



# Housing Authority of the City of Alameda

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

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701 Atlantic Avenue • Alameda, California 94501-2161

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## **AGENDA**                    **REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**DATE & TIME**            **Wednesday, October 21, 2020 –**

**Regular Meeting – 7:00 p.m.**

### **LOCATION**

Pursuant to Executive Order Numbers N-29-20 and N-35-20 signed by Governor Gavin Newsom and guidance provided by legal counsel, a local legislative body, such as the Board of Commissioners is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. All requirements in the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or the public as a condition of participation in or a quorum for a public meeting have been waived.

### **PUBLIC PARTICIPATION**

Public access to this meeting is available as follows:

#### **Join Zoom Meeting:**

<https://zoom.us/j/93407679443?pwd=RStpdmR5VTVrejRob29FejBYRE8vUT09>

Meeting ID: 934 0767 9443

Passcode: 637803

#### **One tap mobile:**

1-669-900-9128, 93407679443#, 0#, 637803# US (San Jose)

1-346-248-7799, 93407679443#, 0#, 637803# US (Houston)

Meeting ID: 934 0767 9443

Passcode: 637803

Find your local number: <https://zoom.us/u/augHIYBqb>

Persons wishing to address the Board of Commissioners are asked to submit comments for the public speaking portion of the Agenda as follows:

- Send an email with your comment(s) to [jpolar@alamedahsg.org](mailto:jpolar@alamedahsg.org) and [vcooper@alamedahsg.org](mailto:vcooper@alamedahsg.org) prior to or during the Board of Commissioners meeting
- Call and leave a message at (510) 871-7435.

When addressing the Board, on agenda items or business introduced by Commissioners, members of the public may speak for a maximum of three minutes per agenda item when the subject is before the Board.



Persons in need of special assistance to participate in the meetings of the Housing Authority of the City of Alameda Board of Commissioners, please contact (510) 747-4325 (voice), TTY/TRS: 711, or [jpolar@alamedahsg.org](mailto:jpolar@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.

## PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners
2. CONVENE REGULAR MEETING – 7:00 p.m.
3. Public Comment (Non-Agenda)
4. 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.
- 4-A. Approve Minutes of the Board of Commissioners Meeting held September 16, 2020 – **Page 1**
- 4-B. Accept the Monthly Overview Report for Operations/H.R./I.T. – **Page 9**
- 4-C. Accept the Monthly Overview Report for the Housing Programs Department – **Page 13**
- 4-D. Accept the Monthly Overview Report for the Alameda Rent Program – **Page 18**
- 4-E. Accept the Monthly Overview Report for Property Operations – **Page 39**
- 4-F. Accept the Monthly Overview Report for Housing Development – **Page 46**
- 4-G. Accept the Monthly Development Report for North Housing – **Page 48**
- 4-H. Accept the Monthly Development Report for Rosefield Village – **Page 50**
- 4-I. Accept the Monthly Procurement Report – **Page 53**
- 4-J. Accept the Monthly Financial Report for the Month of August 2020 – **Page 56**
- 4-K. Accept the Quarterly Investment Report for Period Ending September 30, 2020 – **Page 74**
- 4-L. Accept Executive Director’s Update – **Page 81**
- 4-M. Authorize the Executive Director to Negotiate and Approve a Retroactive Contract Extension of Four (4) Years for the Contract Between the Alameda Housing Authority and Thyssenkrupp Elevator Corporation to January 31, 2023 and an additional Two Hundred Fifty Thousand Dollars (\$250,000) to bring the Amount to a Total Not to Exceed of Three Hundred Fifty Thousand Dollars (\$350,000) - **Page 83**
- 4-N. Approve the Electronic Signature Policy – **Page 86**
5. AGENDA
  - 5-A. Accept report from the Alameda Boys & Girls Club (10 min. presentation) – **Page N/A**
  - 5-B. Accept the North Housing Project Update Report; Approve Resolution for a \$2,204,000 Loan Amendment from AHA; and Authorize the President or Designee to Negotiate and Execute the Loan Documents and sign the Carmel Partners Abatement Contract Amendment Change Order in an amount Not to Exceed \$720,000 – **Page 94**



- 5-C. Accept Director Nomination for Board Member Position on Island City Development –  
**Page 99**
6. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
7. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
8. ADJOURNMENT

\* \* \* Note \* \* \*

- Documents related to this agenda are available on-line at:  
<http://www.alamedahsg.org/cms/One.aspx?portalId=3723405&pageId=5912638>
- 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.



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 3 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 [jpolar@alamedahsg.org](mailto:jpolar@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.

**DRAFT MINUTES**

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
HELD WEDNESDAY, SEPTEMBER 16, 2020**

Due to temporary changes in the Brown Act, a Zoom meeting link and call-in number were provided to the public.

The Board of Commissioners Meeting was called to order at 6:05 p.m. via a Zoom online conference call.

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners

Present: Chair Tamaoki, Vice-Chair Grob, Commissioner Hadid, Commissioner Kay, Commissioner Kurrasch, Commissioner Rickard, Commissioner Weinberg

2. Public Comment (Non-Agenda)

None.



Chair Tamaoki announced that the Board of Commissioners would take the Closed Session items in the following order:

Closed Session Item, 3-A  
 Closed Session Item, 3-B  
 Closed Session Item, 3-C

3. Closed Session – 6:08 p.m. – Adjournment to Closed Session to Consider:
  - 3-A. Closed Session: Purpose: Executive Director Evaluation for 2019-20
  - 3-B. 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, Sylvia Martinez, and Cynthia Alvarez; Negotiating Parties Lincoln Avenue Capital LLC; Under Negotiation: Price and Terms of Payment.
  - 3-C. Closed Session: Purpose: Conference with legal counsel – anticipated litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9(b): one potential case
4. Adjournment of Closed Session  
 Adjourned 7:02 p.m.
5. RECONVENE REGULAR MEETING – 7:00 p.m.  
 Regular Meeting reconvened at 7:03 p.m.
6. Announcement of Action Taken in Closed Session, if any.

Chair Tamaoki stated that during the Closed Session, the Board of Commissioners received reports and gave staff direction on items 3-A and 3-C, and the Board will return to Closed Session, following the Regular Board of Commissioners Meeting to continue discussion of item 3-B.

7. Public Comment (Non-Agenda)
8. CONSENT CALENDAR
  - Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Commissioners or a member of the public.

**Items accepted or adopted are indicated by an asterisk.**

Commissioner Kay commented that, due to her absence, she would not vote on item 8-A. Commissioner Kay also requested that staff please explain the terms of the proposed “capacity-building loan” as referred to on page 33.



Vanessa Cooper, Executive Director explained that the loan would be a real loan that would include a loan term. As proposed, the loan would be forgivable upon the close of financing of the homeless development and would allow the partners to acquire consulting or legal advice to move their participation and the project forward. A loan agreement would be signed by both parties and expenses would be paid on a reimbursement basis only.

Chair Tamaoki commented that the project partners are limited in capacity and that if the financial resources become a limiting factor for this project, it would be worth bringing this matter before the Board.

Commissioner Rickard questioned whether it is AHA's intention to make the capacity building loan immediately. Ms. Cooper stated that AHA has not discussed this issue with its partners, but wanted to present the proposal to the Board in case funding becomes an issue that impedes the project.

In regard to the "Unfunded Pension Liabilities" as described on page 43, Chair Tamaoki commented that in previous years the Board had information to reference in order to determine how much funds would be allocated towards the Unfunded Pensions Liabilities. Chair Tamaoki questioned when this information would be presented to the Board. Ms. Cooper and Louie So, Finance Director stated that the information would be presented to the Board by March 31, 2021, along with the audited financial statements.

Commissioner Kurrasch moved to accept the Consent Calendar, with the adjustment concerning minutes. Ms. Cooper proposed that the Consent Calendar be accepted with two (2) adjustments: (1) Commissioner Kay cannot vote on Item 8-A because she was absent at the 8/19/20 meeting; and (2) that staff would return to the Board in October or November, if necessary, with more details on the "Capacity Building Loan" as described discussed in item 8-H.

Chair Tamaoki asked whether the need to change the title of the Communications Manager, as indicated on page 108 was a result of a change made to the respective job description.

Ms. Cooper informed the Board that the title change may be made to reflect the broad range of duties assigned to this position and provided an overview of job description. The change in title would mirror the model used successfully in Sacramento for about ten (10) years. As AHA has been recruiting for this position for almost a year and has had a difficult time attracting candidates with customer service attributes, with this title change AHA aims to make clear the required customer services skills that are needed for this position.

Commissioner Kay commented that she is concerned that changing the Communications Manger title to "Customer Service Manager" lowers the definition of job duties for this position.

Commissioner Kurrasch moved to accept the Consent Calendar with the proposed adjustments and Commissioner Hadid seconded the motion. This meeting took place



via Zoom, so a roll call vote was taken and the motion passed unanimously, with one abstention on item 8-A.

Yes	7	Chair Tamaoki, Vice-Chair Grob, Commissioner Hadid, Commissioner Kay, Commissioner Kurrasch, Commissioner Rickard Commissioner Weinberg
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- \*8-A. Approve Minutes of the Board of Commissioners Meeting held August 19, 2020
- \*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 Alameda Rent Program
- \*8-E. Accept the Monthly Overview Report for Property Operations
- \*8-F. Accept the Monthly Overview Report for Housing 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 Monthly Overview Report on Procurement
- \*8-J. Accept the Finance and Budget Variance Report for July 1, 2020
- \*8-K. Authorize the Executive Director to negotiate and sign the agreement with ATMA
- \*8-L. Authorize the Executive Director to Execute One or More Contracts and Expenditures for Temporary and Recruiting Services with the total Not to Exceed amount of \$300,000 with Robert Half International
- \*8-M. Authorize the Executive Director to Negotiate and Sign a Contract Extension with the John Stewart Company (JSCo) for Property Management Services for a Not to Exceed Amount of \$1,497,500 for a 5-Year Contract (3 Years with Two Optional 1-Year Renewals)
- \*8-N. Accept the Executive Director's update on the Delegation of Authority to the Executive Director, or Designee, to Exercise Emergency Powers During the Local Public Health Emergency
- \*8-O. Authorize the Executive Director or Designee to Negotiate and Enter into a Technology Consulting Services Agreement Between the Housing Authority and Techordia, LLC in the Amount Not To Exceed \$800,000 for 3 Years (Plus Two One-Year Renewal Options)
- \*8-P. Accept an Update of the 2018 Housing Authority Strategic Plan to September 1, 2020 and the Goals for 2020-21

## 9. AGENDA

- 9-A. Annual presentation by LifeSTEPS (10 min. presentation) – **N/A**

Ann Elias and Belinda Lee provided an overview of the services provided, to AHA referred clients, by LifeSTEPS since the beginning of the COVID pandemic.

Ms. Elias and Ms. Lee expressed gratitude for the partnership with and support by AHA Managers and Property Managers.

AHA Staff and the Board expressed gratitude for the services provided and immediate response to clients referred by AHA.





## 9-B. Adopt a Resolution to Adopt the Revised Schedule of Authorized Positions

Janet Basta, Director of Human Resources and Operation explained that, since the adoption of the original 2020-2021 Schedule of Authorized Positions, AHA has identified the need for an additional position at the Senior Management Analyst level. As a result of AHA having moved more systems online, there has been a significant increase in new programs and modules, thus, an increase in day to day demands. Currently, there is only one Senior Management Analyst managing the administration of software and providing software support to AHA staff. An additional Senior Management Analyst would allow AHA to have internal back-up capability to manage these systems and to allow for coverage in the event of planned or unplanned absences. The cost impact on an annual basis is just over \$200k, as we are part way through the year, AHA anticipates the cost to be just over \$100k for this fiscal year.

Commissioner Kurrasch requested that AHA note the need to replace his name, with Chair Tamaoki's name, on the Resolution respective to Agenda Items 9-B and 9-E.

Ms. Basta and Ms. Cooper apologized for the oversight and confirmed that the requested change would take place.

Commissioner Kurrasch moved to adopt the Resolution and Commissioner Grob seconded the motion. This meeting took place via Zoom, so a roll call vote was taken and the motion passed unanimously.

Yes	7	Chair Tamaoki, Vice-Chair Grob, Commissioner Hadid, Commissioner Kay, Commissioner Kurrasch, Commissioner Rickard Commissioner Weinberg
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## 9-C. Approve Payment Standard Increases for the Section 8 Housing Choice Voucher program and for Project Based Vouchers effective December 2, 2020

Lynette Jordan, Director of Housing Programs explained that each year the Fair Market Rents (FMRs) are reviewed by AHA in order to make a determination on whether there should be an increase in payment standards. This year AHA considered the FMR for zero (0) – three (3) bedroom units, and determined that payment standards for these units should be increased to 110% of the FMR; doing so will help to ensure that vouchers remain competitive and improve lease-up opportunities for AHA tenants.

Chair Tamaoki commented that in past rent seemed to be on low side, for the Bay Area, and we had to engage our own consultants to formulate rents, and asked if AHA did not do the same this year.

Ms. Jordan informed the Board that AHA did not feel the need to engage consultants this year. When AHA engaged consultants a few years back it was because the FMR rates came in low for the Bay Area, so AHA felt the need to partner with other Housing Authorities in the Bay Area to run our own independent studies. However, we do feel





the need to increase the payment standards to 110% of the FMR because it is anticipated that AHA will need to issue vouchers early next year, as a result of the extra funds received in shortfall, and AHA would like vouchers to be competitive.

Ms. Cooper informed the Board that while AHA has seen some softening of the market outside of Alameda, what AHA has observed in Alameda is that there is more availability of units, not the falling of prices. As AHA has seen an influx in units listed with the organization, AHA clients now have more choices. AHA believes that increasing the payments standards for the more popular sized units, zero (0) – three (3) bedrooms, will value vouchers very close to, if not equal to, the market standards. If we are able to issue vouchers next year, this increase will help to get clients to get leased-up.

Tonya Schuler-Cummins, Senior Management Analyst informed the Board that last year AHA compared the payments standards to the FMRs and the FMRs were in line with the rents 100%. AHA did not make the comparison this year because the FMRs increased and there was not a significant increase in rents.

Chair Tamaoki questioned whether tenant feedback on the ability to obtain housing, using the issued vouchers, is sufficient enough to use as a gauge of how payment standards compare to market.

Ms. Schuler-Cummins informed the Board that tenant feedback is a sufficient gauge during the period(s) that vouchers are being issued. However, vouchers have not been issued for some time.

Commissioner Hadid questioned whether this increase would positively affect the tenants.

Ms. Cooper commented that it is the AHA's goal to put their client's in the best possible position when they are seeking housing. This payment standard gives them more spending power in the market.

Commissioner Bachir moved to approve the motion and Commissioner Grob seconded the motion. This meeting took place via Zoom, so a roll call vote was taken and the motion passed unanimously.

Yes	7	Chair Tamaoki, Vice-Chair Grob, Commissioner Hadid, Commissioner Kay, Commissioner Kurrasch, Commissioner Rickard Commissioner Weinberg
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9-D. Adopt the Resolution to Revise the Housing Authority's Conflict of Interest Code

Ms. Cooper stated that if passed, the signature line will be amended as appropriate.

Alex Yuan, Management Analyst explained that on a bi-annual basis, the AHA revises the Housing Authority's Conflict of Interest Code. Ms. Yuan informed the Board that this



year standard changes were made to the Conflict of Interest Code and provided an overview of the changes highlighted on page 116.

Commissioner Grob questioned whether the job title of the Communications Manger could be updated, if changed, after adoption of the Resolution.

Ms. Cooper requested legal opinion to address the question posed by Commissioner Grob.

Jhaila Brown, Goldfarb & Lipman LLP advised that the authority to change the job tile of the Communications Manager could be delegated as part of the approval of the Resolution.

Commissioner Hadid questioned whether the change of the job title is related to a changed in the respective job description.

Ms. Cooper informed the Board that there will be no change in the job description. The change of job title is being considered in an effort to attract a broader range of candidates.

Ms. Cooper proposed that adoption of the Resolution include delegation to the Executive Director or Designee to make slight revisions to job titles, if needed, before the next review of Conflict of Interest Code.

Commissioner Kurrasch moved to adopt the Resolution and Commissioner Hadid seconded the motion. This meeting took place via Zoom, so a roll call vote was taken and the motion passed unanimously.

Yes	7	Chair Tamaoki, Vice-Chair Grob, Commissioner Hadid, Commissioner Kay, Commissioner Kurrasch, Commissioner Rickard Commissioner Weinberg
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- 9-E Approve 2020-21 Goals for the Executive Director Previously Agreed Upon by the Board and Executive Director; Approve Minor Addition to the 2014 Contract with the Executive Director; Approve Pay Increase for Executive Director to Step 2 of Approved Pay Schedule

Chair Tamaoki stated that, during Closed Session, the Board provided feedback to the Executive Director regarding the goals, and the Board unanimously approved moving the Executive Director to Step 2, with the pay schedule retroactive to September 2019. The Board's discussion is consistent with the recommendation as written.

Ms. Cooper expressed gratitude to the staff for their dedication and all the achievements throughout this year and recognized the Board for all of their support.



Commissioner Kurrasch moved to approve the recommendation and Commissioner Hadid seconded the motion. This meeting took place via Zoom, so a roll call vote was taken and the motion passed unanimously.

Yes            7                    Chair Tamaoki, Vice-Chair Grob,  
Commissioner Hadid, Commissioner Kay,  
Commissioner Kurrasch, Commissioner Rickard  
Commissioner Weinberg

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

None.

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Board Members and Ms. Cooper expressed their gratitude for Commissioner Kurrasch and Commissioner Weinberg's commitment, service, and dedication.

12. CONTINUATION OF CLOSED SESSION OF HOUSING AUTHORITY BOARD OF COMMISSIONERS – IF NEEDED

Closed session reconvened and Chair Tamaoki explained that the Board would continue discussion on Closed Session item 3-B.

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

Chair Tamaoki reconvened the Regular Meeting at 8:45 p.m. and stated that the Board discussed Closed Session item 3-B and provided direction to the Executive Director

14. ADJOURNMENT

There being no further business, Chair Tamaoki adjourned the meeting at 8:50 p.m.

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Vanessa M. Cooper  
Secretary and Executive Director

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Kenji Tamaoki, Chair  
Board of Commissioners





# Housing Authority of the City of Alameda

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

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: October 21, 2020

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

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## **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.

<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Number of Vacant Positions</u></b>	<b><u>Recruitment Status</u></b>	<b><u>Other Updates</u></b>
Administration	Management Analyst	1 FTE	Ongoing recruitment; reposted in October	
	Communications Manager	1 FTE	Outside recruiter assisting with recruitment; interviews in process	
	Risk Manager	1 FTE	Outside recruiter assisting with recruitment; interviews in process	
	Senior Management Analyst	1 FTE	Posted; interviews to start late October	New position approved in September
Finance		0 FTE		Department is fully staffed



Honorable Chair and  
Members of the Board of Commissioners

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Housing Programs	Program Assistant	1 FTE	Interviews in process	Shared position with Housing Development
Property Operations	Property Management Supervisor	1 FTE	Posted; new vacancy due to turnover	Director position filled
	Assistant Resident Manager: IP	.13 FTE	Initial postings not successful	On hold; using security to cover after hours
Housing Development	Senior Project Manager	1 FTE	Outside recruiter conducting recruitment; interviews in process	
Rent Program	Rent Program Specialist	1 FTE	Interviews in process	Position open due to internal promotion

Summary: Total FTE's approved for FY 2021: 54.63  
Number of vacancies: 8.13  
Number of active recruitments: 8.00

Open enrollment is underway for all benefit programs with the exception of flexible spending account plans. Life, long term disability, and dental insurance rates are unchanged for 2021, and it is expected that vision insurance will be similar, ensuring that benefits expenditures will be within the budgeted amounts for the current fiscal year.

In September, a second staff training on Diversity, Equity, and Inclusion was held via Zoom. Several staff from Administration and Property Management also participated in free, online training on Laserfiche; additional follow-up sessions will be held in October.

COVID-related procedural and physical updates continue to be made. All employees now complete a health screening questionnaire in Laserfiche at the start of each work day, modeled on recommended procedures from the County of Alameda Public Health Department. Additional physical modifications made at the main office, where most staff work, include the purchase of free-standing vinyl barriers to allow for creation of additional workspaces or to provide for barriers in common areas such as the breakroom, reconfiguration of several rooms to provide additional private office space, and installation



Honorable Chair and  
Members of the Board of Commissioners

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of glass panels on the top of some shared cubicle walls to provide an additional barrier. Management continues to monitor new legislation, regulations, and recommendations to identify additional steps to take to maintain a safe work environment and limit potential exposure or transmission.

### Information Technology/Policy/Administration

The table below provides a summary of monthly and year-to-date statistics on Reasonable Accommodation (RA) processing and a status report on the processing of the requests as of September 30, 2020.

	Number of new submissions in the month	Number still in process	Number closed out (letter sent)	Running total of new submissions	Running total of RAs closed out
January	18	0	18	18	18
February	10	0	10	28	28
March	11	0	11	39	39
April	6	0	6	45	45
May	9	0	9	54	54
June	4	0	4	58	58
July	12	0	12	70	70
August	10	3	7	80	77
September	17	17	3	97	80

There was a decrease in requests during the shelter-in-place. July requests increased from the shelter-in-place. The requests for September are the normal array of requests received monthly. Staff continue to accept requests via e-mail, fax, in person, and phone along with accepting a paper form submitted through the drop box or by mail, so, if a request is needed, participants and tenants can still make requests in through a variety of methods.

The IT service tickets for August fell primarily into three (3) categories: hardware issues, system access, and on-boarding and off-boarding for two (2) new arrivals and two (2) departures. We had five (5) tickets where the response time was not correctly measured, which spiked the average response time to 17.36 hours. Disregarding these outliers, the average response time for August tickets was only about 1.17 hours.

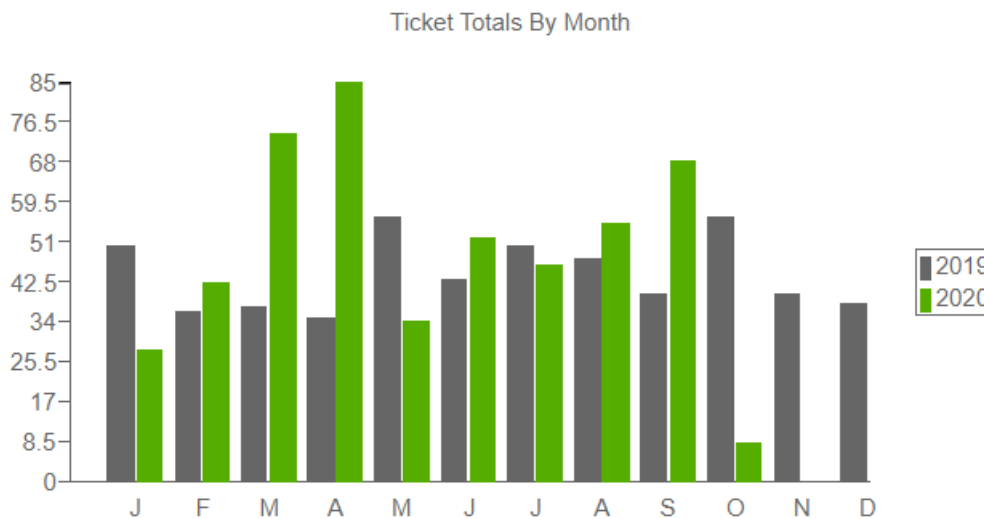
Techordia Service Ticket Requests - August 2020	
Type of Service Request	Number of Tickets
Access rights	14
Hardware	20
Software	11
On Boarding / Off Boarding	4
On Site Visits	3
Cyber Security	0
<b>TOTAL:</b>	<b>52</b>



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Members of the Board of Commissioners

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As of 10/5/2020, there have been 492 tickets this year, and, at that time, there were 52 open tickets. As can be seen in the below graph, tickets have decreased from the high in April. Below is a chart of tickets for year 2019 versus 2020. Techordia continues to support staff remotely, but the twice-a-week onsite visits have continued to be suspended and in office staff are being asked to do basic troubleshooting and take responsibility for their equipment such as changing out printer cartridges.



Staff continue to work on implementing online solutions for applicants, tenants, landlords, vendors, and staff. New ways to communicate with stakeholders without in-person meetings is a priority of staff. Zoom lines were expanded while we research other online virtual platforms.

**RECOMMENDATION**

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

Respectfully submitted,

DocuSigned by:  
*Janet Basta*  
72DC869D12E247A...

Janet Basta  
Director of Human Resources and Operations  
JCB/tmsc





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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Lynette Jordan, Director of Housing Programs

Date: October 21, 2020

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.

### **Shortfall Update**

On May 6, 2020 AHA received the official notification of the Shortfall Prevention Team (SPT) Specialist's confirmation of a projected shortfall for the HCV Program for CY 2020. AHA was assigned a "shortfall" team to monitor monthly HAP and administrative costs. Since that time AHA staff worker closely with the SPT to monitor spending and discuss efforts to collect on debts owed to the Agency through portability and over vouchering. The Finance Department continued its collection efforts on an outstanding 150K in port billing.

On September 17, 2020, the SPT confirmed AHA would receive an award of \$1.3 million in shortfall funding. After receiving the shortfall funds along with the cost-savings measures AHA utilized while under the shortfall status the shortfall in the HCV Program has been resolved. The Two-Year Tool projections now show a positive projected HAP reserve amount of \$1.2 million, which is about 4.4% of the 2020 HAP Budget Authority (BA). AHA was released from SPT monitoring and the AHA may cease the prescribed cost-savings measures where desirable and prudent. AHA will continue to engage with the San Francisco HUD office, to ensure AHA stays on track.

### **Landlord Portal Update**

On August 6, 2020, AHA launched a new web-based information center for our Landlords. Registration letters were mailed out to 548 landlords active on the Section 8 program in the past 12-months. Currently 183 landlords have registered on the new portal. Landlords can use this online portal to do the following:

- Review and update their contact information.
- View payment transactions on their ledger.
- View unit information.



- View inspection results.
- View caseworker's information.

### Online Annual Recertification

September marked the one-year anniversary of the Rentcafe online recertification process which was launched with the release of the January 1, 2019 annual recertifications. In the month of September 2020 staff completed 196 online recertification. Of that, a total of 6 recertifications were completed through the Reasonable Accommodation process. The online process has proven to be a convenient and efficient way to process annual recertification particularly during the current health crisis. Staff continue to help participants virtually with registration and data entry.

### Online Interim Process

The online interim process became available online in the month of May. Participants can now report increases/decreases in income, and household composition changes through the Rentcafe portal. This online interim process has been beneficial to participants during this COVID period due to the stay in place orders and participants inability to submit paperwork directly to the office. In the month of September staff completed 40 interim adjustments. Of that total 36 were completed through the new online system.

### HPD STATISTICS - See Attachment 1: Housing Programs Department Performance Report

## **RECOMMENDATION**

Accept the Monthly Overview Report for the Housing Programs Department.

Respectfully submitted,



Lynette Jordan  
Director of Housing Programs

### Attachments:

1. Housing Programs Department Performance Report
2. HUD Waivers Chart



Attachment 1 - Housing Programs Department Performance Report  
Month of September 2020

Item	January	February	March	April	May	June	July	August	September	October	November	December	YTD
<b>HAP spent for month</b>	<b>\$2,653,885</b>	<b>\$ 2,673,013</b>	<b>\$2,679,088</b>	<b>\$ 2,619,470</b>	<b>\$2,613,628</b>	<b>\$2,563,607</b>	<b>\$2,567,909</b>	<b>\$2,637,204</b>	<b>\$2,713,022</b>				<b>\$ 23,720,826</b>
Vouchers under lease at start of month	1487	1480	1497	1489	1455	1460	1470	1451	1506				n/a
Vouchers issued during the month	3	2	19	1	0	0	0	1	0				26
New units leased in private market	4	1	1		3	2	1	1	3				16
New units leased in affordable market	0	0	0	0	3	2	1	0	1				7
Seeking vouchers	23	30	25	14	23	27	25	32	31				230
Port outs leased	0	0	2	13	1	1	1	2	0				20
Port ins leased	2	3	3	1	1	2	1	2	0				15
Annuals completed	121	117	75	97	121	140	160	129	196				1156
Interims completed	43	42	56	145	47	41	48	36	40				498
Rent Increases completed	45	28	23	20	16	41	23	23	10				229
Inspections conducted	157	45	36	0	0	0	0	0	0				238
Inspections passed first time	80	13	10	0	0	0	0	0	0				103
Hearings requested	10	4	6	1	2	9	2	4	6				44
Hearings held	1	1	0	1	1	1	1	1	0				7
End of Participaption *	3	5	1	2	3	3	5	1	0				23

\* includes deaths, over income, voluntary surrender of voucher, etc.

## ATTACHMENT 2

## CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT (PUBLIC LAW 116-136) HOUSING CHOICE VOUCHER PROVISIONS

## HOUSING AUTHORITY OF THE CITY OF ALAMEDA (CA062)


## IMPLEMENTATION OF PIH NOTICE 2020-13 WAIVERS

Item	Statutory and regulatory waivers	Summary of alternative requirements	Date Implemented	Availability Period Ends
HQS-5 Biennial Inspections	<u>Statutory Authority</u> Section 8(o)(D)  <u>Regulatory Authority</u> §§ 982.405(a), 983.103(d)	<ul style="list-style-type: none"> <li>• Allows for delay in biennial inspections</li> <li>• All delayed biennial inspections must be completed as soon as reasonably possible but by no later than October 31, 2020.</li> </ul>	4/10/2020	One year after the date on which the biennial inspection would have been required in the absence of the waiver
HQS-6 Interim Inspections	<u>Statutory Authority</u> Section 8(o)(8)(F)  <u>Regulatory Authority</u> §§ 982.405(g), § 983.103(e)	<ul style="list-style-type: none"> <li>• Waives the requirement for the PHA to conduct interim inspection and requires alternative method</li> <li>• Allows for repairs to be verified by alternative methods</li> </ul>	4/10/2020	12/31/20
HQS-8: PBV HAP Contract – HQS Inspections to Add or Substitute Units	<u>Statutory Authority</u> Section 8(o)(8)(A) <u>Regulatory Authority</u> §§ 983.207(a), 983.207(b)	<ul style="list-style-type: none"> <li>• Allows for PBV units to be added or substituted in the HAP contract based on owner certification there are no life-threatening deficiencies</li> <li>• Allows for delayed full HQS inspection</li> </ul>	5/21/20	12/31/20

## ATTACHMENT 2 (CONT.)

**CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT (PUBLIC LAW 116-136) HOUSING CHOICE VOUCHER PROVISIONS****HOUSING AUTHORITY OF THE CITY OF ALAMEDA (CA062)****IMPLEMENTATION OF PIH NOTICE 2020-13 WAIVERS**

<b>Item</b>	<b>Statutory and regulatory waivers</b>	<b>Summary of alternative requirements</b>	<b>Date Implemented</b>	<b>Availability Period Ends</b>
HQS-9 HQS QC Inspections	<u>Regulatory Authority</u> § 982.405(b)	<ul style="list-style-type: none"> <li>Provides for a suspension of the requirement for QC sampling inspections</li> </ul>	4/10/2020	12/31/20
HCV-2 PHA Oral Briefing	<u>Regulatory Authority</u> § 982.301(a)(3) § 983.252(a)	<ul style="list-style-type: none"> <li>Waives the requirement for an oral briefing</li> <li>Provides for alternative methods to conduct required voucher briefing</li> </ul>	4/10/2020	12/31/20
HCV-3 Term of Voucher - Extensions of Term	<u>Regulatory Authority</u> § 982.303(b)(1)	<ul style="list-style-type: none"> <li>Allows PHAs to provide voucher extensions regardless of current PHA policy</li> </ul>	4/10/2020	12/31/20
11 b SEMAP	<u>Regulatory Authority</u> § 985	<ul style="list-style-type: none"> <li>PHA to retain prior year SEMAP score unless requests otherwise</li> </ul>	8/19/20	3/31/21



**Housing  
Authority of the City of Alameda**

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

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Greg Kats, Rent Program Director

Date: October 21, 2020

Re: Accept the Monthly Overview for the Alameda Rent Program

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**DATA**

The monthly reports for the Alameda Rent Program are available at [www.alamedarentprogram.org](http://www.alamedarentprogram.org). For outcomes of submissions reviewed, please see the full report available online.

	July	August	September
Submissions to review rent increases	1	0	0
Termination of tenancy submissions	1	0	2
Buyout agreement submissions	2	1	3
Temporary relocation payment submissions	1	0	0
Capital Improvement Plan submissions	0	0	0
Petitions submitted for a rent adjustment hearing	1	0	0
Requests submitted for an appeal hearing	0	0	1
Number of hearings held*	0	1	1

*\*Does not include continuations. Hearings may not be held the same month as submission. Petitions and requests may be withdrawn prior to the hearing because the parties are able to resolve the matter.*



Honorable Chair and  
Members of the Board of Commissioners

October 21, 2020  
Page 2 of 3

### **MONTHLY UPDATE**

The final deadline for the online registration process for City of Alameda residential rental properties was May 25, 2020. Alameda Rent Program staff are currently processing late submissions and updating unit data in the Rent Registry database. The Alameda Rent Program will continue to process late submissions, as they come in.

The latest registration statistics indicate the following:

- 76.04% of rental properties are registered
- 82.03% of rental units are registered
- 1, 252 unit exemptions requested
- 94.09% unit exemptions approved
- 345 property exemptions requested
- 83.77% property exemptions approved

In July 2020, the City of Alameda's Finance Department began mailing out invoices, to rental property owners and property managers, for the Alameda Rent Program's 2020-21 annual program fee. The deadline for FY 2020-21 payments was deferred until September 1, 2020 and owners who did not submit payment by the deadline will be subject to penalties after September 30, 2020. This year, the annual program fee has a tiered fee structure:

\$132 - Fully Regulated Units: Multi-unit properties built prior to February 1, 1995, which are subject to all of the provisions of Ordinance 3250.

\$84 - Partially Regulated Units: Single-family homes, condominiums, and multi-unit properties built after February 1, 1995. This category also includes permitted accessory dwelling units on the same lot as a single-family home. These rental units are subject to all of the provisions of Ordinance 3250, except for rent control.

\$0 - Rental units occupied by rent subsidized tenants (e.g., Housing Choice Voucher [Section 8] subsidized units).

Reminder notices were sent to landlords, who have not paid their annual program fees, in the first week of September 2020.

Now that the payment deadline has passed, the Rent Program and the City of Alameda are discussing potential enforcement actions towards owners who have not registered their properties and/or paid their annual program fees.

Alameda Rent Program staff continues to remotely engage in extensive community outreach to help the public, both tenants and landlords, better understand the amendments to the program regulations stemming from the passage of Ordinance 3250 in September 2019. Although the Rent Program has had to cancel its monthly informational workshops, staff continues to address questions and concerns from community stakeholders via phone and email. Staff has also developed





Honorable Chair and  
Members of the Board of Commissioners

October 21, 2020  
Page 3 of 3

informational workshop videos, which have been posted on the program website, for tenants and landlords to access remotely instead of attending public meetings. Staff continues to work with the City Attorney's Office (CAO) on developing regulations for the new ordinance. It is expected that this will include regulations that impact the Section 8 Program. This work is currently in progress with the CAO.

On April 21, 2020, the Alameda City Council adopted an urgency ordinance imposing a freeze on rent increases for residential rent-controlled units in Alameda (generally, multi-family units built before 1995). The freeze on rent increases does not apply to rental units exempt from local rent control (generally, single-family homes, condominiums, and privately owned rental units participating in the Housing Choice Voucher Section 8 Program). Landlords of rental units subject to the rent increase freeze are now prohibited from increasing rents until January 1, 2021. Once the freeze on rent increases is lifted landlords will be able to impose a 1% rent increase, per the Annual General Adjustment (AGA) that became effective on September 1, 2020. This urgency ordinance also prohibits terminations of tenancy, based on an owner move-in or a capital improvement project, until the local declaration of emergency has been lifted.

The Rent Program and The City of Alameda are currently in the process of discussing significant changes to the Capital Improvement Plan (CIP) process. In an effort to make the CIP process more accessible and to encourage upgrades of available rental housing stock, the stakeholders have discussed changing the monetary threshold for CIP applications and implementing an amortization schedule for pass through costs. The Rent Program and the City of Alameda have also been negotiating whether habitability determinations and related enforcement should be included in the CIP process and, if so, what entity should be charged with making those determinations.

The Rent Program's FY 2019-20 Annual Report was accepted by the City Council at their October 6, 2020 meeting. This was the first Annual Report produced by the program since the broad programmatic changes, stemming from the passage of Ordinance 3250, were implemented. A copy of the FY 2019-20 Annual Report is attached.

### **RECOMMENDATION**

Accept the Monthly Overview for the Alameda Rent Program.

Respectfully submitted,

DocuSigned by:  
  
93EBFF900664467...

Greg Kats  
Rent Program Director

Attachment:

1. Alameda Rent Program FY 2019-20 Annual Report





# RENT PROGRAM ANNUAL REPORT



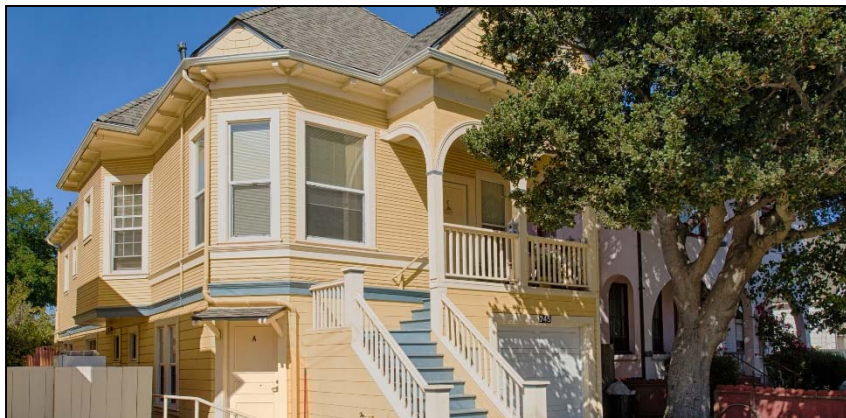
JULY 1, 2019 – JUNE 30, 2020



[www.alamedarentprogram.org](http://www.alamedarentprogram.org)

Email: [rentprogram@alamedahsg.org](mailto:rentprogram@alamedahsg.org) • Phone: 510-747-4346 • Fax: 510-764-7555 • 701 Atlantic Ave, Alameda, CA

# INTRODUCTION



The Housing Authority of the City of Alameda is pleased to submit the fourth annual report for the Rent Program.

This report was prepared as provided in Ordinance No. 3250. The document and public services described throughout would not be possible without the efforts of the following individuals:

## CITY COUNCIL

- Marilyn Ezzy Ashcraft, Mayor
- John Knox White, Vice Mayor
- Tony Daysog, Councilmember
- Jim Oddie, Councilmember
- Malia Vella, Councilmember

## HOUSING AUTHORITY OF THE CITY OF ALAMEDA BOARD OF COMMISSIONERS

- Art Kurrasch, Chair
- Kenji Tamaoki, Vice Chair
- Carly Grob, Commissioner
- Bachir Hadid, Commissioner
- Sandra Kay, Commissioner
- Stuart Rickard, Commissioner
- Brad Weinberg, Commissioner

## HOUSING AUTHORITY OF THE CITY OF ALAMEDA STAFF

- Vanessa Cooper, Executive Director
- Greg Kats, Rent Program Director
- Bill Chapin, Rent Program Management Analyst
- Jennifer Kauffman, Rent Program Management Analyst
- Angel Nguyen, Rent Program Specialist
- Valerie Yong, Rent Program Specialist
- Sam Columbus, Rent Program Assistant

## CITY OF ALAMEDA STAFF

- Eric Levitt, City Manager
- Nancy Bronstein, Acting Finance Director
- Debbie Potter, Community Development Director
- Yibin Shen, City Attorney
- Michael Roush, Chief Assistant City Attorney
- John Lê, Assistant City Attorney

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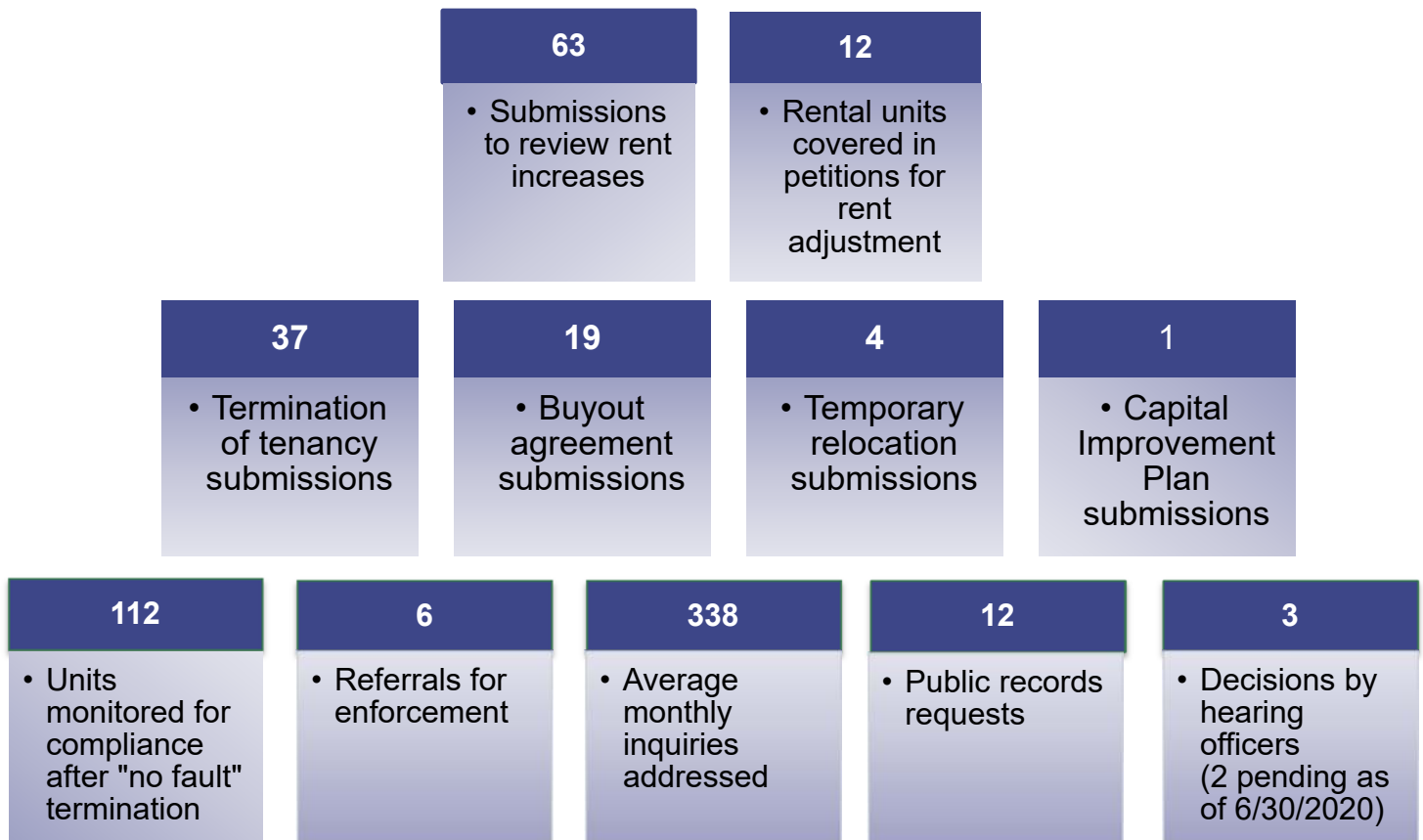
Enforcement / Looking Forward

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# PROGRAM HIGHLIGHTS

- Eliminated “no cause” as grounds for eviction (July 2019)
- Established cap on annual rent increases for multi-unit properties built prior to February 1995 (August 2019)
- Substantially revised Rent Ordinance (September 2019)
- Launched rental unit registration (January 2020)
- Implemented online payment portal for submission of annual program fees (June 2020)
- Conducted outreach to tenants and landlords about legislative changes throughout the fiscal year
- Adjusted program services to accommodate needs under COVID-19 pandemic and provided information to the public about the Council’s urgency ordinances.
- Continued administrating relocation assistance for displaced tenants



# ALAMEDA RENTAL MARKET

14,928 UNITS SUBJECT TO ORDINANCE No. 3250 (as of June 30, 2020)

## Fully Regulated Units

12,795 | 86%

### REGULATION TYPE:

Subject to all provisions of Ordinance No. 3250

### UNIT TYPE:

Multi-family units (two or more dwelling units, even if a property owner lives in one of the units) built prior to February 1, 1995.

## Partially Regulated Units

2,133 | 14%

### REGULATION TYPE:

Subject to Ordinance No. 3250 provisions governing terminations of tenancy, payment of relocation fees, and rental unit registration. Exempt from the rent regulation provisions.

### UNIT TYPE:

Single-family homes, condominiums, a permitted accessory dwelling unit on the same lot as a single-family home, units occupied by a Housing Choice Voucher (Section 8) participant not owned by the Housing Authority or a non-profit organization, multi-family units built after February 1, 1995.

## Exempt Units

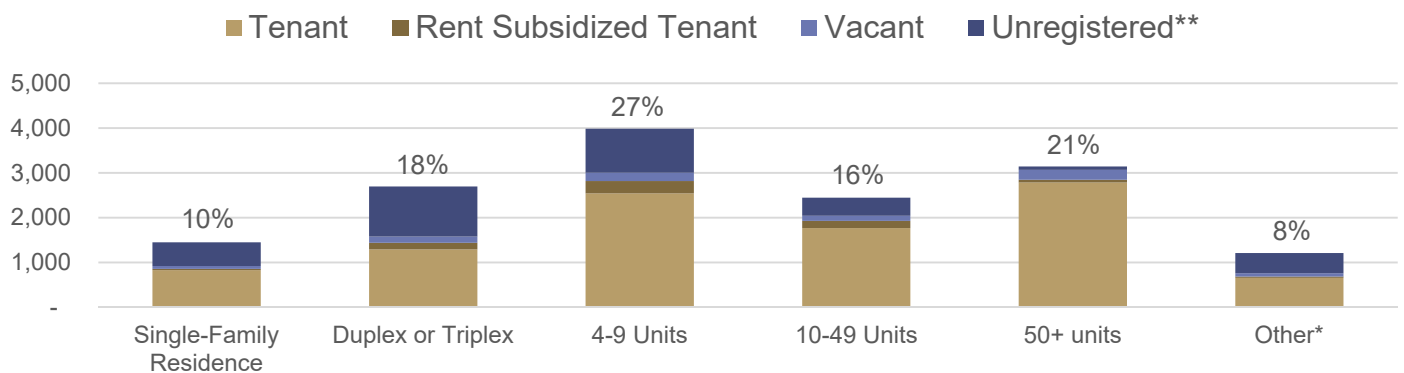
### REGULATION TYPE:

Not subject to Ordinance No. 3250

### UNIT TYPE:

Commercial units, institutions, mobile homes, houseboats, accommodations of 30 days or less, rental units owned by the Housing Authority or a non-profit organization with a rent regulatory agreement in place.

## Number of Rental Units by Building Type



\*Includes condominiums, townhouses, ADUs, and residential units in mixed-use buildings.

\*\*As of June 30, 2020

Data sourced from FY 2019-2020 rental unit registration with the Alameda Rent Program. Note, approximately 76% of units in the rental market have been registered as of June 30, 2020. Unregistered units are assumed to be subject to Ordinance No. 3250.

# RENTAL MARKET TRENDS

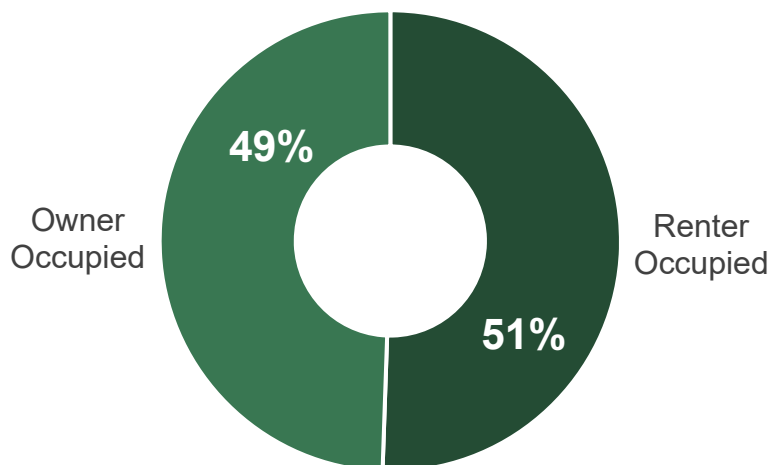
**2.9%** Rental vacancy rate

**\$157,683** Median owner-occupied household income

**46%** of tenant households spend 30% or more of income on rent

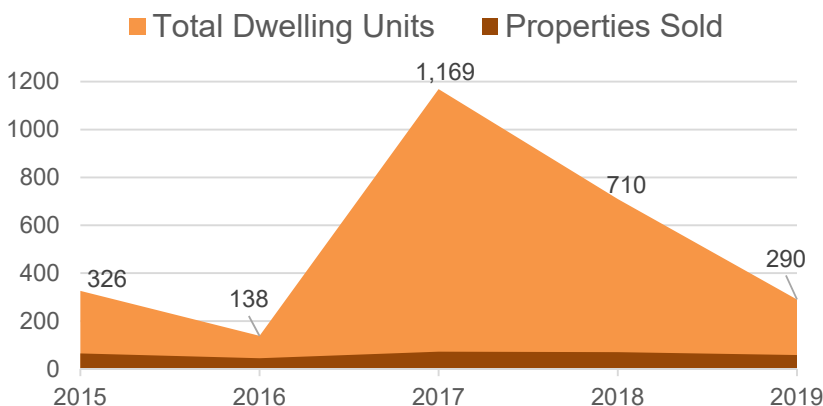
**\$76,334** Median tenant-occupied household income

## Occupied Housing Units



Source: U.S. 2018 American Community Survey One-Year Estimates

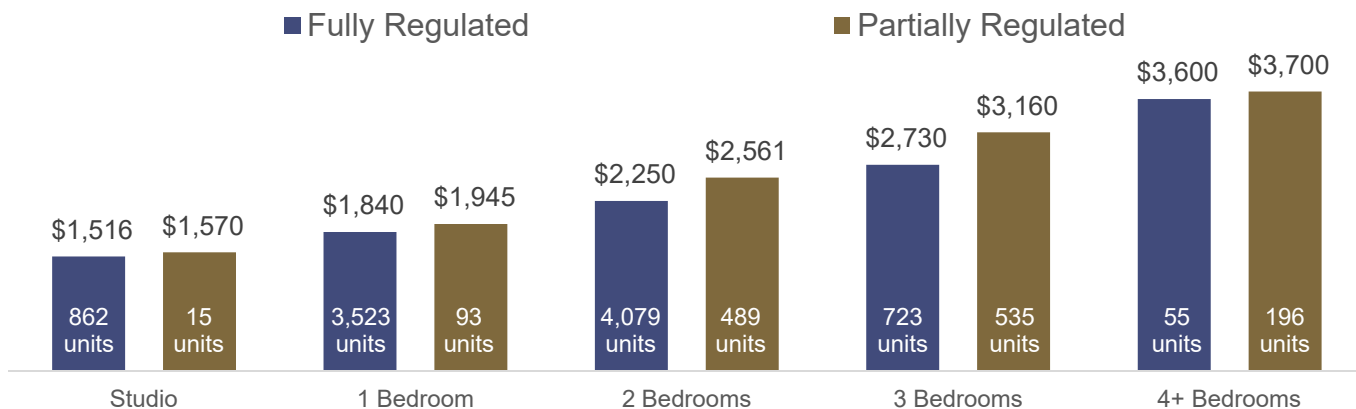
## Multi-Unit Property Sales



The number of multi-unit properties sold in Alameda has fluctuated between 45 and 79 annually since 2015. The number of units represented by those sales can vary widely with the sale of just a few large rental properties—as was the case in 2017, when just three sales accounted for more than 800 units.

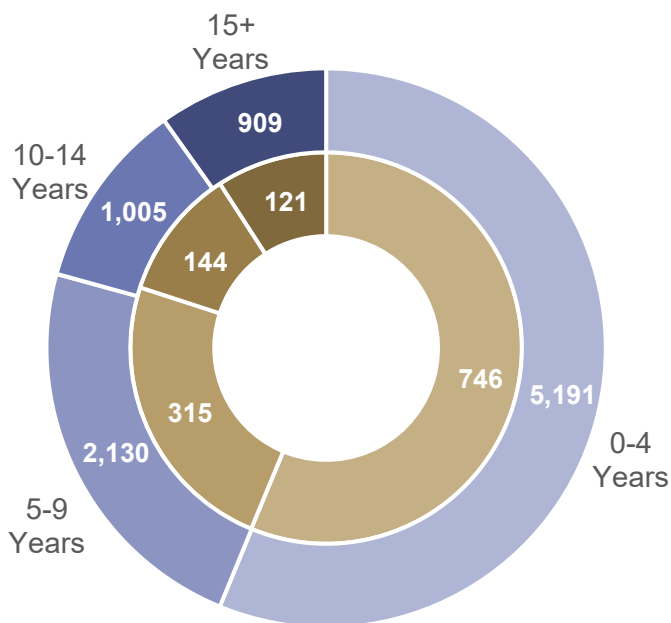
Source: Alameda County Assessor

## Median Monthly Rent by Number of Bedrooms



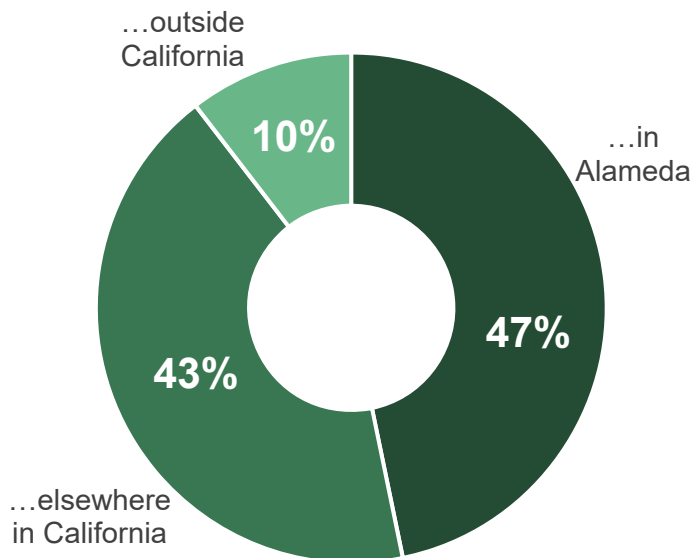
## Rental Units by Length of Tenancy

Fully Regulated Units vs. Partially Regulated Units



## Landlord Addresses

Rental units owned by landlords with addresses ...



Data sourced from FY 2019-2020 rental unit registration, based on registered information submitted by landlords. In fall of 2020, Alameda Rent Program staff will begin the process of verifying this data with tenants in fully regulated units through the Maximum Allowable Rent certification process.



# LEGISLATIVE UPDATE

In the summer and fall of 2019, the City Council adopted several ordinances that revised the City's rent regulations. Below is a summary of the changes:

- Terminations of tenancy for "no cause" now prohibited;
- Rent increases for most rental units, i.e. fully regulated units, are limited to the Annual General Adjustment (AGA);
- Numerous definitions added regarding which dwelling units are or are not subject to the Rent Ordinance;
- The length of time an owner must reside in the unit following a termination based on owner move-in increased from one year to three years;
- The calculation for permanent relocation payments changed to tie the formula to the U.S. Department of Housing and Urban Development's Fair Market Rents (FMR);
- Option to trade extra time in the unit for a reduction in relocation payments eliminated;
- A relocation payment is required when a rent increase is more than 10% and the tenant decides to vacate rather than pay the increase (applicable, for example, in a rented single-family residence);
- Buyout agreements now regulated;
- Beginning in FY 2020-2021, landlords are permitted to pass-through to their tenants 50% of the rent program fee in 12 monthly installments;
- Eviction protections extended to Housing Choice Voucher (Section 8) holders; and
- Established requirement to submit a registration statement for each rental unit.

## PROGRAM BUDGET

		<u>ANNUAL FEE</u>
FY2017-18	\$1,799,712	-\$120 per unit
FY2018-19	\$1,586,826	-\$106 per unit
FY2019-20	\$1,586,826	-\$106 per unit
FY2020-21	\$1,716,518	-\$132 per Fully Regulated unit -\$84 per Partially Regulated unit*

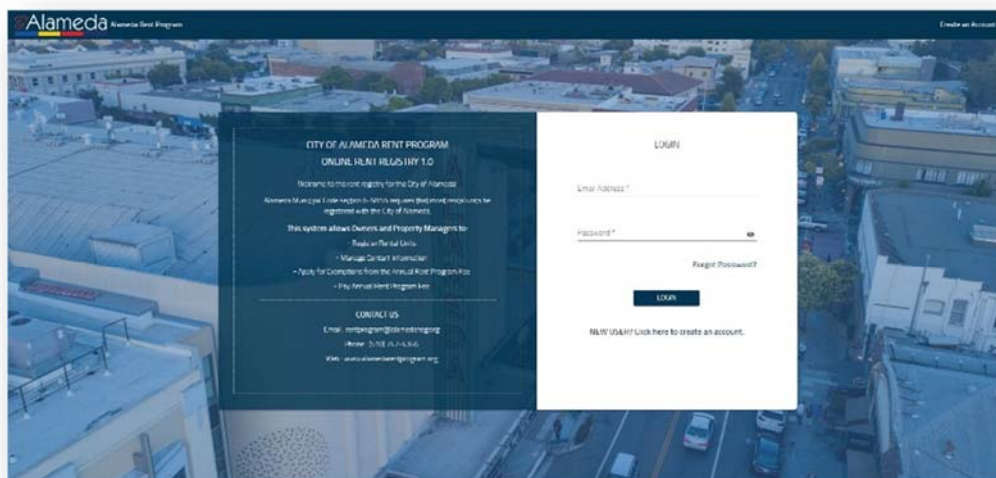
\* The City of Alameda is covering the fee for privately owned units occupied by a Housing Choice Voucher (Section 8) participants as an incentive to encourage landlords to rent to voucher holders.

# RENTAL UNIT REGISTRATION

In January 2020, the online Rent Registry was launched to allow owners and property managers to submit rental unit information to meet requirements set forth in the Alameda Municipal Code, Section 6-58.55. If a landlord fails to register a rental unit, the landlord is not eligible to increase the rent and may be subject to an enforcement action leading to fines and penalties.

There is no requirement to submit information annually once initial registration is complete and verified. Landlords must update their registration information only if there is a change in a tenancy, a unit that was vacant is rented, or if ownership of the rental unit changes.

Landlords, tenants and members of the public may request non-exempt rent registry information under the California Public Records Act. Tenant contact information in the Rent Registry is considered confidential and is exempt from disclosure under the California Public Records Act.



## As of June 30, 2020:

- 70% of rental properties had been registered
- 76% of total rental units had been registered
- 1,044 exemption requests processed by Rent Program staff

# COMMUNITY ENGAGEMENT

## Workshops & Clinics

Staff offered monthly educational workshops on rental regulations in the City of Alameda before the COVID-19 shelter-in-place order. In addition, when the Rent Registry went live in January 2020, staff hosted computer lab clinics for landlords to assist individuals with submitting registration through the online system. No in-person workshops or clinics were held in the final three months of FY 2019-2020 due to the pandemic, but staff continued to answer the public's questions and provide landlords with registration assistance by phone and email. Staff also developed videos of educational presentations and registration tutorials that can be viewed on the program website.

**160** individuals attended an educational workshop

**46** individuals attended a Rent Registry computer lab clinic

## Individual Service

Program staff answer questions and provide services to the public through the program website, responding to phone and email inquiries, and, when possible, scheduling in-person appointments. Over the course of the year, staff had a total of 6,904 interactions with 4,052 unduplicated individuals.

**2,344**

Average monthly  
website visits

**338**

Average monthly  
unduplicated contacts

**575**

Average monthly  
duplicated contacts

Compared to FY 2018-2019, Rent Program staff assisted more individuals with fewer repeat interactions: The number of unduplicated contacts increased 30% while the number of duplicated contacts decreased 17%.

# RENT INCREASES

		Unit Regulation Type	
		Partial	Full
<b>MAXIMUM ALLOWABLE RENT</b>	Rent can only be increased by: 1. The Annual General Adjustment (AGA) 2. Landlord petition	X	✓
<b>FREQUENCY</b>	One increase is allowed in any 12-month period	✓	✓
<b>RELOCATION RENT INCREASE</b>	Owed when rent is increased above 10% and tenant chooses to vacate within 90 days of notice	✓	✓



## Rent Regulations for Fully Regulated Units

Fully Regulated Units are subject to a cap on the annual amount of a rent increase. Each year, the rent may only increase by the Annual General Adjustment (AGA), calculated at 70% of the percentage change in the Consumer Price Index for the 12-month period ending April of each year; provided, however, in no event will the Annual General Adjustment be more than 5% nor less than 1%.

2020 AGA: 1.0% - Effective September 1, 2020 - August 31, 2021

2019 AGA: 2.8% - Effective September 1, 2019 - August 31, 2020

Note: Due to the COVID-19 pandemic and effective April 21, 2020, rent increases at fully regulated units are prohibited until January 1, 2021, under Urgency Ordinance No. 3275.

Ordinance No. 3250 establishes “base rent” as the rent charged on September 1, 2019, or the rent charged on the first date of tenancy if the tenancy starts after September 1, 2019. The Maximum Allowable Rent (MAR) is the “base rent” increased by the AGA. The allowable rent, however, may be less than the MAR if the rent has not been increased by the AGA and the unused portion is “banked.”

Tenants and landlords will annually receive a letter that states the MAR for their unit. If either the landlord or the tenant disagrees with the MAR determination, the tenant or the landlord may file a petition through the Rent Program objecting to the determination. A hearing officer will make a determination if the case cannot be resolved by staff.

# RENT AND RELATED SUBMISSIONS

For fully regulated units, tenants may petition for a downward adjustment in the rent, and landlords may petition for an upward adjustment. Either may submit an appeal of a determination by the Rent Program Administrator. Petitions and appeals are heard by hearing officers who issue binding decisions, subject to judicial review.

In addition, tenants may also request a staff review of rent increases to determine if such increases complied with the current or prior ordinances.

## Landlord Petitions/Appeals

A landlord may petition for an upward adjustment in the Maximum Allowable Rent if the landlord believes an increase is necessary to provide a fair rate of return. A landlord may also appeal a determination by the Rent Program Administrator concerning other matters under the Ordinance, such as whether the Ordinance applies to a particular dwelling unit. In these cases, the landlord has the burden of proof.

## Tenant Petitions/Appeals

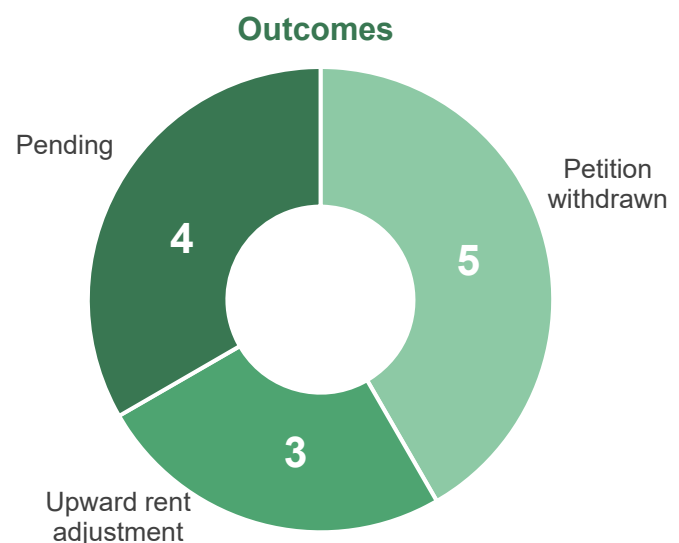
A tenant may request a reduction in the rent when the tenant believes either of the following:

- 1) The rent has been miscalculated. For example, the landlord has incorrectly reported the base rent for the unit or has not calculated the MAR correctly;
- 2) There has been a reduction in housing services, such as loss of parking or the availability of laundry facilities on site, etc.

A tenant may also appeal a determination by the Rent Program Administrator concerning other matters under the Ordinance, such as whether a tenant who has been displaced is entitled to relocation payments. In these cases, the tenant has the burden of proof.

## Petition Submissions (September 2019 - June 2020)

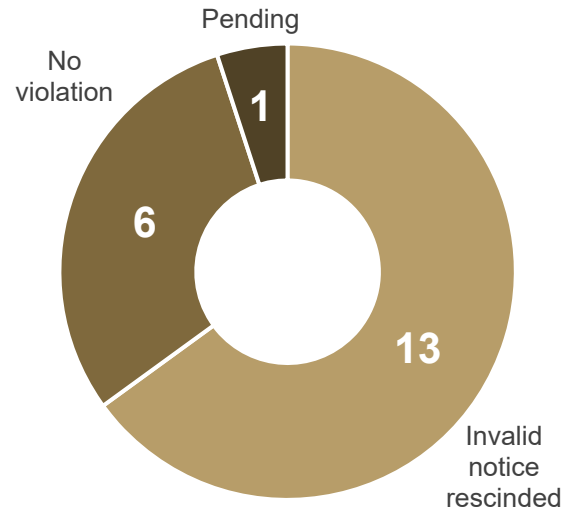
Number of units in landlord petitions requesting an upward rent adjustment	4
Number of units in tenant petitions requesting a downward rent adjustment	8
<b>TOTAL:</b>	<b>12</b>



### Requests for Staff Review

The Rent Program received 20 submissions from tenants requesting a staff review of current or past rent increases. Submissions for this type of review slowed considerably in the final months of FY2019-2020, due to the adoption in April 2020 of Urgency Ordinance No. 3275, which prohibits rent increases for fully regulated units through the end of 2020.

### Staff Review Outcomes (Sept. 2019 - June 2020)



### Previous Process: Rent Review Advisory Committee

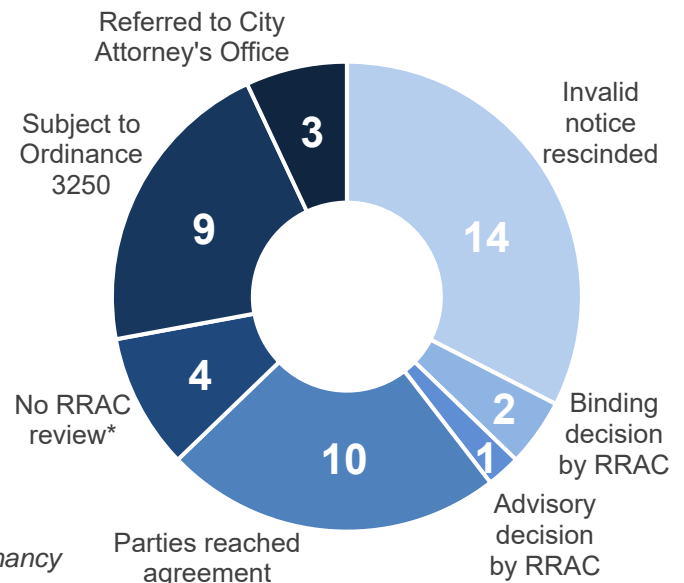
Prior to the passage of Ordinance No. 3250, all rent increases above 5% were subject to a mandatory review by the Rent Review Advisory Committee (RRAC). In addition, tenants could request an optional review by the RRAC for a rent increase at or below 5%. Depending on the type of rental unit and the size of the rent increase, the RRAC had the authority to issue a binding or a non-binding decision.

During FY 2019-2020, the RRAC convened five times in July, August, and September 2019. Of the 43 requests for RRAC review filed with the Rent Program, nine were for rent increases that had effective dates after September 1, 2020, and therefore were subject to the rent increase limitations of Ordinance No. 3250 and not to review by the RRAC.

### Requests for RRAC Review (July 2019 - September 2020)

	Size of Rent Increase			TOTAL
	0 - 5%	>5 - 10%	>10%	
<b>Landlord Submission</b>	2	15	7	24
<b>Tenant Submission</b>	11	3	5	19
<b>TOTAL:</b>	13	18	12	43

### Outcomes



\*Reasons for the RRAC not reviewing notices include: tenancy was not subject to regulation, tenant withdrew request for hearing, tenant did not attend hearing, or tenant vacated the unit.



# TERMINATIONS OF TENANCY

## For Cause Grounds

No relocation payment is required, and no reporting is required with the Rent Program.

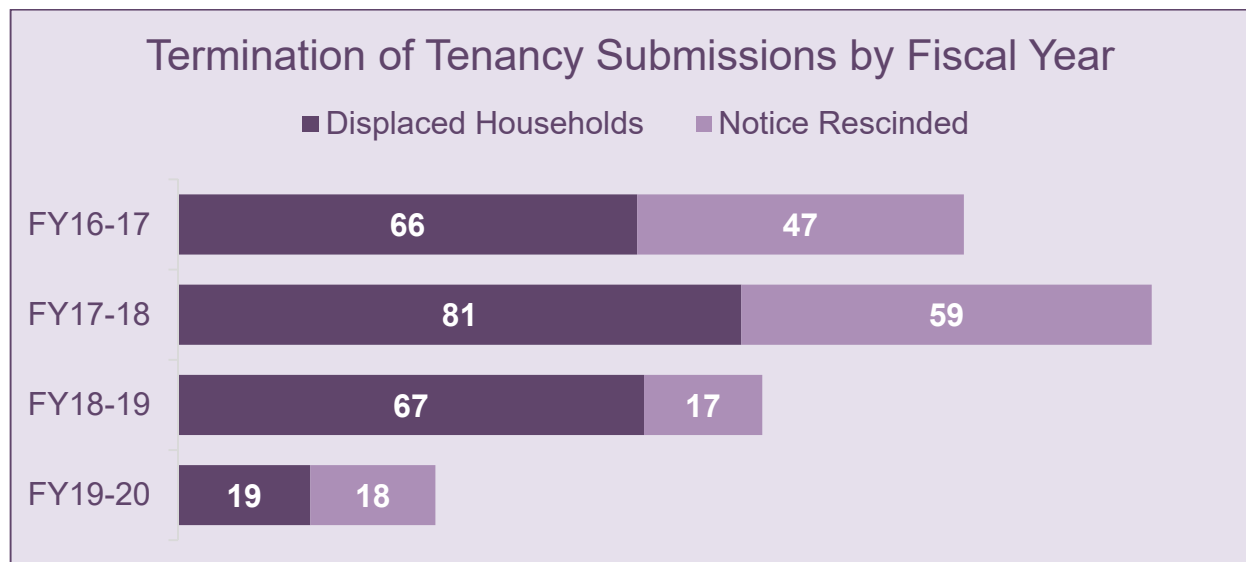
- Non-payment of rent
- Breach of the lease
- Failure to give access
- Nuisance

## No Fault Grounds

Relocation payment is required, and restrictions are placed on the rent and/or the occupancy/use of the unit.

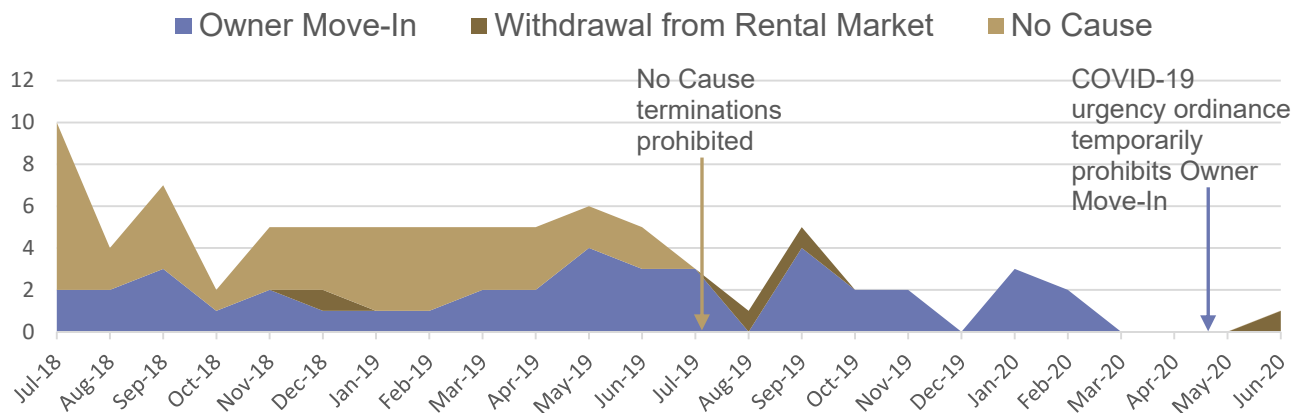
- Owner move-in
- Capital Improvement Plan (CIP)
- Demolition
- Withdrawal permanently from the rental market
- Compliance with a governmental order

The Rent Program received a total of 37 submissions for no-fault terminations of tenancy. Of these, 18 notices were rescinded, primarily due to deficiencies in the notice. The remaining 19 submissions represent a 72 percent reduction in the number of displaced households compared to the previous fiscal year.



City Council action placed new restrictions on no-fault terminations. Effective July 5, 2019, landlords were no longer able to use “No Cause” as grounds for terminating a tenancy. On April 21, 2020, the City Council adopted an urgency ordinance that, as a practical matter, prohibits landlords from taking action to terminate a tenancy based on non-payment of rent due to a tenant’s substantial loss of income stemming for the COVID-19 pandemic, and expressly prohibits a landlord to terminate a tenancy based on an Owner Move-In or an approved Capital Improvement Plan.

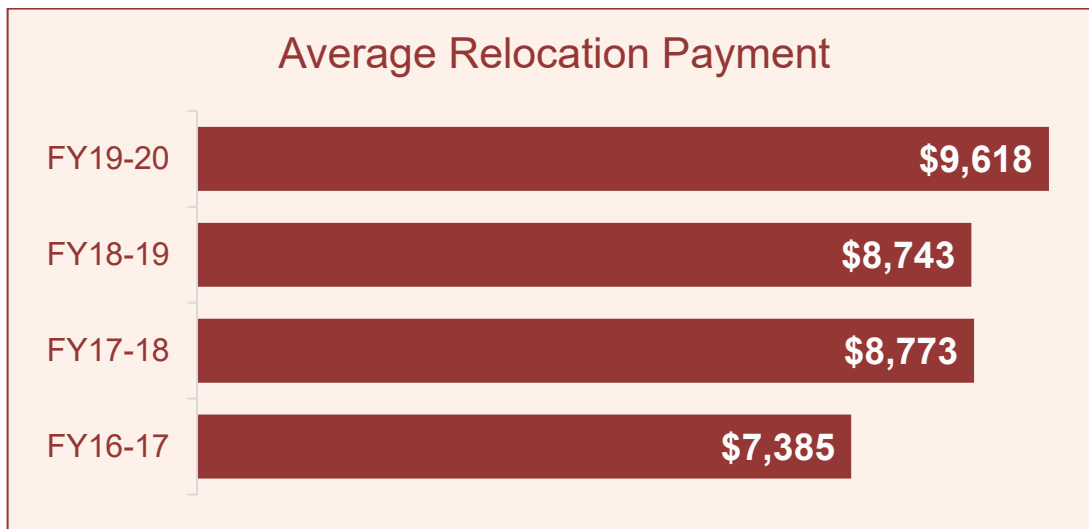
### Monthly No-Fault Terminations of Tenancy by Grounds FY 2018-2019 to FY 2019-2020



### Relocation Payments

Effective September 2019, Ordinance No. 3250 changed how relocation payments are calculated. Rather than using the current rent and length of tenancy to calculate the relocation payment, Ordinance No. 3250 bases the amount of the payment on the federal government’s estimate of the regional Fair Market Rent for a unit with the same number of bedrooms. In addition, certain tenant households are entitled to a larger payment, namely those that have a tenant who a) is a senior adult, b) is a person with a disability, or c) has at least one child under the age of 18 residing in the household.

The average relocation payment made in FY 2019-2020 was more than the average payment made in previous fiscal years.





## BUYOUT AGREEMENTS

A buyout agreement is a written agreement between a landlord and a tenant, by which a tenant agrees to vacate a rental unit, usually in return for money. Ordinance No. 3250 affords certain protections to tenants who are offered buyout agreements, including the ability to rescind an agreement up to 30 days after signing. Buyout agreements must be filed with the Rent Program. Staff reviews submissions to ensure that tenants have been advised of their rights. An agreement that does not satisfy all requirements of the Rent Ordinance is not valid, and the tenant may rescind an invalid agreement at any time.

Met Requirements	Deficient	Tenant Chose to Rescind	TOTAL
17	1	1	19

The average payment amount for the 17 active buyout agreements filed with the Rent Program was \$11,827. This is \$2,662 more than the average relocation payment required by Ordinance No. 3250 if those same tenants had instead been served with a no-fault termination of tenancy.

## MONITORING OF UNITS FOLLOWING NO FAULT TERMINATIONS OF TENANCY

Certain restrictions concerning the rent for new tenants were imposed on landlords following terminations of tenancy based on “no cause” and restrictions concerning the occupancy or use of the unit continue to be imposed on landlords following “no fault” terminations. These restrictions apply regardless of a change in ownership. Quarterly, staff monitors these units to confirm compliance with the ordinance, i.e. that residency requirements are met following terminations based on owner move-in; that the unit is not being rented following withdrawal of the unit from the rental market; and, following a “no cause” termination (when those were permitted), that the rent for a new tenant is not more than 5% of the prior rent.

### Units Monitored in FY 2019-2020

	No Cause	Owner Move-In	Withdrawal from the Rental Market	TOTAL
Met compliance	32	12	3	47
Referred for Enforcement	1	1	0	2
Monitoring Ongoing	11	34	18	63
TOTAL:	44	47	21	112

## TEMPORARY RELOCATIONS

Temporary relocation payments are owed when (1) the landlord takes action to terminate a tenancy temporarily; or (2) when the tenant has temporarily vacated the rental unit (a) in compliance with a governmental agency's order to vacate; (b) due to health or safety conditions, as defined; or (c) as part of an approved Capital Improvement Plan.

For the first 60 days after the tenant vacates the rental unit, the landlord must make payments based on per diem rates set by the City Council to reflect lodging, meal, laundry, and pet boarding expenses. A tenant continues to pay rent to the landlord while receiving these payments.

If the tenant remains displaced for longer than 60 days, the payments switch to a "rent differential" model, calculated by subtracting the tenant's rent from a fair market value for a unit with a comparable number of bedrooms. These payments continue until the tenant either re-occupies the rental unit or finds alternative, permanent housing. A tenant does not pay rent to the landlord while receiving a rent differential payment.

### SUBMISSIONS

Four temporary relocation cases were submitted to the Rent Program in FY 2019-2020. In three of these cases, the City Attorney's Office determined that no payments were required. In one case, the tenant was displaced for 27 days and received a total payment of \$5,967.

## CAPITAL IMPROVEMENTS

If a landlord intends to make substantial capital improvements to a property, the landlord may submit a Capital Improvement Plan to recover from the tenants, over time, the amortized cost of the improvements. In addition, if any tenants must be displaced, even temporarily, because of work associated with capital improvements, the landlord must submit a plan to the Rent Program for approval prior to work commencing; however, landlords are currently prohibited by Urgency Ordinance No. 3275 from taking such action to terminate a tenancy.

### SUBMISSIONS

One Capital Improvement Plan was submitted to the Rent Program in FY 2019-2020. This plan has not received final, unconditional approval because it would require the temporary displacement of a tenant.

# ENFORCEMENT FOR VIOLATIONS

When Rent Program staff determines there has been a violation of the Ordinance and is unable to resolve the issue with the violator, Rent Program staff refers the matter to the City Attorney's Office for review and, when appropriate, the City Attorney's Office will undertake enforcement measures. As of June 30, 2020, the status of referred violations were as follows:

New Referrals	Pending from FY 2018-2019	Resolved	TOTAL
6	4	0	10



## LOOKING FORWARD

Rent Program priorities and goals for FY 2020-2021:

- Bring proposed policy revisions to the City Council as necessary.
- Register all residential rental units covered by Ordinance No. 3250 that have not yet registered
- Send the first annual notification of the Maximum Allowable Rent for fully regulated units to tenants and landlords
- Launch the Rent Registry's online petition process for tenants and landlords
- Work with City Attorney's Office to address unregistered units, unpaid program fees and other cases of non-compliance

## WHERE TO FIND MORE INFO

### Online Resources:

[www.alamedarentprogram.org](http://www.alamedarentprogram.org)



### Informational Workshops:

In-person events will not be scheduled while COVID-19 emergency orders remain in effect, but videos of workshop presentations may be viewed at [www.alamedarentprogram.org/Workshops-Clinics](http://www.alamedarentprogram.org/Workshops-Clinics)

### Contact Information:

Office hours are Monday through Thursday from 8:30 am to 4 pm



Phone

**510-747-4346**



Email

**rentprogram@alamedahsg.org**



Fax

**510-764-7555**



Mail

**701 Atlantic Ave  
Alameda, CA 94501**



# Housing Authority of the City of Alameda

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

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Cynthia Alvarez, Deputy Executive Director

Date: October 21, 2020

Re: Accept the Monthly Overview Report for Property Operations

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## **BACKGROUND**

This memo provides a high-level overview of the Property Operations Department's activities for the month of September 2020.

## **DISCUSSION**

The attached table (Attachment 1) summarizes property performance of all sites including AHA owned and managed, affiliate owned, and managed by The John Stewart Company (JSCo). It excludes performance for Rosefield Village as the property is undergoing rehabilitation and construction.

AHA currently manages Independence Plaza, Anne B Diament, and Esperanza Plaza Apartments. The remainder of the properties are third party managed by JSCo with staff paying close attention to rent reports, ledger updates, and vacancy applicant information.

Staff absences and vacancies during the month of September continued to impact property operations and required reallocation of staff time to ensure rent collection, applicant processing, and life and safety items were prioritized. Staff is looking forward to the new Director of Portfolio Management joining the team in October.

## **VACANCY**

The attached table (Attachment 1) reflects eighteen (18) vacancies out of five hundred seventy-six (576) units for all properties including: AHA owned and managed; affiliate owned; and third party managed by The John Stewart Company (JSCo), as of the end of July. Of these three (3) are off-line for rehab at the scattered sites including 2 units at Sherman Street and 1 at Lincoln Avenue. It is anticipated that the unit at Lincoln Avenue will be back online and ready for occupancy by October 30. The remaining 2 vacant units under rehabilitation at Sherman Street will be ready for occupancy by November 30. Progress is taking place in filling the remaining 15 vacancies.

Of the 15 vacant units, nine are turned and ready for occupancy as of September 30 with continued work with the remaining in six existing vacancies and newly vacated units. As mentioned in last month's board report, three out of four 3-bedroom units at Esperanza





Honorable Chair and  
Members of the Board of Commissioners

October 21, 2020  
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were due to staff right sizing households to 2 bedroom and 1-bedroom vacant units within AHA's portfolio because the family size had decreased significantly since move in. Staff continues to market these 3 bedroom units. Of the 18 vacant units, seven are to be filled by AHA and the remainder by JSCo.

Lease up coordination between AHA Property Management, JSCo, and AHA Housing Programs continues with a common goal to fill vacancies as expeditiously as possible. Applicants from waitlists have been either outreached or are in process for applicable vacant units. To the extent possible, and with the exception of Esperanza as discussed above, three to five applicants are processed for all vacancies, respectively. Vacancies that do not have a waitlist are posted on the AHA website and applications are available through the security guard seated outside the AHA office, as well as, GoSection 8, the Section 8 online search engine as well as on Craig's List.

### RENT COLLECTIONS

The attached table (Attachment 1) provides the collection rate versus budget for all AHA owned and managed, affiliate owned, and managed by The John Stewart Company (JSCo).

An explanation for properties with a collection rate below 98% or above 100% is provided below. Independence Plaza, Anne B Diament and Esperanza's rental income reflects a timing issue at this time and staff anticipates this variance will be flattened by the end of the year. Part of the over budget amount at Independence Plaza for this year will be the new 25 unit Project Based vouchers, of which 24 are now leased up.

China Clipper has 89.7% collection rate due to 4 vacancies, which account for a total loss of \$5,715. The Scattered Sites' 86.6% collection rate is a result of the 3 offline units and the vacant unit at Sherman. As explained above, there are four (4) units currently vacant in the scattered sites, of which one (1) has been offered to a transfer tenant and the other three (3) are still undergoing extensive repairs, which is an estimated income loss of \$7,654 each month.

### RENT INCREASES

Rent increases for 2020 were issued through the end of June. As staff reported previously, due to the existing health crisis and, until recently, the agency's corresponding short fall, AHA temporarily ceased all rent increases, except annual PBV rent increases, through October 31, 2020, at which time this decision will be revisited.

AHA continues its process of rightsizing over housed households. All households who are over housed and have a HCV, have, or will be, offered an opportunity to move to the correct sized unit when available, provided they are in good standing with AHA.

### ADDITIONAL UPDATES

Annual townhalls for the portfolio are scheduled to take place, via social distancing, at our properties in early October. This is an opportunity for staff to engage with tenants and



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provide background on the agency, as well as the rules and regulations governing the relationship. It is also a time when staff can hear directly from tenants on their lived experiences in our communities.

Staff continues to review and update our policies and procedures as the pandemic progresses. Staff continues to focus on mitigating risk to tenants and themselves during the health situation and to operate the properties as efficiently and effectively as possible within the various constraints the existing parameters require.

Tenants living in the AHA managed portfolio are contacted by property operations staff regularly during the Shelter in Place order. Staff is making these wellness calls to connect with tenants and provide a way to obtain their feedback. Households are encouraged to reach out to LifeSTEPS and, when deemed necessary, referrals to LifeSTEPS are made by staff.

Staff are focusing on mitigating concerns related to isolation and lack of self-care in the senior properties. Calls and awareness by maintenance staff allows them to identify potential needs in these households, especially as they continue to shelter in place. During the current period, staff have identified one (1) household who has been out of their unit due to being at the hospital or a rehabilitation center for more than thirty (30) days.

AHA staff are not doing annual unit inspections due to the existing Shelter in Place. There continues to be concern that given social distancing and staff not being able to enter every unit, that hoarding may be taking place unabated. To the extent possible, staff continues to work with households already identified and refer them to LifeSTEPS. There currently some significant habitability issues in our senior buildings. Pest control and housekeeping concerns have become more of an issue in recent months and there are linkages with hoarding. However, when all other avenues, such as social work referrals and APS have been exhausted, staff engage with an AHA attorney to assist in getting cooperation from these tenants. A great amount of resources and staff time are taken when one household adversely impacts the greater community. It is an area that continues to underscore the higher level of care some tenants require in order to mitigate impact on neighbors and ensure a tenant's well-being especially given the health situation in which we are operating.

#### Update to Independence Plaza's Income and Rent Restrictions

For the last 2 years, Independence Plaza has kept its rents fixed. Staff understands that there is an ongoing need to maintain the financial viability of the property past its 2026 period. In accordance with the prior Board approved financial feasibility plan, which prioritizes increases for new move ins, staff have looked to the California Tax Credit Allocation Committee (CTCAC) which sets rents for affordable housing developments throughout the state of California. Effective November 1, 2020, the following will be the new move in income limits and rents:





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<b>HH Size</b>	<b>Max Income at 80%</b>
1 person	\$73,120
2 person	\$83,520
3 person	\$94,000

<b>Unit size</b>	<b>60% rent</b>
<u>1 bedroom</u>	<u>\$1,468</u>
<u>2 bedroom</u>	<u>\$1,762</u>

### Social Services

Staff continues to be in discussions with LifeSTEPS to ensure there is ongoing support for tenants, especially during these very trying and challenging times. As reported previously, LifeSTEPS is also observing social distancing and while they are onsite during their regularly scheduled hours, they do not do in-person delivery of services. LifeSTEPS has been providing assistance remotely to tenants and households and continues to link them to financial service agencies, as needed. LifeSTEPS is providing Zoom classes to foster greater interaction among tenants and decrease the sense of isolation many of AHA's tenants are feeling, especially those who live alone. The zoom classes are still in their infancy and there are challenges in getting a larger number of participants in the various group meetings offered.

AHA tenants continue to avail themselves of the Food Bank during the Shelter in Place as schools have established remote learning and some tenants are impacted with a change in their income levels. AHA continues to manage the logistics, including packaging, staffing to and delivering of food to the front door of 150 households every two weeks. Staff from different departments participate in this activity.

### Maintenance

Staff continue to focus on turning vacant units with an ongoing financial savings by carrying out this work in house. Protocols have been established to mitigate face to face interactions with tenants and staff when work takes place in the units. Given that most people tend to be home when maintenance is to enter, there is a questionnaire and guidelines that must be adhered to if work is to be completed in the occupied units.

Work orders continue to be entered into the system and priorities are assigned based on close review, including communication with tenants to ascertain the work requested. Work orders are prioritized based on emergency and urgent requirements. Maintenance staff are encouraged to leave or not enter a unit if social distancing is not practiced by tenants or if they observe anyone in the household who they deem may not be well.

The attached table (Attachment 1) shows the work orders completed for August.



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Members of the Board of Commissioners

October 21, 2020  
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### Capital Projects

The attached table (Attachment 2) summarizes Housing Authority budgeted Fiscal Year 2020-2021 capital projects currently underway.

### Update on Feasibility of Camera Installation at Esperanza Apartments

Staff has continued to look into the feasibility of installing cameras at Esperanza Apartments due to recent criminal activity. Given the extent of the camera installation that is contemplated, electrical viability needed to also be considered. A site visit with an electrical contractor took place in August. A close examination at the existing electrical systems and the desired location of the cameras revealed there would be extensive work needed. Digging of trenches throughout the development and the addition of breakers to each individual building reflected a much greater and costly scope of work.

As reported in last month's report, a camera system at this location would further need regular upkeep and maintenance and replacement of the cameras on an ongoing basis. Further, the ability to adequately capture possible critical events would still be limited by visibility, lighting, approach and viable cameras. As staff moves towards further scoping the work needed to place cameras at the property, staff will also look at the viability of installing gates to restrict vehicle access at most, if not all, entry points into the property. In the interim, staff is looking at using a more affordable option via a Nest camera system and has also engaged with the Alameda Police Department in looking at more affordable and, equally as reliable options. As reported last month, staff will provide an update on both, gate installation at vehicle access points and camera installation at the November meeting.

### FINANCIAL IMPACT

Report only, no financial impact.

### RECOMMENDATION

Accept the Monthly Overview Report for Property Operations.

Respectfully submitted,

DocuSigned by:  
  
442FA0D130A9430...  
Cynthia Alvarez  
Deputy Executive Director

Attachments:

1. Property Performance for the month of September
2. FY 2020-2021 Capital Projects Update



## ATTACHMENT 1

Month of September 2020

Property Name	Owned by	Managed by	Total units	Senior or Family	Manager units	Budgeted Gross Potential Rent	Tenant Rent Collected	Subsidy collected	Total Rent Collected	% collected
Independence Plaza	AHA	AHA	186	Senior	1	\$ 95,287.00	\$ 127,350.76	\$ 76,237.74	\$ 203,588.50	213.7%
Anne B Diament	AHHC	AHA	65	Senior	1	\$ 92,123.00	\$ 22,851.77	\$ 94,779.61	\$ 117,631.38	127.7%
Esperanza	AHA	AHA	120	Family	1	\$ 322,534.00	\$ 69,907.00	\$ 282,066.00	\$ 351,973.00	109.1%
China Clipper*	AHHC	JSCO	26	Family	1	\$ 44,629.00	\$ 17,727.00	\$ 22,307.00	\$ 40,034.00	89.7%
Scattered Sites*	AHA	JSCO	34	Family	0	\$ 70,938.00	\$ 10,883.00	\$ 50,696.00	\$ 61,579.00	86.8%
Parrot Village and Gardens*	AHA	JSCO	58	Family	1	\$ 159,162.00	\$ 32,871.00	\$ 123,653.00	\$ 156,524.00	98.3%
Littlejohn Commons*	ICD	JSCO	31	Senior	1	\$ 51,246.00	\$ 13,857.00	\$ 37,373.00	\$ 51,230.00	100.0%
Everett Commons*	ICD	JSCO	20	Family	1	\$ 43,793.00	\$ 10,015.00	\$ 33,763.00	\$ 43,778.00	100.0%
Eagle Village*	AHA	JSCO	36	Family	1	\$ 89,485.00	\$ 22,054.00	\$ 69,444.00	\$ 91,498.00	102.2%
<b>TOTAL</b>			<b>576</b>		<b>8</b>	<b>\$ 969,197.00</b>	<b>\$ 327,516.53</b>	<b>\$ 790,319.35</b>	<b>\$ 1,117,835.88</b>	<b>115.3%</b>

\* JSCO-managed properties are reporting for the month of August

Property Name	Owned by	Vacant units at month end	Vacancy rate %	Units offline for rehab	Vacancy rate excluding offline units	Move ins scheduled in next month	Anticipated move outs next month	Maintenance requests completed	Evictions pending with legal
Independence Plaza	AHA	3	1.6%	0	1.6%	3	3	201	
Anne B Diament	AHHC	0	0.0%	0	0.0%	0	0	41	
Esperanza	AHA	4	3.4%	0	3.4%	0	0	66	
China Clipper*	AHHC	4	16.0%	0	16.0%	1	0		
Scattered Sites*	AHA	4	11.8%	3	2.9%	0	0		
Parrot Village and Gardens*	AHA	1	1.8%	0	1.8%	0	0		
Littlejohn Commons*	ICD	1	3.3%	0	3.3%	1	0		
Everett Commons*	ICD	0	0.0%	0	0.0%	0	0		
Eagle Village*	AHA	1	2.9%	0	2.9%	1	0		
		<b>18</b>	<b>3.1%</b>	<b>3</b>	<b>2.6%</b>	<b>6</b>	<b>3</b>	<b>308</b>	<b>3</b>

## ATTACHMENT 2

## Capital Projects Update

## FY 2020-2021 Capital Projects-Scheduled

Property	Project	Original Contract or Budget Amount	Approved Change Orders	Current or Revised Budget Amount	Original Substantial Completion	Expected or Actual Substantial Completion	Status
AHA Office	Garage Partial Conversion	1,200,000				TBD	Architecture firm selected, services contract under review.
AHA Offices	Office Upgrades related to COVID-19	150,000					Ongoing
AHA Office	New Maint Van (w/rear & side doors)	45,000				March 2021	Anticipate purchase 3rd Quarter of FY
All Properties	Paint & Carpet 10% of Portfolio	420,000					Ongoing at unit turns; remainder of portfolio pending lifting Shelter in Place
Anne B Diamant	Balcony Repairs (44 Balconies)	100,000				3/30/2020	Pending lifting of shelter in place and RFP issuance and award
Esperanza	Site Work (Lender Required)	100,000		86,500		8/21/2020	All work completed. Pending final owner's walk, anticipated in October.
Independence Plaza	Exterior Renovations (walkway lighting, trellis repairs)	150,000				6/30/2020	Anticipate Issuance of RFP by end of 3rd Quarter of FY
Independence Plaza	Balcony Repairs (125 Balconies)	250,000				6/30/2020	Pending lifting of shelter in place and RFP issuance and award
Parrott	Parking Lot Seal & Stripe					11/15/2020	Vendor selected, coordinating w/John Stewart to manage project
Parrott Gardens	Roof Repair--1854 St. Charles	22,000				10/31/2020	Anticipate October completion date.
North Housing	Demolition and Related Costs	3,000,000					See HCD Report

## FY 2019-20 Capital Projects Update (Scheduled)

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	12/15/2019	Inspections COMPLETE; ABD report received & currently under review; IP report scheduled for review in September 2020
Sheman Street	Plumbing	25,000	0	80,000	11/1/2019	11/30/2020	Base scope work COMPLETE, staff currently coordinating finish repairs; one unit back online
Lincoln House	Fire Damage	101,000	-	236,500	11/26/2019	10/30/20	Construction has begun and is scheduled to conclude in October, though delays due to window delivery
Independence Plaza	ADA Doors	160,000	0	68,000	8/2/2019	11/15/2019	COMPLETE
Independence Plaza	Sprinkler Inspectons/Repairs	14,995	0	14,995	10/15/2019	10/15/2019	COMPLETE
Sherman Street	Roofing	145,000	0	145,000	10/18/2019	10/18/2019	COMPLETE
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



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

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners  
 From: Sylvia Martinez, Director of Housing Development  
 Date: October 21, 2020  
 Re: Accept the Monthly Overview Report for Housing Development

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## **BACKGROUND**

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

## **DISCUSSION**

### 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 Village. The loan balance and project details are discussed in the subsequent project specific Board reports.

### Affordable Housing Project Pipeline

*Rosefield Village* – An update report on the project is a separate Board item.

*North Housing* – An update report on the project is a separate Board item.

*Feasibility Studies* – The feasibility studies of two potential projects were discussed in closed session. One is on hold and the second is in process.

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

### Asset Management

Staff completed the California Tax Credit Allocation Committee (CTCAC) desk review audit for Littlejohn Commons and currently finalizing the CTCAC desk review for other LIHTC property Everett Commons. Staff continues to complete monthly financials review. Staff is finalizing the 2020-2021 budgets with The John Stewart Company (JSCO) by the end of October. Staff has closed out the annual loan review for Littlejohn Commons with lender, California Community Reinvestment Corporation (CCRC). Staff is registering entity Alameda Affordable Housing Corporation (AAHC) with Charitable Trust Registry for



Honorable Chair and  
Members of the Board of Commissioners

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its annual renewal. The Secretary of the State, Statement of Information for the following entities have been renewed (bi-annual): 2216 Lincoln AHA, LLC, Del Monte Senior LLC, 2437 Eagle Avenue, LLC, and Rosefield, LLC.

Staffing

Recruitment is underway for a Senior Project Manager and a shared/part-time Program Assistant. As with other teams at AHA, HCD staff continue to provide assistance on agency wide priorities stemming from both, high levels of absenteeism in other teams and multiple pressing needs due to the health crisis.

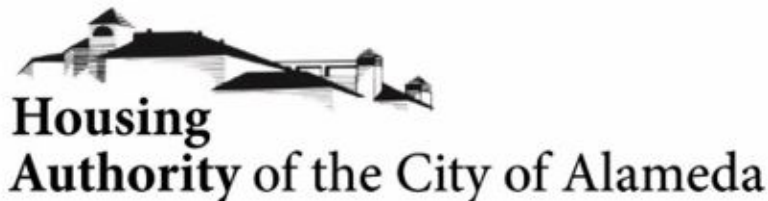
**RECOMMENDATION**

Accept the Monthly Overview Report for Housing Development.

Respectfully submitted,

DocuSigned by:  
  
88FEDACB7D8D461...  
Sylvia Martinez  
Director of Housing Development





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

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners  
From: Richard Yoshida, Project Manager  
Date: October 21, 2020  
Re: Accept the Monthly Development Report for North Housing

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### **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 the Agency's 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](http://www.northhousing.org).

### **DISCUSSION**

The Development Plan was approved at the Special Planning Board Meeting on August 17<sup>th</sup> and the Tentative Map was approved at the City Council Meeting on September 15, 2020.

Work is moving ahead to prepare the site for development. The Singleton Road has now been opened to the public and subject to a use agreement with the City. Carmel Partners continues to manage the Demolition and Abatement of the existing 16 buildings. Staff has processed and paid the first and second draws. Additional testing has shown that there is a need for increased asbestos abatement, which will be a significant cost. Staff, environmental consultant, and contractor are working to define revised scope and will be evaluating the request for additional funding and timing for the demolition. The demolition was originally projected to be completed in January 2021.





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Staff has continued discussions with our partners, Alameda Point Collaborative, and Building Futures, that will update and refine the MOU. Staff has contacted HKIT Architects on the first phase of 90 units of permanent supportive housing and will restart planning once the partners clarify their direction for funding applications in 2021.

Security continues to patrol the site and notify staff promptly as incidents occur. There has been an increase in activity possibly due to the opening of the streets.

Staff continues to monitor and respond to questions regarding the project related to the September 16<sup>th</sup> announcement.

**FINANCIAL IMPACT**

In total, the Board authorized a predevelopment loan of \$3,830,000 for costs associated with master planning, carrying costs, demolition, and pre-development work for the first 90 units of permanent supportive housing. \$700,000 of the predevelopment loan has been disbursed to ICD and the balance is being held in AHA’s reserve account. The chart below summarizes expenses through September 2020.

North Housing

Pre-development Loan from AHA to ICD	\$ 3,830,000
12 Acre Site Pre-Development (includes demolition)	\$ 1,123,150
First Building Pre-Development (90 units PSH)	\$ 9,710
Remaining balance	\$ 2,697,140
North Housing Carrying Costs - Paid for by AHA Property Operations	\$ 347,640

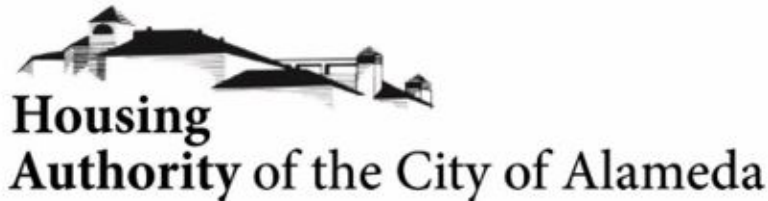
**RECOMMENDATION**

Accept the Monthly Development Report for North Housing.

Respectfully submitted,

DocuSigned by:  
  
 42DD25092BC844B...  
 Richard Yoshida  
 Project Manager





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

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners  
 From: Tony Weng, Senior Project Manager  
 Date: October 21, 2020  
 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**

The overall project completion and billing percentage through September 30, 2020 is approximately 2%.

Current GC activities include soft demolition and asbestos abatement for the buildings to be demolished.

There is one approved change order in the amount of \$80,000 for additional asbestos abatement work due to unforeseen conditions. The modular buildings slated for demolition had a second layer of asbestos containing drywall in the walls and above the ceilings. The GC has requested 10 days extension to the overall project schedule. However, the project Substantial Completion date remains to be determined and the GC will prepare a separate change order for time extension for further review.



Honorable Chair and  
Members of the Board of Commissioners

October 21, 2020

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Owner contingency funds are held separately from the contract and as change orders are approved, the original construction contract value will increase accordingly as shown in the table below.

<b>Contingency Utilization</b>				
	Original Budget	Previous Revisions	Current Revisions	Revised Budget
Construction Contract	\$38,218,849	\$0	\$80,000	\$38,298,849
Hard Costs Contingency	\$4,586,262	\$0	\$-80,000	\$4,506,262
Soft Cost Contingency	\$300,000	-\$134,680	\$0	\$165,320

<b>General Construction Contract Utilization</b>				
Contract Total	Value of Work Completed To Date	Retention Withheld	Amounts Paid To Date	Balance to Finish
\$38,298,849	\$764,090	\$30,047	\$734,043	\$37,564,806

Staff continues to work with AHA Property Management Department and the John Stewart Company on temporary relocation needs for the remaining households for when their units are scheduled for renovation. An update on the relocation status through September 30, 2020, is below:

Total Units	Vacant Units	Moves Completed	Currently Occupied	Remaining Units to Permanently Relocate	Remaining Units to Temporarily Relocate
53	48	29	5	0	3 (2 units at 738 Eagle will remain in place and no work is being done to that bldg.)

### **FINANCIAL IMPACT**

The Board has previously authorized a \$3.1 Million loan to Island City Development for pre-development expenses. Overall, ICD accrued a total of \$2,764,714 in pre-development expenses for the project, and ICD has been reimbursed through the closing draw and has received the refundable bond performance deposit. ICD will repay the total pre-development loan in full upon final reconciliation by Finance Department.

The current construction draw schedule is shown below. The \$ Disbursed includes the current draw amount.



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Members of the Board of Commissioners

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	<b>\$ Budget</b>	<b>\$ Disbursed</b>	<b>% Disbursed</b>	<b>\$ Balance</b>
<b>Land &amp; Buildings</b>	\$17,210,000	\$17,210,000	100%	\$0
<b>Hard Costs</b>	\$43,285,111	\$937,322	2%	\$42,214,552
<b>Soft Costs</b>	\$16,057,067	\$5,020,320	31%	\$11,466,022
<b>Total</b>	<b>\$76,552,178</b>	<b>\$23,167,642</b>	<b>30%</b>	<b>\$53,384,536</b>

### **RECOMMENDATION**

Accept the Monthly Development Report for Rosefield Village.

Respectfully submitted,

DocuSigned by:  
*Tony Weng*  
AE7A4FFC8B2642A...

Tony Weng  
Senior Project Manager





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

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To: Honorable Chair and Members of the Board of Commissioners  
 From: Daniel Mills, Management Analyst  
 Date: October 21, 2020  
 Re: Accept the Monthly Overview Report on Procurement

---

### **BACKGROUND**

This memo provides an overview of the procurement activities for the agency for the month of September.

### **DISCUSSION**

Staff continues its internal status review of all department contracts and procedures to ensure compliance and address any deficiencies. There are a number of contracts which have been recently updated as well as some that currently are back out to bid. A listing of recently closed, current and upcoming RFQs can be found at the end of this overview.

An internal tracking system supplements departmental tracking systems. As summarized in last month's overview, we have finalized and distributed an updated AHA Procurement Policy to assure consistent compliance across the agency. The following efforts within each department have been initiated to further improve procurement processes: centralizing and maintaining contractor lists, contract information and procurement documents, enhancing Yardi utilization, as well as, working across departments to reconcile accounts. Implementation is ongoing for Department Directors within their respective departments.

#### Other Procurement Notes:

- While the current health crisis has slowed many of our operational and procurement efforts in the previous quarter, the month of September has seen even more 'normalization' of engagement with vendors in that they are more accessible than at the onset of the Shelter in Place, but continue to be impacted by their own staffing shortages and need to adhere to social distancing protocols. Construction and renovations projects are no longer having the difficulty in attracting vendors as in the last quarter.



- Staff is having ongoing discussions with some vendors to ensure compliance with contract expectations. In some areas, this has resulted in increased monitoring and deferring payments on invoices.
- Contract Extensions for this Quarter include: Robert Half International, to March 31, 2021 in the Amount of a Total Not to Exceed \$300,000.
- We have decided to enter into a contract with CivicPlus to purchase CivicClerk, their Board Management Software, to assist in generating and distributing the scheduled Board memos. CivicClerk has all the features we need at a reasonable price of \$18,000 over a five-year period. AHA believes this will drastically reduce the time and labor involved in the process plus increase accuracy and timeliness. We will keep the Board informed of procurement timelines and deployment schedule.

AHA solicitations can be found here:

[http://www.alamedahsg.org/working\\_with\\_us/business\\_opportunities](http://www.alamedahsg.org/working_with_us/business_opportunities).

A summary of RFPs and ITBs is provided below:

<b>RFP/ITB</b>	<b>Description</b>	<b>Status</b>
Copier Services	For the AHA Office	RFP draft in progress.
Flooring Services	For Office and AHA managed properties	Contract under review by legal; To be executed in October.
Gutter and Downspout Cleaning	For Office and AHA managed properties	IFB to be issued in October.
Inspection Services	For HQS	RFP closed, under internal review.
Janitorial Services	For Office and AHA managed properties	Contract under review by legal; To be executed in October.
Landscape Maintenance	For Office and AHA managed properties and North Housing	Contract under review by legal; To be executed in October.
Painting Services	For Office and AHA managed properties	Contract under review by legal; To be executed in October.
Pest Control	For Office and AHA managed properties	IFB to be issued in October.
Realtor Services	For AHA/ICD/AAHC as needed	Closed, no bidders received. Reopened July 15, 2020. Closed again, no bidders.
Copier Services	For the AHA Office	RFP draft in progress.



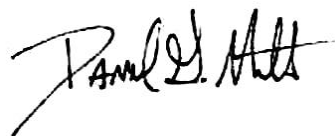
Honorable Chair and  
Members of the Board of Commissioners

October 14, 2020  
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**RECOMMENDATION**

Accept the Monthly Overview Report on Procurement.

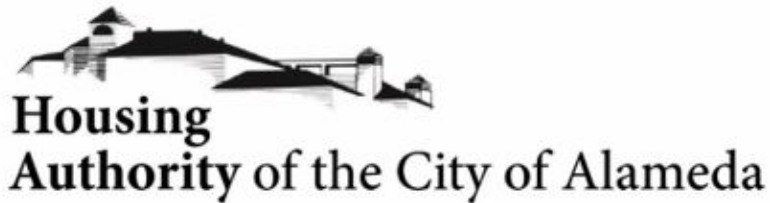
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Daniel Mills". The signature is written in a cursive style with a large initial "D" and "M".

Daniel Mills  
Management Analyst







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

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners  
From: Louie So, Director of Finance  
Date: October 21, 2020  
Re: Accept the Monthly Financial Report for the Month of August 2020

---

### **BACKGROUND**

This high-level, Finance and Budget Variance Report covers preliminary unaudited financial operating results compared to the FY 2020-21 budget for the period from July 2020 to the month ending August 31, 2020. Although the audited financial statements is on an accrual basis, the month-to-month financials are on a hybrid accrual and 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 fiscal year July 1, 2019 through June 30, 2020. On April 15, 2020, the Board approved the use of an abbreviated Fiscal Year 2020-2021 budget process due to the ongoing health crisis and staffing shortages. On Jun 24, 2020, the Board of Commissioners approved a one-year operating budget for the period covering fiscal year July 1, 2020 through June 30, 2021.

The financial reports include five properties which were transferred to AHA's affiliate, Alameda Affordable Housing Corporation (AAHC). These properties are Anne B. Diamant, China Clipper Plaza, Stanford House, Lincoln-Willow Apartments and Independence Plaza. All members of the Board of Commissioners also serve as the Board of Directors of AAHC.



Honorable Chair and  
Members of the Board of Commissioners

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## **DISCUSSION**

### Overview

<b>July-August 2020 Financial Snapshot</b>	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
TOTAL REVENUE	8,394,681	8,220,644	174,037	2.12
OPERATING EXPENSES	7,645,912	8,187,651	541,740	6.62
NET OPERATING INCOME BEFORE DEPRECIATION	748,769	32,993	691,799	2,096.82
TOTAL OTHER EXPENSES	290,893	278,904	(11,989)	-4.30
TOTAL EXPENSES	7,936,805	8,466,556	529,751	6.26
NET INCOME	457,876	(245,912)	703,788	286.20

Year-to-date variances are as follows: total revenue is higher than budget by \$174,037 (2.12%), operating expenses are below budget by \$541,740 (6.62%) resulting in net operating income (before depreciation) being higher than budget by \$691,799.

AHA has outsourced Eagle Village and Rosefield Village projects to The John Stewart Company (JSCO) prior to 2019. Additional AHA and AAHC properties were transferred to JSCO's management on July 1, 2020 including Parrot Gardens, Parrot Village, Detached Homes, Sherman Street, Lincoln House, Senior Condos, Stanford House, Lincoln Willow and China Clipper Plaza Apartments. Income and occupancy figures are provided in the Monthly Overview report for Property Operations for the properties managed by JSCO. AHA receives financial statement packages from JSCO for these properties on a monthly basis, and the financial activity are consolidated and presented in the exhibits attached to this memorandum.

### Operations Budget - Revenue

Year-to-date - Rental income (Total Tenant Revenue) of \$2,302,305 is predominantly made up of Housing Assistance Payments (HAP) received for AHA units, the tax increment subsidy for Independence Plaza, and tenant rents received. This is higher than budget by \$167,090 or 7.83%. Please note that the tax increment subsidy for Independence Plaza is received as one lump sum from the City of Alameda. The amount received was \$766,663 and is earned proportionally for the 6 months between July through December 2020.

Total Other Income and Restricted Income is lower than budget by \$129,773 (38.63%). This is mostly attributable to Professional Service Revenue as Rent Program and Housing Development reimbursements from the City of Alameda for July and August 2020 area in arrears. AHA staff has followed up on these outstanding MOU reimbursements Furthermore, interest earned from CAMP and LAIF are lower than budget due to the low interest rate environment.



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Members of the Board of Commissioners

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Tenant rental revenue is \$101,171 (13.47%) lower than budget, with the tax increment payment for Independence Plaza being on par with budget. HAP received for AHA properties is higher than budget by \$231,884 (19.67%).

Going forward, AHA can expect a lower than projected collection of the tenant portion, due to the current health crisis and related job losses. This has been offset by higher HAP subsidy received. Staff will continue to monitor tenant and HAP income closely. Please see Monthly Overview Report for Property Operations for more information. Continued lease-up will continue provided households can be processed during the current health situation that does not adversely impact their inclination to move-in.

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. Although the recent CARES Act provided two additional months of Administrative Fee, this is not expected to cover the additional costs incurred due to the current health crisis. AHA has received an additional \$350,010 in May 2020 from HUD but the uses and timing of these funds are restricted. Additional CARES Act funds of \$421,086 was received from HUD in August 2020. Furthermore, staff has applied for additional HAP funding with HUD in September 2020, and AHA received \$1,362,837 that same month.

Administrative Fee income from HUD is slightly lower than the year-to-date budget by \$436,676 (146.31%) which includes an additional \$421,086 in CARES Act funding as noted above. The factors that affect how much Administrative Fee AHA receives are the proration percentage and the number of units leased. For January 2020 through May 2020, the proration percentage is 79%, whereas the estimated proration from June 2020 through October 2020 is 80.44%.

### Expenses

Total operating expenses are lower than the year-to-date budget by \$541,740 (6.62%). This is mainly due to lower salary and benefit expenses, which are under budget due to vacant positions (see Monthly Overview Report for Operations, H.R. and I.T.). Housing Development, Finance, and Property Operations staff meet periodically to review the financial statements to monitor actuals versus budget amounts. AHA maintenance team performs more of the maintenance work in AHA's managed properties rather than using vendors.

### Housing Assistance Payments (HAP) Pass-through

The Housing Assistance Payments (HAP) pass-through includes all the Housing Choice Voucher/Section 8, Shelter Plus, and Bessie Coleman (SRO) programs. Year-to-date HAP revenue (8010000 HUD Operating Grants) is \$231,558 lower than budget (4.36%). Staff continues to make progress on \$54,385 (Account 9700800) in accounts receivable for Port-In billings from other public housing authorities. This amount is subject to change due to Port-Outs. Port-In billing collections was not budgeted in the FY 2021 budget process.



Honorable Chair and  
Members of the Board of Commissioners

October 21, 2020  
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Shelter Plus Care revenue is paid in arrears by the Alameda County Housing and Community Development Department, and the amount billed for July and August 2020 is under budget by \$6,916 or 8.99%. As of the beginning of October 2020, \$36,202.95 billed to the County of Alameda is outstanding and AHA staff is in communication with county staff to collect these funds.

As of September 2020, AHA is officially out of HAP shortfall status with HUD. Please see the Monthly Overview Report for the Housing Programs Department for further information.

### Statement of Net Position

The Housing Authority has adequate cash resources for operations. As of August 31, 2020, AHA, AAHC and its affiliates have \$9.9 Million in cash, and \$17.6 Million held in LAIF and CAMP investments.

Furthermore, additional information and copies of the LAIF and CAMP investments statements can be found in Accept the Quarterly Investment Report for Period Ending September 30, 2020.

## **OTHER ISSUES IMPACTING FINANCE DEPARTMENT**

### COVID-19 Mission Critical Tasks:

Due to California's Shelter in Place order and the effects of the health situation, the finance management team has been prioritizing the following mission critical tasks:

- (1) Review new regulatory and tax pronouncements stemming from COVID-19 and how they may apply to AHA, AAHC, and its affiliates. This includes CARES act administrative fee increases.
- (2) Continue to ensure Housing Assistance Payments are paid to landlords and AHA owned properties timely and to transfer landlords receiving a paper check to ACH for swifter payment and to reduce postage costs.
- (3) Continue to ensure payroll to our employees are paid timely and with no interruption.
- (4) Allow vendors the ability to submit invoices electronically through a web portal (Yardi VendorCafé) and allowing AHA the ability to pay via electronic funds transfer.
- (5) Ensure the accounting is recorded appropriately for the fiscal year in anticipation of the upcoming submittal of the unaudited FDS by the extended deadline of October 31, 2020.

### Staffing

The finance management team continues to work on mission critical tasks listed above. Nan McKay and Associates continues to provide consulting services including HUD's



Honorable Chair and  
Members of the Board of Commissioners

October 21, 2020  
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monthly Voucher Management System (VMS) report and the annual unaudited Financial Data Schedule (FDS) by the extended deadline of October 31, 2020. An additional finance consultant started in May 2020 to assist the Finance Department with an extended planned absence of a staff member.

### Audit and Tax

#### AHA

AHA's single audit and final FY 2019 FDS was submitted to HUD's Real Estate Assessment Center in March 2020 and the Federal Audit Clearinghouse. The FDS was rejected in May 2020 and AHA staff, Citrin Cooperman, and Nan McKay discussed the response. AHA staff resubmitted the FDS in September 2020 prior to the deadline of September 30, 2020. AHA staff is awaiting for response from HUD.

#### AAHC

Although AHA is exempt from filing a federal tax return, AAHC is required to file a tax return (IRS Form 990 and its California equivalent). The draft AAHC tax return was presented for review in the June 17, 2020 BOC meeting under agenda item 14-B under the Alameda Affordable Housing Corporation meeting (AAHC Tax Return) and approved by the AAHC board. The June 30, 2019 tax return was filed in June 2020 to the authorities. The June 30, 2020 tax return will require an extension with the authorities by October 15, 2020, with a final filing deadline of May 15, 2021.

#### Island City Development

AHA is working with the CPA firm Holthouse, Carlin & Van Tright LLP (HCVT) for audit work of Island City Development and the two low-income housing tax credit (LIHTC) project partnerships (Sherman & Buena Vista, L.P. and Everett & Eagle, L.P., the "LPs"). The draft audited financial statements and tax returns were submitted to the LIHTC investors for their review. The audited financial statements for the LPs were finalized in March 2020, while the tax returns will be filed by the extended deadline of September 15, 2020. Planning for the Calendar Year 2020 audits is underway, with discussions held between AHA staff and HCVT staff in September 2020 for interim audit work.

Sherman & Buena Vista, L.P. received the executed Form 8609 from the California Tax Credit Allocation Committee ("TCAC") to issue IRS Form 8609. The IRS Form 8609 was executed by the Executive Director and provided to the IRS, TCAC and the investor. The Form 8609 is a requirement to present low-income housing tax credits on the tax returns of the project partnerships. Everett & Eagle, L.P. is still awaiting for the Form 8609 from TCAC.

Additionally, various LLC affiliates have tax filing requirements throughout the year, including the tax extension deadline which was March 15, 2020. These LLC affiliates have minimal activity and will be filed by the extended deadline of September 15, 2020.



Honorable Chair and  
Members of the Board of Commissioners

October 21, 2020  
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Island City Development's audited financial statement's draft is currently under review by AHA staff and its tax return (IRS Form 990) is due by the extended deadline of November 15, 2020.

### Unfunded Pension Liabilities

On May 20, 2020, the Board of Commissioners voted to fund CalPERS \$1 Million and to continue to fund the unfunded pension liabilities under the soft fresh start mechanism. AHA funded \$1,000,000 before the end of fiscal year June 30, 2020. On an ongoing basis, AHA staff will monitor on an annual whether the accrued unfunded liability is within 90%-110% of funding level and will escalate to the Board of Commissioners on whether there is any action that will be needed. AHA staff will include in the annual audited financial statements this information in the pension section footnote.

### Budget

An abbreviated budget for the fiscal year July 1, 2020 through June 30, 2021 was brought to the Board of Commissioners in the June 24, 2020 meeting. The Board of Commissioners passed the motion to adopt the Resolution to Approve the Housing Authority's One Year Budget for Fiscal Year July 1, 2020 to June 30, 2021.

AHA staff utilized a conservative approach in FY2021 budget preparation, adopting prior year actual income as a proxy for FY2021 budgeted income. Actual tenant and HAP income have been trending higher in the last several months. If the budgeted income amounts continues this trend on a material basis (i.e. impacting 10% of net income), AHA staff will bring back to the Board of Commissioners a budget revision in 2021.

### Banking Activities

The Constitution and Eagle, L.P. (Rosefield Village rehabilitation) construction bank account with Bank of America (construction lender) was set up in August. JSCO also set up a Rosefield Village operating account with Bank of America in August 2020.

Everett & Eagle, L.P.'s legacy construction account is closed as of October 2020. The account has been dormant and was pending reversal of fees and other activity.

### Rosefield Village rehabilitation

Rosefield Village was transferred from AHA to ICD's affiliate, Constitution & Eagle, L.P., in mid-August 2020 for the LIHTC equity and construction loan closing. ICD will reimburse AHA for the predevelopment loan. The Board has previously authorized a \$3.1 Million loan to Island City Development for pre-development expenses (of which ICD advanced \$2.7 million for predevelopment costs for the Rosefield project). ICD will repay the total predevelopment after a full reconciliation by AHA staff.





Honorable Chair and  
Members of the Board of Commissioners

October 21, 2020  
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Furthermore, the Finance department is working with the Housing Development team to ensure that the construction draw process and disbursement will occur timely, as well as the recordation of predevelopment, construction and sources.

### Quarterly Financial Reporting

As part of the strategic plan, it is expected that in the upcoming months that instead of monthly financial statement reporting, AHA staff migrate and adopt a dashboard of key performance metrics to track financial performance of the authority on a quarterly basis.

### **RECOMMENDATION**

Accept the Monthly Financial Report for the Month of August 2020.

Respectfully submitted,

DocuSigned by:  
**Louie So**  
CC6FAB3A8A824DA...

Louie So, CPA  
Director of Finance

#### Attachments:

1. Balance Sheet – August 31, 2020
2. Budget Comparison – Revenue & Expense - Summary
3. Budget Comparison – Revenue & Expense - Detail
4. AHA Revenue & Expense (Actual versus Budget)





## Attachment 1

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## Balance Sheet

Aug-20

Book = Accrual

		Balance
		Current Period
1000000	ASSETS	
1100000	CURRENT ASSETS	
1101000	CASH	
1110010	Cash - Unrestricted	7,600,798
1110012	Cash - Reserve for Building	78,451
1110013	Cash - Reserve for 3rd Party Managed Buildings	102,067
1110014	Cash - Reserve for Equipment	2,152
1110018	Cash - Operating Checking with 3rd Party	1,021,157
1110019	Petty Cash with 3rd Party	200
1110020	Cash - Petty cash	500
1110021	Cash - Benefit Account	77,593
1110030	Cash - FSS	106,917
1110040	Cash - Replacement Reserve Bldg	312,415
1130030	Cash - Restricted Sec Dep	237,855
1140000	Cash - Tenant Security Deposits	339,160
1140050	Cash - Tenant Security Deposits with 3rd Party	42,833
1199000	TOTAL CASH	9,922,098
1200000	ACCOUNTS RECEIVABLE	
1240010	Accounts Receivable - Government	488,702
1240050	HAP Rent Receivable	118,001
1240070	Accounts Receivable- HUD	23,037
1250010	Accounts Receivable - Other	575,221
1250050	Accounts Receivable - 3rd Party Management	40,306
1255000	Subsidy Suspense Receivable	(27,854)
1260000	Accounts Receivable - Tenant	193,215
1260050	Accounts Receivable - Tenant Rent with 3rd Party	72,130
1261000	Allowance for Doubtful Accounts -Dwelling Rent	(85,197)
1280000	Fraud Recovery	36,869
1281000	Allowance for Doubtful Accounts - Fraud	(36,144)
1290000	Accrued Interest Receivable	5,549
1299000	TOTAL ACCOUNTS RECEIVABLE	1,403,835
1300000	INVESTMENTS AND OTHER CURRENT NOTES	
1310000	Investments(LAIF)- Unrestricted	10,350,474
1320010	Investments - Other	200
1320020	Investments(LAIF) (Restricted) - FSS Escrow	(326)
1320030	Investments(LAIF)- Building Reserve	1,070,890
1320040	Investments(LAIF) - Equipment Reserve	166,728
1350000	Investments - Restricted	0
1350010	Investment(LAIF)-Restricted (Jack Capon Villa Trust)	1,400
1350023	PFM-Accured Interest	-
1350031	Investments - CAMP	5,999,914
1350100	Mortgage Receivable	60,366,182

## Attachment 1 (Cont.)

10/7/2020 1:25 PM

## Balance Sheet

Aug-20

Book = Accrual

	<b>Balance</b>
1350103 Mortgage Receivable-Jack Capon L. P.	109,268
1350105 Loan Receivable-Security Deposit Loan	92,569
1350106 Loan Receivable - ICD	17,442,482
1350107 Loan Receivable-RCD/Stargell/Tri Pointe	2,000,000
1350109 Loan Receivable - Section 8	1,790,000
1360000 TOTAL INVESTEMENTS AND OTHER CURRENT NOTES	<u>99,389,780</u>
1400000 PREPAID EXPENSES	
1420010 Prepaid Insurance - Property	(0)
1420020 Prepaid Insurance - Liability	61,831
1420030 Prepaid Insurance - Auto	-
1420040 Prepaid Insurance - Worker Comp	8,613
1420050 Prepaid - Other	59,141
1420051 Prepaid Rent	14,400
1420070 Escrow Deposits - Property	45,480
1420075 Escrow Dep. PNC Hedge Res.	79,243
1430000 Inventories	317
1430010 Replacement Reserve-NorthMarq Loan	609,980
1430020 Reserve for Replacement NorthMarq	<u>516,268</u>
1440099 TOTAL PREPAID EXPENSES	1,395,273
1440105 INTERPROGRAM	
1440110 Interprogram (Due From)	854,412
1440111 Interprogram Due From Sherman St FACSA	12,725
1440112 Interprogram Due From Lincoln St FACSA	7,093
1440210 Interprogram Due From Esperanza	688
1440411 Interprogram Due from Detached Home	(0)
1440451 Interprogram Due From 2437 Eagle Ave - 4532	(19,735)
1440452 Interprogram Due From Stargell Commons	8,156
1440453 Interprogram Due From Island City Development - 4530	204
1440601 Interprogram Due From ABD	(22,496)
1440602 Interprogram Due From Rosefield Village - 4537	219
1440603 Interprogram Due From Parrot Gardens	15
1440604 Interprogram Due From Stanford House	5
1440605 Interprogram Due From Lincoln/Willow	15
1440606 Interprogram Due From Senior Condos	18
1440607 Interprogram Due From China Clipper	408
1440608 Interprogram Due From Regent Street Land	1,530
1440609 Interprogram Due From Santa Clara Land	60
1440610 Interprogram Due From Eagle Village	265
1440613 Interprogram Due From Shinsei Gardens	2,580
1440710 Interprogram Due From Section 8 Vouchers	435,590
1440810 Interprogram Due From Independence Plaza	-
1440899 TOTAL INTERPROGRAM	<u>1,281,751</u>
1500000 TOTAL CURRENT ASSETS	<u>113,392,738</u>

## Attachment 1 (Cont.)

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## Balance Sheet

Aug-20

Book = Accrual

	Balance	
1590000	LONG TERM ASSETS	
1600000	FIXED ASSETS	
1609999	LAND AND BUILDINGS	
1610000	Land	58,219,779
1620030	Buildings	31,599,053
1620031	Buildings Improvements	2,146,760
1629000	TOTAL LAND AND BUILDINGS	91,965,591
1630040	Furniture and Equipment - Dwelling	355,075
1630041	Furniture and Equipment - Other	116,686
1650000	Leasehold Improvements	14,509,904
1660030	Accumulated Deprecation	(30,458,230)
1660060	Accumulated Depreciation - 3rd Party	(533)
1699000	TOTAL FIXED ASSETS	76,488,493
1700000	ALL OTHER ASSETS	
1740000	Other Asset	110,510
1770000	TOTAL ALL OTHER ASSETS	110,510
1800000	DEFERRED OUTFLOW	
1800200	Deferred Outflow of Resources	1,505,707
1890000	TOTAL DEFERRED OUTFLOW	1,505,707
1900000	CONSTRUCTION IN PROGRESS	
1900100	CIP - On Site Improvement	64,662
1900210	CIP - Architectural & Engineering Fees	6,925
1900230	CIP - Professional Services (Other)	17,208
1900290	CIP - Organization - Legal	-
1900410	CIP - Environmental Testing & Reports	13,800
1900420	CIP - Permit & Fees (plan'g,build'g,public work,school dist)	687
1900430	CIP - Utilities Fees	608
1919999	TOTAL CONSTRUCTION IN PROGRESS	103,889
1929999	TOTAL LONG TERM ASSETS	78,208,599
1999999	TOTAL ASSETS	191,601,337
3000000	LIABILITIES AND EQUITY	
3005000	LIABILITIES	
3100000	CURRENT LIABILITIES	
3100500	ACCOUNTS PAYABLE	
3120010	Accounts Payable<= 90 Days	171,760
3120011	Accounts Payable -CALPERS (employee portion)	271
3120012	Accounts Payable-Health Insurance (employee portion)	1,249
3120014	Accounts Payable-Garnishment (employee portion)	(129)
3120015	Accounts Payable-Vision Insurance (employee portion)	698
3120016	Accounts Payable-Life Insurance (employee portion)	374
3120018	Accounts Payable-PARS retirement (employee portion)	134
3120019	Accounts Payable-Flexible Spending Account(employee portion)	2,963
3120021	Employees Cobra	524

## Attachment 1 (Cont.)

10/7/2020 1:25 PM

## Balance Sheet

Aug-20

Book = Accrual

	<b>Balance</b>
3120022 Accounts Payable-PERS 1959 Surv(Employee Portion)	41
3120023 Accounts Payable-FSA Transit Plan	508
3120024 Accounts Payable FSS	80,879
3120026 Accounts Payable FSS Interest	(34)
3120029 Accounts Payable - 3rd Party Management Company	56,744
3120030 Accrued Wage/Payroll Taxes Payable	1,102
3120040 Accrued Compensated Absences - Current Portion	138,785
3120045 Accrued Vacation Payable - 3rd Party Management	3,788
3120070 Accrued Payables	131,029
3120075 Accrued Accounts Payable - 3rd Party Management	218,117
3330100 Tenants- Rents Payable	9,900
3339000 TOTAL ACCOUNT PAYABLE	818,702
3400000 SECURITY DEPOSITS HELD	
3410010 Tenant Security Deposits	447,587
3410015 Tenant Security Deposits - held with 3rd Party Management	35,477
3410020 Tenant Security Deposits - Pets	1,375
3410030 Tenant Security Deposits - Gate Opener	25
3410040 Tenant Security Deposits - Satellite Dish/Antenna	1,600
3410060 Tenant Security Deposits - Pooled Interest	63,760
3410999 Security Deposit Refund	2,481
3419000 TOTAL SECURITY DEPOSITS HELD	552,305
3419900 OTHER LIABILITIES	
3420000 Prepay Tenant Rent	82,052
3421000 Prepay Tenant Rent - 3rd Party Management	49,590
3425000 Unearned Revenue	510,674
3426000 Prepaid Ground Lease Rent	3,326,863
3430000 Current Portion of Long Term Debt - Capital Projects	(374,403)
3449000 TOTAL OTHER LIABILITIES	3,594,777
3470000 INTERPROGRAM	
3470050 Interprogram (Due to)	787,778
3470110 Interprogram Due To General Fund	468,484
3470601 Interprogram Due To Anne B Diament Plaza	19,786
3471000 Due To/Due From Suspense Account	80,805
3480000 TOTAL INTERPROGRAM	1,356,854
3499000 TOTAL CURRENT LIABILITIES	6,322,637
3500000 NON-CURRENT LIABILITIES	
3510020 Reduction to Mortgage Loan	81,908
3510100 Mortgage Loan Payable	35,995,952
3510130 Interest Payable - City of Alameda Loan	1,084,812
3510140 Home Fund Loan #1	217,191
3510143 \$3.6M Housing Authority Loan Payable	34,200,000
3510150 Housing Community Dev. Loan	916,400
3510157 Loan Payable - Esperanza	1,790,000

## Attachment 1 (Cont.)

10/7/2020 1:25 PM

## Balance Sheet

Aug-20

Book = Accrual

		<b>Balance</b>
3510158	Loan Payable - CDBG	575,000
3510160	Home Fund Loan #2	282,700
3540000	Accrued Compensated Absences - Noncurrent	104,967
3570000	OPEB Liability	(1,247,048)
3580000	Pension Liability	2,032,192
3599000	TOTAL NON-CURRENT LIABILITIES	<u>75,870,259</u>
3999000	TOTAL LIABILITIES	82,192,896
4000000	Equity/Net Assets	
4000001	EQUITY	
4000100	DEFERRED INFLOW	
4001000	Deferred Inflow of Resources	1,901,463
4900000	TOTAL DEFERRED INFLOW	<u>1,901,463</u>
4999999	CONTRIBUTED CAPITAL	
5010000	Net Investment in Capital Assets	7,986,218
5090000	Unrestricted	77,118,764
5120000	Unrestricted	21,948,918
5120010	Net Restricted Assets	453,079
5950000	TOTAL CONTRIBUTED CAPITAL	<u>107,506,978</u>
5999900	TOTAL EQUITY	<u>109,408,441</u>
6000000	TOTAL LIABILITIES AND EQUITY	<u>191,601,337</u>

## Attachment 2

## Budget Comparison (with PTD) - SUMMARY

Period = Jul 2020-Aug 2020

Book = Accrual - Note (Parentheses indicates negative)

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
<b>6999990 INCOME</b>								
<b>7050000</b> TOTAL TENANT REVENUE	1,119,500	1,067,608	<i>51,892</i>	<i>4.86</i>	2,302,305	2,135,215	<i>167,090</i>	<i>7.83</i>
<b>7069000</b> TOTAL FEDERAL GRANTS	35,723	38,484	<i>(2,761)</i>	<i>-7.18</i>	70,053	76,969	<i>(6,916)</i>	<i>-8.99</i>
<b>7159000</b> TOTAL OTHER INCOME	106,589	202,011	<i>(95,422)</i>	<i>-47.24</i>	220,562	404,021	<i>(183,459)</i>	<i>-45.41</i>
<b>8100120</b> TOTAL HUD GRANT	3,177,205	2,802,220	<i>374,985</i>	<i>13.38</i>	5,801,761	5,604,439	<i>197,322</i>	<i>3.52</i>
<b>8999000</b> TOTAL REVENUE	4,439,016	4,110,322	<i>328,694</i>	<i>8.00</i>	8,394,681	8,220,644	<i>174,037</i>	<i>2.12</i>
<b>9000000 EXPENSES</b>								
<b>9169000</b> TOTAL ADMINISTRATIVE	607,832	878,184	<i>270,352</i>	<i>30.79</i>	1,177,456	1,756,368	<i>578,912</i>	<i>32.96</i>
<b>9219000</b> TOTAL TENANT/SOCIAL SERVICES/POLICE	71,127	40,489	<i>(30,638)</i>	<i>-75.67</i>	96,395	80,979	<i>(15,417)</i>	<i>-19.04</i>
<b>9249000</b> TOTAL TENANT SERVICES	-	24,934	<i>24,934</i>	<i>100.00</i>	-	49,868	<i>49,868</i>	<i>100.00</i>
<b>9399000</b> TOTAL UTILITIES	77,450	137,390	<i>59,940</i>	<i>43.63</i>	147,606	274,780	<i>127,174</i>	<i>46.28</i>
<b>9499000</b> TOTAL MAINTENANCE	248,588	188,820	<i>(59,768)</i>	<i>-31.65</i>	359,846	377,640	<i>17,794</i>	<i>4.71</i>
<b>9698000</b> TOTAL GENERAL EXPENSES	230,592	115,230	<i>(115,362)</i>	<i>-100.11</i>	334,608	230,460	<i>(104,148)</i>	<i>-45.19</i>
<b>9699000</b> TOTAL OPERATING EXPENSES	1,242,398	1,393,145	<i>150,747</i>	<i>10.82</i>	2,127,277	2,786,290	<i>659,014</i>	<i>23.65</i>
<b>9719000</b> TOTAL EXTRAORDINARY EXPENSES	4,000	9,206	<i>5,206</i>	<i>56.55</i>	4,000	18,411	<i>14,411</i>	<i>78.27</i>
<b>9739000</b> TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	2,766,878	2,691,475	<i>(75,403)</i>	<i>-2.80</i>	5,534,974	5,382,950	<i>(152,025)</i>	<i>-2.82</i>
<b>OPERATING EXPENSES</b>	4,001,768	4,093,826	<i>92,058</i>	<i>2.25</i>	7,645,912	8,187,651	<i>541,740</i>	<i>6.62</i>
<b>NET OPERATING INCOME BEFORE DEPRECIATION</b>	437,248	16,496	<i>420,752</i>	<i>2,550.57</i>	748,769	32,993	<i>691,799</i>	<i>2,096.82</i>
<b>9859999</b> TOTAL OTHER EXPENSES	145,464	139,452	<i>(6,012)</i>	<i>-4.31</i>	290,893	278,904	<i>(11,989)</i>	<i>-4.30</i>
<b>9998000</b> NET INCOME	291,784	(122,956)	<i>414,740</i>	<i>337.31</i>	457,876	(245,912)	<i>703,788</i>	<i>286.20</i>

## Attachment 3

## Budget Comparison (with PTD)

Period = Jul 2020-Aug 2020

Book = Accrual - Note (Parentheses indicates negative)

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
6999990 INCOME								
7000000 REVENUE								
7020000 TENANT REVENUE								
7030000 Tenant Rental Revenue	318,316	375,454	(57,138)	-15.22	649,737	750,907	(101,171)	-13.47
7030030 Maintenance Charges	5	-	5	N/A	105	-	105	N/A
7030040 Late Charges	25	-	25	N/A	-	-	-	N/A
7030050 Miscellaneous Other Charges	-	-	-	N/A	1,708	-	1,708	N/A
7030060 Tax Increment Payments from the City of Alameda	127,777	127,777	(1)	0.00	255,553	255,554	(1)	0.00
7030100 Tenant HAP Subsidy	692,027	589,315	102,712	17.43	1,410,513	1,178,629	231,884	19.67
7030110 Vacancy Loss	(21,212)	(27,443)	6,231	-22.70	(54,880)	(54,886)	6	-0.01
7030300 Commercial Rents	2,563	2,505	58	2.32	39,570	5,010	34,560	689.82
7050000 TOTAL TENANT REVENUE	1,119,500	1,067,608	51,892	4.86	2,302,305	2,135,215	167,090	7.83
7060000 FEDERAL GRANTS								
7060060 Shelter Plus Care Revenue	35,723	38,484	(2,761)	-7.18	70,053	76,969	(6,916)	-8.99
7069000 TOTAL FEDERAL GRANTS	35,723	38,484	(2,761)	-7.18	70,053	76,969	(6,916)	-8.99
7100000 OTHER INCOME								
7110010 Investment Income - Unrestricted	-	11,188	(11,188)	-100.00	-	22,376	(22,376)	-100.00
7110011 Interest Income	2,050	10,115	(8,064)	-79.73	4,874	20,230	(15,355)	-75.90
7110020 Interest on Equip. Reserve	-	249	(249)	-100.00	-	498	(498)	-100.00
7110030 Interest Earned on Operating Reserve	-	12	(12)	-100.00	-	24	(24)	-100.00
7110060 Interest - Replacement Reserve	-	4,023	(4,023)	-100.00	-	8,046	(8,046)	-100.00
7110070 Other - Income	1,460	4,337	(2,877)	-66.34	1,558	8,673	(7,115)	-82.04
7110075 Laundry Commission	2,347	2,182	165	7.58	4,065	4,363	(298)	-6.82
7110082 Land Fee/Ground Lease	3,129	447	2,682	599.98	3,129	894	2,235	249.99
7110092 Professional Service Revenue	97,048	167,954	(70,906)	-42.22	206,135	335,907	(129,773)	-38.63
7150030 Miscellaneous Other Revenue	75	-	75	N/A	75	-	75	N/A
7150070 Administrative Fee	480	1,505	(1,025)	-68.11	726	3,011	(2,285)	-75.90
7159000 TOTAL OTHER INCOME	106,589	202,011	(95,422)	-47.24	220,562	404,021	(183,459)	-45.41
8000000 HUD GRANT								
8010000 HUD Operating Grants	2,616,693	2,652,990	(36,297)	-1.37	5,074,422	5,305,981	(231,559)	-4.36
8020000 Administrative Fees from HUD	564,455	149,229	415,226	278.25	735,134	298,458	436,676	146.31
8020110 PORT-In Administrative Fees	1,133	-	1,133	N/A	2,192	-	2,192	N/A
8030000 Administrative Fees Paid (PORT-Outs)	5,076	-	(5,076)	N/A	9,987	-	(9,987)	N/A
8100120 TOTAL HUD GRANT	3,177,205	2,802,220	374,985	13.38	5,801,761	5,604,439	197,322	3.52
8999000 TOTAL REVENUE	4,439,016	4,110,322	328,694	8.00	8,394,681	8,220,644	174,037	2.12
9000000 EXPENSES								
9000900 OPERATING EXPENSES								
9100000 ADMINISTRATIVE								
9110010 Administrative Salaries	313,558	445,354	131,796	29.59	635,059	890,707	255,648	28.70
9110020 Temporary Help - Administrative	45,112	42,709	(2,403)	-5.63	54,442	85,419	30,977	36.26
9120000 Auditing Fees	4,000	3,870	(130)	-3.36	4,000	7,740	3,740	48.32
9130000 Outside Management Fees	13,864	17,818	3,954	22.19	27,966	35,637	7,671	21.52
9150010 Admin Employee Benefits - Medical/Dental	62,406	106,324	43,918	41.31	117,677	212,648	94,971	44.66
9150020 Admin Employee Benefits - PERS/PARS	29,232	40,526	11,294	27.87	58,390	81,052	22,662	27.96
9150030 Admin Employee Benefits - FICA	4,522	6,417	1,895	29.54	9,161	12,834	3,673	28.62



## Attachment 3 (Cont.)

## Budget Comparison (with PTD)

Period = Jul 2020-Aug 2020

Book = Accrual - Note (Parentheses indicates negative)

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9150040 Admin Employee Benefits - SUI	338	1,174	836	71.20	505	2,347	1,842	78.46
9150060 Admin Employee Benefits - Life/LTD	2,288	2,756	468	16.98	4,872	5,512	640	11.62
9150090 Admin Employee Benefit - WC	4,099	2,929	(1,170)	-39.95	8,248	5,858	(2,390)	-40.81
9160010 Office Supplies/Equipment	4,227	7,617	3,391	44.51	9,440	15,234	5,794	38.03
9160030 Dues & Subscriptions Publications	659	100	(559)	-559.26	659	200	(459)	-229.63
9160040 Postage	-	4,102	4,102	100.00	-	8,205	8,205	100.00
9160050 Telephone	10,890	5,014	(5,876)	-117.19	13,721	10,028	(3,693)	-36.82
9160060 Bank Charges and Check Supplies	2,938	2,305	(632)	-27.43	5,620	4,611	(1,009)	-21.88
9160090 Forms and Copies/Printing	316	425	109	25.57	586	850	264	31.09
9160100 Classified Ads and Public Notices/outreach material	1,495	3,131	1,636	52.26	4,908	6,263	1,354	21.62
9160110 Legal Expense	16,852	28,750	11,898	41.38	68,787	57,499	(11,287)	-19.63
9160111 Payroll charge	1,000	596	(404)	-67.84	2,000	1,191	(809)	-67.87
9160112 Survey/Title Fee	-	167	167	100.00	-	334	334	100.00
9160113 Office Rent	12,207	30,611	18,404	60.12	18,318	61,222	42,904	70.08
9160114 Administrative Support	(470)	-	470	N/A	-	-	-	N/A
9160120 Training/Conferences and Travel	1,659	13,368	11,709	87.59	2,109	26,737	24,628	92.11
9160130 Membership Dues and Fees	2,530	948	(1,582)	-166.83	2,530	1,896	(634)	-33.41
9160131 Taxes & Government Fees	111	-	(111)	N/A	271	-	(271)	N/A
9160160 Contracts - Accounting Services	2,880	284	(2,596)	-914.08	6,030	568	(5,462)	-961.62
9160170 Contracts - Administrative Services/Consultant	15,328	32,738	17,410	53.18	25,332	65,476	40,144	61.31
9160180 Contracts - Application Service Provider - Yardi	13,471	18,635	5,165	27.71	26,941	37,270	10,329	27.71
9160190 Contracts - Computer/Telephone Maintenance/Email	9,791	31,553	21,762	68.97	14,216	63,106	48,890	77.47
9160210 Contracts - Housing Program Services	(1,473)	-	1,473	N/A	(1,473)	-	1,473	N/A
9160220 Contracts - Human Resource Services	-	5,729	5,729	100.00	-	11,457	11,457	100.00
9160230 Contracts - Housing Inspection Services	655	4,726	4,071	86.14	655	9,453	8,798	93.07
9160260 Contracts - Office Machine Lease	5,571	1,540	(4,031)	-261.74	6,008	3,080	(2,928)	-95.06
9160270 Contracts - Web Hosting/Maintenance/Web Ads	1,847	1,433	(414)	-28.89	5,238	2,865	(2,372)	-82.79
9160290 Contracts - HR Recruitment	25,930	11,035	(14,895)	-134.98	41,556	22,069	(19,487)	-88.30
9160510 Association Dues	-	3,500	3,500	100.00	3,683	7,000	3,317	47.38
9169000 TOTAL ADMINISTRATIVE	607,832	878,184	270,352	30.79	1,177,456	1,756,368	578,912	32.96
9200000 TENANT/SOCIAL SERVICES/POLICE								
9210010 Tenant Services - Salaries	18,923	287	(18,636)	-6,493.49	44,191	574	(43,617)	-7,598.82
9210030 Police Services (and Security Services)	52,204	15,687	(36,517)	-232.79	52,204	31,373	(20,831)	-66.40
9210100 Tenant/Social Svcs - Salaries	-	24,516	24,516	100.00	-	49,031	49,031	100.00
9219000 TOTAL TENANT/SOCIAL SERVICES/POLICE	71,127	40,489	(30,638)	-75.67	96,395	80,979	(15,417)	-19.04
9219990 RELOCATION								
9220000 Tenant-Relocation Costs	2,102	-	(2,102)	N/A	2,102	-	(2,102)	N/A
9229000 TOTAL RELOCATION	2,102	-	(2,102)	N/A	2,102	-	(2,102)	N/A
9230005 TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE								
9230010 Tenant Svcs Employee Benefits - Medical/Dental	2,496	3,573	1,077	30.16	4,999	7,146	2,147	30.04
9230020 Tenant Svcs Employee Benefits - PERS/PARS	647	1,635	988	60.43	1,654	3,270	1,615	49.41
9230030 Tenant Svcs Employee Benefits - FICA	106	725	619	85.41	277	1,450	1,173	80.89
9230040 Tenant Svcs Employee Benefits - SUI	8	161	153	95.09	14	323	308	95.63
9230050 Tenant Svcs Employee Benefits - Life/LTD	35	-	(35)	N/A	71	-	(71)	N/A
9230080 Tenant Svcs Employee Benefits - Other	901	-	(901)	N/A	901	-	(901)	N/A

## Attachment 3 (Cont.)

## Budget Comparison (with PTD)

Period = Jul 2020-Aug 2020

Book = Accrual - Note (Parentheses indicates negative)

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9230090 Tenant Svcs Employee Benefit - WC	514	2,004	1,489	74.33	1,347	4,007	2,660	66.38
9239000 TOTAL TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE	4,707	8,098	3,391	41.88	9,264	16,196	6,932	42.80
9240005 TENANT SERVICES								
9240020 Tenant Service Activities - Contracts and O/S Services	-	24,934	24,934	100.00	-	49,868	49,868	100.00
9249000 TOTAL TENANT SERVICES	-	24,934	24,934	100.00	-	49,868	49,868	100.00
9300000 UTILITIES								
9310000 Water	19,906	22,085	2,179	9.86	38,150	44,169	6,019	13.63
9320000 Electricity	14,597	11,879	(2,718)	-22.88	16,289	23,758	7,469	31.44
9330000 Gas (Accounting Adjustment in August 2020)	(13,897)	4,163	18,060	433.80	(6,781)	8,327	15,108	181.44
9380010 Sewer	8,091	25,222	17,131	67.92	17,698	50,444	32,746	64.92
9380020 Garbage	48,753	37,361	(11,392)	-30.49	82,250	74,722	(7,528)	-10.07
9380030 Other	-	36,680	36,680	100.00	-	73,360	73,360	100.00
9399000 TOTAL UTILITIES	77,450	137,390	59,940	43.63	147,606	274,780	127,174	46.28
9399990 MAINTENANCE								
9400000 MAINTENANCE SALARIES								
9410010 Maintenance - Salaries	63,462	61,391	(2,071)	-3.37	126,317	122,782	(3,535)	-2.88
9419000 TOTAL MAINTENANCE SALARIES	63,462	61,391	(2,071)	-3.37	126,317	122,782	(3,535)	-2.88
9420005 MAINTENANCE MATERIALS								
9420010 Maintenance Materials	21,146	21,798	652	2.99	31,226	43,596	12,369	28.37
9420020 Vehicle - gasoline	2,055	559	(1,496)	-267.68	2,055	1,118	(937)	-83.84
9420030 Janitorials Supplies	346	-	(346)	N/A	346	-	(346)	N/A
9429000 TOTAL MAINTENANCE MATERIALS	23,547	22,357	(1,190)	-5.32	33,628	44,714	11,086	24.79
9429005 MAINTENANCE CONTRACTS								
9429015 Maintenance Contracts - Unit Turnaround	803	4,404	3,601	81.77	803	8,808	8,005	90.88
9429030 Maintenance Contracts - Tree Trimming	-	917	917	100.00	-	1,835	1,835	100.00
9429060 Maintenance Contracts - Floor Covering	175	6,718	6,543	97.40	175	13,436	13,261	98.70
9429100 Maintenance Contracts - Services	31,145	12,695	(18,450)	-145.34	31,510	25,390	(6,121)	-24.11
9430010 Maintenance Contracts - Painting	3,100	3,028	(72)	-2.39	3,100	6,055	2,955	48.80
9430020 Maintenance Contracts - Plumbing	13,256	2,505	(10,751)	-429.16	13,256	5,010	(8,246)	-164.58
9430030 Maintenance Contracts - Landscape, Pool, Pond Maintenance	29,992	10,839	(19,153)	-176.70	31,213	21,678	(9,535)	-43.98
9430040 Maintenance Contracts - HVAC Maintenance	-	2,851	2,851	100.00	1,929	5,702	3,773	66.17
9430060 Maintenance Contracts - Elevator Maintenance	2,989	3,657	668	18.27	2,989	7,314	4,325	59.14
9430070 Maintenance Contracts - Extermination	11,303	4,317	(6,986)	-161.81	13,193	8,635	(4,558)	-52.79
9430080 Maintenance Contracts - Electrical Maintenance	-	2,112	2,112	100.00	500	4,224	3,724	88.16
9430090 Maintenance Contracts - Security and Nurse Call Systems	12,589	1,492	(11,097)	-743.78	34,011	2,984	(31,027)	-1,039.79
9430110 Maintenance Contracts - Gutter Cleaning Services	-	1,063	1,063	100.00	-	2,125	2,125	100.00
9430120 Maintenance Contracts - Flooring Replmt/Cleaning Srvc	16,853	-	(16,853)	N/A	21,207	-	(21,207)	N/A
9430130 Maintenance Contracts - Other	1,836	991	(845)	-85.29	2,458	1,982	(476)	-24.00
9430140 Maintenance Contracts - Vehicle Maintenance	-	609	609	100.00	-	1,218	1,218	100.00
9430150 Maintenance Contracts - Janitorial	14,906	15,436	530	3.43	-	30,872	30,872	100.00
9439000 TOTAL MAINTENANCE CONTRACTS	138,947	73,634	(65,313)	-88.70	156,344	147,269	(9,076)	-6.16
9450005 MAINTENANCE EMPLOYEE BENEFITS								
9450010 Maint Employee Benefits - Medical/Dental	12,366	19,314	6,948	35.97	23,161	38,628	15,467	40.04
9450020 Maint Employee Benefits - PERS/PARS	4,240	5,880	1,640	27.89	8,206	11,761	3,555	30.23
9450030 Maint Employee Benefits - FICA	2,509	840	(1,669)	-198.67	5,393	1,680	(3,713)	-221.02

## Attachment 3 (Cont.)

## Budget Comparison (with PTD)

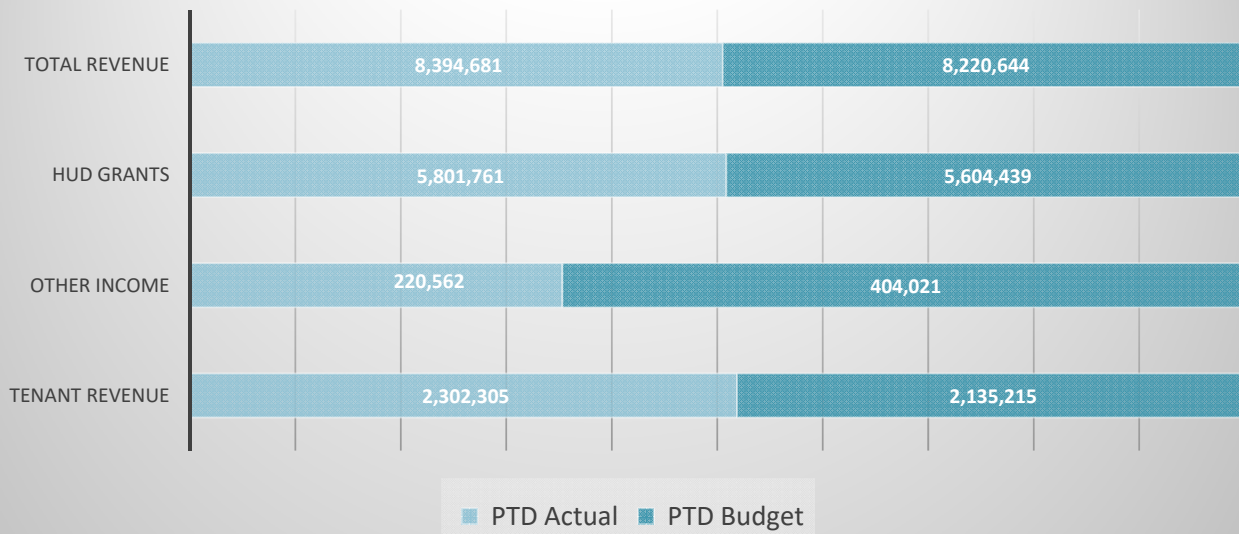
Period = Jul 2020-Aug 2020

Book = Accrual - Note (Parentheses indicates negative)

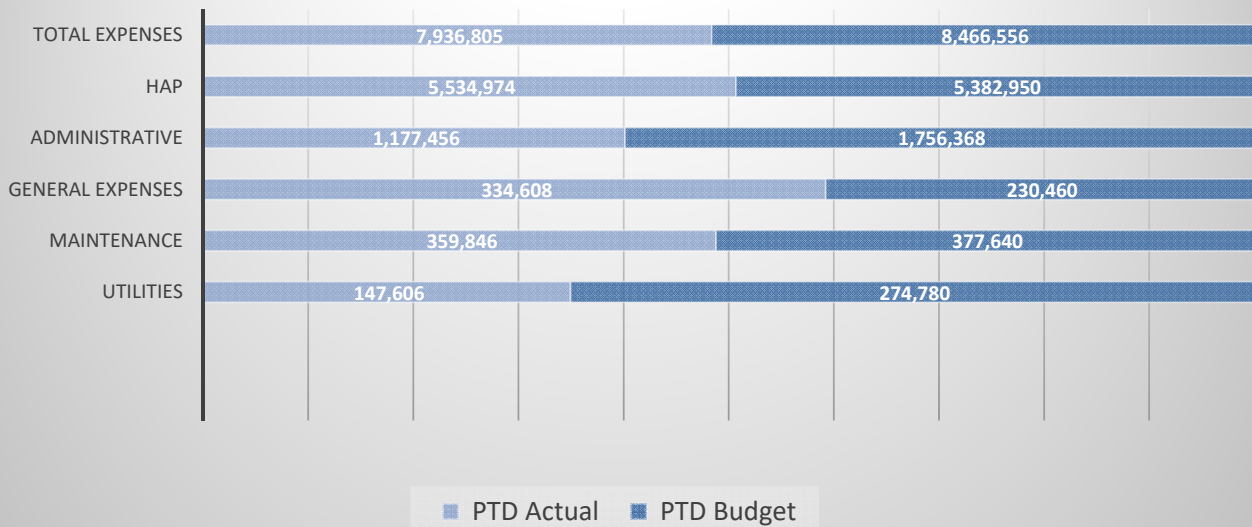
	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9450040 Maint Employee Benefits - SUI	59	214	155	72.35	86	428	343	80.01
9450050 Maint Employee Benefits - Life/LTD	274	504	230	45.54	549	1,008	459	45.54
9450070 Maint Employee Benefits - Uniforms/Shoes	238	2,013	1,775	88.17	259	4,027	3,768	93.56
9450091 Maint Employee Benefit - WC	2,944	2,672	(272)	-10.20	5,902	5,344	(558)	-10.45
9459000 TOTAL MAINTENANCE EMPLOYEE BENEFITS	22,631	31,438	8,807	28.01	43,556	62,875	19,319	30.73
9499000 TOTAL MAINTENANCE	248,588	188,820	(59,768)	-31.65	359,846	377,640	17,794	4.71
9500000 GENERAL EXPENSES								
9500100 Interest Expense	79,941	96,592	16,650	17.24	160,996	193,183	32,187	16.66
9500160 Mortgage Financial Service Charge	5,802	-	(5,802)	N/A	10,527	-	(10,527)	N/A
9500200 Other Expense	-	-	-	N/A	1,743	-	(1,743)	N/A
9500300 Claim's Settlement Cost (Lincoln House - Fire Restoration)	129,594	-	(129,594)	N/A	129,594	-	(129,594)	N/A
9610010 Insurance - Workers Compensation	915	-	(915)	N/A	2,079	-	(2,079)	N/A
9610020 Insurance - Liability	3,957	4,591	635	13.82	8,147	9,183	1,036	11.28
9610030 Insurance - Property	4,530	11,470	6,941	60.51	10,658	22,941	12,283	53.54
9610040 Insurance - Vehicle	513	1,322	809	61.18	1,026	2,644	1,617	61.18
9610060 Insurance - Other	2,300	1,255	(1,045)	-83.23	4,599	2,510	(2,089)	-83.23
9620010 Other General Expenses	3,040	-	(3,040)	N/A	3,040	-	(3,040)	N/A
9660000 Cost of Bond Issuance	-	-	-	N/A	2,200	-	(2,200)	N/A
9698000 TOTAL GENERAL EXPENSES	230,592	115,230	(115,362)	-100.11	334,608	230,460	(104,148)	-45.19
9699000 TOTAL OPERATING EXPENSES	1,242,398	1,393,145	150,747	10.82	2,127,277	2,786,290	659,014	23.65
9700000 MOD REHAB AND SPC EXPENSES								
9700570 Rent to Owners - Bessie Coleman	17,226	-	(17,226)	N/A	34,046	-	(34,046)	N/A
9700800 PORT-In (A/R Billings)	(28,734)	-	28,734	N/A	(54,385)	-	54,385	N/A
9700900 TOTAL MOD REHAB AND SPC EXPENSES	(11,508)	-	11,508	N/A	(20,339)	-	20,339	N/A
9710000 EXTRAORDINARY EXPENSES								
9710090 Pre-development Cost	4,000	9,206	5,206	56.55	4,000	18,411	14,411	78.27
9713001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)								
9719000 TOTAL EXTRAORDINARY EXPENSES	4,000	9,206	5,206	56.55	4,000	18,411	14,411	78.27
9730001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)								
9730010 Housing Assistance Payments - Landlords	2,760,758	2,691,475	(69,283)	-2.57	5,522,000	5,382,950	(139,051)	-2.58
9730020 Housing Assistance Payments - FSS	3,672	-	(3,672)	N/A	7,006	-	(7,006)	N/A
9730070 Utility Allowance to Tenants	2,448	-	(2,448)	N/A	5,968	-	(5,968)	N/A
9739000 TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	2,766,878	2,691,475	(75,403)	-2.80	5,534,974	5,382,950	(152,025)	-2.82
<b>OPERATING EXPENSES</b>	<b>4,001,768</b>	<b>4,093,826</b>	<b>92,058</b>	<b>2.25</b>	<b>7,645,912</b>	<b>8,187,651</b>	<b>541,740</b>	<b>6.62</b>
<b>NET OPERATING INCOME BEFORE DEPRECIATION</b>	<b>437,248</b>	<b>16,496</b>	<b>420,752</b>	<b>2,550.57</b>	<b>748,769</b>	<b>32,993</b>	<b>691,799</b>	<b>2,096.82</b>
9739500 OTHER EXPENSES								
9740000 Depreciation Expense	145,464	139,452	(6,012)	-4.31	290,893	278,904	(11,989)	-4.30
9859999 TOTAL OTHER EXPENSES	145,464	139,452	(6,012)	-4.31	290,893	278,904	(11,989)	-4.30
9996000 TOTAL EXPENSES	4,147,232	4,233,278	86,046	2.03	7,936,805	8,466,556	529,751	6.26
9998000 NET INCOME	291,784	(122,956)	414,740	337.31	457,876	(245,912)	703,788	286.20

Attachment 4  
**Budget Comparison (with PTD)**  
 Period = Jul 2020-Aug 2020  
 Book = Accrual

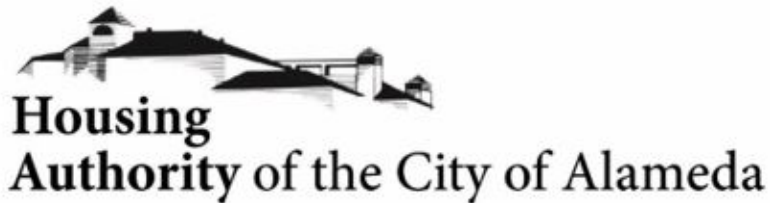
**AHA REVENUE - ACTUAL VERSUS BUDGET (PTD)**



**AHA EXPENSES - ACTUAL VERSUS BUDGET (PTD)**



Note - Categories less than \$100,000 are not presented



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

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Director of Finance

Date: October 21, 2020

Re: Accept the Quarterly Investment Report for Period Ending September 30, 2020

### **BACKGROUND**

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

### **DISCUSSION**

The quarter-end report reflects the investment of cash for the operating and reserve funds. Agency investments are covered by the provisions of the Housing Authority's Investment Policy that is approved annually by the Board of Commissioners. This memorandum includes both Housing Authority of the City of Alameda and Island City Development's investments.

As of September 30, 2020, AHA held **\$11,589,164.73** in **LAIF** (Local Agency Investment Fund). These funds are on demand and can be used for immediate needs. The prior quarter balance was \$11,547,032. Interest is posted quarterly to the account by LAIF and will be presented in the October statement

As of September 30, 2020, AHA held **\$6,001,262.44** in **CAMP** (California Asset Management Program). These funds are on demand and can also be used for immediate needs. The prior quarter balance was **\$7,749,028**. Interest is posted monthly to the account by CAMP.

As of September 30, 2020, ICD held **\$1,403,485.48** in **CAMP**. The prior quarter balance was \$3,003,537. These funds are on demand and can also be used for immediate needs. Interest is posted monthly to the account by CAMP. ICD's CAMP account was created in March 2020 as a distinct separate account. Prior practice was to allocate the ICD investment separately from AHA's investment on the financial statements. In April through June 2020, \$3 Million was transferred from AHA to ICD's CAMP account.



Honorable Chair and  
Members of the Board of Commissioners

October 21, 2020  
Page 2 of 2

**AHA Balances** as of September 30, 2020:

LAIF:	\$11,589,165
CAMP:	\$6,001,262
<b>Total Investment</b>	<b>\$17,590,427</b>

**ICD Balances** as of September 30, 2020:

CAMP:	<b>\$1,403,485</b>
-------	--------------------

The key changes in the balance for the period ending September 30, 2020 are:

Activity	AHA-LAIF	AHA-CAMP	ICD-CAMP
<b>Beginning Balance - June 30, 2020</b>	<b>11,547,032</b>	<b>7,479,028</b>	<b>3,003,537</b>
CAMP Quarterly Interest income		+5,287	+1,886
LAIF Quarterly Interest	+42,133		
AHA & ICD Funding – Rosefield Village		-(1,483,052)	-(1,115,000)
ICD Funding - North Housing			-(486,938)
<b>Ending Balance - September 30, 2020</b>	<b>11,589,165</b>	<b>6,001,262</b>	<b>1,403,485</b>

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

**RECOMMENDATION**

It is recommended that the Board of Commissioners accept the Quarterly Investment Report for period ending September 30, 2020.

Respectfully submitted,

DocuSigned by:  
**Louie So**  
CC6FAB3A8A824DA...

Louie So  
Director of Finance

Attachments:

1. LAIF statement for the quarter ending September 30, 2020 – AHA
2. CAMP statement for the quarter ending September 30, 2020 – AHA
3. CAMP statement for the quarter ending September 30, 2020 – ICD



Attachment 1

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

October 06, 2020 October 02, 2020

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

ALAMEDA HOUSING AUTHORITY

EXECUTIVE DIRECTOR  
701 ATLANTIC AVENUE  
ALAMEDA, CA 94501

[Tran Type Definitions](#)

**Account Number:**

September 2020 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	11,589,164.73
Total Withdrawal:	0.00	Ending Balance:	11,589,164.73





## Attachment 2

**Account Statement - Transaction Summary**For the Month Ending **September 30, 2020**

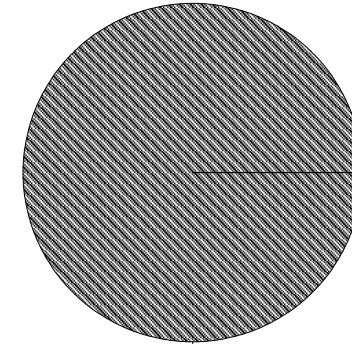
Housing Authority of the City of Alameda (AHA) - Housing Authority of the City of Alameda (AHA)

**CAMP Pool**

Opening Market Value	5,999,914.33
Purchases	1,348.11
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$6,001,262.44</b>
Cash Dividends and Income	1,348.11

**Asset Summary**

	<b>September 30, 2020</b>	<b>August 31, 2020</b>
<b>CAMP Pool</b>	6,001,262.44	5,999,914.33
<b>Total</b>	<b>\$6,001,262.44</b>	<b>\$5,999,914.33</b>

**Asset Allocation**

CAMP Pool  
100.00%



## Attachment 2 (Cont.)

**Account Statement**For the Month Ending **September 30, 2020**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>CAMP Pool</b>					
<b>Opening Balance</b>					<b>5,999,914.33</b>
09/30/20	10/01/20	Accrual Income Div Reinvestment - Distributions	1.00	1,348.11	6,001,262.44
<b>Closing Balance</b>					<b>6,001,262.44</b>

	Month of September	Fiscal YTD July-September		
<b>Opening Balance</b>	5,999,914.33	7,479,027.93	<b>Closing Balance</b>	6,001,262.44
<b>Purchases</b>	1,348.11	5,286.51	<b>Average Monthly Balance</b>	5,999,959.27
<b>Redemptions (Excl. Checks)</b>	0.00	(1,483,052.00)	<b>Monthly Distribution Yield</b>	0.27%
<b>Check Disbursements</b>	0.00	0.00		
<b>Closing Balance</b>	<b>6,001,262.44</b>	<b>6,001,262.44</b>		
<b>Cash Dividends and Income</b>	1,348.11	5,286.51		



## Attachment 3

**Account Statement - Transaction Summary**For the Month Ending **September 30, 2020**

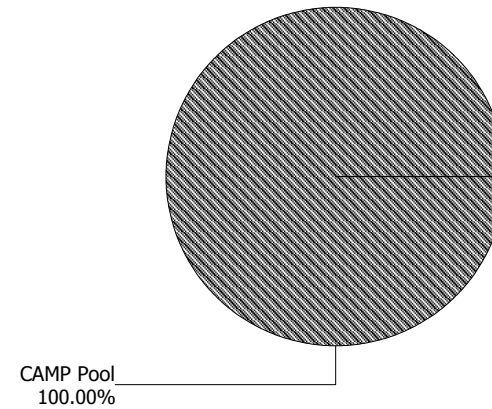
## Island City Development - Island City Development

<b>CAMP Pool</b>	
Opening Market Value	1,890,009.02
Purchases	414.75
Redemptions	(486,938.29)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$1,403,485.48</b>
Cash Dividends and Income	414.75

<b>Asset Summary</b>		
	<b>September 30, 2020</b>	<b>August 31, 2020</b>
<b>CAMP Pool</b>	1,403,485.48	1,890,009.02
<b>Total</b>	<b>\$1,403,485.48</b>	<b>\$1,890,009.02</b>

<b>Asset Allocation</b>	
CAMP Pool	100.00%





Attachmment 3 (Cont.)  
**Account Statement**

For the Month Ending **September 30, 2020**

Island City Development - Island City Development

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>CAMP Pool</b>					
<b>Opening Balance</b>					<b>1,890,009.02</b>
09/28/20	09/28/20	Redemption - Outgoing Wires	1.00	(486,938.29)	1,403,070.73
09/30/20	10/01/20	Accrual Income Div Reinvestment - Distributions	1.00	414.75	1,403,485.48
<b>Closing Balance</b>					<b>1,403,485.48</b>

	Month of September	Fiscal YTD January-September
<b>Opening Balance</b>	1,890,009.02	0.00
<b>Purchases</b>	414.75	3,405,423.77
<b>Redemptions (Excl. Checks)</b>	(486,938.29)	(2,001,938.29)
<b>Check Disbursements</b>	0.00	0.00
<b>Closing Balance</b>	<b>1,403,485.48</b>	<b>1,403,485.48</b>
<b>Cash Dividends and Income</b>	414.75	5,423.77

<b>Closing Balance</b>	1,403,485.48
<b>Average Monthly Balance</b>	1,841,329.02
<b>Monthly Distribution Yield</b>	0.27%

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To: Honorable Chair and Members of the Board of Commissioners  
From: Vanessa Cooper, Executive Director  
Date: October 21, 2020  
RE: Accept the Executive Director's Update

---

## **BACKGROUND**

This memo provides an update on a number of ongoing issues or topics for the agency.

## **DISCUSSION**

### Board of Commissioners - Changes

Welcome new Commissioners, Elizabeth Kuwada and Vadim Sidelnikov, and thank you to our outgoing Commissioners, Art Kurrasch and Brad Weinberg.

### Expanding the AHA office space

Staff is working to contract with an architect to provide a feasibility study to expand the office space into the garage. In addition, staff is looking at rental options for more office space, especially, as the Rent Program lease comes due in March 2021.

### Discussions with Alameda Renters' Coalition

A meeting has been set for October 29, 2020 to continue the discussion with AHA and ARC regarding serving senior citizens receiving services from AHA.

### Task force on tenants with needs that exceed the landlord's ability to meet them

An initial meeting has been set for October 13, 2020 to discuss the formation of the taskforce and goals. This is good timing as the number of tenants with acute needs is rising rapidly in response to the ongoing shelter in place and related isolation. AHA staff, City staff, LifeSTEPS staff and service providers from various Alameda nonprofits are expected to attend.

### Services Agreement with the City for Policing Services

A positive meeting with the City Manager and staff was held in September. Both teams are reviewing the current agreement, the frequency of services provided, and the future needs. Given the recent arrival of a new interim Police Chief and the fact that the City's own committees on policing are not expected to report back to the city before January 2021, staff plan to offer to extend the 90-day window for renegotiation from November 14, 2020 to January 31, 2021.



Honorable Chair and  
Members of the Housing Commission

October 21, 2020  
Page 2 of 2

#### Transfer of properties to third party management

The transfer is going well and staff are reviewing when the transfer of additional properties may be appropriate. Generally, this will be done when staffing levels reduce due to attrition. The AHA is managing three properties at this time. Staff plans to transfer the Esperanza property to JSCO in the next few months, as a result of recent staffing changes at that site. This will leave just the two senior properties to be directly managed by AHA. A separate extension to the contract will be brought in due course to the Board for approval.

#### Inspections for occupied units

These have been on hold since March 13, 2020 due to the COVID 19 health situation. Staff is discussing whether to restart inspections for AHA, AAHA, and ICD owned properties using a risk approach. For example, staff could focus on the units which failed in prior years or where a health and safety issue has come to light in recent weeks. A self-certification option, with either photos or video, may be offered to some tenants. For example, this may be appropriate for those who passed the first inspection last year in order to minimize the number of units that needed to be entered at this time

#### **FISCAL IMPACT**

None beyond what is already budgeted for the year.

#### **RECOMMENDATION**

Accept the Executive Director's Update.

Respectfully submitted,



Vanessa Cooper  
Executive Director





# Housing Authority of the City of Alameda

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

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Cynthia Alvarez, Deputy Executive Director

Date: October 21, 2020

Re: Authorize the Executive Director to Negotiate and Approve a Retroactive Contract Extension of Four (4) Years for the Contract Between the Alameda Housing Authority and Thyssenkrupp Elevator Corporation to January 31, 2023 and an additional Two Hundred Fifty Thousand Dollars (\$250,000) to bring the Amount to a Total Not to Exceed of Three Hundred Fifty Thousand Dollars (\$350,000)

---

## **BACKGROUND**

Contracts in excess of \$250,000 are to be approved to the Board of Commissioners. Since the maximum contract period under our procurement procedures is five (5) years. Additionally, procurement efforts are underway to rebid any expiring or overdue contracting needs.

## **DISCUSSION**

The original agreement was entered on February 1<sup>st</sup>, 2018 by and between AHA and Thyssenkrupp Elevator Corporation. The scope of work included ongoing preventative maintenance to the elevators in AHA's portfolio of properties.

The amount of the initial contract entered into on February 1, 2018 was \$100,000 for one (1) year. This contract was not renewed or extended in February 1, 2019 at expiration of the first year of service. As presented in the June 24, 2020 Board report, the sole elevator serving building 711 at Independence Plaza was put offline due to needed repairs. Upon closer consultation and, on the advice of experts, staff entered into a sole source contract for \$118,505 with Thyssenkrupp Elevator Corporation to replace the hydraulic jack. Including this sole source, emergency one-time contract, as of September 30, 2020, \$208,365.94 has been spent on this vendor.

In order to keep business operations running smoothly for the purpose of continued preventative maintenance to our elevators, this contract is being brought to the Board for an increase of the Not to Exceed (NTE) amount to three hundred fifty thousand dollars (\$350,000) and to retroactively extend the contract to January 1, 2019.

AHA is requesting a one year and ten months retroactive extension to January 1, 2019 and terminating January 31, 2023.





Honorable Chair and  
Members of the Board of Commissioners

October 21, 2020  
Page 2 of 2

**FINANCIAL IMPACT**

The individual property budgets are currently supporting this cost and can support the increase and extension.

**RECOMMENDATION**

Authorize the Executive Director to Negotiate and Approve a Retroactive Contract Extension of Four (4) Years for the Contract Between the Alameda Housing Authority and Thyssenkrupp Elevator Corporation to January 31, 2023 and an additional Two Hundred Fifty thousand (\$250,000) to bring the Amount to a Total Not to Exceed of Three Hundred Fifty Thousand Dollars (\$350,000).

Respectfully submitted,

DocuSigned by:  
  
442FA0D130A9430...  
Cynthia Alvarez  
Deputy Executive Director

Attachment:

1. Contract Amendment 2



## Attachment 1

**AMENDMENT TO AGREEMENT**

This Amendment of the Agreement, entered into this XX day of October, 2020, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA") and THYSSENKRUPP ELEVATOR CORPORATION (a corporation) whose address is 14400 Catalina Street, San Leandro, CA 94577 (hereinafter referred to as "CONTRACTOR") is made with reference to the following:

**RECITALS:**

A. On February 1, 2018, an agreement was entered into by and between AHA and Contractor (hereinafter "Agreement").

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

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

1. Per extension allowances in the original agreement, Contract renews on February 1, 2019 and shall terminate on January 31, 2023.

2. Housing Authority and Contractor agree that this amendment is retroactive to January 1, 2019.

3. The not to exceed amount for the entire Agreement shall be increased by two hundred fifty thousand dollars (\$250,000) to be amended to three hundred fifty thousand dollars (\$350,000) and said amount shall include the contract entered for \$118,505 for a hydraulic jack.

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

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

THYSSENKRUPP ELEVATOR  
CORPORATION

HOUSING AUTHORITY OF THE CITY OF  
ALAMEDA

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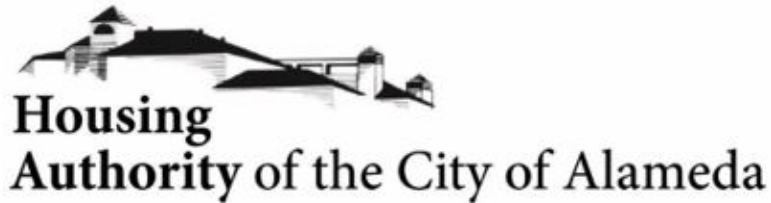
Ben Herther  
Branch Manager

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Vanessa Cooper  
Executive Director

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Rachel Jones  
Sales Manager



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

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To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Senior Management Analyst

Date: October 21, 2020

RE: Approve the Electronic Signature Policy

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### **BACKGROUND**

This is a new policy for the Housing Authority.

### **DISCUSSION**

With the current health situation, the Housing Authority has quickly moved to online solutions for many areas including signing of documents. The Housing Authority has not had an electronic signature policy up to this time which outlines when signatures can be used online and what conditions must be met for the use of electronic signatures in compliance with federal, state, and local laws.

This policy outlines best practices for the use and administration of electronic signatures and allows employees to reference one document for questions about when these signatures can and cannot be used.

### **FINANCIAL IMPACT**

No financial impact beyond purchasing of online solutions containing electronic signatures which are included in the information technology (IT) budget.

### **RECOMMENDATION**

Approve the Electronic Signature Policy.

Respectfully submitted,

DocuSigned by:  
  
 89411A51346D497...  
 Tonya Schuler-Cummins  
 Senior Management Analyst

Attachment:

1. Electronic Signature Policy



## Attachment 1

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA  
ELECTRONIC SIGNATURE POLICY****A. Purpose**

The Housing Authority of the City of Alameda's ("AHA") Electronic Signature ("e-signature") Policy ("Policy") shall be used by all AHA departments and affiliates (collectively, "Departments") to increase productivity and ensure convenient, timely and appropriate access to AHA information by using electronic signature technology to collect and preserve signatures on documents quickly, securely, and efficiently. In addition to increasing productivity and efficiency, this Policy will result in the reduction of the consumption and storage of paper documents and the maintenance and supply of printers.

This Policy establishes when electronic signature technology may replace a hand-written signature, with the goal of encouraging the use of paperless, electronic documents whenever appropriate and allowed by law. This Policy applies to all signatures used in processing various AHA documents and assumes the AHA signer has been given the authority to sign as determined by AHA policy and procedure.

This policy does not cover online portals for participants and tenants such as Rent Café.

While the use of electronic signatures is suggested and encouraged, this Policy does not require any AHA Department to use electronic signatures, nor can AHA mandate that any third party signing a document use electronic signature.

This Policy applies to AHA's acceptance of electronic signatures from parties outside of AHA and the use of electronic signatures on documents executed on behalf of AHA. This Policy also applies to internal documents where eSignatures are determined to be appropriate such as acknowledgement of AHA policies or trainings.

This Policy does not increase the scope of authority of AHA's authorized signatories, but rather provides an alternative means to execute AHA-related documents. These are minimum standards. Depending upon the circumstances, AHA may require a higher level of signature verification (i.e. out-of-state signatory). Nothing in this policy prohibits an AHA official or employee from requiring a wet signature or higher form of secure electronic signature if he or she believes it is prudent or necessary.

**B. Background/Discussion**

Electronic Signature is the broad umbrella category under which all electronic signatures fall.

The legality and use of Electronic Signatures are governed by federal and state law. (See 15 U.S.C. §§ 7001, et seq. [U.S. Federal Electronic Signatures in Global and National

## Attachment 1

## HOUSING AUTHORITY OF THE CITY OF ALAMEDA ELECTRONIC SIGNATURE POLICY

Commerce Act]; California Government Code §16.5; California Civil Code §§ 1633.1, et seq.; and Title 2, Division 7, Chapter 10, §22001 et seq of the California Code of Regulations)

### C. Intended Goals for eSignature

- **Security and Legal Compliance:** The use of e-forms and e-signature provides a secure method of signing and transferring documents electronically. A document cannot be altered after the signer has completed the e-signature. When electronic signatures are used, hash values are attached to the document to verify the authenticity of the document during any transfer for added security.
- **Integration into business processes:** The eSignature process may fit into pre-existing business practices, provide automated processes, retrieve documents, use standard Application Program Interfaces (API), generate reminders and expiration settings, and allow multiple people to view a document and track its progress.
- **Simplified workflow:** E-signatures eliminate resource-intensive processes that require agencies, the public, and staff to manually sign documents. Features of the e-signature process include automation of simple forms, ability to track and review changes, vary the recipient roles, tag signatures, etc.
- **Cost benefits:** There is a potential cost-savings from not having to print, file, scan, and store paper copies. AHA will save also on certified mail, postage, printing, ink, envelopes, and paper.

### D. Policy

This Policy applies to documents requiring a signature of any person where the signature is intended to show authorship, approval, authorization, or certification, as allowed by law. It is the Policy of AHA to encourage the use of electronic signatures in all internal and external activities, documents, and transactions where it is operationally feasible to do so, where existing technology permits, and where it is otherwise appropriate based on AHA's preferences. In such situations, affixing an electronic signature to the document in a manner consistent with this Policy shall satisfy AHA's requirements for signing a document. As used in this Policy, the term "signature" includes using initials on a document instead of a signature.

### E. Criteria for AHA to Use in Accepting Digital Signatures

1. Prior to accepting a digital signature, AHA shall ensure that the level of security used to identify the signer of a document is sufficient for the transaction being conducted.

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**HOUSING AUTHORITY OF THE CITY OF ALAMEDA  
ELECTRONIC SIGNATURE POLICY**

2. Prior to accepting a digital signature, AHA shall ensure that the level of security used to transmit the signature is sufficient for the transaction being conducted.
3. If a certificate is a required component of a digital signature transaction, AHA shall ensure that the certificate format used by the signer is sufficient for the security and interoperability needs of AHA.

**F. Requirements of eSignature**

The use of electronic signatures is permitted and shall have the same force and effect as the use of a “wet” or manual signature if all the following criteria are met:

1. Parties intend and consent to sign electronically (electronic signatures are only valid and legally binding if both parties intend to sign and execute the agreement electronically).
2. The electronic signature is unique to the person using it.
3. The electronic signature is capable of verification.
4. The electronic signature is under the sole control of the person using it.
  - a) Email notifications requesting electronic signatures must not be forwarded.
  - b) These requirements prohibit the use of proxy signatures. (Please note, if an individual is legally authorized to sign in place of another person, the individual must sign their own name and not the name of the person for whom they have legally authorization to sign for.)
5. The electronic signature is linked to the data in such a manner that if the data is changed after the electronic signature is affixed, the electronic signature is invalidated.
6. The electronic signature conforms to regulations adopted by the California Secretary of State.

The use or acceptance of a digital signature is at the option of the parties to the transaction and nothing in the law or in this Policy requires a public entity to use or accept the substitution of a document containing a digital signature. A party that agrees to conduct a transaction electronically may refuse to conduct other transactions by electronic means.

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**G. Common Types of Documents**

This Policy is intended to broadly permit the use of electronic signatures. Examples of common types of documents are listed in the following table, with notes on each type of document. This document is for informational purposes only and in the event of a conflict with any federal, state, or local law or regulation, such federal, state, or local law or regulation shall prevail. AHA senior management should determine where applicable laws permit or prohibit an electronic signature to be used. Please note, HUD may not permit the use of electronic signatures for certain documents. California Civil Code Section 1633.3 also contains a list of transactions for which electronic signatures are prohibited. This table is not intended to be an exhaustive list, nor does it impose electronic signature as a requirement for any particular transaction.

<b>Document Type Examples</b>	<b>Is Use of an Electronic Signature Acceptable?</b>	<b>Notes</b>
Memos, Forms, Board Letters, and Other Correspondence	Yes	Electronic Signature Recommended.
Contracts, Residential Leases, and Compliance paperwork	Yes	Electronic Signature Recommended.
Ground Leases, Master Leases, Promissory Notes, Loan Agreements, Purchase and Sale Agreements	No	Electronic Signature Not Recommended.
Certificates, Permits	Yes, if allowed by law	Electronic Signature Recommended if allowed by law.
Documents Requiring Notarization	No	Electronic Signature Not Recommended.
Document Requiring the Board Chair's Signature	Yes	Electronic Signature Recommended.

**H. Documents Involving Other Parties**

In the case of contracts or transactions which must be signed by outside parties, each party to the agreement must agree in advance to the use of an electronic signature. No party to a contract or other document may be forced to accept an electronic signature; they must be

## Attachment 1

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permitted to decide either way. Such consent may be withdrawn by the other party at any time such that future documents must be signed in hardcopy format.

When a document is electronically signed by all parties, AHA will provide a copy of the electronically signed document to the other parties in an electronic format that is capable of being retained and printed by the other parties.

**I. Setup & Use**

To setup employees authorized to send out documents for e-Signature, an IT PAN should be completed for access and authorized by a director. All AHA users of electronic signature technology shall conform to the rules set forth in any AHA telecommunications and/or information technology policies or written directives.

**J. Storage and Archiving of Electronically Signed Documents**

If a document exists only electronically, steps should be taken by each AHA Department to ensure that a fixed version of the final document is stored in some manner. It is the responsibility of the AHA Department to store these final electronic documents in a manner consistent with any applicable AHA document retention policies and any applicable laws.

**K. eSignature Solution Providers**

Currently, the Agency has an agreement with DocuSign® to provide electronic signature capabilities and services to AHA. DocuSign® is on the *Approved List of Digital Signature Certification Authorities* certified by the California Secretary of State for use by public entities.

Pursuant to 2 CCR 22003 any additional platform or eSignature Solution Provider used by AHA must be on the *Approved List of Digital Signature Certification Authorities* certified by the California Secretary of State for use by public entities. Subject to compliance with 2 CCR 22003, as it may be amended or modified from time to time, Departments can determine if a form created on another platform such as Laserfiche or eLearning needs to have the DocuSign® capability imbedded into the form or if the signature is only required to be signed in the program. For example, Laserfiche forms used for internal communications with the user identification picked up at submission would not need the additional layer of digital signature verification from DocuSign®.



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**HOUSING AUTHORITY OF THE CITY OF ALAMEDA  
ELECTRONIC SIGNATURE POLICY****L. Conclusion**

The use of e-Signature is intended to make AHA business practices more efficient. The process eliminates the need to print, file, and store paper copies of documents that can now be authenticated digitally and stored electronically.

**M. Definitions**

**Application Program Interface (API)** is a set of clearly defined methods of communication between various software components. API's allow applications to interact with each other, allowing integration of one system with another.

**Digital Signature** is a specific signature technology implementation of electronic signature that uses cryptography to provide additional proof of the identity of a signer and integrity of a document. This cryptography uses Public Key Infrastructure (PKI) technology to issue digital certificates. PKI technology is accepted by the California Secretary of State for digital signatures created by a public entity.

**Electronic** relates to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

**Electronic Record** is a record created, generated, sent, communicated, received, or stored by electronic means.

**Electronic Signature, or eSignature**, means an electronic identifier, created by computer, attached or affixed to or logically associated with an electronic record, executed or adopted by a person with the intention of using it to have the same force and effect as the use of a manual signature.

**Electronic Transaction** is a transaction conducted or performed, in whole or in part, by electronic means or electronic records.

**eSignature Product** means a software or service that provides a means of affixing an Electronic Signature to an electronic record.

**Hash Value** is a unique numerical identifier that can be assigned to a file, a group of files, or a portion of a file, based on a standard mathematical algorithm applied to the characteristics of the data set. The numerical identifier is so distinctive that the chance that any two files will have the same hash value, no matter how similar they appear, is less than one in one billion. 'Hashing' is used to guarantee the authenticity of an original file.

**HUD** means the U.S. Department of Housing and Urban Development.

## Attachment 1

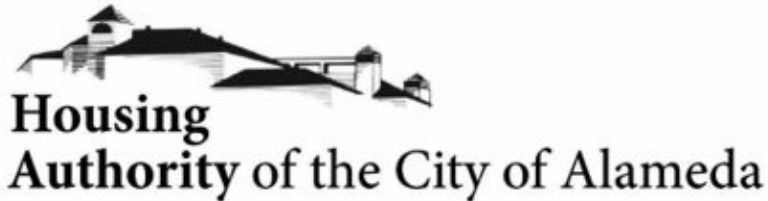
**HOUSING AUTHORITY OF THE CITY OF ALAMEDA  
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**IT PAN** means an Information Technology (IT) Personnel Action Notice that outlines the IT access and level of access given to employees.

**Permitted Transactions and Notices** means electronic transactions and notices for which the use of Electronic Signatures is not prohibited under applicable law.

**Proxy Signatures** are when Person-A authorizes Person-B to sign Person-A's signature on his/her behalf. (This is prohibited for e-Signatures by this policy.) (Please further note, a proxy is Person-B signing Person-A's signature. If Person-B signs with Person-B's signature, this is not a proxy signature.)

**Record** is information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form. Documents or forms are records.



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

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: October 21, 2020

Re: Accept the North Housing Project Update Report; Approve Resolution for a \$2,204,000 Loan Amendment from AHA; and Authorize the President or Designee to Negotiate and Execute the Loan Documents and sign the Carmel Partners Abatement Contract Amendment Change Order in an amount Not to Exceed \$720,000

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## **BACKGROUND**

The North Housing Project is a redevelopment of 12 acres of the former Coast Guard Housing at the former Naval Air Station Alameda (NAS Alameda). The Housing Authority (AHA) and partners, Building Futures and Alameda Point Collaborative first submitted a Notice of Interest (NOI) for the property in March 2008, known as the homeless accommodation parcel, and therefore the property was conveyed to AHA on May 30, 2019. Given the land transfer staff began to undertake predevelopment work through Island City Development. ICD's role is to carry out real estate development activities on behalf of the Housing Authority.

Detailed reports about project milestones are outlined in AHA Board of Commissioner's monthly agendas beginning in September 2017. Additional project information can be found at [www.northhousing.org](http://www.northhousing.org).

## **DISCUSSION**

The Planning Commission and City of Alameda have approved the North Housing Development Plan and Tentative Map in August/September 2020 for a total of 568 units, completing the initial design and negotiation of the 12-acre development. The next steps are to record the tentative map (which will include some additional public infrastructure design), to dedicate the newly completed Singleton Road, and to acquire the remnant parcels along Mosely Avenue (directly east of the site). Concurrently, design can proceed to 50% working drawing level, so that costs can be estimated, and design is ready to submit in financial applications.

The Development Plan includes multiple phases for the redevelopment of the entire property. In the end, the entire complex will be operated in concert, and will be integrated from a design and services perspective. Staff proposes to ready two to three of the phases



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(Block A and Block B, three legal parcels) for development, to be nimble and flexible in applying for financial applications during 2021. For instance, there is the possibility of applying for a hybrid development of both Blocks. Or, if necessary, all three parcels could be separate projects. Staff is committed to bringing all or the majority of the intended 90 supportive housing units on line in these initial phases. Staff continue to work with our partners and consultants to develop financing plans for the many elements of the project. Some decisions, like the target populations to be served, will drive financing. Potential sources include, but are not limited to, Low-Income Housing Tax Credits, Alameda County Homelessness funds, federal HOME and CDBG funds, AUSD Pass Through Funds, No Place Like Home, Federal Home Loan Bank Affordable Housing Program funds, No Place Like Home, Housing and Community Development Department Infill Infrastructure Grant, and EPA Brownfields Grant. Staff will continue to provide a monthly update to the AHA Board of Commissioners on North Housing, including any funding application statuses.



With our Partners at APC and Building Futures, Staff is developing to discuss updates to the Memorandum of Understanding between the three parties that we hope to bring to the AHA Board in November 2020/before the end of the year.

#### Demolition Update:

Demolition on the 12-acre site began in August. The industrial hygienist monitoring the contract discovered a previously unknown condition of additional asbestos-containing mastic which will require additional abatement and removal. The discovery of this unforeseen condition has taken time to resolve, as additional testing and surveying has been required. Staff has negotiated that some of this work be completed by Ninyo & Moore, the original environmental consultants whose reports missed this hidden condition. An estimated \$12,000 is being saved by their in-kind work. The initial change order for additional abatement and extended time exceeded \$600,000. Because of the size of the change order, staff is requiring that Carmel Partners rebid this portion of the work.

With approval from the Board, staff can direct Carmel Partners to re-bid and sign a contract for additional abatement services at a cost not to exceed \$720,000. In addition, staff is requesting predevelopment funding for Block A and Block B, to bring design to the



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readiness level required for a TCAC application in July 2021. Further details are discussed below.

### **FINANCIAL IMPACT**

In total, the Board approved a predevelopment loan of \$3,830,000 for costs associated with master planning, carrying costs, demolition, and pre-development work for the first 90 units of permanent supportive housing. Staff is hereby requesting additional funding to complete the demolition and to initiate predevelopment on Blocks A and B.

<b>Master Plan Costs</b>		
	<b>Costs</b>	<b>Predev Loan</b>
<i>Previous costs</i>		\$ 3,830,000
Spent to date (non demolition)	\$ 566,771	
Demo Previously Authorized	\$ 3,025,020	
<i>New Costs</i>		
Addtl abatement & time extensions	\$ 600,000	
Contingency (20%)	\$ 120,000	
Tentative map recording	\$ 30,000	
Legal (street dedication; remnant parcels)	\$ 10,000	
Soft cost contingency (5%)	\$ 2,209	
<b>Additional Master Plan Request</b>		<b>\$ 524,000</b>
<b>TOTAL MASTER PLAN COSTS</b>	<b>\$ 4,354,000</b>	<b>\$ 4,354,000</b>



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In addition, staff requests predevelopment funds for preparing Block A and Block B.

Predevelopment budget to TCAC application		
Budget Line Item	Project Codes	
	4536a	4536b
CIP --Legal	\$ 10,000	\$ 10,000
CIP - Appraisal (Land or Property)	\$ 10,000	\$ 10,000
CIP - Construction Mgmt (precon svcs)	\$ 50,000	\$ 50,000
CIP - Admin Expenses	\$ 250	\$ 250
CIP - Architectural Designs	\$ 453,050	\$ 453,050
CIP - Architectural Documents	\$ 15,000	\$ 15,000
CIP - Engineering Fees	\$ 142,500	\$ 142,500
CIP - Professional Services (CEI)	\$ 25,000	\$ 25,000
CIP - Project Administration	\$ 30,000	\$ 30,000
CIP - Permit & Fees	\$ 20,000	\$ 20,000
CIP - Marketing Cost	\$ 6,000	\$ 6,000
CIP - TCAC Fee	\$ 2,000	\$ 2,000
CIP - Soft Cost Contingency (10%)	\$ 76,200	\$ 76,200
TOTAL	\$ 840,000	\$ 840,000

The Master Plan request totals \$524,000 and the project-specific predevelopment request totals \$1,680,000 for a total new request of \$2,204,000. Approval of this amount will bring the AHA predevelopment loan to a total of \$6,034,000.

Note: Fencing and Security continue to be carrying cost under a separate operating budget and tracked on the monthly report.

### **RECOMMENDATION**

Accept the North Housing Project Update Report; Approve Resolution for a \$2,204,000 Loan Amendment from AHA; and Authorize the President or Designee to Negotiate and Execute the Loan Documents and sign the Carmel Partners Abatement Contract Amendment Change Order in an amount Not to Exceed \$720,000.

Respectfully submitted,

DocuSigned by:  
*Sylvia Martinez*  
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Sylvia Martinez  
Director of Housing

Attachment:

1. Draft Resolution – Amending the Housing Authority’s Predevelopment Loan to Island City Development on behalf of North Housing.



Attachment 1

# HOUSING AUTHORITY OF THE CITY OF ALAMEDA

## Resolution No. \_\_\_\_\_

### AMENDING THE HOUSING AUTHORITY’S PREDEVELOPMENT LOAN TO ISLAND CITY DEVELOPMENT ON BEHALF OF NORTH HOUSING

**WHEREAS**, the Island City Development (“ICD”) was formed as a public benefit corporation established to operate exclusively to support the Housing Authority of the City of Alameda (“AHA”);

**WHEREAS**, the Housing Authority owns real property at the 501 Mosley Avenue commonly known as North Housing (the “Property”) for which the Corporation provides real estate development services to redevelop the Property; and

**WHEREAS**, ICD is authorized to do business in the State of California and is empowered to enter into an obligation to receive local, regional, state, and federal funds for the acquisition, construction, rehabilitation, or preservation of affordable multifamily rental housing, including but not limited to Low-Income Housing Tax Credits, Alameda County funds, HOME and CDBG funds, AUSD Pass Through Funds, No Place Like Home, State HCD Program funds, Tax-Exempt Bonds, and Federal Home Loan Bank Affordable Housing Program funds, (collectively the “Funding”).

**NOW, THEREFORE, BE IT RESOLVED**, that the Board authorizes the extension of predevelopment funds in the amount of \$2,204,000. This amount is in addition to sums previously authorized in 2017, 2018, and 2020.

**BE IT FURTHER RESOLVED**, the Board hereby authorizes Vanessa Cooper, Executive Director, or her written designee are each separate, individually, and independently hereby authorized to execute a Second Amendment to the Amended and Restated Unsecured, Recourse Promissory Note dated 10/31/18 to cover the approved amount of \$2,204,000.

ATTEST:

\_\_\_\_\_  
Vanessa M. Cooper  
Secretary and Executive Director

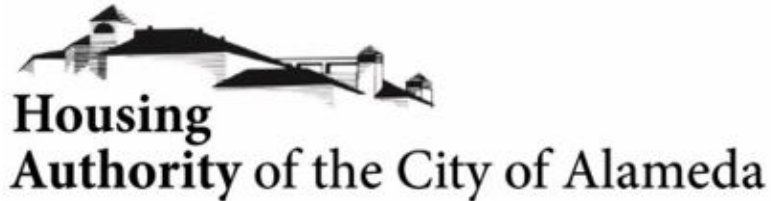
\_\_\_\_\_  
Kenji Tamaoki, Chair  
Board of Commissioners

Adopted:

\_\_\_\_\_  
Date







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

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners  
 From: Sylvia Martinez, Director of Housing Development  
 Date: October 21, 2020  
 Re: Accept Director Nomination for Board Member Position on Island City Development

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### **BACKGROUND**

Island City Development (ICD) was formed in 2014 to provide real estate development services to the Housing Authority as the lead developer and managing general partner of properties funded with Low-Income Housing Tax Credits. The structure of the nonprofit corporation is to have three Directors/Officers. Of the three, one is the current Executive Director of AHA, one is a current AHA Commissioner, and one is a current or former AHA employee. The Directors serve in a volunteer capacity without compensation.

### **DISCUSSION**

Per Section 5.6 of the Bylaws of ICD, the initial directors were appointed by the Board of Commissioners and subsequent directors shall be appointed by the AHA Executive Director. Further, if a designated director ceases to be an employee or Commissioner of AHA, then that person shall automatically cease to be a director of ICD.

Brad Weinberg was serving as the Commissioner Director of ICD. Since he is no longer an AHA Commissioner, he ceases to be a Director of ICD and this position is currently vacant. Staff seeks one Commissioner to be appointed to the ICD Board.

### **RECOMMENDATION**

Accept Director Nomination for Board Member Position on Island City Development.

Respectfully submitted,

DocuSigned by:  
  
 88FEDACB7D8D461...  
 Sylvia Martinez  
 Director of Housing Development

