



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

IF YOU WISH TO ADDRESS THE BOARD:

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

AGENDA

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE & TIME

Wednesday, November 20, 2019 –

Closed Session – 6:00 p.m.

Regular Meeting – 7:00 p.m.

Closed Session Continued – 7:01 p.m. (Additional Time If Needed)

LOCATION

Independence Plaza, 703 Atlantic Avenue, Alameda, CA

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

Public Participation

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

PLEDGE OF ALLEGIANCE

1. **ROLL CALL** - Board of Commissioners
2. Public Comment (Non-Agenda)



3. Closed Session – 6:00 p.m. – Adjournment to Closed Session to Consider:
 - 3-A. Closed Session pursuant to Government Code Section 54956.8, Conference with Real Property Negotiators. Property: Assessor’s Parcel Number 74-451-1-8; Authority Negotiators: Vanessa Cooper and Kathleen Mertz; Negotiating Parties: PUR Atlantic LLC; Under Negotiation: Price and Terms of Payment.
 - 3-B. Closed Session: Pursuant to Government Code Section 54956.8, Conference with Real Property Negotiators. Property: Assessor’s Parcel Number 74-1366-9; Authority Negotiators: Vanessa Cooper and Kathleen Mertz; Negotiating Parties: Pulte Group; Under Negotiation: Price and Terms of Payment.
 - 3-C. Closed Session pursuant to Government Code Section 54956.9(a) – Conference with legal counsel re existing litigation, Housing Authority of the City of Alameda v. Johnson, Alameda County Superior Court No. RG18933615.
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 16, 2019 – **Page 1**
- 8-B. Accept the Monthly Overview Report for Operations/H.R./I.T. – **Page 8**
- 8-C. Accept the Monthly Overview Report for the Housing Programs Department – **Page 12**
- 8-D. Accept the Monthly Overview Report for the Alameda Rent Program – **Page 15**
- 8-E. Accept the Monthly Overview Report for Property Operations – **Page 17**
- 8-F. Accept the Monthly Overview Report for Housing & Community Development – **Page 25**
- 8-G. Accept the Monthly Development Report for Rosefield Village – **Page 27**
- 8-H. Accept the Monthly Development Report for North Housing – **Page 29**
- 8-I. Accept the Holiday and Office Closure Schedule for 2020 – **Page 32**
- 8-J. Accept the Quarterly Investment Report for Period Ending September 30, 2019 – **Page 35**
- 8-K. Accept the Budget Variance Report for September 30, 2019 – **Page 40**
- 8-L. Accept an update on the Alameda City Council Referral from October 15, 2019 – **Page 54**
- 8-M. Approve Clarification of Revised Payment Standard Decrease for the Section 8 Housing Choice Voucher Program and Payment Standard Increase for Project Based Vouchers Effective December 2, 2019 – **Page 57**



9. AGENDA

9-A. Authorize Staff to Prepare Documents to Transfer Housing Authority Owned Properties to Comply with HUD Requirements for Project-Based Voucher and Housing-Choice Voucher Contracts – **Page 62**

9-B. Provide Direction to Staff for Development Opportunity at Alameda Landing – **Page 64**

9-C. Report to the Board of Commissioners on the 2019 Compensation Study of Exempt Positions and Adopt the Corresponding Resolution to Adopt a Revised Pay Schedule – **Page 73**

9-D. Accept the Resolution to Amend the Schedule of Authorized Positions – **Page 80**

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

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

12. CONTINUATION OF CLOSED SESSION – IF NEEDED

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

14. ADJOURNMENT

* * *

Note

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



DRAFT MINUTES

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA
HELD WEDNESDAY OCTOBER 16, 2019**

The Board of Commissioners Meeting began at 6:03 p.m.

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Commissioners

Present: Vice Chair Tamaoki, Commissioner Grob, Commissioner Hadid,
Commissioner Kay, Commissioner Rickard

Absent: Chair Kurrasch and Commissioner Weinberg

2. Public Comment on Closed Session

None

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

3-A. Closed Session pursuant to Government Code Section 54956.9(a) – Conference with legal counsel re existing litigation, Housing Authority of the City of Alameda v. Johnson, Alameda County Superior Court No. RG18933615.

3-B. Closed Session: Purpose: Conference with legal counsel –anticipated litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9(b): one potential case.

3-C. Closed Session: Pursuant to Government Code Section 54956.8, Conference with Real Property Negotiators. Property: Assessor’s Parcel Number 74-1366-9; Authority Negotiators: Vanessa Cooper and Kathleen Mertz; Negotiating Parties: Pulte Group; Under Negotiation: Price and Terms of Payment.

4. Adjournment of Closed Session

5. RECONVENE REGULAR MEETING – 7:14 p.m.

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



Vice Chair Tamaoki stated that the Board gave direction to staff on agenda items 3-A and 3-C. The Board will reconvene the closed session to discuss agenda item 3-B at the end of the public meeting.

7. Public Comment (Non-Agenda)

Mr. Richard Neveln, a member of the public, spoke about earthquake concerns and a need for improvement in emergency lighting in the common areas of IP and in the restrooms. Mr. Neveln also commented on the US Flag being out at night without proper illumination.

Ms. Vanessa Cooper, Executive Director, gave an update on last month’s public comments and relayed the concerns of one member of the public who was not able to stay for the meeting including expanding the exit at the back of IP to allow for emergency vehicles, IP parking issues, and garbage cans.

8. CONSENT CALENDAR

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

Items accepted or adopted are indicated by an asterisk.

Vice Chair Tamaoki recused himself from voting on Item 8-A: Approve Minutes of the Board of Commissioners Meeting held September 18, 2019 since he did not attend the meeting.

Commissioner Grob moved to accept the motion and Commissioner Hadid seconded the motion. All were in favor with one abstention on Item 8-A:

Yes:	4	Commissioner Hadid, Commissioner Kay, Commissioner Rickard, and Commissioner Weinberg
Abstained:	1	Vice Chair Tamaoki
Absent:	2	Chair Kurrasch and Commissioner Weinberg

- *8-A. Approve Minutes of the Board of Commissioners Meeting held September 18, 2019
- *8-B. Accept the Monthly Overview Report for Operations/H.R./I.T.
- *8-C. Accept the Monthly Overview Report for the Housing Programs Department
- *8-D. Accept the Monthly Overview Report for the Rent Program
- *8-E. Accept the Monthly Overview Report for Property Operations
- *8-F. Accept the Monthly Overview Report for Housing & Community Development
- *8-G. Accept the Monthly Development Report for Rosefield Village
- *8-H. Accept the Monthly Development Report for North Housing
- *8-I. Accept the Budget Variance Report for August 31, 2019
- *8-J. Accept Report on Housing Authority Records Disposition
- *8-K. Approve Out-of-State Travel for Asset Management Staff



- *8-L. Approve Outside Employment of Executive Director, per 2014 Employment Contract Between the Board of Commissioners and Vanessa Cooper
- *8-M. Accept Board of Commissioners Meeting Schedule for 2020
- *8-N. Direct the Executive Director or Her Designee to Vote “Yes” on the City of Alameda’s Upcoming Stormwater Fee Ballot Measure

9. AGENDA

9-A. Accept the Annual LifeSTEPS Presentation and Report

Ms. Belinda Lee, Bay Area Regional Director of Social Services, gave a presentation on LifeSTEPS services, what the program offers to participants, and answered questions. Ms. Cooper commented that neither LifeSTEPS nor AHA can mandate services to tenants, but make sure that services are offered. Chair Tamaoki commented that the most difficult decisions posed to the Board regarding lease violations caused by participants and asked how LifeSTEPS helps in these situations. Ms. Lee stated the importance of sending referrals to LifeSTEPS and commented that a lack of trust can sometimes prevent help, but with persistence, the household and LifeSTEPS can work together. Commissioner Bachir raised questions around hoarding issues and Ms. Lee explained that LifeSTEPS can bring in health services and gave an example household from another city.

Mr. Richard Neveln, a member of the public, said that LifeSTEPS is a very worthwhile program and asked that the names and contact information of program staff be available to residents. Mr. Neveln asked for better communication when AHA and LifeSTEPS use the IP Community room and asked that there be a shared computer with an assistant to help seniors use the computer. Mr. Neveln would like toastmasters to be involved in the community and he spoke about hoarding and the positive ways to clean spaces.

A member of the public spoke about the problem of hoarding, gave a positive story regarding a hoarding situation, and discussed the stigma of mental illness and ways to address hoarding issues in a positive way.

Commissioner Kay commented on the difference that LifeSTEPS has made in the community and appreciates that staff makes residents feel comfortable. Commissioner Hadid commented that for some mental illnesses, such as depression, networking and family are important and thanked LifeSTEPS for their work and stepping in to help individuals that do not have family or friends they can turn to for assistance.

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

Yes: 5 Commission Vice Chair Tamaoki, Commissioner Grob,
Commissioner Hadid, Commissioner Kay, Commissioner
Rickard

Absent: 2 Chair Kurrasch and Commissioner Weinberg



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

Ms. Cooper commented on last night's presentation and discussion at the City Council meeting. At this point, it seems that AHA will not be brought back under the City of Alameda, but there are areas that staff will continue to look into regarding accountability such as the Hearing Process, independent living, and tenant aging past the point of independent living. City staff will come back to City Council in February/March 2020 and bring ideas around further accountability. Vice Chair Tamaoki added that Councilmembers, having received reports of mistreated tenants, initiated the referral, but due to privacy rules, the full details of the situation cannot be disclosed to the public without a release of information from the tenant.

Commissioner Hadid thanked those that worked on the presentation and spoke at the Council meeting and commented on strengthening the relationship between AHA and the City.. Commissioner Rickard asked if staff has been identified to gather the requested information and Ms. Cooper explained that specific staff has not been identified, but the City Manager talked about staff in the City Attorney's Office, Community Development, and the City Manager's Office working together on this request. Ms. Cooper also commented that the preparation for the City Council presentation took a lot of work and that, the Board needs to be conscious that if AHA takes on the bulk of this new project, other AHA projects would shift in priority and new Agency priorities would need to be set. Commissioner Rickard asked if there could be a monthly status report regarding this research project added to the Board packet and Ms. Cooper agreed that this memo can be added, and commented that if requested changes are policy changes, they will need to be approved by the Board. Some changes, such as the Hearing Process, would require approval from HUD since the Admin Plan would need to be revised. These changes may also affect the AHA FY 2019 – 2020 approved budget.

Commissioner Grob asked if this can be made a priority and asked if AHA can make a recommendation earlier than the 2020 City Council meeting. Ms. Cooper commented that yes, it can, but this project will take a significant amount of legal counsel time which will change the projected budget costs for FY 2019-2020. There will also need to be adjustments to the order of priorities in the Executive Director goals, as this project was not accounted for when the goals were finalized.

This item was a verbal update, so a motion/action was not needed.

Chair Tamaoki announced that Mr. Richard Neveln, a member of the public, filed a speaker's slip to discuss item 8-L, "Approve outside employment of the Executive Director, per 2014 employment contract between the Board of Commissioners and Vanessa Cooper." Mr. Richard Neveln began to speak about adding a goal associated with landscaping at Independence Plaza to the Executive Director goals. It was clarified that Mr. Neveln would like to speak on item 9-D "Review and approve goals for the



Executive Director for the period of October 1, 2019 to September 30, 2020” so his speaker’s slip was updated. He spoke under item 9-D.

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

Ms. Lisa Caldwell, Director of Property Operations, explained the memo and that since the current contract expires in June 2020, staff would like to go out to bid for additional third party property management services. Ms. Cooper gave additional explanation behind the transition of additional properties and explained the two options before the Board. Vice Chair Tamaoki commented that this gradual transition towards third party management overseeing properties is the right way to go and he is in support of AHA’s strategy to move through attrition.

Commissioner Hadid referred to page 82 and asked if the four locations will receive more maintenance and Ms. Cooper explained that yes, the plan is for more in house maintenance at the four properties. As AHA staff retire, properties would then be moved to third party management, as this process will shift through attrition.

A member of the public asked how Public Comment works and if the dialogue between the Board and attendees is formal or informal. AHA staff explained the process.

Mr. Richard Neveln, a member of the public, commented on how tenants feel about having the same maintenance workers on site and wondered how other tenants feel about the process of moving to a third party management company. Ms. Cooper explained that AHA has an annual survey which is distributed amongst tenants and when AHA selects a third party property management team through the RFP process, staff will contact references and perform due diligence to ensure the company fits into AHA’s mission and operation.

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

Yes: 5 Commission Vice Chair Tamaoki, Commissioner Grob, Commissioner Hadid, Commissioner Kay, Commissioner Rickard

Absent: 2 Chair Kurrasch and Commissioner Weinberg

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

Mr. Richard Neveln, a member of the public, stated that he would like a restoration of the landscaping at IP and that this should be a goal of the Executive Director. Mr. Neveln discussed the dirt in the courtyard, potential groundcover options, and how he would redo the courtyard landscaping.



Ms. Cooper stated she would like to come back in November with an update on the work required for the October 15, 2019 City Council Meeting request. If extensive time is needed for this project, the Board may need to revisit and shift the timing of current goals and projects.

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

Yes: 5 Commission Vice Chair Tamaoki, Commissioner Grob, Commissioner Hadid, Commissioner Kay, Commissioner Rickard

Absent: 2 Chair Kurrasch and Commissioner Weinberg

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

Ms. Kathleen Mertz, Director of Housing and Community Development explained the license agreement and the process using the map provided in the agenda packet. There was discussion around how staff has gotten to the license agreement and why a license is preferred to an easement. The license will allow for pedestrian and bicycle access only.

Commissioner Rickard gave the reminder to edit the exhibit to correct the wording from "easement" to "license" and Ms. Mertz confirmed that the exhibit will be fixed. Commissioner Rickard then commented that Jean Sweeney Park is an amazing example of citizen activism.

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

Yes: 5 Commission Vice Chair Tamaoki, Commissioner Grob, Commissioner Hadid, Commissioner Kay, Commissioner Rickard

Absent: 2 Chair Kurrasch and Commissioner Weinberg

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

A member of the public asked if having a live-in aide helps bridge the gap between independent living and assisted living and Ms. Cooper stated that it does help because someone is there if needed, but the expectation of a live-in aide is to assist the tenant, not provide 24-hour surveillance of the tenant. A dialogue then ensued between the member of the public, Ms. Cooper, and Vice Chair Tamaoki regarding the struggle of tenants transitioning out of independent living and into assisted living and how AHA is



not legally licensed to provide this type of care. Commissioner Kay commented about the expectations between what independent living means versus the expectations of family members with relatives in independent living.

The member of the public then asked Vice Chair Tamaoki for clarification around his public comment during the October 15, 2019 City Council meeting regarding the word “failure” and the steps a tenant should take before going to the City Council with an issue. Vice Chair Tamaoki explained that his use of the word “failure” was not directed to the tenant going before the City Council, but that if the tenant felt their only recourse was go to before City Council to have their issues heard, somewhere along the line all the other mechanisms intended to address concerns failed. .

A member of the public then asked about solutions to the questions posed at the City Council meeting and Ms. Cooper explained that the hope is to create an open communication with advocate groups and to have a mediator help in the communication. A dialogue ensued around the October 15th City Council meeting and the process of reporting issues and concerns.

Mr. Richard Neveln, a member of the public, commented on earthquakes, the use of duck and cover drills and stated that doorways are the safest place to be in an earthquake. Mr. Neveln asked if Board members wanted to walk through the IP courtyard to look at the trees, landscaping, and lighting.

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Commissioner Hadid provided feedback from the NAHRO National Conference & Exhibition and provided takeaway information from the event.

Ms. Vanessa Cooper announced the continuation of Closed Session.

The Board of Commissioners Closed Session continued at 9:15 p.m.

- 3-B. Closed Session: Purpose: Conference with legal counsel –anticipated litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9(b): one potential case.

Vice Chair Tamaoki stated that there was no action from the Board on agenda item 3-A.

The Regular Meeting reconvened at 10:00 p.m.

12. ADJOURNMENT

There being no Public Comment on Closed Session items or further business, Vice Chair Tamaoki adjourned the meeting at 10:00 p.m.

Vanessa M. Cooper
Executive Director/Secretary

Arthur Kurrasch, Chair
Board of Commissioners





Housing Authority of the City of Alameda

PHONE (510) 747-4300
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: November 20, 2019

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

BACKGROUND

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

Human Resources and Operations

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

<u>Department</u>	<u>Position</u>	<u>Number of Vacant Positions</u>	<u>Recruitment Status</u>	<u>Other Updates</u>
Administration	Management Analyst	2 FTE	One position started in November; one finished background check process	Both expected to be on board by early December
	Communications Manager	1 FTE	Post position in November	Job description being developed
	Risk Manager	1 FTE	Position posted; applications due mid-November	
Finance		0 FTE		Department is fully staffed



Housing Programs	Housing Assistant	1 FTE	Position filled; candidate started mid-November	
	Housing Specialist III	1 FTE	In interview process	
Property Operations	Maintenance Supervisor	1 FTE	Offer made but declined	Revise position description and repost after the November Board meeting
	Resident Manager II (IP)	1 FTE	Offer in process	
	Assistant Resident Manager (IP)	.13 FTE	Initial posting not successful; will repost	
	Resident Manager (Parrott Village and Gardens)	1 FTE	Property will be moved to 3 rd party management by March 31. Security is in place at this site.	
Housing and Community Development		0 FTE		Department is fully staffed
Rent Stabilization Program		0 FTE		Department is fully staffed

Summary: Total FTE's approved for FY 2020: 58.50
 Number of vacancies: 6.13
 Number of active recruitments: 3.13

Staff attended a number of job-related trainings in October. Two Directors attended the Yardi Advanced Solutions Conference. Jack Geary presented two rounds of a two day course on Asset Management onsite at IP, and twelve staff representing departments across the agency completed the training. Jack Geary also provided support for an all



Property Operations staff training. And two Directors also attended the CalPERS Educational Forum held in Oakland. One Management Analyst attended the HD435-Rental Housing Development Finance: Problem Solving and Deal Structuring put on by the National Development Council. The Executive Director is now serving as the President of the California Association of Housing Authorities.

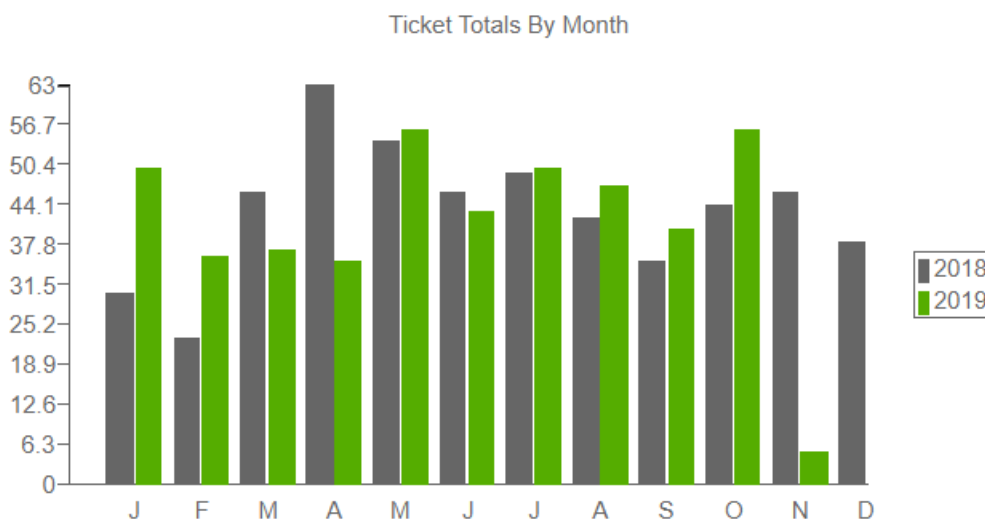
Open enrollment has concluded with the exception of flexible spending account plans, which will be held as soon as the IRS releases the 2020 contribution limits. 2020 rates for the employer-provided life and long term disability insurance plans were received, and no increase will be in effect for the upcoming year. A representative from ICMA-RC, which provides 457 (Deferred Compensation) and payroll Roth IRA plans options to AHA employees, presented at the October staff meeting in conjunction with a day of onsite consultation and enrollments for interested employees.

Information Technology/Administration

The proposals received for the project-based voucher program were reviewed by the HUD Field Office before an award is announced, and were returned to the Housing Authority in early November. In addition, environmental reviews were completed at the same time as the reviews are needed before the execution of any contracts. It is anticipated that awards will be announced in November, and contracts will be signed as appropriate unless the AHA goes into shortfall before the contracts are executed

The service tickets for September 2019 were reported in the October packet. Next month, the tickets for October will be reported.

As of 11/4/2019, there have been 455 tickets this year and, at that time, there were 19 open tickets. Below is a chart of tickets for year 2018 versus 2019.



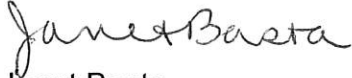
Honorable Chair and
Members of the Board of Commissioners

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RECOMMENDATION

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

Respectfully submitted,



Janet Basta

Director of Human Resources and Operations

JCB/TMSC





Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Lynette Jordan, Director of Housing Programs
Date: November 20, 2019
RE: Accept the Monthly Overview Report for the Housing Programs Department

BACKGROUND

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

Staffing

There have been significant short and long term absences at the line staff and management levels in this department. The department is impacted by retirements and a CalPERS limitation on the use of temporary staff for only up to 6 month periods. This results in additional supervisory resources utilized for training and the inability to retain temporary staff at a time when their skills would require less ongoing supervision. The current Board packet includes a request to add an HSII position to allow for a more consistent staffing. In addition staff are in discussion with a third party vendor to provide additional services including quality control and processing annuals.

Funding Update

Each month AHA continues to project future HAP expenses by utilizing the two-year tool. A review of the two-year tool in October projected that AHA will have \$883,014 in HAP reserves with a utilization rate of 98.2% of funding. Under indicator 1 of SEMAP which is worth up to 20 points, AHA must have utilized at least 98% of its HAP funds to receive full points for SEMAP. The projected year end amount of lease-up currently is just slightly above that threshold, and is dependent on a number of actions between now and the year end. The final determination must also must be confirmed with HUD's calculations.

If AHA does not meet the HAP expenditure maximum requirement rating for 2019-20, AHA will be a Standard Performer. AHA is focused on working diligently to avoid this designation but it may not be avoidable. For example, port in vouchers are now being absorbed and staff are working to expedite rent increases and interims prior to December 31. Utilization is dependent on the willingness of private landlords to take Section 8 vouchers. The City Council raised providing financial incentives for lease up at their October 15, 2019 meeting but there has not yet been further action on this point.



Honorable Chair and
Members of the Board of Commissioners

November 20, 2019
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AHA HAS \$883,014 in HUD held reserves. The following year end HAP expenditure projections were sent to HUD:

Month	UNITS	HAP
October	1468	\$2,509,185
November	1470	\$2,539,378
December	1482	\$2,590,867

Each month staff continues to monitor AHA leasing efforts and make recommendations as needed.

Online Recertification

The Online Recertification portal launched on September 1, 2019 to all program participants with recertifications effective January 1, 2020. (The prior rollout of online recertification was a pilot for certain properties to test the online portal). In the month of October staff completed 35 on line recertifications. However, for recertifications effective January 1, 2020, 104 recertifications will be performed online unless a Reasonable Accommodation is approved. This online system allows AHA participants to complete their annual recertifications online via cell phones, tablets, laptops, or home computers. Participants are also able to upload proof of income, assets, or other recertification documents directly into the portal. Participants can also make an appointment to do the recertification in person with their specialist. In order to support our participants with the new process, the October training sessions were held at Littlejohn Commons.

AHA continues to offer monthly training sessions for participants seeking assistance with the new system and individual assistance is available upon request in the office.

Upcoming Scheduled Training Sessions:

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

November 19, 2019: Independence Plaza, 703 Atlantic Ave., Alameda

December 17, 2019: Independence Plaza, 703 Atlantic Ave., Alameda

January 14, 2020: Independence Plaza, 703 Atlantic Ave., Alameda

HPD STATISTICS

Statistics	August	September	October
Annual Re-examinations Processed	Completed:118	Completed:114	Completed:122
Rent Increases (Private and affordable units)	Due: 49	Due: 58	Due: 38
Interim Re-examinations Processed	Due:67	Due: 48	Due: 64



Honorable Chair and
Members of the Board of Commissioners

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HQS Private Landlord Inspections Conducted	Private LL: 41 Pass Rate: 39%	Private LL:25 Pass Rate: 20%	Private LL: 29 Pass Rate: 34%
HQS in AHA Owned Units	Anne B Diamond Pass Rate: 84%	Parrot Gardens: Pass Rate: 32 %	AHA: 47 Pass Rate:60 %

VOUCHER ISSUANCE AND LEASE UP DATA

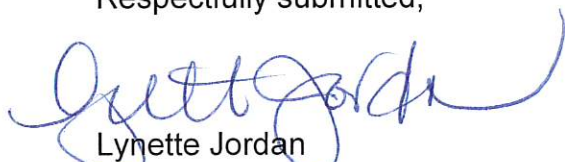
Statistics	August	September	October
Section 8 Continued Movers seeking housing	15	22	21
Port-in voucher holders seeking housing	2	9	6
Voucher holders ported out and seeking elsewhere	-2	-11	-10
New Vouchers Issued	42	42	35
Total voucher holders seeking housing in Alameda	59	75	62
Non-Port Leased	HCV - 1 PBV - 0	HCV - 4 PBV - 1	HCV - 4 PBV - 1
Port Move-In Leased	1	2	0
Total Vouchers Leased Up within the City of Alameda	2	7	6

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

RECOMMENDATION


Accept the Monthly Overview Report for the Housing Programs Department.

Respectfully submitted,



Lynette Jordan
Director of Housing Programs





**Housing
Authority of the City of Alameda**

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 20, 2019

Re: Accept the Monthly Overview for the Rent Program

DATA

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

	August	September	October
Rent increase submissions*	5	10	6
Termination of tenancy submissions	2	8	4
Capital Improvement Plan submissions	0	0	0
Number of rent adjustment hearings requested	0	0	5
Number of hearings held resulting in a rent adjustment**	0	0	0
Number of staff mediations held	0	0	1

*Includes both requests for rent adjustment hearings and requests for other staff services, e.g., reviewing rent increase notices for compliance.

**Requests for hearings may not result in a hearing being held for a number of possible reasons, including: 1) successful mediation that resolves the matter, 2) the party withdrawing their request, or 3) the parties resolving the matter between themselves.

CITY COUNCIL UPDATE

Staff continues to spend considerable time and resources engaging in extensive community outreach to help the public, both tenants and landlords, better understand the new amendments to the program regulations stemming from the passage of Ordinance 3249 in September. Rent Program staff is currently providing informational workshops to the public twice a month, to explain changes to the termination of tenancy and rent increase processes.

Rent Program staff will also begin offering workshops for owners, in January of 2020, to provide information about, and assist with, the rental unit registration process, in preparation for the scheduled roll out of the online registration system in early 2020. The development of the rent registry database is ongoing and the system has been tested this month by a range of AHA staff.

At their October 15 meeting, the Alameda City Council voted to accept the Alameda Rent Program's 2018-2019 Annual Report, which is available for public viewing on the program website.

On October 8, Governor Newsom signed Assembly Bill 1482. This legislation will mandate statewide rent control and termination of tenancy regulations for certain types of units. The City of Alameda and the Alameda Rent Program are in the process of reviewing this legislation and assessing the potential impact on Alameda renters and landlords. Additional outreach may be necessary in the New Year, to inform the public regarding these new rent control measures, as this law will become effective on January 1, 2020.

The service agreement between the City of Alameda and the Rent Program expires on June 30, 2020. AHA expects to receive confirmation from the City that it will extend the services agreement with the Rent Program.

RECOMMENDATION

Accept the Monthly Overview for the Rent Program.

Respectfully submitted,



Greg Kats
Rent Program Director



Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Lisa Caldwell, Director of Property Operations

Date: November 20, 2019

Re: Accept the October 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 2019.

DISCUSSION

VACANCY – October

Lease up coordination between the Property Operations and Housing Programs departments continues in order to fill vacancies as soon as possible. Applicants from waitlists have been outreached or are in process for applicable vacant units. When possible, three applicants are processed for each vacancy. Vacancies that do not have a waitlist are posted in the AHA lobby as well as our website. The table below provides ten (10) vacancies at the end of October. Progress is taking place in filling these vacancies. Staff has one (1) move-in scheduled to take place by November 12th and is diligently working on securing more move-ins to take place throughout November.

Property	Unit #	Vacancies End of October	Notice to Vacate Pending	Lease Pending	Rate
Anne B. Diament Plaza	65	0	1	0	0%
China Clipper Plaza	26	0	0	0	0%
Esperanza	120	4	0	0	3%
Independence Plaza	186	6	4	2	3%
Parrot Village	50	0	0	0	0%
Scattered Sites*	42	0	0	0	0%
Total	489	10	5	2	2%

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

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



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There are currently four (4) units offline due to extensive repairs. These units are not included in the vacancy numbers listed above and are outlined below:

Property	Number of units	Offline due to:
*Sherman Street	3	All three (3) units have a connected plumbing issue underground. See Capital Improvement attachment for dates.
*Lincoln House	1	Kitchen fire which has caused the entire kitchen and parts of roof to be replaced. See Capital Improvement attachment for dates.

**Properties included in the scattered sites.*

RENT COLLECTIONS – October

Esperanza’s 93% collection rate is a result of four (4) vacant units in the month of October as well as one legal case. Applicants for the vacant units are in process and an agreement has been reached regarding the legal case and payment will be received in November.

Parrot Village’s 95% collection rate is a result of a new move in adjustment needed and one (1) tenant rent outstanding which staff is working with the tenant to collect.

The Scattered Sites had two (2) vacant units during the month of October. Both of these units were leased at the end of October. As mentioned in the above table for offline units, there are four (4) units currently offline due to extensive repairs needed. All four (4) of these units are in the process of being contracted out to have the repairs completed.

GPR - Budget vs. Collected

Property	ABD	China Clipper	ESP	IP	Parrot Village	*Scattered Sites	Total
Budgeted GPR	\$92,123	\$44,629	\$322,537	\$249,732	\$144,225	\$86,506	\$939,752
Collected	\$93,412	\$38,194	\$301,468	\$250,514	\$137,300	\$66,335	\$887,223
Collection Rate	101%	86%	93%	100%	95%	78%	94%

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

Property Management staff continues to work with Attorney Bill Ford on terminations of tenancy for non-payment of rent. Non-payers are sent monthly to Mr. Ford mid-month, in



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Members of the Board of Commissioners

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order to assist with collecting payment on their debts in full and/or entering into a signed payment plan. At the end of October, there were three (3) cases actively being managed through the Attorney. By the middle of November, all were managed through a stipulation. All households subject to termination are referred to our social services provider, LifeSTEPS, for assistance including budgeting and obtaining rental assistance. Where tenant households are also Section 8 Housing Choice Voucher (HCV) holders, the Section 8 staff have also conducted mandatory in person case management conferences to remind participants of their obligations under the HCV Program. As mentioned last month, due to the current level of legal costs we will be amending and extending the amount of the contract, which currently is a not to exceed amount of \$100,000 for three years. The new not to exceed amount will be \$250,000 for the term of the contract.

SOCIAL SERVICES

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

Service	Participants	Hours
Individual Case Management	343	168
Education Classes	181	25
Community Building Enrichment Activities	76	23
Additional Services & Education	234	26

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

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

Property	No of units	Households Served
Anne B. Diament	65	58
Independence Plaza	186	88
Esperanza	120	38

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



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

RENT INCREASES

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

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

MAINTENANCE

Staff is preparing to start working on FY2019-20 HQS preventive maintenance at Esperanza. Preventive maintenance is done to ensure units pass HQS within 30 days of the initial annual inspections. Staff is also working on correcting items that did not pass Initial HQS at Parrot Village, Parrot Gardens and China Clipper. There were six (6) units in October that required extensions beyond the thirty (30) days. The work for the six (6) units has been completed and awaiting re-inspection. The maintenance staff has also been preparing vacant units for leasing, handling daily routine maintenance requests, and performing emergency work orders as needed.

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

Work Order Month

Property	Units	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Total
AHA Office	N/A	16	9	17	9	17	16	9	12	11	17	133
Anne B. Diamant	65	22	13	9	73	21	14	13	14	12	19	210
China Clipper Plaza	26	25	13	1	6	10	7	12	9	5	22	110
Detached Homes	5	2	0	0	4	3	0	1	0	1	0	11
Esperanza	120	57	32	18	36	32	35	30	51	71	109	471
Independence Plaza	186	55	48	41	67	42	130	186	64	57	44	734



Property	Units	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Total
Lincoln House	4	1	0	0	0	2	2	4	2	3	1	15
Lincoln Willow Apts	5	4	5	3	2	1	1	1	3	3	4	27
Parrot Gardens	8	5	8	1	1	0	1	0	2	6	2	26
Parrot Village	50	35	35	48	15	14	17	27	27	22	20	260
Senior Condos	7	3	7	1	1	2	0	0	3	1	2	20
Sherman Street	9	8	6	2	4	5	0	4	5	6	2	42
Stanford House	4	1	5	1	4	2	0	1	0	0	1	15
Total	489	234	181	142	222	151	223	288	192	198	243	2,074

The Housing Authority of the City of Alameda (AHA) has requested proposals (RFP) from qualified firms to conduct inspections on units owned and managed by the Housing Authority of the City of Alameda for the Property Operations Department. These are not inspections as required under the regulations for the Housing Choice Voucher program, but rather, inspections conducted for the property management of the units. The deadline for responses is November 14, 2019.

CAPITAL PROJECTS

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

The 504/ADA project at Independence Plaza is now complete and closed out regarding the unit and parking lot upgrades. The ADA door operators, paddles and fob readers throughout the community were removed from the original contractor's scope due to the complexity of the design requirements. An update on completing the ADA door operators, paddles and fob readers is below:

Task	Date
Execute contract	Completed on October 7, 2019
Provide deposit for work	Completed on October 11, 2019
Electrical phase work	Completed on October 11, 2019
Buildings 1-5 Entry Doors	Hardware installation- completed on October 21, 2019 Data and Software installation completed on October 30, 2019
Building 1 interior side doors & rear doors	Hardware installation- completed on November, 2019 Data and Software installation scheduled to be completed on November 15, 2019



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Staff has confirmed that the completed items are operational, and are reviewing the work to see if the interior courtyard door paddles need to be operational given fob access already in place.

Staff has informed the tenants at Independence Plaza that the ADA doors are operational and will be delivering keycards Friday, November 8th through the week of November 12th. Staff provided trainings to tenants on November 8th and, again, on Tuesday, November 12th.

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

VACANCY – October

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

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

At the end of October there was one (1) vacant unit at Eagle Village. This unit has an applicant in process, as well as back up applications if needed going through the steps of leasing, which includes scheduling the units for HQS to ensure the units meet the quality standards for move in. This unit is projected to be leased by the middle of November.

Littlejohn Commons had one (1) vacant unit at the end of October, this unit was leased on November 1, 2019.

RENT COLLECTION –September

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

Property	Rosefield	Littlejohn Commons	Eagle Village	Everett Commons	Total
Budgeted GPR	\$ 35,972	\$ 48,485	\$ 92,983	\$ 39,357	\$ 216,797
Collected	\$ 36,431	\$ 50,255	\$ 82,171	\$ 39,089	\$ 207,946
Collection Rate	101%	104%	88%	99%	96%



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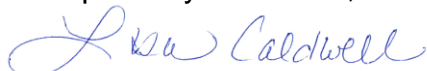
FINANCIAL IMPACT

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

RECOMMENDATION

Accept the October monthly overview report for Property Operations.

Respectfully submitted,



Lisa Caldwell
Director of Property Operations

VMC/all

ATTACHMENT:

1. FY 2019-20 Capital Projects Update



Attachment 1

FY 2019-20 Capital Projects Update

Property	Project	Original Contract or Budget Amount	Approved Change Orders	Current or Revised Budget Amount	Original Substantial Completion	Expected or Actual Substantial Completion	Status
Independence Plaza	ADA Doors	160,000	0	68,000	8/2/2019	11/15/2019	Work scheduled to be completed by November 15
Independence Plaza	Sprinkler Inspectons/Repairs	14,995	0	14,995	10/15/2019	10/15/2019	Complete
Anne B Diamond & Independence Plaza	Balcony Assessment	200,000	0	200,000	11/1/2019	12/15/2019	Contracts executed; inspections being scheduled
Sherman Street	Roofing	145,000	0	145,000	10/18/2019	10/18/2019	Complete
Sherman Street	Plumbing	25,000	0	80,000	11/1/2019	6/30/2020	All proposals received & currently under review
Esperanza	Sidewalks, Decks & Misc Site Work (lender required)	100,000	-	100,000	1/31/2020	1/31/2020	Reviewing lender report to identify and define scope
Lincoln House	Fire Damage	101,000	-	101,000	11/26/2019	1/31/2020	Permit secured; Invitation to Bid was posted on October 21; bids due on November 22
Haight Avenue	Renovation Project (pending acquisition)	500,000	-	500,000	-	-	No update, project pending acquisition
Rosefield Village	Redevelopment Project	7,000,000	-	7,000,000	2020	2020	See HCD Report
North Housing	Demo/New Construction	3,000,000	-	3,000,000	2024	2024	See HCD Report

FY 2018-19 Capital Projects Update

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



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To: Honorable Chair and Members of the Board of Commissioners

From: Kathleen Mertz, Director of Housing and Community Development

Date: November 20, 2019

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

BACKGROUND

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

DISCUSSION

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

HUD has funded the Community Development Block Grant line of credit for the current fiscal year. Staff has entered each of the approved activities into HUD's software, the Integrated Disbursement and Information System (IDIS). Each of the public service recipients is required to enter reports into City Data Services quarterly. Staff has reviewed the reports and processed the first quarter reimbursement requests for each of the City's public service subrecipients.

Through coordination with Alameda County, Staff has posted the draft Analysis of Impediments to Fair Housing Choice (AI) for public comment. The complete document can be found at the Housing Authority's web site, under the Working With Us/Public Notices section, at: <http://alamedahsg.org/cms/one.aspx?pagelid=3760617>

Staff has engaged consultants to conduct file reviews of the HOME-funded units and financial assessments of the owners. All of the properties with HOME-funded units have been contacted to schedule a monitoring visit and collect tenant information and annual financial statements, as applicable. Staff expects that monitoring for five properties will be completed by the end of the year with the remaining three occurring during the first quarter of next year.

Inclusionary Housing and Below Market Rate (BMR) Programs

Staff has engaged Hello Housing to conduct the annual owner occupancy monitoring. Hello Housing has mailed the final round of letters to each of the 139 homeowners who



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participate in the Below Market Rate (BMR), Down Payment Assistance (DPA) and/or Community Land Trust (CLT) Programs. The deadline for submitting documents is November 13, 2019.

Island City Development

The Housing Authority previously made two predevelopment loans to Island City Development (ICD) on behalf of two development projects: North Housing and Rosefield. The loan balance and project details are discussed in the attached project specific reports. A regular ICD Board meeting was held on November 8, 2019. The agenda packet is posted on the Housing Authority's website and was emailed to the Board.

Affordable Housing Project Pipeline

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

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

Feasibility Studies – Staff began work on the feasibility studies of two more potential projects that were discussed in closed session. Once complete, staff will report back to the Board.

Staff continues to evaluate potential real estate development and acquisition opportunities throughout Alameda as they become available. The development pipeline is expected to be discussed at the April Board Retreat.

Asset Management

Staff completed the initial City HOME program on-site monitoring visit for Everett Commons and Littlejohn Commons. This relates to 2 HOME units. The monitoring process ensures compliance with the HOME regulations.

Staff is assisting in preparation of the materials for the transfer of Housing Authority properties to Alameda Affordable Housing Corporation, per the separate report. Asset Management will be starting a unit inspections in November as part of the appraisals needed to transfer properties to AAHC.

Staff is reviewing 2020 Budgets for the limited partners for Littlejohn Commons and Everett Commons. These will be reviewed by ICD at a Board meeting on December 3, 2019. Staff are also reviewing the budgets for the nonprofit joint venture properties: Shinsei Gardens, Breakers at Bayport, Stargell Commons, Jack Capon Villa, and Park Alameda.

RECOMMENDATION

Accept the monthly overview report for Housing & Community Development.

Respectfully submitted,


Kathleen Mertz
Director of Housing and Community Development





Housing Authority of the City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners
 From: Tony Weng, Senior Project Manager
 Date: November 20, 2019
 Re: Accept the Monthly Development Report for Rosefield Village

BACKGROUND

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

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

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

DISCUSSION

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

Month	Total Units	Vacant Units	Moves Completed	Currently Occupied	Remaining Units to Permanently Relocate	Remaining Units to Temporarily Relocate
October 31, 2019	53	38	17	15	8	7

The City of Alameda Building Department issued the remaining first set of plan check comments on October 31, 2019. The design team is reviewing and responding to the plan check comments and owner's comments to the first submittal and expect to resubmit for building permit before end of the year.



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In the meantime, staff is working on a new funding application for a 4 percent Low Income Housing Tax Credit (LIHTC) coupled with Tax-Exempt Bond and State Tax Credit structure. Staff will submit this joint funding application to the California Tax Credit Allocation Committee (CTCAC) and California Debt Limit Allocation Committee (CDLAC) on November 15, 2019.

FINANCIAL IMPACT

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

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

The chart below summarizes expenses through October 2019.

Rosefield Village

Pre-development Loan from AHA	\$	2,000,000
Usage through October 2019	\$	1,554,104
Balance	\$	445,896

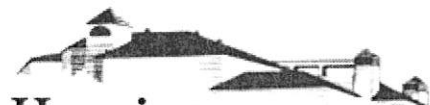
RECOMMENDATION

Accept the monthly development report for Rosefield Village.

Respectfully submitted,

Tony Weng
Senior Project Manager





Housing Authority of the City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners
 From: Danielle Thoe, Management Analyst
 Date: November 20, 2019
 Re: Accept the Monthly Development Report for North Housing

BACKGROUND

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

Site security at North Housing remains a priority. As a result of engaging with legal representation and posting 5-Day Notices to North Housing units and an increased security presence, staff and security believe all units to be vacated, although daytime loitering has still been witnessed. A plumbing contractor is working to cap the main water lines into each building. A separate contractor will begin work to board up each building in late November. While boarding the buildings prior to demolition was not previously anticipated, the delays discussed below warrant this intermediary security step to prevent loitering and vandalism.

Regulatory requirements and approvals to move forward with demolition of the buildings has taken longer than projected. Therefore, the demolition work will not begin until the new year. The four environmental regulators have provided edits over multiple rounds of comments on AHA's draft Soil and Groundwater Management Plan (SMP). Additionally, a recent HUD audit of CDBG funds resulted in a finding regarding the Environmental



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Assessment (EA) at North Housing. The EA, that was previously completed and used for the funding of the demolition of the three buildings in the street right of way completed by Carmel Partners, was determined to be out of date. To move forward with rest of the demolition, or any related additional work on the site, the EA must be updated. The City has provided additional elements it would like to see in the EA related to traffic counts. Staff anticipates having a firm under contract for the EA by mid-November and a draft EA back from the consultant by early January 2020. The demolition work cannot begin until both the SMP and the EA are final and approved by all regulators.

As previously discussed, Carmel Partners are constructing road extensions of Singleton Ave. and Mosley Ave. to connect both streets to the Alameda Landing street grid. Installation of underground utilities along this right of way has begun. Carmel relayed to staff that they believe the streets will be completed by the end of January 2020.

The RFP for a Project Manager for the demolition of the buildings resulted in one proposal received. This proposal is currently under review by staff, and will require a formal cost analysis, per the procurement procedures when only one response is received. Should this bid be accepted and chosen to move forward, staff will take approval of this contract before the Island City Development Board for approval.

Staff hosted a Partners meeting with Building Futures and Alameda Point Collaborative on October 16, 2019. Board members from all three organizations were present as was Mike Andrews, AHA's development consultant who had previously been intimately involved with the project in 2018. The partners continued the discussion regarding how the group will make decisions, zoning code and City requirements for the site, the target population for the permanent supportive housing project, and how to develop the balance of the site.

As a follow up, staff scheduled a December meeting with AHA's site planning firm, Urban Design Associates, and the Partners to discuss zoning and space requirements on the site. Once consensus with the Partners is achieved, staff will work to quickly get the Development Plan submitted and on the City's calendar for approval. Staff is working to schedule a second meeting later in December to continue discussions with the Partners about the decision making process, including a possible update to the 2009 Memorandum of Agreement (MOU) between the three agencies. Any updates to the MOU will come back to the Board for approval.

FINANCIAL IMPACT

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



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Members of the Board of Commissioners

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The chart below summarizes expenses through October 2019.

North Housing

Pre-development Loan from AHA	\$ 3,700,000
Usage through August 2019	\$ 463,363
Balance	\$ 3,256,667

Any additional carrying costs for the existing buildings, including security, insurance, mowing and maintenance are being paid out of these predevelopment funds. Staff are tracking the carrying costs, full site pre-development costs, and phase-one development costs separately. Regular carrying costs of security and lawncare are anticipated to cost \$186,000 annually. Staff plans to return to the Board with a budget amendment to manage the carrying costs, like regular mowing, separately from the project development budget.

RECOMMENDATION

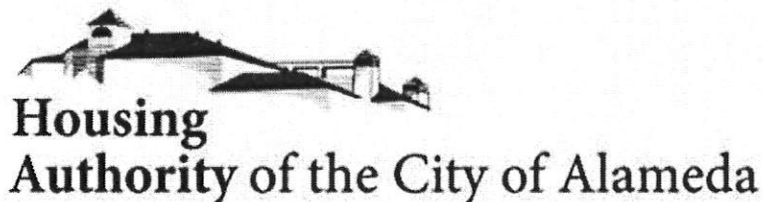
Accept the Monthly Development Report for North Housing.

Respectfully submitted,



Danielle Thoe
Management Analyst





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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: November 20, 2019

Re: Accept the Holiday and Office Closure Schedule for 2020

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.

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. Normal 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 half-days for the week of Thanksgiving (rather than just the day before), as well as the last full week 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. 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.



Honorable Chair and
Members of the Board of Commissioners

November 20, 2019
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FINANCIAL IMPACT

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

RECOMMENDATION

Accept the Holiday and Office Closure Schedule for 2020.

Respectfully submitted,



Janet Basta
Director, Human Resources and Operations

VMC/JCB

Attachments: 2020 AHA Holiday and Office Closure Calendar



2020 AHA Holiday and Office Closure Calendar

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		

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				

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	29

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	

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					

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	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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					

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

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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			

KEY: Red = Holiday / Green = Office Closed to the Public / Yellow = 1/2 day Office Closed to the Public (Nov 23, 24, 25, Dec 21, 22, 23, 24, 31) / Blue =Alt Holiday for flex staff. NOTE: AHA is closed to the public every Friday.

AHA Holidays 2020

Jan 1	New Year's Day	Feb 17	Presidents' Day	Sep 7	Labor Day	Nov 27	Day After Thanksgiving
Jan 20	Martin Luther King Day	May 25	Memorial Day	Nov 11	Veteran's Day	Dec 25	Christmas Day
		Jul 3	Independence Day (observed)	Nov 26	Thanksgiving Day		



Housing Authority of the City of Alameda

PHONE (510) 747-4300
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Janet Lee, Controller
Date: November 20, 2019
Re: Accept the Quarterly Investment Report for Period Ending September 30, 2019

BACKGROUND

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

DISCUSSION

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

As of September 30, 2019, AHA held \$11,552,712 (50% of investment funds) in **LAIF** (Local Agency Investment Fund). These funds are on demand and can be used for immediate needs. The prior quarter balance was \$11,808,188. Interest is posted quarterly to the account by LAIF.

As of September 30, 2019, AHA held \$11,759,142 (50% of investment funds) in **CAMP** (California Asset Management Program). These funds are on demand and can also be used for immediate needs. The prior quarter balance was \$11,691,007. Interest is posted monthly to the account by CAMP.

Note that \$3.4MM of the amount held in CAMP is allocated to AHA's affiliate, Island City Development.

Balances as of September 30, 2019:

LAIF:	\$11,552,712
CAMP:	\$11,759,142
<hr/>	
Total Investment	\$23,311,854



Honorable Chair and
Members of the Board of Commissioners

November 20, 2019
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The key changes in the balance for the period ending September 30, 2019 are:

CAMP July to September 2019 interest income	68,135
LAIF April to June 2019 interest income, received in October	74,524
LAIF withdrawal for Independence Plaza 504 work	(330,000)
Total	\$ (187,341)

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

RECOMMENDATION

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

Respectfully submitted,



Janet Lee
Controller

Attachments: LAIF report for the quarter ending September 30, 2019
CAMP report for the quarter ending September 30, 2019



California State Treasurer
Fiona Ma, CPA



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

November 13, 2019

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

ALAMEDA HOUSING AUTHORITY

EXECUTIVE DIRECTOR
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

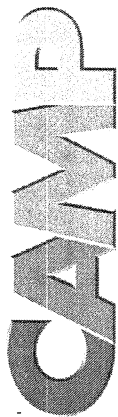
[Tran Type Definitions](#)

Account Number:

September 2019 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	11,552,711.72
Total Withdrawal:	0.00	Ending Balance:	11,552,711.72



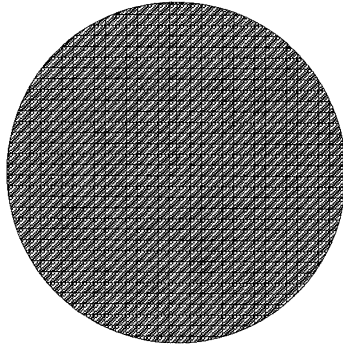
Account Statement - Transaction Summary

For the Month Ending September 30, 2019

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

CAMP Pool	
Opening Market Value	11,737,718.65
Purchases	21,423.39
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$11,759,142.04
Cash Dividends and Income	21,423.39

Asset Summary		
	September 30, 2019	August 31, 2019
CAMP Pool	11,759,142.04	11,737,718.65
Total	\$11,759,142.04	\$11,737,718.65
Asset Allocation		



CAMP Pool
100.00%



Account Statement

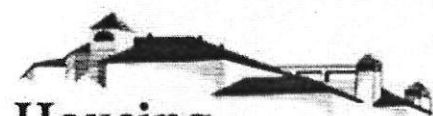
For the Month Ending **September 30, 2019**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					11,737,718.65
09/30/19	10/01/19	Accrual Income Div Reinvestment - Distributions	1.00	21,423.39	11,759,142.04
Closing Balance					11,759,142.04

	Month of September	Fiscal YTD July-September
Opening Balance	11,737,718.65	11,691,007.30
Purchases	21,423.39	68,134.74
Redemptions (Excl. Checks)	0.00	0.00
Check Disbursements	0.00	0.00
Closing Balance	11,759,142.04	11,759,142.04

Cash Dividends and Income	21,423.39	68,134.74
Closing Balance	11,759,142.04	11,759,142.04
Average Monthly Balance	11,738,432.76	
Monthly Distribution Yield	2.22%	



Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners
From: Louie So, Director of Finance
Date: November 20, 2019
Re: Accept the Budget Variance Report for September 30, 2019

BACKGROUND

This high-level, Budget Variance Report covers preliminary unaudited financial operating results compared to the 2019-20 budget for the period and month ending September 30, 2019. Although the year-end financial data is on an accrual basis, the month-to-month financials are on a cash basis. The numbers presented are subject to change based on the adjustments from the final audited financial statement report.

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

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

DISCUSSION

Overview

Year-to-date variances are as follows: revenue is under budget by \$326,911 (2.72%), operating expenses are under budget by \$1,373,703 (12.11%), and net income (before depreciation) is higher than budget by \$1,046,792. Rosefield and Eagle Village income and expenses are fully incorporated in these financials exhibits and will be included basis going forward starting in September 2019's financial statements. A third party (The John Stewart Company) manages these



Honorable Chair and
Members of the Board of Commissioners

November 20, 2019
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properties and reports on income and occupancy are provided in the monthly overview report for Property Operations.

Operations Budget - Revenue

Year-to-date - Rental income (Total Tenant Revenue) of \$2,959,974 is predominantly made up of Housing Assistance Payments (HAP) received for AHA units, the tax increment subsidy for Independence Plaza, and tenant rents received. HAP is lower than budget by \$152,420, while vacancy is slightly above budget by \$11,092. Lower income is expected due to some vacancies at Independence Plaza and tenant relocations from Rosefield for the planned rehabilitation of the property. Occupancy at Independence Plaza is expected to improve over the coming months with the expectation that there will be 5+/- vacancies by the end of November 2019.

Other Income is \$214,989 less than the year-to-date budgeted revenue mostly due to lower professional service revenue received, which includes funding from the Rent Program and HCD MOUs which are received in arrears.

Administrative Fee income in HUD is slightly higher than the year-to-date budget by \$6,986 (1.58%). The factors that affect how much Administrative Fee AHA receives are the proration percentage and the number of units leased. HUD provided an increase of 4% in the proration factor from 76% to 80% that accounts for this higher number. For the past several years, Administrative Fees from HUD have not fully funded the Housing Programs Department, and the Section 8 program has been subsidized by income from AHA properties.

Expenses

Net profit from operations (before depreciation) is \$1,046,792 for the period year-to-date.

Total expenses are lower than the year-to-date budget by \$1,373,703 (12.11%). This is mainly due to the lower salary and benefit expenses, which are under budget due to vacant positions (see monthly overview report for Operations, H.R. and I.T.). Utilities are under budget by \$164,708; this is a result of a timing differences and utilities expense are expected to be on par with budget in Q4's financial statement report.

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

Housing Assistance Payments (HAP) Pass-through



Honorable Chair and
Members of the Board of Commissioners

November 20, 2019
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Periodically, pass-through payments due to AHA for AHA-owned properties are requested.

The Housing Assistance Payments (HAP) pass-through includes all the Housing Choice Voucher/Section 8, Shelter Plus, and Bessie Coleman (SRO) programs. Year-to-date HAP revenue is \$305,822 (4.11%) higher than budget for Section 8 and slightly below for Shelter Plus and SRO as well. Shelter Plus Care Revenue is billed in arrears to the Alameda County Housing and Community Development department.

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

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

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

Statement of Net Position

The Housing Authority has adequate cash resources for operations. As of September 30, 2019, AHA and its affiliates has \$8.5 Million in cash, and \$20.9 Million held in LAIF and CAMP. Please refer to the Investment Memorandum in this month's Board of Commissioners packet.

OTHER ISSUES IMPACTING FINANCE DEPARTMENT

Staffing

As previously stated, the Finance Department is now fully staffed as of June 2019 and onboarding and training continues. Nan McKay and Associates also continues to provide consulting and training services including HUD's monthly Voucher Management System (VMS) report and the annual unaudited Financial Data Schedule (FDS).

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

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

Audit and Tax



Honorable Chair and
Members of the Board of Commissioners

November 20, 2019
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AHA

The financial statement auditors, Citrin Cooperman, began preliminary work for the audited financial statements for the fiscal year ended June 30, 2019 offsite in October 2019, and was onsite in early November 2019 to accommodate the HUD financial statement deadline in 2020. During audit fieldwork, the Citrin Cooperman team met with various members of management, staff and a BOC member.

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). A tax return extension will be filed by November 15, 2019.

Island City Development

The December 31, 2018 financial statement audit for AHA's affiliate, Island City Development, was completed and an unqualified audit opinion was presented on the audit opinion by Holthouse, Carlin & Van Tright LLP (HCVT). The unqualified audit opinion is an independent auditor's judgment that the financial statements are fairly and appropriately presented. The December 31, 2018 federal and California tax returns will be filed by the tax extension deadline of November 15, 2019.

Unfunded Pension Liabilities

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

RECOMMENDATION

Accept the Budget Variance Report for September 30, 2019.

Respectfully submitted,



Louie So, CPA
Director of Finance

Attachments:

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



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Balance Sheet

Period = Sep 2019

Book = Accrual

	Current Balance
1000000 ASSETS	
1100000 CURRENT ASSETS	
1101000 CASH	
1110010 Cash - Unrestricted	5,804,730
1110012 Cash - Reserve for Building	78,451
1110013 Cash - Reserve for 3rd Party Managed Buildings	862,913
1110014 Cash - Reserve for Equipment	2,152
1110018 Cash - Operating Checking with 3rd Party	841,540
1110019 Petty Cash with 3rd Party	200
1110020 Cash - Petty cash	250
1110021 Cash - Benefit Account	78,121
1110030 Cash - FSS	145,056
1110040 Cash - Replacement Reserve Bldg	126,415
1130030 Cash - Restricted Sec Dep	76,775
1140000 Cash - Tenant Security Deposits	500,240
1140050 Cash - Tenant Security Deposits with 3rd Party	46,593
1199000 TOTAL CASH	8,563,436
1200000 ACCOUNTS RECEIVABLE	
1240010 Accounts Receivable - Government	957,813
1240050 HAP Rent Receivable	29,911
1250010 Accounts Receivable - Other	665,011
1250050 Accounts Receivable - 3rd Party Management	896
1255000 Subsidy Suspense Receivable	(28,177)
1260000 Accounts Receivable - Tenant	670,540
1260050 Accounts Receivable - Tenant Rent with 3rd Party	18,102
1261000 Allowance for Doubtful Accounts -Dwelling Rent	(61,830)
1280000 Fraud Recovery	36,869
1281000 Allowance for Doubtful Accounts - Fraud	(36,144)
1290000 Accrued Interest Receivable	98,283
1299000 TOTAL ACCOUNTS RECEIVABLE	2,351,275
1300000 INVESTMENTS AND OTHER CURRENT NOTES	
1310000 Investments(LAIF)- Unrestricted	9,549,589
1320010 Investments - Other	200
1320020 Investments(LAIF) (Restricted) - FSS Escrow	(327)
1320030 Investments(LAIF)- Building Reserve	1,266,844
1320040 Investments(LAIF) - Equipment Reserve	280,359
1320201 Investment Reserved for IP-LAIF	425,344
1350010 Investment(LAIF)-Restricted (Jack Capon Villa Trust)	1,372
1350020 Investment-OPEB (Restricted)	1,158,615
1350023 PFM-Accured Interest	(130)
1350031 Investments - CAMP	8,281,959
1350100 Mortgage Receivable	26,188,472
1350103 Mortgage Receivable-Jack Capon L. P.	129,981

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Balance Sheet

Period = Sep 2019

Book = Accrual

	Current Balance
1350106 Loan Receivable - ICD	15,329,430
1350107 Loan Receivable-RCD/Stargell/Tri Pointe	2,000,000
1350109 Loan Receivable - Section 8	650,000
1360000 TOTAL INVESTEMENTS AND OTHER CURRENT NOTES	65,261,839
1400000 PREPAID EXPENSES	
1420010 Prepaid Insurance - Property	46,323
1420020 Prepaid Insurance - Liability	33,207
1420030 Prepaid Insurance - Auto	4,105
1420040 Prepaid Insurance - Worker Comp	27,390
1420050 Prepaid - Other	8,478
1420051 Prepaid Rent	14,400
1420070 Escrow Deposits - Property	75,193
1420075 Escrow Dep. PNC Hedge Res.	65,910
1430000 Inventories	9,810
1430010 Replacement Reserve-NorthMarq Loan	516,909
1430020 Reserve for Replacement NorthMarq	516,079
1440099 TOTAL PREPAID EXPENSES	1,317,804
1440105 INTERPROGRAM	
1440110 Interprogram (Due From)	178,056
1440111 Interprogram Due From Sherman St FACSA	12,725
1440112 Interprogram Due From Lincoln St FACSA	7,093
1440210 Interprogram Due From Esperanza	688
1440411 Interprogram Due from Detached Home	(0)
1440451 Interprogram Due From 2437 Eagle Ave - 4532	19,735
1440452 Interprogram Due From Stargell Commons	8,156
1440453 Interprogram Due From Island City Development - 4530	204
1440601 Interprogram Due From ABD	(22,496)
1440602 Interprogram Due From Rosefield Village - 4537	219
1440603 Interprogram Due From Parrot Gardens	15
1440604 Interprogram Due From Stanford House	5
1440605 Interprogram Due From Lincoln/Willow	15
1440606 Interprogram Due From Senior Condos	18
1440607 Interprogram Due From China Clipper	408
1440608 Interprogram Due From Regent Street Land	1,530
1440609 Interprogram Due From Santa Clara Land	60
1440610 Interprogram Due From Eagle Village	265
1440613 Interprogram Due From Shinsei Gardens	2,580
1440710 Interprogram Due From Section 8 Vouchers	435,590
1440810 Interprogram Due From Independence Plaza	611
1440899 TOTAL INTERPROGRAM	645,477
1500000 TOTAL CURRENT ASSETS	78,139,702
1590000 LONG TERM ASSETS	
1600000 FIXED ASSETS	

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Balance Sheet

Period = Sep 2019

Book = Accrual

		Current Balance
1609999	LAND AND BUILDINGS	
1610000	Land	58,219,779
1620030	Buildings	31,599,053
1620031	Buildings Improvements	2,146,760
1629000	TOTAL LAND AND BUILDINGS	91,965,591
1630040	Furniture and Equipment - Dwelling	355,075
1630041	Furniture and Equipment - Other	96,032
1650000	Leasehold Improvements	14,213,821
1660030	Accumulated Deprecation	(28,832,678)
1660060	Accumulated Depreciation - 3rd Party	(533)
1699000	TOTAL FIXED ASSETS	77,797,309
1800000	DEFERRED OUTFLOW	
1800200	Deferred Outflow of Resources	2,509,532
1890000	TOTAL DEFERRED OUTFLOW	2,509,532
1900000	CONSTRUCTION IN PROGRESS	
1900100	CIP - On Site Improvement	(381)
1900230	CIP - Professional Services (Other)	8,568
1900290	CIP - Organization - Legal	6,078
1900410	CIP - Environmental Testing & Reports	13,800
1900420	CIP - Permit & Fees (plan'g,build'g,public work,school dist)	4,086
1900430	CIP - Utilities Fees	608
1919999	TOTAL CONSTRUCTION IN PROGRESS	32,758
1929999	TOTAL LONG TERM ASSETS	80,339,599
1999999	TOTAL ASSETS	158,479,301
3000000	LIABILITIES AND EQUITY	
3005000	LIABILITIES	
3100000	CURRENT LIABILITIES	
3100500	ACCOUNTS PAYABLE	
3120010	Accounts Payable<= 90 Days	145,276
3120011	Accounts Payable -CALPERS (employee portion)	0
3120012	Accounts Payable-Health Insurance (employee portion)	24
3120014	Accounts Payable-Garnishment (employee portion)	(129)
3120015	Accounts Payable-Vision Insurance (employee portion)	681
3120016	Accounts Payable-Life Insurance (employee portion)	(149)
3120018	Accounts Payable-PARS retirement (employee portion)	134
3120019	Accounts Payable-Flexible Spending Account(employee portion)	3,177
3120021	Employees Cobra	(146)
3120022	Accounts Payable-PERS 1959 Surv(Employee Portion)	41
3120023	Accounts Payable-FSA Transit Plan	2,880
3120024	Accounts Payable FSS	110,483
3120026	Accounts Payable FSS Interest	26
3120029	Accounts Payable - 3rd Party Management Company	26,796
3120030	Accrued Wage/Payroll Taxes Payable	1,102

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Balance Sheet

Period = Sep 2019

Book = Accrual

	Current Balance
3120040 Accrued Compensated Absences - Current Portion	138,785
3120045 Accrued Vacation Payable - 3rd Party Management	6,470
3120070 Accrued Payables	150,640
3120075 Accrued Accounts Payable - 3rd Party Management	112,705
3330100 Tenants- Rents Payable	9,900
3339000 TOTAL ACCOUNT PAYABLE	708,695
3400000 SECURITY DEPOSITS HELD	
3410010 Tenant Security Deposits	537,897
3410015 Tenant Security Deposits - held with 3rd Party Management	46,143
3410020 Tenant Security Deposits - Pets	1,225
3410030 Tenant Security Deposits - Gate Opener	50
3410040 Tenant Security Deposits - Satellite Dish/Antenna	1,700
3410060 Tenant Security Deposits - Pooled Interest	63,760
3410999 Security Deposit Refund	9,939
3419000 TOTAL SECURITY DEPOSITS HELD	660,714
3419900 OTHER LIABILITIES	
3420000 Prepay Tenant Rent	91,987
3421000 Prepay Tenant Rent - 3rd Party Management	5,373
3425000 Unearned Revenue	842,312
3426000 Prepaid Ground Lease Rent	3,410,000
3430000 Current Portion of Long Term Debt - Capital Projects	596,960
3449000 TOTAL OTHER LIABILITIES	4,946,631
3470000 INTERPROGRAM	
3470050 Interprogram (Due to)	175,111
3470110 Interprogram Due To General Fund	488,219
3470601 Interprogram Due To Anne B Diament Plaza	19,786
3471000 Due To/Due From Suspense Account	(276,196)
3480000 TOTAL INTERPROGRAM	406,920
3499000 TOTAL CURRENT LIABILITIES	6,722,960
3500000 NON-CURRENT LIABILITIES	
3510100 Mortgage Loan Payable	36,062,106
3510103 Mortgage Loan Payable- Alameda County	26,250
3510130 Interest Payable - City of Alameda Loan	1,032,285
3510140 Home Fund Loan #1	218,689
3510150 Housing Community Dev. Loan	916,400
3510157 Loan Payable - Esperanza	650,000
3510158 Loan Payable - CDBG	575,000
3510160 Home Fund Loan #2	282,700
3540000 Accrued Compensated Absences - Noncurrent	104,967
3570000 OPEB Liability	15,285
3580000 Pension Liability	2,127,040
3599000 TOTAL NON-CURRENT LIABILITIES	42,010,723
3999000 TOTAL LIABILITIES	48,733,683

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Balance Sheet

Period = Sep 2019

Book = Accrual

		Current Balance
4000000	Equity/Net Assets	
4000001	EQUITY	
4000100	DEFERRED INFLOW	
4001000	Deferred Inflow of Resources	2,507,319
4900000	TOTAL DEFERRED INFLOW	2,507,319
4999999	CONTRIBUTED CAPITAL	
5010000	Net Investment in Capital Assets	8,938,655
5080060	Donations	36,197,725
5090000	Unrestricted	39,559,282
5120000	Unrestricted	21,938,354
5120010	Net Restricted Assets	604,283
5950000	TOTAL CONTRIBUTED CAPITAL	107,238,299
5999900	TOTAL EQUITY	109,745,618
6000000	TOTAL LIABILITIES AND EQUITY	158,479,301

Budget Comparison (with PTD)

Period = Jul 2019-Sep 2019

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
6999990 INCOME								
700000 REVENUE								
7020000 Tenant Rental Revenue	375,118.97	309,729.00	65,389.97	21.11	1,100,297.78	1,066,280.00	34,017.78	3.19
7030030 Maintenance Charges	611.00	0.00	611.00	N/A	1,318.77	0.00	1,318.77	N/A
7030040 Late Charges	475.00	0.00	475.00	N/A	1,325.00	0.00	1,325.00	N/A
7030050 Miscellaneous Other Charges	0.00	0.00	0.00	N/A	306.00	0.00	306.00	N/A
7030060 Tax Increment Payments from the City of Alameda	93,638.17	144,445.00	-50,806.83	-35.17	280,914.49	433,335.00	-152,420.51	-35.17
7030100 Tenant HAP Subsidy	59,262.45	664,886.00	-72,264.55	-10.87	1,739,448.06	1,994,668.00	-255,219.94	-12.80
7030110 Vacancy Loss	-66,443.00	-53,492.00	-12,951.00	24.21	-171,572.00	-160,480.00	-11,092.00	6.91
7030300 Commercial Rents	2,552.00	2,505.00	47.00	1.88	7,656.00	7,515.00	141.00	1.88
7040000 Other Tenant Revenue	0.00	0.00	0.00	N/A	280.55	0.00	280.55	N/A
7050000 TOTAL TENANT REVENUE	998,573.59	1,068,073.00	-69,499.41	-6.51	2,959,974.65	3,341,318.00	-381,343.35	-11.41
7060000 FEDERAL GRANTS								
7060060 Shelter Plus Care Revenue	0.00	37,217.00	-37,217.00	-100.00	78,220.14	111,654.00	-33,433.86	-29.94
7069000 TOTAL FEDERAL GRANTS	0.00	37,217.00	-37,217.00	-100.00	78,220.14	111,654.00	-33,433.86	-29.94
7100000 OTHER INCOME								
7110010 Investment Income - Unrestricted	62,975.26	11,307.00	51,668.26	456.96	62,975.26	33,925.00	29,050.26	85.63
7110011 Interest Income	15,638.46	25,403.00	-9,764.54	-38.44	49,660.02	76,209.00	-26,548.98	-34.84
7110012 PFM-Investment Income	0.00	1,990.00	-1,990.00	-100.00	0.00	5,970.00	-5,970.00	-100.00
7110013 Coupon/Interest/Dividend Income	0.00	3.00	-3.00	-100.00	0.00	9.00	-9.00	-100.00
7110020 Interest on Equip. Reserve	1,056.96	278.00	778.96	280.20	1,056.96	838.00	218.96	26.13
7110030 Interest Earned on Operating Reserve	0.00	52.00	-52.00	-100.00	0.00	156.00	-156.00	-100.00
7110060 Interest - Replacement Reserve	7,296.20	4,036.00	3,260.20	80.78	7,296.20	12,109.00	-4,812.80	-39.75
7110070 Other - Income	1,003.67	610.00	393.67	64.54	7,807.35	1,830.00	5,977.35	326.63
7110075 Laundry Commission	1,647.68	2,224.00	-576.32	-25.91	6,065.33	6,672.00	-606.67	-9.09
7110082 Land Fee/Ground Lease	0.00	447.00	-447.00	-100.00	446.99	1,341.00	-894.01	-66.67
7110092 Professional Service Revenue	111,671.62	177,901.00	-66,229.38	-37.23	325,796.70	533,703.00	-207,906.30	-38.96
7150030 Miscellaneous Other Revenue	601.95	0.00	601.95	N/A	601.95	0.00	601.95	N/A
7150050 Miscellaneous Other Income-Maintenance	35.10	0.00	35.10	N/A	35.10	0.00	35.10	N/A
7150070 Administrative Fee	0.00	1,505.00	-1,505.00	-100.00	549.25	4,518.00	-3,968.75	-87.84
7159000 TOTAL OTHER INCOME	201,926.90	225,756.00	-23,829.10	-10.56	462,291.11	677,280.00	-214,988.89	-31.74
8000000 HUD GRANT								
8010000 HUD Operating Grants	2,555,625.00	2,479,899.00	75,726.00	3.05	7,745,515.00	7,439,693.00	305,822.00	4.11
8020000 Administrative Fees from HUD	140,195.00	147,162.00	-6,967.00	-4.73	448,474.00	441,488.00	6,986.00	1.58
8020110 PORT-In Administrative Fees	1,995.00	0.00	1,995.00	N/A	5,169.71	0.00	5,169.71	N/A
8030000 Administrative Fees Paid (PORT-Outs)	5,345.81	0.00	5,345.81	N/A	15,122.95	0.00	15,122.95	N/A
8100120 TOTAL HUD GRANT	2,692,460.81	2,627,061.00	65,400.81	2.49	8,184,035.76	7,881,181.00	302,854.76	3.84
8990000 TOTAL REVENUE	3,892,969.68	3,958,107.00	-65,137.32	-1.65	11,684,521.66	12,011,433.00	-326,911.34	-2.72
9000000 EXPENSES								
9000900 OPERATING EXPENSES								
9110000 ADMINISTRATIVE								
9110010 Administrative Salaries	340,080.93	403,048.00	-62,967.07	-15.62	867,008.55	1,209,120.00	-342,111.45	-28.29
9110020 Temporary Help - Administrative	28,546.64	42,899.00	-14,352.36	-33.46	49,423.67	128,698.00	-79,274.33	-61.60
9120000 Auditing Fees	2,500.00	3,870.00	-1,370.00	-35.40	6,000.00	11,610.00	-5,610.00	-48.32
9130000 Outside Management Fees	3,422.00	0.00	3,422.00	N/A	14,774.00	0.00	14,774.00	N/A
9150010 Admin Employee Benefits - Medical/Dental	65,474.19	106,929.00	-41,454.81	-38.77	173,306.63	320,757.00	-147,450.37	-45.97
9150020 Admin Employee Benefits - PERS/PARS	28,628.34	40,834.00	-12,205.66	-29.89	79,450.04	122,511.00	-43,060.96	-35.15
9150030 Admin Employee Benefits - FICA	4,873.44	6,459.00	-1,585.56	-24.55	12,417.81	19,399.00	-6,981.19	-35.99
9150040 Admin Employee Benefits - SUI	113.78	1,180.00	-1,066.22	-90.36	1,489.42	3,541.00	-2,051.58	-57.94
9150060 Admin Employee Benefits - Life/LTD	2,477.14	2,772.00	-294.86	-10.64	6,488.05	8,312.00	-1,823.95	-21.94

Budget Comparison (with PTD)

Period = Jul 2019-Sep 2019

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9150090 Admin Employee Benefit - WC	3,934.44	2,949.00	-985.44	-33.42	10,870.63	8,839.00	-2,031.63	-22.98
9160010 Office Supplies/Equipment	3,442.69	7,650.00	4,207.31	55.00	14,836.72	22,950.00	8,113.28	35.35
9160030 Dues & Subscriptions Publications	0.00	100.00	100.00	100.00	2,086.00	300.00	-1,786.00	-595.33
9160040 Postage	66.42	4,144.00	4,077.58	98.40	488.18	12,432.00	11,943.82	96.07
9160050 Telephone	6,157.00	5,307.00	-850.00	-16.02	16,705.08	15,921.00	-784.08	-4.92
9160060 Bank Charges and Check Supplies	2,512.81	2,461.00	-51.81	-2.11	7,545.15	7,382.00	-163.15	-2.21
9160090 Forms and Copies/Printing	8,256.86	425.00	-7,831.86	-1,842.79	11,309.26	1,275.00	-10,034.26	-787.00
9160100 Classified Ads and Public Notices/outreach material	3,278.17	3,173.00	-105.17	-3.31	6,347.47	9,519.00	3,171.53	33.32
9160110 Legal Expense	21,403.00	22,758.00	1,355.00	5.95	36,256.91	68,274.00	32,017.09	46.90
9160111 Payroll charge	696.99	686.00	-10.99	-1.60	2,129.41	2,064.00	-65.41	-3.17
9160112 Survey/Title Fee	1,699.00	167.00	-1,532.00	-917.37	1,699.00	501.00	-1,198.00	-239.12
9160113 Office Rent	0.00	10,611.00	10,611.00	100.00	5,265.15	31,833.00	26,567.85	83.46
9160115 Organization Cost	0.00	0.00	0.00	N/A	20.00	0.00	-20.00	N/A
9160120 Training/Conferences and Travel	-22,184.09	13,773.00	35,957.09	261.07	-13,539.69	40,804.00	54,343.69	133.18
9160130 Membership Dues and Fees	0.00	974.00	974.00	100.00	6,099.60	2,922.00	-3,177.60	-108.75
9160131 Taxes & Government Fees	-623.00	0.00	623.00	N/A	-538.00	0.00	-538.00	N/A
9160140 Collection Loss	0.00	0.00	0.00	N/A	198.00	0.00	-198.00	N/A
9160160 Contracts - Accounting Services	18,042.02	284.00	-17,758.02	-6,252.82	18,042.02	852.00	-17,190.02	-2,017.61
9160170 Contracts - Administrative Services/Consultant	2,135.71	33,085.00	30,949.29	93.54	23,520.92	99,255.00	75,734.08	76.30
9160180 Contracts - Application Service Provider - Yardi	1,175.00	18,752.00	17,577.00	93.73	12,311.72	56,256.00	43,944.28	78.11
9160190 Contracts - Computer/Telephone Maintenance/Email	11,730.95	18,776.00	7,045.05	37.52	30,942.22	56,328.00	25,385.78	45.07
9160220 Contracts - Human Resource Services	0.00	5,742.00	5,742.00	100.00	52.50	17,227.00	17,174.50	99.70
9160230 Contracts - Housing Inspection Services	11,550.70	4,728.00	-6,822.70	-144.30	18,474.85	14,164.00	-4,310.85	-30.44
9160260 Contracts - Office Machine Lease	1,286.62	1,568.00	281.38	17.95	3,377.34	4,704.00	1,326.66	28.20
9160270 Contracts - Web Hosting/Maintenance/Web Ads	962.50	1,441.00	478.50	33.21	3,186.55	4,323.00	1,136.45	26.29
9160290 Contracts - HR Recruitment	157.50	11,121.00	10,963.50	98.58	4,454.00	33,363.00	28,909.00	86.65
9160510 Association Dues	20,574.66	3,500.00	-17,074.66	-487.85	42,164.96	10,500.00	-31,664.96	-301.57
9169000 TOTAL ADMINISTRATIVE	572,372.41	782,166.00	209,793.59	26.82	1,474,664.12	2,345,936.00	871,271.88	37.14
920000 TENANT/SOCIAL SERVICES/POLICE								
9201010 Tenant Services - Salaries	13,482.83	492.00	-12,990.83	-2,640.41	42,322.72	1,476.00	-40,846.72	-2,767.39
9210030 Police Services	0.00	17,548.00	17,548.00	100.00	17,500.00	52,644.00	35,144.00	66.76
9210100 Tenant/Social Services - Salaries	0.00	16,107.00	16,107.00	100.00	0.00	48,300.00	48,300.00	100.00
9219000 TOTAL TENANT/SOCIAL SERVICES/POLICE	13,482.83	34,147.00	20,664.17	60.52	59,822.72	102,420.00	42,597.28	41.59
9219990 RELOCATION								
9220000 Tenant-Relocation Costs	3,625.98	0.00	-3,625.98	N/A	5,383.18	0.00	-5,383.18	N/A
9229000 TOTAL RELOCATION	3,625.98	0.00	-3,625.98	N/A	5,383.18	0.00	-5,383.18	N/A
9230005 TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE								
9230010 Tenant Sves Employee Benefits - Medical/Dental	3,475.65	3,572.00	96.35	2.70	7,508.89	10,728.00	3,219.11	30.01
9230020 Tenant Sves Employee Benefits - PERS/PARS	596.82	1,635.00	1,038.18	63.50	2,046.57	4,894.00	2,847.43	58.18
9230030 Tenant Sves Employee Benefits - FICA	119.12	725.00	605.88	83.57	391.55	2,167.00	1,775.45	81.93
9230040 Tenant Sves Employee Benefits - SUI	2.78	161.00	158.22	98.27	48.54	477.00	428.46	89.82
9230080 Tenant Sves Employee Benefits - Other	883.26	0.00	-883.26	N/A	1,058.78	0.00	-1,058.78	N/A
9230090 Tenant Sves Employee Benefit - WC	583.05	2,005.00	1,421.95	70.92	2,053.36	5,999.00	3,945.64	65.77
9239000 TOTAL TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE	5,660.68	8,098.00	2,437.32	30.10	13,107.69	24,265.00	11,157.31	45.98
9240005 TENANT SERVICES								
9240010 Tenant/Social Services - Supplies	0.00	0.00	0.00	N/A	321.20	0.00	-321.20	N/A
9240020 Tenant Service Activities - Contracts and O/S Services	0.00	25,901.00	25,901.00	100.00	40,789.69	77,085.00	36,295.31	47.08
9249000 TOTAL TENANT SERVICES	0.00	25,901.00	25,901.00	100.00	41,110.89	77,085.00	35,974.11	46.67
9300000 UTILITIES								
9310000 Water	18,939.00	22,752.00	3,813.00	16.76	52,952.72	68,256.00	15,303.28	22.42
9320000 Electricity	28,518.01	12,017.00	-16,501.01	-137.31	36,049.03	36,051.00	1.97	0.01

Budget Comparison (with PTD)

Period = Jul 2019-Sep 2019

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9330000 Gas	-4,172.56	4,484.00	8,656.56	193.05	11,293.32	13,470.00	2,176.68	16.16
9380010 Sewer	3,499.81	25,703.00	22,203.19	86.38	18,797.51	77,109.00	58,311.49	75.62
9380020 Garbage	9,800.79	39,552.00	29,751.21	75.22	29,102.69	118,018.00	88,915.31	75.34
9390000 TOTAL UTILITIES	56,585.05	104,508.00	47,922.95	45.86	148,195.27	312,904.00	164,708.73	52.64
9399990 MAINTENANCE								
9400000 MAINTENANCE SALARIES								
9410010 Maintenance - Salaries	57,181.85	59,266.00	2,084.15	3.52	151,405.10	177,796.00	26,390.90	14.84
9419000 TOTAL MAINTENANCE SALARIES	57,181.85	59,266.00	2,084.15	3.52	151,405.10	177,796.00	26,390.90	14.84
9420005 MAINTENANCE MATERIALS								
9420010 Maintenance Materials	6,806.73	20,981.00	14,174.27	67.56	15,233.90	63,187.00	47,953.10	75.89
9420020 Vehicle - gasoline	892.69	559.00	-333.69	-59.69	2,312.12	1,677.00	-635.12	-37.87
9420030 Janitorials Supplies	0.00	0.00	0.00	N/A	2,020.37	0.00	-2,020.37	N/A
9429000 TOTAL MAINTENANCE MATERIALS	7,699.42	21,540.00	13,840.58	64.26	19,566.39	64,864.00	45,297.61	69.83
9429005 MAINTENANCE CONTRACTS								
9429015 Maintenance Contracts - Unit Turnaround	0.00	4,986.00	4,986.00	100.00	0.00	10,491.00	10,491.00	100.00
9429030 Maintenance Contracts - Tree Trimming	0.00	834.00	834.00	100.00	0.00	2,502.00	2,502.00	100.00
9429060 Maintenance Contracts - Floor Covering	6,313.25	6,557.00	243.75	3.72	12,285.00	19,671.00	7,386.00	37.55
9429100 Maintenance Contracts - Services	3,898.97	12,268.00	8,369.03	68.22	15,985.62	36,804.00	20,818.38	56.57
9430010 Maintenance Contracts - Painting	0.00	2,972.00	2,972.00	100.00	11,250.00	9,561.00	-1,689.00	-17.67
9430020 Maintenance Contracts - Plumbing	145.00	2,564.00	2,419.00	94.34	145.00	7,692.00	7,547.00	98.11
9430030 Maintenance Contracts - Landscape, Pool, Pond Maintenance	2,493.02	11,129.00	8,635.98	77.60	13,180.02	33,387.00	20,206.98	60.52
9430040 Maintenance Contracts - HVAC Maintenance	0.00	3,163.00	3,163.00	100.00	387.25	9,489.00	9,101.75	95.92
9430060 Maintenance Contracts - Elevator Maintenance	0.00	3,337.00	3,337.00	100.00	5,197.48	10,011.00	4,813.52	48.08
9430070 Maintenance Contracts - Extermination	570.00	4,247.00	3,677.00	86.58	3,515.00	12,741.00	9,226.00	72.41
9430080 Maintenance Contracts - Electrical Maintenance	0.00	2,032.00	2,032.00	100.00	961.93	6,096.00	5,134.07	84.22
9430090 Maintenance Contracts - Security and Nurse Call Systems	3,237.01	3,487.00	249.99	7.17	5,403.01	10,461.00	5,057.99	48.35
9430110 Maintenance Contracts - Gutter Cleaning Services	0.00	1,339.00	1,339.00	100.00	0.00	4,017.00	4,017.00	100.00
9430120 Maintenance Contracts - Flooring Replmt/Cleaning Svc	370.00	0.00	-370.00	N/A	2,915.00	0.00	-2,915.00	N/A
9430130 Maintenance Contracts - Other	0.00	4,588.00	4,588.00	100.00	225.00	13,764.00	13,539.00	98.37
9430140 Maintenance Contracts - Vehicle Maintenance	104.52	588.00	483.48	82.22	594.07	1,825.00	1,230.93	67.45
9430150 Maintenance Contracts - Janitorial	0.00	14,204.00	14,204.00	100.00	1,680.35	42,612.00	40,931.65	96.06
9439000 TOTAL MAINTENANCE CONTRACTS	17,131.77	78,295.00	61,163.23	78.12	73,724.73	231,124.00	157,399.27	68.10
9450005 MAINTENANCE EMPLOYEE BENEFITS								
9450010 Maint Employee Benefits - Medical/Dental	12,342.22	19,314.00	6,971.78	36.10	36,768.69	57,942.00	21,173.31	36.54
9450020 Maint Employee Benefits - PERS/PARS	5,167.92	5,881.00	713.08	12.13	14,898.40	17,635.00	2,736.60	15.52
9450030 Maint Employee Benefits - FICA	1,457.35	840.00	-617.35	-73.49	4,070.73	2,520.00	-1,550.73	-61.54
9450040 Maint Employee Benefits - SUI	17.76	214.00	196.24	91.70	245.58	635.00	389.42	61.33
9450050 Maint Employee Benefits - Life/LTD	392.20	505.00	112.80	22.34	1,186.10	1,502.00	315.90	21.03
9450070 Maint Employee Benefits - Uniforms/Shoes	264.98	2,013.00	1,748.02	86.84	354.94	6,045.00	5,690.06	94.13
9450091 Maint Employee Benefit - WC	3,417.54	2,671.00	-746.54	-27.95	9,653.92	8,022.00	-1,631.92	-20.34
9459000 TOTAL MAINTENANCE EMPLOYEE BENEFITS	23,059.97	31,438.00	8,378.03	26.65	67,178.36	94,301.00	27,122.64	28.76
9499000 TOTAL MAINTENANCE	105,073.01	190,539.00	85,465.99	44.85	311,874.58	568,085.00	256,210.42	45.10
9500000 GENERAL EXPENSES								
9500100 Interest Expense	87,551.84	97,807.00	10,255.16	10.49	261,997.48	293,421.00	31,423.52	10.71
9500160 Mortgage Financial Service Charge	5,017.52	0.00	-5,017.52	N/A	15,939.57	0.00	-15,939.57	N/A
9610010 Insurance - Workers Compensation	535.08	0.00	-535.08	N/A	1,611.88	0.00	-1,611.88	N/A
9610020 Insurance - Liability	5,388.05	4,937.00	-451.05	-9.14	16,164.23	14,737.00	-1,427.23	-9.68
9610030 Insurance - Property	8,157.56	12,760.00	4,602.44	36.07	24,180.61	38,107.00	13,926.39	36.55
9610040 Insurance - Vehicle	684.13	1,348.00	663.87	49.25	2,052.22	4,084.00	2,031.78	49.75
9610060 Insurance - Other	7,111.48	1,255.00	-5,856.48	-466.65	9,922.11	3,765.00	-6,157.11	-163.54
9698000 TOTAL GENERAL EXPENSES	114,445.66	118,107.00	3,661.34	3.10	331,868.10	354,114.00	22,245.90	6.28

Budget Comparison (with PTD)

Period = Jul 2019-Sep 2019

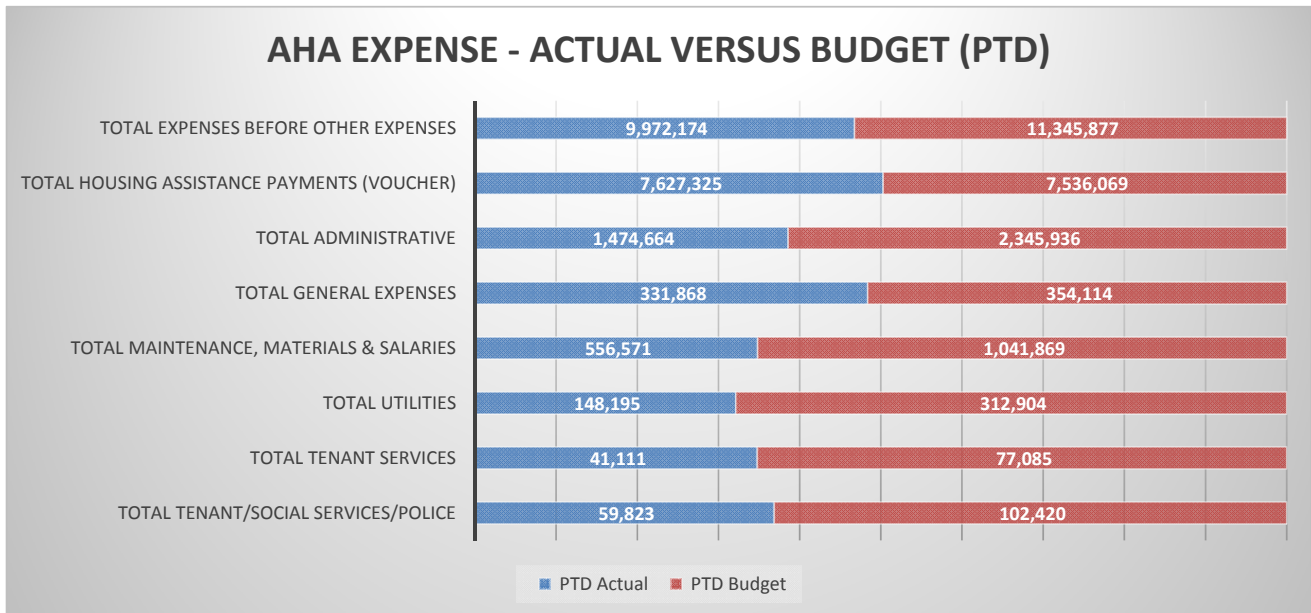
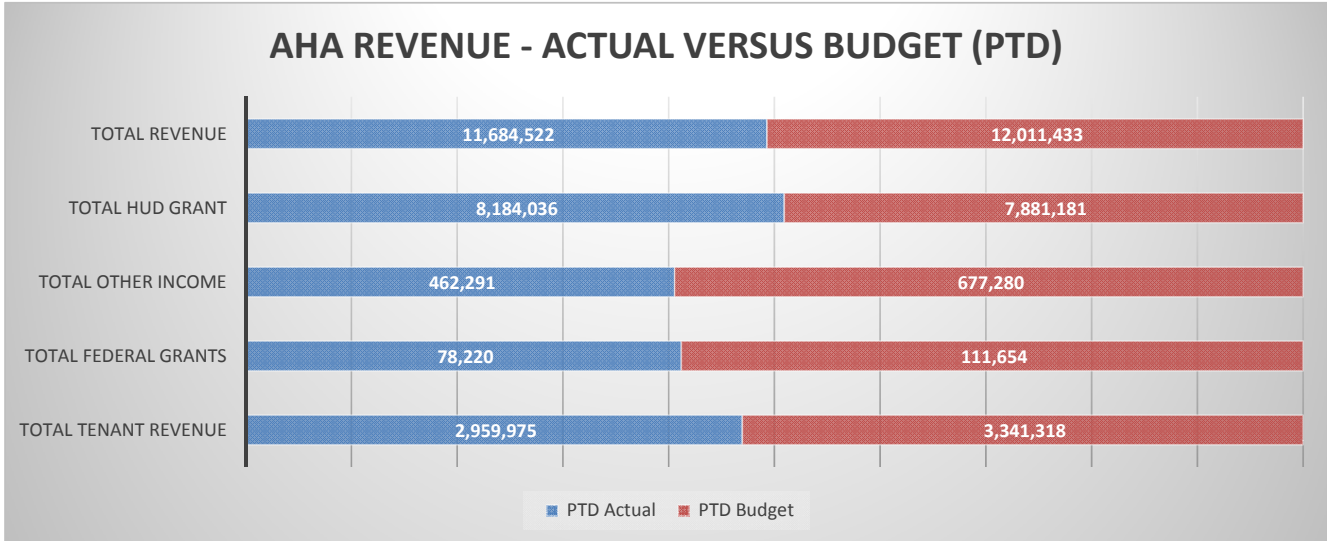
Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
9699000 TOTAL OPERATING EXPENSES	871,245.62	1,263,466.00	392,220.38	31.04	2,386,026.55	3,784,809.00	1,398,782.45	36.96
9700000 MOD REHAB AND SPC EXPENSES								
9700570 Rent to Owners - Bessie Coleman	15,018.00	0.00	-15,018.00	N/A	46,377.00	0.00	-46,377.00	N/A
9700800 PORT-In (A/R Billings)	-50,057.00	0.00	50,057.00	N/A	-87,555.00	0.00	87,555.00	N/A
9700900 TOTAL MOD REHAB AND SPC EXPENSES	-35,039.00	0.00	35,039.00	N/A	-41,178.00	0.00	41,178.00	N/A
9710000 EXTRAORDINARY EXPENSES								
9710090 Pre-development Cost	0.00	8,333.00	8,333.00	100.00	0.00	24,999.00	24,999.00	100.00
9713001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)								
9719000 TOTAL EXTRAORDINARY EXPENSES	0.00	8,333.00	8,333.00	100.00	0.00	24,999.00	24,999.00	100.00
9730001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)								
9730010 Housing Assistance Payments - Landlords	2,590,046.00	2,512,022.00	-78,024.00	-3.11	7,601,850.00	7,536,069.00	-65,781.00	-0.87
9730020 Housing Assistance Payments - FSS	7,183.00	0.00	-7,183.00	N/A	19,972.00	0.00	-19,972.00	N/A
9730070 Utility Allowance to Tenants	1,732.00	0.00	-1,732.00	N/A	5,503.00	0.00	-5,503.00	N/A
9739000 TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	2,598,961.00	2,512,022.00	-86,939.00	-3.46	7,627,325.00	7,536,069.00	-91,256.00	-1.21
TOTAL EXPENSES BEFORE OTHER EXPENSES	3,435,167.62	3,783,821.00	-348,653.38	-9.21	9,972,173.55	11,345,877.00	-1,373,703.45	-12.11
NET INCOME BEFORE OTHER EXPENSES	457,802.06	174,286.00	283,516.06	162.67	1,712,348.11	665,556.00	1,046,792.11	157.28
9739500 OTHER EXPENSES								
9740000 Depreciation Expense	158,597.00	119,997.00	-38,600.00	-32.17	450,699.00	359,991.00	-90,708.00	-25.20
9859999 TOTAL OTHER EXPENSES	158,597.00	119,997.00	-38,600.00	-32.17	450,699.00	359,991.00	-90,708.00	-25.20
9996000 TOTAL EXPENSES	3,593,764.62	3,903,818.00	310,053.38	7.94	10,422,872.55	11,705,868.00	1,282,995.45	10.96
9998000 NET INCOME	299,205.06	54,289.00	244,916.06	451.13	1,261,649.11	305,565.00	956,084.11	312.89

Budget Comparison (with PTD)

Period = Jul 2019-Sep 2019

Book = Accrual



701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa M. Cooper, Executive Director

Date: November 20, 2019

Re: Accept an update on the Alameda City Council Referral from October 15, 2019

BACKGROUND

On October 15, 2019, the City Council discussed a referral made by Council Members Oddie and Vella to “*Consider Directing Staff to Present Options to the Council on Increasing Accountability of, and Addressing Potential Conflict of Interest Issues at, the Alameda Housing Authority.*”

The full memo, minutes and video recording of the meeting can be found on the City’s website:

<https://www.alamedaca.gov/GOVERNMENT/Agendas-Minutes-Announcements>.

During the meeting, Executive Director Cooper gave a presentation on the achievements, responsibilities and accountability of the Alameda Housing Authority (AHA). A number of AHA staff members, a Commissioner and members of the public spoke at the meeting. Staff and General Counsel answered the Council Members’ questions.

Executive Director Cooper explained the various methods of grievance and appeal available to tenants and Section 8 participants. She added that AHA cannot comment on specific tenant information in public, in the press, or to a third party without a release of information signed by the tenant. Executive Director Cooper conveyed that, as a result, the public may have an incomplete picture of the circumstances.

During the meeting, the City Manager recommended, in response to the Council referral about the Housing Authority, starting an informal stakeholder group, which could decide whether or not a more formalized group is needed. He stated that the group will focus on “*transparency, accountability, conflict of interest, hearing officers and informal mediation methodology, with a deadline of returning to Council February 18, 2020*”. This was approved by the Council.

A number of additional issues were raised during the Council meeting, including the need for more code enforcement services, a proposed City-wide task force on housing issues related to older adults and an offer by Executive Director Cooper for AHA to engage in



mediation with Alameda Renters Coalition (ARC), facilitated by a third party mediator from SEEDS. One council member additionally directed City staff to review opportunities for the City to provide financial incentives to facilitate lease up of Section 8 units in a highly competitive and tight private rental market.

A verbal update was also provided by Staff in the September Board meeting.

DISCUSSION

To date, City staff has not provided further information about convening the informal stakeholder group. An initial meeting has been set with the City Manager for early December to discuss further. AHA staff provided City staff with some initial legal information in response to their questions about HUD regulations.

It is important to note that any policy suggestions made by an informal stakeholder group would need to be reviewed by General Counsel, approved by HUD (where it impacts a HUD-required process or HUD-funded payment) and would need to be discussed and approved by the Board of Commissioners in a public meeting. Where the proposed change(s) require a Significant Amendment to AHA's Administrative Plan, a HUD-accepted document, and/or Five Year Plan, a HUD-approved document, a public posting and hearing process would also be needed.

AHA staff will return to the Board in January 2020 with an update. In the meantime, AHA staff continues to update its processes and procedures and to provide training and direction to staff.

AHA has reached out to ARC regarding AHA's offer to engage in mediation, but they have declined. Starting in January 2020, AHA will hold quarterly informational meetings with the local non-profits that provide free legal and advocacy services to tenants in Alameda, and ARC will be invited. This regular meeting will offer an opportunity to discuss new policies and agency processes and will not address any individual cases. Any changes to AHA's existing policies would need to come back to the Board for review and approval.

Staff is preparing a set of handouts for Commissioners and Council Members, so that they can direct AHA tenants and Section 8 participants to the proper channels when approached with concerns or questions. The packet will include information on whom to contact for services and complaints; the release of information form; details of available social services; a flow chart of the appeals processes; and information on translation, reasonable accommodations (under ADA), and free legal services.

In terms of the Older Adults Task Force, the Board of Commissioners first raised this issue in September, as part of the 2019-20 goals for the Executive Director. At this time, there is clear interest among the Council Members, AHA staff, and a Commissioner to convene such a group. The group would address, among other issues, how to provide a dignified and affordable transition for older Alamedans from independent living to a higher level of service. Housekeeping and hoarding will also be covered, as our experience indicates these may be precursors of a tenant's need for additional assistance and



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possibly higher acuity needs. AHA's social services provider, LifeSTEPS, offered an initial informational session early in 2020. Staff expects to return to the Board with more information in January. In the meantime, given the number of tenants facing such challenges both within AHA portfolio and among privately-housed Section 8 tenants, staff are proceeding ahead with the work needed to assist current AHA tenants and participants. Coordination on these issues with the City's Police Department, Fire Department and Code Enforcement Department continues, where applicable.

FINANCIAL IMPACT

Significant General Counsel and staff time has been spent, especially by the Executive Director and Deputy Executive Director, to prepare for the October 15 City Council meeting and to respond to various questions from the City since this issue was first raised by City staff in August 2019. Other projects of strategic importance for AHA have been deferred during this time.

It is not yet clear how much staff time will be required for AHA to participate in and respond to the informal stakeholder group. If necessary, the Executive Director will return with a staffing and budget plan for the work in January, including increasing General Counsel services and a revised work plan for the year.

RECOMMENDATION

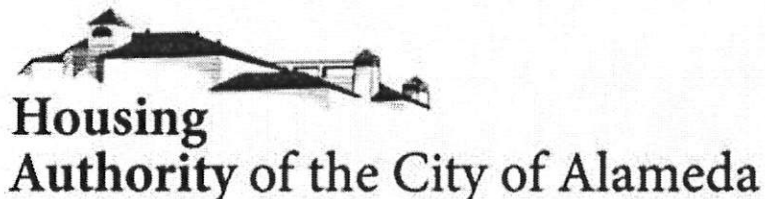
Accept an update on the Alameda City Council Referral from October 15, 2019.

Respectfully submitted,



Vanessa M. Cooper
Executive Director





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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Lynette Jordan, Director of Housing Programs

Date: November 20, 2019

Re: Approve Clarification of Revised Payment Standard Decrease for the Section 8 Housing Choice Voucher Program and Payment Standard Increase for Project Based Vouchers Effective December 2, 2019

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) is required to annually review and publish Fair Market Rents (FMRs). HUD's proposed FMRs for 2020 were published in the Federal Register, of August 30, 2019, with an effective date of October 1, 2019. A payment standard is the maximum amount of subsidy that AHA can pay to an owner on behalf of a voucher holder.

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

The following is a table showing the current versus Proposed HCV and PBV Payment Standards:

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



Honorable Chair and
Members of the Board of Commissioners

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DISCUSSION

Staff came to the Board on September 18, seeking approval of Revised Payment Standard Decrease for the Section 8 Housing Choice Voucher Program and Payment Standard Increase for Project Based Vouchers Effective December 2, 2019. This memo serves as clarification of the effective date of the payment standards. In the September memo, a copy of which is attached, staff stated if the payment standard recommendation is approved, the new payment standards would go into effect December 2, 2019 for new admissions and transfers within the Housing Choice Voucher and Project-Based Voucher programs. PBV contracts would be affected based on their renewal date as these complexes are only able to change rent pricing at the contract anniversary date. HCV households would have the new payment standards applied at the time of their annual income certification.

December 2, 2019 is the outside date for the implementation of the new payment standards. They were able to be put in place on the effective date of publication of the 2020 FMRs. Staff would like to clarify that the payment standards were implemented immediately after Board approval with all newly issued vouchers, at the time of a move, and with the offer of a new lease. By implementing them immediately, this improved lease-up opportunities for searching voucher holders, and allowed landlords to request rent increases for current units.

Additionally, the Housing Authority is trying to expend its funds for calendar year 2019 to obtain points under the Section Eight Management Assessment Program (SEMAP) and balancing the possibility of going into shortfall next year due to funding levels based on the expenditures of the current year.

FINANCIAL IMPACT

The effect of the implementing the increase in the HAP expenditures which will help AHA obtain points under the SEMAP program.

RECOMMENDATION

Approve clarification of revised Payment Standard decrease for the Section 8 Housing Choice Voucher Program, and Payment Standard increase for Project Based Vouchers effective December 2, 2019.

Respectfully submitted,



Lynette Jordan
Director of Housing Program

Enclosure: September 18, 2019 Payment Standard Memo





**Housing
Authority of the City of Alameda**

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Senior Management Analyst

Date: September 18, 2019

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

BACKGROUND

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

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

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

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



Honorable Chair and
Members of the Board of Commissioners

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DISCUSSION

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

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

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

Below is a chart of the new payment standards.

HCV and PBV Proposed Payment Standards:

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



Honorable Chair and
Members of the Board of Commissioners

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Current versus Proposed HCV and PBV Payment Standards:

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

FINANCIAL IMPACT

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

RECOMMENDATION

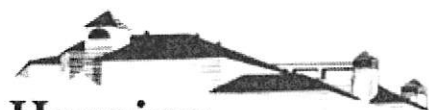
Staff recommends that the Board of Commissioners: approve revised Payment Standard increases for the Section 8 Housing Choice Voucher program and for Project Based Vouchers effective December 2, 2019.

Respectfully submitted,



Tonya Schuler-Cummins
Senior Management Analyst





Housing Authority of the City of Alameda

PHONE (510) 747-4300
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa M. Cooper, Executive Director

Prepared By: Valerie Yong, Special Projects Intern

Date: November 20, 2019

Re: Authorize Staff to Prepare Documents to Transfer Housing Authority
Owned Properties to Comply with HUD Requirements for Project-Based
Voucher and Housing-Choice Voucher Contracts

BACKGROUND

In October 2017, the Board of Commissioners authorized the creation of Alameda Affordable Housing Corporation (AAHC), a wholly controlled nonprofit entity to serve as owner of four Housing Authority properties in order to comply with HUD's contracting requirements. The HUD guidance for Project-Based Voucher (PBV) contracts state that AHA cannot be on both sides of the Housing Assistance Payment (HAP) contracts, i.e. as property owner and contract administrator. AAHC was formed on November 1, 2017 and it received a 501(c)3 determination of federal tax-exempt status. Finally, staff put together a working group to implement the many steps required to successfully transfer the Properties by April 1, 2018.

The first properties transferred to AAHC were Anne B Diamant, China Clipper, Lincoln-Willow, and Stanford House. The preceding properties were prioritized because their PBV contracts renewed in 2018.

DISCUSSION

In order to comply with the HUD guidance in PIH Notice 2017-21, which relates to both PBV and Housing Choice Voucher HAP contracts, staff recommends transferring the balance of the Housing Authority portfolio to AAHC using the same method as was done for the first four properties. These 19 properties are outlined below.

The structure of the transfer will include a ground lease. The Housing Authority will convey the improvements to AAHC while retaining ownership of the land through a ground lease at \$1 per year. The improvements will be conveyed to AAHC through a soft loan for their as-is fair market value as determined through an appraisal. AAHC will pay back the soft debt to AHA through residual receipts payments of excess cash flow.

Additionally, an Affordability Agreement will be recorded for each of the properties to ensure long-term affordability. The Affordability Agreement will restrict income eligibility to 80% of the Area Median Income (AMI) per the Board approved template agreement.



Honorable Chair and
Members of the Board of Commissioners

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Property	Units
Eagle Village	36
Parrot Village	50
Esperanza	120
Independence Plaza	186
Lincoln House	4
Sherman House	9
Parrot Gardens	8
Paru Street	1
Mulberry Condos (4)	4
Senior Condos (7)	7

Next steps for the transfer include getting property appraisals, updated title reports, and reviewing the existing deed restrictions for each of the properties. Lender approval will need to be secured for some of the properties, which includes the City of Alameda and the County of Alameda for any of the HOME assisted units.

Once all of the data is received and reviewed, staff will come back to the Board for final approval of each of the property transfer transactions, similar to what was done at the February 2018 Board meeting. Staff anticipates transferring the properties on July 1, 2020 so that they start operating under AAHC at the beginning of the FY 2020-21. In some cases, the transfer may need to take place earlier if new Project-Based Vouchers are to be used at the properties.

FINANCIAL IMPACT

The known costs include appraisal of the above Housing Authority owned properties, procurement of title reports, and legal fees. The cost of 19 appraisals and title reports is approximately \$27,000. Staff estimates legal fees to be no more than \$10,000. Future transaction costs include establishing replacement reserves for each unit at \$1,000 per unit as well as miscellaneous closing costs, including recording and title fees.

Once the appraisals are complete, staff will come back to the Board for approval of the transaction costs and final authorization for the seller loan and transfer of replacement reserves.

RECOMMENDATION

Authorize Staff to Prepare Documents to Transfer Housing Authority Owned Properties to Comply with HUD Requirements for Project-Based Voucher and Housing-Choice Voucher Contracts.

Respectfully submitted,



Vanessa M. Cooper
Executive Director





Housing Authority of the City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Kathleen Mertz, Director of Housing and Community Development

Date: November 20, 2019

Re: Provide Direction to Staff for Development Opportunity at Alameda Landing

BACKGROUND

In February 2018, staff presented a report to the Board about six alternative development models that may be utilized to build new housing. These range from self-developing to turn key acquisition. At the time of that report presentation, the Board provided feedback that they would like to see a mix of different options in our real estate development work. A table explaining them is Attachment 1 for reference.

DISCUSSION

In March 2019, staff brought to the Board a potential new project at Alameda Landing related to the inclusionary housing obligations of the master developer's last phase of development at Alameda Landing (APN 74-1373-2-2 and 74-1366-9; Catellus is master plan developer and Pulte Homes is final phase developer). Staff reviewed initial feasibility, and came back to the Board in October 2019 with findings. The Board provided direction to pursue the discussion with Pulte to build all of the inclusionary housing units as rental apartments on the southeast corner of the property. Additionally, the terms of the development deal are expected to be evaluated in closed session on November 20, 2019.

Pulte Homes has continued interest in working with the Housing Authority to build the units, of which 39 are required, but the site can accommodate approximately 60 units. However, because the inclusionary units are in their first phase of development, they have expressed the need for urgency to move this project forward should AHA want to develop the units. Staff is returning to the Board to seek direction on which development model to follow for this project.

Project Concept

At the October 14, 2019 Planning Board meeting, Pulte Homes received approval of their Development Plan, Density Bonus, and Tentative Map for the 17 acre site. Their master plan includes a mix of single family homes, townhomes, and four-story condominium buildings. The southeast portion of the site where a new rental apartment building would be sited includes a mix of three-story townhomes and four-story condo buildings. The lot is approximately 1.25 acres at the corner of 5th Street and Mitchel. At this early conceptual



Honorable Chair and
Members of the Board of Commissioners

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stage, the site can yield approximately 58 units in a four-story apartment building with surface parking and office and community spaces. The planning department has indicated that an amendment to Pulte's plan can be submitted at a later date should we move forward with a rental project. A conceptual site plan is Attachment 2 for reference.

While the inclusionary housing requirements are 11 units at 50% Area Median Income (AMI), 7 units at 80% AMI, and 21 units at 120% AMI, additional units at 50% AMI and 60% AMI can be included in the project. Therefore, this would be a mixed income project serving households between 50-120% AMI. Because it is a mixed income project, Low-Income Housing Tax Credits can assist only the units at or below 80% AMI. The units between 80%-120% AMI would be funded by CalFHA's Mixed Income Program (MIP), which was just recently funded by the 2017 Building Homes and Jobs Act. The MIP loan is set up to be paired with the State Tax Credits which received a boost of \$500 million for new construction projects using MIP. Financial projections for the initial feasibility is Attachment 3 for reference.

Development Models

Island City Development (ICD) is currently providing development services for the pipeline of Housing Authority real estate projects. The redevelopment of Rosefield Village (92 units) and the master plan and Permanent Supporting Housing project (90 units) at North Housing are the two active projects at this time. Both of these projects are 100% affordable at or below 80% AMI.

The development opportunity at Alameda Landing would be the first mixed income project built by the Housing Authority since Independence Plaza in 1990. There is some lack of clarity in the California Health and Safety Code about whether or not a Public Housing Authority can use agency funds to develop housing that serves households above 80% AMI. Staff will pursue further clarification or a legislative exemption, which was the path forward in Santa Clara and San Diego. Given Pulte's accelerated timeline for the first phase of their development and the mixed income component, staff thinks this may be a good opportunity to revisit the alternative development models. Specifically, staff is requesting direction on the following three development models:

1. Self-develop plus Project Management Consultants
2. AHA as Land Owner Only and Developed by 3rd Party Nonprofit Developer
3. Co-develop with a Nonprofit Developer

In addition to the self build projects AHA/ICD have completed (Littlejohn Commons and Everett Commons), AHA has used #2 above (Shinsei Gardens and Jack Capon Villa). AHA has also used #3 above but AHA/ICD had a limited co-developer role (Stargell Commons). For any of the models, staff recommends AHA/ICD be part of the limited partnership ownership structure with the option and right of first refusal. AHA would also maintain ownership of the land and the project would have a ground lease.



Honorable Chair and
Members of the Board of Commissioners

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Should the Board provide direction for either #2 or #3, staff requests authorization to issue a Request for Proposals for the nonprofit developer partner with qualifications and experience in mixed income projects.

FINANCIAL IMPACT

This project does not require a direct loan from the Housing Authority as currently projected in the attached financial projections. AHA could provide predevelopment funds but such request would come back to the Board for approval. Please refer to the Pros/Cons column in the Attachment 1 for additional considerations that could affect AHA resources either directly or as contingent liabilities, i.e. guarantees.

RECOMMENDATION

Provide Direction to Staff for Development Opportunity at Alameda Landing.

Respectfully submitted,



Kathleen Mertz
Director of Housing and Community Development

Attachment:

1. Alternative Development Models
2. Conceptual Site Plan
3. Feasibility Financial Projections



ATTACHMENT 1

Exhibit A: Alternate Development Models

AHA ROLE	DESCRIPTION	EXAMPLES	PROS and CONS	STAFF TIME
Self-develop with AHA staff	AHA or ICD function as applicant, developer, guarantor, GP, and project manager	Del Monte, Everett Commons	Full creative control; earn all fee; adapt to changes quickly; enhance Agency profile; full developer fee earned Assume all risk, cash required to secure guarantees; cost to hire and retain staff	Highest
Self-develop with AHA staff plus project management consultants	Same as above; consultant may be named as contact on project documents	Rosefield redevelopment as currently managed	Same as above and consultant expertise may enhance outcome; most consultant fees and legal costs can be added to project cost; full developer fee earned Scarcity of consultants can cause delays; consultant may cost more than staff; consultant work needs to be checked	High
AHA as Land Owner/Lender only, development by 3 rd party non -profit	AHA owns and leases land to non-profit or LP; lends funds as Housing Successor or with owned reserves	Breakers, Shinsei Gardens, Park Alameda, Jack Capon; Stargell Commons	AHA assumes little risk for the project; loan revenue stream; useful option if competing projects in pipeline to balance workflow Upfront cost and time to select co-developer with some inherent risks; higher legal costs to AHA for those not allocated to the project; less or no developer fee earned; Limited creative control during development & operation	High at first then Low

<p>Co-develop with "Fee Developer" (for profit or non-profit)</p>	<p>Defined development services provided for a fixed or percentage fee</p>	<p>Independence Plaza</p>	<p>AHA has main creative control; Fee Developer expert in field and provides new ideas and strategies; fees are paid during development; no impact on cash flow AHA assumes guarantee risk; Fee Developer typically charges handsome fee</p>	<p>High</p>
<p>Co-develop with shared authority; shared risk and reward</p>	<p>Competitively select co-developer with specific skills and experience</p>	<p>Co-developer can be private or non-profit partner willing to share pre-development costs and provide financial guarantees</p>	<p>Collaborative model; opportunity to access experience and expertise; broadens community partnerships; risk is shared; can reduce project cost if public funds are not used throughout and prevailing wage not required at all phases Fees and cash flow shared; requires long lead time and extensive negotiation as each deal is unique; requires insight into long term goals and exit strategy</p>	<p>High at first, then Moderate</p>
<p>Turnkey with market rate developer</p>	<p>Privately developed units are sold to AHA to fulfill inclusionary requirements; no LIHTC requirements or LIHTC is brought in after construction</p>	<p>Mulberry Condos; proposed for Catellus next phase (est. 15 units)</p>	<p>Per unit lowest cost; no risk during development; low risk during operation; no need to provide guarantees No control over design, unit type, timeline; no developer fee earned</p>	<p>Low</p>

ATTACHMENT 2



Gross Site Area: 1.25 acres
54,318 sf

OVERALL UNIT SUMMARY				TOTAL NRSF	
	# Total	%	NRSF*		
P1-0 Studio	16	28%	550 sf	8800	sf
P1-0 1bd/1ba	18	31%	600 sf	10800	sf
P2-0 2bd/2ba	14	24%	925 sf	12950	sf
P3-0 2bd/2ba	10	17%	1200 sf	12000	sf
Density (gross acreage)	58	100%	768 ave. unit sf	44550 sf	

46.5 dtu/ac
*measured to outside face of stud including 1" air gap; does not include balconies or patios

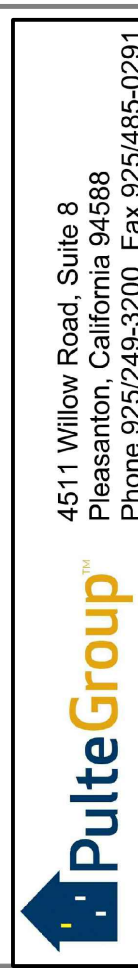
OVERALL PARKING REQUIRED		
ratio	#	Total Required
P1-0 0.8	16	12.8 spaces
P1-1 0.8	18	14.4 spaces
P2-1 0.8	14	11.2 spaces
P2-2 0.8	10	8 spaces
Total	58	46.4 spaces

PARKING PROVIDED	
Surface parking	58 spaces

LEVELS 2-4

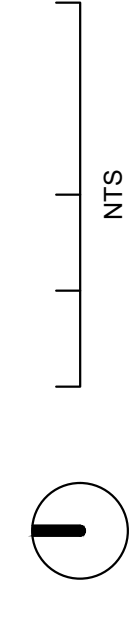
GROUND LEVEL

Architecture + Planning
888.456.5949
kgty.com



Alameda Landing Waterfront-Bay 37
ALAMEDA, CALIFORNIA

CONCEPTUAL PLANNING
OCTOBER 14, 2019



AHA SITE STUDY
(FOR INTERNAL USE ONLY)

SP1.0



	A	B	C	D	F	G	H	I	
1	Alameda Landing								
2									
3	Sources of Funds	TOTAL			const period				
4									
5	Perm Loan - tenant, not Sec 8		10,824,700			5.00%			
6	Section 8 Tranche B loan		0			5.00%			
11	CalHFA Subordinate Debt		2,280,000						
16	Master Developer Equity		675,000	675,000					
17	Deferred Developer Fee		0						
18	GP equity		1,000						
19	Investor Capital Contributions		19,543,755	1,954,376					
20							Construction period costs	29,204,055	
21	TOTAL SOURCES		33,324,455	2,629,376			funds available (incl 10% equity)	2,629,376	
22							construction loan	26,574,679	
23	Construction loan		26,574,679	5.00%					
24	(needs taxable tail for amt over CDLAC max		18	mo const +		6			
25	Surplus/(GAP)		0						
26									
27	USES OF FUNDS		TOTAL COST BASIS 4% CREDIT			Construction			
28						Period Costs			
29	LAND COST/ACQUISITION								
30	Acquisition - land value per appraisal		0	0		0			
31	Acquisition - buildings to be kept/rehabbed		0			0			
32	Environmental Remediation		0			0			
33	Soil liquifaction remediation		0			0			
34	Legal & Closing Costs		40,000			40,000			
35	Total Land Cost or Value		0						
36	TRANSFER TAX		40,000			40,000			
37	Off-Site Improvements and demo		0	0		0			
38	Total Acquisition Cost		80,000			80,000			
39	NEW CONSTRUCTION								
40	Site Work		500,000	500,000		500,000			
41	Structures		18,230,088	18,230,088		18,230,088			
42	PV system?								
43	General Requirements		936,504	936,504		936,504			
44	Contractor Overhead		749,204	749,204		749,204			
45	Contractor Profit		749,204	749,204		749,204			
46	Total New Construction Cost		21,165,000			21,165,000			
54	ARCHITECTURAL FEES								
55	Design		650,000	650,000		650,000			
56	Supervision		250,000	250,000		250,000			
57	Total Architectural Costs	4.25%	900,000			900,000			
58	Survey and Engineering		300,000	300,000		300,000			
59	CONSTR. INTEREST & FEES								
60	Const. Loan Interest		1,760,572	1,096,206		1,760,572			
61	predev loan costs		0	0		0			
62	Construction loan fee and expenses - add \$15k County inspe in COI		0	0		0			
63	Taxes		50,000	50,000		50,000			
64	Insurance		175,000	175,000		175,000			
65	Title and Recording	in COI	0	0		0			
66	Total Construction Interest and Fees		1,985,572			1,985,572			
67	PERMANENT FINANCING								
68	Loan Fees @1%	in COI	0			0			
69	Costs of Bond Issuance		692,365			692,365			
70	Title and Recording		5,000						
71	legal		5,000						
72	County loan fee		0			0			
73	Total Permanent Financing Costs		702,365			692,365			
74	LEGAL FEES								
75	Lender Legal Costs Paid by Applicant		50,000			50,000			
76	Other - Owner Legal		75,000	75,000		75,000			
77	Total Attorney Costs		125,000			125,000			
78	RESERVES								
79	Capitalized Operating Reserve - 6 mo		566,156						
80	Capitalized Replacement Reserve		0						
81	Transition reserve - if required by HCD and/or investor		0						
82	Total Reserve Costs		566,156			0			
83	Total Appraisal Costs		20,000	20,000		20,000			
84	Total Construction Contingency Costs	5.00%	1,058,250	1,058,250		1,058,250			
85	OTHER								
86	Tax Credit App./Alloc./Monitoring fees		35,692			35,692			
87	Construction management / prevailing wage monitoring		230,000	230,000		230,000			
88	PNA consultant		0	0		0			
89	security		80,000	80,000		80,000			
90	Enviro reports		85,000	85,000		85,000			
91	Local Development Impact Fees		1,000,000	1,000,000		1,000,000			
92	Permit Processing Fees		496,176	496,176		496,176			
93	Market Study		15,000			15,000			
94	Marketing & Lease up		70,000			70,000			
95	Relocation		0	0		0			
96	Furnishings		60,000	60,000		60,000			
97	Soft Cost Contingency		171,000	171,000		171,000			
98	Total Other Costs		2,242,867			2,242,867			
99	Total Project Cost		29,145,211	26,961,631		28,569,055			
100	DEVELOPER COSTS								
101	Developer Overhead/Profit		4,044,245	4,044,245		500,000			
102	Consultant/Processing Agent		0						
103	Project Administration								
104	Broker Fees paid by owner								
105	Construction Management Oversight								
106	Other								
107	Total Developer Costs		4,044,245	4,044,245		500,000			
108									
109	TOTAL PROJECT COST		33,189,455	31,005,876		29,069,055			
110	Syndication Costs								
111	Legal - Syndication/Organization		55,000			55,000			
112	Audit		30,000			30,000			
113	Consultant - Syndication (+\$10K in COI)		50,000			50,000			
114	Bridge Loan Interest		0			0			
115	Total Syndication Costs		135,000			135,000			
116	TOTAL PROJECT COSTS INCL. SYNDICATION		33,324,455	31,005,876		29,204,055			

50% test	
basis + land	31,085,876
tax exempt loan	26,574,679
	85.49%

max bond per cdlac 25,630,000

Costs of Bond Issuance	26,574,679
CalHFA issuer	
bank counsel const and perm	50,000
bond counsel	50,000
CDLAC fees and CDIAC fees	13,287
issuer fees	46,575
issuer app/legal	10,000
issuer monitoring - 24 months	22,146
construction loan fee @ .75%	199,310
const lender costs	50,000
perm loan fee 1%	108,247
subdebt fee 1%	22,800
subdebt legal	15,000
title	65,000
consultant	10,000
legal costs for bond closing	30,000
TOTAL	692,365



	P	Q	R	S	T	U	V	W	X	Y	Z
19	Alameda County										
20	CASH FLOW ANALYSIS										
21											
22	Tenant Income		Monthly					Total	2019 RENTS		
23			Rent	Total	Total	Utility	Gross	Annual	Max		
24	Unit Size	# of Units	Charged	Monthly	Annual	Allowance	Rents	Gross Rents	TC rents		
25	0BR 20% ami	0	382	0	0	52	434	0	434		
26	0BR 50% ami	5	1,033	5,165	61,980	52	1,085	5,425	1,085		
27	0BR 60% ami	0	1,250	0	0	52	1,302	0	1,302		
28	0BR 80% ami	3	1,684	5,052	60,624	52	1,736	5,208	1,736		
29	0BR 100% ami	1	2,118	2,118	25,416	52	2,170	2,170	2,170		
30	1BR 20% ami	0	407	0	0	58	465	0	465		
31	1BR 50% ami	9	1,104	9,936	119,232	58	1,162	10,458	1,162		
32	1BR 60% ami	4	1,337	5,348	64,176	58	1,395	5,580	1,395		
33	1BR 80% ami	2	1,802	3,604	43,248	58	1,860	3,720	1,860		
34	1BR 100% ami	5	2,266	11,330	135,960	58	2,324	11,620	2,324		
35	2BR 20% ami	0	485	0	0	73	558	0	558		
36	2BR 50% ami	3	1,322	3,966	47,592	73	1,395	4,185	1,395		
37	2BR 60% ami	1	1,601	1,601	19,212	73	1,674	1,674	1,674		
38	2BR 80% ami	2	2,159	4,318	51,816	73	2,232	4,464	2,232		
39	2BR 100% ami	8	2,717	21,736	260,832	73	2,790	22,320	2,790		
40	3BR 20% ami	0	556	0	0	88	644	0	644		
41	3BR 50% ami	4	1,523	6,092	73,104	88	1,611	6,444	1,611		
42	3BR 60% ami	0	1,845	0	0	88	1,933	0	1,933		
43	3BR 80% ami	3	2,490	7,470	89,640	88	2,578	7,734	2,578		
44	3BR 100% ami	7	3,134	21,938	263,256	88	3,222	22,554	3,222		
45											
46	Manager - 2BR	1	0	0	0						
54	Totals	58		109,674	1,316,088						
55	Laundry		5 /unit/ month		3,480						
56	vacancy	5%			-65,978						
57	EGI from tenant rents				1,253,590						
58											
59	Section 8 income	0									
60		# units	pmt standard	diff							
61	0BR 20% ami	0	1,549	1,115	0						
62	1BR 20% ami	0	1,876	1,411	0						
63	1BR 50% ami	0	1,876	481	0						
64	1BR 80% ami	0	1,876	16	0						
65	2BR 20% ami	0	2,338	1,780	0						
66	2BR 50% ami	0	2,338	943	0						
67	2BR 80% ami	0	2,338	106	0						
68	3BR 20% ami	0	3,217	2,573	0						
69	3BR 50% ami	0	3,217	1,606	0						
70	3BR 60% ami	0	3,217	1,284	0						
71	3BR 80% ami	0	3,217	639	0						
72	Totals	0			0						
73	vacancy on Sec 8	5%			0						
74	EGI from Section 8 increment				0						
75											
76	TOTAL PROJECT EGI				1,253,590						
77	Operating expenses	7,000 per unit per year			406,000						
78	Services coordinator	0			0						
79	County monitoring fee	0 per unit			0						
80	Bond issuer monitoring fee - CalHFA				7,500						
81	NET OPERATING INCOME				840,090						
82											
83	Debt Service - First				697,312						
84	Debt Service - Sec 8 loan				0						
85	CalHFA .35% debt service				7,980						
86	Operating Reserve				0						
87	Replacement Reserve	500 per unit			29,000						
88	Excess Cash				105,798						
89					1.15						
90	Supportable debt from tenant income -- NO SEC 8		10,824,700								
91	Amortization	30	5.00%	1.15							
92											
93											
94	Supportable debt from Section 8		0								
95		30	5.00%	1.15							

AMI Distribution		Unit Distribution	
50% ami	21	36.84%	Studio 9 15.52%
60% ami	5	8.77%	1BR 20 34.48%
80% ami	10	17.54%	2BR 15 25.86%
100% ami	21	36.84%	3BR 14 24.14%
	57		58

Avg affordability	74.56%
LIHTC ONLY	59.72%



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 20, 2019

Re: Report to the Board of Commissioners on the 2019 Compensation Study of Exempt Positions and Adopt the corresponding Resolution to Adopt a Revised Pay Schedule

BACKGROUND

The Housing Authority periodically completes compensation studies to ensure it remains competitive in the marketplace. Following separation from the City of Alameda in 2012, Koff and Associates, a human resources consulting firm, was engaged to perform an initial classification and compensation study of all current and proposed positions, resulting in new job descriptions, and a salary schedule and schedule of authorized positions that were approved retroactive to January 1, 2013. A second compensation study was completed of all positions in 2016, also by Koff; that study resulted in a wage change for one position, which was subsequently incorporated into the schedule of authorized positions in January 2017. Additionally, limited scope studies have been completed periodically as new positions have been developed or there is indication from the market that certain positions need to be re-benchmarked to remain competitive for recruitment and/or retention purposes.

In late 2018, Ralph Andersen & Associates, a human resources consulting firm with expertise in conducting public sector compensation studies, was engaged to complete a compensation (salary and benefits) study for the Director level positions. The results of that study were presented to the Board of Commissioners in February, and a revised pay schedule was subsequently approved and implemented.

The next phase of the compensation study focused on positions classified as exempt; the results of that study are presented here. A study of non-exempt positions is underway, and is scheduled to be completed and presented to the Board in early 2020. Ralph Andersen & Associates was engaged to complete both of the follow-up studies.



DISCUSSION

It is prudent to review compensation levels every three to four years, dependent on market conditions. Management positions are particularly impacted at the present time, due to the increasing number of public employees that are nearing retirement, which increases competition with other public sector agencies for knowledgeable, experienced staff when retirements occur. Additionally, high housing costs, lengthy commutes, and a generally tight job market all add to the challenge of attracting and retaining management staff.

Compensation plans should ensure that salaries/benefits remain competitive in the marketplace and support the Agency in attracting and retaining well-qualified employees, as well as providing a defensible and rational basis for compensating employees that is consistent with public practices. Similar to the Director study, this compensation study included a review and analysis of both salary and benefits data. Past studies found that while AHA salaries were generally at market levels, benefits lag behind, particularly for management (exempt) positions, where many competing agencies offer management/administrative leave and some offer more robust retirement formulas, contributions, or post-employment health benefits. Additionally, the majority of public agencies participate in social security, while AHA does not, which can be a consideration for experienced candidates considering a change of employment.

The same methodology used for the Director study was employed for the current study. Twelve public agencies were identified to participate in the survey. Comparable positions at each agency were identified using criteria such as core functional duties, education/skills requirements, level of duties, and the scope of supervisory and management duties. All identified agencies participated, though it is noted that not all positions had positions of comparable class in all agencies. Data was collected from the comparator agencies on monthly base salaries as well as other cash supplements and the full range of benefits provided to employees.

The same agencies were used in the compensation survey that were used in the Director survey, as follows:

Oakland Housing Authority	City of Alameda
City of San Mateo	City of Oakland
San Francisco Housing Authority	City of San Francisco
Santa Clara Housing Authority	City of San Jose
Contra Costa Housing Authority	San Mateo County
Alameda County	Alameda County Housing Authority

Total compensation (salaries and benefits) data was gathered from the comparator agencies and analyzed by the consultant against various percentile levels, rather than against mean (average) levels which is not recommended for data sets of less than thirty agencies. Three levels of percentiles were reviewed and presented in the report:



1. Median (50th percentile), which reflects a ranking of the data at the middle of the data set; half of the data is above the median and half is below
2. 60th percentile, which reflects a ranking level where 60% of the data set is below the data point, and 40% is above the data point
3. 75th percentile, which reflects a ranking level where 75% of the data set is below the data point, and 25% is above the data point

All positions, with the exception of the Management Analyst position, were found to be below the average at the 50th percentile (median), which was the level of comparison adopted by the Board in approving the wage range placement and corresponding Pay Schedule for Director positions.

Exhibit 1 contains the recommended placement for each position at the 50th percentile level in AHA's salary schedule, which shows all ranges currently available, whether or not any positions are currently assigned to a specific level. The salary schedule currently contains 60 possible wage ranges. Recommended salary ranges for individual positions are based on a combination of market data and an analysis of internal relationships, including ensuring a minimum of a 10-15% differential between supervisor and subordinate classes.

Management further recommends that the salary levels of individual existing exempt staff be adjusted to the new wage range at the beginning of the next pay period (November 24, 2019), but that those adjustments be made to a step in the new range that ensures a minimum of a 5% increase to current salary, rather than moving staff to the same step on the new range that they hold in the current range. This was the approach utilized for implementation of the Director study, and allows for more moderate increases at the present time, while allowing for salary growth in the wage range over the next several years for staff not yet at the top step in their assigned range who perform satisfactorily. The one exception to this approach is for Management Analyst staff, due to that position being slightly above the median in the study results. It is recommended that staff in this position be moved to the new assigned range, but at the same step they currently hold, resulting in a 2.5% increase rather than a minimum of 5% increase.

A copy of the Compensation Report may be requested if more in-depth information is desired. Paper copies of the Report will also be available at the November 20, 2019 Board of Commissioners meeting.

FISCAL IMPACT

The cost to grant the recommended changes to existing exempt salaries is approximately \$50,250 for the balance of the current fiscal year, including AHA's pension contributions. Additionally, exempt positions currently open (Risk Manager and Communications Manager) will be hired at a step in the assigned wage range (42) identified in the study. These positions were initially benchmarked to the Senior Management Analyst wage range (37); the recommended range for both positions, based on the compensation survey, is 42. Adjusting these positions to the new range will add approximately \$18,606



Honorable Chair and
Members of the Board of Commissioners

November 20, 2019
Page 4 of 4

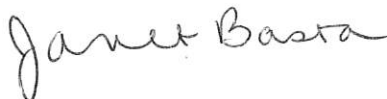
in salary and benefits expenditures for the balance of the fiscal year to the projected costs presented to the Board at the time these positions were approved. This projection assumes that both positions are hired at the top of the wage range (which is the standard practice for budgeting of new positions), though both positions may be hired at steps lower in the wage range.

Due to unfilled positions during the FY 2019-2020 these increases are expected to be met within the overall salary budget for AHA for this fiscal year. If adopted, the new wage ranges assigned to the impacted positions will be incorporated into the next fiscal year's budget.

RECOMMENDATION

That the Board review the 2019 Compensation Study of Exempt Positions and adopt the corresponding resolution to adopt a revised pay schedule.

Respectfully submitted,



Janet Basta
Director of Human Resources and Operations

JCB

Attachments:

- Exhibit 1: Summary total compensation tables of benchmark classes set to market median (50th percentile)
- Exhibit 2: Pay Schedule for FY 2019-2020 reflecting changes effective 11.24.2019
- Exhibit 3: Resolution

Alameda City Housing Authority
Salary Recommendations; Market Benchmarking
Benchmark Classes set to Market Median (50th Percentile)
Total Compensation Market Deviation

Line	Classification Job Title	Range	Current Range Max	Market Deviation	Recomm. Range	Recomm. Max.	Percent Change	Internal Alignment/Salary Setting Rationale
1	Senior Management Analyst	37	\$ 10,869		42	\$12,276	12.9%	Same as Senior Project Manager
2	Senior Project Manager	37	\$ 10,869	-11.6%	42	\$12,276	12.9%	Benchmark; set to market
3	Controller	36	\$ 10,604		42	\$12,276	15.8%	Same as Senior Project Manager
4								
5	Risk Manager	--	New		42	\$12,276	--	Same as Controller
6	Communications Manager	--	New		42	\$12,276	--	Same as Controller
7								
8	Asset Manager	33	\$ 9,859		35	\$10,352	5.0%	Same as Project Manager
9	Project Manager	33	\$ 9,859	-4.7%	35	\$10,352	5.0%	Benchmark; set to market
10								
11	Management Analyst	32	\$ 9,618	+1.9%	33	\$9,859	2.5%	Benchmark; set to market
12	Housing Programs Supervisor	26	\$ 8,309		33	\$9,859	18.7%	Same as Management Analyst
13	Maintenance Supervisor	26	\$ 8,309		33	\$9,859	18.7%	Same as Management Analyst
14	Property Management Supervisor	26	\$ 8,309		33	\$9,859	18.7%	Same as Housing Programs Supervisor

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2019-2020 eff. 11/24/2019 (based on 3.2% COLA)**

Exhibit 2

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Housing Assistant	8	7/1/2019	\$ 4,406	\$ 4,627	\$ 4,858	\$ 5,101	\$ 5,355
Program Assistant	12	7/1/2019	\$ 4,858	\$ 5,101	\$ 5,355	\$ 5,624	\$ 5,905
Housing Specialist I	14	7/1/2019	\$ 5,101	\$ 5,355	\$ 5,624	\$ 5,905	\$ 6,200
Maintenance Technician I****	14	7/1/2019	\$ 5,101	\$ 5,355	\$ 5,624	\$ 5,905	\$ 6,200
Accounting Specialist	15	7/1/2019	\$ 5,229	\$ 5,490	\$ 5,764	\$ 6,052	\$ 6,355
Housing Specialist II	18	7/1/2019	\$ 5,624	\$ 5,905	\$ 6,200	\$ 6,509	\$ 6,836
Rent Stabilization Program Specialist	18	7/1/2019	\$ 5,624	\$ 5,905	\$ 6,200	\$ 6,509	\$ 6,836
Maintenance Specialist	18	7/1/2019	\$ 5,624	\$ 5,905	\$ 6,200	\$ 6,509	\$ 6,836
Maintenance Technician II****	20	7/1/2019	\$ 5,905	\$ 6,200	\$ 6,509	\$ 6,836	\$ 7,177
Executive Assistant	22	7/1/2019	\$ 6,200	\$ 6,509	\$ 6,836	\$ 7,177	\$ 7,537
Housing Specialist III	24	7/1/2019	\$ 6,509	\$ 6,836	\$ 7,177	\$ 7,537	\$ 7,913
Accounting Officer	28	7/1/2019	\$ 7,177	\$ 7,537	\$ 7,913	\$ 8,309	\$ 8,724
Property Management Supervisor	33	11/24/2019	\$ 8,111	\$ 8,516	\$ 8,942	\$ 9,389	\$ 9,859
Housing Programs Supervisor	33	11/24/2019	\$ 8,111	\$ 8,516	\$ 8,942	\$ 9,389	\$ 9,859
Maintenance (aka Facilities) Supervisor	33	11/24/2019	\$ 8,111	\$ 8,516	\$ 8,942	\$ 9,389	\$ 9,859
Management Analyst	33	7/1/2019	\$ 8,111	\$ 8,516	\$ 8,942	\$ 9,389	\$ 9,859
Project Manager	35	11/24/2019	\$ 8,516	\$ 8,942	\$ 9,389	\$ 9,859	\$ 10,352
Asset Manager	35	11/24/2019	\$ 8,516	\$ 8,942	\$ 9,389	\$ 9,859	\$ 10,352
Controller	42	11/24/2019	\$ 10,099	\$ 10,604	\$ 11,134	\$ 11,691	\$ 12,276
Communications Manager	42	11/24/2019	\$ 10,099	\$ 10,604	\$ 11,134	\$ 11,691	\$ 12,276
Risk Manager	42	11/24/2019	\$ 10,099	\$ 10,604	\$ 11,134	\$ 11,691	\$ 12,276
Senior Project Manager	42	11/24/2019	\$ 10,099	\$ 10,604	\$ 11,134	\$ 11,691	\$ 12,276
Senior Management Analyst	42	11/24/2019	\$ 10,099	\$ 10,604	\$ 11,134	\$ 11,691	\$ 12,276
Director of Housing Programs	50	7/1/2019	\$ 12,276	\$ 12,890	\$ 13,534	\$ 14,211	\$ 14,921
Director of Property Operations	50	7/1/2019	\$ 12,276	\$ 12,890	\$ 13,534	\$ 14,211	\$ 14,921
Director of Rent Stabilization	50	7/1/2019	\$ 12,276	\$ 12,890	\$ 13,534	\$ 14,211	\$ 14,921
Director of HR and Operations	54	7/1/2019	\$ 13,534	\$ 14,211	\$ 14,921	\$ 15,667	\$ 16,450
Director of Housing and Community Development	54	7/1/2019	\$ 13,534	\$ 14,211	\$ 14,921	\$ 15,667	\$ 16,450
Director of Finance	56	7/1/2019	\$ 14,211	\$ 14,921	\$ 15,667	\$ 16,450	\$ 17,273
Deputy Executive Director	60	7/1/2019	\$ 15,667	\$ 16,450	\$ 17,273	\$ 18,137	\$ 19,043
Executive Director**	N/A	7/1/2019	\$ 22,313	\$ 23,428			
Resident Manager I*** ****	N/A	7/1/2019	\$ 28.99/hour				
Resident Manager * *** ****	N/A	7/1/2019	\$ 13.93/hour	\$ 18.58/hour			
Assistant Resident Manager****	N/A	7/1/2019	\$ 13.93/hour				

*Two rates are applicable depending on assigned duties
 **Salary authorized by Board of Commissioners per Employment Agreement
 ***Resident and Resident Custodian staff are paid a flat hourly rate; no range is applied
 ****Indicates classification with 40 hour work week; other positions are based on 37-1/2 hour work week

Resolution No. _____

ADOPT THE REVISED PAY SCHEDULE FOR FISCAL YEAR 2019-2020

WHEREAS, the Housing Authority of the City of Alameda conducts periodic compensation studies to ensure a competitive compensation (salary and benefits) package; and

WHEREAS, the Housing Authority of the City of Alameda conducted a 2019 compensation study of exempt positions which resulted in recommended revisions to wage ranges assigned to positions;

NOW, THEREFORE, BE IT RESOLVED, that effective November 24, 2019, the Housing Authority will adopt the revised Pay Schedule for Fiscal Year 2019-2020.

ATTEST:

Vanessa M. Cooper
Executive Director and Secretary

Arthur Kurrasch, Chair
Board of Commissioners

Adopted: _____



Housing Authority of the City of Alameda

PHONE (510) 747-4300
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Basta, Director of Human Resources and Operations

Date: November 20, 2019

Re: Accept the Resolution to Amend the Schedule of Authorized Positions

BACKGROUND

The purpose of this resolution is to provide for revisions to the Schedule of Authorized Positions incorporating an additional Housing Specialist II in the Housing Programs Department and the elimination of a Resident Manager in the Property Operations Department.

DISCUSSION

As addressed at the October 2019 Board of Commissioners meeting, AHA management is issuing an RFP for procurement of a third-party vendor to provide property management services for AHA-owned properties. AHA has not been successful in recruiting a Resident Manager for Parrott Village and Parrott Gardens, and intends to outsource management services for this property when a vendor is selected. As a result, the position no longer needs to be hired as an AHA employee, and management is proposing that it be removed from the Schedule of Authorized Positions.

Additionally, there has been a long-term vacancy in the Housing Programs Department due to an extended leave of absence. Temporary staff, hired through employment agencies, have been utilized to perform the caseload work that needed to be done. However, due to a shortage of qualified candidates who bring in the skills required to do the work without needing extensive training, along with a restricted pool of candidates AHA can consider due to CalPERS membership requirements and further restrictions on the length of time temporary staff can work for AHA, significant administrative time has been spent keeping this position staffed. Due to the uncertainty surrounding the current vacancy, and the challenges of keeping staffing at an adequate level to maintain production and quality standards, management is proposing adding a position to the Schedule of Authorized positions, which would allow recruitment of a full-time Housing Specialist II. This will allow for recruitment of skilled candidates interested in a regular, rather than temporary, position. Management intends to monitor the staffing level, and as attrition or opportunity for lateral transfer occurs, manage the staffing in the department



Honorable Chair and
Members of the Board of Commissioners

November 20, 2019
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so that active employee staffing does not exceed the current level of six Housing Specialists over time.

Exhibit 1 shows the proposed Schedule of Authorized Positions. All changes made in the current fiscal year are shown in the proposed column, including the two positions (Communications Manager and Risk Manager) that were approved in September 2019.

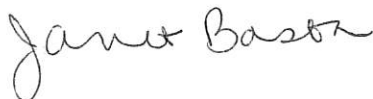
FINANCIAL IMPACT

The addition of a Housing Specialist II will cost approximately \$59,000 (including benefits) for the balance of the fiscal year. This will be offset by a reduction in temporary staffing expenditures of approximately \$5,760 per month and salary savings due to the leave status of one Specialist that was budgeted for in the current fiscal year.

RECOMMENDATION

Accept the Resolution to Amend the Schedule of Authorized Positions.

Respectfully submitted,



Janet Basta
Director, Human Resources and Operations

VMC/JCB

Attachments:

- Exhibit 1: Schedule of Authorized Positions Amended November 20, 2019
- Exhibit 2: Resolution



**Housing Authority of the City of Alameda
Schedule of Authorized Positions
November 20, 2019**

Department/Position Title	2019-2020 approved	Proposed change	Year on Year
	FTE 2020	Revised 2020	Difference
Administration Department			
Executive Director	1.00	1.00	
Deputy Executive Director	1.00	1.00	
Director of HR and Operations	1.00	1.00	
Executive Assistant	1.00	1.00	
Risk Manager (See Note D)	0.00	1.00	1.00
Communications Manager (See Note D)	0.00	1.00	1.00
Senior Management Analyst	1.00	1.00	
Management Analyst	3.00	3.00	
Program Assistant	1.00	1.00	
Sub-total	9.00	11.00	2.00
Finance Department			
Director of Finance	1.00	1.00	
Controller	1.00	1.00	
Accounting Officer (See Note C)	1.00	1.00	
Accounting Specialist	2.00	2.00	
Sub-total	5.00	5.00	0.00
Housing Programs Department			
Director of Housing Programs	1.00	1.00	
Housing Programs Supervisor	2.00	2.00	
Housing Specialist III	1.00	1.00	
Housing Specialist I & II (See Note B)	6.00	7.00	
Housing Assistant	2.00	2.00	
Sub-total	12.00	13.00	1.00
Property Operations Department			
Director of Property Operations	1.00	1.00	
Property Management Supervisor	1.00	1.00	
Project Manager	1.00	1.00	
Housing Specialist I/II (See Note B)	2.00	2.00	
Maintenance Supervisor	1.00	1.00	
Maintenance Technician I & II (See Note B)	6.00	6.00	
Maintenance Specialist	1.00	1.00	
Resident Manager I and II (See Notes A and B)	4.25	3.25	
Assistant Resident Manager (See Note A)	0.25	0.25	
Sub-total	17.50	16.50	-1.00
Housing and Community Development Department			
Director of Housing and Community Development	1.00	1.00	
Senior Project Manager	1.00	1.00	
Project Manager	1.00	1.00	
Asset Manager	1.00	1.00	
Management Analyst	2.00	2.00	
Program Assistant	1.00	1.00	
Sub-total	7.00	7.00	0.00
Rental Stabilization Department			
Director of Rent Stabilization	1.00	1.00	
Management Analyst	1.00	1.00	
Rental Stabilization Program Specialist	3.00	3.00	
Program Assistant	1.00	1.00	
Sub-total	6.00	6.00	0.00
Total	56.50	58.50	2.00

Note A: Resident employees are contracted employees and are required to reside on-site at assigned Housing Authority complexes. Each Resident employee has an individual at will employment contract.
 Note B: Positions at the I and II levels are combined as a total count to allow for flexibility in staffing.
 Note C: Position may be renamed or filled at a lower level
 Note D: Communications Manager and Risk Manager titles may be modified prior to recruiting; positions were approved in September 2019

Resolution No. _____

ADOPT THE REVISED SCHEDULE OF AUTHORIZED POSITIONS

WHEREAS, the Housing Authority of the City of Alameda has identified a need to add a Housing Specialist II position in the Housing Programs Department, and eliminate a Resident Manager position in the Property Operations Department;

NOW, THEREFORE, BE IT RESOLVED, that effective November 20, 2019, the Housing Authority will adopt the revised Schedule of Authorized positions dated November 20, 2019 and be authorized to hire staff to fill any vacancies created by these changes.

ATTEST:

Vanessa M. Cooper
Executive Director and Secretary

Arthur Kurrasch, Chair
Board of Commissioners

Adopted: _____