.m.-5 p.m. The "other" Friday will remain a work day for staff to concentrate on other aspects of their work. Services will continue to be provided by Maintenance and at the properties.

Staff believes this will provide additional time for a number of key activities:

- Processing paperwork that is necessary for each program.
- Catching up on backlog of scanning and other projects.
- Offer at a time when teams can meet as a whole for training.
- Much needed time for planning and employee development and staff management.

The Rent Stabilization Program is already open to the public only Monday through Thursday each week. Benefits from this additional work day enables the program to stay on top of customer service issues, cases, longer-term projects and planning.



Honorable Chair and Members
of the Board of Commissioners

September 19, 2018
Page 2 of 2

This change would align AHA with the business hours of the City of Alameda. A number of other area PHAs also close every Friday including San Mateo, Santa Cruz and Yolo counties and the City of Berkeley. Discussions with the Executive Directors of some of those agencies determined that staff, management and the public quickly adapted to the new hours, and the additional time for administration was useful.

The pilot would start October 1 and run initially for four months. If successful it will become permanent. A wide-ranging outreach campaign will be held with tenants, participants and members of the public so that they understand the new schedule. Staff believes that it may be easier for the public than the current schedule which is confusing.

At a time when employee retention is particularly difficult, and the amount of administrative burden is increasing, Staff believes this will offer a morale boost to employees and an increase in productivity. No change to the flex schedules will be made. Services for Maintenance and Property Management will continue to operate as normal on Fridays.

BUDGET CONSIDERATION/FINANCIAL IMPACT

There is no known additional financial impact. In the event that the 24-7 answering service is used on the closed Fridays, the cost for the year is expected to be less than \$10,000. Staff is considering this as an option irrespective of the outcome of the pilot. There are sufficient funds in the budget to cover this cost.

RECOMMENDATION

The staff and Executive Director recommend the following:
Accept report on a pilot program to close the office to the public each Friday instead of every second Friday.

Respectfully submitted,



Vanessa Cooper
Executive Director





**Housing
Authority of the City of Alameda**

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TDD (510) 522-8467

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and
Members of the Board of Commissioners

From: Lisa Caldwell, Director of Property Operations

Date: September 19, 2018

Re: Accept Annual Report and Presentation on LifeSTEPS Services

BACKGROUND

On May 1, 2016 AHA and Life Skill Training and Education Programs, Inc. ("LifeSTEPS") entered into a consultant agreement in which "LifeSTEPS" provides daily social services to AHA tenants. The term of the agreement is for three years with a completion date of April 30, 2019. The agreement also allows for a maximum of two additional 1 year extensions if mutually agreed by both parties. LifeSTEPS provides supportive services to all AHA owned properties and to Section 8 participants as needed. The original scope of service was for one full time employee (FTE). In April of 2017 that agreement was amended to include an addition of the second FTE.

DISCUSSION

AHA has now worked with LifeSTEPS for two years. Their services are a valuable tool for AHA residents that provides assistance and empower the residents to maintain their housing and expand self-sufficiency. LifeSTEPS provides educational and supportive services such as financial classes, case management and health education services. As part of the contract with LifeSTEPS they are to provide an update to the board annually.

FINANCIAL IMPACT

Report only, no financial impact.

RECOMMENDATION

Accept Report and presentation on LifeSTEPS services. For information only.

Respectfully submitted,

Lisa Caldwell
Lisa Caldwell
Director of Property Operations

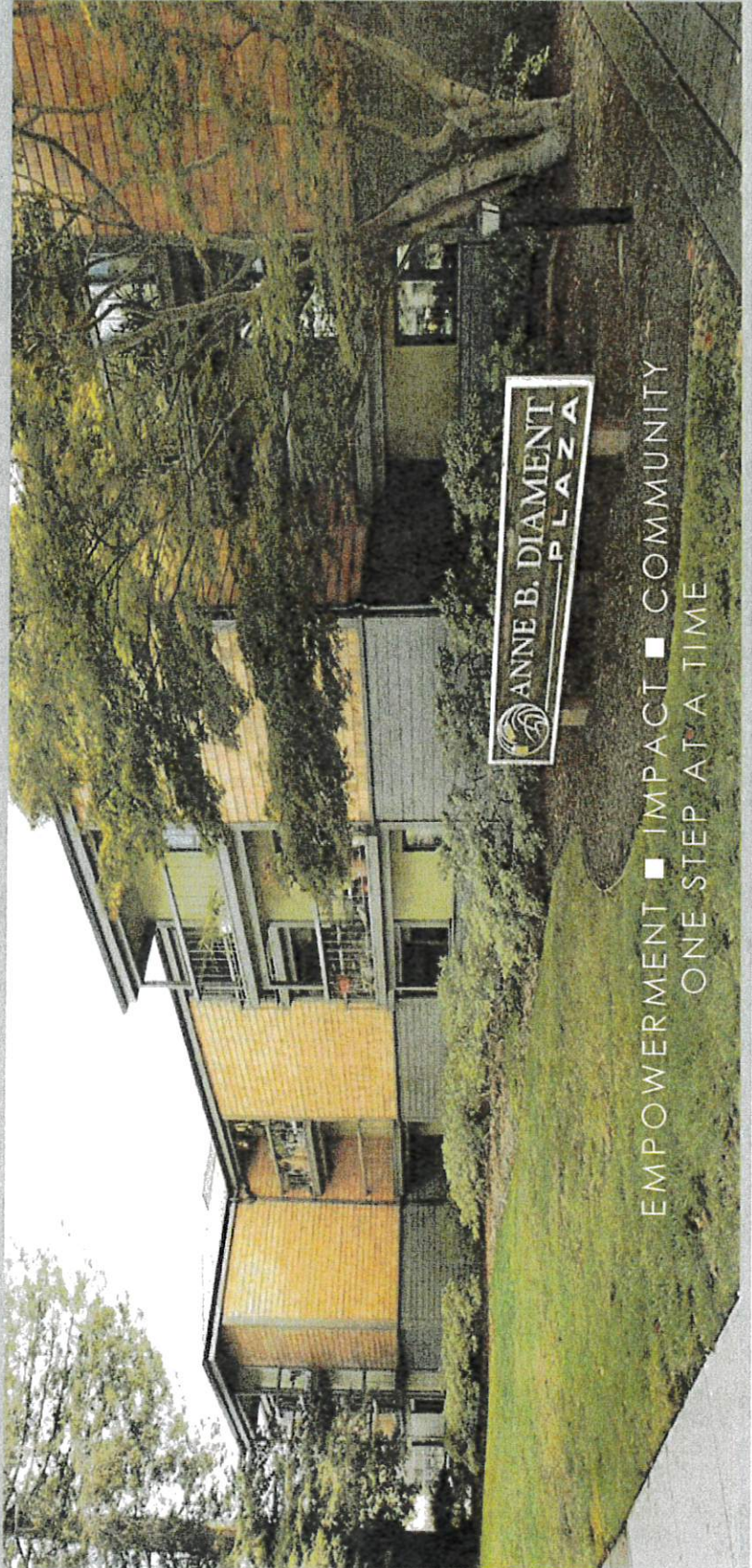
VMC/all



Lifesteps



Life Skills Training & Educational Programs





OUR MISSION

is to provide effective educational and supportive services to maximize the strengths of individuals and build resilient communities.

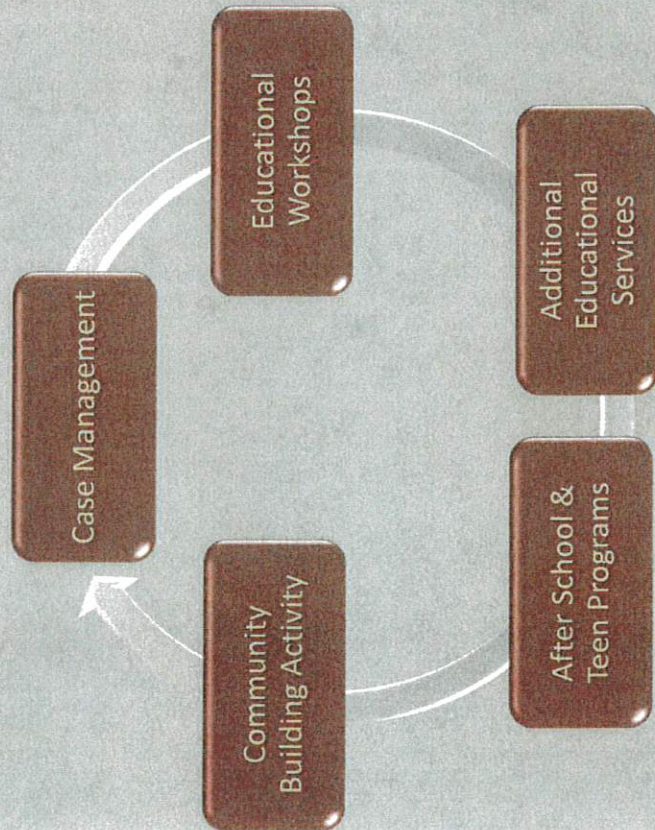
OUR VISION

is that every person touched by LifeSTEPS will be empowered with the skills, resources, and support to maintain stable housing and break the cycle of poverty.

EMPOWERMENT ■ IMPACT ■ COMMUNITY
ONE STEP AT A TIME



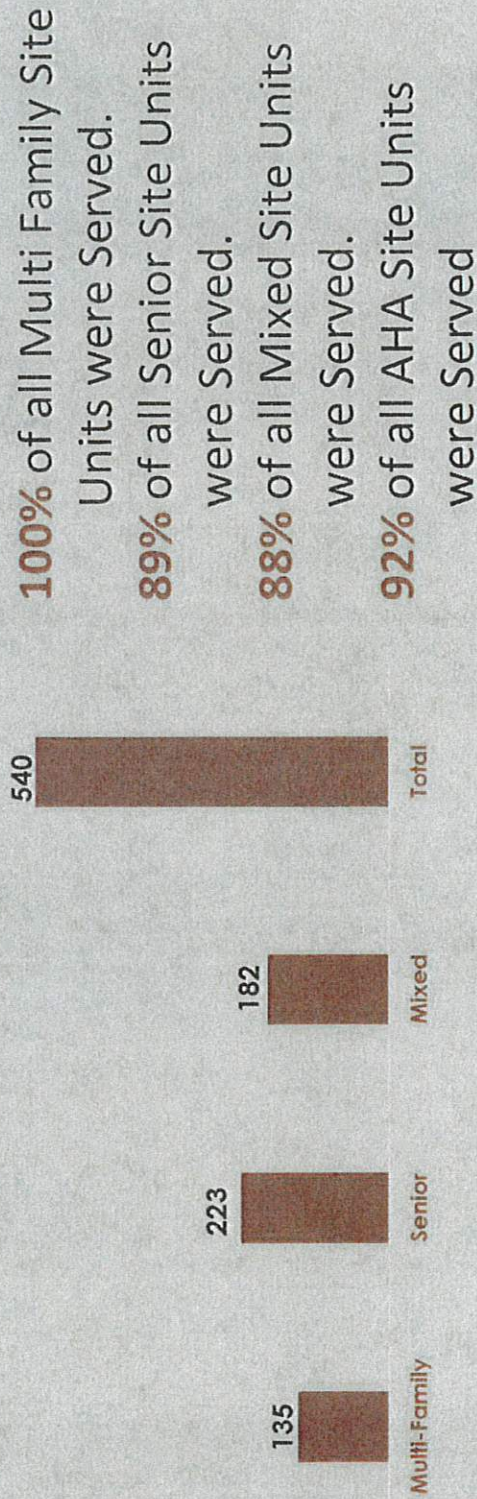
WHAT WE DO



- 320+ Communities in CA
- 31,300+ Homes (40% Senior)
- 57,800+ Bedrooms
- Wrap-Around Social Services to Affordable Housing Residents
- Supportive Services to Chronically Homeless, Veterans, Senior and Disabled populations
- Family Self-Sufficiency Program

AHA UNITS TOUCHED*

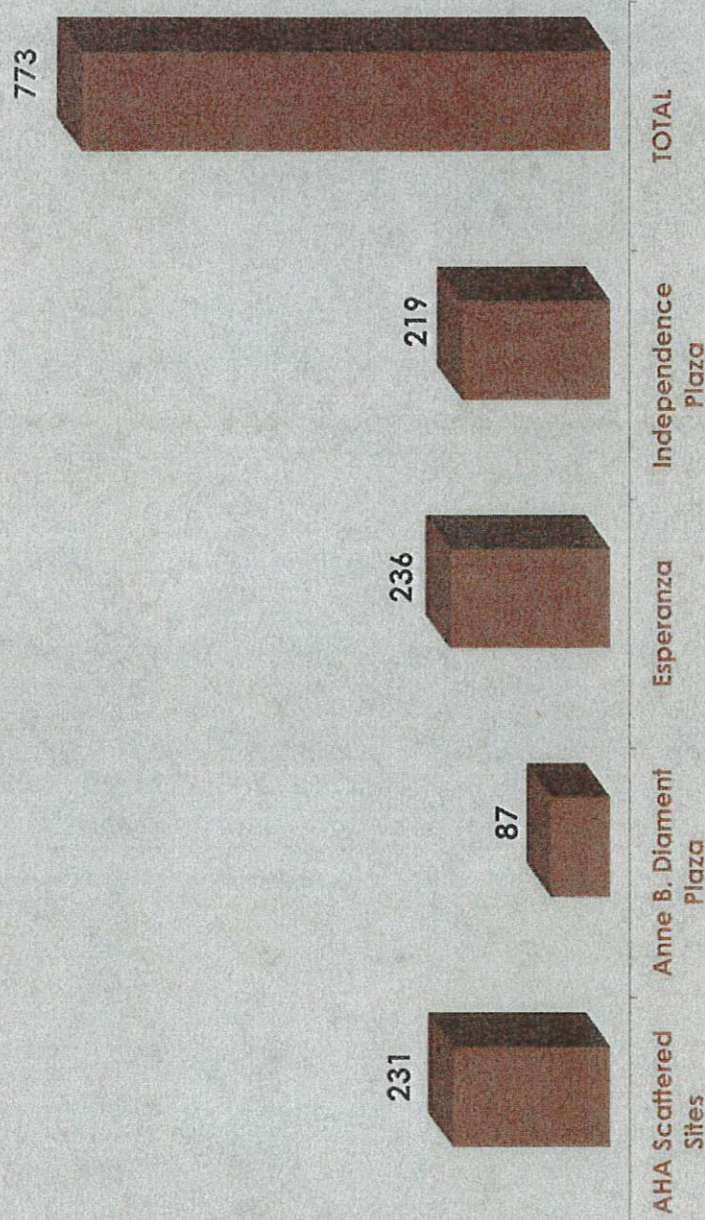
Unduplicated Households Served



* does NOT include community building activities – only Classes, Workshops and Case Management are reflected above

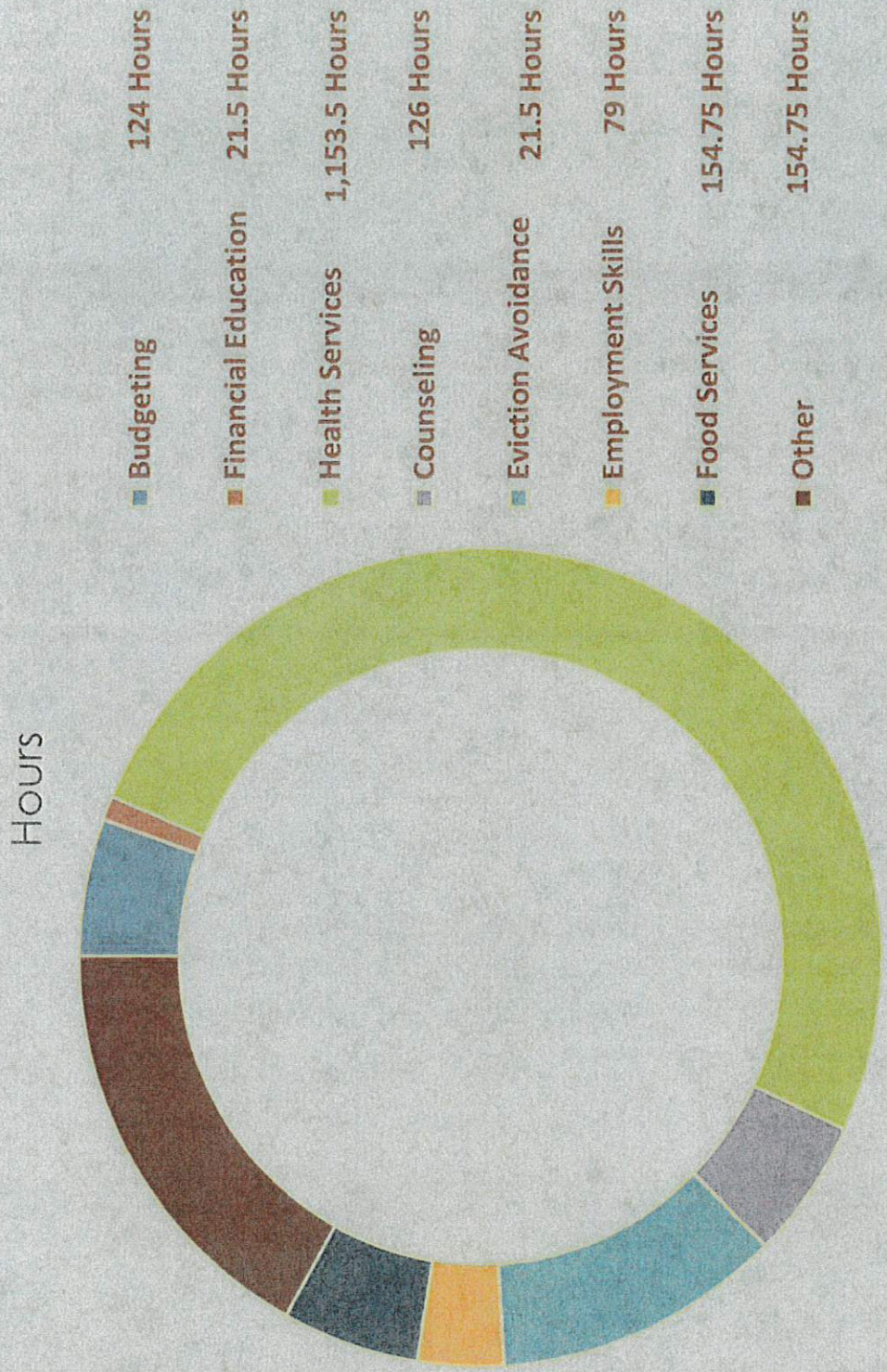
AHA UNDUPLICATED RESIDENTS SERVED*

Unduplicated Residents Served



* does NOT include community building activities – only Classes, Workshops and Case Management are reflected above

PROGRAMMING BASED ON 2017 NEEDS ASSESSMENT



SERVICES PROVIDED

The next set of slides is a roll-up of the attendance, number of sessions and hours provided by LifeSTEPS staff for classes, community building activities and case management. This is a sampling of the work put into getting individual resident outcomes.



THRIVING IN PLACE SERVICES
JULY 1, 2017 - JUNE 30, 2018
ECONOMIC AND SOCIAL SELF-SUFFICIENCY

Type of Class	# in Attendance (Duplicated)	# in Attendance (Unduplicated)	# of Sessions	Hours of Service
Food Giveaways <i>Improves Health and Creates Stability</i>	1,810	289	46	107.25
Health & Wellness <i>Healthy Aging Skills</i>	694	318	113	138.5
Resident Meetings <i>Creating Community</i>	92	61	8	13.75
Life Skills Education <i>Keeping Seniors Engaged</i>	280	129	30	35.00
Financial Skills <i>Budgeting/Health Care Costs</i>	101	65	12	14.25
Computer Skills <i>Combating Isolation</i>	30	26	4	3.00
Totals	3,007	888	213	311.75

THRIVING IN PLACE SERVICES

JULY 1, 2017 - JUNE 30, 2018

CASE MANAGEMENT

Type of Case Management	Individualized Meetings	Unduplicated Residents	Hours of Service
Client Assistance	163	63	116.50
Education	168	115	54.50
Health and Wellness	1,403	234	652.50
Services	24	14	17.00
Total Case Management			
Older Adult and Special Needs Cases		1,631	
Unduplicated Meetings		1,758	
Unduplicated Households		226	
Unduplicated Residents		249	
Time Spent (Hours)		841	

THRIVING IN PLACE SERVICES
JULY 1, 2017 - JUNE 30, 2018
COMMUNITY BUILDING

Type of Community Building Activity	# in Attendance (Duplicated)	# of Sessions	Hours of Service
Socials, General	666	121	192.5
Community Events	50	7	14.00
Games	66	15	25.00
Potlucks	22	5	10.75
Crafts	37	10	21.25
Cultural Events	12	2	3.25
Holiday	22	2	5.00
Movies	73	20	52.00
<i>Totals</i>	<i>948</i>	<i>182</i>	<i>323.75</i>

MULTI-FAMILY SERVICES

JULY 1, 2017 - JUNE 30, 2018

ECONOMIC AND SOCIAL SELF-SUFFICIENCY

Type of Class	# in Attendance (Duplicated)	# in Attendance (Unduplicated)	# of Sessions	Hours of Service
Health & Wellness <i>Healthy Living/Parenting</i>	497	111	69	88.75
Financial Skills <i>Budgeting/Credit Counseling</i>	260	161	29	36.25
Employment <i>Job Search/Job Skills</i>	115	84	15	21.50
Life Skills Education <i>Communication/Adult Education</i>	90	79	13	22.25
Resident Meetings <i>Creating Community</i>	11	10	3	3
Food Giveaways <i>Healthy Living</i>	350	177	13	30
<i>Totals</i>	<i>1,323</i>	<i>622</i>	<i>142</i>	<i>201.75</i>

MULTI-FAMILY SERVICES
JULY 1, 2017 - JUNE 30, 2018
CASE MANAGEMENT

Type of Case Management	Individualized Meetings	Unduplicated Residents	Hours of Service
Client Assistance	469	109	306.75
Education	472	229	231.50
Health and Wellness	886	321	399.75
Services	30	21	12

Total Case Management			
Mixed Use and Multi-Family Cases	1,297		
Unduplicated Meetings	1,857		
Unduplicated Households	338		
Unduplicated Residents	409		
Time Spent (Hours)	905		

MULTI-FAMILY SERVICES
JULY 1, 2017 - JUNE 30, 2018
COMMUNITY BUILDING

Type of Community Building Activity	# in Attendance (Duplicated)	# of Sessions	Hours of Service
Socials, General	379	39	71.00
Games	100	17	28.00
Holiday	472	23	62.00
Community Events	196	10	24.00
Potlucks	7	2	5.00
Cultural Events	10	2	3.00
<i>Totals</i>	<i>1,164</i>	<i>93</i>	<i>193</i>

AHA RESIDENT IMPACT

LifeSTEPS measurement system divides hundreds of individual outcomes into reporting categories. The following slides are a sampling of the outcomes and numbers served reported by our on-site staff from July 2017 to June 2018.

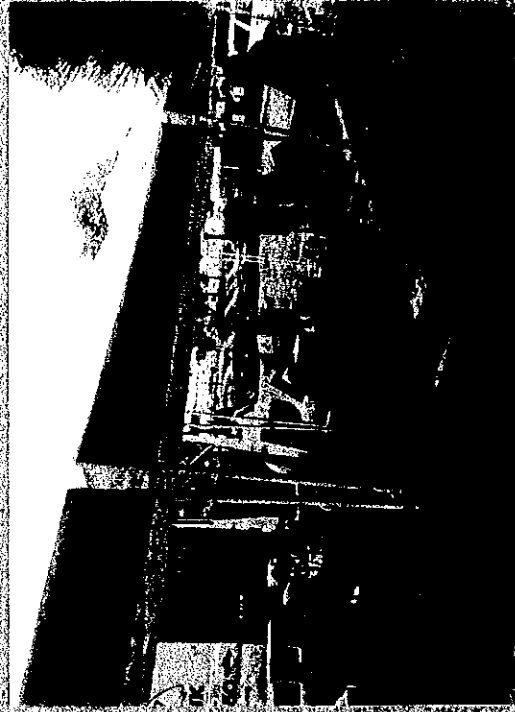


AHA RESIDENT IMPACT

AHA Site Outcomes: Economic Self Sufficiency - Health

- 613 residents increased their health and economic self sufficiency including:
 - 465 residents received food donations.
 - 131 residents received safety services including emergency preparedness.
 - 188 residents received coping skills and/or emotional support.
 - 246 residents learned personal care techniques.

*Some residents included in multiple categories



Food Donations

AHA RESIDENT IMPACT

AHA Site Outcomes: Economic Self Sufficiency - Health

- 145 residents received medical, dental or vision services or were connected to a new medical provider.
- 241 residents participated in diet, exercise and or health education.
- 47 residents completed a parenting class or workshop.
- 273 residents received healthy lifestyle counseling and another 20 received support with chronic conditions.



SitterCise

*Some residents included in multiple categories

AHA RESIDENT IMPACT

AHA Site Outcomes: Economic Self Sufficiency - Financial

- ≈ 394 residents increased their economic self sufficiency by:
- 334 residents completing a budget and/or received budgeting education.
- 227 residents completing financial education.
- 167 residents completing financial counseling.
- 26 residents avoided eviction due to services.

*Some residents included in multiple categories



After a Financial Education Class

CLIENT ASSISTANCE PROGRAM HELPS RESIDENTS IN CRISIS

The LifeSTEPS Client Assistance Program (Craig's Fund) is an enhanced service available to residents, focused on providing help during times of crisis.

Through this program LifeSTEPS provides:

- Emergency Rental Assistance
- Transportation Assistance
- Medical/Prescription Help
- Other Assistance

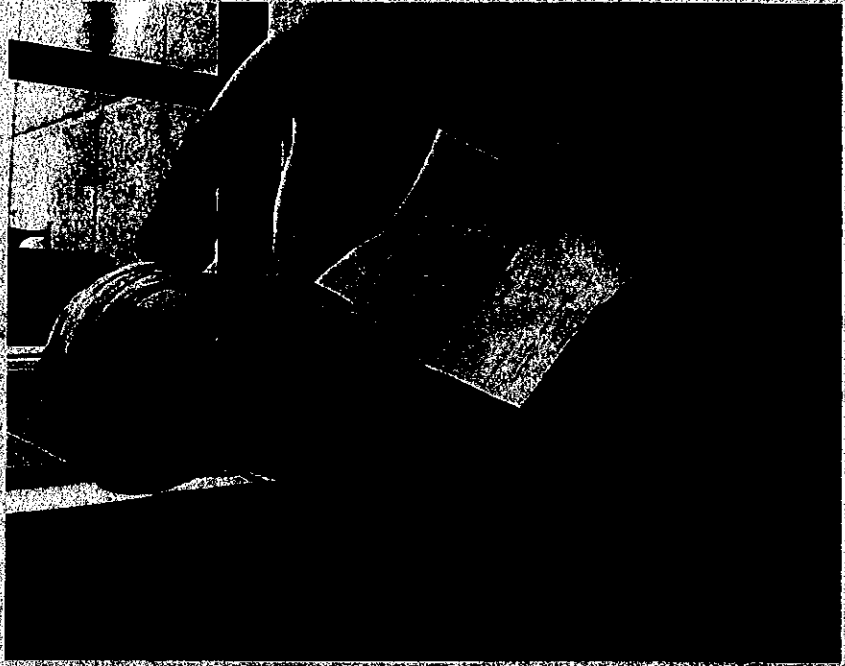
The purpose of the program is to keep people in their homes, while also teaching them financial management skills.



AHA RESIDENT IMPACT

AHA Site Outcomes: Client Assistance

- 107 residents received eviction prevention services, including 71 residents receiving rental assistance (non-LifeSTEPS).
- 15 residents received help with transportation including bus passes.
- 28 residents received utilities assistance programs.



AHA RESIDENT IMPACT

AHA Site Outcomes: Social Self Sufficiency

- 559 residents participated in services leading to social self sufficiency including:
 - 468 residents completed LifeSTEPS curriculum
 - 258 residents participated in life skills classes (non-LifeSTEPS curriculum)
 - 41 residents received information on cultural knowledge and resources
 - 39 residents received legal assistance

*Some residents included in multiple categories



AHA RESIDENT IMPACT

AHA Site Outcomes: Economic Self Sufficiency - Employment

- 169 residents received job skills or employment counseling services including:
 - 95 residents obtained new job skills
 - 45 residents completed a job skills/training program and/or received help with their resume or job application
 - 66 residents received employment counseling
 - 102 residents acquired computer skills



*Some residents included in multiple categories

HEALTHY LIVING: FOOD FOR LIFE



Through partnership with the Alameda Food Bank, LifeSTEPS facilitates the delivery of emergency groceries to AHA households.

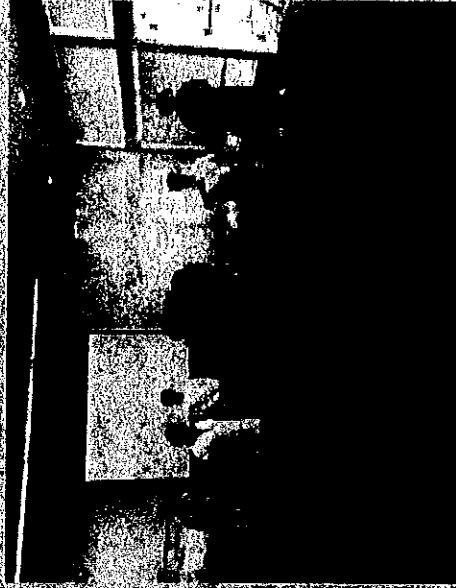
This is an on-going effort to help supplement the diets of AHA residents and give short-term hunger relief.

COMMUNITY CLASSES FIGHT SOCIAL ISOLATION

Rosalinda is an active resident living at Independence Plaza. She attends LifeSTEPS social events, classes, and volunteers for the Alameda Food Bank Distribution. Rosalinda can often be found helping her fellow residents with translation. She has an abundance of energy and loves to be self-sufficient, but has previously expressed to her LifeSTEPS DSS that she was struggling with her balance.

One of LifeSTEPS goals is to dramatically reduce the number of falls at Independence Plaza. One out of 3 older adults will have a fall this year, resulting in one older adult in the emergency department for a fall-related injury every thirteen seconds. LifeSTEPS conducted a Fall Prevention Assessment in Rosalinda's apartment home, identifying tripping hazards, potential fall risks, and presenting solutions to mitigate the risk.

Furthermore, her DSS suggested that Rosalinda attend LifeSTEPS Tai Chi class offered in the Community Room. Since participating in the Tai Chi classes, Rosalinda has found that her balance is increasing and she is grateful for these classes.



TECHNOLOGY CONNECTS THE WORLD

Adilah lives at Independence Plaza. While Adilah regularly participates in LifeSTEPS services, she was missing her family in Rabat, Morocco. Her family purchased her a cell phone and laptop to help her stay connected with them. Unfortunately, Adilah became frustrated being unable to navigate this new technology. She reached out to her LifeSTEPS DSS who worked with her one-on-one using our Assistive Technology curriculum to teach her how to use her new communication tools.

Realizing Adilah is hard of hearing, LifeSTEPS DSS showed her how to utilize headphones with a microphone when making calls. In addition, she now regularly video chats with her family in Morocco. Adilah is experiencing a new joy in life by being connected and “seeing” her family on a regular basis.





Empowerment
 Impact
 Community
 One STEP at a time

For More Information:
Beth Southern, Executive Director
beth@lifestepsusa.org

Offices in:

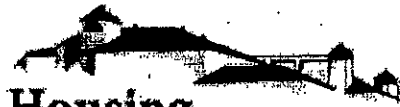
Sacramento County –
3247 Ramos Circle
Sacramento, CA 95827

Santa Clara County –
1984 The Alameda
San Jose, CA 95113

Los Angeles County –
11847 Wilshire Blvd., Suite 300,
Los Angeles, CA 90025

Orange County –
14331 Yorba Street,
Tustin, CA 92780

www.lifestepsusa.org



**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: Vanessa Cooper, Executive Director

Date: September 19, 2018

RE: Authorize the Executive Director to negotiate and sign the following contracts: a three-year Contract for General Counsel Services to Goldfarb Lipman Attorneys not to exceed \$350,000; a three-year contract with the Law Offices of Bill Ford for eviction services not to exceed \$100,000, and a three-year contract with Aleshire & Wynder LLP as special counsel not to exceed \$150,000. All contracts are on an as-needed basis.

BACKGROUND

As a public agency, the Housing Authority is required to obtain general counsel services. Under the Housing Authority's Procurement Policy and Procedures, in compliance with HUD guidelines, it is preferable to enter into a multi-year contract for ongoing general counsel services. (The Contract may be extended on a yearly basis for two additional years for the maximum five-year range. The proposal is available upon request.)

DISCUSSION

The Housing Authority issued a Request for Proposals (RFP) for General Counsel Services on March 19, 2018. Under this RFP, proposals were ranked (assigned points) according to experience (25 points), quality of service (25 points), approach to project (30 points) and fees (20 points). A proposal could earn a maximum of 100 points. Five proposals were received and interviewed in person. The interview panel was composed AHA staff and a board member.

Goldfarb Lipman Attorneys (Goldfarb) are the current providers and were ranked first by all panelists; Aleshire & Wynder LLP was ranked second. Both of these bidders participated in a second round of discussions with staff. The following three parties also bid: Law Offices of Bill Ford, Burke, Williams & Sorensen, LLP and RWG Law.



Honorable Chair and Members
of the Board of Commissioners

September 19, 2018

Page 2 of 3

The bidders provided price proposals including a flat hourly rate for routine legal services and extraordinary costs associated with tasks beyond the routine scope of services. Proposed fees are all-inclusive of related costs, including, but not limited to: employee wages and benefits, clerical support, overhead and profit, licensing, insurance, materials, supplies, tools, equipment, telephone calls, and document copying.

Applicant hourly rates for partners or senior associates are as follows:

A & W	\$215 for partners	\$195 for associates
Bill Ford	\$155 for principal attorney	
Burke	\$350 for partners	\$300 for senior associates
Goldfarb	\$320-345 for partners	\$225-310 for associates
RWG	\$300 routine flat rate	\$375-395 for shareholders/senior attorneys

Staff recommends contracting with Goldfarb Lipman Attorneys to provide general counsel services. Goldfarb has worked extensively with numerous housing authorities, cities, counties and other government entities. The firm's primary areas of practice are in housing, community economic development, employment and labor litigation and counseling, real estate syndications, public finance, environmental law, fair housing, cooperatives, condominiums and other subdivisions, land use, leasing, financing, securities, lender representation, private development and related areas of corporate law. Through their offices in Oakland, Los Angeles and San Diego, they have provided legal services to the affordable housing community since 1971.

Since Goldfarb is unable to provide eviction services, Staff recommends contracting with the Law offices of Bill Ford for these services. He has also recently been appointed as eviction counsel for Oakland and Alameda County Housing Authorities. He has worked with AHA on tenant claims in the past through our insurance provider HARRP.

Staff also recommends that a contract not to exceed \$150,000 and on an as needed only basis, be executed, with Aleshire & Wynder LLP, as Special Counsel.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The Housing Authority's budget includes funding for general counsel services for the current fiscal and next fiscal year. There are adequate funds to cover both years. Future budgets will incorporate sufficient funds to cover year three as well as years four and five (if AHA chooses to extend the contract for one or two additional years). It is unlikely that funds would not be available in future years; however, there is a provision in the contract that would permit termination.

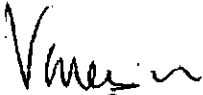


RECOMMENDATION

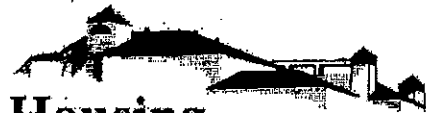
The staff and Executive Director recommend the following:

Authorize the Executive Director to negotiate and sign the following contracts: a three-year Contract for General Counsel Services to Goldfarb Lipman Attorneys not to exceed \$350,000; a three-year contract with the Law Offices of Bill Ford for eviction services not to exceed \$100,000, and a three-year contract with Aleshire & Wynder LLP as special counsel not to exceed \$150,000. All contracts are on an as-needed basis.

Respectfully submitted,


Vanessa Cooper
Executive Director

VC: TA



Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa M. Cooper, Executive Director

Prepared by: Janet Basta
Director of Human Resources and Operations

Date: September 19, 2018

RE: Adopt a Resolution to Revise the Housing Authority's Conflict of Interest Code

BACKGROUND

In 1991, the Board of Commissioners adopted the Housing Authority's Conflict of Interest Code by Resolution No. 589. This resolution incorporated the Fair Political Practices Commission's (FPPC) standard model to ensure compliance with all required provisions. Over the years, revisions have been necessary to keep the Conflict of Interest Code up to date, including modifications to the list of designated positions and the description of disclosure categories.

The Conflict of Interest Code is scheduled to be brought to the BOC on even years for consideration of any proposed revisions.

DISCUSSION

The most recent revision was approved by the Board of Commissioners on September 21, 2016 with Resolution No. 941; these revisions reflected changes to Appendix A to the Conflict of Interest Code, which identifies those staff and consultants that are designated to disclose.

The changes proposed to the Conflict of Interest Code at this time are limited to changes to Appendix A to the Conflict of Interest Code, which identifies those staff and consultants that are designated to disclose. The changes proposed at this time reflect changes in staffing and titles of Housing Authority positions, as well as the addition of the Board of the Alameda Affordable Housing Corporation.

Once the Conflict of Interest Code revisions are adopted by this commission, it must be presented to the Code Reviewing Body for approval. The Code Reviewing Body is the Council of the City of Alameda.



Honorable Chair and
Members of the Board of Commissioners

September 19, 2018
Page 2 of 2

FINANCIAL IMPACT

There is no fiscal impact to the proposed change in policy.

RECOMMENDATION

Adopt the Resolution to amend the Housing Authority's Conflict of Interest Code.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

VMC/JCB

Attachments:

- Exhibit 1: Appendix A Conflict of Interest Code: Designated Employees
- Exhibit 2: Appendix B of Conflict of Interest Code: Disclosure Categories



EXHIBIT 1

Appendix A to Conflict of Interest Code: Designated EmployeesUpdated September 21, 2016 ~~September 19, 2018~~

Number in category	Title	Disclosure Category
7	Board of Commissioners	1
1	Executive Director	1
1	Deputy Executive Director	1
1	Director of Human Resources and Operations	1
1	Director of Finance	1
1	Director of Property Operations	1
1	Director of Housing Programs	1
1	Director of Housing and Community Development	1
1	Director of Rental and Community Rent Stabilization- Programs	1
1	Senior Management Analyst	1
54	Management Analyst	1
3	Board Members of Island City Development	1
7	Board Members of Alameda Affordable Housing Corporation	1
24	Housing and Community Dev. Project Manager	1
1	Housing and Community Dev. Senior Project Manager	1
02	Housing and Community Dev. Program Manager	1
1	Asset Manager	1
1	Senior Property Manager Property Management Supervisor	1
1	Maintenance Supervisor	1
2	Housing Programs Supervisor	1
1	Program Manager	1
1	Analyst	1
1	Controller	1
Varies	Financial and Developer Consultants	2
Varies	Consultants whose decision may impact budget/project decisions	2

EXHIBIT 2**Appendix B to Conflict of Interest Code: Disclosure Categories**

Updated July 2013

General Provisions

A designated employee required to disclose investments, sources of income and business positions need only disclose investments in business entities and sources of income which do business in the City of Alameda or have done business in the City of Alameda within the past two (2) years. In addition to other activities, a business entity is doing business within the City if it owns real property within the City. A designated employee required to disclose interests in real property need only disclose real property which is located in whole or in part within the City of Alameda.

Designated employees shall disclose their financial interest pursuant to the appropriate disclosure categories as indicated in Appendix A.

Category 1:

1. All interests in real property in the City of Alameda. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
2. Investments and business positions in business entities from sources which engage in or may foreseeably engage in work or services of the type used by the Housing Authority of the City of Alameda or City of Alameda.
3. Income, including gifts, loans and travel payments, from sources which engage in or may foreseeably engage in work or services of the type used by the Housing Authority of the City of Alameda or City of Alameda.

Category 2:

- A. The Executive Director may determine in writing that a particular consultant, although a designated position, is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements, but instead must comply with more tailored disclosure requirements specific to that consultant. Such written determination shall include a description of the duties performed and a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)



HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

**AMENDING THE HOUSING AUTHORITY'S
CONFLICT OF INTEREST CODE**

WHEREAS, the Housing Authority on April 2, 1991, adopted a Conflict of Interest Code pursuant to the Political Reform Act, Government Code Section 8100, et seq.; and

WHEREAS, on March 21, 2012 this code was amended with Resolution No. 841 and,

WHEREAS, on June 26, 2013 this code was amended with Resolution No. 876 and,

WHEREAS, on August 20, 2014 this code was amended with Resolution No. 899 and,

WHEREAS, on November 19, 2014 this code was amended with Resolution No. 939, and,

WHEREAS, on September 21, 2016, this code was amended with Resolution No. 941,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Alameda that the Conflict of Interest Code adopted by Resolution 589, as amended by Resolution 841, 876, 899, 939, and 941, is further amended to include this revised list of "Designated Positions" in Appendix A of the Conflict of Interest Code:

Title	Disclosure Category
Board of Commissioners	1
Executive Director	1
Deputy Executive Director	1
Director of Human Resources and Operations	1
Director of Finance	1
Director of Property Operations	1
Director of Housing Programs	1
Director of Housing and Community Development	1
Director of Rent Stabilization	1
Senior Management Analyst	1
Management Analyst	1
Board Members of Island City Development	1
Board Members of Alameda Affordable Housing Corporation	1
Project Manager	1
Senior Project Manager	1

Program Manager	1
Asset Manager	1
Property Management Supervisor	1
Maintenance Supervisor	1
Housing Programs Supervisor	1
Controller	1
Financial and Developer Consultants	2
Consultants whose decision may impact budget/project decisions	2

BE IT FURTHER RESOLVED, that Appendix B provides a definition of the "Disclosure Categories" for the above designated Positions.

BE IT FURTHER RESOLVED, that a designated employee required to disclose investments, sources of income and business positions need only disclose investments in business entities and sources of income which do business in the City of Alameda or have done business in the City of Alameda within the past two (2) years. In addition to other activities, a business entity is doing business within the City if it owns real property within the City. A designated employee required to disclose interests in real property need only disclose real property which is located in whole or in part within the City of Alameda.

BE IT FURTHER RESOLVED, that Category 1 requires designated employees to report the following:

1. All interests in real property in the City of Alameda. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
2. Investments and business positions in business entities from sources which engage in or may foreseeably engage in work or services of the type used by the Housing Authority of the City of Alameda or City of Alameda.
3. Income, including gifts, loans and travel payments, from sources which engage in or may foreseeably engage in work or services of the type used by the Housing Authority of the City of Alameda or City of Alameda.

BE IT FURTHER RESOLVED, that Category 2 requires designated employees to report the following:

1. The Executive Director may determine in writing that a particular consultant, although a designated position, is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements, but instead must comply with more tailored disclosure requirements specific to that consultant. Such written determination shall include a description of the duties performed and a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

BE IT FURTHER RESOLVED, that this Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the ~~page 106 of 107~~ page 106 of 107

have some connection with or bearing upon the functions or duties of the position: (Reg. 18730.1).

BE IT FURTHER RESOLVED, to submit the revised Conflict of Interest Code to the Council of the City of Alameda with recommendation to adopt a resolution to approve the Conflict of Interest Code as the code reviewing body.

ATTEST:

Vanessa M. Cooper, Secretary

Kenji Tamaoki, Chair

Adopted: _____