



Housing Authority of the City of Alameda

PHONE (510) 747-4300
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TTY/TRS 711

701 Atlantic Avenue • Alameda, California 94501-2161

IF YOU WISH TO ADDRESS THE BOARD:

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

AGENDA

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE & TIME

Wednesday, October 16, 2019 –

**Closed Session – 6:00 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 – 6:00 p.m. – Adjournment to Closed Session to Consider:
 - 3-A. Closed Session pursuant to Government Code Section 54956.9(a) – Conference with legal counsel re existing litigation, Housing Authority of the City of Alameda v. Johnson, Alameda County Superior Court No. RG18933615.
 - 3-B. Closed Session: Purpose: Conference with legal counsel –anticipated litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9(b): one potential case.
 - 3-C. Closed Session: Pursuant to Government Code Section 54956.8, Conference with Real Property Negotiators. Property: Assessor’s Parcel Number 74-1366-9; Authority Negotiators: Vanessa Cooper and Kathleen Mertz; Negotiating Parties: Pulte Group; Under Negotiation: Price and Terms of Payment.
4. Adjournment of Closed Session
5. RECONVENE REGULAR MEETING – 7:00 p.m.
6. Announcement of Action Taken in Closed Session, if any.
7. Public Comment (Non-Agenda)
8. CONSENT CALENDAR
 - Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Commissioners or a member of the public.
- 8-A. Approve Minutes of the Board of Commissioners Meeting held September 18, 2019 – **Page 1**
- 8-B. Accept the Monthly Overview Report for Operations/H.R./I.T. – **Page 6**
- 8-C. Accept the Monthly Overview Report for the Housing Programs Department – **Page 11**
- 8-D. Accept the Monthly Overview Report for the Rent Program – **Page 14**
- 8-E. Accept the Monthly Overview Report for Property Operations – **Page 17**
- 8-F. Accept the Monthly Overview Report for Housing & Community Development – **Page 26**
- 8-G. Accept the Monthly Development Report for Rosefield Village – **Page 29**
- 8-H. Accept the Monthly Development Report for North Housing – **Page 31**
- 8-I. Accept the Budget Variance Report for August 31, 2019 – **Page 33**
- 8-J. Accept Report on Housing Authority Records Disposition – **Page 47**
- 8-K. Approve Out-of-State Travel for Asset Management Staff – **Page 50**
- 8-L. Approve Outside Employment of Executive Director, per 2014 Employment Contract Between the Board of Commissioners and Vanessa Cooper – **Page 51**
- 8-M. Accept Board of Commissioners Meeting Schedule for 2020 – **Page 53**
- 8-N. Direct the Executive Director or Her Designee to Vote “Yes” on the City of Alameda’s Upcoming Stormwater Fee Ballot Measure – **Page 55**



9. AGENDA

9-A. Accept the Annual LifeSTEPS Presentation and Report – **Page 60**

9-B. Verbal Update from October 15, 2019 City of Alameda City Council Meeting Agenda Item to Consider Directing Staff to Present Options to the Council on Increasing Accountability of, and Addressing Potential Conflict of Interest Issues at, the Alameda Housing Authority. (Councilmembers Vella and Oddie)

9-C. Approve the Issuance of an RFP for Third Party Property Management Services for Properties Owned by AHA and Its Affiliates, AAHC and ICD – **Page 80**

9-D. Review and Approve Goals for the Executive Director for the Period of October 1, 2019 to September 30, 2020 – **Page 84**

9-E. Approve License Agreement With The City Of Alameda For Access To Jean Sweeney Park And Authorize The Executive Director Or Her Designee To Negotiate And Execute The Agreement – **Page 87**

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

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

12. ADJOURNMENT

* * *

Note

- If you need special assistance to participate in the meetings of the Housing Authority of the City of Alameda Board of Commissioners, please contact (510) 747-4325 (TTY/TRS: 711) or vmondo@alamedahsg.org. Notification 48 hours prior to the meeting will enable the Housing Authority of the City of Alameda Board of Commissioners to make reasonable arrangements to ensure accessibility.
- Documents related to this agenda are available for public inspection and copying at the Office of the Housing Authority, 701 Atlantic Avenue, during normal business hours.
- Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review. In order to assist the Housing Authority's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Housing Authority accommodate these individuals.



DRAFT MINUTES

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA
HELD WEDNESDAY SEPTEMBER 18, 2019**

The Board of Commissioners Closed Session began at 6:00 p.m.

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners

Present: Commission Chair Kurrasch, Commissioner Grob, Commissioner Hadid,
Commissioner Kay, Commissioner Rickard

Absent: Vice Chair Tamaoki and Commissioner Weinberg

The Board of Commissioners Regular Session was called to order at 7:09 p.m.

2. Public Comment on Closed Session

None

3. Closed Session – 6:00 p.m. – Adjournment to Closed Session to Consider:

3-A. Executive Director Evaluation

4. Adjournment of Closed Session

5. RECONVENE REGULAR MEETING – 7:09 p.m.

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

Chair Kurrasch stated that the Board accepts the Executive Director's evaluation and gave Executive Director Vanessa Cooper direction for the next year.



7. Public Comment (Non-Agenda)

Mr. Richard Neveln, a member of the public, spoke about Alameda needing an emergency plan for weather emergencies and asked that the timing of the Independence Plaza front door be adjusted. Mr. Neveln also commented that the dirt patches in the outdoor common areas of IP should be filled with plants so the rain does not create mud, which could then be tracked inside and ruin IP carpeting.

Ms. Cooper provided a follow-up regarding last month’s Public Comment discussion about adding a crosswalk on Atlantic Avenue connecting 701 Atlantic Avenue and Starbucks and explained that this project will soon be underway and notices will be rolled out in the coming months.

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 referred to page 28 and asked Ms. Kathleen Mertz, Director of Housing and Community Development, what a “unique user” meant with the AC Transit portion of her memo. Ms. Mertz explained that a unique user is an individual user.

Chair Kurrasch thanked AHA staff for all their hard work.

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

Yes:	5	Commission Chair Kurrasch, Commissioner Grob, Commissioner Hadid, Commissioner Kay, Commissioner Rickard
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Absent:	2	Vice Chair Tamaoki and Commissioner Weinberg
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- *8-A. Approve Minutes of the Board of Commissioners Meeting held August 21, 2019
- *8-B. Accept the Monthly Overview Report for Operations/H.R./I.T.
- *8-C. Accept the Monthly Overview Report for the Housing Programs Department
- *8-D. Accept the Monthly Overview Report for the Rent Stabilization Program
- *8-E. Accept the Monthly Overview Report for Property Operations
- *8-F. Accept the Monthly Overview Report for Housing & Community Development
- *8-G. Accept the Monthly Development Report for Rosefield Village
- *8-H. Accept the Monthly Development Report for North Housing
- *8-I. Accept the Report on Banking Activity of Island City Development
- *8-J. Accept the Budget Variance Report for July 31, 2019
- *8-K. Accept the Quarterly Investment Report for Period Ending June 30, 2019



9. AGENDA

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

Ms. Vanessa Cooper, Executive Director, explained the two-year work plan, commented on AHA Director involvement in the creation of the plan, and talked through the benchmarks and measurables. Ms. Cooper stated that the focus of the Board of Commissioner Retreat will be the Strategic Plan.

Chair Kurrasch expressed appreciation of the easy-to-follow formatting of the work plan.

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

Yes: 5 Commission Chair Kurrasch, Commissioner Grob,
Commissioner Hadid, Commissioner Kay, Commissioner Rickard

Absent: 2 Vice Chair Tamaoki and Commissioner Weinberg

- 9-B. Approve Revised Payment Standard Increases for the Section 8 Housing Choice Voucher program and for Project Based Vouchers effective December 2, 2019

Ms. Tonya Schuler-Cummins, Senior Management Analyst, explained that HUD published the Fair Market Rents (FMRs) and described the payment standards. Ms. Schuler-Cummins explained that AHA proposes moving payment standards to maximize the 1-, 2-, and 3- bedroom units. She further explained that the payment standards for studio and 4+ bedroom units will not be increased at this time. Ms. Cooper described the balance of what is available versus the chance that AHA goes back into shortfall next year. Landlords have been noticed and there was explanation around the reasoning that lead to the recommendation before the Board.

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

Yes: 5 Commission Chair Kurrasch, Commissioner Grob,
Commissioner Hadid, Commissioner Kay, Commissioner Rickard

Absent: 2 Vice Chair Tamaoki and Commissioner Weinberg



- 9-C. Approve a Resolution to amend the Schedule of Authorized Positions to include the addition of two positions: Risk Manager and Communications Manager

Ms. Janet Basta, Director of HR and Operations, explained the proposal to modify and add two new exempt level positions to the Schedule of Authorized Positions. Ms. Basta described the additional staffing needs and explained the roles and tasks for each of the proposed positions. Ms. Basta commented that a quick benchmarking was performed in order to identify the salary which is before the Board and explained the financial impact of adding these two positions.

Chair Kurrasch commented on the importance of the two roles and Commissioner Grob agreed, adding that the time and skills needed for these roles are crucial to AHA. Commissioner Hadid added that the additional level of organization and performance added by these roles would benefit the Housing Authority.

Commissioner Kay commented on the financial impact and asked if the amount listed is for both positions and Ms. Basta clarified that the projected monetary amount for the remainder of FY 2019-2020 comes to \$175,000 since both roles will roughly work half the fiscal year. Going forward, each position would then cost about \$175,000 including benefits.

Commissioner Rickard commented that AHA has been under budget for the last four years, but that the Housing Authority has also been understaffed and asked if staff anticipates coming up at budget in the upcoming years. Commissioner Rickard asked if either position, once work has been completed, could shift to a part-time position or if more work will be created for the proposed roles. Ms. Cooper explained that AHA needs full-time staff for both positions, that there is plenty of work for both roles, and that there is the opportunity to expand the positions as needed. Ms. Cooper added that since these positions are exempt management positions, both roles will be able to help with backfilling for the management team and that they will be able to help where needed in all departments. Commissioner Rickard asked if the cost of these positions will push AHA over budget for next year and Ms. Cooper explained that staff does not anticipate being over budget due to the fluctuation in staff vacancies.

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

Yes: 5 Commission Chair Kurrasch, Commissioner Grob,
Commissioner Hadid, Commissioner Kay, Commissioner Rickard

Absent: 2 Vice Chair Tamaoki and Commissioner Weinberg

- 10. Public Comment on Closed Session

None



- 11. Closed Session Continued – 7:37 p.m. – Adjournment to Closed Session to Consider:
 - 11-A. Closed Session pursuant to Government Code Section 54956.8, Conference with Real Property Negotiators. Property: Assessor’s Parcel Numbers 74-451-1-8; Authority Negotiators: Vanessa Cooper and Kathleen Mertz; Negotiating Parties: PUR Atlantic LLC; Under Negotiation: Price and Terms of Payment.
 - 11-B. Closed Session pursuant to Government Code Section 54956.9(a) – Conference with legal counsel re existing litigation, Housing Authority of the City of Alameda v. Johnson, Alameda County Superior Court No. RG18933615.
- 12. Adjournment of Closed Session
- 13. RECONVENE REGULAR MEETING – 9:25 p.m.
- 14. Announcement of Action Taken in Closed Session, if any.

Chair Kurrasch said that the Board gave direction to staff regarding the Property in item 11-A and direction to staff dealing with the litigation discussed in item 11-B.

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

None

16. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

None

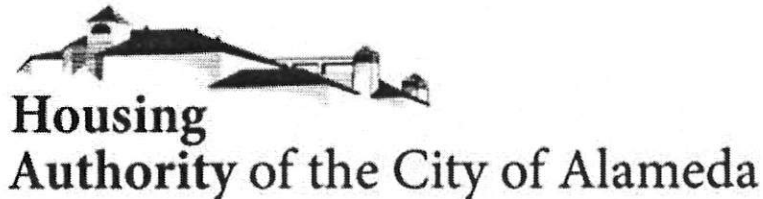
17. ADJOURNMENT

There being no further business, Chair Tamaoki adjourned the meeting at 9:25 p.m.

Vanessa M. Cooper
Executive Director/Secretary

Arthur Kurrasch, Chair
Board of Commissioners





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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: October 16, 2019

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

BACKGROUND

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

Human Resources and Operations

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

<u>Department</u>	<u>Position</u>	<u>Number of Vacant Positions</u>	<u>Recruitment Status</u>	<u>Other Updates</u>
Administration	Management Analyst	2 FTE	In background check process for both positions	
	Communications Manager	1 FTE	Recruiting for both positions to begin in October or early November	Job descriptions and compensation study in process
	Risk Manager	1 FTE		
Finance		0 FTE		Department is fully staffed



Housing Programs	Housing Assistant	1 FTE	In interview process	
	Housing Specialist III	1 FTE	Position posted	Position open due to a staff retirement
Property Operations	Maintenance Supervisor	1 FTE	In interview process	
	Resident Manager II (IP)	1 FTE	Position posted; applications due early October	
	Assistant Resident Manager (IP)	.13 FTE	Initial posting not successful; will repost	
	Resident Manager (Parrott Village and Gardens)	1 FTE	Recruitment not successful; property will be moved to 3 rd party management by December 31.	
Housing and Community Development		0 FTE		Department is fully staffed
Rent Stabilization Program		0 FTE		Department is fully staffed

Summary: Total FTE's approved for FY 2020: 58.50
Number of vacancies: 9.13
Number of active recruitments: 6.13

Staff attended a number of job-related trainings in September. Three staff attended a free, one-day digital transformation training to enhance AHA's use of Laserfiche. Six management staff attended the Non-Profit Housing Association of Northern California's annual affordable housing conference in San Francisco. HR staff attended a one-day Workers' Compensation for HR Professionals Workshop, and one Director attended the one-week HCV Executive Training taught by Nan McKay herself.



Open enrollment is underway for most AHA benefits, with the open enrollment period for health insurance ending on October 4, and on October 15 for dental, vision, and life insurance (open enrollment for flexible spending account plans will be done closer to the end of the calendar year). Dental insurance rates increased by 3% this year, well within the budgeted amount and lower than the 6% average increase benchmarked by AHA's benefits broker. Vision (VSP) rates did not increase, and employees who elected voluntary life insurance will see no increase in rates for the second consecutive year. 2020 rates for the employer-provided life and long term disability insurance plans are pending.

Information Technology/Administration

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

The laptop upgrades continued through September. Also, four new desktops were purchased to replace the oldest four computers as is standard process every year. By the end of the year, all staff will be upgraded to Windows 10, which completes the anticipated computer upgrades for this fiscal year.

PAYscan has been in use since the beginning of August 2019, and staff seems to be adapting well to the online invoicing system. The next system to be launched will be VENDORCafé. Configuration of that system will start at the end of October with a goal to implement this by the end of the calendar year and then begin the launch of Marketplace.

The annual records retention day was completed September 27, 2019. Staff identified paper files that are past the retention periods, which are being quality controlled and many documents were destroyed according to the policy. A separate memo will be presented to the Board, listing the documents that were destroyed.

The service tickets received for both August and September 2019 have been routine in nature. In both months, there has been no extreme variance in the number of requests. The average response time for August tickets was 86 minutes and the response time for September was 28 minutes. The response period for August was slightly longer due to allowance of access rights to staff members and the follow-up conducted to confirm completeness.



Honorable Chair and
Members of the Board of Commissioners

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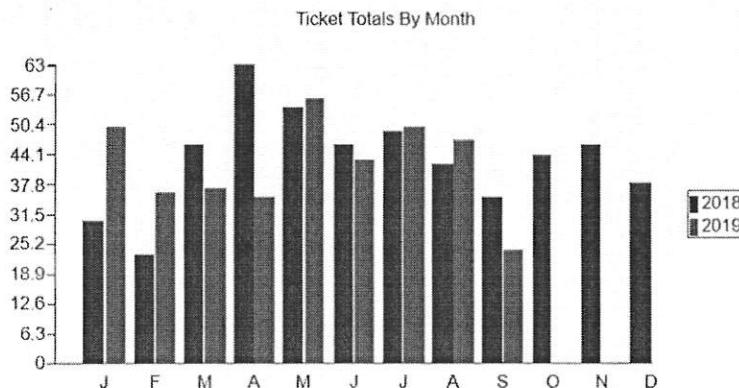
Techordia Monthly Summary Report
Period from August 1, 2019 to August 31, 2019
Service Ticket Requests

Type of Service Request	Number of Tickets
Access rights	11
Hardware	4
Software	14
On Boarding / Off Boarding	7
On Site Visits	9
TOTAL:	45

Techordia Monthly Summary Report
Period from September 1, 2019 to Sept. 30, 2019
Service Ticket Requests

Type of Service Request	Number of Tickets
Access rights	13
Hardware	5
Software	10
On Boarding / Off Boarding	1
On Site Visits	9
TOTAL:	38

As of 9/16/2019, there have been 378 tickets this year and, at that time, there were 16 open tickets. Below is a chart of tickets for year 2018 versus 2019.



Honorable Chair and
Members of the Board of Commissioners

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RECOMMENDATION

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


Respectfully submitted,



Janet Basta
Director of Human Resources and Operations

JCB/TMSC





**Housing
Authority of the City of Alameda**

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
 From: Lynette Jordan, Director of Housing Programs
 Date: October 16, 2019
 RE: Accept the Monthly Overview Report for the Housing Programs Department

BACKGROUND

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

Funding Update

Each month AHA continues to project future HAP expenses by utilizing the two-year tool. After implementing utilization strategies, a review of the two-year tool in September projection that AHA will have \$1 million in HAP reserves with a utilization rate of 98.5% of funding.

For the month of September, HAP expenses for HPD were \$2,630,000 and AHA received 2,810,427 from HUD to cover HAP to owners. Each month staff continues to monitor AHA leasing efforts and make recommendations as needed.

Online Recertification

The Online Recertification portal launched on September 1, 2019 to all program participants (prior rollout of online recertification was a pilot for certain properties to test the online portal). Moving forward, all annual recertifications beginning January 1, 2020 will be performed online unless a Reasonable Accommodation is filed. This online system allows AHA participants to complete their annual recertifications online via cell phones, tablets, laptops, or home computers. Participants are also able to upload proof of income, assets, or other recertification documents directly into the portal. In order to support our participants with the new process, AHA has scheduled monthly training sessions for participants seeking assistance with the new system. Monthly there are an average of 120 online recertification being processed.

Scheduled Training Sessions:

Each training day has two classes: 9:00 a.m. – 10:30 a.m. or 2:00 p.m. – 3:30 p.m.

October 22, 2019: Littlejohn Commons Community Room, 1301 Buena Vista Ave, Alameda



Honorable Chair and
Members of the Board of Commissioners

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November 19, 2019: Independence Plaza, 703 Atlantic Ave., Alameda
December 17, 2019: Independence Plaza, 703 Atlantic Ave., Alameda
January 14, 2020: Independence Plaza, 703 Atlantic Ave., Alameda

Owner Workshop

HPD will host two Annual Owners Workshop sessions this year in an effort to accommodate more participating owners. The two workshops will take place on October 10, 2019 from 4:30 p.m. – 7:30 p.m., and October 17, 2019 from 2:00 p.m. – 5:00 p.m. at Independence Plaza in the Ruth Rambeau Community Room. The workshop will be open to all owners currently participating in the Housing Choice Voucher (HCV) Program and any owners/landlords interested in participating in the HCV program in the future.

The workshop presentation will include guest speakers and will cover the following topics:

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

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

HCV Occupancy, Eligibility, Income, and Rent calculation Training

Training was held for all HCV staff on July 15-19, 2019 at Littlejohn Commons. This training provides participants with an understanding of the vast regulatory guidance that has shaped the Housing Choice Voucher program. It focuses on effective interviewing, waitlist management, screening, outreach and marketing, and accurate application of eligibility, income, rent calculation regulatory compliance. The class equips participants with the necessary skills to reduce errors and avoid HUD findings in compliance audits. The entire AHA staff passed the training and received their HCV-OEIR certifications.

HPD STATISTICS

Statistics	July	August	September
Annual Re-examinations Processed	Completed:110	Completed:118	Completed:114
Rent Increases	Due: 27	Due: 49	Due: 58
Interim Re-examinations Processed	Due: 57	Due:67	Due: 48



Honorable Chair and
Members of the Board of Commissioners

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HQS Private Landlord Inspections Conducted Pass rate %	Private LL: 40 Pass Rate: 75%	Private LL: 41 Pass Rate: 39%	Private LL:25 Pass Rate: 20%
HQS in AHA Owned units Pass rate	Eagle Village:31 Pass Rate: 23%	Anne B Diamond Pass rate: 84%	Parrot Gardens: Pass rate: 32 %

VOUCHER ISSUANCE AND LEASE UP DATA

Statistics	July	August	September
Section 8 Continued Movers seeking housing	10	15	22
Port-in voucher holders seeking housing	5	2	9
Voucher holders ported out and seeking elsewhere	-11	-2	-11
New Vouchers Issued	58	42	44
Total voucher holders seeking housing in Alameda	73	59	75
Non-Port Leased	HCV-1 PBV -0	HCV-1 PBV -0	HCV- 4 PBV - 1
Port Move-In Leased	4	1	2
Total Vouchers Leased Up within the City of Alameda	5	2	7

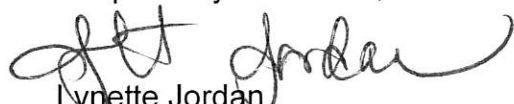
- Total voucher seeking is cumulative less port-out vouchers and leasing

Informal Hearings Held for Termination of Voucher	1	0	0
Informal Hearings Held for Other Issues	1	0	0
Termination Decisions upheld	0	0	0

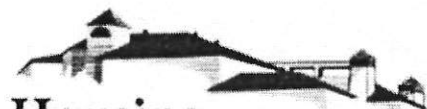
RECOMMENDATION

Accept the Monthly Overview Report for the Housing Programs Department.

Respectfully submitted,


Lynette Jordan
Director of Housing Programs





Housing Authority of the City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners

From: Greg Kats, Rent Program Director

Date: October 16, 2019

Re: Accept the Monthly Overview for the Rent Program

DATA

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

	July	August	September
Rent increase submissions	25	5	10
Termination of tenancy submissions	5	2	8
Capital Improvement Plan submissions	0	0	0
Number of RRAC meetings	1	3	1
Number of cases reviewed by RRAC each month	2	4	0

CITY COUNCIL UPDATE

At their September 17th meeting, the Alameda City Council voted in favor of final passage for Ordinance 3249. The following termination of tenancy regulations apply only to privately-owned Section 8 rental units. They do not apply to Section 8 rental units owned by a public entity or a nonprofit organization, including those owned by the Alameda Housing Authority. Although, it should be noted that all rental units, including Section 8 rental units owned by a public entity or a nonprofit organization, were previously and remain subject to "just cause" protections. It should also be noted that no Section 8 rental units are subject to the rent control-related provisions of this Ordinance.

Honorable Chair and
Members of the Board of Commissioners

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Below is a summary of the amendments contained in the Ordinance:

- Numerous definitions added to the ordinance and clarification provided on which units are exempt from the ordinance.
- The length of time an owner must reside in the unit following a termination for owner move in was increased from one year to three years.
- The calculation for permanent relocation payments was changed to tie the formula to fair market rents.
- The option to trade extra time in the unit for a reduction in relocation payments was eliminated.
- Relocation payments for termination of tenancy will now be required for a number of permitted no cause terminations, which have been greatly limited to reasons such as Owner Move In or removal of the unit from the rental market.
- A relocation payment is also required when a rent increase is more than 10% and the tenant decides to vacate rather than pay the increase.
- Buyout agreements between landlords and tenants are now regulated and provide tenants with a 30-day "right to rescind."
- The rent registration criteria to be collected via the rent registry database have been defined. This will cover all units that are covered by the Ordinance.
- The Rent Review Advisory Committee (RRAC) has been effectively replaced by a petition-based process adjudicated by professional hearing officers. No hearing process exists for Costa Hawkins exempt units. The final RRAC hearing occurred on September 9, 2019.
- A relocation payment will also be required when a rent increase is more than 10% and the tenant decides to vacate the unit rather than pay the increase and when a tenant has to move out due to an uncorrected HQS violation for which the landlord is at fault.
- The City Council also adopted a fair housing ordinance that would prohibit discrimination, including for source of income (such as Section 8), age, disability, and family status, and would also prohibit tenant harassment and lockouts.

As indicated in prior Board memos, several of these new amendments may ultimately impact the ability of the Section 8 Program to recruit and retain landlords. Staff anticipates that there will be a need for extensive community outreach to help the public, both tenants and landlords, better understand the amendments to the regulations governing the program and subsequent systems that are put in place to administer the program. Rent Program staff is currently providing informational workshops to the public twice a month, to explain changes to the termination of tenancy and rent increase processes. The program has also circulated a newsletter outlining these new amendments, as well as posting information about these new policies on the program website.

At their October 15th City Council meeting, the Rent Program will present its FY 2018-2019 Annual Report and the City Council will vote on whether to adopt a resolution establishing a revised temporary relocation payment schedule, which will lower the temporary relocation assistance amount for some covered items (specifically temporary housing and pet accommodations).



Honorable Chair and
Members of the Board of Commissioners

October 16, 2019
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Through an RFP process, the Rent Program secured a contract with 3Di, Inc. to develop a rent registry database. Staff is currently working with the vendor to configure a secure system to provide data management and reporting services. The system will also provide landlords with an online platform to register residential rental units and pay the annual program fee. The City Finance department will continue managing the fee collection process. Staff is in the process of defining the requirements for the system based on the newly adopted Ordinance 3249. Once the requirements are finalized and configuration is complete, staff will move into the testing phase to verify that the system meets privacy and value standards. Provided the requirements and testing phases move forward as expected, staff anticipates rolling out the online registration system in early 2020.

In regards to rent control policy at the state level, Assembly Bill 1482 is expected to be signed by the Governor by mid-October and would be effective on January 1, 2020. This legislation would mandate statewide rent control and termination of tenancy regulations for certain types of units. The City of Alameda and the Rent Program will review the final text, once it is available, and assess any implications for Alameda renters and landlords. Additional outreach may be necessary in the New Year, if this legislation is enacted, to inform the public regarding these new rent control measures.

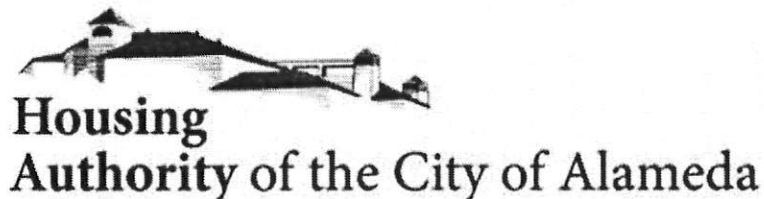
RECOMMENDATION

Accept the Monthly Overview for the Rent Program.

Respectfully submitted,



Greg Kats
Rent Program Director



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 FAX (510) 522-7848
 TTY/TRS 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
 From: Lisa Caldwell, Director of Property Operations
 Date: October 16, 2019
 Re: Accept the September Monthly Overview Report for Property Operations

BACKGROUND

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

DISCUSSION

VACANCY – September

Lease up coordination between the Property Operations and Housing Programs departments continues in order to fill vacancies as soon as possible. Applicants from waitlists have been outreached or are in process for applicable vacant units. When possible three applicants are processed at a time for each vacancy. Vacancies that do not have a waitlist are posted in the AHA lobby as well as our website. The table below provides fourteen (14) vacancies at the end of September. Progress is taking place in filling these vacancies. Staff has four (4) move-ins scheduled to take place by October 15th and is diligently working on securing more move-ins to take place throughout October. Staff anticipate ongoing reduction in vacancies over the month of October and into the month of November.

Six (6) of the vacant units at Independence Plaza are two (2) bedroom units. These units are posted in the AHA lobby as well our website. These units have been a challenge to lease as the need for two (2) bedroom units at senior sites are not in high demand. Staff is working to inform other agencies of these units in hopes to advertise to a bigger pool of applicants in need of affordable housing.



Property	Unit #	Vacancies End of September	Notice to Vacate Pending	Lease Pending	Rate
Anne B. Diament Plaza	65	0	0	0	0%
China Clipper Plaza	26	0	0	0	0%
Esperanza	120	2	4	2	2%
Independence Plaza	186	11	0	1	6%
Parrot Village	50	0	0	0	0%
Scattered Sites*	42	2	0	1	2%
Total	489	15	4	3	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 (4).

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

There are currently five (5) units offline due to extensive repairs. These units are not included in the vacancy numbers listed above and are outlined below:

Property	Number of units	Offline due to:
*Sherman Street	2	Both units have a connected plumbing issue underground
Esperanza	2	One unit for bathtub replacement and one for Kitchen cabinet and flooring replacement.
*Lincoln House	1	Kitchen fire which has caused the entire kitchen and parts of roof to be replaced.

*Properties included in the scattered sites.

Staff expects to move the management of Parrot Village and Parrot Gardens to third party management by January 31, 2020. The sites are located side by side and have been without a resident manager since October 2018. It has been challenging to find a qualified candidate and the properties would benefit from being managed by a third party who has qualified staff available. (See separate memo re RFP)



RENT COLLECTIONS – September

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

China Clipper’s 86% collection rate is a result of two (2) vacant units in the prior month of August, which moved in mid-September. China Clipper is now fully leased and we expect the collection rate to improve in the upcoming months.

The Scattered Sites had three (3) vacant units during the month of August. Two (2) of these units were leased in September and the remaining one (1) unit is scheduled for move-in mid-October. As mentioned in the above table for offline units there are three (3) units currently offline due to extensive repairs needed. All three units are in the process of being contracted out to have the repairs completed.

GPR - Budget vs. Collected

Property	ABD	China Clipper	ESP	IP	Parrot Village	*Scattered Sites	Total
Budgeted GPR	\$92,123	\$44,629	\$322,537	\$149,772	\$144,225	\$86,506	\$839,792
Collected	\$93,402	\$38,413	\$305,600	\$147,399	\$141,258	\$60,000	\$786,072
Collection Rate	101%	86%	95%	98%	98%	69%	94%

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

Property Management staff continues to work with Attorney Bill Ford on terminations of tenancy for non-payment of rent. Non-payers are sent monthly to Mr. Ford mid-month, in order to assist with collecting payment on their debts in full and/or entering into a signed payment plan. There are currently four (4) cases actively being managed through the Attorney, two (2) are for non-payment of rent and two (2) are for lease violations. All households subject to termination are referred to our social services provider, LifeSTEPS, for assistance including budgeting and obtaining rental assistance. Where tenant households are also Section 8 Housing Choice Voucher (HCV) holders, the Section 8 staff have also conducted mandatory in person case management conferences to remind participants of their obligations under the HCV Program. Due to the current level of legal costs we are experiencing at this time we will be amending the contract and extending the amount of the contract, which currently is a not to exceed amount of \$100,000 for three years. Staff will report back on the new amount next month. In the 11 months since the contract was signed costs have been \$65,000.



SOCIAL SERVICES

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

Service	Participants	Hours
Individual Case Management	315	153
Education Classes	145	17
Community Building Enrichment Activities	73	153
Additional Services & Education	220	24

Alameda Family Services continues to provide services at Esperanza for families, seniors and the homeless. After school services are provided by the Boys & Girls Club of Alameda. In partnership with AHA, the Alameda Food Bank provides services twice a month to both Anne B Diament and Independence Plaza. The Alameda Food Bank provides food distribution for Esperanza once a month.

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

Property	No of units	Households Served
Anne B. Diament	65	67
Independence Plaza	186	76
Esperanza	120	44

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

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



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

RENT INCREASES

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

Rent increases for Independence Plaza went into effect February 1, 2019 with a 5% increase to qualified households. The next scheduled rent increase for Independence Plaza will be effective February 1, 2020 with a 2.8% increase to qualified households. As a courtesy, an advance notice of rent increase was issued to qualified Independence Plaza households on October 1, 2019, although only a 60 day notice is required. Another notice will be sent as a reminder closer to February 1, 2020. During the past year a significant number of voucher holders have moved in and this allowed for a lower than projected rent increase for existing tenants. Staff continue to work on the long-term stabilization plan for Independence Plaza for 2026 when the City – RDA subsidy will no longer be available.

MAINTENANCE

Staff is working on FY2019-20 HQS preventive maintenance at the smaller scattered sites. Preventive maintenance is done to ensure units pass HQS within 30 days of the initial annual inspections. Staff is working on correcting items that did not pass Initial HQS at Parrot Village, Parrot Gardens and China Clipper in order to ensure all work is completed within the 30-day requirement. The maintenance staff has also been preparing vacant units for leasing, handling daily routine maintenance requests, and performing emergency work orders as needed.

As reported last month staff is considering the option of security cameras at Esperanza. Staff continues to look into having security cameras at Esperanza and will come back to the board in November with more details and more accurate pricing to see if this is an option we want to explore further.

The work order report below shows the work orders completed calendar year to date and excludes JSCO's work orders.



Work Order Month - 2019

Property	Units	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Total
AHA Office	N/A	9	17	11	18	16	9	12	11	18	121
Anne B. Diament	65	13	9	73	21	14	13	14	12	19	188
China Clipper Plaza	26	14	1	7	11	8	12	9	6	24	92
Detached Homes	4	0	0	4	3	0	1	0	1	0	9
Esperanza	120	36	18	36	32	36	30	51	72	115	426
Independence Plaza	186	6	21	67	44	133	186	65	58	45	625
Lincoln House	4	0	0	0	2	2	4	2	3	1	14
Lincoln Willow Apts.	5	5	3	2	1	1	1	3	3	4	23
Parrot Gardens	8	9	1	2	0	1	0	2	6	2	23
Parrot Village	50	39	48	16	15	17	27	28	22	22	234
Senior Condos	7	8	1	1	2	0	0	4	1	2	19
Sherman Street	9	10	2	4	5	0	4	5	6	3	39
Stanford House	4	5	1	5	2	0	1	0	0	1	15
Total	488	154	122	228	156	228	288	195	201	256	1,828

CAPITAL PROJECTS

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

The 504/ADA project at Independence Plaza is now complete and staff is working with our attorney and the contractor to close out the project. The ADA door operators, paddles and fob readers throughout the community were removed from the original contractor's scope due to the complexity of the design requirements. Staff has selected a vendor to complete the work and the contract is being finalized for signature. The draft time for completion is below:

Draft dates to be updated once contract is finalized.

Task	Date
Execute contract	October 7, 2019
Provide deposit for work	October 8, 2019
Electrical phase work	October 10, 2019
Buildings 1-5 Entry Doors	October 15, 2019 through October 22, 2019
Building 1 interior side doors & rear doors	November 19, 2019 through November 22*



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**Delivery time for Building 1 interior side doors and rear doors is 4-6 weeks. If received earlier, doors will be installed sooner.*

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

VACANCY – September

Property	Unit #	Vacancies End of September	Rate
Rosefield Village	53	38	73%
Eagle Village	36	3	8%
Littlejohn Commons	31	1	3%
Everett Commons	20	0	0%

At the end of September, thirty-eight (38) units at Rosefield were permanently offline due to the upcoming reconstruction and rehabilitation of the property. As vacancies become available at other AHA owned sites, residents currently at Rosefield may be offered these vacant units, where eligible, in order to accommodate as many current residents who want to remain housed in Alameda. The Relocation Plan and General Information and Non Displacement Notice (GIN) has been issued for the remaining tenants describing the need to move prior to the rehabilitation. Ninety (90) day notices will be issued to residents on October 16, 2019 informing them of the January 14, 2020 move date.

At the end of September there were three (3) vacant units at Eagle Village. All three (3) units have applicants processed and are going through the final steps of leasing, which includes scheduling the units for HQS to ensure the units meet the quality standards for move in. All of the move-ins will take place at the beginning of October.

Littlejohn Commons has a move out at the end of September and JSCO staff are working with the AHA Housing Program Department to process a new household for this Project Based Voucher (PBV) unit.

RENT COLLECTION –August

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

Financial reporting for Rosefield Village and Eagle Village is not included in the table below as staff is still working with JSCO to ensure all AHA indirect costs are included in these budgets accordingly. There two properties will be reported for August and September next month and if needed a budget revision will be submitted as well.



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Property	Littlejohn Commons	Everett Commons	Total
Budgeted GPR	\$49,606	\$39,351	\$88,957
Collected	\$49,297	\$38,578	\$87,875
Collection Rate	99%	98%	99%

The Housing Authority of the City of Alameda (AHA) is requesting proposals (RFP) from qualified firms to conduct inspections on units owned and managed by the Housing Authority of the City of Alameda for the Property Operations Department. These are not inspections as required under the regulations for the Housing Choice Voucher program, but rather, inspections conducted for the property management of the units.

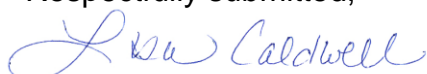
FINANCIAL IMPACT

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

RECOMMENDATION

Accept the September monthly overview report for Property Operations.

Respectfully submitted,



Lisa Caldwell
Director of Property Operations

VMC/all

ATTACHMENT:

1. FY 2019-20 Capital Projects Update



Attachment 1

FY 2019-20 Capital Projects Update

Property	Project	Original Contract or Budget Amount	Approved Change Orders	Current or Revised Budget Amount	Original Substantial Completion	Expected or Actual Substantial Completion	Status
Independence Plaza	ADA Doors	160,000	0	68,000	10/1/2019	11/30/2019	Contractor selected; work scheduled to begin Oct 11
Independence Plaza	Sprinkler Inspectons/Repairs	14,995	0	14,995	10/15/2019	10/15/2019	Complete
Anne B Diamond & Independence Plaza	Balcony Assessment	200,000	0	200,000	11/1/2019	12/15/2019	Engineer selected, executing contracts to begin efforts
Sherman Street	Roofing	145,000	0	145,000	10/18/2019	10/18/2019	On schedule to be completed Oct 9
Sheman Street	Plumbing	25,000	0	80,000	11/1/2019	6/30/2020	Newly identified site conditions required scope revision; staff currently securing revised proposals to address
Esperanza	Sidewalks, Decks & Misc Site Work (lender required)	100,000	-	100,000	1/31/2020	1/31/2020	Reviewing lender report to identify and define scope
Lincoln House	Fire Damage	101,000	-	101,000	11/26/2019	1/31/2020	Architectural plans have been submitted to Building Dept; project will go out to bid upon permit approval
Haight Avenue	Renovation Project (pending acquisition)	500,000	-	500,000	-	-	No update, project pending acquisition
Rosefield Village	Redevelopment Project	7,000,000	-	7,000,000	2020	2020	See HCD Report
North Housing	Demo/New Construction	3,000,000	-	3,000,000	2024	2024	See HCD Report

FY 2018-19 Capital Projects Update

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



Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Kathleen Mertz, Director of Housing and Community Development

Date: October 16, 2019

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

BACKGROUND

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

DISCUSSION

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

Staff submitted the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD in advance of the September 27, 2019 deadline. Staff returned the FY 2019-20 CDBG Funding Approval Agreement to HUD and notified current year sub recipients that first quarter reimbursement reports are due on October 10th. As in the past, the City will accept and process first quarter reimbursement requests prior to the actual receipt of funds from HUD.

Staff has engaged consultants Colleen Lopez and Dan Lopez to conduct file reviews of the HOME-funded units and financial assessments of the owners. All of the units in the portfolio (88 units) are due for monitoring this year. The Housing Programs Department continues to manage the UPCS inspection process for these units.

Inclusionary Housing and Below Market Rate (BMR) Programs

Staff has engaged Hello Housing to conduct the annual owner occupancy monitoring. Hello Housing has mailed the first of three letters to each of the homeowners who participate in the Below Market Rate (BMR), Down Payment Assistance (DPA) and/or Community Land Trust (CLT) Programs.

Island City Development

The Housing Authority previously made two predevelopment loans to Island City Development (ICD) on behalf of two development projects: North Housing and Rosefield. The loan balance and project details are discussed in the attached project specific reports. Staff is currently reviewing the draft December 31, 2018 financial statements.



Honorable Chair and
Members of the Board of Commissioners

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Staff intends to extend the consultant services contract with Holthouse Carlin Van Trigt LPP, auditor and tax preparer for ICD, for one additional year. The contract approval will go to the ICD Board in late October.

The Board requested more analysis of the developer fee split between AHA and ICD, as it pertains to the existing projects and future projects. Upon further discussion, staff recommends to come back to the Board by February 2020 with a draft Business Plan for AHA real estate development activity. This draft Business Plan would address developer fee, staffing, capital needs, pipeline, and overall capitalization of ICD. This draft Business Plan may be discussed at the Board retreat as well.

In the meantime, AHA plans to extend the current Services Agreement with ICD for one more year, through December 31, 2020. This is the \$100,000 annual fee that ICD pays to AHA for staffing services for development activity. In 2020, staff will review this staffing contract after the Business Plan is finalized and make any necessary updates for a new five year term.

Affordable Housing Project Pipeline

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

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

Feasibility Studies – Staff began work on the feasibility studies of two more potential projects. Once complete, staff will report back to the Board. The development pipeline is expected to be discussed at the upcoming Board Retreat.

Staff finalized the acquisition of the final BMR unit in the Mulberry community. Property Management and the Housing Programs Department are preparing to lease the unit. The Housing Authority now owns four 3-bedroom units in this market rate community. The purchase of these units was authorized by the Board on February 17, 2016.

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

Asset Management

Staff completed third quarter reporting for lenders and investors for all applicable properties, and the lender's initial loan file review for Littlejohn Commons.

Staff is reviewing the annual budgets first draft prepared by John Stewart Company property management for properties Littlejohn Commons and Everett Commons in preparation for the upcoming calendar year. These budgets will go to ICD for final approval because ICD is the managing general partner for these properties.

Staff is working with Finance and Property Management to generate a regular monthly variance and consolidated property summary reports as part of the implementation of asset management protocols.



Honorable Chair and
Members of the Board of Commissioners

October 16, 2019
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RECOMMENDATION

Accept the monthly overview report for Housing & Community Development.

Respectfully submitted,



Kathleen Mertz
Director of Housing and Community Development





Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Tony Weng, Senior Project Manager
Date: October 16, 2019
Re: Accept the Monthly Development Report for Rosefield Village

BACKGROUND

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

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

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

DISCUSSION

In collaboration with Paragon Partners, Property Management staff continues to offer AHA vacancies, not subject to a waitlist, for Rosefield transferees. Paragon Partners is also working with tenants to find housing in the private market. The 90-day notice to vacate will be issued on October 16, 2019. An update on the relocation status is below:

Month	Total Units	Vacant Units	Currently Occupied	Moves Completed
September 30, 2019	53	38	15	17

The City of Alameda Building Department issued the first set of plan check comments on September 27, 2019. In addition to the plan check comments, staff has issued the constructability review comments to the design team. The design team will review and respond to the various comments in the coming weeks for the second plan check submittal.



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In the meantime, staff is working on a Request for Proposal (RFP) for a Ground Improvement Contractor in anticipation of the long design lead-time for Drill Displacement Columns, due to the limited availability of qualified contractors in the greater Bay Area region.

We received confirmation that the application passed the threshold determination for the Multifamily Housing Program but final awards are not expected until December. Staff continues to work with our financial consultant on a viable financing plan.

FINANCIAL IMPACT

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

The Board has previously authorized a \$2 million loan to Island City Development for pre-development expenses. Predevelopment costs incurred include application fees, professional services for reports and studies, plus architecture and engineering fees.

The chart below summarizes expenses through September 2019.

Rosefield Village

Pre-development Loan from AHA	\$ 2,000,000
Usage through September 2019	\$ 1,438,887
Balance	\$ 561,113

RECOMMENDATION

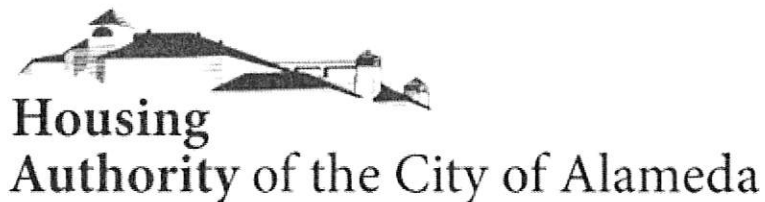
Accept the monthly development report for Rosefield Village.

Respectfully submitted,



Tony Weng
Senior Project Manager





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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
 From: Danielle Thoe, Management Analyst
 Date: October 16, 2019
 Re: Accept the Monthly Development Report for North Housing

BACKGROUND

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

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

DISCUSSION

Staff and AHA counsel had a successful meeting with representatives from the City Planning and City Attorney's offices. All are in agreement that submission of a Development Plan for North Housing is the correct path forward. Staff and the consultant team will finalize this plan for submission upon approval by the Partners.

Staff posted "5-Day Notice to Vacate and Return Possession of the Premises" to each unit and legal counsel has filed these with the court. These filings will lead to default judgments and then counsel will request writs of possession. Counsel anticipates this court process to take approximately 6 weeks. During this process staff, security, and Operation Dignity have worked together on outreach to any squatters. AHA is now able to move forward with boarding and fully securing the buildings. APD will then be able to enforce trespass laws on site.



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The successful legal noticing process will now allow AHA to move forward and finalize a number of procurement items related to site security and building demolition. Staff anticipates boarding of the building to begin by the end of October. Boarding the buildings completely will prevent future squatters so that demolition can proceed.

Staff hosted a Partners meeting with Building Futures and Alameda Point Collaborative (Partners) on September 19, 2019. The Board's North Housing ad hoc committee as well as board representation from both Partner organizations participated. The Partners expressed concerns over the space available for the permanent supportive housing development as well as the decision making process of the partnership. Staff heard the concerns expressed and have begun working on renewed coordination with the Partners. Staff have reviewed previous Partners meeting agendas and minutes, including the roles and responsibilities matrix discussed at the August 30, 2018 Partners Meeting. Staff have scheduled the next meeting with the Partners to discuss each of the three organization's responsibilities. Regular and ongoing Partners meetings will address solidifying the roles of each agency, distribution of unit types within the Development Plan, and design of the first 90 units of permanent supportive housing.

FINANCIAL IMPACT

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

The chart below summarizes expenses through September 2019.

<u>North Housing</u>	
Pre-development Loan from AHA	\$ 3,700,000
Usage through August 2019	\$ 443,333
Balance	\$ 3,256,667

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

RECOMMENDATION

Accept the Monthly Development Report for North Housing.

Respectfully submitted,



Danielle Thoe
Management Analyst





Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Director of Finance

Date: October 16, 2019

Re: Accept the Budget Variance Report for August 31, 2019

BACKGROUND

This high-level, Budget Variance Report covers preliminary unaudited financial operating results compared to the 2019-20 budget for the period and month ending August 31, 2019. Although the year-end financial data is on an accrual basis, the month-to-month financials are on a cash basis. The numbers presented are subject to change based on the adjustments from the final audited financial statement report.

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

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

DISCUSSION

Overview

Year-to-date variances are as follows: revenue is under budget by \$631,179 (7.84%), operating expenses are under budget by \$1,120,834 (14.82%), and net income (before depreciation) is higher than budget by \$489,655. Rosefield and Eagle Village income and expenses are not fully incorporated in these financials exhibits, but will be on a quarterly basis going forward starting in September 2019's financial statements. A third party (The John Stewart Company) manages these



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properties and reports on income and occupancy are provided in the monthly overview report for Property Operations.

Operations Budget - Revenue

Year-to-date - Rental income (Total Tenant Revenue) of \$1,704,976 is predominantly made up of Housing Assistance Payments (HAP) received for AHA units, the subsidy for Independence Plaza, and tenant rents received. When including Rosefield and Eagle Village's financial information that are not presented in the attached financial exhibit, HAP and tenant rents are \$182,955 and \$20,141 under budget for the year-to-date period. The lower income is due in part to the number of vacancies at Independence Plaza during the 504/ADA rehabilitation, vacancies held elsewhere in the portfolio to relocate tenants from Rosefield for the planned rehabilitation of the property. Occupancy is expected to improve over the coming months with the expectation that there will be 5+/- vacancies by the end of November 2019

Other Income is \$266,838 less than the year-to-date budgeted revenue mostly due to lower professional service revenue received, which includes funding from the Rent Program and HCD MOUs. These reimbursements have been billed to the City of Alameda and are received in arrears in the months of September & October.

Administrative Fee income in HUD is higher than the year-to-date budget by \$13,953 (4.74%). The factors that affect how much Administrative Fee AHA receives are the proration percentage and the number of units leased. HUD provided an increase of 4% in the proration factor from 76% to 80% that accounts for this higher number. For the past several years, Administrative Fees from HUD have not fully funded the Housing Programs Department, and the Section 8 program has been subsidized by income from AHA properties.

Expenses

Net profit from operations (before depreciation) is \$980,925 for the period year-to-date.

Total expenses are lower than the year-to-date budget by \$1,120,834 (14.82%). This is mainly due to the lower salary and benefit expenses, which are under budget due to vacant positions (see monthly overview report for Operations, H.R. and I.T.). Utilities are under budget by \$165,529; this is a result of a timing difference and utilities expense are expected to be on par with budget in September's financial statement report.

When including Rosefield and Eagle Village's financial information that are not presented in the attached financial exhibit, maintenance salaries are \$15k below budget. In September 2019, the Cost of Living Adjustment catches up the salaries to the 3.2% salary increase approved by the Board of Commissioners.



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AHA has outsourced two properties, the aforementioned Eagle Village and Rosefield projects to The John Stewart Company and the AHA maintenance team performs more of the maintenance work in AHA's managed properties rather than using vendors.

Housing Assistance Payments (HAP) Pass-through

Periodically, pass-through payments due to AHA for AHA-owned properties are requested.

The Housing Assistance Payments (HAP) pass-through includes all the Housing Choice Voucher/Section 8, Shelter Plus, and Bessie Coleman (SRO) programs. Year-to-date HAP revenue is \$230,096 (4.64%) higher than budget for Section 8 and slightly below for Shelter Plus and SRO as well. Shelter Plus Care Revenue was billed to the Alameda County Housing and Community Development department in September 2019 for August 2019 (in arrears).

After a 12-month period of issuing no vouchers due to shortfall, staff is issuing regular and Family Unification Program (FUP) vouchers. HAP payments to property owners are on par with the year-to-date budget. Staff is working closely with HUD to monitor the HAP revenue and expenditure, and the federal budget process to ensure sufficient cash flow for the program.

HCD, Finance, and Property Operations staff meet monthly to review the financial statement actuals versus budget.

Staff is increasing contract rents at the sites, except Independence Plaza, to the new payment standards throughout calendar year 2019.

Statement of Net Position

The Housing Authority has adequate cash resources for operations. As of August 31, 2019, AHA and its affiliates has \$8.8 Million in cash, and \$20 Million held in LAIF and CAMP.

OTHER ISSUES IMPACTING FINANCE DEPARTMENT

Staffing

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

Various staff members will be attending the following trainings (Yardi Advanced Solutions Conference, CalPERS Education Forum and Asset Management Nuts and Bolts Training) in the month of October 2019.



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The FY19 unaudited FDS was successfully submitted to HUD's Real Estate Assessment Center in September 2019.

Audit

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

Unfunded Pension Liabilities

Further discussions on the Unfunded Pension liabilities will be brought to the Board of Commissioners in Q4 2019 or Q1 2020's Board Meeting.

RECOMMENDATION

Accept the Budget Variance Report for August 31, 2019.

Respectfully submitted,



Louie So, CPA
Director of Finance

Attachments:

- Balance Sheet – Period July 2019 – August 2019
- Budget Comparison – Revenue & Expense
AHA Revenue & Expense (Actual versus Budget)



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Balance Sheet

Period = Jul 2019-Aug 2019

Book = Accrual

		Balance
		Current Period
1000000	ASSETS	
1100000	CURRENT ASSETS	
1101000	CASH	
1110010	Cash - Unrestricted	6,327,415.97
1110012	Cash - Reserve for Building	78,450.83
1110013	Cash - Reserve for 3rd Party Managed Buildings	870,000.00
1110014	Cash - Reserve for Equipment	2,152.00
1110018	Cash - Operating Checking with 3rd Party	592,661.99
1110019	Petty Cash with 3rd Party	200.00
1110020	Cash - Petty cash	8,830.84
1110021	Cash - Benefit Account	78,572.79
1110030	Cash - FSS	137,871.90
1110040	Cash - Replacement Reserve Bldg	126,415.00
1130030	Cash - Restricted Sec Dep	76,775.00
1140000	Cash - Tenant Security Deposits	500,226.01
1140050	Cash - Tenant Security Deposits with 3rd Party	61,097.00
1199000	TOTAL CASH	8,860,669.33
1200000	ACCOUNTS RECEIVABLE	
1210000	Accounts Receivable - PHA	0.00
1240010	Accounts Receivable - Government	797,151.28
1240050	HAP Rent Receivable	26,197.27
1240070	Accounts Receivable- HUD	10,815.81
1250010	Accounts Receivable - Other	512,821.06
1250050	Accounts Receivable - 3rd Party Management	12,965.00
1255000	Subsidy Suspense Receivable	-28,176.84
1260000	Accounts Receivable - Tenant	618,623.93
1260050	Accounts Receivable - Tenant Rent with 3rd Party	4,620.00
1261000	Allowance for Doubtful Accounts -Dwelling Rent	-61,830.05
1280000	Fraud Recovery	37,175.40
1281000	Allowance for Doubtful Accounts - Fraud	-36,144.20
1290000	Accrued Interest Receivable	26,955.00
1299000	TOTAL ACCOUNTS RECEIVABLE	1,921,173.66
1300000	INVESTMENTS AND OTHER CURRENT NOTES	
1310000	Investments(LAIF)- Unrestricted	9,549,589.32
1320010	Investments - Other	200.00
1320020	Investments(LAIF) (Restricted) - FSS Escrow	-327.20
1320030	Investments(LAIF)- Building Reserve	1,266,843.93
1320040	Investments(LAIF) - Equipment Reserve	280,359.06
1320201	Investment Reserved for IP-LAIF	425,344.02
1350010	Investment(LAIF)-Restricted (Jack Capon Villa Trust)	1,371.96
1350023	PFM-Accured Interest	-130.02
1350031	Investments - CAMP	8,266,870.82
1350100	Mortgage Receivable	26,188,472.24
1350103	Mortgage Receivable-Jack Capon L. P.	131,817.86
1350106	Loan Receivable - ICD	15,329,430.00

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Balance Sheet

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Book = Accrual

		Balance
		Current Period
1350107	Loan Receivable-RCD/Stargell/Tri Pointe	2,000,000.00
1350109	Loan Receivable - Section 8	650,000.00
1360000	TOTAL INVESTEMENTS AND OTHER CURRENT NOTES	64,089,972.01
1400000	PREPAID EXPENSES	
1420010	Prepaid Insurance - Property	53,760.33
1420020	Prepaid Insurance - Liability	37,222.31
1420030	Prepaid Insurance - Auto	4,788.91
1420040	Prepaid Insurance - Worker Comp	12,875.13
1420050	Prepaid - Other	11,250.97
1420051	Prepaid Rent	14,400.00
1420070	Escrow Deposits - Property	72,083.60
1420075	Escrow Dep. PNC Hedge Res.	64,697.53
1430000	Inventories	9,810.30
1430010	Replacement Reserve-NorthMarq Loan	508,511.37
1430020	Reserve for Replacement NorthMarq	513,395.66
1440099	TOTAL PREPAID EXPENSES	1,302,796.11
1440105	INTERPROGRAM	
1440110	Interprogram (Due From)	51,834.24
1440111	Interprogram Due From Sherman St FACSA	12,725.19
1440112	Interprogram Due From Lincoln St FACSA	7,093.49
1440210	Interprogram Due From Esperanza	687.81
1440411	Interprogram Due from Detached Home	-0.02
1440452	Interprogram Due From Stargell Commons	8,156.24
1440453	Interprogram Due From Island City Development - 4530	203.94
1440601	Interprogram Due From ABD	-22,495.73
1440602	Interprogram Due From Rosefield Village - 4537	218.80
1440603	Interprogram Due From Parrot Gardens	15.11
1440604	Interprogram Due From Stanford House	4.67
1440605	Interprogram Due From Lincoln/Willow	15.12
1440606	Interprogram Due From Senior Condos	18.23
1440607	Interprogram Due From China Clipper	407.65
1440608	Interprogram Due From Regent Street Land	1,530.11
1440609	Interprogram Due From Santa Clara Land	60.19
1440610	Interprogram Due From Eagle Village	264.80
1440613	Interprogram Due From Shinsei Gardens	2,580.11
1440710	Interprogram Due From Section 8 Vouchers	435,589.63
1440740	Interprogram Due from HCV	0.00
1440781	Interprogram Due From New FSS Grant	0.00
1440810	Interprogram Due From Independence Plaza	610.59
1440899	TOTAL INTERPROGRAM	499,520.17
1500000	TOTAL CURRENT ASSETS	76,674,001.26
1590000	LONG TERM ASSETS	
1600000	FIXED ASSETS	
1609999	LAND AND BUILDINGS	
1610000	Land	58,219,778.63

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Balance Sheet

Period = Jul 2019-Aug 2019

Book = Accrual

		Balance
		Current Period
1620030	Buildings	31,462,552.95
1620031	Buildings Improvements	2,146,759.76
1629000	TOTAL LAND AND BUILDINGS	<u>91,829,091.34</u>
1630040	Furniture and Equipment - Dwelling	355,074.81
1630041	Furniture and Equipment - Other	96,032.05
1650000	Leasehold Improvements	14,213,821.04
1660030	Accumulated Depreciation	-28,381,978.92
1660060	Accumulated Depreciation - 3rd Party	-532.61
1699000	TOTAL FIXED ASSETS	<u>78,111,507.71</u>
1800000	DEFERRED OUTFLOW	
1800200	Deferred Outflow of Resources	2,509,532.01
1890000	TOTAL DEFERRED OUTFLOW	<u>2,509,532.01</u>
1900000	CONSTRUCTION IN PROGRESS	
1900100	CIP - On Site Improvement	-381.10
1900230	CIP - Professional Services (Other)	8,568.00
1900290	CIP - Organization - Legal	6,077.50
1900410	CIP - Environmental Testing & Reports	13,800.00
1900420	CIP - Permit & Fees (plan'g,build'g,public work,school dist)	4,085.80
1900430	CIP - Utilities Fees	607.60
1919999	TOTAL CONSTRUCTION IN PROGRESS	<u>32,757.80</u>
1929999	TOTAL LONG TERM ASSETS	<u>80,653,797.52</u>
1999999	TOTAL ASSETS	<u><u>157,327,798.78</u></u>
3000000	LIABILITIES AND EQUITY	
3005000	LIABILITIES	
3100000	CURRENT LIABILITIES	
3100500	ACCOUNTS PAYABLE	
3120010	Accounts Payable<= 90 Days	417,596.29
3120011	Accounts Payable -CALPERS (employee portion)	0.08
3120012	Accounts Payable-Health Insurance (employee portion)	503.79
3120014	Accounts Payable-Garnishment (employee portion)	-128.50
3120015	Accounts Payable-Vision Insurance (employee portion)	637.38
3120016	Accounts Payable-Life Insurance (employee portion)	-165.17
3120018	Accounts Payable-PARS retirement (employee portion)	133.76
3120019	Accounts Payable-Flexible Spending Account(employee portion)	-791.40
3120021	Employees Cobra	395.76
3120022	Accounts Payable-PERS 1959 Surv(Employee Portion)	40.92
3120023	Accounts Payable-FSA Transit Plan	2,391.00
3120024	Accounts Payable FSS	103,300.07
3120026	Accounts Payable FSS Interest	24.54
3120029	Accounts Payable - 3rd Party Management Company	23,878.10
3120030	Accrued Wage/Payroll Taxes Payable	1,101.95
3120040	Accrued Compensated Absences - Current Portion	138,784.87
3120045	Accrued Vacation Payable - 3rd Party Management	6,469.73
3120070	Accrued Payables	12,572.01
3120075	Accrued Accounts Payable - 3rd Party Management	103,051.09

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Balance Sheet

Period = Jul 2019-Aug 2019

Book = Accrual

		Balance
		Current Period
3330010	Account Payable - Other Government	0.00
3330020	Account Payable - HUD	5,104.00
3330100	Tenants- Rents Payable	9,900.00
3339000	TOTAL ACCOUNT PAYABLE	824,800.27
3400000	SECURITY DEPOSITS HELD	
3410010	Tenant Security Deposits	536,397.42
3410015	Tenant Security Deposits - held with 3rd Party Management	61,097.00
3410020	Tenant Security Deposits - Pets	1,225.00
3410030	Tenant Security Deposits - Gate Opener	50.00
3410040	Tenant Security Deposits - Satellite Dish/Antenna	1,700.00
3410060	Tenant Security Deposits - Pooled Interest	63,760.13
3410999	Security Deposit Refund	9,938.73
3419000	TOTAL SECURITY DEPOSITS HELD	674,168.28
3419900	OTHER LIABILITIES	
3420000	Prepay Tenant Rent	92,729.59
3421000	Prepay Tenant Rent - 3rd Party Management	2,484.21
3425000	Unearned Revenue	935,949.68
3426000	Prepaid Ground Lease Rent	3,410,000.00
3430000	Current Portion of Long Term Debt - Capital Projects	683,262.79
3449000	TOTAL OTHER LIABILITIES	5,124,426.27
3470000	INTERPROGRAM	
3470050	Interprogram (Due to)	651.69
3470110	Interprogram Due To General Fund	490,353.49
3470601	Interprogram Due To Anne B Diament Plaza	19,786.00
3470710	Interprogram Due To Section 8 Vouchers	0.00
3471000	Due To/Due From Suspense Account	-116,144.16
3480000	TOTAL INTERPROGRAM	394,647.02
3499000	TOTAL CURRENT LIABILITIES	7,018,041.84
3500000	NON-CURRENT LIABILITIES	
3510100	Mortgage Loan Payable	36,062,106.46
3510103	Mortgage Loan Payable- Alameda County	26,250.00
3510130	Interest Payable - City of Alameda Loan	1,027,547.17
3510140	Home Fund Loan #1	218,689.20
3510150	Housing Community Dev. Loan	916,399.98
3510157	Loan Payable - Esperanza	650,000.00
3510158	Loan Payable - CDBG	575,000.00
3510160	Home Fund Loan #2	282,700.00
3540000	Accrued Compensated Absences - Noncurrent	104,966.97
3570000	OPEB Liability	15,285.00
3580000	Pension Liability	2,127,040.01
3599000	TOTAL NON-CURRENT LIABILITIES	42,005,984.79
3999000	TOTAL LIABILITIES	49,024,026.63
4000000	Equity/Net Assets	
4000001	EQUITY	
4000100	DEFERRED INFLOW	

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Balance Sheet

Period = Jul 2019-Aug 2019

Book = Accrual

		Balance
		Current Period
4001000	Deferred Inflow of Resources	2,507,318.98
4900000	TOTAL DEFERRED INFLOW	2,507,318.98
4999999	CONTRIBUTED CAPITAL	
5010000	Net Investment in Capital Assets	8,938,655.40
5080060	Donations	36,197,725.00
5090000	Unrestricted	38,119,486.18
5120000	Unrestricted	21,936,304.06
5120010	Net Restricted Assets	604,282.53
5950000	TOTAL CONTRIBUTED CAPITAL	105,796,453.17
5999900	TOTAL EQUITY	108,303,772.15
6000000	TOTAL LIABILITIES AND EQUITY	157,327,798.78

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

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
69999990 INCOME								
7000000 REVENUE								
7020000 TENANT REVENUE								
7020110 Vacancy Loss	0.00	-53,492.00	53,492.00	100.00	0.00	-106,988.00	106,988.00	100.00
7030000 Tenant Rental Revenue	270,543.52	309,729.00	-39,185.48	-12.65	557,069.81	756,551.00	-199,481.19	-26.37
7030030 Maintenance Charges	308.77	0.00	308.77	N/A	125.77	0.00	125.77	N/A
7030040 Late Charges	825.00	0.00	825.00	N/A	850.00	0.00	850.00	N/A
7030050 Miscellaneous Other Charges	0.00	0.00	0.00	N/A	306.00	0.00	306.00	N/A
7030060 Tax Increment Payments from the City of Alameda	93,638.17	144,445.00	-50,806.83	-35.17	187,276.32	288,890.00	-101,613.68	-35.17
7030100 Tenant HAP Subsidy	480,862.61	664,886.00	-184,023.39	-27.68	954,243.61	1,329,782.00	-375,538.39	-28.24
7030300 Commercial Rents	5,104.00	2,505.00	2,599.00	103.75	5,104.00	5,010.00	94.00	1.88
7050000 TOTAL TENANT REVENUE	851,282.07	1,068,073.00	-216,790.93	-20.30	1,704,975.51	2,273,245.00	-568,269.49	-25.00
7060000 FEDERAL GRANTS								
7060060 Shelter Plus Care Revenue (Billed in September '19 for August '19)	0.00	37,217.00	-37,217.00	-100.00	40,919.66	74,437.00	-33,517.34	-45.03
7069000 TOTAL FEDERAL GRANTS	0.00	37,217.00	-37,217.00	-100.00	40,919.66	74,437.00	-33,517.34	-45.03
7100000 OTHER INCOME								
7110010 Investment Income - Unrestricted	0.00	11,307.00	-11,307.00	-100.00	0.00	22,618.00	-22,618.00	-100.00
7110011 Interest Income	16,565.18	25,403.00	-8,837.82	-34.79	34,021.56	50,806.00	-16,784.44	-33.04
7110012 PFM-Investment Income	0.00	1,990.00	-1,990.00	-100.00	0.00	3,980.00	-3,980.00	-100.00
7110013 Coupon/Interest/Dividend Income	0.00	3.00	-3.00	-100.00	0.00	6.00	-6.00	-100.00
7110020 Interest on Equip. Reserve	0.00	278.00	-278.00	-100.00	0.00	560.00	-560.00	-100.00
7110030 Interest Earned on Operating Reserve	0.00	52.00	-52.00	-100.00	0.00	104.00	-104.00	-100.00
7110060 Interest - Replacement Reserve	0.00	4,036.00	-4,036.00	-100.00	0.00	8,073.00	-8,073.00	-100.00
7110070 Other - Income	50.00	610.00	-560.00	-91.80	6,559.42	1,220.00	5,339.42	437.66
7110075 Laundry Commission	2,238.06	2,224.00	14.06	0.63	4,417.65	4,448.00	-30.35	-0.68
7110082 Land Fee/Ground Lease	0.00	447.00	-447.00	-100.00	446.99	894.00	-447.01	-50.00
7110092 Professional Service Revenue	41,006.34	177,901.00	-136,894.66	-76.95	139,065.09	355,802.00	-216,736.91	-60.92
7150070 Administrative Fee	0.00	1,505.00	-1,505.00	-100.00	174.83	3,013.00	-2,838.17	-94.20
7150000 TOTAL OTHER INCOME	59,859.58	225,756.00	-165,896.42	-73.48	184,685.54	451,524.00	-266,838.46	-59.10
8000000 HUD GRANT								
8010000 HUD Operating Grants	2,591,675.00	2,479,899.00	111,776.00	4.51	5,189,890.00	4,959,794.00	230,096.00	4.64
8020000 Administrative Fees from HUD	140,195.00	147,162.00	-6,967.00	-4.73	308,279.00	294,326.00	13,953.00	4.74
8020110 PORT-In Administrative Fees	1,543.18	0.00	1,543.18	N/A	3,174.71	0.00	3,174.71	N/A
8030000 Administrative Fees Paid (PORT-Outs)	4,221.11	0.00	4,221.11	N/A	9,777.14	0.00	9,777.14	N/A
8100120 TOTAL HUD GRANT	2,729,192.07	2,627,061.00	102,131.07	3.89	5,491,566.57	5,254,120.00	237,446.57	4.52
8999000 EXPENSES	3,640,333.72	3,958,107.00	-317,773.28	-8.03	7,422,147.28	8,053,326.00	-631,178.72	-7.84
9000000 OPERATING EXPENSES								
9100000 ADMINISTRATIVE								
9110010 Administrative Salaries	298,488.77	403,049.00	104,560.23	25.94	526,927.62	806,072.00	279,144.38	34.63
9110020 Temporary Help - Administrative	9,251.37	42,899.00	33,647.63	78.43	20,877.03	85,799.00	64,921.97	75.67
9120000 Auditing Fees	3,500.00	3,870.00	370.00	9.56	3,500.00	7,740.00	4,240.00	54.78
9150010 Admin Employee Benefits - Medical/Dental	48,531.27	106,929.00	58,397.73	54.61	108,199.70	213,828.00	105,628.30	49.40
9150020 Admin Employee Benefits - PERS/PARS	25,326.16	40,834.00	15,507.84	37.98	50,821.70	81,677.00	30,855.30	37.78
9150030 Admin Employee Benefits - FICA	4,282.26	6,459.00	2,176.74	33.70	7,544.37	12,940.00	5,395.63	41.70
9150040 Admin Employee Benefits - SUI	481.74	1,180.00	698.26	59.17	1,375.64	2,361.00	985.36	41.73
9150060 Admin Employee Benefits - Life/LTD	2,080.40	2,772.00	691.60	24.95	4,010.91	5,540.00	1,529.09	27.60
9150090 Admin Employee Benefit - WC	3,451.78	2,949.00	502.78	17.05	6,936.19	5,890.00	1,046.19	17.76
9160010 Office Supplies/Equipment	9,827.62	7,650.00	2,177.62	28.47	10,205.41	15,300.00	5,094.59	33.30
9160030 Dues & Subscriptions Publications	66.00	100.00	34.00	34.00	2,086.00	200.00	1,886.00	943.00
9160040 Postage	289.39	4,144.00	3,854.61	93.02	421.76	8,288.00	7,866.24	94.91

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

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9160050	5,454.61	5,307.00	-147.61	-2.78	9,806.94	10,614.00	807.06	7.60
9160060	2,539.10	2,461.00	-78.10	-3.17	5,032.34	4,921.00	-111.34	-2.26
9160090	3,052.40	425.00	-2,627.40	-618.21	3,052.40	850.00	-2,202.40	-259.11
9160100	940.00	3,173.00	2,233.00	70.38	3,069.30	6,346.00	3,276.70	51.63
9160110	12,573.02	22,758.00	10,184.98	44.75	14,367.22	45,516.00	31,148.78	68.43
9160111	509.54	686.00	176.46	25.72	1,067.99	1,378.00	310.01	22.50
9160112	0.00	167.00	167.00	100.00	0.00	334.00	334.00	100.00
9160113	5,265.15	10,611.00	5,345.85	50.38	5,265.15	21,222.00	15,956.85	75.19
9160115	20.00	0.00	-20.00	N/A	20.00	0.00	-20.00	N/A
9160120	6,702.00	13,773.00	7,071.00	51.34	7,527.00	27,031.00	19,504.00	72.15
9160130	300.00	974.00	674.00	69.20	6,099.60	1,948.00	-4,151.60	-213.12
9160131	85.00	0.00	-85.00	N/A	85.00	0.00	-85.00	N/A
9160160	0.00	284.00	284.00	100.00	0.00	568.00	568.00	100.00
9160170	9,914.99	33,085.00	23,170.01	70.03	21,385.21	66,170.00	44,784.79	67.68
9160180	11,136.72	18,752.00	7,615.28	40.61	11,136.72	37,504.00	26,367.28	70.31
9160190	1,299.60	18,776.00	17,476.40	93.08	19,211.27	37,552.00	18,340.73	48.84
9160220	0.00	5,742.00	5,742.00	100.00	52.50	11,485.00	11,432.50	99.54
9160230	5,170.90	4,728.00	-442.90	-9.37	6,924.15	9,456.00	2,531.85	26.62
9160260	0.00	1,568.00	1,568.00	100.00	2,090.72	3,136.00	1,045.28	33.33
9160270	1,588.65	1,441.00	-147.65	-10.25	2,224.05	2,882.00	657.95	22.83
9160290	4,099.00	11,121.00	7,022.00	63.14	4,296.50	22,242.00	17,945.50	80.68
9160510	14,052.25	3,500.00	-10,552.25	-301.49	21,590.30	7,000.00	-14,590.30	-208.43
9169000	490,279.69	782,167.00	291,887.31	37.32	887,210.69	1,563,770.00	676,559.31	43.26
9200000								
TENANT/SOCIAL SERVICES/POLICE								
9210010	12,498.04	492.00	-12,006.04	-2,440.25	18,972.89	984.00	-17,988.89	-1,828.14
9210030	17,500.00	17,548.00	48.00	0.27	17,500.00	35,096.00	17,596.00	50.14
9210100	0.00	16,107.00	16,107.00	100.00	0.00	32,193.00	32,193.00	100.00
9219000	29,998.04	34,147.00	4,148.96	12.15	36,472.89	68,273.00	31,800.11	46.58
9219990								
RELOCATION								
9220000	886.20	0.00	-886.20	N/A	1,757.20	0.00	-1,757.20	N/A
9229000	886.20	0.00	-886.20	N/A	1,757.20	0.00	-1,757.20	N/A
9230005								
TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE								
9230020	859.57	1,630.00	770.43	47.27	1,449.75	3,259.00	1,809.25	55.52
9230030	179.31	725.00	545.69	75.27	272.43	1,442.00	1,169.57	81.11
9230040	20.16	161.00	140.84	87.48	45.76	316.00	270.24	85.52
9230080	0.00	0.00	0.00	N/A	175.52	0.00	-175.52	N/A
9230090	876.62	2,005.00	1,128.38	56.28	1,470.31	3,994.00	2,523.69	63.19
9240005								
TENANT SERVICES								
9240010	321.20	0.00	-321.20	N/A	321.20	0.00	-321.20	N/A
9240020	40,789.69	25,901.00	-14,888.69	-57.48	40,789.69	51,184.00	10,394.31	20.31
9249000	41,110.89	25,901.00	-15,209.89	-58.72	41,110.89	51,184.00	10,073.11	19.68
9300000								
UTILITIES								
9310000	9,214.42	22,752.00	13,537.58	59.50	11,645.38	45,504.00	33,858.62	74.41
9320000	4,599.30	12,017.00	7,417.70	61.73	9,990.69	24,034.00	14,043.31	58.43
9330000	12,909.88	4,484.00	-8,425.88	-187.91	12,909.88	8,986.00	-3,923.88	-43.67
9380010	4,289.63	25,703.00	21,413.37	83.31	4,289.63	51,406.00	47,116.37	91.66
9380020	2,967.59	39,552.00	36,584.41	92.50	4,031.57	78,466.00	74,434.43	94.86
9395000	33,980.82	104,508.00	70,527.18	67.48	42,867.15	208,396.00	165,528.85	79.43
9399990								
MAINTENANCE SALARIES								
9400000	47,997.24	59,266.00	11,268.76	19.01	85,939.56	118,530.00	32,590.44	27.50
9410010								

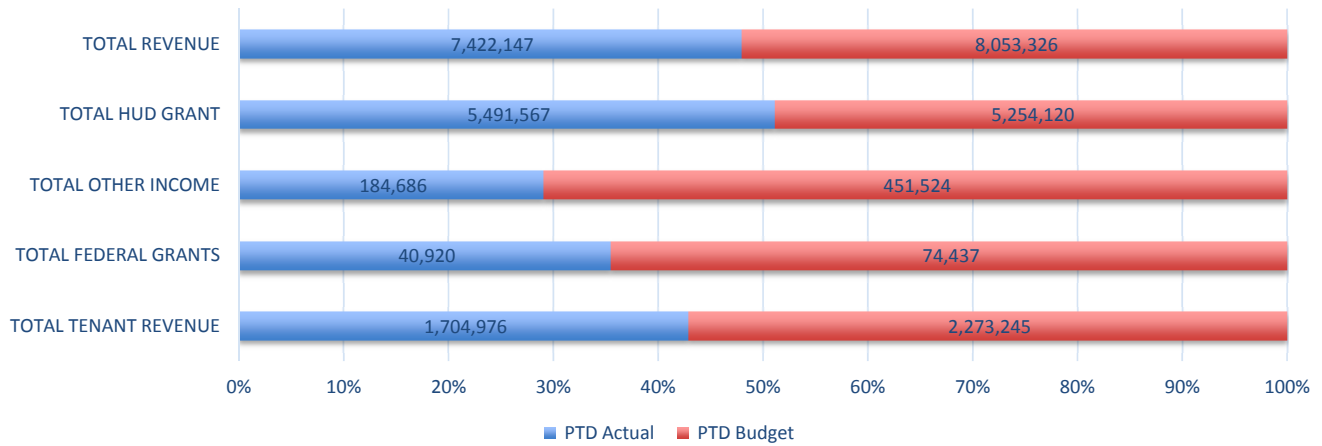
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Budget Comparison (with PTD)
Period = Jul 2019-Aug 2019

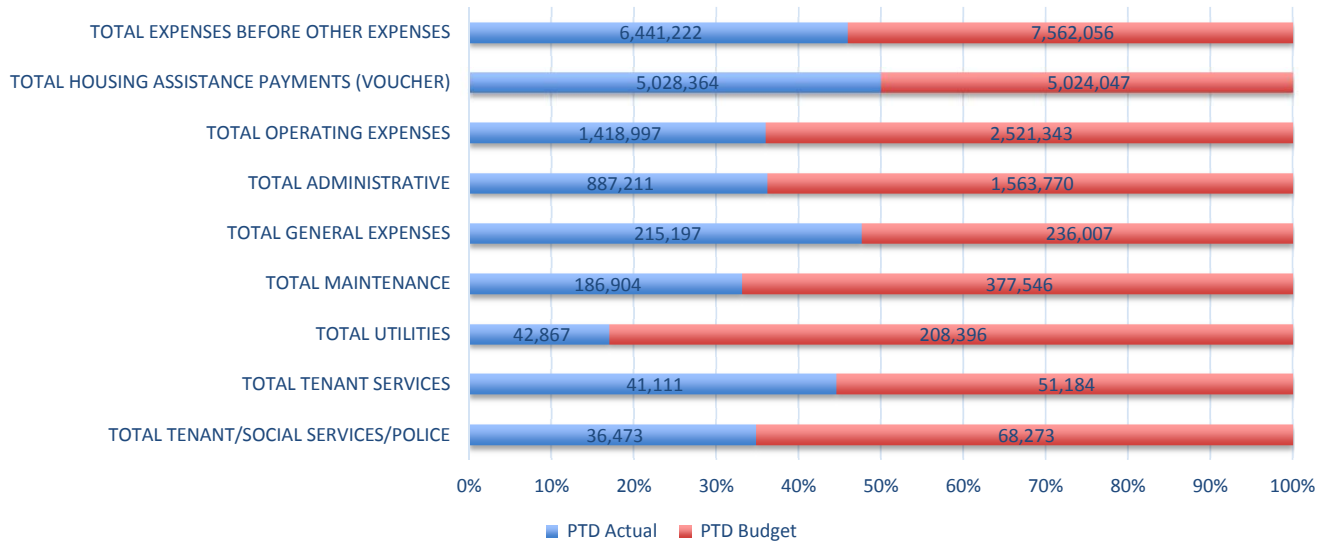
Book = Accrual

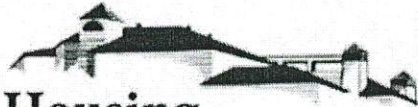
	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9419000	47,997.24	59,266.00	11,268.76	19.01	85,939.56	118,530.00	32,590.44	27.50
TOTAL MAINTENANCE SALARIES								
9420005	2,760.42	20,981.00	18,220.58	86.84	7,746.71	42,206.00	34,459.29	81.65
MAINTENANCE MATERIALS								
9420010	1,419.43	559.00	-860.43	-153.92	1,419.43	1,118.00	-301.43	-26.96
9420020	285.71	0.00	-285.71	N/A	2,020.37	0.00	-2,020.37	N/A
9420030	4,465.56	21,540.00	17,074.44	79.27	11,186.51	43,324.00	32,137.49	74.18
TOTAL MAINTENANCE MATERIALS								
9429005	0.00	4,986.00	4,986.00	100.00	0.00	5,505.00	5,505.00	100.00
MAINTENANCE CONTRACTS								
9429015	0.00	834.00	834.00	100.00	0.00	1,668.00	1,668.00	100.00
9429030	5,971.75	6,557.00	585.25	8.93	5,971.75	13,114.00	7,142.25	54.46
9429060	10,183.00	12,268.00	2,085.00	17.00	10,221.84	24,536.00	14,314.16	58.34
9429100	9,850.00	2,972.00	-6,878.00	-231.43	11,250.00	6,589.00	-4,661.00	-70.74
9430010	0.00	2,564.00	2,564.00	100.00	0.00	5,128.00	5,128.00	100.00
9430030	0.00	11,129.00	11,129.00	100.00	7,197.31	22,258.00	15,060.69	67.66
9430040	387.25	3,163.00	2,775.75	87.76	387.25	6,326.00	5,938.75	93.88
9430060	3,111.24	3,337.00	225.76	6.77	5,197.48	6,674.00	1,476.52	22.12
9430070	2,000.00	4,247.00	2,247.00	52.91	2,000.00	8,494.00	6,494.00	76.45
9430080	961.93	2,032.00	1,070.07	52.66	961.93	4,064.00	3,102.07	76.33
9430090	0.00	3,487.00	3,487.00	100.00	2,166.00	6,974.00	4,808.00	68.94
9430110	0.00	1,339.00	1,339.00	100.00	0.00	2,678.00	2,678.00	100.00
9430120	2,370.00	0.00	-2,370.00	N/A	2,545.00	0.00	-2,545.00	N/A
9430130	0.00	4,588.00	4,588.00	100.00	0.00	9,176.00	9,176.00	100.00
9430140	489.55	588.00	98.45	16.74	507.31	1,237.00	729.69	58.99
9430150	0.00	14,204.00	14,204.00	100.00	1,680.35	28,408.00	26,727.65	94.08
9439000	35,324.72	78,293.00	42,970.28	54.88	50,086.22	152,829.00	102,742.78	67.23
TOTAL MAINTENANCE CONTRACTS								
9450005	10,959.98	19,314.00	8,354.02	43.25	21,547.33	38,628.00	17,080.67	44.22
MAINTENANCE EMPLOYEE BENEFITS								
9450010	4,662.28	5,881.00	1,218.72	20.72	9,562.48	11,754.00	2,191.52	18.64
9450020	688.57	840.00	151.43	18.03	1,234.22	1,680.00	445.78	26.53
9450040	77.46	212.00	134.54	63.46	227.82	421.00	193.18	45.89
9450050	420.58	503.00	82.42	16.39	793.90	997.00	203.10	20.37
9450070	22.49	2,013.00	1,990.51	98.88	89.96	4,032.00	3,942.04	97.77
9450091	3,085.05	2,671.00	-414.05	-15.50	6,236.38	5,351.00	-885.38	-16.55
9459000	19,916.41	31,434.00	11,517.59	36.64	39,692.09	62,863.00	23,170.91	36.86
9499000	107,703.93	190,535.00	82,831.07	43.47	186,904.38	377,546.00	190,641.62	50.49
GENERAL EXPENSES								
9500100	85,453.80	97,807.00	12,353.20	12.63	174,445.64	195,614.00	21,168.36	10.82
9500160	6,041.33	0.00	-6,041.33	N/A	10,922.05	0.00	-10,922.05	N/A
9610020	5,388.05	4,937.00	-451.05	-9.14	10,776.18	9,800.00	-976.18	-9.96
9610030	7,437.32	12,760.00	5,322.68	41.71	14,874.57	25,347.00	10,472.43	41.32
9610040	684.13	1,348.00	663.87	49.25	1,568.09	2,736.00	1,367.91	50.00
9610060	1,386.48	1,255.00	-131.48	-10.48	2,810.63	2,510.00	-300.63	-11.98
9698000	106,391.11	118,107.00	11,715.89	9.92	215,197.16	236,007.00	20,809.84	8.82
9699000	873,867.23	1,263,458.00	389,590.77	30.84	1,418,996.97	2,521,343.00	1,102,346.03	43.72
TOTAL GENERAL EXPENSES								
TOTAL OPERATING EXPENSES								
9700000	15,210.00	0.00	-15,210.00	N/A	31,359.00	0.00	-31,359.00	N/A
9700570	-37,317.00	0.00	37,317.00	N/A	-37,498.00	0.00	-37,498.00	N/A
9700900	-22,107.00	0.00	22,107.00	N/A	-6,139.00	0.00	6,139.00	N/A
MOD REHAB AND SPC EXPENSES								
EXTRAORDINARY EXPENSES								
9710090	0.00	8,333.00	8,333.00	100.00	0.00	16,666.00	16,666.00	100.00
9713001								

AHA REVENUE - ACTUAL VERSUS BUDGET PERIOD TO DATE



AHA EXPENSE - ACTUAL VERSUS BUDGET PERIOD TO DATE





**Housing
Authority of the City of Alameda**

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Tonya Schuler-Cummins, Senior Management Analyst
Date: October 16, 2019
RE: Accept Report on Housing Authority Records Disposition

BACKGROUND

The Records Retention Policy and Procedure require the Executive Director to authorize the destruction of public and business records in accordance with Housing Authority policy. Approval for destruction does not need to be secured prior to disposing of working drafts and originals of documents that have been scanned and stored electronically. The Executive Director will provide a written list of records that have been destroyed to the Board of Commissioners on an annual basis. This list shall not include any names of tenants and/or participants.

DISCUSSION

The Housing Authority sets aside a day to review records in retention and dispose of any records that were allowed under the Records Retention Policy. This year the review date was September 27, 2019. Attachment A shows the records that were disposed of since the last report to the Board of Commissioners.

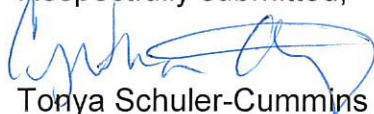
FINANCIAL IMPACT

There is no direct financial impact of these policy changes.

RECOMMENDATION

Accept report on Housing Authority records disposition.

Respectfully submitted,



Tonya Schuler-Cummins
Senior Management Analyst

for Tonya Schuler-Cummins

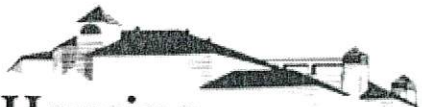
Attachments: Attachment A - Records Destroyed Report 10-16-19



Attachment A

Description of Contents	Record Retention Date (year)	Date Disposed
2014 Annuals, Interims, and Waitlist	2017	4/2/2019
2014 Interims	2017	4/22/2019
2014 Annuals, Interims, & Ports	2017	4/22/2019
2015 Lease Contracts	2018	4/22/2019
2010 - 2014 Contracts	2017	4/22/2019
2015 Miscellaneous Tenant Files	2018	4/22/2019
2011 - 2015 Annuals, Interims & Waitlist	2018	4/22/2019
2015 HQS	2018	4/22/2019
2013 - 2014 HQS (Stored in box #8)	2017	4/22/2019
2014 Interims	2017	4/22/2019
2015 Waitlist (Removed)	2018	4/22/2019
Application Materials	2018 and prior	3/25/2019
Folder on Management of Administrative Leave (2000 and prior)	2004	3/25/2019
Timekeeping and leave records (2005 and prior)	2011	3/25/2019
Supervisor file from past employee	2016	3/25/2019
Paperwork on Resident Manager Employee (over 10 years old)	2017	3/25/2019
I-9s past retention date	2018	3/25/2019
2015 Initial Paperwork	2018	6/4/2019
2015 Waitlist (Removed)	2018	6/4/2019
2013 - 2015 Waitlist (Removed)	2018	6/4/2019
2015 Waitlist (Removed)	2018	6/4/2019
2015 Waitlist (Removed) & Pre-Applications	2018	6/4/2019
2015 Waitlist (Removed)	2018	6/4/2019
2015 Interims, Ports & Misc.	2018	6/4/2019
2000 - 2015 Tenant (Misc) Files	2018	6/4/2019
2013 - 2015 EOP/Portability	2018	6/4/2019
2015 Denied Preliminary Applications + 2014 Interims	2018	6/4/2019

Description of Contents	Record Retention Date (year)	Date Disposed
JV 7/2010 - 6/2011	2017	7/18/2019
JV 1/2010 - 2013	2019	7/18/2019
JV 7/2011 - 6/2012	2018	7/18/2019
1989 -1992, 2003 Collections Log / 1996 -1999 Security Deposit Ledger	2010	7/18/2019
2012 - 2013 Annuals + Interims (Portability + HQS)	2016	7/18/2019
Unsuccessful proposals 2005-2010	2006-2011	7/18/2019
Scanned 2014 contract	scanned copy kept	7/18/2019
2005-2006 contracts	2018	7/18/2019
pre-2008 working papers	2011	7/18/2019
Working Papers pre-2012	2014	10/7/2019
June - Oct 2016 Ras and Hearings	2019	10/7/2019
Jan - June 2016 Annuals	2019	10/7/2019
Proposals - 2015 RFP for Consulting Services	varies	10/7/2019
Reception paperwork	2019	10/7/2019
2016 Annuals	2019	10/7/2019
2016 Interims	2019	10/7/2019
Sept to Nov 2016 Annuals	2019	10/7/2019
2016 HQS	2019	10/7/2019
2016 Reasonable Accommodations and Waitlist	2019	10/7/2019
Pre-2013 Executive Files	2016	10/7/2019
2015-2016 Annuals	2019	10/7/2019
2016 Port Bills and Leases	2019	10/7/2019
2016 Annuals	2019	10/7/2019
2016 Interims	2019	10/7/2019
2016 HQS	2019	10/7/2019
2016 HQS	2019	10/7/2019



**Housing
Authority of the City of Alameda**

PHONE (510) 747-4300
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TTY/TRS 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Kathleen Mertz, Director of Housing and Community Development
Date: October 16, 2019
Re: Approve Out-of-State Travel for Asset Management Staff

BACKGROUND

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

DISCUSSION

In February 2019, the Board approved out of state travel, including the CHAM Asset Management annual conference in June. The Asset Management staff position was very recently filled at the time so no staff attended the conference. Instead, it is proposed that Asset Management staff participate in the following Asset Management training institute.

NeighborWorks Training Institute
Portland Oregon
December 9-13, 2019

FINANCIAL IMPACT

There are sufficient funds in the FY 2019-2020 training budget for the above listed out-of-state travel. The costs for the Housing Authority will be air, hotel, and per diem.

RECOMMENDATION

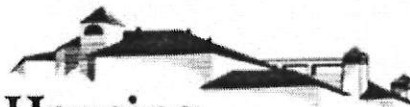
Approve Out-of-State Travel for Asset Management Staff

Respectfully submitted,



Kathleen Mertz
Director of Housing and Community Development





**Housing
Authority of the City of Alameda**

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa M. Cooper, Executive Director

Date: October 16, 2019

RE: Approve Outside Employment of Executive Director, per 2014
Employment Contract Between the Board of Commissioners and Vanessa
Cooper

BACKGROUND

The Executive Director's contract permits outside employment up to 75 hours with the Approval of the Board of Directors. The contract (section 3.2 in part) reads...

"It is agreed that even during non-business hours Cooper shall not engage in any regularly conducted business activity for profit without first obtaining approval of the Authority's Board of Commissioners. Notwithstanding this restriction, it is understood that Cooper may take up to 75 hours (10 days) per year for private consulting activities, teaching or other work, provided (a) such activity or work does not substantially interfere with the performance of Cooper's job duties as Executive Director, and (b) such activities or work does not create a conflict of interest for Cooper with respect to her job as Executive Director. "

DISCUSSION

Executive Director Cooper is seeking approval to carryout outside employment of up to 75 hours in the next 12 months either teaching a class at San Jose State as she has done for the past 3 years or in providing private consulting services to other Public Housing Authorities.

Ms. Cooper has taught one class each Spring since 2017 as part of the Masters in Urban and Regional Planning Program at San Jose State University. The Class is URBP223: *Housing Economics and Policy*. A primary focus for the class is affordable housing development and policy, including Section 8 & CDBG/HOME programs, low income housing tax credits and other aspects of federal, state, and local housing policy. Students are usually graduate level students engaged and sometimes already employed by affordable housing developers or local city planning departments. The class time is 2.5 hours a week (currently scheduled for Monday evenings from 7.30-10pm for 15 class sessions). The total class time and related tasks is not expected to exceed the 75 hours provided for in the contract.



Honorable Chair and Members
of the Housing Commission

October 16, 2019
Page 2 of 2

Ms. Cooper has also over the past few years been approached to do consulting for other Northern California PHAs in the areas of affordable housing development, program management, agency operations, etc. Several Bay Area PHAs are currently being restructured, absorbed or changing leadership and need additional assistance from experienced, local PHA experts. Such consulting would be on an hourly basis and would not exceed the 75 hours provided for in the contract.

Ms. Cooper is requesting that the Board approve both options with an understanding that only one option will be acted upon.

General Counsel has reviewed this memo and employment in prior years and found no apparent conflict of interest for the Executive Director or Agency in approving the San Jose State teaching request. General Counsel would review any specific consulting engagements as they arise and provide an assessment of conflict of interest. Ms. Cooper would inform the Board Chair of all consulting engagements before a contract is executed.

FISCAL IMPACT

There is no fiscal impact to the agency.

RECOMMENDATION

Approve Outside Employment of Executive Director, per 2014 Employment Contract Between the Board of Commissioners and Vanessa Cooper.

Respectfully submitted,



Vanessa Cooper
Executive Director





**Housing
Authority of the City of Alameda**

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
 From: Vanessa M. Cooper, Executive Director
 Date: October 16, 2019
 Re: Accept Board of Commissioners Meeting Schedule for 2020

BACKGROUND

The regular meetings of the Board of Commissioners are scheduled on the third Wednesday of each month at 7:00 p.m. In some instances, due to scheduling conflicts, meeting dates may need to be changed or meetings may be cancelled if there are insufficient agenda items.

DISCUSSION

The following is a list of the dates for Board of Commissioners meetings for 2020:

January 15, 2020
<i>February 1, 2020 OR April 25, 2020</i> BOC RETREAT- To Be Determined
February 19, 2020
March 18, 2020
April 15, 2020
May 20, 2020
June 17, 2020
<i>July 15, 2019 - (Tentative - Cancel if no Business)</i>
August 19, 2020
September 16, 2020
October 21, 2020
November 18, 2020
<i>December 16, 2020 - (Tentative – Cancel if no Business)</i>



Honorable Chair and
Members of the Board of Commissioners

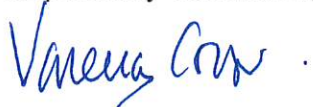
October 16, 2019
Page 2

Please contact Valerie N. Mondo, Executive Assistant, at (510) 747-4325 or vmondo@alamedahsg.org if any of the above dates pose a scheduling conflict for you.

RECOMMENDATION

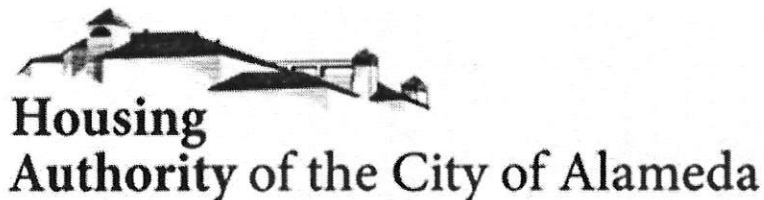
Accept Board of Commissioners Meeting Schedule for 2020.

Respectfully submitted,



Vanessa M. Cooper
Executive Director





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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa M. Cooper, Executive Director

Date: October 16, 2019

Re: Direct the Executive Director or Her Designee to Vote "Yes" on the City of Alameda's Upcoming Stormwater Fee Ballot Measure

BACKGROUND

The City of Alameda plans to issue a ballot measure in order to levy a fee on Alameda property owners to pay for stormwater mitigation costs that are needed.

The attached memo was presented by City Staff at the City Council meeting on October 1, 2019 and outlines the reasons for this proposed measure and timeline for implementation.

DISCUSSION

The AHA/AAHC owns 29 parcels in Alameda, California and will have 29 votes in what is expected to be a very tight election. The City of Alameda has requested that the AHA votes to approve the ballot measure.

Generally, AHA supports municipal infrastructure and code measures that provide additional protection to AHA's physical property and to its low-income tenants. Staff supports voting yes on this measure.

Furthermore, the City recently adopted the Climate Action and Resiliency Plan, which describes where sea level rise/big storms will lead to inundation around the island without proper funding of stormwater system upgrades and shoreline improvements to prevent the inundation. The proposed fee would be a significant start at funding both those stormwater system upgrades and shoreline improvements.

FINANCIAL IMPACT

City staff are working to determine the estimated cost of AHA's parcels and the North Housing site. Once determined, the cost cannot be covered by the rent paid from our tenants but, in many cases, the AHA also receives HAP funding for the Section 8 tenants in our properties which can absorb this cost.



Honorable Chair and
Members of the Board of Commissioners

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For our LIHTC properties, the Board of ICD will review a similar proposal, and the eventual cost will need to be part of a budget approved by the lenders and investors if the measure is successful.

While this may impact the smaller properties disproportionately and is not budgeted in FY 2019-2020, the agency can afford this cost at this time and going forward, would budget separately starting in July 2020.

RECOMMENDATION

Direct the Executive Director or her designee to vote “yes” on the City of Alameda’s upcoming Stormwater Fee ballot measure.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

Attachment:

1. Memorandum to City Council – File# 2019-7257



Search Calendar Boards/Commissions Live Streaming



Details

File #: 2019-7257

Type: Regular Agenda Item

Body: [City Council](#)

On agenda: 10/1/2019

Title: Public Hearing to Consider the Proposed 2019 Water Quality and Flood Protection Initiative; Adoption of Resolution Finding that a Majority Protest Does [Not] Exist, Directing a Property Owner Ballot Proceeding for the City's 2019 Water Quality and Flood Protection Fee and Directing the City Manager to Vote "Yes" for City Owned Parcels; and Introduction of Ordinance Amending the Alameda Municipal Code by Adding Article IV to Chapter 18 to Establish the Water Quality and Flood Protection Fee. (Public Works 351)

Attachments: [1. Exhibit 1 - Comments from Community Meetings](#), [2. Exhibit 2 - Written Protests - Updated 10-1](#), [3. Presentation](#), [4. Resolution](#), [5. Ordinance](#), [6. Correspondence - Updated 10-1](#), [7. Submittal](#)

Text

Title

Public Hearing to Consider the Proposed 2019 Water Quality and Flood Protection Initiative;

Adoption of Resolution Finding that a Majority Protest Does [Not] Exist, Directing a Property Owner Ballot Proceeding for the City's 2019 Water Quality and Flood Protection Fee and Directing the City Manager to Vote "Yes" for City Owned Parcels; and

Introduction of Ordinance Amending the Alameda Municipal Code by Adding Article IV to Chapter 18 to Establish the Water Quality and Flood Protection Fee. (Public Works 351)

Body

To: Honorable Mayor and Members of the City Council

EXECUTIVE SUMMARY

The City of Alameda's (City) stormwater fund is failing to keep up with the significant operations, capital, and regulatory requirements of the stormwater system. The City's risk in maintaining an out-of-date stormwater system is only compounded by rising sea levels and more frequent, intense storms.

The City's existing stormwater fee has remained flat at approximately \$56 annually per single-family home for nearly fifteen years. As a result, the stormwater fund is depleted and has been incurring annual deficit spending since Fiscal Year (FY) 2014-15. Without additional revenue, the City will be forced to eliminate and/or significantly cut its street sweeping and storm drain maintenance programs. Similarly, the adopted FY 2019-21 budget included \$0 in stormwater funds for new capital improvements because there is no money available in the fund for this work.

On July 16, 2019, the City Council took the first of two legally required steps to have property owners decide whether to adopt a new stormwater fee. The City Council directed staff to mail a notice to all recorded owners of affected parcels notifying them of an October 1, 2019, public hearing on a proposed 2019 Water Quality and Flood Protection Fee. The proposed additional fee for a residence on a medium sized parcel, which is the most common type of property owned in the City, would be \$78 annually.

At the close of the October 1, 2019 public hearing, the City Council will determine whether a majority protest against the proposed fee exists. If no majority protest exists, the City Council can adopt a resolution finding no majority protest, direct a property owner ballot proceeding, direct the City Manager to vote "yes" on the ballot for City-owned parcels, and introduce the Water Quality and Flood Protection Fee ordinance. In this event, ballots will be mailed to all recorded property owners of affected parcels on or about October 10, 2019. Ballots must be returned to the City Clerk on or before November 25, 2019. Tabulation will be performed in the days following, and the results will be brought back to the City Council on December 17, 2019.

BACKGROUND

The City has had a stormwater fee since the early 1990s, prompted by the onset of federal stormwater regulations directed at municipal separate storm/sewer system operations. The City's most recent assessment shows that the stormwater fund (Fund 351) is running at a \$1,000,000 annual deficit. The City's stormwater fee has remained at a flat rate of approximately \$56 annually per single-family home for nearly fifteen years, with no escalator to account for increases in labor, benefits, material costs and vendor services. If this fee had included an escalator, the existing stormwater fee would generate another \$1,000,000 annually.

The City's stormwater system is composed of 11 pump stations, 26 pumps, 126 miles of storm drains, two lagoon systems, 278 outfalls, 2,879 catch basins, and 1,967 manholes. It also includes the 200+ miles of curb and gutter that comprise the most upstream portion of the stormwater conveyance system. Currently, the City's stormwater system has at least \$30,000,000 in high-priority unmet needs including pump stations and pipes from the 1940s and earlier. At the same time, the State Regional Water Quality Control Board continues to mandate more rigorous requirements for trash capture, pollution control, and green infrastructure that, if not met, may lead to fines of as much as \$50,000 per incident.

The City's existing stormwater fee cannot keep up with the significant operating, capital, and regulatory requirements. The current revenue generated from the fee is not sufficient to fund Public Works' existing operation and maintenance of the stormwater system, the department's clean water program and municipal stormwater permit responsibilities. Without action to raise more stormwater revenue (or use another funding source), the City may be forced to eliminate and/or significantly reduce its street sweeping and storm drain maintenance programs. These programs protect the Bay and improve water quality annually by preventing 823 dump trucks full of trash and debris from entering our stormwater system and Bay through installation and maintenance of 250+ trash capture devices, 200+ inspections, and sweeping 24,000+ miles of street. The programs protect Alamedans and their property by ensuring 24/7 response before, during, and after storms to keep maintained and operable the City's 11 pump stations, 26 pumps, and 126 miles of storm drains.

The need for additional revenue for the stormwater system was identified in the last three biennial capital budgets (FY 2015-17, FY 2017-19, and FY 2019-21). In addition, the City Council discussed the stormwater fee and the need for additional revenue in the context of various revenue measure alternatives between February and July 2018.

On July 16, 2019, the City Council considered whether to proceed with a parcel tax (registered-voter election requiring a two-thirds majority for passage) or a property-related fee (property-owner election requiring a simple 50%+ 1 majority of the votes cast for passage). The City Council chose to proceed with the property-related fee and approved a fee report for a proposed Water Quality and Flood Protection Fee. The proposed additional fee for a residence on a medium sized parcel (3,485 to 6,098 square feet), which is the most common type of property owned in Alameda, would be \$78 annually. The City Council also scheduled a public hearing as mandated by Proposition 218 (California Constitution Article XIID) for October 1, 2019 to allow affected property owners to consider the proposed fee and file written protests.

Subsequent to the City Council's action on July 16, 2019, a notice of public hearing was mailed to all recorded property owners with notification of the October 1, 2019 public hearing and additional information about the proposed fee and the stormwater system. The notice indicated to property owners how to submit a written protest. If the owners of a majority of affected parcels file such a protest, the City may not consider the proposed fee. If there is no majority protest, the City Council may initiate a property owner ballot proceeding by which the fee could be approved if a simple majority of votes cast are in support.

Beyond the notice mailed to 17,961 property owners (associated with 20,578 parcels), staff conducted additional community outreach on the proposed fee. Staff held community meetings at Mastick Senior Center on August 28, 2019 and Leydecker Recreation Center on September 10, 2019. Staff created a new webpage at www.alamedaca.gov/CleanWater and uploaded informational materials, including the notice of the public hearing, community meeting presentation materials, frequently asked questions, fact sheet, fee report, July 16 staff report, and this staff report.

On social media, staff made multiple posts to help raise awareness of the elements of the City's stormwater program, and responded to several dozen questions users raised about the stormwater system and/or the proposed fee. City staff also shared information about the initiative with the Association of Realtors (Alameda), Chamber of Commerce, Community Action for a Sustainable Alameda, Downtown Alameda Business Association, Greater Alameda Business Association, Kiwanis Club, League of Women Voters (Alameda), Mastick Senior Center, Rotary, Sierra Club (local), and West Alameda Business Association.

DISCUSSION

At the conclusion of tonight's public hearing, the City Clerk will share whether a majority of property owners have submitted a written protest. If not, the City Council can adopt a resolution finding no majority protest, directing a property owner ballot proceeding and directing the City Manager to vote "yes" for City owned parcels, and introduce a Water Quality and Flood Protection Fee Ordinance. The Water Quality and Flood Protection Fee Ordinance is based on the already approved fee report and includes the rates, inflationary provisions, purpose of the fee and limits on its use, and administrative processes for fee collection.

With the City Council's approval of the resolution and ordinance, staff will then prepare and mail ballots to all recorded property owners of affected parcels on or about October 10, 2019. Ballots will be due back to the City Clerk on or before November 25, 2019. Every parcel owner receives one ballot per parcel and is entitled to one vote per parcel, i.e., an owner of three parcels can submit three votes. Tabulation will be performed in the days following November 25, and the results will be shared with the City Council at the December 17 meeting. The fee is approved if a simple majority of votes cast are in support.

ALTERNATIVES

- Approve this item to let Alamedans decide whether to adopt the proposed Water Quality and Flood Protection Fee increase.
- The City Council could move forward with no stormwater initiative or the City Council could direct staff to return at a later City Council meeting for additional discussion.

FINANCIAL IMPACTS

The costs of the survey, rate study, and ballot proceeding are included in prior City Council authorizations. If the additional fee should be approved by property owners at the \$78 annual rate for medium-sized single-family residences, the City's storm drain maintenance program will realize an approximate \$2.9 million increase in revenue annually. It should be noted that the proposed fee is in addition to the existing stormwater utility fee of approximately \$56 annually per single-family home charged by the City.

The proposed fee, if approved by voters, will be annually adjusted by the Consumer Price Index for the San Francisco Bay Area using December index of each succeeding year (CPI), with a maximum annual adjustment not to exceed 3%.

Because California Proposition 218 requires that a property-related fee program expenses to be fairly distributed among property owners, exemptions are not permitted. Thus, the Alameda Unified School District (AUSD) and the City both own properties subject to the fee. AUSD's charges for its 30 parcels are estimated at \$78,547 annually. The City's charges for its 138 parcels are estimated at \$55,586 annually. Charges for its 111 parcels at Alameda Point are estimated at \$323,130 annually. With respect to the Alameda Point fees, staff estimate 50% of those charges are passed through and paid by lessees, and the remainder would be covered by the City's Base Reuse Fund (Fund 858). In addition, as parcels are sold, buyers will assume responsibility for the fee.

MUNICIPAL CODE/POLICY DOCUMENT CROSS REFERENCE

Alameda Municipal Code Section 18-21, Storm Water Management and Discharge Control.

ENVIRONMENTAL REVIEW

This activity is not a project and is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15378 (b)(4) of the CEQA Guidelines, because it involves governmental fiscal activities (approving funding mechanisms), which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

CLIMATE IMPACTS

To meet the challenge of sea level rise and more frequent and intense storms, the City's funding of its stormwater pumps, pump stations, and pipes must be commensurate with its maintenance, operations, and capital needs. By increasing revenue to get closer to the stormwater system's current and projected needs, this action is one of the most important, near-term actions recommended in the City's draft Climate Action and Resiliency Plan.

RECOMMENDATION

Hold a public hearing on the proposed 2019 Water Quality and Flood Protection Fee; adopt a resolution finding [no] majority protest, direct a property owner ballot proceeding, direct the City Manager to vote "Yes" for City-owned parcels; and introduce an ordinance establishing the Water Quality and Flood Protection Fee.

CITY MANAGER RECOMMENDATION

The City Manager concurs with the Public Works Department recommendation to hold a public hearing on the proposed 2019 Water Quality and Flood Protection Fee; adopt a resolution finding [no] majority protest, direct a property owner ballot proceeding, direct the City Manager to vote "Yes" for City-owned parcels; and introduce an ordinance establishing the Water Quality and Flood Protection Fee.

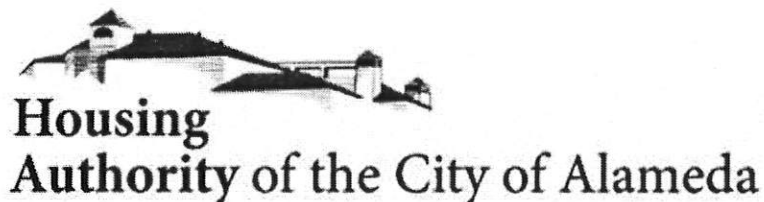
Respectfully submitted,
Liam Garland, Public Works Director

By,
Liam Garland, Public Works Director

Financial Impact section reviewed,
Elena Adair, Finance Director

Exhibit:
1. Comments for Community Meetings
2. Written Protests

cc: Eric Levitt, City Manager



PHONE (510) 747-4300
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 TTY/TRS 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Lisa Caldwell, Director of Property Operations

Date: October 16, 2019

Re: Accept the Annual LifeSTEPS Presentation and Report

BACKGROUND

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

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

In August 2019, the second amendment to the original agreement extended the contract for two (2) additional years, with a total of not to exceed five (5) years and a new amount not to exceed \$1,160,310 for five (5) years. Programs, Inc. (“LifeSTEPS”) Agreement with a New Not to Exceed Amount of \$1,160,310. The new completion date is April 30, 2021.

DISCUSSION

AHA has completed three years with “LifeSTEPS” and staff are generally content with the services provided. The attached presentation outlines the services LifeSTEPS provides, tenant engagement at the AHA sites, tenant challenges, and the statistical numbers for AHA tenants served for the various services offered from July 1, 2019 to June 30, 2019.

LifeSTEPS services are a valuable tool for AHA residents that provides assistance and empower the residents to maintain their housing and expand self-sufficiency. LifeSTEPS and property management have spent a considerable amount of time on tenant cases this past year. There is an increasing number of elderly and disabled



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tenants facing serious challenges with living independently in our owned and subsidized units. These growing number of households need significant additional services. As a reminder none of our AHA owned properties are required to provide services.

FINANCIAL IMPACT

Report only, no financial impact.

RECOMMENDATION

Accept the Annual LifeSTEPS Presentation and Report.

Respectfully submitted,



Lisa Caldwell
Director of Property Operations

VMC/all

Attachment:

1. LifeSTEPS Presentation





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 engaged by LifeSTEPS will be empowered with the skills, resources, and support to maintain stable housing and break the cycle of poverty.

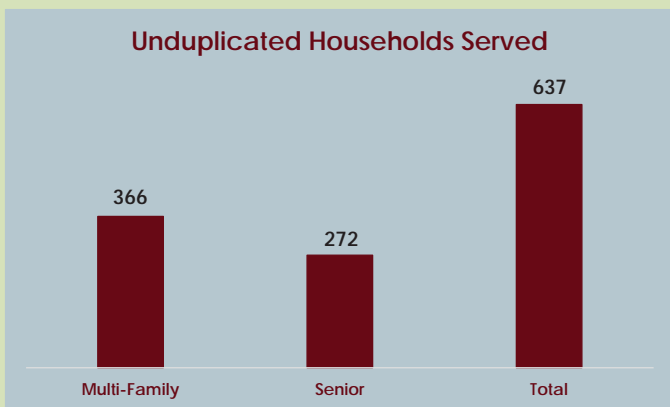
EMPOWERMENT ■ IMPACT ■ COMMUNITY
ONE STEP AT A TIME

WHAT WE DO



- 330+ Communities in CA
- 33,000+ Homes (40% Senior)
- 60,100+ Bedrooms
- Wrap-Around Social Services to Affordable Housing Residents
- Supportive Services to Chronically Homeless, Veterans, Senior and Disabled populations
- Family Self-Sufficiency Program

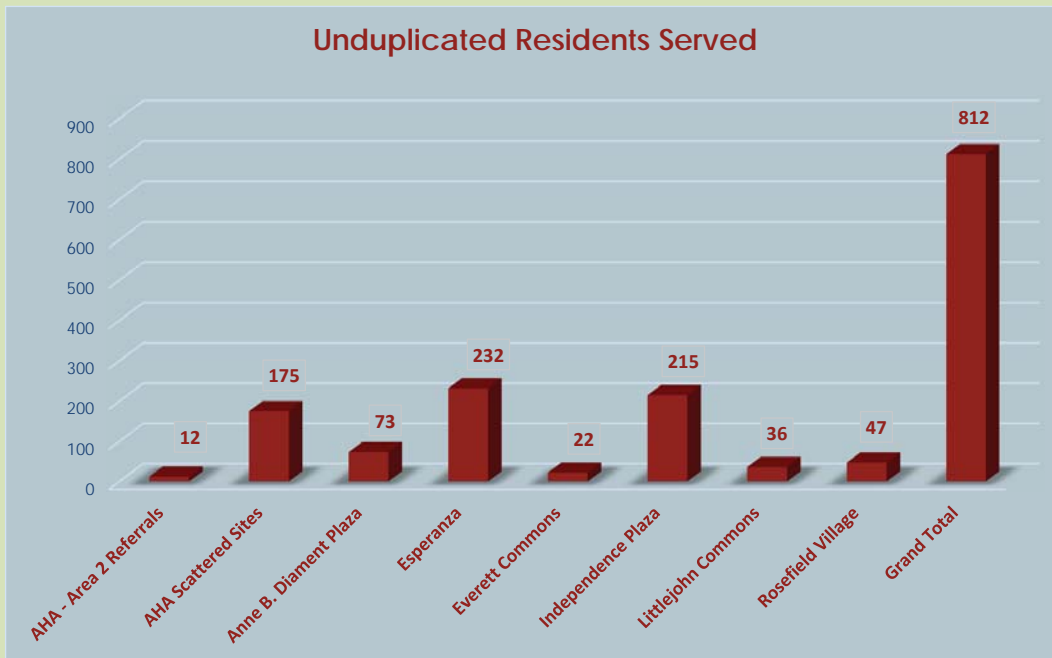
AHA UNITS ENGAGED



- 95%** of all Multi Family Site Units were Served.
- 96%** of all Senior Site Units were Served.
- 95%** of all AHA Site Units were Served

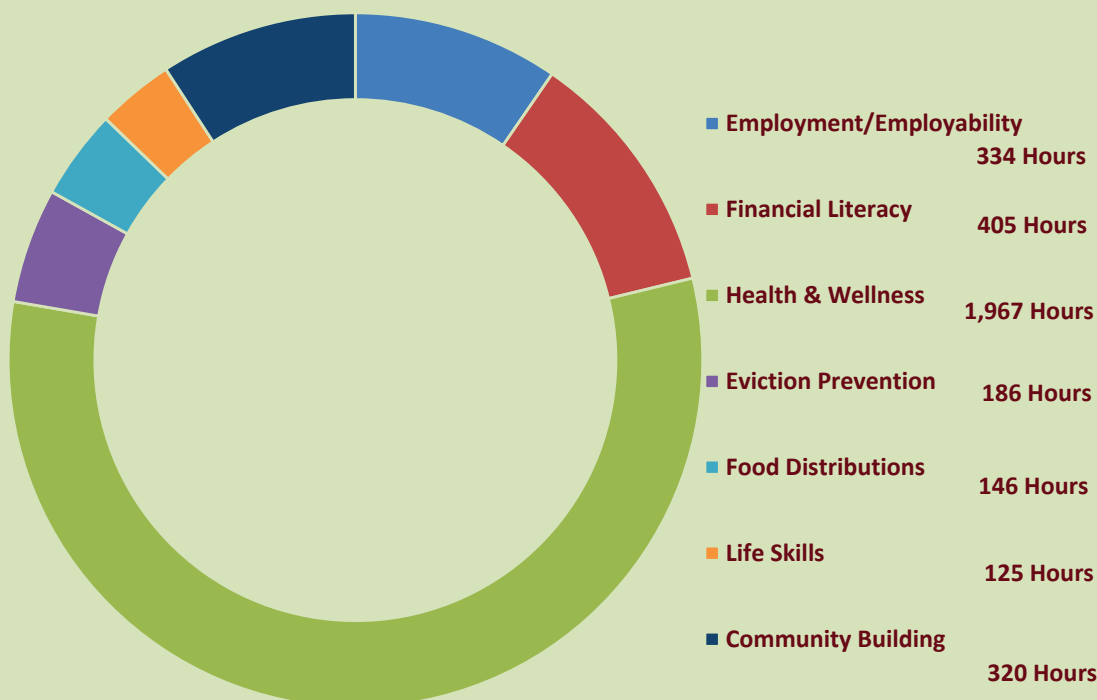
Includes Classes, Workshops, Community Building Activities, and Case Management

AHA UNDUPLICATED RESIDENTS SERVED



Includes Classes, Workshops, Community Building Activities, and Case Management

PROGRAMMING SERVICE HOURS 2018/2019



OLDER ADULT POPULATION HEALTH TRENDS

Over the past decade, millions of Baby Boomers have retired, creating a “Silver Tsunami” of older adults in California. California’s over-65 population is projected to grow to 8.6 million by 2030. The challenges confronting the state are many:

- system fragmentation,
- lack of access to services, especially for “Trapped in the Gap” seniors
- lack of affordable/accessible housing plus services
- need for a trained and culturally competent workforce.



THE MASTER PLAN FOR AGING

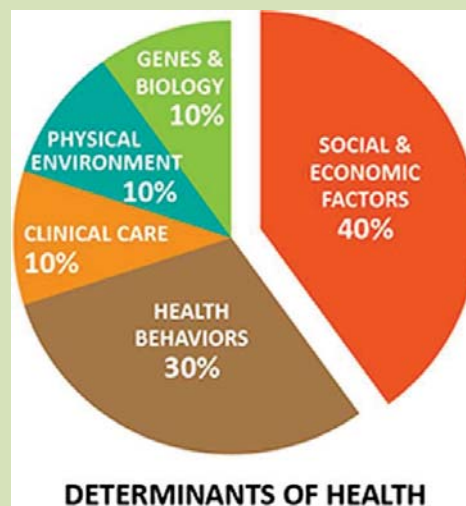


THE FUTURE OF HEALTH AND HOUSING: LIFESTEPS' CURRENT INNOVATIONS

Our goal is to help older adult residents to live independently for as long as possible.

The Social Determinants of Health make Senior Housing an ideal setting to improve health outcomes and reduce healthcare costs.

LifeSTEPS is *innovating with pilot programs* on two issues that impact the ability of residents to age in place: **health navigation & education, and hoarding.**



HEALTH AND HOUSING: HOARDING

Key Characteristics of Hoarding:

- Collecting a large number of unneeded items
- Regarding all items as equally valuable
- Extensive clutter in living spaces that precludes activities for which rooms are designed
- Activities of daily living unable to be performed because areas blocked by items
- Thoughts of discarding the items causes distress
- Individual controls their uncomfortable feelings by avoiding making the decisions or procrastinating



HEALTH AND HOUSING: HOARDING

Traits Associated with Hoarding:

- High Intelligence & High Creativity
 - Able to see lots of possibilities for “stuff”
- Fear of Losing Information – “Pilers not Filers”; need to see everything
- Indecisiveness and Procrastination
- Perfectionism
- Fear of Making a Mistake - Mistrust their memories
- Inability to Prioritize - Everything is of equal importance
- Lack of Organizational Skills
- Sentimental Attachment - often extreme... throwing something away is like losing something of themselves. Identity tied to possessions.
- Compulsive Acquisition
- Unhelpful beliefs about usefulness, waste, and responsibility
- Strong need for safety, security, and control
- ** Poor insight – do not feel that they have a problem or need to change

HEALTH AND HOUSING: HOARDING

Dangers and Problems Associated with Hoarding

Psychological:

- Shame, guilt, fear
- Compartmentalizing, isolating, denial, other defenses
- Exacerbation of comorbid depression, anxiety, untreated complicated grief or trauma

Physical:

- Injury from tripping, objects falling, structural failure
- Poor nutrition due to unsafe food storage, inadequate cooking and food prep areas
- Respiratory illness from dust and mold
- Chronic pain/immune deficiency from above plus poor sleep

HEALTH AND HOUSING: HOARDING

Dangers and Problems Continued

Social:

Reluctance/refusal to have guests or visitors = loss of natural supports

Marital/family discord

Job stress

Financial problems from compulsive acquiring and from losing mail/bills

Eviction, homelessness

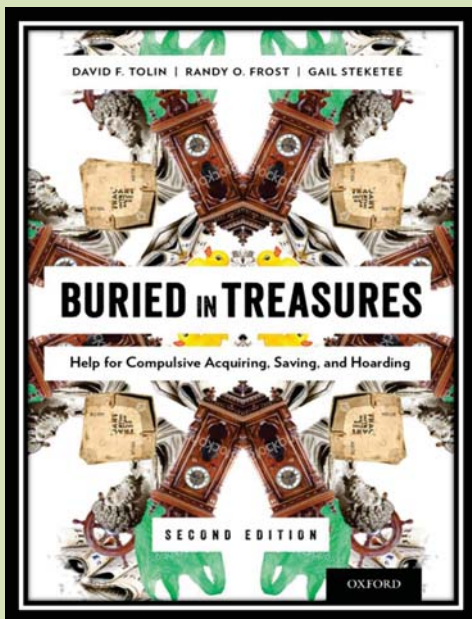
Impact on the community:

Neighbors: Pests, rodents, fire, even structural failure

Particular concern with shared-wall spaces (apartments, condos)

Neighborhood dynamics: Blaming and scapegoating within neighborhood

HEALTH AND HOUSING: HOARDING



Getting help for hoarding based on the spectrum on need:

- Peer Support Groups
- LifeSTEPS supports residents to prioritize safety by creating a roadmap and plan to gain control over their hoarding problems with curriculum from the OCD Foundation and Buried in Treasures.

HEALTH AND HOUSING: HOARDING

Getting Help for Extreme Hoarding

- **Intensive case management services** and counseling for related mental health concerns – OCD, ADHD, declines in cognition, etc.
 - Intensive case management is beyond the scope of typical LifeSTEPS services. Counties' Department of Health Services, Behavioral Health Services and Public Health Agencies contract LifeSTEPS to provide ICMS to select groups of residents.
 - In partnership with AHA, we would like to explore other funding options to enhance the pilot "Whole Person Care" program in Alameda County.

Benefits of Hoarding Supports

- Greater success in maintaining tenancy
- A sense of pride and belonging
- Stronger, more stable personal relationships
- Financial stability
- A brighter outlook on life
- Reduced medical expenses

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, 2018 - JUNE 30, 2019
 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>	1,536	204	46	97.75
Health & Wellness <i>Healthy Aging Skills</i>	799	289	148	200.50
Resident Meetings <i>Creating Community</i>	105	92	7	9.75
Life Skills Education <i>Keeping Seniors Engaged</i>	213	112	36	43.25
Financial Skills <i>Budgeting/Health Care Costs</i>	99	78	16	19.75
Computer Skills <i>Combating Isolation</i>	5	5	2	2.25
<i>Totals</i>	<i>2,757</i>	<i>302</i>	<i>256</i>	<i>374.25</i>

THRIVING IN PLACE SERVICES
 JULY 1, 2018 - JUNE 30, 2019
 CASE MANAGEMENT

Type of Case Management	Individualized Meetings	Unduplicated Residents	Hours of Service
Client Assistance	158	47	94.75
Education	61	31	35.00
Health and Wellness	1,677	288	877.25
Services	35	27	21.25

Total Case Management	
Older Adult and Special Needs Cases	1,644
Unduplicated Meetings	1,931
Unduplicated Households	229
Unduplicated Residents	251
Time Spent (Hours)	1,028

THRIVING IN PLACE SERVICES

JULY 1, 2018 - JUNE 30, 2019

COMMUNITY BUILDING

Type of Community Building Activity	# in Attendance (Duplicated)	# in Attendance (Unduplicated)	# of Sessions	Hours of Service
Socials, General	679	110	122	185.00
Games	65	26	17	28.50
Movies	63	43	16	34.50
Crafts	9	9	4	6.00
<i>Totals</i>	<i>816</i>	<i>105</i>	<i>159</i>	<i>254.00</i>

MULTI-FAMILY SERVICES

JULY 1, 2018 - JUNE 30, 2019

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>	1,076	223	149	156.25
Financial Skills <i>Budgeting/Credit Counseling</i>	608	235	80	77.00
Employment <i>Job Search/Job Skills</i>	302	159	41	37.25
Life Skills Education <i>Communication/Adult Education</i>	228	147	31	31.25
Resident Meetings <i>Creating Community</i>	55	55	7	12.75
Food Giveaways <i>Healthy Living</i>	431	148	13	47.75
<i>Totals</i>	<i>2,801</i>	<i>418</i>	<i>333</i>	<i>374.00</i>

MULTI-FAMILY SERVICES

JULY 1, 2018 - JUNE 30, 2019

CASE MANAGEMENT

Type of Case Management	Individualized Meetings	Unduplicated Residents	Hours of Service
Client Assistance	133	58	90.00
Education	1,270	335	555.75
Health and Wellness	1,561	367	733.00
Services	53	40	28.75

Total Case Management	
Mixed Use and Multi-Family Cases	2,932
Unduplicated Meetings	3,017
Unduplicated Households	343
Unduplicated Residents	449
Time Spent (Hours)	1,308

MULTI-FAMILY SERVICES

JULY 1, 2018 - JUNE 30, 2019

COMMUNITY BUILDING

Type of Community Building Activity	# in Attendance (Duplicated)	# in Attendance (Unduplicated)	# of Sessions	Hours of Service
Socials, General	220	128	37	38.00
Holiday	15	15	1	2.00
Games	8	7	2	2.00
Cultural Events	4	4	1	1.00
<i>Totals</i>	247	142	41	43.50

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 2018 to June 2019.

AHA RESIDENT IMPACT

AHA Site Outcomes: Economic Self Sufficiency - Health

976 residents increased their health and economic self sufficiency including:

- 352 residents received food donations.
- 374 residents received healthcare services or participated in healthcare presentations.
- 253 residents received coping skills and/or emotional support.
- 426 residents learned healthy lifestyle techniques.

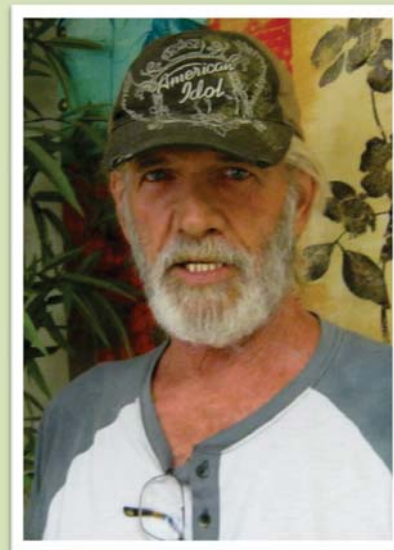


*Some residents included in multiple categories

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.
- 426 residents participated in diet, exercise and or health education.
- 59 residents were connected to mental health services
- 65 residents completed a parenting class or workshop.
- 229 residents received healthy lifestyle counseling.



*Some residents included in multiple categories

AHA RESIDENT IMPACT

AHA Site Outcomes: Economic Self Sufficiency - Financial

316 residents increased their economic self sufficiency by:

- 285 residents completing a budget and/or received budgeting education.
- 175 residents completing financial education.
- 261 residents completing financial counseling.
- 23 residents avoided eviction due to services.



*Some residents included in multiple categories

CLIENT ASSISTANCE PROGRAM HELPS RESIDENTS IN CRISIS

The LifeSTEPS Client Assistance Program 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

- 105 residents received eviction prevention services, including 63 residents receiving rental assistance (non-LifeSTEPS) and 3 receiving LifeSTEPS rental assistance (\$889.95).
- 15 residents received help with transportation including bus passes.
- 13 residents received utilities assistance programs.



AHA RESIDENT IMPACT

AHA Site Outcomes: Social Self Sufficiency

- 987 residents participated in services leading to social self sufficiency including:
 - 562 residents completed LifeSTEPS curriculum
 - 260 residents participated in life skills classes (non-LifeSTEPS curriculum)
 - 61 residents received information on cultural knowledge and resources
 - 38 residents received legal assistance



*Some residents included in multiple categories

AHA RESIDENT IMPACT

AHA Site Outcomes: Economic Self Sufficiency - Employment

- 244 residents received job skills or employment counseling services including:
 - 231 residents obtained new job skills
 - 119 residents completed a job skills/training program and/or received help with their resume or job application
 - 220 residents received employment counseling
 - 83 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.

IMPACT STORY: RESIDENT REACHES FINANCIAL SECURITY

Over 25 million aging adults are considered economically insecure in America. A large percentage of these individuals live below the poverty line, which is primarily due to their dependence on social security benefits and living on a fixed income.

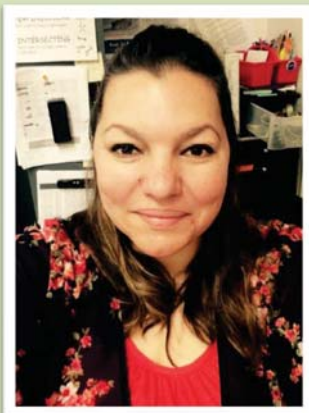
For Tamara*, living on her own was a struggle until she found affordable housing at Independence Plaza. Although her monthly social security check was just enough to cover her rent, Tamara did not anticipate the hardships she would experience when it came to paying for other basic necessities. Chipping away at her savings to make up for the cost, Tamara fell behind on her monthly rent payments. Afraid of losing her home, Tamara called her Director of Social Services, Candice, hoping to come up with a solution. Candice suggested that she apply for rental assistance in order to relieve her from that month's missing payment. Shortly after receiving the good news that her application was approved, Tamara was given even better news - she was offered a position to work at her local school district.

With her finances back on track and the extra income that her job is providing, Tamara is feeling financially secure. Because of senior living sites such as Independence Plaza and the services provided by LifeSTEPS, residents such as Tamara are able to live with peace of mind and a better quality of life.

*name has been changed



IMPACT STORY: SEEKING A WAY OUT OF POVERTY



For many individuals who grow up in a cycle of poverty, getting out can feel impossible. Growing up in a rough part of the Bay Area, Lois* was determined to live a life that consisted more than living paycheck to paycheck.

After months of saving up, Lois was excited to finally be able to move out on her own. Paying for her first month's rent and deposit to move into Everett Commons, Lois knew that despite using up all of her savings, she was finally on the right path to reaching financial stability. Not prepared for the costs that would accrue upon moving into a new home, Lois fell behind on her rent after paying unexpected expenses and bills. With her savings all used up, Lois was afraid to lose the home that she worked so hard for. Lois reached out to her Director of Social Services, Jose and he knew this situation was temporary.

Jose connected Lois to community resources and recommended that she apply for rental assistance to relieve her from the financial burden she was experiencing.

Lois also began looking for another job that would help her begin a savings account and she was soon offered a part-time position as a caretaker.

With the help of financial literacy classes and temporary rental assistance, individuals like Lois are able to gain the necessary tools needed to endure a better quality of life. Because of the Alameda Housing Authority and its commitment to helping low-income residents coupled with the services provided by LifeSTEPS, breaking the cycle of poverty no longer seems impossible.

*name has been changed

IMPACT STORY: FAMILY FINDS RELIEF DURING TRAGEDY



When tragedy strikes unexpectedly, every part of your life is affected. When Irma* experienced a sudden death in her family, her life turned upside down. Not only did she lose someone she loved dearly, but everything, from her health to her finances, was impacted.

Having two children, a son-in-law, and three grandchildren living under one roof, the family decided to move into an affordable housing unit. Finally receiving a call from the Parrot Village complex, the family was excited to not only find a place they could afford but to relocate to a safer area. With the family still living paycheck to paycheck, the struggle only got worse when they received the tragic news that her son-in-law had passed away. Unprepared for a crisis of this magnitude, Irma fell apart. Not only was she grieving with her family, but dealing with the logistics of burials and finances was too much for her to bear.

Hearing about the news, her Director of Social Services, Jose, paid the family a visit. After seeing the pain in Irma's eyes, providing any kind of relief for her family became Jose's main priority. Going through hospital bills and burial expenses, Jose knew that Irma and her family could never afford the high cost. Looking over resources and programs that help families in need, Jose referred the family to the Seasons of Sharing Fund, which is an organization that provides financial relief for individuals experiencing unexpected crises. After helping Irma fill out the application, she and her family were immediately approved once everything was processed. Because of the dire circumstances, the Seasons of Sharing Fund generously covered all of the burial costs. With slight relief, the family was able to focus on coping and being together instead of dealing with the stress of finances. Because of Jose and the resources he provided, the family not only found financial relief but they also found support within the LifeSTEPS community.

*name has been changed



Empowerment
Impact
Community
One STEP at a time

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

Offices in:

**Sacramento County –
3247 Ramos Circle
Sacramento, CA 95827**

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

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

**Orange County –
14131 Yorba Street,
Tustin, CA 92780**

www.LifeSTEPSusa.org



Housing Authority of the City of Alameda

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FAX (510) 522-7848
TTY/TRS 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Lisa Caldwell, Director of Property Operations

Date: October 16, 2019

Re: Approve the Issuance of an RFP for Third Party Property Management Services for Properties Owned by AHA and Its Affiliates, AAHC and ICD

BACKGROUND

AHA and its affiliates Alameda Affordable Housing Corporation (AAHC) and Island City Development (ICD) owns 629 units in Alameda. On January 11, 2016, AHA issued a Request for Proposals (RFP) for Lease Up and Ongoing Property Management Services in anticipation of the construction of Everett Commons and Littlejohn Commons. This RFP also allowed for the transfer of other AHA owned sites to third party management as needed.

The John Stewart Company (JSCo) was the successful bidder from this RFP and first executed a contract for services on February 24, 2016. On July 1, 2017, AHA transferred property management of Rosefield Village, a family site of 53 units, to The John Stewart Company (JSCo) in anticipation of its demolition and reconstruction. On February 1, 2019 AHA transferred Eagle Village, a family site of 36 units, co-located with Rosefield Village to third party management. In 2018, JSCo leased up and started third party management of Everett Commons and Littlejohn Commons, which are owned by the AHA's nonprofit affiliate, Island City Development (ICD). Monthly meetings are held with JSCo management to review property financials, as well as tenant and compliance issues.

DISCUSSION

The original contract with JSCo will expire in June 2020, and per the HUD contracting protocol, AHA intends to re-bid third party property management services through an RFP to be issued in late October 2019. Additionally, as stated in the September 2019 Board packet, AHA intends to transfer Parrot Gardens and Parrot Village to a third party property management in the next four months due to the inability to hire qualified staff to oversee the site. The prior RFP will reach its time limit of 5 years, as set by HUD, on June 30, 2020; therefore, AHA intends to re-bid third party property management services through an RFP to be issued in late October/early November 2019.



Honorable Chair and
Members of the Board of Commissioners

October 16, 2019
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The RFP requests that the third party conduct all activities of property management, including but not limited to:

- Operate and lease the property in accordance with the Owner-approved Management Plan, and applicable regulatory agreements
- Provide customary property management services required for the ordinary and usual business and affairs of the properties in a professional manner consistent with the management, operation, leasing, and maintenance of similar properties in the County of Alameda
- Day to day operations of properties such as but not limited to, collection of monies, maintenance, and tenant relations
- Conduct annual income certification in accordance with LIHTC and/or other funding regulations, even where no LIHTC funds are in place
- Preventive maintenance and annual unit inspections
- Record keeping
- Audit/participate in property audit preparation
- Budget preparation and tracking of financial activity
- Monthly meetings with Owner
- Capital improvement projects of less than \$25,000
- After Hours maintenance emergency response
- Lease violations and evictions - Filing of unlawful detainers, court appearance, and lock outs
- Formal responses to lenders, investors, DFEH and other regulatory agencies
- Reporting to investors, lenders, and regulatory agencies
- Coordination with various social service providers, including LifeSTEPS

AHA will be seeking a single provider who is able, as necessary, to provide third party management for all AHA-, AAHC-, and ICD-owned sites. Timing of the transfer of the sites will vary. The contracts currently in place have the following expiration date and will be included in the RFPs:

Property	Unit Count	Expiration Date
Rosefield Village	53	June 30, 2020
Eagle Village	36	January 1, 2020 – Agreement may be renewed for two additional one-year terms
Littlejohn Commons	31	June 30, 2020
Everett Commons	20	May 31, 2020
Total	140	



Honorable Chair and
Members of the Board of Commissioners

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In the RFP, staff is proposing that, in addition to transferring the Parrot properties, AHA's Scattered Sites will also transfer to third party management by March 1, 2020. The following properties, owned both by AHA and AAHC, are referred to as Scattered Sites and would transfer due to their very small size and lack of onsite office. The Board may choose a different timeline or to provide input on the timeline to staff.

Property	Unit Count	Designation
Parrot Village	50	Family
Parrot Gardens	8	Family
Lincoln House	4	Family
Lincoln Willow Apartments	5	Senior
AHA Owned Condos	7	Family
Sherman Street	9	Family
Stanford House	4	Family
Detached Homes	5	Family
Total	92	

AHA staff and maintenance would continue managing a total of 397 units (shown in the table below) until such time that there is inadequate staffing to meet the maintenance and property management staffing needs, or there is a financial need to transfer management of the sites. These are the four larger AHA sites where there is an onsite manager. If there is a need to transfer any of these properties in the future, staff would come back to the Board to discuss the process and implications for staff and budget.

Property	Unit Count	Designation
Anne B. Diamant	65	Senior
China Clipper Plaza	26	Family
Esperanza	120	Family
Independence Plaza	186	Senior
Total	397	

Once the Parrot properties and Scattered Sites transfers are complete, AHA maintenance staff will continue to service the remaining units at the properties listed above, but with an expectation that staff will perform preventative maintenance, capital improvement work, and routine maintenance work/tasks. It is anticipated that AHA will utilize fewer vendors for this work since this maintenance will be done in-house. Although work related to these properties will shift in management, AHA's main office Property Management staff will manage the contracts for the third party property management to ensure management of the sites and tenants is in accordance with the management agreement, lease terms, fair housing, and the general expectations of AHA. Since AHA will be held to the same property management standards, whether the property is managed in-house or by a third party, contract management will take place to oversee the selected third party vendor. Staff vacancies elsewhere in the agency will be filled from within, where possible, to ensure appropriate staff levels within the



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Members of the Board of Commissioners

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Property Operations Department as fewer sites are managed directly by AHA. Major capital work (generally above \$25,000) will continue to be managed by AHA.

Staff will also be asking the bidders to provide an alternate pricing structure for each site for the above listed properties. This alternate price would allow the third party to manage the operations of the site but for AHA to continue to manage maintenance. While this is not the intended structure at this time, if AHA continues to experience challenges in hiring property site staff, this structure would allow the transfer while AHA maintenance staff continue to service the properties.

The RFP will also include a request for pricing for North Housing future developments. Although the unit count and exact nature of each building has yet to be defined, applications for funding may require a qualified property management company to be identified.

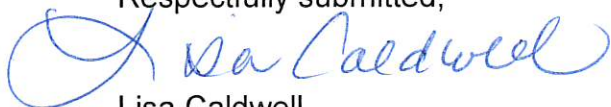
FINANCIAL IMPLICATIONS

Generally, the cost of third party management is lower than self-management due to lower salary and benefit costs; however, at this time AHA is recommending that the larger properties transfer based on staff attrition. This proposal also allows AHA a succession plan given expected retirements among staff in the next 5+ years.

RECOMMENDATION

Approve the issuance of an RFP for Third Party Property Management Services for properties owned by AHA and its affiliates, AAHC and ICD.

Respectfully submitted,



Lisa Caldwell
Director of Property Operations





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 FAX (510) 522-7848
 TTY/TRS 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa M. Cooper, Executive Director

Date: October 16, 2019

Re: Review and Approve Goals for the Executive Director for the Period of October 1, 2019 to September 30, 2020

BACKGROUND

The evaluation process for the Executive Director took place on September 18, 2019 and the Board determined that the Executive Director met the expectations for the period of October 1, 2018 to September 30, 2019. New goals were also proposed by both the Executive Director and the Board.

In regards to compensation, the Executive Director's 2014 contract includes a provision for the following language regarding performance related increases after the second year:

- 4.1.3 For each year of this Agreement thereafter, the Parties shall endeavor jointly to establish, prospective objective verifiable measures of her performance for the year. At the conclusion of the third year of this Agreement, i.e., October 2017, if Cooper has a "meets expectations" or better rating on her annual performance evaluation and she meets or exceeds the mutually agreed upon objective of verifiable measures, the Parties shall mutually agree on an increase in her salary for that year of employment, subject to the availability of such funds in accordance with the usual and customary annual budget approval process. Such increase shall be in effect on the next payroll date following the completion of Cooper's performance review. In the event Cooper's salary increase is postponed due to budget delays or lack of funding, it shall be retroactive to the date it would have become effective once the budget is approved and funding made available.



In the event that the Parties are unable to mutually agree upon objective verifiable measures for any relevant period and if for that period Cooper receives a “meets expectations” or better rating on her annual performance evaluation, the Parties shall mutually agree on an increase in her salary for that year of employment, subject to the availability of such funds in accordance with the usual and customary annual budget approval process. Such increase shall be in effect on the next payroll date following the completion of Cooper’s performance review. In the event Cooper’s salary increase is postponed due to budget delays or lack of funding, it shall be retroactive to the date it would have become effective once the budget is approved and funding made available.

No compensation changes or changes to the contract are being proposed at this time.

DISCUSSION

The following goals for the period October 1, 2019 to September 30, 2020 have been proposed:

Goal 1: Finalize and Implement the Strategic Plan

- a) Finalize the metrics to evaluate AHA’s progress against goals compared to other Medium Sized PHA’s and present to the Board at the Board retreat in 2020.
- b) Report back to the Board every 6 months on progress against the Strategic Plan, starting with a report for the 12 month period ending June 30 2020.
- c) Adapt other internal planning tools, including the Two-Year Plan and senior management performance goals to reflect the Strategic Plan within 3 months of the final adoption of the measures.

Goal 2: Manage and lead organizational development

- a) Onboard and train new management level staff, including Deputy Executive Director, Finance Director, Controller, Risk Manager, Communications Manager and various Management Analyst positions.
- b) Present an assessment of emerging staffing needs at the Board retreat in 2020.
- c) Conduct staff survey and provide a review of staff morale and retention strategies no later than August 2020.
- d) Implement the long-term strategy to address the pension liabilities no later than June 2020.

Goal 3: Increase the supply of affordable housing in Alameda

- a) Present a business plan for housing development activities at the Board retreat in 2020.
- b) Continue feasibility on new sites in Alameda.
- c) Continue efforts to develop the North Housing site, including development plan, individual site plans, financial feasibility, and partner coordination for the homeless accommodation.



Honorable Chair and
Members of the Board of Commissioners

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- d) Close financing and start construction for Rosefield by September 2020.
- e) Continue and, where possible, expand efforts to recruit private and public market Section 8 landlords. Work with city, and where possible county/state officials on these efforts.
- f) Start dialogue with City officials and other interested parties to develop a strategy for tenants who are no longer able to meet the terms of their lease with AHA/AAHC/property management company and whose social services needs exceed the financial, legal, safety or other limits of the Housing Authority's role as a provider of independent living. Assess time and resources spent on addressing these cases.

FINANCIAL IMPACT

None to complete these tasks, although a number of the final activities may lead to additional proposed costs which would be included in future proposed budgets.

RECOMMENDATION

Accept goals for the Executive Director for the period of October 1, 2019 to September 30, 2020.

Respectfully submitted,



Vanessa M. Cooper
Executive Director





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Kathleen Mertz, Director of Housing and Community Development

Date: October 16, 2019

Re: Approve License Agreement With The City Of Alameda For Access To Jean Sweeney Park And Authorize The Executive Director Or Her Designee To Negotiate And Execute The Agreement

BACKGROUND

The City of Alameda is developing the Jean Sweeney Park, which is adjacent to the Housing Authority's Parrot Village and Parrot Gardens property. Please see attached map for locational reference. Given the large size of the park, the City approached AHA to request an access easement from the south side so that there are more points for pedestrian and bicycle access to the 22 acre park.

DISCUSSION

St. Charles Street appears to be a logical access point. However, AHA owns half of the street block as a private driveway to the Parrot properties rather than that being a public street that directly adjoins the park property. In conversations with AHA legal counsel and the City, it was agreed that a license agreement for access, rather than an easement, is a more appropriate measure at this time given that the City is still working through the eminent domain process for the portion of the property that borders AHA property. Additionally, AHA intends to redevelop Parrot Gardens at some point to expand affordable housing in Alameda and an easement could limit opportunities at the site. In the future, when there is more certainty about the City's possession of the border land and more certainty about a redevelopment plan for Parrot Village, an access easement may be granted. Staff would return to the Board at this time for formal approval of an easement.

Access across the private driveway is intended for pedestrian and bicycle use only. The City intends to add an opening in the fence at this point, at their expense. They will maintain the fence, and per the agreement, any issues that arise from the public access at this point. It is contemplated that the local neighborhood would be the primary users and that it would not be publicized as a formal entry point to the park.



Honorable Chair and
Members of the Board of Commissioners

October 16, 2019
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FINANCIAL IMPACT

None.

RECOMMENDATION

Approve License Agreement with The City Of Alameda For Access To Jean Sweeney Park And Authorize The Executive Director Or Her Designee To Negotiate And Execute The Agreement

Respectfully submitted,

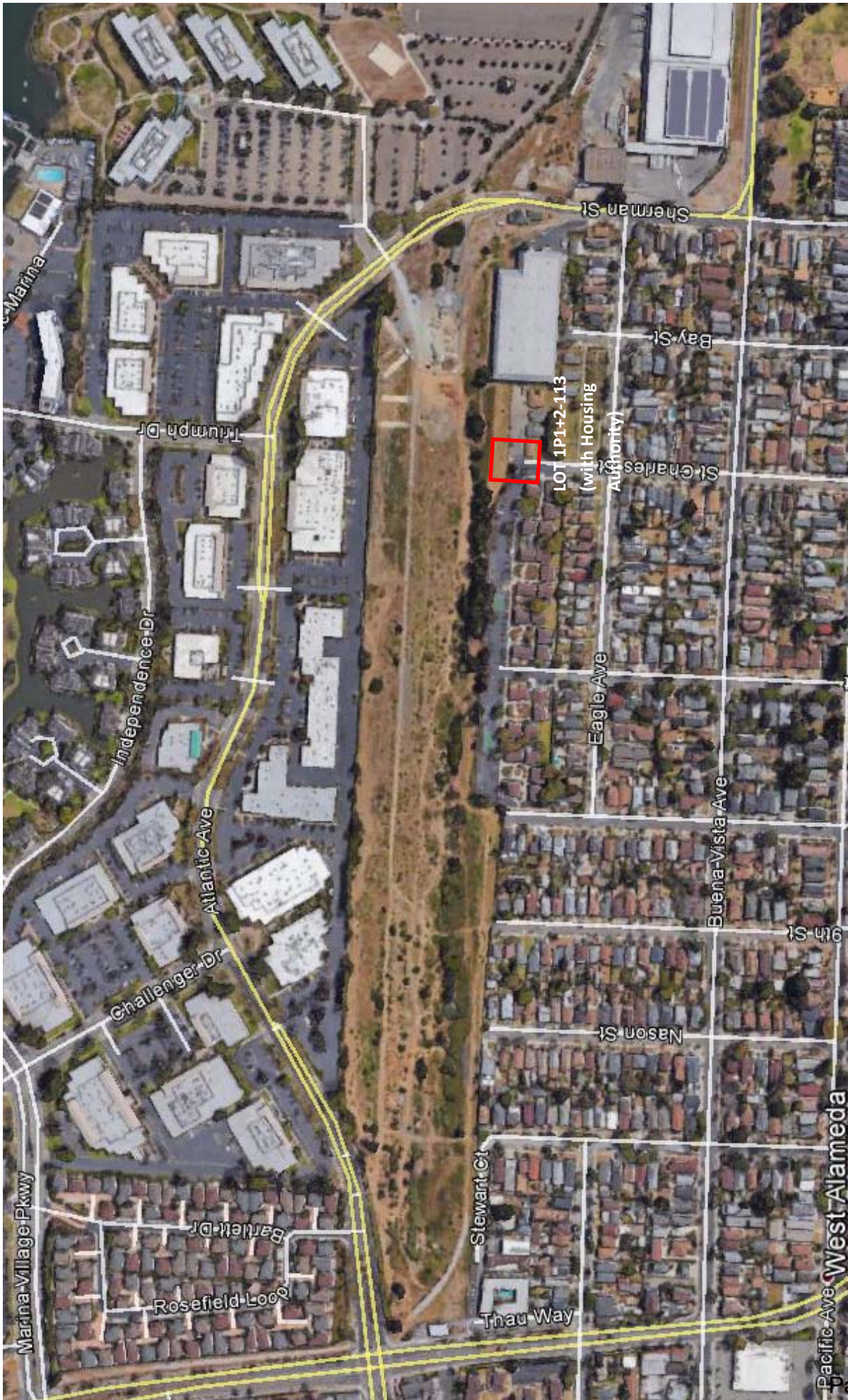


Kathleen Mertz
Director of Housing and Community Development

Attachment:

1. Map Showing Easement Location
2. Draft License Agreement





LICENSE AGREEMENT

This License Agreement (this “**Agreement**”) is hereby entered into as of _____, 2019 (“**Effective Date**”), by and between the Housing Authority of the City of Alameda, a public body, corporate and politic (“**Licensor**”) and the City of Alameda, California, a Municipal Corporation (“**Licensee**”).

RECITALS

A. Licensor is the owner of that certain real property located on the northwest corner of the intersection of Eagle Avenue and St. Charles Street, Alameda, California (the “**Licensor Property**”).

B. Licensee is, or will become, the owner of that certain real property commonly known as the Jean Sweeney Open Space Park, located in Alameda California (the “**Licensee Property**”).

C. The Licensee Property is adjacent to the Licensor Property.

D. Licensee desires to use that portion of the Licensor Property depicted in Exhibit A attached hereto and incorporated hereby (the “**Licensed Premises**”) for the sole purpose of allowing pedestrian (but not vehicular) ingress and egress between the Licensee Property and Eagle Avenue (the “**Activities**”).

E. Licensee therefore desires to obtain a non-exclusive license from Licensor (“**License**”) to conduct the Activities.

F. Licensor is willing to grant the License to Licensee, subject to the terms of this Agreement.

AGREEMENT

For good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereby agree to the following provisions:

1. Grant of License. Licensor hereby grants to Licensee a non-exclusive License over the Licensed Premises for the sole purpose of conducting the Activities, subject to the terms of this Agreement. The use of the Licensed Premises shall not unreasonably interfere with the use and enjoyment of the Licensor Property by Licensor, its tenants, and their respective guests and invitees. Licensee does not have the right to use or access any portion of the Licensor Property other than the Licensed Premises, including for access to the Licensed Premises.

2. Use of Licensed Premises. Subject to the terms of this Agreement, Licensee may use the Licensed Premises as follows:

A. Licensee shall have the right to use the Licensed Premises for the Activities, and for no other purpose.

B. Licensee shall, at its cost and expense, comply with all laws, rules,

ordinances, regulations, requirements, and orders, present or future, of the federal, state and local governments, including but not limited to those applying to the Activities.

C. Licensors and its authorized agents, consultants, contractors, employees, and representatives will have the right to enter upon the Licensed Premises, so long as such entry does not unreasonably interfere with Licensee's exercise of its rights under this Agreement.

D. Licensee shall use due care in the exercise of its rights hereunder. Licensee shall promptly repair any damage resulting from Licensee's activities on or relating to the Licensed Premises. Licensee accepts any and all risks of loss (including, without limitation, the loss of personal property, equipment, supplies, and materials), liability, damage, injury, or fatality in connection with its entry and activities on the Licensed Premises.

E. Licensee may allow the public to use the Licensed Premises for the Activities, provided that Licensee shall be strictly liable for all damage to the Licensed Premises in connection with the Activities, and shall indemnify Licensor from all claims by the public or in connection with the public use. For the purposes of this Agreement, any actions of the public, other than criminal acts, willful misconduct or gross negligence, or the willful misconduct or gross negligence of Licensor, its employees and agents, shall be deemed actions of Licensee.

3. Term of License; Termination. The term of the License shall commence on the Effective Date and shall terminate upon the earliest should any of the following to occur:

A. Licensee shall use, or allow any member of the public to use, the Licensed Premises for any purpose other than the Activities.

B. Licensee shall fail to repair any damage to the Licensed Premises caused by Licensee or the public.

C. There shall be any change in ownership or control of either the Licensor Property or Licensee Property, including in connection with a foreclosure or deed in lieu thereof.

D. Licensee shall fail to comply with any term of this Agreement, or make a claim against Licensor or the Licensor Property in violation of Section 7 below.

E. Upon written notice from Licensor to Licensee, provided that so long as Licensee is in full compliance with this Agreement, the effective date of such termination shall not be earlier than one (1) year from the date of such notice.

4. Property of Licensee. Licensee and the public shall not store or leave any property or refuse on the Licensed Premises, and Licensee shall remove the same upon written notice from Licensor. Licensee shall not have the right to construct any improvements or make any alterations of the Licensed Premises without the prior written consent of Licensor, which may be withheld in its sole and absolute discretion.

5. Waiver. By entering into this Agreement and accepting the License, Licensee hereby waives, releases and relinquishes any claim, title, right or interest that Licensee may have in, to or in connection with the Licensed Premises except as specifically provided herein. In

connection with the foregoing, the undersigned, by initialing below, hereby specifically waives any and all rights and benefits conferred upon the undersigned pursuant to Section 1542 of the California Civil Code, or similar provisions of applicable law, which provides:

A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

[Licensee initials]

6. Liens. Licensee shall promptly pay and discharge all claims for work that it has caused to be performed, materials that it has caused to be furnished, and obligations that it has caused to arise within the Licensed Premises, and shall not allow, permit or cause any lien to be recorded against any portion of the Licensed Premises.

7. Conditions. Licensee shall not commit or permit the commission of any acts (including the public) on the Licensed Premises that in any way:

A. Violate or conflict with any applicable law, statute, ordinance, or governmental rule or regulation, whether now in force or hereinafter enacted;

B. Obstruct or interfere in any manner with Licensor's use and enjoyment of the Licensor Property (other than Licensee's exercise of the rights expressly granted to Licensee by this Agreement); or

C. Constitute the commission of waste on the Licensed Premises or maintenance of a nuisance as defined by the laws of California.

8. No Representations and Warranties. Licensee acknowledges, agrees, and accepts the Licensed Premises in its "AS IS, WHERE IS, AND WITH ALL FAULTS" condition. LICENSOR IS MAKING NO REPRESENTATIONS OR WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO ANY MATTER, INCLUDING WARRANTIES OF MERCHANTABILITY, SUITABILITY, ORIGINALITY, AND FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE INCLUDING ANY WARRANTIES WITH REGARD TO THE CONDITION OF THE LICENSED PREMISES OR ITS FITNESS FOR ANY INTENDED USE. Licensee stipulates, represents, and warrants that Licensee has examined the Licensed Premises. By entry under this Agreement, Licensee accepts the Licensed Premises in its present condition, without any representation or warranty by Licensor as to the condition thereof. Licensee acknowledges that Licensee has inspected the Licensed Premises and is familiar with its present condition.

9. Indemnification. Except for, and only to the extent of any claims, damages, liabilities, costs, and expenses arising from or as a result of any gross negligent or willful misconduct by Licensor, Licensee shall indemnify, defend, and hold Licensor, its agents, employees, representatives, members, managers, officers, licensees, invitees, consultants, or

contractors harmless from and against any and all claims, obligations, demands, causes of action, damages, losses, liabilities, and expenses incurred in connection with or arising from: (i) the use of the Licensed Premises by Licensee and/or Licensee's agents, employees, representatives, licensees, invitees, consultants, or contractors or anyone else claiming under Licensee; (ii) any activity, work, or thing done or permitted in or about the Licensed Premises or Licensor Property by Licensee and/or Licensee's agents, employees, representatives, licensees, invitees, consultants, or contractors or anyone else claiming under Licensee; (iii) any acts, omissions, or negligence of Licensee or Licensee's agents, employees, representatives, licensees, invitees, consultants, or contractors or any other person claiming under Licensee; (iv) any breach by Licensee and/or Licensee's agents, employees, representatives, licensees, invitees, consultants, or contractors or any other person claiming under Licensee of any term or covenant of this Agreement; or (v) any mechanic's liens that may arise from use of the Licensed Premises by Licensee and/or Licensee's agents, employees, representatives, licensees, invitees, consultants or contractors, or any other person claiming under Licensee.

10. Insurance. Throughout the Term, Licensee shall provide, pay for, and maintain in effect (i) a general commercial liability insurance policy with aggregate coverage of not less than \$2,000,000 with respect to bodily injury or death to any one person and of not less than \$1,000,000 with respect to damage to property of others and as to the Licensed Premises; and (ii) a workers' compensation insurance policy in amounts as required by law. Upon written request from Licensor, Licensee shall provide evidence of such insurance and failure to provide such evidence within 10 days of written request shall be default hereunder permitting Licensor to terminate this Agreement immediately.

11. No Additional Rights. The parties agree that no other rights are created except as specifically defined in this Agreement.

12. Cooperation. The parties agree to cooperate in the execution, delivery, and recordation of such documents and agreements requested by either party as are reasonably necessary to carry out the purpose of this Agreement.

13. Construction. Headings at the beginning of a section or subsection are solely for the convenience of the parties and are not a part of the Agreement. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if all parties had prepared the same.

14. Attorneys' Fees and Costs. If any party commences an action against any other party to interpret or enforce any of the terms of this Agreement or because of the breach by the other party of any of the terms hereof, the losing party shall pay to the prevailing party reasonable attorneys' fees, together with any costs and expenses, incurred in connection with the prosecution or defense of such action, whether or not the action is prosecuted to a final judgment. The "prevailing party" shall be the party(ies) who recovered a greater relief in the action than the other party(ies), whether by judgment, appeal or settlement.

15. Governing Law. The laws of the State of California shall govern this Agreement.

16. Agreement Does Not Run with the Land; No Assignment. This Agreement is

personal to Licensor and Licensee, and this Agreement shall not run with the land (Licensor Property or Licensee Property). Licensee shall not be permitted to record any memorandum of this Agreement in the official records of Alameda County. Neither party shall have the right to assign this Agreement without the written consent of the other party, which other party may withhold in its sole and absolute discretion.

17. Amendment; Waiver. Except as otherwise provided herein, this Agreement may not be modified, changed, supplemented, superseded, canceled, or terminated, nor may any obligations hereunder be waived, except by written instrument signed by the party to be charged. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision whether or not similar nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

18. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, this fact shall in no way affect (to the maximum extent permissible by law) any other provision of this Agreement, the application of any such provision under circumstances different from those adjudicated by the court, or the legality, enforceability, and validity of this Agreement as a whole.

19. Authority. Each individual executing this Agreement on behalf of a party represents and warrants to the other parties that his or her execution and delivery of this Agreement and all related documents on behalf of the party for whom he or she is signing have been duly authorized.

20. Notice. All notices, consents, approvals and requests required or permitted hereunder or under any other Loan Document shall be deemed to be given and made when delivered by hand, by recognized overnight delivery service, confirmed facsimile transmission (provided any telecopy or other electronic transmission received by any party after 4:00 p.m., local time, as evidenced by the time shown on such transmission, shall be deemed to have been received the following Business Day), or five (5) calendar days after deposited in the United States mail, registered or certified, postage prepaid, with return receipt requested, addressed as follows:

If to Licensor :	Housing Authority of the City of Alameda 701 Atlantic Avenue Alameda, CA 94501 Attention: Executive Director
If to Licensee:	City of Alameda 2263 Santa Clara Avenue Alameda, CA 94501 Attention: City Manager

21. Time of the Essence. Time is of the essence with regard to performance under the terms and provisions of this Agreement, and any amendment, modification or revision hereof, with respect to the actions and obligations of each party bound by the terms hereof.

22. Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed to create the relationship of principal and agent, a partnership, joint venture, or any other

association among the parties.

23. Entire Agreement. This Agreement constitutes the entire agreement among the parties pertaining to the subject matter contained herein and supersedes all prior and contemporaneous agreements, representations and understandings of the parties pertaining to the subject matter contained herein.

24. Counterparts. This Agreement may be executed by the parties hereto in counterparts, each of which shall be deemed to be an original, and which shall constitute one and the same instrument.

[SIGNATURE PAGE TO FOLLOW]

DRAFT

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth above.

LICENSOR:

Housing Authority of the City of Alameda,
a public body, corporate and politic

By: _____
Vanessa Cooper, Executive Director

DRAFT

LICENSEE:

Date: _____, 2019

THE CITY OF ALAMEDA

By: _____
ERIC LEVITT
City Manager

APPROVED AS TO FORM

By: _____
Michael H. Roush
Assistant City Attorney

DRAFT

Exhibit A

Licensed Premises

[attached]

DRAFT

EXHIBIT A

LEGAL DESCRIPTION

ALL THAT CERTAIN REAL PROPERTY SITUATE IN THE CITY OF ALAMEDA, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING A PORTION OF PARCEL 1 AND PARCEL 2, AS SHOWN ON PARCEL MAP 2996 FILED FOR RECORD SEPTEMBER 11, 1979, IN BOOK 113 OF MAPS AT PAGE 1, OFFICIAL RECORDS OF ALAMEDA COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF SAINT CHARLES STREET, SAID POINT BEING DISTANT 3.00 FEET EASTERLY ALONG SAID LINE FROM THE SOUTHEAST CORNER OF PARCEL 1, AS SHOWN ON SAID MAP (113 M 1);

THENCE ALONG SAID RIGHT-OF-WAY LINE NORTH 85° 43' 30" WEST, 26.00 FEET;

THENCE LEAVING LAST SAID LINE AND ALONG THE FOLLOWING THREE (3) COURSES:

1. NORTH 04° 16' 30" EAST, 149.25 FEET,
2. SOUTH 87° 38' 04" EAST, 16.52 FEET,
3. NORTH 04° 15' 33" EAST, 23.23 FEET TO A POINT ON THE SOUTHERLY LINE OF THE SOUTHERN PACIFIC COMPANY PROPERTY AS SHOWN ON SAID MAP (113 M 1);

THENCE ALONG SAID SOUTHERLY LINE, SOUTH 85° 44' 27" EAST, 26.00 FEET;

THENCE LEAVING LAST SAID LINE, AND ALONG THE FOLLOWING FIVE (5) COURSES:

1. SOUTH 04° 15' 33" WEST, 46.43 FEET,
2. NORTH 82° 10' 21" WEST, 2.29 FEET,
3. ALONG THE ARC OF A 29.96 FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 21° 07' 54", AN ARC DISTANCE OF 11.05 FEET, TO THE BEGINNING OF A NON-TANGENT CURVE,
4. ALONG THE ARC OF A 7.39 FOOT RADIUS NON-TANGENT CURVE TO THE LEFT, WHOSE CENTER POINT BEARS SOUTH 29° 07' 13" EAST, THROUGH A CENTRAL ANGLE OF 56° 36' 17", AN ARC DISTANCE OF 7.30 FEET,
5. THENCE SOUTH 04° 16' 30" WEST, 119.23 FEET TO THE **POINT OF BEGINNING**.

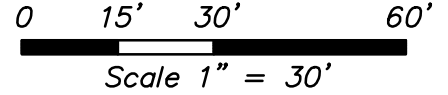
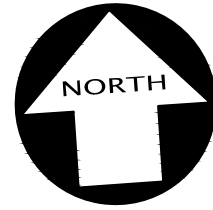
CONTAINING 4,889 SQUARE FEET OF LAND, MORE OR LESS.

KIER & WRIGHT CIVIL ENGINEERS & SURVEYORS, INC.

RODNEY A. STEWART II, P.L.S. 9225
LICENSE EXPIRATION: 9/30/2017

DATE

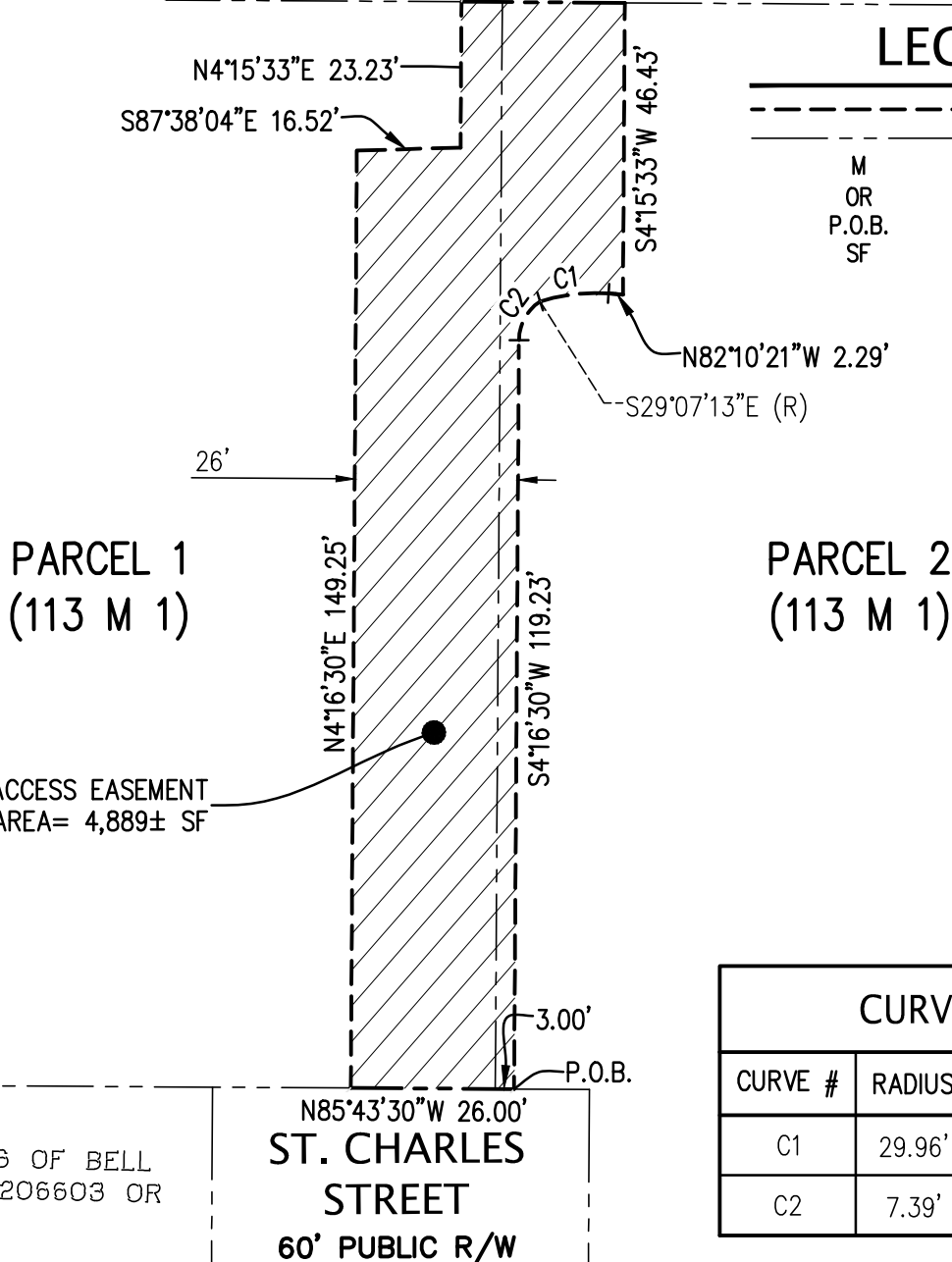
BASIS OF BEARINGS
 LINE BETWEEN USC & GS MONUMENTS VISTA-CHAP &
 VISTA-ST. CHA TAKEN AS NORTH 85° 23' WEST.
 BEARINGS SHOWN HEREON ARE BASED ON THE
 CALIFORNIA COORDINATE SYSTEM ZONE III. DISTANCES
 SHOWN ARE GRID DISTANCES. TO OBTAIN GROUND
 DISTANCES MULTIPLY DISTANCES SHOWN BY 1.0000707.



LANDS OF
 SOUTHERN PACIFIC COMPANY
 S85°44'27"E 26.00'

LEGEND

---	EASEMENT LINE
---	PROPERTY LINE
M	MAPS
OR	OFFICIAL RECORDS
P.O.B.	POINT OF BEGINNING
SF	SQUARE FEET



CURVE TABLE			
CURVE #	RADIUS	DELTA	LENGTH
C1	29.96'	21°07'54"	11.05'
C2	7.39'	56°36'17"	7.30'

LANDS OF BELL
 2006-206603 OR

N85°43'30"W 26.00'
ST. CHARLES STREET
 60' PUBLIC R/W

KIER & WRIGHT
 CIVIL ENGINEERS & SURVEYORS, INC.
 2850 Collier Canyon Road Phone (925) 245-8788
 Livermore, California 94551 Fax (925) 245-8796

EXHIBIT "B"
ACCESS EASEMENT
 ALAMEDA, CALIFORNIA

DATE	APRIL, 2017
SCALE	1" = 30'
BY	JAK
JOB NO.	A16673-4
SHEET	1 OF 1

Parcel Map Check Report

Client:	Prepared by:
Client	Preparer
Client Company	Your Company Name
Address 1	123 Main Street
Date: 4/10/2017 1:47:58 PM	

Parcel Name: ESMT - HA PARCEL ESMT

Description:

Process segment order counterclockwise: False

Enable mapcheck across chord: False

North: 469,933.6538' East: 1,490,709.6898'

Segment# 1: Line

Course: N85° 43' 30"W Length: 26.00'
North: 469,935.5919' East: 1,490,683.7622'

Segment# 2: Line

Course: N4° 16' 30"E Length: 149.25'
North: 470,084.4267' East: 1,490,694.8878'

Segment# 3: Line

Course: S87° 38' 04"E Length: 16.52'
North: 470,083.7448' East: 1,490,711.3937'

Segment# 4: Line

Course: N4° 15' 33"E Length: 23.23'
North: 470,106.9107' East: 1,490,713.1190'

Segment# 5: Line

Course: S85° 44' 27"E Length: 26.00'
North: 470,104.9797' East: 1,490,739.0472'

Segment# 6: Line

Course: S4° 15' 33"W Length: 46.43'
North: 470,058.6779' East: 1,490,735.5989'

Segment# 7: Line

Course: N82° 10' 21"W Length: 2.29'
North: 470,058.9898' East: 1,490,733.3302'

Segment# 8: Curve

Length: 11.05' Radius: 29.96'

Delta: 21° 07' 54"
Chord: 10.99'
Course In: S7° 49' 39"W
RP North: 470,029.3090'
End North: 470,058.4649'

Tangent: 5.59'
Course: S87° 15' 41"W
Course Out: N13° 18' 16"W
East: 1,490,729.2499'
East: 1,490,722.3554'

Segment# 9: Curve

Length: 7.30'
Delta: 56° 36' 17"
Chord: 7.00'
Course In: S29° 07' 13"E
RP North: 470,052.0090'
End North: 470,052.5598'

Radius: 7.39'
Tangent: 3.98'
Course: S32° 34' 38"W
Course Out: N85° 43' 30"W
East: 1,490,725.9517'
East: 1,490,718.5823'

Segment# 10: Line

Course: S4° 16' 30"W
North: 469,933.6616'

Length: 119.23'
East: 1,490,709.6944'

Perimeter: 427.30'
Error Closure: 0.0090
Error North : 0.00775

Area: 4,889.26Sq.Ft.
Course: N30° 41' 17"E
East: 0.00460

Precision 1: 47,477.78