



Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

AGENDA

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE & TIME

Wednesday, November 18, 2020

Brown Act Training (optional) – 5:00 p.m.

Closed Session - 6:00pm

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 and 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. 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.

Note: There will be a Brown Act training for staff and Board from 5-6pm. This is optional for Board members. The Zoom link is below. The public is also welcome to attend.

Join Zoom Meeting:

<https://zoom.us/j/95506683470?pwd=THB4bEpDaDIZZUdseXJsMjYyZGREQT09>

Meeting ID: 955 0668 3470

Passcode: 348649

One tap mobile

1-669-900-9128, 95506683470#, 0#, 348649# US (San Jose)

1-253-215-8782, 95506683470#, 0#, 348649# US (Tacoma)

Meeting ID: 955 0668 3470

Passcode: 348649

Find your local number: <https://zoom.us/u/aeJdRI8o7S>

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners
2. Public Comment (Non-Agenda)
3. Closed Session – 6:00 p.m. – Adjournment to Closed Session to Consider:
 - 3-A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.
Property Location: 1825 Poggi Street Alameda, CA 94501
Assessor's Parcel Numbers: 74-451-1-8
Agency Negotiation: Vanessa Cooper, Executive Director and Sylvia Martinez, Director of Housing Development
Negotiating Parties: Housing Authority of the City of Alameda and Lincoln Avenue Capital LLC
Property Owner: Lincoln Avenue Capital LLC
Under Negotiation: Investment in real property, price and terms of payment
 - 3-B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.
Property Location: 2217 South Shore Center, Suite 250, Alameda, CA 94501
Assessor's Parcel Numbers: 74-1200-20-5



Agency Negotiation: Vanessa Cooper, Executive Director and Janet Basta, Director of HR and Operations

Negotiating Parties: Housing Authority of the City of Alameda and MGP XII South Shore Center, LLC

Property Owner: MGP XII South Shore Center, LLC

Under Negotiation: Lease of real property, price and terms of payment

3-C. CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8.

Property Location: 501 Mosely Ave, Alameda, CA 94501

Assessor's Parcel Numbers: 74-905-12-9

Agency Negotiation: Vanessa Cooper, Executive Director and Sylvia Martinez, Director of Housing Development

Negotiating Parties: Housing Authority of the City of Alameda and Building Futures and Alameda Point Collaborative

Property Owner: Housing Authority of the City of Alameda

Under Negotiation: Price and terms of payment

4. Adjournment of Closed Session

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

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

7. Public Comment (Non-Agenda)

8. CONSENT CALENDAR

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

8-A. Approve Minutes of the Board of Commissioners Meeting held October 21, 2020 – **Page 1**

8-B. Accept the Monthly Overview Report for Operations/H.R./I.T. – **Page 5**

8-C. Approve the 2021 AHA Operations (Holiday and Office Closure) Calendar – **Page 9**

8-D. Authorize the Executive Director to Negotiate and Approve an Increase in the Contract Amount between the Alameda Housing Authority and Goldfarb & Lipman LLP in the amount of One Hundred Fifty Thousand Dollars and Zero cents (\$150,000.00) up to a total Not to Exceed Amount of Five Hundred Thousand Dollars and Zero cents (\$500,000.00) through October 23, 2021– **Page 12**

8-E. Authorize the Executive Director to Negotiate and Approve an Increase in the Contract Amount between the Alameda Housing Authority and Liebert Cassidy Whitmore in the Amount of One Hundred Fifty Thousand Dollars and Zero cents (\$150,000.00) up to a total Not to Exceed Amount of Four Hundred Thousand Dollars and Zero cents (\$400,000.00) through December 31, 2021– **Page 15**

8-F. Accept the Monthly Overview Report for the Housing Programs Department – **Page 18**

8-G. Accept the Monthly Overview Report for the Alameda Rent Program – **Page 23**

8-H. Accept the Monthly Overview Report for Property Operations – **Page 26**

8-I. Accept the Monthly Overview Report for Housing Development – **Page 33**

8-J. Accept the Monthly Development Report for North Housing – **Page 35**



- 8-K. Accept the Monthly Development Report for Rosefield Village – **Page 37**
- 8-L. Accept the Monthly Report on Procurement – **Page 40**
- 8-M. Accept the Monthly Financial Report for the Month of September 2020 – **Page 42**
- 8-N. Authorize the Executive Director to Negotiate and Sign a Contract Extension with the John Stewart Company (JSCo) for Property Management Services for a total Not to Exceed Amount of \$2,167,107 for a 5-Year Contract (3 Years with Two Optional 1-Year Renewals) to include the transfer of a 120 unit property, Esperanza, to third party management on or around January 1, 2021 – **Page 60**
- 8-O. Accept the Quarterly Financial Overview Report for Asset Management of the LIHTC (Tax Credit) Portfolio – **Page 62**
- 8-P. Accept Report on Housing Authority Records Disposition – **Page 65**
- 8-Q. Accept Executive Director Update – **Page 71**
- 8-R. Accept the North Housing Project Update Report; Approve Resolution for a \$2,408,000 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 \$924,000 – **Page 73**
9. AGENDA
- 9-A. Accept the 2019 Annual Financial Overview Report for Asset Management – **Page 76**
- 9-B. Adopt the Resolution to amend the Housing Authority's revised Employee Policies and Procedures Handbook, last revised 12.21.2016, effective 1.8.2017 to adopt temporary revisions to the Vacation Leave policy of the Housing Authority's Employee Policies and Procedures Handbook – **Page 85**
- 9-C. Accept Director Nomination for Board Member Position on Island City Development – **Page 91**
10. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
12. CONTINUATION OF CLOSED SESSION OF HOUSING AUTHORITY BOARD OF COMMISSIONERS – IF NEEDED
13. Announcement of Action Taken in Closed Session, if any.
14. 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.





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

DRAFT MINUTES

REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD WEDNESDAY, OCTOBER 21, 2020

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

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners

Present: Chair Tamaoki, Vice-Chair Grob; Commissioner Kay, Commissioner Kuwada, Commissioner Sidelnikov

Absent: Commissioner Hadid and Commissioner Rickard

Vanessa Cooper, Executive Director introduced the two new Commissioners, Commissioner Elizabeth Kuwada and Commissioner Vadim Sidelnikov.

Commissioner Kuwada and Commissioner Sidelnikov gave brief overviews of their professional qualifications and personal interests in serving on the Board of Commissioners.

Ms. Cooper introduced Stephanie Shipe, Director of Portfolio Management.

2. CONVENE REGULAR MEETING

The Board of Commissioners Meeting was called to order at 7:01 p.m. via a Zoom online conference call.

3. Public Comment (Non-Agenda)

None.

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



- *4-B. Accept the Monthly Overview Report for Operations/H.R./I.T.
- *4-C. Accept the Monthly Overview Report for the Housing Programs Department
- *4-D. Accept the Monthly Overview Report for the Alameda Rent Program
- *4-E. Accept the Monthly Overview Report for Property Operations
- *4-F. Accept the Monthly Overview Report for Housing Development
- *4-G. Accept the Monthly Development Report for North Housing
- *4-H. Accept the Monthly Development Report for Rosefield Village
- *4-I. Accept the Monthly Procurement Report
- *4-J. Accept the Monthly Financial Report for the Month of August 2020
- 4-K. Accept the Quarterly Investment Report for Period Ending September 30, 2020
- *4-L. Accept Executive Director's Update
- *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)
- *4-N. Approve the Electronic Signature Policy

Items accepted or adopted are indicated by an asterisk.

There were no questions and/or comments regarding Consent Calendar items.

Commissioner Kay moved to accept the Consent Calendar and Vice-Chair Grob seconded the motion. This meeting took place via Zoom, so a roll call vote was taken and the motion passed unanimously.

Yes	5	Chair Tamaoki, Vice-Chair Grob, Commissioner Kay, Commissioner Kuwada Commissioner Sidelnikov
Absent	2	Commissioner Hadid and Commissioner Rickard

5. AGENDA

- 5-A. Accept report from the Alameda Boys & Girls Club (10 min. presentation)

Marc Morales, Director of Operations provided an overview of the services provided to AHA clients, by the Alameda Boys & Girls Club prior to and since the beginning of the COVID pandemic.

Mr. Morales expressed gratitude for the partnership with AHA.

AHA Staff and the Board expressed gratitude for the services provided and the ability to meet the needs of AHA clients through the pandemic.

- 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

Sylvia Martinez, Director of Housing Development explained that the requests presented in Item -5-B are a result of staff's preparation for the 2021 financial applications and the discovery of the need for additional asbestos (core) abatement at the construction site. As the project is moving very quickly, these requests need to be approved in order to continue moving forward with demolition/construction.

Chair Tamaoki questioned whether there was anything learned, from the additional asbestos being missed, that could be relied on in an effort not to miss this condition during future projects.

Ms. Martinez informed the Board that the discovered asbestos was hidden between the floor boards. As standard testing does not require coring through walls or floors, this type of condition is not detected unless you perform destructive testing; which can be considered, in a limited manner, for future projects in an effort to identify this condition.

Considering the time frame, Chair Tamaoki questioned whether an MOU, with the project partners, would be in place by the 2021 financial applications deadline(s).

Ms. Martinez informed the Board that the project partners having been working diligently and plan to submit a redline version of the MOU to staff within the next couple of weeks. The goal of staff and the project partners is to bring revisions to the Board by end of the year.

Chair Tamaoki commented that considering the importance of the timeline surrounding the first phase of the project, and the competitiveness for vouchers and tax credits, as the process of securing project based vouchers is new, he would appreciate staff providing the Board with an overview of this process at an upcoming Board Meeting.

Commissioner Grob moved to accept the recommendation, as made on page 97, and Commissioner Kay seconded the motion. Ms. Cooper recommended that Commissioner Kuwada abstain from voting on this recommendation, due to a possible conflict of interest which is being reviewed, although she noted that it was the Commissioner's decision to be made whether to abstain or not. This meeting took place via Zoom, so a roll call vote was taken and the motion passed unanimously, with one recusal.

Yes	4	Chair Tamaoki, Vice-Chair Grob, Commissioner Kay, Commissioner Sidelnikov
Recused	1	Commissioner Kuwada
Absent	2	Commissioner Hadid and Commissioner Rickard

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



Ms. Cooper provided an overview of the three legal entities for the Housing Authority of the City of Alameda; the Alameda Housing Authority (AHA), Alameda Affordable Housing Authority Corporation (AAHC), and Island City Development (ICD).

ICD is comprised of three Board members; the AHA Executive Director, an AHA Staff Member, currently Janet Basta, Director of Human Resources and Operations, and the third member is appointed by the AHA Board of Commissioners. There is currently a vacancy in this position.

Commissioner Sidelnikov asked about what would be involved with serving on the ICD Board.

Chair Tamaoki and Ms. Cooper provided an overview of the ICD Board commitment, duties, and meeting schedule.

There being no nominations at the meeting, Chair Tamaoki and Ms. Cooper will follow up to discuss the best way to find a person to fill the vacant position.

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

None.

7. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Vice Chair Grob welcomed Commissioner Kuwada and Commissioner Sidelnikov.

8. ADJOURNMENT

Chair Tamaoki adjourned the meeting at 7:43 p.m.

* * * 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.

Vanessa M. Cooper
Secretary and Executive Director

Kenji Tamaoki, Chair
Board of Commissioners





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: November 18, 2020

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

BACKGROUND

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

Human Resources and Operations

A summary of unfilled positions that are on the Schedule of Authorized positions is presented below. Positions are listed by department, and information about current and recent recruitments is included.

<u>Department</u>	<u>Position</u>	<u>Number of Vacant Positions</u>	<u>Recruitment Status</u>	<u>Other Updates</u>
Administration	Management Analyst	1 FTE	Interviews in process	
	Communications Manager (aka Community Relations Manager)	1 FTE	Reposted, applications being reviewed	Retitled and reposted as Community Relations Manager. May be hired at a lower level.
	Risk Manager	1 FTE	Repost in November	
	Senior Management Analyst	1 FTE	Posted; limited response to date	New position approved in September
	Deputy Executive Director	1 FTE	Will recruit in early 2021	



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 2 of 4

Finance		0 FTE		Department is fully staffed
Housing Programs	Program Assistant (shared position with HCD)	1 FTE	New hire November 4	Department is fully staffed
Property Operations	Property Management Supervisor	1 FTE	In offer process	
	Assistant Resident Manager: IP	.13 FTE		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	New hire October 26	Department is fully staffed

Summary: Total FTE's approved for FY 2021: 54.63
Number of vacancies: 7.13
Number of active recruitments: 5.00

While there has been success in filling some positions, others, particularly at higher levels, have proven to be more challenging to fill. Anecdotal information suggests this is due to a variety of reasons, including applicants' hesitation to move to a new position with no seniority during a pandemic, reluctance to leave a position and paid leave balances/eligibility for leaves behind, and challenges in managing a variety of work/life issues in a new job, particularly for a position that is not fully remote, as is the case at AHA. At the same time, there is some uptick in applications from other public agencies that may be facing budget/job reductions in the coming months. This may began to broaden the pool of applicants to AHA positions.

Open enrollment is concluding in November with enrollments for flexible spending account plans.

Additional COVID-related measures taken this month include the installation, on a pilot basis, of touchless faucets and soap dispensers and additional physical barriers in common area spaces, such as in the breakroom. Management is monitoring the status of the pandemic and



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 3 of 4

recommendations from government agencies, and will be instituting additional measures as needed to mitigate the potential for any workplace exposure in the upcoming months.

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 October 15, 2020. Due to the timing of this report, requests received towards the end of the previous month are still in process and the totals reflected for most recent month, are for the first part of the month only.

	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	1	9	80	79
September	18	7	11	98	90
October	4	2	2	102	92

There was a decrease in requests during the shelter-in-place. 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 a variety of methods.

The IT service tickets for September fell primarily into three (3) categories: hardware issues, software issues, and access issues. Access issues include items like accessing the domain while working from home or having the right security permissions to access specific folders. We had seven (7) tickets where the response time was not correctly measured, which spiked the average response time to 11.24 hours. Disregarding these outliers, the average response time for September tickets was only about 0.32 hours.

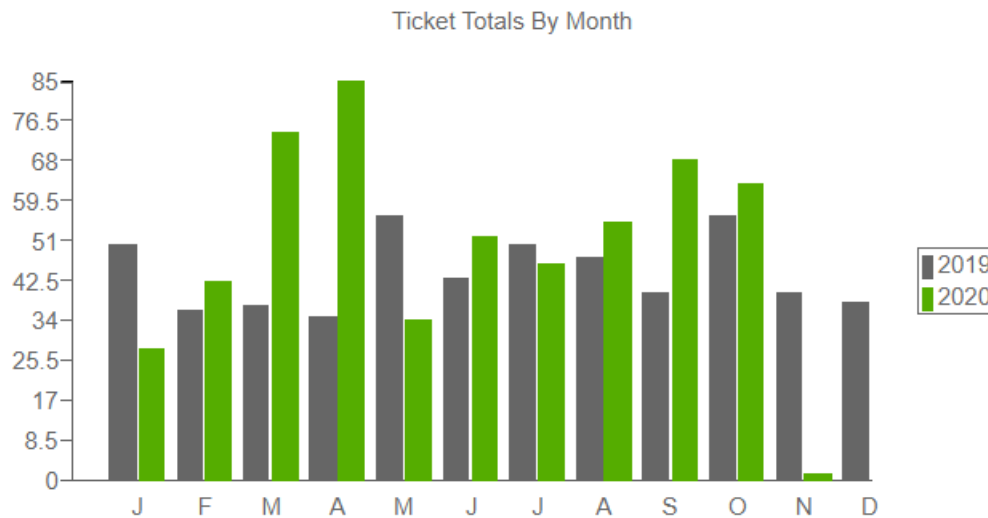
Techordia Service Ticket Requests - September 2020	
Type of Service Request	Number of Tickets
Access rights	13
Hardware	25
Software	15
On Boarding / Off Boarding	8
On Site Visits	5
Cyber Security	1
TOTAL:	67



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 4 of 4

As of 11/2/2020, there have been 548 tickets this year, and, at that time, there were 25 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. A new contract was effective October 2020 resulting in Techordia is now providing the Housing Authority with Managed Services, so some systems will be changed, upgraded, or expanded during the coming 6-month period starting with the server back-up solution.



Staff continue to work on implementing online solutions for applicants, tenants, landlords, vendors, and staff. The phone system contract is due for a new procurement, so quotes are being obtained from multiple vendors. These quotes include a meeting platform and e-fax lines along with the agencies auto-attendant and staff's desk phones. Staff hope to make a recommendation to the IT Governance Committee in November 2020 for a more comprehensive phone solution that includes the above services along with more robust reporting.

RECOMMENDATION

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

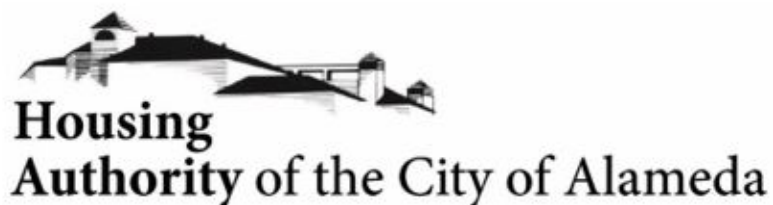
Respectfully submitted,

DocuSigned by:
Janet Basta
72DC869D12E247A...

Janet Basta
Director of Human Resources and Operations

JCB/tmsc





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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: November 18, 2020

Re: Approve the 2021 AHA Operations (Holiday and Office Closure) Calendar

BACKGROUND

In December 2015, the Housing Authority began a schedule of closing the office to the public every other Friday. Concurrently, flexing schedules for hourly staff were harmonized so that all non-exempt staff flex on the same schedule, with the Friday office closure day coinciding with the flex (non-work) day. In 2019, following the successful conclusion of a pilot program to close the office to the public each Friday, AHA adopted a schedule of being closed to the public every Friday. AHA management designates alternate days for observance of holidays that fall on flex Fridays. Additionally, AHA has been closed to the public for half-days (afternoons) on the day before Thanksgiving and during the last week of December.

Beginning in March 2020, the Housing Authority has been closed to the public due to the COVID-19 pandemic. AHA management has not set a date for reopening to the public, and does not anticipate doing so until at least mid-2021.

DISCUSSION

Office closures are publicized physically on site through various notices, through newsletters to tenants and voucher holders, and in the calendar on the home page of the AHA website. In normal (non-pandemic) times, AHA office services will be offered Monday through Thursday from 8.30 a.m. to 5 p.m. The schedule of closed Fridays has been beneficial for the coordination of administrative work and staff meetings on days when the Agency is not open to the public, without diminishing customer service functions.

The attached calendar identifies AHA holidays, alternate designated holidays, and the half-day closure schedule. This year, AHA management is proposing being closed to the public half-days for the week of Thanksgiving (rather than just the day before), as well as the last full two weeks of December. These are typically light weeks in terms of customer traffic, and being closed half-days will provide more flexibility for staffing during a high time off request period. Emergency services are provided throughout these periods. Additionally, as program participants and tenants have become accustomed to accessing



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 2 of 2

services remotely during the pandemic, it is not anticipated that these additional periods of office closure will significantly impact customer service. These half-day office closures will not be additional holidays for AHA staff; however, by closing the office to the public, it will be more manageable to grant the projected number of time off requests typically received at these times of year. Maintenance and Resident Manager services will be maintained on these days and residential site offices will generally remain open. These closures will be publicized well in advance in order to avoid any reduction in customer service.

The attached calendar being proposed assumes the office is open to the public. Should the office remain closed to the public for all or a portion of 2021, all references to office closures will be superseded by the decision to fully close the office to the public. Once the office re-opens, the schedule on the attached calendar will become effective. Staff holidays will not be affected by the office closure, however; holidays will fall on the dates designated on the 2021 calendar irrespective of whether or not the office is open to the public.

FINANCIAL IMPACT

We do not anticipate any impact to the budget as this schedule was accounted for in the current fiscal year budget.

RECOMMENDATION

Approve the 2021 AHA Operations (Holiday and Office Closure) Calendar.

Respectfully submitted,

DocuSigned by:

72DC869D12E247A...

Janet Basta
Director, Human Resources and Operations

Attachment:

1. 2021 AHA Holiday and Office Closure Calendar



2021 AHA Holiday and Office Closure Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

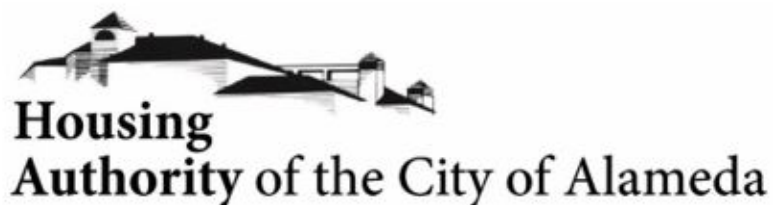
November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

KEY: Red = Holiday / Green = Office Closed to the Public / Yellow = ½ day Office Closed to the Public (July 6-8, Nov 22-24, Dec 20-23 & 27-30) / Blue = Alt Holiday for flex staff. **NOTE:** AHA is closed to the public every Friday. Christmas Day and New Year's Day are observed on December 24 and December 31.

AHA Holidays 2021

Jan 1 New Year's Day	Feb 15 Presidents' Day	Sept 6 Labor Day	Nov 26 Day After Thanksgiving
Jan 18 Martin Luther King Day	May 31 Memorial Day	Nov 11 Veteran's Day	Dec 24 Christmas Day (obs)
	July 5 Independence Day (observed)	Nov 25 Thanksgiving Day	Dec 31 New Year's Day (obs)



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: November 18, 2020

Re: Authorize the Executive Director to Negotiate and Approve an Increase in the Contract Amount between the Alameda Housing Authority and Goldfarb & Lipman LLP in the amount of One Hundred Fifty Thousand Dollars and Zero cents (\$150,000.00) up to a total Not to Exceed Amount of Five Hundred Thousand Dollars and Zero cents (\$500,000.00) through October 23, 2021

BACKGROUND

Legal services for general counsel went through a competitive Request for Proposal process in 2018, and in October 2018, a contract was awarded to Goldfarb & Lipman LLP in the amount of \$350,000.00. This contract was approved by the Board of Commissioners, as contracts in excess of \$250,000.00 are to be approved to the Board.

DISCUSSION

The contract executed on October 24, 2018 contains an initial term of three years, with extensions not to exceed two years, and a contract limit of \$350,000.00.

Services provided under this agreement include provision of general legal advice to the Board of Commissioners, Executive Director, and staff relative to agency and Board matters, including representing the Agency in court and on other legal matters. Additionally, counsel now attends all Board of Commissioner meetings. Expenditures have been towards the upper limit of the approved amount due to legal fees for development projects and the need to secure legal guidance on a number of Agency administrative matters.

To date, a total of \$298,405 (rounded) has been spent on this contract, which is within the total of \$350,000 approved by the Board. However, it is anticipated that this amount will be exceeded prior to the end of the initial 3-year term of the contract, and management is requesting an increase in the amount of the contract only. Should the contract be extended for two additional years at the conclusion of the initial three-year term, management will come back to the Board with a contract amendment to reflect the new length of the contract as well as any increase to the not to exceed limit for the remaining term of the contract.



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 2 of 2

FINANCIAL IMPACT

Funding for this contract has been approved, and is budgeted for. While total contract expenditures are within the contract limit, expenditures for the first two years of this contract are higher than anticipated. However, administration expenses are under budget due to significant savings on certain items, such as salaries and benefits. Legal fees will be reviewed prior to submission of next fiscal year's budget, and funds for the remainder of this contract will be budgeted in the upcoming budget cycle.

RECOMMENDATION

Authorize the Executive Director to Negotiate and Approve an Increase in the Contract Amount between the Alameda Housing Authority and Goldfarb & Lipman LLP in the amount of One Hundred Fifty Thousand Dollars and Zero cents (\$150,000.00) up to a total Not to Exceed Amount of Five Hundred Thousand Dollars and Zero cents (\$500,000.00) through October 23, 2021

Respectfully submitted,

DocuSigned by:

72DC869D12E247A...

Janet Basta
Director of Human Resources and Operations

Exhibit:

1. Contract Amendment #1



Exhibit 1

AMENDMENT NO. 1 TO CONSULTANT AGREEMENT

This Amendment of a Consultant Agreement by and between the Housing Authority of the City of Alameda, public body, corporate and politic (hereinafter "AHA") and Goldfarb & Lipman LLP, a California Limited Liability Partnership, whose address is 1300 Clay Street, 11th Floor, Oakland, CA 94612 (hereinafter "Consultant"), made with reference to the following:

RECITALS

A. On October 24, 2018, a Consultant Agreement was entered into by and between AHA and Consultant.

B. The effective date of this Amendment shall be November 19, 2020.

C. The Original Consultant Agreement limited the Compensation to Consultant to not exceed three hundred fifty thousand dollars and zero cents (\$350,000.00) for the initial three year term of the contract.

D. All conditions of the Consultant Agreement will remain the same except as amended below.

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

The Compensation to Consultant will include an additional one hundred fifty thousand dollars and zero cents (\$150,000.00), and the total not to exceed amount will be five hundred thousand dollars and zero cents (\$500,000.00).

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

Goldfarb & Lipman LLP

Housing Authority of the City of Alameda

Jennifer K. Bell
Partner

Vanessa M. Cooper
Executive Director



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: November 18, 2020

Re: Authorize the Executive Director to Negotiate and Approve an Increase in the Contract Amount between the Alameda Housing Authority and Liebert Cassidy Whitmore in the Amount of One Hundred Fifty Thousand Dollars and Zero cents (\$150,000.00) up to a total Not to Exceed Amount of Four Hundred Thousand Dollars and Zero cents (\$400,000.00) through December 31, 2021

BACKGROUND

Legal services for human resources counsel went through a competitive Request for Proposal process in 2018, and in January 2019, a contract was awarded to Liebert Cassidy Whitmore in the amount of \$250,000.00. This contract was approved by the Board of Commissioners, as contracts in excess of \$250,000.00 are to be approved to the Board.

DISCUSSION

The contract executed on January 1, 2019 contains an initial term of three years, with extensions not to exceed two years, and a contract limit of \$250,000.00.

Services provided under this agreement include provision of consulting, and representational and legal services pertaining to employment relations matters. Expenditures have been towards the upper limit of the approved amount due to legal fees to address the need to secure legal guidance on a number of Agency administrative and personnel matters, including addressing the current COVID-19 pandemic.

To date, a total of \$174,677 (rounded) has been spent on this contract, which is within the total of \$250,000 approved by the Board. However, it is anticipated that this amount will be exceeded prior to the end of the initial 3-year term of the contract, and management is requesting an increase in the amount of the contract only. Should the contract be extended for two additional years at the conclusion of the initial three-year term, management will come back to the Board with a contract amendment to reflect the new length of the contract as well as any increase to the not to exceed limit for the remaining term of the contract.



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 2 of 2

FINANCIAL IMPACT

Funding for this contract has been approved, and is budgeted for. While total contract expenditures are within the contract limit, expenditures for the first two years of this contract are higher than anticipated. However, administration expenses are under budget due to significant savings on certain items, such as salaries and benefits. Legal fees will be reviewed prior to submission of next fiscal year's budget, and funds for the remainder of this contract will be budgeted in the upcoming budget cycle.

RECOMMENDATION

Authorize the Executive Director to Negotiate and Approve an Increase in the Contract Amount between the Alameda Housing Authority and Liebert Cassidy Whitmore in the Amount of One Hundred Fifty Thousand Dollars and Zero cents (\$150,000.00) up to a total Not to Exceed Amount of Four Hundred Thousand Dollars and Zero cents (\$400,000.00) through December 31, 2021.

Respectfully submitted,

DocuSigned by:

72DC869D12E247A...

Janet Basta
Director of Human Resources and Operations

Exhibit:

1. Contract Amendment #1



Exhibit 1

AMENDMENT NO. 1 TO CONSULTANT AGREEMENT

This Amendment of a Consultant Agreement by and between the Housing Authority of the City of Alameda, public body, corporate and politic (hereinafter "AHA") and Liebert Cassidy Whitmore, a California Limited Liability Partnership, whose address is 6033 West Century Boulevard, 5th floor, Los Angeles, CA 90045 (hereinafter "Consultant"), made with reference to the following:

RECITALS

A. On January 1, 2019, a Consultant Agreement was entered into by and between AHA and Consultant.

B. The effective date of this Amendment shall be November 19, 2020.

C. The Original Consultant Agreement limited the Compensation to Consultant to not exceed two hundred fifty thousand dollars and zero cents (\$250,000.00) for the initial three year term of the contract.

D. All conditions of the Consultant Agreement will remain the same except as amended below.

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

The Compensation to Consultant will include an additional one hundred fifty thousand dollars and zero cents (\$150,000.00), and the total not to exceed amount will be four hundred thousand dollars and zero cents (\$400,000.00).

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

Liebert Cassidy Whitmore

Housing Authority of the City of Alameda

Scott Tiedeman
Partner

Vanessa M. Cooper
Executive Director



Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Lynette Jordan, Director of Housing Programs

Date: November 18, 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.

Funding Update

On September 17, 2020 AHA was released by the Shortfall Prevention Team (SPT) and was awarded \$1.3 million in shortfall funding. Since receiving the funding AHA continue to meet bi-weekly to review outstanding departmental year- end cost and utilize the Two-Year Tool (TYT) to project HAP spending. A review of the TYT now show a positive projected HAP reserve amount of \$586K, which is about 4.1% of the 2020 HAP Budget Authority (BA). AHA continues to engage with the San Francisco HUD office, to ensure AHA stays on track.

Virtual Owner Workshop

HPD staff hosted two Virtual Owners Workshop sessions this year in an effort to accommodate participating owners during the current health crisis. The workshops were held online on October 21st and October 28th. Both sessions were open to all owners currently participating in the Housing Choice Voucher (HCV) Program and any owners/landlords interested in participating in the HCV program in the future. The workshop on October 21, 2020 was geared towards those owners new to the HCV program and contained an in depth overview of the HCV program. The workshop held on October 28, 2020 was a presentation geared to those owners who have been with the HCV program for five or more years.

The workshop presentations included guest speakers with an overview of the following topics:

- Overview of the HCV Program
- New Owner Incentive Program
- New Landlord Portal
- Changes to the Section 8 Program as a result of new rent control and eviction prevention legislation
- Vector Control/Pest Control
- County Lead Based Paint Incentive Programs



This year's online workshops were well attended with over 55 owners attending on the two days.

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 October 2020 staff completed 128 online recertification. 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 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 shelter in place orders and participants inability to submit paperwork directly to the office. In the month of October staff completed 28 interim adjustments.

Other

Staff are working to assess when to open the waitlists and will come back to the Board in 2021 with further information. Staff are also working with Property Management to restart Housing Quality inspections in 2021. Additional precautions will be taken due to the current health crisis.

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 October 2020

Item	January	February	March	April	May	June	July	August	September	October	November	December	YTD
HAP spent for month	\$2,653,885	\$ 2,673,013	\$2,679,088	\$ 2,619,470	\$2,613,628	\$2,563,607	\$2,567,909	\$2,637,204	\$2,713,022	\$2,817,234			\$ 26,538,060
Vouchers under lease at start of month	1487	1480	1497	1489	1455	1460	1470	1451	1506	1509			n/a
Vouchers issued during the month	3	2	19	1	0	0	0	1	0	0			26
New units leased in private market	4	1	1		3	2	1	1	3	0			16
New units leased in affordable market	0	0	0	0	3	2	1	0	1	1			8
Seeking vouchers	23	30	25	14	23	27	25	32	31	25			255
Port outs leased	0	0	2	13	1	1	1	2	0	0			20
Port ins leased	2	3	3	1	1	2	1	2	0	1			16
Annals completed	121	117	75	97	121	140	160	129	196	127			1283
Interims completed	43	42	56	145	47	41	48	36	40	28			526
Rent Increases completed	45	28	23	20	16	41	23	23	10	12			241
Inspections conducted	157	45	36	0	0	0	0	0	0	0			238
Inspections passed first time	80	13	10	0	0	0	0	0	0	0			103
Hearings requested	10	4	6	1	2	9	2	4	6	1			45
Hearings held	1	1	0	1	1	1	1	1	0	2			9
End of Participaition *	3	5	1	2	3	3	5	1	0	0			23

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

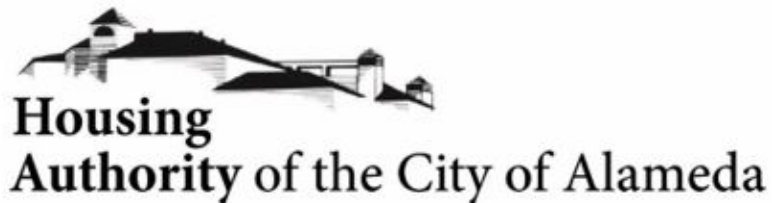
Attachment 2

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 2020-05 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"> Allows for delay in biennial inspections All delayed biennial inspections must be completed as soon as reasonably possible but by no later than October 31, 2020. 	4/10/2020	10/31/20
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"> Waives the requirement for the PHA to conduct interim inspection and requires alternative method Allows for repairs to be verified by alternative methods 	4/10/2020	7/31/20
HQS-9 HQS QC Inspections	<u>Regulatory Authority</u> § 982.405(b)	<ul style="list-style-type: none"> Provides for a suspension of the requirement for QC sampling inspections 	4/10/2020	10/31/20
HCV-2 PHA Oral Briefing	<u>Regulatory Authority</u> § 982.301(a)(3) § 983.252(a)	<ul style="list-style-type: none"> Waives the requirement for an oral briefing Provides for alternative methods to conduct required voucher briefing 	4/10/2020	7/31/20

Attachment 2 (cont.)

HCV-3 Term of Voucher - Extensions of Term	<u>Regulatory Authority</u> § 982.303(b)(1)	<ul style="list-style-type: none"> Allows PHAs to provide voucher extensions regardless of current PHA policy 	4/10/2020	7/31/20
11 b SEMAP	<u>Regulatory Authority</u> 24 CFR Part 985	<ul style="list-style-type: none"> PHA to retain prior year SEMAP score unless requests otherwise 	SEMAP due 8/2020	



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Greg Kats, Rent Program Director

Date: November 18, 2020

Re: Accept the Monthly Overview for the Alameda Rent Program

DATA

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

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

**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

November 18, 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 and fee payment statistics indicate the following:

- 76.95% of rental properties are registered
- 82.94% of rental units are registered
- 1, 296 unit exemptions requested
- 94.44% unit exemptions approved
- 356 property exemptions requested
- 84.27% property exemptions approved
- \$1,486,246.80 in annual fee payments collected (74% of total program costs for FY 2020-21)

During the month of October 2020, staff processed the following Rent Registry submissions:

- 43 rent increase errors
- 45 unit exemptions
- 14 property exemptions
- 17 new owner amendments
- 124 new tenant amendments

Staff also collaborated with the City of Alameda to produce the following policies in October 2020. These new regulations are now posted on the program website:

- Regulation for Adding/Removing Tenants
- Regulation for Banking
- Regulation for SROs
- Revised COVID-19 Urgency Ordinance Regulation 20-01

The Rent Program and The City of Alameda are also currently in the process of discussing significant changes to the Capital Improvement Plan (CIP) process. In an



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 3 of 3

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.

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 are 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).

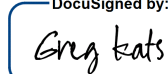
Reminder notices were sent to landlords, who have not paid their annual program fees, in the first week of September 2020. Now that the payment deadline has passed, the Rent Program and the City of Alameda are discussing potential enforcement actions towards owners who have not registered their properties and/or paid their annual program fees.

In October of 2020, the Rent Program mailed out almost 3000 non-compliance letters to landlords who did not comply with various requirements of the Alameda Rent Program. In the coming weeks, the Rent Program will mail out an additional 10,000 letters, including letters informing landlords and tenants of the Maximum Allowable Rent (MAR) for their individual rental unit(s).

RECOMMENDATION

Accept the Monthly Overview for the Alameda Rent Program.

Respectfully submitted,

DocuSigned by:

93EBFF900664467...

Greg Kats
Rent Program Director





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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Stephanie Shipe, Director of Portfolio Management

Date: November 18, 2020

Re: Accept the Monthly Overview Report for Property Operations

BACKGROUND

This memo provides a high-level overview of the Property Operations Department's activities for the month of October 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 Diamant, and Esperanza 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. Esperanza will move to third party management in January.

Staff absences and vacancies during the month of October 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 Property Supervisor joining the team at the end of November.

VACANCY

The attached table (Attachment 1) reflects twenty-one (21) 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 October. Of these three are off-line for rehab at the scattered sites including two units at Sherman Street and one at Lincoln Avenue it is anticipated that these units will be ready for occupancy by November 30. Progress is taking place in filling the remaining eighteen (18) vacancies.

Of the eighteen vacant units, eleven are turned and ready for occupancy with continued work with the remaining in seven existing vacancies and newly vacated units. As mentioned in last month's board report, three out of four 3-bedroom units at Esperanza were due to staff right sizing households to 2 bedroom and 1-bedroom vacant units within



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 2 of 5

AHA's portfolio because the family size had decreased significantly since move in. Staff continues to market these 3 bedroom units. Of the eighteen vacant units, six 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 Diamant 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.

China Clipper has 86.3% collection rate due to 4 vacancies, which account for a total loss of \$5,715. The Scattered Sites' 87.5% 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 June 30, 2021 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 town halls for the portfolio took place via Zoom at our properties throughout October. This was an opportunity for staff to engage with tenants and provide background on the agency, as well as the rules and regulations governing the relationship. Staff also heard directly from tenants on their lived experiences in our communities.



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 3 of 5

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 are 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 three households who have 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 hoarding may be taking place in units unabated. In October we had to start replacing smoke detectors in units throughout the AHA managed portfolio, at that time we were able to start identifying households that had some significant habitability concerns. Staff was able to start working with those households and refer them to LifeSTEPS. 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.

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.



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 4 of 5

Maintenance

Staff began replacing aging smoke detectors in October starting with Independence Plaza. Staff will move the project to Anne B Diamant in November and plan on wrapping up the end of the year in Esperanza. This is a team effort which begins with staff creating a work order for every; we continue to follow safety protocols so our staff can complete this work safely.

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.

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 in due course.

FINANCIAL IMPACT

Report only, no financial impact.



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 5 of 5

RECOMMENDATION

Accept the Monthly Overview Report for Property Operations.

Respectfully submitted,

DocuSigned by:

62BF77C3CDAF4E7...

Stephanie Shipe
Director of Portfolio Management

Attachments:

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



ATTACHMENT 1

Month of October 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	\$ 110,279.00	\$ 121,923.30	\$ 51,791.30	\$ 173,714.60	157.5%
Anne B Diamant	AHHC	AHA	65	Senior	1	\$ 92,123.00	\$ 27,018.00	\$ 84,895.00	\$ 111,913.00	121.5%
Esperanza	AHA	AHA	120	Family	1	\$ 330,004.00	\$ 65,902.95	\$ 267,636.00	\$ 333,538.95	101.1%
China Clipper	AHHC	JSCO	26	Family	1	\$ 44,629.00	\$ 9,956.00	\$ 28,580.00	\$ 38,536.00	86.3%
Scattered Sites	AHA	JSCO	34	Family	0	\$ 70,938.00	\$ 12,655.00	\$ 49,442.00	\$ 62,097.00	87.5%
Parrot Village and Gardens	AHA	JSCO	58	Family	1	\$ 159,162.00	\$ 35,179.00	\$ 123,965.00	\$ 159,144.00	100.0%
Littlejohn Commons	ICD	JSCO	31	Senior	1	\$ 51,246.00	\$ 10,307.00	\$ 40,089.00	\$ 50,396.00	98.3%
Everett Commons	ICD	JSCO	20	Family	1	\$ 43,793.00	\$ 9,969.00	\$ 30,809.00	\$ 40,778.00	93.1%
Eagle Village	AHA	JSCO	36	Family	1	\$ 91,972.00	\$ 21,554.00	\$ 68,536.00	\$ 90,090.00	98.0%
TOTAL			576		8	\$ 994,146.00	\$ 314,464.25	\$ 745,743.30	\$ 1,060,207.55	106.6%

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	2	1.1%	0	1.1%	3	0	253	
Anne B Diamant	AHHC	0	0.0%	0	0.0%	0	0	49	
Esperanza	AHA	4	3.4%	0	3.4%	0	0	87	
China Clipper*	AHHC	4	16.0%	0	16.0%	2	1	6	
Scattered Sites*	AHA	5	14.7%	4	2.9%	0	0	0	
Parrot Village and Gardens*	AHA	2	3.5%	0	3.5%	1	0	29	
Littlejohn Commons*	ICD	2	6.7%	0	6.7%	2	0	3	
Everett Commons*	ICD	1	5.3%	0	5.3%	0	0	0	
Eagle Village*	AHA	1	2.9%	0	2.9%	1	0	11	1
TOTAL		21	3.6%	4	3.0%	9	1	438	3

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 and initial work started
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 November.
Independence Plaza	Exterior Renovations (walkway lighting, trellis repairs)	150,000				6/30/2020	Anticipate Issuance of RFP in 2021
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	Complete
Parrott Gardens	Roof Repair--1854 St. Charles	22,000				10/31/2020	In progress
North Housing	Demolition and Related Costs	3,000,000		5,204,000			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
Sherman 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 Inspections/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



Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: November 18, 2020

Re: Accept the Monthly Overview Report for Housing Development

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 has audited the structural values across the portfolio for insurance purposes. The structural values were increased based on a current construction rate currently used on the Rosefield Construction and Rehab project. The approximate additional cost is \$75,000 per year.



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 2 of 2

Staff continues to complete the monthly financial review of the properties. Staff finalized the 2020-2021 budgets for the properties recently transitioned to third party property management, The John Stewart Company.

Staff is completing the investor National Equity Fund (NEF) annual site visit questionnaire and self-certification. Due to COVID-19, the investor will not be performing an in-person site inspection. Staff is preparing the annual compliance certification for HOME properties, Sherman Street and Lincoln House. Staff completed lender required capital improvement projects at Esperanza with concrete repairs and Parrot Village with asphalt replacement in the parking lot area. Staff completed Quarter 3 lender and investor financial reporting. Staff attended the annual board meeting for the Association of Bay Area Governments (ABAG).

Staffing

Recruitment is underway for a Senior Project Manager. A shared/part-time Program Assistant started in early November. 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.

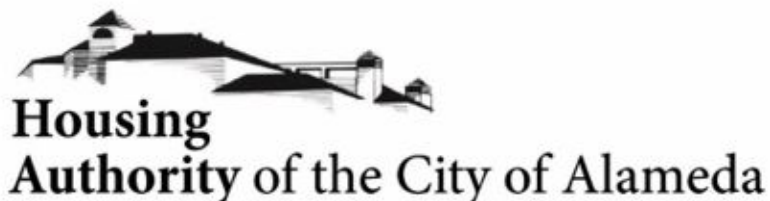
Respectfully submitted,

DocuSigned by:

88FEDACB7D8D461...

Sylvia Martinez
Director of Housing Development





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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Richard Yoshida, Project Manager

Date: November 18, 2020

Re: Accept the Monthly Development Report for North Housing

BACKGROUND

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

DISCUSSION

The Development Plan was approved at the Special Planning Board Meeting on August 17, 2020 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. 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 is processing the third draw. Staff has received a change order for additional asbestos removal and time extensions and made a request for funding from the Board of Commissioners on October 21, 2020. This request is being further updated in this Board Meeting. The demolition is now projected to be completed in April/May 2021.



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 2 of 2

Staff has continued discussions with our partners, APC and Building Futures, which 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 site development plan approval of 586 affordable rental units.

FINANCIAL IMPACT

As of October 21, 2020, the Board authorized a predevelopment loan of \$6,238,000 for costs associated with master planning, carrying costs, demolition, and pre-development work for the first 90 units of permanent supportive housing. Additional funds are being requested at this meeting. Funds are being disbursed to ICD on an as-needed basis. 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	<u>\$ 2,697,140</u>

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:

Richard Yoshida

42DD25092BC844B...

Richard Yoshida
Project Manager





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: November 18, 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 October 31, 2020 is approximately 2.75%.

Current construction activities include demolition and asbestos abatement for the buildings to be demolished. Two of the nine buildings slated for demolition have been demolished.

Change Order #02, approximately \$100,000, was approved for site security, sewer lateral investigation, and elevator backup battery with lowering device. Security during construction in the amount of \$80,000 was included as soft costs in the overall development budget and will be reclassified as hard costs. Therefore, the net Change Order #02 is approximately \$20,000. The GC has requested 20 working days in time extension to the overall project schedule related to Change Order #01 for additional



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020

Page 2 of 3

asbestos abatement and removal of 2nd layer of contaminated drywall. Staff is negotiating with the GC related to the time extension request.

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

Contingency Utilization				
	Original Budget	Previous Revisions	Current Revisions	Revised Budget
Construction Contract	\$38,218,849	\$80,000	\$99,711.08	\$38,398,560
Hard Costs Contingency	\$4,586,262	-\$80,000	-\$19,711.08	\$4,486,551
Soft Cost Contingency	\$300,000	-\$134,680	\$0	\$165,320

General Construction Contract Utilization				
Contract Total	Value of Work Completed to Date	Retention Withheld	Amounts Paid to Date	Balance to Finish
\$38,398,560	\$1,056,243	\$59,262	\$996,981	\$37,342,317

On October 31, 2020, one of the five households remaining moved-out. 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 October 31, 2020, is below:

Total Units	Vacant Units	Moves Completed	Currently Occupied	Remaining Units to Permanently Relocate	Remaining Units to Temporarily Relocate
53	49	30	4	0	2 (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



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020

Page 3 of 3

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.

	\$ Budget	\$ Disbursed	% Disbursed	\$ Balance
Land & Buildings	\$17,210,000	\$17,210,000	100%	\$0
Hard Costs	\$43,365,111	\$1,200,260	3%	\$42,164,851
Soft Costs	\$15,977,067	\$5,050,377	32%	\$10,926,690
Total	\$76,552,178	\$23,460,637	31%	\$53,091,541

RECOMMENDATION

Accept the Monthly Development Report for Rosefield Village.

Respectfully submitted,

DocuSigned by:

 AE7A4FFC8B2642A...
Tony Weng
 Senior Project Manager





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Daniel Mills, Management Analyst

Date: November 18, 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 October.

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 and IFBs can be found at the end of this overview.

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 October 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.
- As previously reported, the current health crisis also forced our existing security services vendor to cease operations. This led to a decision to quickly sole source a new vendor and the IFB has been issued recently.
- Contract Extensions for this Quarter include: Robert Half International, to March 31, 2021 in the Amount of a Total Not to Exceed \$300,000.
- As previously reported, staff 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 at a reasonable price of \$18,000 over a five-year period. Staff are



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 2 of 2

planning with the vendor on a January 1, 2020, deployment. We will keep the Board informed of any changes in this schedule.

AHA solicitations can be found here:

http://www.alamedahsg.org/working_with_us/business_opportunities.

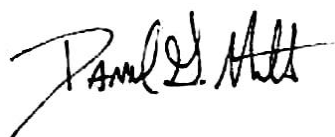
A summary of RFPs and ITBs is provided below:

RFP/IFB	Description	Status
Appliances	Appliances for residential units	IFB sent out to prospects on November 6, 2020.
Copier Services	For the AHA Office	RFP draft in progress.
Flooring Services	For Office and AHA managed properties	New contract with BACC executed October 26, 2020.
Gutter and Downspout Cleaning	For Office and AHA managed properties	IFB to be issued in December.
Inspection Services	For HQS	RFP closed, under internal review.
Janitorial Services	For Office and AHA managed properties	New contract with Nova executed October 26, 2020.
Landscape Maintenance	For Office and AHA managed properties and North Housing	New contract with Banksia Landscaping executed October 26, 2020.
Painting Services	For Office and AHA managed properties	New contract with H.B. Restoration executed October 26, 2020.
Pest Control	For Office and AHA managed properties	IFB sent out to prospects on October 28, 2020.
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.
Security Services.	For Office and AHA managed properties as needed	IFB sent out to prospects on November 6, 2020.

RECOMMENDATION

Accept the Monthly Overview Report on Procurement.

Respectfully submitted,



Daniel Mills
Management Analyst





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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Director of Finance

Date: November 18, 2020

Re: Accept the Monthly Financial Report for the Month of September 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 September 30, 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

November 18, 2020
Page 2 of 7

DISCUSSION

Overview

July-September 2020 Financial Snapshot	PTD Actual	PTD Budget	Variance	% Var
TOTAL REVENUE	13,541,792	12,193,242	1,348,550	11.06
OPERATING EXPENSES	10,769,506	12,180,700	1,411,193	11.59
NET OPERATING INCOME BEFORE DEPRECIATION	2,772,286	12,542	2,759,743	22,003
DEPRECIATION EXPENSE	419,876	404,557	15,319	3.79
TOTAL EXPENSES	11,189,382	12,585,256	1,395,874	11.09
NET INCOME	2,352,410	-392,014	2,744,424	700.08

Year-to-date variances are as follows: total revenue is higher than budget by \$1,348,550 (11.06%), operating expenses are below budget by \$1,411,193 (11.59%) resulting in net operating income (before depreciation) being higher than budget by \$2,759,744. Further discussions on the cause of these variances are below.

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 \$3,329,576 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 \$260,640 or 8.49%. 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; this is presented under account 7030060 in the attached exhibits.

Total Other Income and Restricted Income is lower than budget by \$540,026 (89.68%). This is mostly attributable to account 711092 Professional Service Revenue as Rent Program and Housing Development reimbursements from the City of Alameda for July through September are in arrears. AHA staff has followed up on these outstanding MOU reimbursements and the City has communicated that they will process the July reimbursement in the beginning of November. Furthermore, interest earned from



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 3 of 7

CAMP and LAIF are lower than budget due to the low interest rate environment, and LAIF investments are earned on a quarterly basis in arrears.

Tenant rental revenue is \$185,810 (17.02%) 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 \$384,444 (23.10%).

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 so total tenant rents and related HAP is higher than budget by \$198,634 on a net basis. 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 Administrative Fee funds of \$421,086 was received from HUD in August 2020. Due to the 2 special CARES Act funding, Administrative Fee income from HUD is higher than budget by \$477,977 (106.77%).

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%.

Furthermore, staff has applied for additional HAP funding with HUD in September 2020, and AHA received \$1,362,837 that same month. 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.

Expenses

Total operating expenses are lower than the year-to-date budget by \$1,411,194 (11.59%). 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



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 4 of 7

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 \$1,171,075 (14.71%) higher than budget which is driven by the additional HAP shortfall funds of \$1,362,837 stated previously. Staff continues to make progress on \$83,580 (Account 9700800) in accounts receivable for Port-In billings from other public housing authorities. This amount is subject to change due to net Port-Outs. Port-In billing collections was not budgeted in the FY 2021 budget process.

Shelter Plus Care revenue is paid in arrears by the Alameda County Housing and Community Development Department and is \$9,124 below budget (7.90%).

Statement of Net Position

The Housing Authority has adequate cash resources for operations. As of September 30, 2020, AHA, AAHC and its affiliates have \$11.2 Million in cash, and \$17.6 Million held in LAIF and CAMP investments.

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, and expected annual and quarterly reporting on CARES Act funds.
- (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.
- (6) Continue to liaise with auditors remotely to ensure documents (redacted of PII) are shared via Sharefile and that the auditors can continue their review offsite.

Staffing



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 5 of 7

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 monthly Voucher Management System (VMS) report and the annual unaudited Financial Data Schedule (FDS). 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 audit FY 2019 FDS was submitted to HUD's Real Estate Assessment Center in March 2020 and the Federal Audit Clearinghouse. The audited FY 2019 FDS was rejected in May 2020 and AHA staff, Citrin Cooperman, and Nan McKay discussed the response prior to resubmittal. AHA staff resubmitted the FDS in September 2020 prior to the deadline of September 30, 2020

In late October 2020, HUD staff rejected the 2nd submission. The questions posed by HUD are not controversial in nature, and mostly referenced the disclosures of the audited financial statements.

AHA staff prepared a response by referencing the audited financial statements and submitted the response to HUD on November 5, 2020, which was cross reviewed by Citrin Cooperman and Nan McKay prior to resubmittal. AHA staff is awaiting on HUD's response.

The unaudited FY 2020 FDS was submitted timely to HUD's Real estate Assessment Center on October 30, 2020, including a new section on how AHA spent CARES Act funds in FY 2020.

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 has a final extended filing deadline of May 15, 2021. The tax extensions were appropriately filed by Citrin Cooperman in October 2020.

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



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 6 of 7

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.

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.

Island City Development's audited financial statements is being finalized after review by staff and its tax return (IRS Form 990) is currently being produced by HCVT. The tax return is due by the extended deadline of November 16, 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.

Furthermore, the financial activity of the Section 115 Other Post-Employment Benefits Trust (CalPER's California Employer's Retiree Benefit Trust) will be incorporated in the consolidated audited financial statements that will be presented to the Board of Commissioners in March 2021.

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 net 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.



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 7 of 7

Banking Activities

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. Staff continues to review fees and request reversals of fees.

Furthermore, due to consolidation of US Bank branches, the AHA safe deposit box was closed in early November 2020.

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.

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 September 2020.

Respectfully submitted,

DocuSigned by:
Louie So
CC6FAB3A8A824DA...

Louie So, CPA
Director of Finance

Attachments:

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



Balance Sheet

Sep-20

Book = Accrual

	Balance
	Current Period
1000000 ASSETS	
1100000 CURRENT ASSETS	
1101000 CASH	
1110010 Cash - Unrestricted	8,811,309.47
1110012 Cash - Reserve for Building	78,450.83
1110013 Cash - Reserve for 3rd Party Managed Buildings	95,800.49
1110014 Cash - Reserve for Equipment	2,152.00
1110018 Cash - Operating Checking with 3rd Party	1,146,942.96
1110019 Petty Cash with 3rd Party	200.00
1110020 Cash - Petty cash	500.00
1110021 Cash - Benefit Account	76,586.49
1110030 Cash - FSS	112,218.70
1110040 Cash - Replacement Reserve Bldg	286,415.00
1130030 Cash - Restricted Sec Dep	218,271.08
1140000 Cash - Tenant Security Deposits	339,160.17
1140050 Cash - Tenant Security Deposits with 3rd Party	41,583.00
1199000 TOTAL CASH	11,209,590.19
1200000 ACCOUNTS RECEIVABLE	
1210000 Accounts Receivable - PHA	25,331.00
1240010 Accounts Receivable - Government	1,535,448.58
1240050 HAP Rent Receivable	123,608.95
1240070 Accounts Receivable- HUD	29,438.79
1250010 Accounts Receivable - Other	436,157.09
1250050 Accounts Receivable - 3rd Party Management	23,585.23
1255000 Subsidy Suspense Receivable	-27,827.07
1260000 Accounts Receivable - Tenant	168,548.15
1260050 Accounts Receivable - Tenant Rent with 3rd Party	81,236.98
1261000 Allowance for Doubtful Accounts -Dwelling Rent	-101,605.35
1280000 Fraud Recovery	30,554.98
1281000 Allowance for Doubtful Accounts - Fraud	-29,829.78
1290000 Accrued Interest Receivable	5,549.00
1299000 TOTAL ACCOUNTS RECEIVABLE	2,300,196.55
1300000 INVESTMENTS AND OTHER CURRENT NOTES	
1310000 Investments(LAIF)- Unrestricted	10,350,473.82
1320010 Investments - Other	200.00
1320020 Investments(LAIF) (Restricted) - FSS Escrow	-325.96
1320030 Investments(LAIF)- Building Reserve	1,070,889.50
1320040 Investments(LAIF) - Equipment Reserve	166,727.87
1350000 Investments - Restricted	0.15
1350010 Investment(LAIF)-Restricted (Jack Capon Villa Trust)	1,399.51
1350023 PFM-Accured Interest	0.00
1350031 Investments - CAMP	6,001,262.45

Attachment 1 (cont.)

11/4/2020 2:37 PM

Balance Sheet

Sep-20

Book = Accrual

	Balance
1350100 Mortgage Receivable	60,366,176.31
1350103 Mortgage Receivable-Jack Capon L. P.	107,337.34
1350105 Loan Receivable-Security Deposit Loan	92,569.00
1350106 Loan Receivable - ICD	17,442,482.00
1350107 Loan Receivable-RCD/Stargell/Tri Pointe	2,000,000.00
1350109 Loan Receivable - Section 8	1,790,000.00
1360000 TOTAL INVESTMENTS AND OTHER CURRENT NOTES	99,389,191.99
1400000 PREPAID EXPENSES	
1420010 Prepaid Insurance - Property	19,650.02
1420020 Prepaid Insurance - Liability	64,621.46
1420030 Prepaid Insurance - Auto	0.00
1420040 Prepaid Insurance - Worker Comp	43,696.67
1420050 Prepaid - Other	58,008.10
1420051 Prepaid Rent	14,400.00
1420070 Escrow Deposits - Property	18,395.12
1420075 Escrow Dep. PNC Hedge Res.	81,493.13
1430000 Inventories	10,782.99
1430010 Replacement Reserve-NorthMarq Loan	618,549.56
1430020 Reserve for Replacement NorthMarq	519,220.83
1440099 TOTAL PREPAID EXPENSES	1,448,817.88
1440105 INTERPROGRAM	
1440110 Interprogram (Due From)	930,920.43
1440111 Interprogram Due From Sherman St FACSA	12,725.19
1440112 Interprogram Due From Lincoln St FACSA	7,093.49
1440210 Interprogram Due From Esperanza	687.81
1440411 Interprogram Due from Detached Home	-0.02
1440452 Interprogram Due From Stargell Commons	8,156.24
1440453 Interprogram Due From Island City Development - 4530	203.94
1440601 Interprogram Due From ABD	-22,495.73
1440602 Interprogram Due From Rosefield Village - 4537	218.80
1440603 Interprogram Due From Parrot Gardens	15.11
1440604 Interprogram Due From Stanford House	4.67
1440605 Interprogram Due From Lincoln/Willow	15.12
1440606 Interprogram Due From Senior Condos	18.23
1440607 Interprogram Due From China Clipper	407.65
1440608 Interprogram Due From Regent Street Land	1,530.11
1440609 Interprogram Due From Santa Clara Land	60.19
1440610 Interprogram Due From Eagle Village	264.80
1440613 Interprogram Due From Shinsei Gardens	2,580.11
1440710 Interprogram Due From Section 8 Vouchers	435,589.63
1440810 Interprogram Due From Independence Plaza	0.00
1440899 TOTAL INTERPROGRAM	1,377,995.77
1500000 TOTAL CURRENT ASSETS	115,725,792.38

Balance Sheet

Sep-20

Book = Accrual

	Balance
1590000 LONG TERM ASSETS	
1600000 FIXED ASSETS	
1609999 LAND AND BUILDINGS	
1610000 Land	58,219,778.63
1620030 Buildings	30,168,477.82
1620031 Buildings Improvements	2,146,759.76
1629000 TOTAL LAND AND BUILDINGS	90,535,016.21
1630040 Furniture and Equipment - Dwelling	355,074.81
1630041 Furniture and Equipment - Other	116,685.50
1650000 Leasehold Improvements	14,231,511.43
1660030 Accumulated Deprecation	-29,554,460.35
1660060 Accumulated Depreciation - 3rd Party	-532.61
1699000 TOTAL FIXED ASSETS	75,683,294.99
1700000 ALL OTHER ASSETS	
1740000 Other Asset	108,276.32
1770000 TOTAL ALL OTHER ASSETS	108,276.32
1800000 DEFERRED OUTFLOW	
1800200 Deferred Outflow of Resources	1,475,272.62
1890000 TOTAL DEFERRED OUTFLOW	1,475,272.62
1900000 CONSTRUCTION IN PROGRESS	
1900100 CIP - On Site Improvement	64,661.90
1900210 CIP - Architectural & Engineering Fees	12,662.50
1900230 CIP - Professional Services (Other)	17,208.00
1900290 CIP - Organization - Legal	0.00
1900410 CIP - Environmental Testing & Reports	11,350.00
1900420 CIP - Permit & Fees (plan'g,build'g,public work,school dist)	686.77
1900430 CIP - Utilities Fees	607.60
1919999 TOTAL CONSTRUCTION IN PROGRESS	107,176.77
1929999 TOTAL LONG TERM ASSETS	77,374,020.70
1999999 TOTAL ASSETS	193,099,813.08
3000000 LIABILITIES AND EQUITY	
3005000 LIABILITIES	
3100000 CURRENT LIABILITIES	
3100500 ACCOUNTS PAYABLE	
3120010 Accounts Payable<= 90 Days	336,182.43
3120011 Accounts Payable -CALPERS (employee portion)	308.91
3120012 Accounts Payable-Health Insurance (employee portion)	1,861.96
3120014 Accounts Payable-Garnishment (employee portion)	-128.50
3120015 Accounts Payable-Vision Insurance (employee portion)	706.65
3120016 Accounts Payable-Life Insurance (employee portion)	-47.11
3120018 Accounts Payable-PARS retirement (employee portion)	133.76
3120019 Accounts Payable-Flexible Spending Account(employee portion)	2,995.55
3120021 Employees Cobra	765.27

Balance Sheet

Sep-20

Book = Accrual

	Balance
3120022 Accounts Payable-PERS 1959 Surv(Employee Portion)	40.92
3120023 Accounts Payable-FSA Transit Plan	507.85
3120024 Accounts Payable FSS	84,640.83
3120026 Accounts Payable FSS Interest	-33.13
3120029 Accounts Payable - 3rd Party Management Company	27,793.74
3120030 Accrued Wage/Payroll Taxes Payable	1,101.95
3120040 Accrued Compensated Absences - Current Portion	183,552.90
3120045 Accrued Vacation Payable - 3rd Party Management	3,787.66
3120070 Accrued Payables	121,360.76
3120075 Accrued Accounts Payable - 3rd Party Management	177,466.64
3330030 Account Payable - Other PHA	25,331.00
3330100 Tenants- Rents Payable	9,900.00
3339000 TOTAL ACCOUNT PAYABLE	978,230.04
3400000 SECURITY DEPOSITS HELD	
3410010 Tenant Security Deposits	440,152.29
3410015 Tenant Security Deposits - held with 3rd Party Management	34,247.00
3410020 Tenant Security Deposits - Pets	900.00
3410030 Tenant Security Deposits - Gate Opener	25.00
3410040 Tenant Security Deposits - Satellite Dish/Antenna	1,500.00
3410060 Tenant Security Deposits - Pooled Interest	61,619.44
3410999 Security Deposit Refund	7,490.59
3419000 TOTAL SECURITY DEPOSITS HELD	545,934.32
3419900 OTHER LIABILITIES	
3420000 Prepay Tenant Rent	73,276.29
3421000 Prepay Tenant Rent - 3rd Party Management	50,811.36
3425000 Unearned Revenue	382,897.50
3426000 Prepaid Ground Lease Rent	3,326,863.00
3430000 Current Portion of Long Term Debt - Capital Projects	200,792.37
3449000 TOTAL OTHER LIABILITIES	4,034,640.52
3470000 INTERPROGRAM	
3470050 Interprogram (Due to)	863,945.19
3470110 Interprogram Due To General Fund	468,483.72
3470601 Interprogram Due To Anne B Diamant Plaza	19,786.00
3471000 Due To/Due From Suspense Account	102,913.80
3480000 TOTAL INTERPROGRAM	1,455,128.71
3499000 TOTAL CURRENT LIABILITIES	7,013,933.59
3500000 NON-CURRENT LIABILITIES	
3510020 Reduction to Mortgage Loan	81,907.72
3510100 Mortgage Loan Payable	21,635,414.04
3510130 Interest Payable - City of Alameda Loan	648,490.00
3510140 Home Fund Loan #1	217,191.20
3510143 \$3.6M Housing Authority Loan Payable	43,925,000.00
3510150 Housing Community Dev. Loan	916,399.98

Balance Sheet

Sep-20

Book = Accrual

	Balance
3510157 Loan Payable - Esperanza	1,790,000.00
3510158 Loan Payable - CDBG	575,000.00
3510160 Home Fund Loan #2	282,700.00
3540000 Accrued Compensated Absences - Noncurrent	138,629.38
3570000 OPEB Liability	-128,123.28
3580000 Pension Liability	867,930.33
3599000 TOTAL NON-CURRENT LIABILITIES	<u>70,786,723.93</u>
3999000 TOTAL LIABILITIES	<u>77,800,657.52</u>
4000000 Equity/Net Assets	
4000001 EQUITY	
4000100 DEFERRED INFLOW	
4001000 Deferred Inflow of Resources	<u>1,863,029.32</u>
4900000 TOTAL DEFERRED INFLOW	<u>1,863,029.32</u>
4999999 CONTRIBUTED CAPITAL	
5010000 Net Investment in Capital Assets	7,986,217.78
5090000 Unrestricted	83,047,912.17
5120000 Unrestricted	21,948,917.66
5120010 Net Restricted Assets	<u>453,078.63</u>
5950000 TOTAL CONTRIBUTED CAPITAL	<u>113,436,126.24</u>
5999900 TOTAL EQUITY	<u>115,299,155.56</u>
6000000 TOTAL LIABILITIES AND EQUITY	<u>193,099,813.08</u>

Attachment 2

Budget Comparison (with PTD) - SUMMARY

Period = Jul 2020-Sep 2020

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
6999990 INCOME								
7050000 TOTAL TENANT REVENUE	1,107,071.38	1,022,978.50	84,092.88	8.22	3,329,575.57	3,068,935.50	260,640.07	8.49
7069000 TOTAL FEDERAL GRANTS	36,276.82	38,484.33	-2,207.51	-5.74	106,329.36	115,452.99	-9,123.63	-7.90
7159000 TOTAL OTHER INCOME	5,766.90	200,731.58	-194,964.68	-97.13	62,168.66	602,194.74	-540,026.08	-89.68
8100120 TOTAL HUD GRANT	4,241,957.90	2,802,219.59	1,439,738.31	51.38	10,043,718.70	8,406,658.77	1,637,059.93	19.47
8999000 TOTAL REVENUE	5,391,073.00	4,064,414.00	1,326,659.00	32.64	13,541,792.29	12,193,242.00	1,348,550.29	11.06
9000000 EXPENSES								
9169000 TOTAL ADMINISTRATIVE	560,179.69	865,169.97	304,990.28	35.25	1,491,306.41	2,595,509.91	1,104,203.50	42.54
9219000 TOTAL TENANT/SOCIAL SERVICES/POLICE	20,551.16	39,757.51	19,206.35	48.31	70,601.07	119,272.53	48,671.46	40.81
9249000 TOTAL TENANT SERVICES	34,634.14	23,851.00	-10,783.14	-45.21	34,634.14	71,553.00	36,918.86	51.60
9399000 TOTAL UTILITIES	70,660.91	131,889.07	61,228.16	46.42	115,771.35	395,667.21	279,895.86	70.74
9499000 TOTAL MAINTENANCE	153,257.05	178,782.37	25,525.32	14.28	414,300.60	536,347.11	122,046.51	22.76
9698000 TOTAL GENERAL EXPENSES	87,129.06	112,103.99	24,974.93	22.28	410,508.58	336,311.97	-74,196.61	-22.06
9699000 TOTAL OPERATING EXPENSES	932,318.76	1,359,552.73	427,233.97	31.42	2,553,780.97	4,078,658.19	1,524,877.22	37.39
9700900 TOTAL MOD REHAB AND SPC EXPENSES	-12,507.00	0.00	12,507.00	N/A	-32,846.00	0.00	32,846.00	N/A
9719000 TOTAL EXTRAORDINARY EXPENSES	0.00	9,205.72	9,205.72	100.00	0.00	27,617.16	27,617.16	100.00
9739000 TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	2,843,748.00	2,691,474.75	-152,273.25	-5.66	8,248,571.00	8,074,424.25	-174,146.75	-2.16
OPERATING EXPENSES	3,763,559.76	4,060,233.20	296,673.44	7.31	10,769,505.97	12,180,699.60	1,411,193.63	11.59
NET OPERATING INCOME BEFORE DEPRECIATION	1,627,513.24	4,180.80	1,623,332.44	38,828.27	2,772,286.32	12,542.40	2,759,743.92	22,003.32
9859999 TOTAL OTHER EXPENSES	138,183.00	134,852.17	-3,330.83	-2.47	419,876.00	404,556.51	-15,319.49	-3.79
9998000 NET INCOME	1,489,330.24	-130,671.37	1,620,001.61	1,239.75	2,352,410.32	-392,014.11	2,744,424.43	700.08

Attachment 3

Budget Comparison (with PTD) - **DETAIL**

Period = Jul 2020-Sep 2020

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
6999990 INCOME								
7000000 REVENUE								
7020000 TENANT REVENUE								
7030000 Tenant Rental Revenue	292,666.53	363,961.68	-71,295.15	-19.59	906,075.19	1,091,885.04	-185,809.85	-17.02
7030030 Maintenance Charges	176.00	0.00	176.00	N/A	281.00	0.00	281.00	N/A
7030040 Late Charges	90.00	0.00	90.00	N/A	90.00	0.00	90.00	N/A
7030050 Miscellaneous Other Charges	0.00	0.00	0.00	N/A	1,708.00	0.00	1,708.00	N/A
7030060 Tax Increment Payments from the City of Alameda	127,776.50	127,777.08	-0.58	0.00	383,329.50	383,331.24	-1.74	0.00
7030100 Tenant HAP Subsidy	693,353.35	554,839.66	138,513.69	24.96	2,048,963.17	1,664,518.98	384,444.19	23.10
7030110 Vacancy Loss	-9,554.00	-26,104.92	16,550.92	-63.40	-53,004.29	-78,314.76	25,310.47	-32.32
7030300 Commercial Rents	2,563.00	2,505.00	58.00	2.32	42,133.00	7,515.00	34,618.00	460.65
7050000 TOTAL TENANT REVENUE	1,107,071.38	1,022,978.50	84,092.88	8.22	3,329,575.57	3,068,935.50	260,640.07	8.49
7060000 FEDERAL GRANTS								
7060060 Shelter Plus Care Revenue	36,276.82	38,484.33	-2,207.51	-5.74	106,329.36	115,452.99	-9,123.63	-7.90
7069000 TOTAL FEDERAL GRANTS	36,276.82	38,484.33	-2,207.51	-5.74	106,329.36	115,452.99	-9,123.63	-7.90
7100000 OTHER INCOME								
7110010 Investment Income - Unrestricted	0.00	10,345.75	-10,345.75	-100.00	0.00	31,037.25	-31,037.25	-100.00
7110011 Interest Income	1,804.14	10,114.83	-8,310.69	-82.16	6,678.57	30,344.49	-23,665.92	-77.99
7110020 Interest on Equip. Reserve	0.00	239.16	-239.16	-100.00	0.00	717.48	-717.48	-100.00
7110030 Interest Earned on Operating Reserve	0.00	12.00	-12.00	-100.00	0.00	36.00	-36.00	-100.00
7110060 Interest - Replacement Reserve	0.00	3,872.75	-3,872.75	-100.00	0.00	11,618.25	-11,618.25	-100.00
7110075 Laundry Commission	1,606.87	1,904.58	-297.71	-15.63	5,186.43	5,713.74	-527.31	-9.23
7110082 Land Fee/Ground Lease	446.99	447.00	-0.01	0.00	3,575.92	1,341.00	2,234.92	166.66
7110090 Other Miscellaneous Revenue	33.00	0.00	33.00	N/A	33.00	0.00	33.00	N/A
7110092 Professional Service Revenue (Pending Receipt of City of Alameda MOU)	0.00	167,953.59	-167,953.59	-100.00	206,134.58	503,860.77	-297,726.19	-59.09
7150030 Miscellaneous Other Revenue	756.58	0.00	756.58	N/A	831.58	0.00	831.58	N/A
7150070 Administrative Fee	540.45	1,505.25	-964.80	-64.10	1,266.13	4,515.75	-3,249.62	-71.96
7159000 TOTAL OTHER INCOME	5,766.90	200,731.58	-194,964.68	-97.13	62,168.66	602,194.74	-540,026.08	-89.68
8000000 HUD GRANT								
8010000 HUD Operating Grants (Additional HAP from CARES Act)	4,055,624.57	2,652,990.42	1,402,634.15	52.87	9,130,046.73	7,958,971.26	1,171,075.47	14.71
8020000 Administrative Fees from HUD (Additional AF from CARES Act)	190,531.00	149,229.17	41,301.83	27.68	925,665.00	447,687.51	477,977.49	106.77
8020110 PORT-In Administrative Fees	1,207.75	0.00	1,207.75	N/A	3,399.53	0.00	3,399.53	N/A
8030000 Administrative Fees Paid (PORT-Outs)	5,405.42	0.00	-5,405.42	N/A	15,392.56	0.00	-15,392.56	N/A
8100120 TOTAL HUD GRANT	4,241,957.90	2,802,219.59	1,439,738.31	51.38	10,043,718.70	8,406,658.77	1,637,059.93	19.47
8999000 TOTAL REVENUE	5,391,073.00	4,064,414.00	1,326,659.00	32.64	13,541,792.29	12,193,242.00	1,348,550.29	11.06
9000000 EXPENSES								
9000900 OPERATING EXPENSES								
9100000 ADMINISTRATIVE								
9110010 Administrative Salaries	307,534.24	439,293.18	131,758.94	29.99	826,821.42	1,317,879.54	491,058.12	37.26
9110020 Temporary Help - Administrative	27,078.19	41,763.43	14,685.24	35.16	79,087.47	125,290.29	46,202.82	36.88
9120000 Auditing Fees	0.00	3,725.00	3,725.00	100.00	3,896.80	11,175.00	7,278.20	65.13
9130000 Outside Management Fees	12,113.59	17,818.42	5,704.83	32.02	36,631.88	53,455.26	16,823.38	31.47
9150010 Admin Employee Benefits - Medical/Dental	61,056.90	104,879.94	43,823.04	41.78	177,599.51	314,639.82	137,040.31	43.55
9150020 Admin Employee Benefits - PERS/PARS	27,864.37	39,912.42	12,048.05	30.19	85,642.92	119,737.26	34,094.34	28.47
9150030 Admin Employee Benefits - FICA	4,435.42	6,301.40	1,865.98	29.61	11,937.04	18,904.20	6,967.16	36.86
9150040 Admin Employee Benefits - SUI	112.43	1,157.84	1,045.41	90.29	546.99	3,473.52	2,926.53	84.25

Attachment 3 (cont.)

Budget Comparison (with PTD) - **DETAIL**

Period = Jul 2020-Sep 2020

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9150060 Admin Employee Benefits - Life/LTD	4,628.27	2,718.91	-1,909.36	-70.23	9,460.46	8,156.73	-1,303.73	-15.98
9150090 Admin Employee Benefit - WC	3,750.31	2,886.84	-863.47	-29.91	11,907.52	8,660.52	-3,247.00	-37.49
9160010 Office Supplies/Equipment	11,264.04	7,457.08	-3,806.96	-51.05	16,195.97	22,371.24	6,175.27	27.60
9160030 Dues & Subscriptions Publications	0.00	100.00	100.00	100.00	655.84	300.00	-355.84	-118.61
9160040 Postage	25.57	4,045.33	4,019.76	99.37	25.57	12,135.99	12,110.42	99.79
9160050 Telephone	7,477.11	4,883.17	-2,593.94	-53.12	16,104.97	14,649.51	-1,455.46	-9.94
9160060 Bank Charges and Check Supplies	-1,611.38	2,180.42	3,791.80	173.90	3,717.70	6,541.26	2,823.56	43.17
9160090 Forms and Copies/Printing	416.78	425.00	8.22	1.93	2,915.43	1,275.00	-1,640.43	-128.66
9160100 Classified Ads and Public Notices/outreach material	457.88	3,056.33	2,598.45	85.02	1,927.10	9,168.99	7,241.89	78.98
9160110 Legal Expense	32,114.23	27,749.67	-4,364.56	-15.73	39,674.74	83,249.01	43,574.27	52.34
9160111 Payroll charge	851.07	580.67	-270.40	-46.57	2,460.54	1,742.01	-718.53	-41.25
9160112 Survey/Title Fee	0.00	167.00	167.00	100.00	0.00	501.00	501.00	100.00
9160113 Office Rent	12,253.36	30,611.00	18,357.64	59.97	24,460.28	91,833.00	67,372.72	73.36
9160114 Administrative Support	1,086.00	0.00	-1,086.00	N/A	1,086.00	0.00	-1,086.00	N/A
9160120 Training/Conferences and Travel	100.00	13,035.33	12,935.33	99.23	1,928.73	39,105.99	37,177.26	95.07
9160130 Membership Dues and Fees	1,821.91	898.17	-923.74	-102.85	4,276.01	2,694.51	-1,581.50	-58.69
9160131 Taxes & Government Fees	154.00	0.00	-154.00	N/A	242.80	0.00	-242.80	N/A
9160160 Contracts - Accounting Services	7,189.61	284.00	-6,905.61	-2,431.55	7,189.61	852.00	-6,337.61	-743.85
9160170 Contracts - Administrative Services/Consultant	1,476.97	32,737.92	31,260.95	95.49	16,761.38	98,213.76	81,452.38	82.93
9160180 Contracts - Application Service Provider - Yardi	13,429.16	18,075.17	4,646.01	25.70	39,824.70	54,225.51	14,400.81	26.56
9160190 Contracts - Computer/Telephone Maintenance/Email	5,034.24	31,205.92	26,171.68	83.87	15,361.22	93,617.76	78,256.54	83.59
9160210 Contracts - Housing Program Services	700.00	0.00	-700.00	N/A	-772.60	0.00	772.60	N/A
9160220 Contracts - Human Resource Services	0.00	5,478.66	5,478.66	100.00	0.00	16,435.98	16,435.98	100.00
9160230 Contracts - Housing Inspection Services	338.00	4,713.33	4,375.33	92.83	338.00	14,139.99	13,801.99	97.61
9160260 Contracts - Office Machine Lease	1,977.39	1,503.08	-474.31	-31.56	7,386.90	4,509.24	-2,877.66	-63.82
9160270 Contracts - Web Hosting/Maintenance/Web Ads	1,190.66	1,390.67	200.01	14.38	3,510.30	4,172.01	661.71	15.86
9160290 Contracts - HR Recruitment	13,859.37	10,634.67	-3,224.70	-30.32	38,819.81	31,904.01	-6,915.80	-21.68
9160510 Association Dues	0.00	3,500.00	3,500.00	100.00	3,683.40	10,500.00	6,816.60	64.92
9169000 TOTAL ADMINISTRATIVE	560,179.69	865,169.97	304,990.28	35.25	1,491,306.41	2,595,509.91	1,104,203.50	42.54
9200000 TENANT/SOCIAL SERVICES/POLICE								
9210010 Tenant Services - Salaries	16,951.16	287.00	-16,664.16	-5,806.33	53,554.48	861.00	-52,693.48	-6,120.03
9210030 Police Services/Security Services	3,600.00	15,087.67	11,487.67	76.14	17,046.59	45,263.01	28,216.42	62.34
9210100 Tenant/Social Services - Salaries	0.00	24,382.84	24,382.84	100.00	0.00	73,148.52	73,148.52	100.00
9219000 TOTAL TENANT/SOCIAL SERVICES/POLICE	20,551.16	39,757.51	19,206.35	48.31	70,601.07	119,272.53	48,671.46	40.81
9219990 RELOCATION								
9220000 Tenant-Relocation Costs	0.00	0.00	0.00	N/A	2,102.01	0.00	-2,102.01	N/A
9229000 TOTAL RELOCATION	0.00	0.00	0.00	N/A	2,102.01	0.00	-2,102.01	N/A
9230005 TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE								
9230010 Tenant Svcs Employee Benefits - Medical/Dental	4,049.27	3,573.00	-476.27	-13.33	9,048.68	10,719.00	1,670.32	15.58
9230020 Tenant Svcs Employee Benefits - PERS/PARS	715.71	1,621.34	905.63	55.86	2,360.13	4,864.02	2,503.89	51.48
9230030 Tenant Svcs Employee Benefits - FICA	119.37	719.08	599.71	83.40	337.81	2,157.24	1,819.43	84.34
9230040 Tenant Svcs Employee Benefits - SUI	3.03	155.33	152.30	98.05	14.66	465.99	451.33	96.85
9230050 Tenant Svcs Employee Benefits - Life/LTD	0.00	0.00	0.00	N/A	68.04	0.00	-68.04	N/A
9230080 Tenant Svcs Employee Benefits - Other	438.84	0.00	-438.84	N/A	799.76	0.00	-799.76	N/A
9230090 Tenant Svcs Employee Benefit - WC	580.53	1,930.07	1,349.54	69.92	1,927.73	5,790.21	3,862.48	66.71
9239000 TOTAL TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE	5,906.75	7,998.82	2,092.07	26.15	14,556.81	23,996.46	9,439.65	39.34

Attachment 3 (cont.)

Budget Comparison (with PTD) - **DETAIL**

Period = Jul 2020-Sep 2020

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9240005 TENANT SERVICES								
9240020 Tenant Service Activities - Contracts and O/S Services	34,634.14	23,851.00	-10,783.14	-45.21	34,634.14	71,553.00	36,918.86	51.60
9249000 TOTAL TENANT SERVICES	34,634.14	23,851.00	-10,783.14	-45.21	34,634.14	71,553.00	36,918.86	51.60
9300000 UTILITIES								
9310000 Water	32,369.57	21,295.67	-11,073.90	-52.00	41,254.71	63,887.01	22,632.30	35.43
9320000 Electricity	8,986.97	11,375.09	2,388.12	20.99	15,565.71	34,125.27	18,559.56	54.39
9330000 Gas	5,582.60	3,708.33	-1,874.27	-50.54	-15,878.15	11,124.99	27,003.14	242.73
9380010 Sewer	12,176.47	23,997.76	11,821.29	49.26	15,060.44	71,993.28	56,932.84	79.08
9380020 Garbage	11,545.30	34,832.16	23,286.86	66.85	59,768.64	104,496.48	44,727.84	42.80
9380030 Other	0.00	36,680.06	36,680.06	100.00	0.00	110,040.18	110,040.18	100.00
9399000 TOTAL UTILITIES	70,660.91	131,889.07	61,228.16	46.42	115,771.35	395,667.21	279,895.86	70.74
9399990 MAINTENANCE								
9400000 MAINTENANCE SALARIES								
9410010 Maintenance - Salaries	55,590.68	58,190.76	2,600.08	4.47	160,536.26	174,572.28	14,036.02	8.04
9419000 TOTAL MAINTENANCE SALARIES	55,590.68	58,190.76	2,600.08	4.47	160,536.26	174,572.28	14,036.02	8.04
9420005 MAINTENANCE MATERIALS								
9420010 Maintenance Materials	14,099.24	21,123.75	7,024.51	33.25	38,334.59	63,371.25	25,036.66	39.51
9420020 Vehicle - gasoline	40.69	539.00	498.31	92.45	40.69	1,617.00	1,576.31	97.48
9420030 Janitorials Supplies	193.84	0.00	-193.84	N/A	539.99	0.00	-539.99	N/A
9429000 TOTAL MAINTENANCE MATERIALS	14,333.77	21,662.75	7,328.98	33.83	38,915.27	64,988.25	26,072.98	40.12
9429005 MAINTENANCE CONTRACTS								
9429015 Maintenance Contracts - Unit Turnaround	54.18	4,404.23	4,350.05	98.77	857.22	13,212.69	12,355.47	93.51
9429030 Maintenance Contracts - Tree Trimming	0.00	917.42	917.42	100.00	0.00	2,752.26	2,752.26	100.00
9429040 Maintenance Contracts - Cycle Painting	650.00	0.00	-650.00	N/A	650.00	0.00	-650.00	N/A
9429060 Maintenance Contracts - Floor Covering	195.00	6,606.95	6,411.95	97.05	370.00	19,820.85	19,450.85	98.13
9429100 Maintenance Contracts - Services	9,498.83	11,861.80	2,362.97	19.92	36,921.42	35,585.40	-1,336.02	-3.75
9430010 Maintenance Contracts - Painting	5,075.00	2,527.54	-2,547.46	-100.79	8,175.00	7,582.62	-592.38	-7.81
9430020 Maintenance Contracts - Plumbing	6,058.47	2,333.12	-3,725.35	-159.67	16,342.87	6,999.36	-9,343.51	-133.49
9430030 Maintenance Contracts - Landscape, Pool, Pond Maintenance	8,284.36	10,276.20	1,991.84	19.38	10,418.85	30,828.60	20,409.75	66.20
9430040 Maintenance Contracts - HVAC Maintenance	0.00	2,835.19	2,835.19	100.00	0.00	8,505.57	8,505.57	100.00
9430060 Maintenance Contracts - Elevator Maintenance	0.00	3,511.80	3,511.80	100.00	2,988.60	10,535.40	7,546.80	71.63
9430070 Maintenance Contracts - Extermination	2,088.50	4,218.33	2,129.83	50.49	11,066.50	12,654.99	1,588.49	12.55
9430080 Maintenance Contracts - Electrical Maintenance	184.50	2,111.92	1,927.42	91.26	184.50	6,335.76	6,151.26	97.09
9430090 Maintenance Contracts - Security and Nurse Call Systems	18,542.47	992.00	-17,550.47	-1,769.20	31,119.12	2,976.00	-28,143.12	-945.67
9430110 Maintenance Contracts - Gutter Cleaning Services	0.00	1,025.72	1,025.72	100.00	0.00	3,077.16	3,077.16	100.00
9430120 Maintenance Contracts - Flooring Replmt/Cleaning Srvc	4,533.93	0.00	-4,533.93	N/A	25,545.72	0.00	-25,545.72	N/A
9430130 Maintenance Contracts - Other	0.00	833.07	833.07	100.00	-150.00	2,499.21	2,649.21	106.00
9430140 Maintenance Contracts - Vehicle Maintenance	1,970.64	575.95	-1,394.69	-242.15	1,970.64	1,727.85	-242.79	-14.05
9430150 Maintenance Contracts - Janitorial	4,550.88	14,148.22	9,597.34	67.83	4,616.53	42,444.66	37,828.13	89.12
9439000 TOTAL MAINTENANCE CONTRACTS	61,686.76	69,179.46	7,492.70	10.83	151,076.97	207,538.38	56,461.41	27.21
9450005 MAINTENANCE EMPLOYEE BENEFITS								
9450010 Maint Employee Benefits - Medical/Dental	11,813.86	18,280.25	6,466.39	35.37	34,353.15	54,840.75	20,487.60	37.36
9450020 Maint Employee Benefits - PERS/PARS	4,412.81	5,562.83	1,150.02	20.67	12,612.94	16,688.49	4,075.55	24.42
9450030 Maint Employee Benefits - FICA	2,082.32	794.67	-1,287.65	-162.04	6,720.10	2,384.01	-4,336.09	-181.88
9450040 Maint Employee Benefits - SUI	17.84	202.58	184.74	91.19	92.18	607.74	515.56	84.83
9450050 Maint Employee Benefits - Life/LTD	274.24	476.75	202.51	42.48	822.72	1,430.25	607.53	42.48

Attachment 3 (cont.)

Budget Comparison (with PTD) - **DETAIL**

Period = Jul 2020-Sep 2020

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9450070 Maint Employee Benefits - Uniforms/Shoes	214.79	1,904.82	1,690.03	88.72	442.98	5,714.46	5,271.48	92.25
9450091 Maint Employee Benefit - WC	2,829.98	2,527.50	-302.48	-11.97	8,728.03	7,582.50	-1,145.53	-15.11
9459000 TOTAL MAINTENANCE EMPLOYEE BENEFITS	21,645.84	29,749.40	8,103.56	27.24	63,772.10	89,248.20	25,476.10	28.55
9499000 TOTAL MAINTENANCE	153,257.05	178,782.37	25,525.32	14.28	414,300.60	536,347.11	122,046.51	22.76
9500000 GENERAL EXPENSES								
9500100 Interest Expense	77,674.19	94,174.58	16,500.39	17.52	233,645.71	282,523.74	48,878.03	17.30
9500160 Mortgage Financial Service Charge	4,814.52	0.00	-4,814.52	N/A	14,362.90	0.00	-14,362.90	N/A
9500300 Claim's Settlement Cost (Lincoln House Insurance)	0.00	0.00	0.00	N/A	129,594.25	0.00	-129,594.25	N/A
9610010 Insurance - Workers Compensation	727.17	0.00	-727.17	N/A	2,548.75	0.00	-2,548.75	N/A
9610020 Insurance - Liability	607.18	4,431.25	3,824.07	86.30	8,538.51	13,293.75	4,755.24	35.77
9610030 Insurance - Property	0.00	10,967.41	10,967.41	100.00	10,052.78	32,902.23	22,849.45	69.45
9610040 Insurance - Vehicle	0.00	1,275.75	1,275.75	100.00	970.80	3,827.25	2,856.45	74.63
9610060 Insurance - Other	0.00	1,255.00	1,255.00	100.00	4,448.88	3,765.00	-683.88	-18.16
9620010 Other General Expenses	3,306.00	0.00	-3,306.00	N/A	6,346.00	0.00	-6,346.00	N/A
9698000 TOTAL GENERAL EXPENSES	87,129.06	112,103.99	24,974.93	22.28	410,508.58	336,311.97	-74,196.61	-22.06
9699000 TOTAL OPERATING EXPENSES	932,318.76	1,359,552.73	427,233.97	31.42	2,553,780.97	4,078,658.19	1,524,877.22	37.39
9700000 MOD REHAB AND SPC EXPENSES								
9700570 Rent to Owners - Bessie Coleman	16,688.00	0.00	-16,688.00	N/A	50,734.00	0.00	-50,734.00	N/A
9700800 PORT-In (A/R Billings)	-29,195.00	0.00	29,195.00	N/A	-83,580.00	0.00	83,580.00	N/A
9700900 TOTAL MOD REHAB AND SPC EXPENSES	-12,507.00	0.00	12,507.00	N/A	-32,846.00	0.00	32,846.00	N/A
9710000 EXTRAORDINARY EXPENSES								
9710090 Pre-development Cost	0.00	9,205.72	9,205.72	100.00	0.00	27,617.16	27,617.16	100.00
9713001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)								
9719000 TOTAL EXTRAORDINARY EXPENSES	0.00	9,205.72	9,205.72	100.00	0.00	27,617.16	27,617.16	100.00
9730001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)								
9730010 Housing Assistance Payments - Landlords	2,837,431.00	2,691,474.75	-145,956.25	-5.42	8,230,020.00	8,074,424.25	-155,595.75	-1.93
9730020 Housing Assistance Payments - FSS	3,762.00	0.00	-3,762.00	N/A	10,768.00	0.00	-10,768.00	N/A
9730070 Utility Allowance to Tenants	2,555.00	0.00	-2,555.00	N/A	7,783.00	0.00	-7,783.00	N/A
9739000 TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	2,843,748.00	2,691,474.75	-152,273.25	-5.66	8,248,571.00	8,074,424.25	-174,146.75	-2.16
OPERATING EXPENSES	3,763,559.76	4,060,233.20	-296,673.44	-7.31	10,769,505.97	12,180,699.60	-1,411,193.63	-11.59
NET OPERATING INCOME BEFORE DEPRECIATION	1,627,513.24	4,180.80	1,623,332.44	38,828.27	2,772,286.32	12,542.40	2,759,743.92	22,003.32
9739500 OTHER EXPENSES								
9740000 Depreciation Expense	138,183.00	134,852.17	-3,330.83	-2.47	419,876.00	404,556.51	-15,319.49	-3.79
9859999 TOTAL OTHER EXPENSES	138,183.00	134,852.17	-3,330.83	-2.47	419,876.00	404,556.51	-15,319.49	-3.79
9996000 TOTAL EXPENSES	3,901,742.76	4,195,085.37	293,342.61	6.99	11,189,381.97	12,585,256.11	1,395,874.14	11.09
9998000 NET INCOME	1,489,330.24	-130,671.37	1,620,001.61	1,239.75	2,352,410.32	-392,014.11	2,744,424.43	700.08

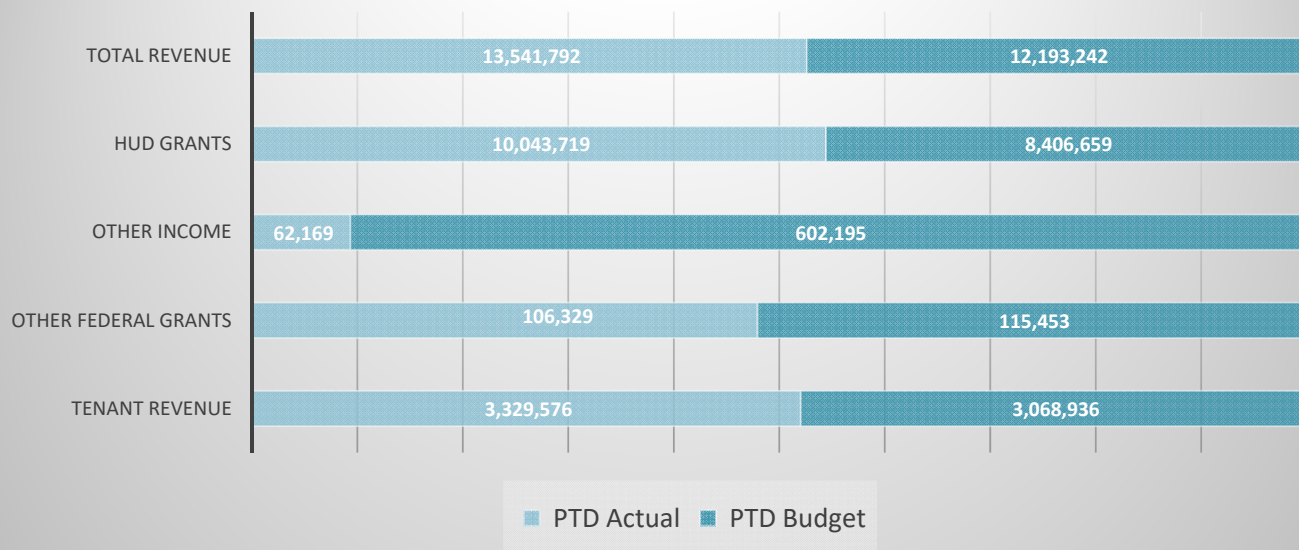
Attachment 4

Budget Comparison (with PTD)

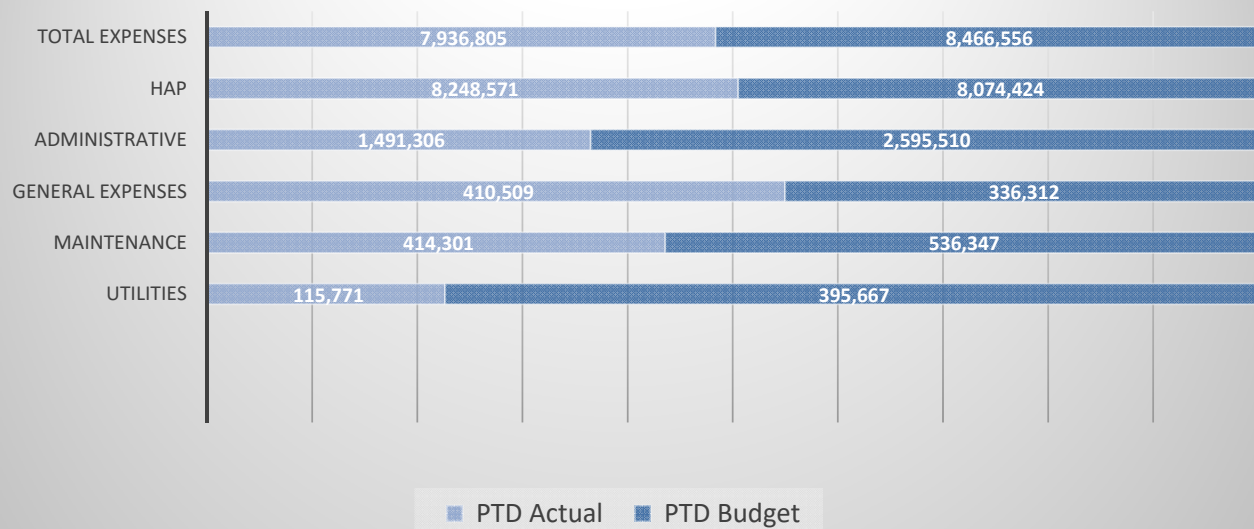
Period = Jul 2020-Sep 2020

Book = Accrual

AHA REVENUE - ACTUAL VERSUS BUDGET (PTD)



AHA EXPENSES - ACTUAL VERSUS BUDGET (PTD)



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



Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper Executive Director

Date: November 18, 2020

Re: Authorize the Executive Director to Negotiate and Sign a Contract Extension with the John Stewart Company (JSCo) for Property Management Services for a total Not to Exceed Amount of \$2,167,107 for a 5-Year Contract (3 Years with Two Optional 1-Year Renewals) to include the transfer of a 120 unit property, Esperanza, to third party management on or around January 1, 2021.

BACKGROUND

Staff issued a Request for Proposals (RFP) to assess third-party property management to oversee a portion of the AHA portfolio on October 30, 2019. On January 15, 2020, the Board authorized the Executive Director to negotiate and enter into a third-party property management services contract, for a total Not to Exceed Amount of \$1,400,000 for a 5-year contract (3 years with two optional 1-year renewals), between the Housing Authority and John Stewart Company. The contract amount included the properties JSCo already third-party managed for AHA, including Eagle Village, Everett Commons, Littlejohn Commons, and Rosefield Village; and incorporated Parrot Village, Parrot Gardens, and the scattered sites. The RFP response for third-party management by JSCo included pricing for all these properties.

On April 15, 2020, the Board approved the addition of China Clipper Plaza which increased the total contract amount by \$97,500 for a total of \$1,497,500 for a 5-year contract (3 years with two optional 1-year renewals). The Board amended the Not to Exceed Amount by the additional \$97,500 in September 2020.

Staff intends to transfer Esperanza, a 120 unit family property on January 1, 2021 and is requesting an increase of \$ 669,610 in the Not to Exceed Amount to \$2,167,107

Per the Housing Authority's procurement policy, any contract greater than \$250,000 or any firm whose cumulative contracts are greater than \$250,000 must receive Board approval.



DISCUSSION

This memo serves to clarify that the third party management contract by JSCo of Eagle Village, Everett Commons, Littlejohn Commons, Rosefield Village, Parrot Village, Parrot Gardens, Scattered Sites, China Clipper Plaza, and to now include Esperanza, is to not exceed the amount of \$2,167,107, for a 5-year contract, including two optional 1-year renewals. The additional amount is evaluated below

	Budgeted GPR monthly income	Fee of 3%	Annual fee	Five year max
Property mgt fee	\$ 330,004.00	\$ 9,900.12	\$ 118,801.44	\$ 594,007.20

	Per door per montah	Doors	Annual fee	Five year max
Bookkeeping fee	\$ 10.50	120	\$ 15,120.00	\$ 75,600.00

Total for 5 years	\$ 669,607.20
--------------------------	----------------------

FINANCIAL IMPACT

These fees can be covered by the property budget.

RECOMMENDATION

Authorize the Executive Director to Negotiate and Sign a Contract Extension with the John Stewart Company (JSCo) for Property Management Services for a total Not to Exceed Amount of \$2,167,107 for a 5-Year Contract (3 Years with Two Optional 1-Year Renewals) to include the transfer of a 120 unit property, Esperanza, to third party management on or around January 1, 2021.

Respectfully submitted,



Vanessa Cooper
Executive Director





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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Candace Latigue, Asset Manager

Date: November 18, 2020

Re: Accept the Quarterly Financial Overview Report for Asset Management of the LIHTC (Tax Credit) Portfolio.

BACKGROUND

This memo provides an overview of the Quarterly Financials for the Low Income Housing Tax Credit (LIHTC) Partnership Properties through June 30, 2020 prepared by Asset Management.

DISCUSSION

- Through the first quarter of 2020, the above property financial performance remains strong despite the operations impacted by the COVID-19 pandemic and Stay-at-Home statewide requirements. Management staff are adhering to social distancing recommendations and having the least physical contact with residents. Maintenance is responding to emergency work orders and performing work related to turn overs for vacant units.
- Littlejohn Commons has a lower than expected collection rate due to a vacancy that has been a challenge to fill due to COVID-19 and the restrictions around in-person contact applications with the senior population. The process has impacted the regular time it usually takes property management to turn a unit, from the industry standard of 15 days to over 60 days.
- Staff is not observing any major/significant losses related to rents and revenues. Most properties have Section 8 subsidies that support the property rent revenue and in most cases ended up being higher than the budgeted amount, thus, the cash flow appears to be in good standing.
- With the exception of Littlejohn Commons, the properties reflect lower expenses than budgeted. At the beginning of the year, Littlejohn Commons was still engaged in a Marketing Contract with Haven Connect with very high costs for services that were no longer needed after lease up. That expense alone reflected over 200% variance from the budgeted amount. The property management company, The John Stewart Company (JSCo) has since canceled the contract. Other expenses



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 2 of 2

that contribute to the over expenditure include payroll taxes which included cost from the last two weeks of December 2019; janitorial supplies, elevator maintenance and pest control. With JS Co taking over additional properties to manage as of July 1, 2020, some expenses will be reduced and allocated among other properties lowering costs at Littlejohn Commons.

- Reserves for the properties are also strong. Everett Commons permanent financing closing occurred just last July 2019 reserves are less than \$20K but the operating reserves from initial funding provides a cushion in case needed. Shinsei Gardens recently paid off the mortgage loan in June and moved the lender held replacement reserves to Union Bank for in-house management. The Replacement Reserve deposits will continue at \$1,950 per month.
- The occupancy rate average is 97%, no more than two vacancies per property during this period except for Shinsei Gardens which reflected an occupancy rate of 94% with three vacancies.
- Shinsei Gardens Year 15 Option/Right of First Refusal period- Staff has met with a consultant who has reviewed the 15-year exit options and will bring a report with recommendations to the Board before the end of January 2021.
- The Partnership with Breakers at Bayport is only a land lease relationship between Resources for Community Development (RCD) and will be included more in depth on the Asset Management Annual Report.

RECOMMENDATION

Accept the Quarterly Financial Overview Report for Asset Management of the LIHTC (Tax Credit) Portfolio.

Respectfully submitted,

DocuSigned by:
Candace Latigue
1802DAD767AA43B...
Candace Latigue
Asset Manager

Attachment:

1. Asset Management Chart



YTD thru 6/30/2020	Everett Commons	Littlejohn Commons *	Stargell Commons	Shinsei Gardens	Jack Capon	Park Alameda
Number of units	20	31	32	39	19	62
Family/Senior	Family	Senior	Family	Family	Developmental Disabilities	Family
Collection Rate GPR v rent collected	96% Total Paid \$255,139 VS. GPR \$265,400	95%. Total paid \$287,173 VS. GPR \$303,029	98%. Total paid \$269,942 VS. GPR \$274,625	99% Total paid \$428,263 VS. GPR \$430,756	99% Total Paid \$193,289 VS. GPR \$193,542	103% Total Paid \$378,566 VS. GPR \$367,513
Number of units that are subsidized	17 subsidized; 2 non- subsidized; 1 employee unit	26 subsidized; 4 non- subsidized; 1 manager's unit	9 subsidized; 22 non- subsidized; 1 manager's unit	21 subsidized; 16 non- subsidized; 1 manager's unit; 2 vacant units	17 subsidized; 1 manager's unit; 1 vacant unit	22 subsidized; 39 non- subsidized; 1 manager's unit
Property manager	JSCO	JSCO	JSCO	JSCO	HCED (Housing Consortium of the East Bay)	JSCO
Net Operating Income	\$172,840	\$192,055	\$273,423	\$211,710	\$99,149	\$143,269
Debt Service Coverage (Debt/NOI)	1.45	1.56	5.32	1.82	6.53	Deferred loans- soft debt interest payments included in waterfall
Vacancy Loss	0%	4%	0%	6%	4%	2%
PUPY Operating costs per budget	\$9,974	\$4,018	\$9,580	\$5,523	\$8,473	\$4,546
PUPY Operating Costs actual	\$9,460	\$5,892	\$8,767	\$5,075	\$5,935	\$3,905
Reserve Balances	\$66,652	\$268,918	\$450,206	\$935,754	\$239,511	\$702,605



Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Senior Management Analyst

Date: November 18, 2020

Re: Accept Report on Housing Authority Records Disposition

BACKGROUND

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

DISCUSSION

The Housing Authority sets aside time to review records in retention and dispose of any records that were allowed under the Records Retention Policy. Attachment A shows the records that were disposed of since the last report to the Board of Commissioners.

FINANCIAL IMPACT

There is no direct financial impact of these policy changes.

RECOMMENDATION

Accept Report on Housing Authority Records Disposition.

Respectfully submitted,

DocuSigned by:
Tonya Schuler - Cummins

89411A51346D497...
Tonya Schuler-Cummins
Senior Management Analyst

Attachment:

Attachment A - Records Destroyed Report 11-18-2020



Attachment A
Records Destroyed Report 11-18-2020

Description of Contents	Record Retention Date (year)	Date Disposed
2016 HQS	2019	10/18/2019
2016 Reception	2019	10/18/2019
2016 Reception	2019	10/18/2019
2015 Annuals	2018	10/18/2019
2015-2016 Reception	2019	10/18/2019
2016 Annuals and Interims	2019	10/18/2019
2016 Annuals and Interims	2019	10/18/2019
2016 annual and interims	2019	11/4/2019
2016 annual and interims	2019	11/4/2019
2015-2016 Ports, New Admissions, and Trans	2018-2019	11/4/2019
2016 HQS	2019	11/4/2019
2016 HQS	2019	11/4/2019
2016 Reception	2019	11/4/2019
2016 Reception	2019	11/4/2019
2016 annual and interims	2019	11/4/2019
2016 annual and interims	2019	11/4/2019
2016 annual and interims	2019	11/4/2019

Attachment A
Records Destroyed Report 11-18-2020

Description of Contents	Record Retention Date (year)	Date Disposed
2016 annual and interims	2019	11/4/2019
2016 annual and interims	2019	11/4/2019
2016 annual and interims	2019	12/9/2019
2016 annual and interims	2019	12/9/2019
2016 HAP contracts and rent increases	2019	12/9/2019
1993 PBRA Vouchers	pre 2019	12/9/2019
2004-2005 Finance Working Papers	2007	12/9/2019
CDBG Contracts Ended in 2013	2018	12/9/2019
3x5 floppy installation disk	N/A	12/9/2019
SEMAP Documentation from 2016	2019	12/9/2019
2016 Annuals and Interims	2019	12/9/2019
2016 Annuals and Interims	2020	12/9/2019
2015 Annuals and interims	2018	12/9/2019
2018 Initial Paperwork	scanned copy kept	12/9/2019
2015/2016 Annuals and interims	2019	12/9/2019
2016 Annuals and Interims	2019	12/9/2019
2016 Reception Logs	2019	12/9/2019

Attachment A
Records Destroyed Report 11-18-2020

Description of Contents	Record Retention Date (year)	Date Disposed
2016 Annuals	2019	12/9/2019
2016 Interims	2019	12/9/2019
2016 Annuals	2019	12/9/2019
2015 and 2016 Reasonable Accommodation	2018 & 2019	12/9/2019
2016 Annuals	2019	12/9/2019
2016 Interims	2019	12/9/2019
2015-2016 Interims and Annuals	2018 & 2019	12/9/2019
2016 Annuals and Interims	2019	12/9/2019
2016 Annuals and Interims	2019	12/9/2019
2015-2016 Interims and Annuals	2018 & 2019	12/9/2019
2016 Annuals	2019	12/9/2019
2016 Annuals	2019	12/9/2019
2016 Reception Documents	2019	12/9/2019
2016 HAP Contracts	2019	12/9/2019
2016 Reception Documents	2019	12/9/2019
2016 Reception Documents	2019	12/9/2019
2016 Interims and Annuals	2019	12/9/2019

Attachment A
Records Destroyed Report 11-18-2020

Description of Contents	Record Retention Date (year)	Date Disposed
2015 Portability Bills	2018	12/9/2019
2016 Portability Bills	2019	12/9/2019
2015-2016 Interims	2019	12/9/2019
2016 Annuals and Interims	2019	12/9/2019
2017 SEMAP Audits - extra copies	2020	5/5/2020
Unsuccessful proposals 2017	2018	6/25/2020
2000 to 2010 Annual Plans	2003-2013	7/2/2020
Pre-2017 Admissions Paperwork	up to 2020	8/31/2020
Pre-2017 Admissions Paperwork	up to 2020	8/31/2020
Pre-2017 Admissions Paperwork	up to 2020	8/31/2020
Pre-2017 Admissions Paperwork	up to 2020	8/31/2020
Pre-2017 Admissions Paperwork	up to 2020	8/31/2020
Pre-2017 Admissions Paperwork	up to 2020	8/31/2020
Pre-2017 Admissions Paperwork	up to 2020	8/31/2020
Pre-2017 Admissions Paperwork	up to 2020	8/31/2020
Pre-2017 Admissions Paperwork	up to 2020	8/31/2020
2016 Annuals	2019	9/30/2020
2016 Portability Bills	2019	9/30/2020

Attachment A
Records Destroyed Report 11-18-2020

Description of Contents	Record Retention Date (year)	Date Disposed
2016 Annuals and Interims	2019	10/14/2020
2016 Annuals and Interims	2019	10/14/2020
2009 Employee Documents	2015	10/14/2020
2013 HARRP insurance coverage	2014	10/14/2020
2008-2014 Special Events insurance documents	2015	10/14/2020
Swett&Crawford Insurance Coverage Application (no dates)		10/14/2020
2011-2015 Insurance Certifications from HARRP	2016	10/14/2020
Binder of copies of promissory notes and other documents	originals in safe	10/14/2020
2004 Hazardous Materials Business Plan	2018	10/14/2020
2017 RFP for Auditor and proposals	scanned copy kept	10/14/2020
2010 - 2011 Bank Recons	2015	10/14/2020
2005 RFP for LBP Testing	2017	10/14/2020
2017 SEMAP File	2020	10/21/2020
2016 Waitlist removals	2019	10/21/2020

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Date: November 18, 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

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, due to the current health crisis.

Discussions with Alameda Renters' Coalition

A meeting was held 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.

Service 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 extended the 90-day window for renegotiation from November 14, 2020 to January 31, 2021. A meeting has been set for December

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.



Honorable Chair and
Members of the Housing Commission

November 18, 2020
Page 2 of 2

The AHA is managing three properties at this time. Staff will 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.

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: November 18, 2020

Re: Accept the North Housing Project Update Report; Approve Resolution for a \$2,408,000 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 \$924,000

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.

DISCUSSION

On 10/21/2020 the Board approved a loan amendment of \$2,204,000 and a Contract Amendment Change Order in an amount not to exceed \$720,000. Subsequently final numbers came in and the amount of the change order has increased. The increase is mostly due to the need to re-bid the work because of the size of the projected adjustment. The work was re-bid to multiple bidders, and the lowest offer is pending acceptance. Staff continues to negotiate to minimize the time extension portion of the change order, but feels that the not to exceed amount of \$924,000 will be sufficient.



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 2 of 2

Master Plan Costs (Revised request)		
	Costs	Predev Loan
<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	\$ 840,000	
Contingency (10%)	\$ 84,000	
Tentative map recording	\$ 30,000	
Legal (street dedication; remnant parcels)	\$ 10,000	
Soft cost contingency (5%)	\$ 2,209	
Additional Master Plan Request		\$ 728,000
TOTAL MASTER PLAN COSTS	\$ 4,558,000	\$ 4,558,000

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.

There is no change in the predevelopment fund request portion of this loan amendment request.

The Master Plan request totals \$728,000 and the project-specific predevelopment request totals \$1,680,000 for a total new request of \$2,408,000. Approval of this amount will bring the AHA predevelopment loan to a total of \$6,238,000.

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 \$2,408,000 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 \$924,000.

Respectfully submitted,

DocuSigned by:

 88FEDACB7D8D461...
 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 \$2,408,000. 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 \$2,408,000.

ATTEST:

Vanessa M. Cooper
Secretary and Executive Director

Kenji Tamaoki, Chair
Board of Commissioners

Adopted:

Date





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Candace Latigue, Asset Manager

Date: November 18, 2020

Re: Accept the 2019 Annual Financial Overview Report for Asset Management

BACKGROUND

This memo provides an overview of the Annual Financials for the Low Income Housing Tax Credit (LIHTC) Partnership Properties from January 1, 2019 through December 31, 2019 prepared by Asset Management.

The financial report includes seven Low Income Housing Tax Credit (LIHTC) Partnership properties: Everett Commons, Littlejohn Commons, Stargell Commons, Shinsei Gardens, Jack Capon Villa, Park Alameda, and Breakers at Bayport. The Housing Authority of the City of Alameda (AHA) owns all land; thus all partnerships include a land lease, and AHA's role varies from Co-General Partner, General Partner and Special Limited Partner. Island City Development (ICD) is the developer for Littlejohn Commons and Everett Commons and co-developer for Stargell Commons. The John Stewart Company (JSCO), a third-party manager, manages these properties including the income and occupancy. The exception is Jack Capon Villa, which is managed by the Housing Consortium of the East Bay (HCED). In 2020, for the first time, JSCO worked directly with Asset Management on LIHTC operating budgets (Everett Commons and Littlejohn Commons).

The LIHTC portfolio contains 255 apartments built between 2006 and 2018. The housing types are 80% family, 12% senior, and 8% special needs. In all, 50% of the apartments are supported by project-based Section 8 vouchers.

Staff is taking care to provide the correct allocations and assumptions so that our budgets more clearly represent the expected operations of the properties. Despite the ongoing complications of COVID, we expect that all properties will continue to perform well.

DISCUSSION

Revenue

Annual revenues for the properties were all higher than the budgeted amounts by 1%-6%. Increase in annual revenue was due to less turnover and good lease-up; further, the voucher rents that are not provided are for many properties significantly since construction which provides for good cash flow. Revenue is made up of subsidies and tenant payments. The amounts vary -- some properties have a higher subsidy income than tenant revenue and others rely more on tenant revenue. Occupancy is stable with the lowest being at 97%. Vacancy losses



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 2 of 9

were budgeted at 2%; while newly built properties Littlejohn and Everett Commons are budgeted vacancy at 5%. In all properties, actuals did not exceed the budget figures.

Everett Commons

Everett Commons is a 20-unit multifamily affordable LITHC property. The project was placed in service December 17, 2018 and is approaching the two-year anniversary of operations. Area Median Income (AMI) Restrictions for the project range from 30% to 60%. Income limits are the benchmarks established by the U.S. Department of Housing and Urban Development (HUD) that set the income thresholds households must not exceed to stay in compliance with regulators. Many programs in other Federal and local departments use the same income limits. These income limits are usually broken down at the county level and by metropolitan area.

The rental income at Everett Commons ranges from \$1,308/month (1 bedroom @ 60% AMI); \$1,723/month (1 bedroom @ 30% and 40% AMI); \$2,173 (2 bedroom @ 30% to 60% AMI); \$3,017 (3 bedroom @ 30% to 50% AMI).

The 2019 budget estimated rental income of \$449,870, anticipating 5% vacancy which translates to \$23,614 expected rental income loss. The revenue actual was \$479,084 included laundry income of \$2,591 versus the budget total revenue of \$449,870. Fortunately, the project did not experience any vacancies and no vacancy loss. Overall, Everett Commons exceeded the budget revenue by 6%, approximately \$29,214.

Littlejohn Commons

Littlejohn Commons is a 31-unit senior affordable LITHC property. The project was placed in service July 31, 2018. AMI Restrictions for the project range from 30% to 50%; 9 units at 30%, 9 units at 45% and 7 units at 20%. The rental income at Littlejohn Commons initially was set according to the 2018 PBV contract of \$1,584 per unit. In 2019, the rents ranged from \$1,149 to \$1,236 for one-bedroom unsubsidized units and \$1,584 to \$1,727 for subsidized one bedrooms.

The 2019 budget estimated rental income of \$581,820 anticipated a 5% vacancy rate, \$29,091 expected rental income loss. The 2019 actual revenue was \$562,465 including other income of \$3,546 versus the budget total revenue of \$554,729 or 1% above budget. The project had two vacancies in September 2019. Both vacancies were filled by November 2019.

Stargell Commons

Stargell Commons is a 32-unit multi-family affordable LITHC property. The project was built in May 2017 and houses families earning between 30% and 60% of the Area Median Income (AMI) to qualify for a unit. Seven units receive project-based subsidies limiting rent to 50% of AMI. The project-based rents for one to three bedrooms range from \$1,437 to \$2,930.

The 2019 rental revenue was budgeted at \$507,472 with 2% vacancy rate, estimated revenue loss of \$10,000. There were no vacancies at the property for the year. The actual revenue was \$534,819 versus the total revenue budget of \$509,621. Overall, the actual revenue exceeded the budget revenue by 4.7%, approximately \$25,198.



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 3 of 9

Shinsei Gardens

Shinsei Gardens is a 39-unit multifamily affordable LITHC property. The project was placed in service September 3, 2009 and houses households with incomes between 20% and 60% of the AMI including 12 units for persons with disabilities.

The 2019 rental revenue was budgeted at \$809,196 with 2% vacancy, with an expected rental income loss of \$16,184. There were three vacancies for the year. The actual total revenue for 2019 was \$822,139 and actual vacancy loss was \$21,252; over \$5,000 more than the budgeted income loss. However, the property performed well and exceeded the budget revenue by 1.5%, roughly \$12,179.

Jack Capon Villa

Jack Capon Villa Apartments is Alameda's first multi-family affordable housing project for adults with developmental disabilities. The property provides 18 permanent affordable one- and two-bedroom apartments for households in which at least one member has a disability, and the total household income is at or below 50 % of the Area Median Income (AMI). The project- based Section 8 vouchers allow residents to pay 30% of their adjusted monthly income.

The 2019 budget estimated rental income of \$373,992, anticipating 2% vacancy which translates to \$7,480 expected rental income loss. The property's actual vacancy loss in 2019 was \$4,145. The total revenue actuals were \$389,064, exceeding the budgeted amount of \$367,962 by \$21,102 or 5%.

Park Alameda

Park Alameda Apartments built in 2013 offers 62 affordable studio apartments accommodating households with incomes between 50% of the AMI (53 units), 80% of the AMI (6 units) and 120% of the AMI (2 units).

The 2019 budgeted amount for rental revenue was \$730,452 with vacancy loss of \$15,709. The audit reflects actual rental revenue of \$735,600 with a vacancy loss of \$8,445, 46% less than budgeted. Overall, the total revenue actuals for 2019 reflects \$736,767 versus the budgeted revenue of \$727,046 or 1%.

Breakers at Bayport

Breakers at Bayport is a multi-family 52-unit LIHTC rental complex of two and three bedrooms, placed in service on March 29, 2006.

The 2019 rental revenue was budgeted at \$986,629 with 2% vacancy, with an expected vacancy loss of \$19,733. Per the final audit, the rental revenue exceeded the budget with actuals of \$990,836 and \$22,462 in vacancy loss. Although the vacancy actuals topped the budget by \$2,729; the rental revenue made up for the additional vacancy loss. Actual revenue \$977,446 met the budget expected income goal of \$977,030 of less than 1%.

Operating Expenses

Cash flow from operating activities via direct method tracks all transactions in a period on a cash basis versus the indirect method where accrual accounting works backwards to achieve a cash basis figure for the period. The Expenses are categorized into the following areas: Administrative, Utilities, Operating and Maintenance, Social Services, Taxes and Insurance.

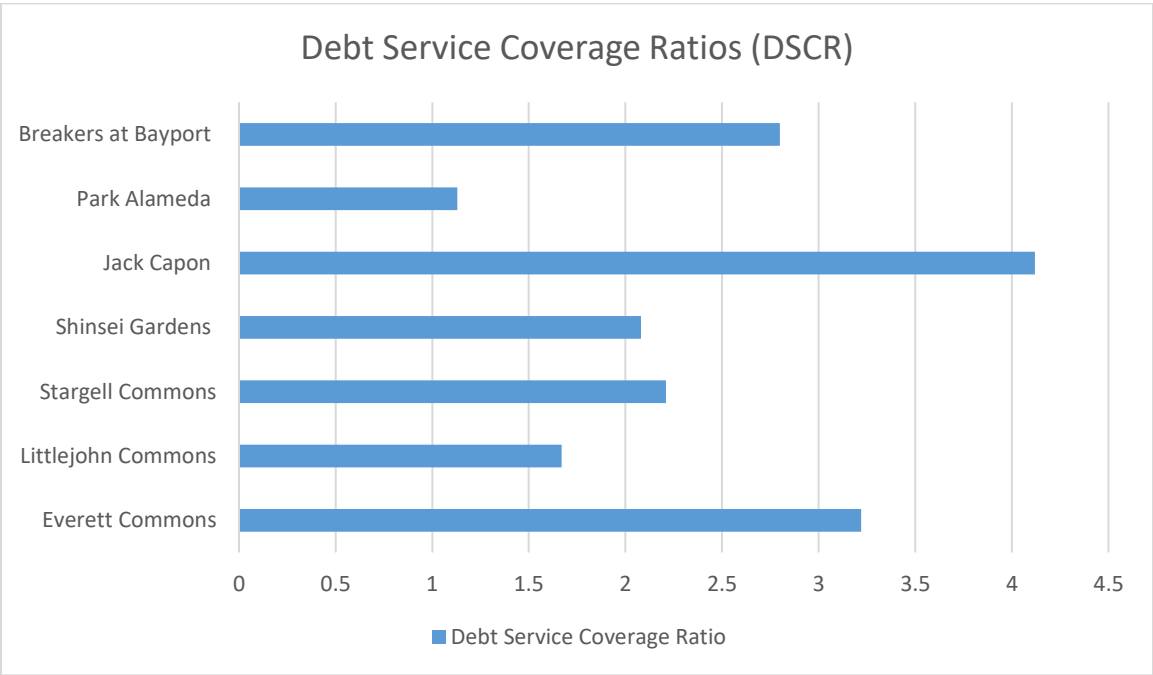


Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 4 of 9

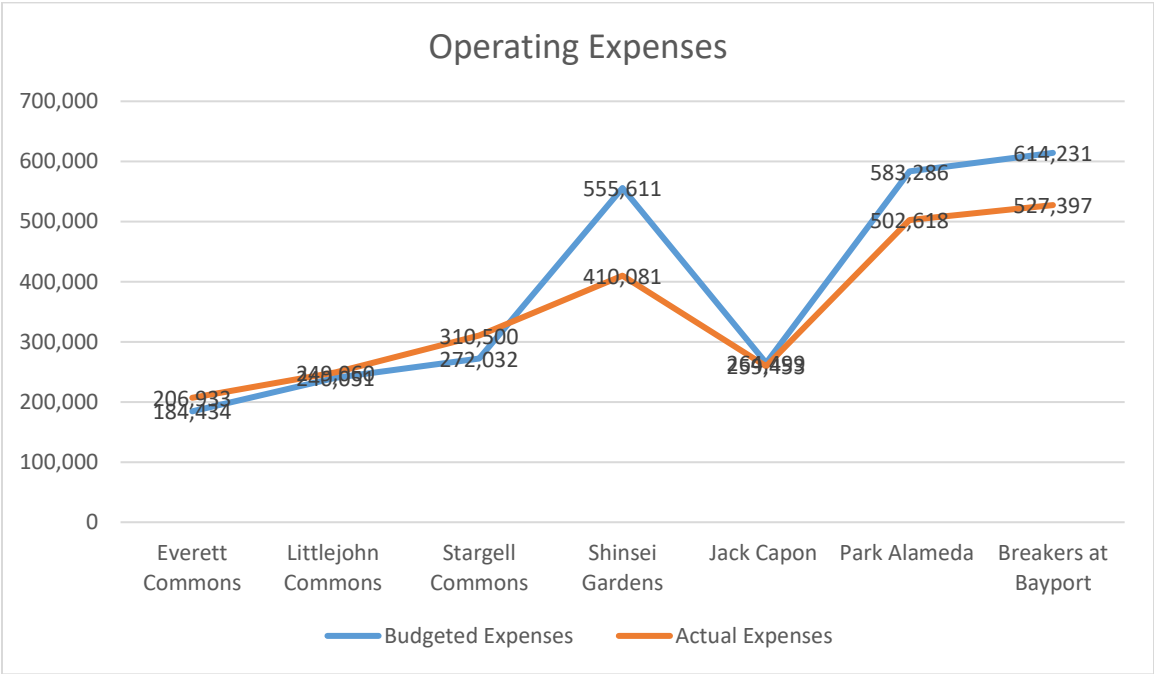
Property income and operating costs determine how much net operating income (NOI) is available to pay the property’s mortgage debt, including replacement reserves thus the maximum size of the mortgage debt. Mortgage debt plus a mix of other financing sources fund the end uses of creating the property.

The property’s NOI is a key factor in determining a project’s sustainable debt. The NOI is based on the income the property receives from rents paid by tenants less operating expenses and vacancy loss. Dividing a property’s NOI by the debt service to give the debt service coverage ratio (DSCR) generates the amount of mortgage debt the property can support. The industry standard for DSCR, among multifamily lending programs, is between 1.0 - 1.3. A low ratio of 1.0 means a project will have just enough cash flow to pay its debt with little, if any, cash flow available for unexpected events. A higher ratio of 1.3 (or higher) means a project will have significant cash flow left over after paying its debt service. Affordable developer lenders usually will require a lower DSCR versus market-rate developments.

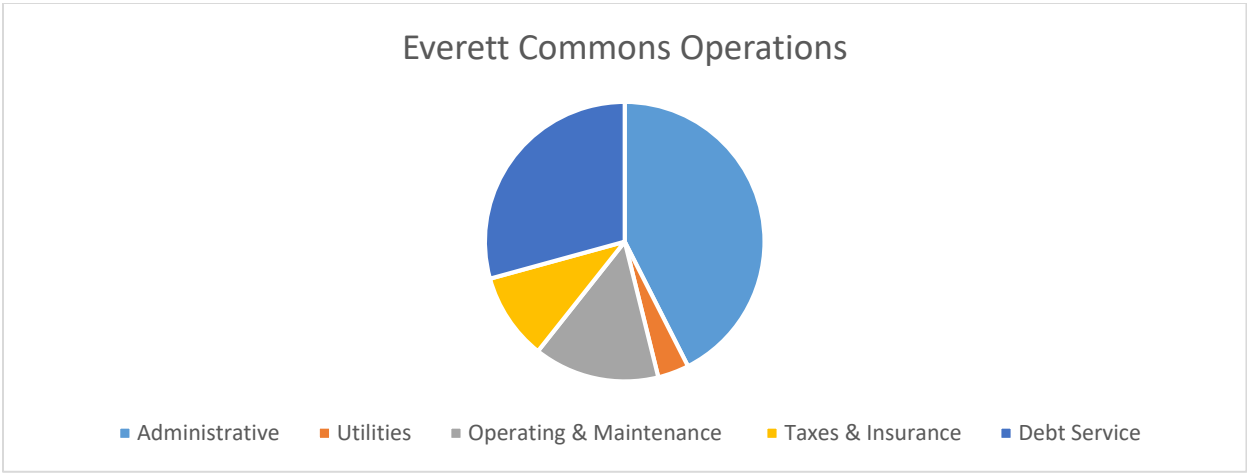


Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 5 of 9



Littlejohn and Everett were both over the budgeted in operating expenses. Littlejohn Commons is 19% over-budget on operating expenses. Everett Commons is over-budget on operating expenses by 11%. Everett Commons and Littlejohn Commons both had contracts with the Marketing Company hired during Development Lease-Up that was still in effect in 2019. In the case with Everett Commons, this accounted for over 200% variance from what was budgeted.

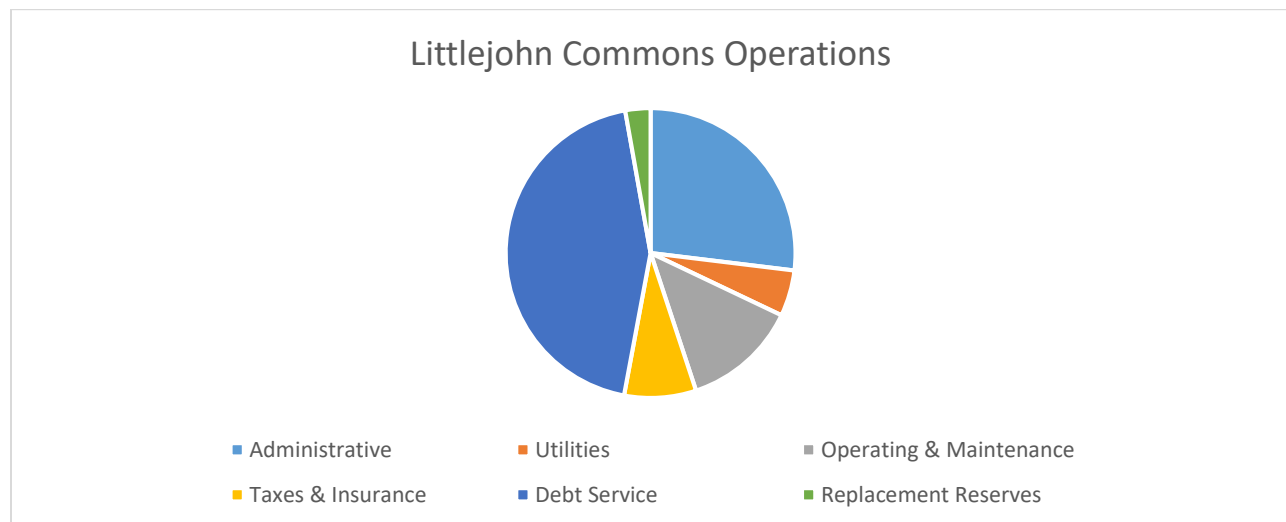


The Payroll Manager expenses for Littlejohn and Everett Commons were overall close to 10% higher than budgeted. Littlejohn Commons reflected expenses, such as the Administrator’s unit, which were not included in the budget. At Everett and Littlejohn Commons, there was a higher than expected expense for the telephone and answering services (approximately \$2,000 over budget). Payroll costs including Health and Employee benefits both were under budgeted by over 100%. Staff has corrected and streamlined costs this year to address these issues. In particular, the payroll cost is now split between more properties managed by JSCO, following the transfer of other non LIHTC properties to JSCO and staff expect to start seeing a lower charge allocation for the 2020 actuals.

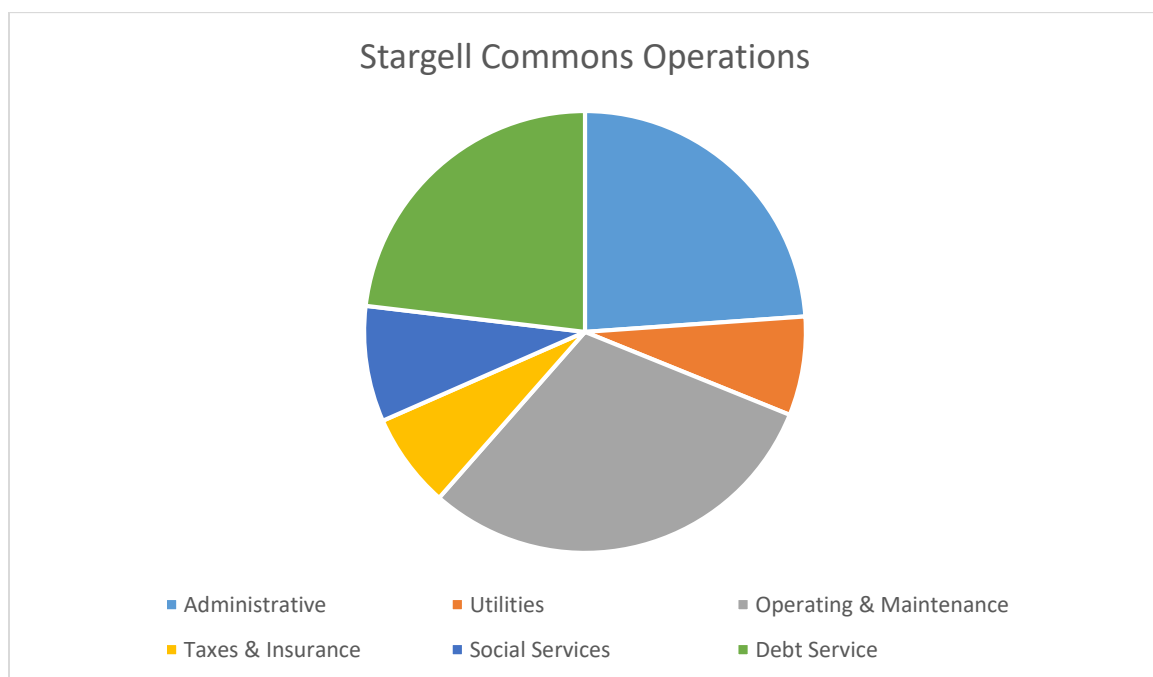


Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 6 of 9



Stargell Commons was also over budget in operating expenses by 14%. The highest variance being in operating and maintenance expenses with a huge difference for repair and maintenance contracts, for repairs that could not be fixed in house. There were higher than expected expenses related to Fire Protection, Security Supplies and HVAC Maintenance. There was an out of the ordinary expense for a unit grease fire which resulted in damages of \$29,903. No insurance claim was filed, for the property had enough income to cover the expenses. The remaining properties all came in under budget for operating expenses.



Recent studies from UC Berkeley's Turner Center for Housing Innovation show that affordable housing includes additional costs that market rate developments do not. For example, the increasing complexity in financing affordable projects that need to manage multiple funding

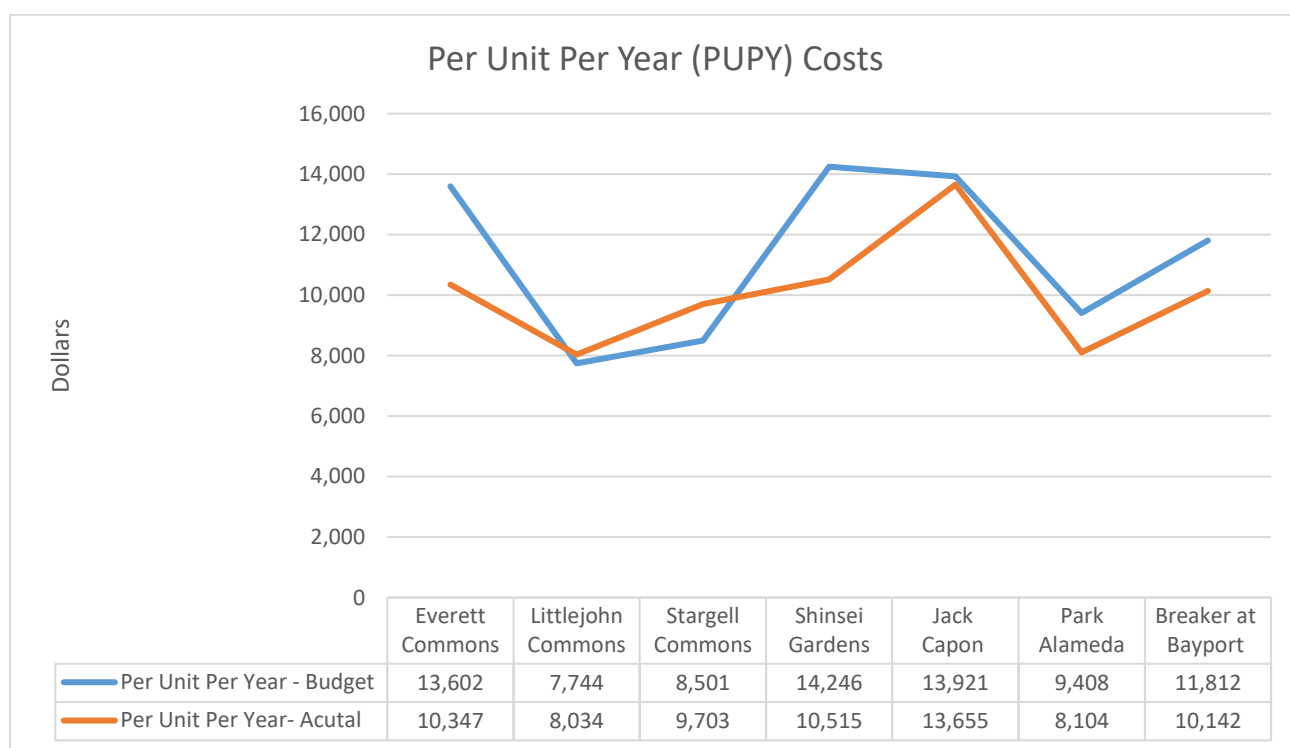


Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 7 of 9

sources with additional requirements (compliance, audits, wait list management, reasonable accommodation requests) are factored into the per unit per year (PUPY) or per unit per month (PUMP) costs, which are typically not seen in market rate development projects.

Affordable Housing development benefit from economies of scale with larger projects costing less per unit than smaller projects cost per unit. The smaller the project, the higher the costs are per unit to build and also to operate after the project is placed in service. Both Everett and Littlejohn Commons are small for LIHTC projects (which usually average 50-60 units). Salary, maintenance & repairs, and utilities hold most of the weight of gross expenses and are set by external factors. The majority of the PUPY costs are driven by these main categories, thus it is important to monitor these expenses closely for newer developments can tend to have higher costs in these areas.



Comparison to Standard Asset Management metrics:

Standard asset management metrics include:

- occupancy rate at 97% or above;
- debt service coverage of 1.10 or higher;
- minimum reserves of \$1,000/unit.
- expenses within or under budget

The AHA LIHTC portfolio meets or exceeds all of these metrics except for the expense line item, which staff has taken steps to monitor and address.



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 8 of 9

YTD thru 12/31/19	Everett Commons	Littlejohn Commons *	Stargell Commons	Shinsei Gardens	Jack Capon	Park Alameda	Breakers at Bayport
Number of units	20	31	32	39	19	62	52
Housing Type	Family	Senior	Family	Family	Develop- mental Disabilities	Family	Family
GPR (Resident)	\$100,766	\$126,845	\$332,240	\$351,456	\$99,005	\$735,000	\$536,147
Rent Subsidy	\$375,727	\$434,937	\$196,213	\$481,932	\$290,321	\$0	\$454,589
Vacancy Loss	\$0	\$2,863	\$0	\$21,252	\$4,145	\$8,445	\$22,462
Operating Costs (Actual)	\$206,933	\$249,060	\$310,500	\$410,081	\$259,453	\$502,618	\$527,397
Operating Costs (Budget)	\$184,434	\$240,051	\$272,032	\$555,611	\$264,499	\$583,286	\$614,231
Net Operating Income	\$275,151	\$313,405	\$224,319	\$412,058	\$129,434	\$234,149	\$456,950
Hard Debt	\$84,294	\$180,289	\$92,215	\$187,266	\$28,637	\$525	\$152,147
Reserve Deposits	\$4,000	\$11,625	\$20,811	\$23,400	\$11,400	\$31,930	\$31,200
Debt Service Coverage Ratio	3.22	1.67	2.21	2.08	4.12	1.13	2.80
Occupancy Rate	100%	99%	100%	97%	99%	99%	98%
PUPY Operating costs per budget	\$13,602	\$7,744	\$8,501	\$14,246	\$13,921	\$9,408	\$11,812
PUPY Operating Costs actual	\$10,347	\$8,034	\$9,703	\$10,515	\$13,655	\$8,107	\$10,142
Reserve Balances	\$68,713	\$279,793	\$447,441	\$955,163	\$233,786	\$737,013	\$572,494



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 9 of 9

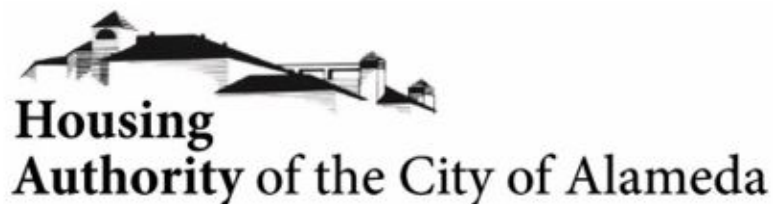
RECOMMENDATION

Accept the 2019 Annual Financial Overview Report for Asset Management.

Respectfully submitted,

DocuSigned by:
Candace Latigue
1802DAD767AA43B...
Candace Latigue
Asset Manager





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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: November 18, 2020

Re: Adopt the Resolution to amend the Housing Authority's revised Employee Policies and Procedures Handbook, last revised 12.21.2016, effective 1.8.2017 to adopt temporary revisions to the Vacation Leave policy of the Housing Authority's Employee Policies and Procedures Handbook

BACKGROUND

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

DISCUSSION

Revisions to the Vacation Leave policy in Part Five: Paid Time Off policies of the Employee Handbook are being brought to the Board for consideration this month. The proposed revisions have been reviewed by Liebert Cassidy Whitmore, and are being proposed in response to the coronavirus public health emergency.

In April 2020, the Board approved a temporary increase in the vacation leave accrual cap until December 31, 2020, raising it by 60 hours; this change also included Resident Managers and the Executive Director who have separate service contracts. AHA management is proposing increasing the vacation leave cap by 100 hours over the original cap and extending it through December 31, 2021. The reason for this proposed change is that some employees remain close to the accrual cap, and due to the shelter in place, have had to cancel or postpone travel plans. Even with planned time off over the upcoming holidays, there are still seven employees that will be over the original accrual limits on January 1, 2021. As the pandemic has lasted longer and been more extensive than originally anticipated, some staff have not been able to take sufficient vacation leave to bring their balances down. Additionally, it is to AHA's benefit to have as many staff available during these times as possible, rather than having staff take time off just so they do not cease accruing leave, particularly during holiday periods when the Agency is already operating on reduced staffing. This change would allow staff some



Honorable Chair and
Members of the Board of Commissioners

November 18, 2020
Page 2 of 2

flexibility on rescheduling vacation plans during a limited window of time, while preserving their leave balances to do so, as well as to have as much leave as possible available in the event of an extended period of time away from work should they or a family member become seriously ill. This change in accrual cap will also apply to the Executive Director and Resident Managers, whose contracts have different accrual limits. The proposed change would be in effect December 1, 2020 - December 31, 2021, and would automatically terminate at that time, unless a request for extension or modification to the vacation policy is brought to the Board prior to the termination date.

The other change proposed to the Vacation Leave Policy is to eliminate the Vacation Pay-Out policy. This would have been an option to address high accrual balances, but legal counsel has provided updated guidance that there would be significant tax implications to all employees should any employees participate in a pay-out. Management is therefore proposing that this policy be removed from the Employee Handbook at this time; when a revised version is brought to the Board, an alternative program may be proposed, but this is not being done at this time.

Additionally, in April, the Board approved a temporary policy to allow employees to request an advance of vacation and/or sick leave of up to the equivalent of two weeks of paid leave (i.e. 72 or 80 hours, depending on the employee's schedule). AHA management will not be requesting any extension of this policy, and it will end on December 31, 2020.


FINANCIAL IMPACT

As vacation leave balances are paid out at the time of separation, if this policy is approved, there will be some additional vacation leave liability to account for in calendar year 2021. There will be no vacation pay-out however, which would have resulted in additional cash payments to employees in calendar year 2020 had this been offered.

RECOMMENDATION

Adopt the Resolution to amend the Housing Authority's revised Employee Policies and Procedures Handbook, last revised 12.21.2016, effective 1.8.2017 to adopt temporary revisions to the Vacation Leave Policy of the Housing Authority's Employee Policies and Procedures Handbook.

Respectfully submitted,

DocuSigned by:

Janet Basta

Director of Human Resources and Operations

Attachments:

1. Draft: Vacation Leave Policy of the Housing Authority's Employee Policies and Procedures Handbook
2. Resolution to Adopt Revised Vacation Leave Policy



Attachment 1

PART FIVE: PAID TIME OFF**Vacation Leave**

The Housing Authority provides paid vacation time to regular full-time employees and part-time employees so that they may take time off to relax, recuperate and recharge.

Accrual

Vacation leave is earned by eligible full-time regular employees in accordance with years of service. Vacation credit is accrued to each eligible employee beginning with the first day of regular employment up to a maximum yearly accrual according to the following schedule:

MAXIMUM VACATION ACCRUAL					
Years of Service	Paid Days of Vacation	Years of Service	Paid Days of Vacation	Years of Service	Paid Days of Vacation
1 through 4	10	12	18.5	19	22
5	15	13	19	20	22.5
6	15.5	14	19.5	21	23
7	16	15	20	22	23.5
8	16.5	16	20.5	23	24
9	17	17	21	24	24.5
10	17.5	18	21.5	25 or more	25
11	18				

The Executive Director may grant an increase in the annual maximum accrual up to a total of 20 working days of vacation with pay upon employment to recognize previous applicable experience. The employee shall continue to earn an additional 0.5 working days of vacation per year for every year completed up to the maximum accrual of 25 days.

Regular part-time employees will accrue a pro-rata leave balance based upon actual hours worked. No other classification of employees earns paid vacation time.

Employees on Leave without Pay status do not earn vacation leave. Employees who are on paid leave will continue to earn vacation leave, though the amount earned will be prorated based on the number of hours the employee is being paid by AHA from the employee's accrued leave.

No employee may have an accrued vacation bank of more than 250 hours at any time. From December 1, 2020 through December 31, 2021, the vacation accrual cap shall be raised by 100 hours, so that employees can accrue a maximum of 350 hours during this time period. Once the employee hits the cap, no additional vacation will accrue until the employee takes sufficient vacation to bring his/her vacation bank below the cap. Any accrued unused vacation time will be rolled over into the following year, up to the cap. If an employee has accrued more than 250 hours on December 31, 2021, the accrued unused vacation time will be rolled over into the

following year but no additional vacation will be accrued until the balance of vacation leave is below the cap of 250 hours that will be in place effective January 1, 2022.

Scheduling

For newly hired probationary employees, no accrued vacation time can be taken until three months after the first day of employment.

All vacation time must be requested and approved in advance through the electronic timekeeping system and according to the guidelines below:

<u>Amount of Vacation Leave Requested</u>	<u>Advance Notice Required</u>
2 days or less	2 business days
3 or 4 days	5 business days
5 days or more	10 business days

The only exceptions to the above will be when time off is required for unforeseen or emergency circumstances. Due to the impact of unplanned time off on Agency operations, supervisors may require documentation of the need for unforeseen or emergency leaves, particularly when this occurs frequently or an employee has a pattern of poor attendance.

All approvals for vacation leave requests are subject to the availability of adequate leave at the time of leave usage. Employees are not generally entitled to time off without pay unless authorized by law, Housing Authority policy, or by authorization of the Executive Director. Accordingly, employees who do not have adequate vacation leave available for their approved time off may be required to modify the request to conform with the employee's available balance of vacation leave or cancel their requests. Employees are encouraged to plan ahead and monitor their leave balances to ensure they have enough paid leave to cover any planned time off.

Vacation leave will be scheduled at times mutually convenient to the Housing Authority and employee. Employees are encouraged to submit their requests as early as possible; requests for vacation leave will be considered up to 12 months in advance and are generally handled on a first come, first served basis. However, to facilitate scheduling during periods when it is anticipated that multiple employees may request time off (e.g., 4th of July or December holiday periods), AHA may, at its sole discretion, notify employees of a designated timeframe that requests for these times must be submitted for consideration. In the case of conflicting requests, the supervisor will talk with the employees to try to work out a mutually-agreeable arrangement. If that cannot be done, priority for leave will be based on seniority. Department Directors may establish separate guidelines for the number of employees and types of positions that can be on vacation concurrently to ensure adequate coverage of their department's work functions.

Requests to cancel vacation leave of five days or more must be submitted no less than three business days in advance of the date that the leave was to commence, and must be approved by the employee's supervisor. The supervisor and/or the Agency reserve the right to require an employee to use requested vacation leave, particularly in cases where other staffing arrangements have been made to cover the employee's time off.

Sick Leave During a Scheduled Vacation Period

An employee who is ill or injured while on vacation may be able to use accumulated paid sick leave, if any, instead of paid vacation upon presentation of satisfactory medical documentation to his/her supervisor.

Payment

The Housing Authority does not make any advance payments of vacation time (i.e., employees will not be paid for vacation time before it is accrued). AHA strongly recommends that employees arrange for direct deposit of his/her pay checks so that vacation pay that is requested in advance through the timekeeping system can be automatically paid and deposited. No responsibility can be taken by AHA for live checks provided to an employee.

Vacation Pay at Termination

Upon termination of employment, employees will be paid for any accrued and unused vacation at his or her rate of pay at the time of separation, and will be paid on the next regular pay date.

Attachment 2

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

*Resolution No.*_____

ADOPT REVISED VACATION LEAVE POLICY

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Alameda hereby approves and adopts the revised Vacation Leave policy effective 12.1.2020 for inclusion in the Employee Policies and Procedures Handbook rev. 12.21.2016, eff. 1.8.2017.

ATTEST:

Vanessa M. Cooper
Secretary and Executive Director

Kenji Tamaoki, Chair
Board of Commissioners

Adopted: _____



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: November 18, 2020

Re: Accept Director Nomination for Board Member Position on Island City Development

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

