



Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

IF YOU WISH TO ADDRESS THE BOARD:

1. Please file a speaker's slip with the Executive Director, and upon recognition by the Chair, approach the rostrum and state your name; speakers are limited to 5 minutes per item.
2. If you need special assistance to participate in the meetings of the City of Alameda Housing Authority Board of Commissioners, please contact (510) 747-4325 (TDD: 510 522-8467) or dconnors@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 December 20, 2017 –
Tour of 738 Eagle Avenue – Optional 5:45-6:15 p.m.
Closed Session Meeting – 6:30 p.m.
Regular Meeting - 7:00 p.m.

LOCATION

Independence Plaza, 703 Atlantic Avenue, Alameda, CA

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

Public Participation

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

PLEDGE OF ALLEGIANCE

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



3. Closed Session – 6:30 p.m. – Adjournment to Closed Session to Consider:
 - 3-A. Pursuant to Government Code Section 54956.9(b) Conference with Legal Counsel:
Anticipated Litigation: One Case –

Islah Ali vs. Housing Authority of the City of Alameda
United States District Court/Northern District of California
Case Number: 3:17-cv-03658-EDL
 - 3-B. Conference with Real Property Negotiator – (Gov. Code. Sec. 54956.8)
Agency Negotiator: Vanessa Cooper, Executive Director and Victoria Johnson,
Director of Housing and Community Development

Property: Parcel 1 (see attached metes and bounds description)
Negotiating Parties: Housing Authority of the City of Alameda and Carmel Partners
Under Negotiation: Price and Terms of Land
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 Special Meeting held November 8, 2017 and the Regular Meeting held November 15, 2017 – Page 9 and Page 12
 - 8-B. Accept the Monthly Overview Report Administration/I.T./H.R.– Page 16
 - 8-C. Accept the Monthly Overview Report Housing & Community Development – Page 18
 - 8-D. Accept the Monthly Overview Report Housing Programs Department – Page 22
 - 8-E. Accept the Monthly Overview Report Rent & Community Programs – Page 25
 - 8-F. Accept the Monthly Overview Report Property Operations –Page 27
 - 8-G. Accept the Monthly Development Report for Del Monte Senior Housing – Page 32
 - 8-H. Accept the Monthly Development Report for 2437 Eagle Avenue – Page 34
 - 8-I. Accept the Holiday and Office Closure Schedule for 2018 – Page36
 - 8-J. Approve A Short-term Internship Program to Provide Research and Analysis Support for Housing Authority Projects and Programs and Offer Professional Development Opportunities to Undergraduate and Graduate Students – Page39
 - 8-K. Accept the Budget Variance Report – Page41
 - 8-L. Accept the Quarterly Investment Report for Period Ending September 30, 2017 – Page 47
 - 8-M. Accept the Quarterly Police Report – Page 54



9. AGENDA

9-A. Rosefield Project Update; Adopt a Resolution Authorizing an Application to Alameda County for A-1 Bond Funds; Approve the Commitment of up to \$5.7 million in AHA loan funds; Authorize the Executive Director to Execute Related Documents – Page 59

9-B. North Housing Project Update; Provide Direction to Staff Related to Possible Sale of a Portion of the AHA Site – Page 83

9-C. Request for Board Member Participation in Senior Management Interviews – Page 86

9-D. Approve the Revised Pay Schedule with a Modification in Wage Range Assigned to the Maintenance Specialist Position – Page 87

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

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

12. ADJOURNMENT

* * *

Note

- If you need special assistance to participate in the meetings of the Housing Authority of the City of Alameda Board of Commissioners, please contact 510-747-4325 (TDD: 510-522-8467) or dconnors@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.



LEGAL DESCRIPTION
ALAMEDA HOUSING AUTHORITY PARCEL
ALAMEDA, CALIFORNIA

REAL PROPERTY, SITUATE IN THE INCORPORATED TERRITORY OF THE CITY OF ALAMEDA, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING A PORTION OF PARCEL 1, AS SAID PARCEL 1 IS DESCRIBED IN THAT CERTAIN DEED RECORDED FEBRUARY 14, 1955, IN BOOK 7567 OF OFFICIAL RECORDS, AT PAGE 117, IN THE OFFICE OF THE COUNTY RECORDER OF ALAMEDA COUNTY, A PORTION OF THAT CERTAIN PARCEL OF LAND DESCRIBED IN THAT CERTAIN DEED RECORDED AUGUST 10, 1966, IN REEL 1821, IMAGE 494 OF OFFICIAL RECORDS, IN SAID OFFICE OF THE COUNTY RECORDER OF ALAMEDA COUNTY, AND A PORTION OF THAT CERTAIN PARCEL OF LAND DESCRIBED IN THAT CERTAIN DOCUMENT ENTITLED "JUDGEMENT" RECORDED DECEMBER 21, 1951, IN BOOK 6618 OF OFFICIAL RECORDS, AT PAGE 339, IN SAID OFFICE OF THE COUNTY RECORDER OF ALAMEDA COUNTY, ALSO BEING A PORTION OF PARCEL 2, AS SAID PARCEL 2 IS SHOWN AND SO DESIGNATED ON THAT CERTAIN RECORD OF SURVEY NO. 1816, FILED JUNE 6, 2003, IN BOOK 28 OF RECORDS OF SURVEY, AT PAGE 14, IN THE OFFICE OF THE COUNTY RECORDER OF ALAMEDA COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT ON THE EASTERN LINE OF SAID PARCEL 2 (28 RS 14), SAID POINT BEING THE NORTHERN TERMINUS OF THAT CERTAIN COURSE DESIGNATED AS "NORTH 02°46'51" EAST 1161.37 FEET" ON SHEET 8 OF 12 OF SAID RECORD OF SURVEY (28 RS 14), SAID POINT ALSO BEING A POINT ON THE WESTERN LINE OF THAT CERTAIN PARCEL DESIGNATED AS "FISC SOUTH" IN THAT CERTAIN DEED RECORDED AUGUST 2, 2001, IN DOCUMENT NO. 2001-280973 OF OFFICIAL RECORDS, AND RE-RECORDED ON JUNE 2, 2003, IN DOCUMENT NO. 2003-316321 OF OFFICIAL RECORDS, IN SAID OFFICE OF THE COUNTY RECORDER OF ALAMEDA COUNTY;

THENCE, FROM SAID POINT OF COMMENCEMENT, ALONG THE EASTERN LINE OF SAID PARCEL 2 (28 RS 14), SOUTH 02°46'51" WEST 297.85 FEET TO THE POINT OF BEGINNING FOR THIS DESCRIPTION;

THENCE, FROM SAID POINT OF BEGINNING, CONTINUING ALONG SAID EASTERN LINE OF PARCEL 2 (28 RS 14), SOUTH 02°46'51" WEST 863.24 FEET TO A POINT ON THE SOUTHERN LINE OF SAID PARCEL 1 (7567 OR 117);

THENCE, ALONG SAID SOUTHERN LINE OF PARCEL 1 (7567 OR 117), NORTH 87°13'09" WEST 351.25 FEET TO THE NORTHEASTERN CORNER OF PARCEL 2B OF THOSE CERTAIN LANDS TRANSFERRED TO THE DEPARTMENT OF HOMELAND SECURITY, U.S. COAST GUARD MAINTENANCE AND LOGISTICS COMMAND PACIFIC THROUGH THE DEPARTMENT OF NAVY (DOD) BY THAT CERTAIN DOCUMENT ENTITLED "TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY" (DD FORM 1354), DATED MARCH 11, 2008, SAID PARCEL 2B ALSO BEING SHOWN AND SO DESIGNATED ON THAT CERTAIN RECORD OF SURVEY NO. 2113, RECORDED MAY 1, 2007, IN BOOK 31 OF RECORDS OF SURVEYS, AT PAGE 98, IN SAID OFFICE OF THE COUNTY RECORDER OF ALAMEDA COUNTY;

THENCE, FROM SAID NORTHEASTERN CORNER OF PARCEL 2B (31 RS 98), ALONG THE NORTHERN LINE OF SAID PARCEL 2B (31 RS 98), NORTH 89°07'34" WEST 75.28 FEET;

THENCE, LEAVING SAID NORTHERN LINE OF PARCEL 2B, NORTH 02°46'51" EAST 2.51 FEET TO THE SOUTHWESTERN CORNER OF PARCEL 1 (7567 OR 117);

THENCE, FROM SAID SOUTHWESTERN CORNER OF PARCEL 1 (7567 OR 117), ALONG THE WESTERN LINE OF SAID PARCEL 1 (7567 OR 117), NORTH 02°46'51" EAST 516.12;

THENCE, LEAVING SAID WESTERN LINE, NORTH 56°50'14" WEST 350.08 FEET;

THENCE, NORTH 01°54'00" EAST 396.14 FEET;

THENCE, SOUTH 88°06'00" EAST 73.00 FEET;

THENCE, ALONG THE ARC OF A NON-TANGENT 25.00 FOOT RADIUS CURVE TO THE RIGHT, FROM WHICH THE CENTER OF SAID CURVE BEARS SOUTH 88°06'00" EAST, THROUGH A CENTRAL ANGLE OF 103°27'25", AN ARC DISTANCE OF 45.14 FEET;

THENCE, ALONG THE ARC OF A REVERSE 378.00 FOOT RADIUS CURVE TO THE LEFT, FROM WHICH THE CENTER OF SAID CURVE BEARS NORTH 15°21'25" EAST, THROUGH A CENTRAL ANGLE OF 12°43'17", AN ARC DISTANCE OF 83.93 FEET;

THENCE, SOUTH 87°21'52" EAST 191.10 FEET;

THENCE, SOUTH 02°38'08" WEST 244.25 FEET;

THENCE, SOUTH 87°21'52" EAST 356.17 FEET TO SAID POINT OF BEGINNING.

CONTAINING 12.33 ACRES OF LAND, MORE OR LESS.

COURSES ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM OF 1983, ZONE 3. DISTANCES SHOWN ARE GROUND DISTANCES. TO OBTAIN GRID DISTANCES DIVIDE GROUND DISTANCES BY THE COMBINED SCALE FACTOR OF 1.00007055, AS SHOWN ON THAT CERTAIN RECORD OF SURVEY NO. 1816, FILED JUNE 6, 2003, IN BOOK 28 OF RECORDS OF SURVEY AT PAGE 14, ALAMEDA COUNTY RECORDS.

ATTACHED HERETO IS A PLAT TO ACCOMPANY LEGAL DESCRIPTION, AND BY THIS REFERENCE MADE A PART HEREOF.

ALL PARCELS SHOWN HEREON ARE INTENDED TO LIE COINCIDENT TO ONE ANOTHER WITH NO GAPS OR OVERLAPS CREATED BY THIS DOCUMENT.

END OF DESCRIPTION



JOEL GARCIA, P.L.S.
L.S. NO. 5285

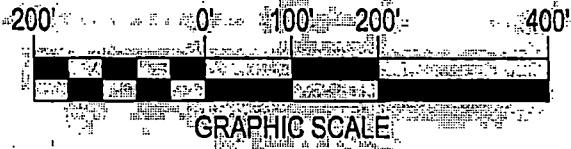


CURVE TABLE			
NO	RADIUS	DELTA	LENGTH
C1	25.00'	103°27'25"	45.14'
C2	378.00'	012°43'17"	83.93'

LEGEND:

POB = POINT OF BEGINNING
 POC = POINT OF COMMENCEMENT
 PARCEL 2 (PORTION)
 7567 OR 117
 6618 OR 339 (PORTION)

NOTE: COURSES ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM OF 1983, ZONE 3. DISTANCES SHOWN ARE GROUND DISTANCES. TO OBTAIN GRID DISTANCES DIMIDE GROUND DISTANCES BY THE COMBINED SCALE FACTOR OF 1.00007055, AS SHOWN ON THAT CERTAIN RECORD OF SURVEY NO. 1816 (28 RS 14).



PLAT TO ACCOMPANY LEGAL DESCRIPTION

ALAMEDA HOUSING AUTHORITY PARCEL
 ALAMEDA, CALIFORNIA

DECEMBER 6, 2016

SHEET 1 OF 1

Carlson, Barbee & Gibson, Inc.

CIVIL ENGINEERS • SURVEYORS • PLANNERS
 2633 CAMINO RAMON, SUITE 350
 SAN RAMON, CALIFORNIA (925) 868-0322

Date: 12/6/2016 9:18:57 AM

Parcel Name: ALA HSNQ AUTH PCL - BNDRY : 1

Description:

Client: ALAMEDA POINT

Prepared
by: JAG

North: 2,113,576.0435'

East: 6,046,026.6834'

Segment# 1: Line

Course: N2°46'51"E

Length: 516.12'

North: 2,114,091.5558'

East: 6,046,051.7233'

Segment# 2: Line

Course: N56°50'14"W

Length: 350.08'

North: 2,114,283.0563'

East: 6,045,758.6644'

Segment# 3: Line

Course: N1°54'00"E

Length: 396.14'

North: 2,114,678.9786'

East: 6,045,771.7985'

Segment# 4: Line

Course: S88°06'00"E

Length: 73.00'

North: 2,114,676.5582'

East: 6,045,844.7584'

Segment# 5: Curve

Length: 45.14'

Radius: 25.00'

Delta: 103°27'25"

Tangent: 31.69'

Chord: 39.25'

Course: N53°37'43"E

Course In: S88°06'00"E

Course Out: N15°21'25"E

RP North: 2,114,675.7293'

East: 6,045,869.7446'

End North: 2,114,699.8367'

East: 6,045,876.3654'

Segment# 6: Curve

Length: 83.93'

Radius: 378.00'

Delta: 12°43'17"

Tangent: 42.14'

Chord: 83.76'

Course: S81°00'13"E

Course In: N15°21'25"E

Course Out: S2°38'08"W

RP North: 2,115,064.3401'

East: 6,045,976.4717'

End North: 2,114,686.7399'

East: 6,045,959.0902'

Segment# 7: Line

Course: S87°21'52"E

Length: 191.10'

North: 2,114,677.9526'

East: 6,046,149.9880'

Segment# 8: Line

Course: S2°38'08"W

Length: 244.25'

North: 2,114,433.9610'

East: 6,046,138.7567'

Segment# 9: Line

Course: S87°21'52"E

Length: 356.17'

North: 2,114,417.5832'

East: 6,046,494.5500'

Segment# 10: Line

Course: S2°46'51"W

Length: 863.24'

North: 2,113,555.3598'

East: 6,046,452.6693'

Segment# 11: Line

Course: N87°13'09"W

Length: 351.25'

North: 2,113,572.4009'

East: 6,046,101.8330'

Segment# 12: Line

Course: N89°07'34"W

Length: 75.28'

North: 2,113,573.5490'

East: 6,046,026.5617'

Segment# 13: Line

Course: N2°46'51"E

Length: 2.51'

North: 2,113,576.0561'

East: 6,046,026.6835'

Perimeter: 3,548.21'

Area: 12.33 Acre

Error Closure: 0.0126'

Course: N0°18'27"E

Error North: 0.01255'

East: 0.00007'

Precision 1: 281,603.97



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DRAFT MINUTES

SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA HELD WEDNESDAY November 8, 2017

The Board of Commissioners meeting was called to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

1. ROLL CALL -

Present: Commissioners Allen, Kay, Kurrasch, Rickard and Vice Chair McCahan
Absent: Chair Tamaoki

2. Public Comment on Closed Session - None

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

3-A. Conference with Real Property Negotiator – (Gov. Code. Sec. 54956.8)
Agency Negotiator: Vanessa Cooper, Executive Director and Victoria Johnson,
Director of Housing and Community Development

Property: Parcel 1 (see attached metes and bounds description)
Negotiating Parties: Housing Authority of the City of Alameda and Carmel Partners
Under Negotiation: Price and Terms of Land

4. Adjournment of Closed Session

5. RECONVENE REGULAR MEETING – 6:30 p.m.

6. Announcement of Action Taken in Closed Session, if any. Vice Chair McCahan
announced that in Closed Session the Board gave direction to the Executive Director.

7. Public Comment (Non-Agenda)

None

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.

None

9. AGENDA

9-A. North Housing Project Update; Provide Direction to Staff Regarding North Housing Project; Announcement of Public Hearing Tentatively Scheduled for November 15, 2017 – Page 4

Victoria Johnson, Director of Housing and Community Development, gave a brief overview on previous discussions regarding North Housing. Staff have been very busy working with the City and consultants trying to understand the transaction, the offer and terms. She talked about the rezoning action that is coming next week. The reason the Navy and HUD approved the transfer of the acreage was to provide permanent support of housing. Alameda Housing Authority (AHA) needs partners to help get the infrastructure in place and public approval and public hearings. Ms. Johnson commented on the public hearing process. Jennifer Bell, General Counsel, said that there should be details in the report that provides sufficient information that the public can comment on.

Vice Chair McCahan said that he believes that there is quite a bit of uncertainty and that this will probably cause delays. These delays could be necessary and will allow us to fulfill our mission of affordable housing.

Greg Pasquali from Carmel Partners stated that his firm has submitted a request to the City to remove the G-overlay and that he will make a presentation to the Planning Board on November 13th. The Board Chair asked if Carmel had received a closing extension from the Navy and Mr. Pasquali said the extension had been requested but not yet granted.

Mr. Pasquali asked if the Board had questions about the second offer that was submitted prior to October 30, 2017. Vice Chair McCahan commented that the Board is not ready to discuss the offer at this time.

9-B Update on Formation and Name for the New Nonprofit Benefit Corporation - Page 18

Ms. Johnson said that this item is for information only. She said that this is exciting news that we have filed the articles of incorporation. General Counsel said that the by-laws have been drafted and spoke on the by-laws.

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



None

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

None

12. ADJOURNMENT OF REGULAR MEETING

There being no further business, Vice Chair McCahan adjourned the meeting at 7:00

John McCahan, Vice Chair

Vanessa M. Cooper
Executive Director/Secretary





Housing Authority of the City of Alameda

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DRAFT MINUTES

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA HELD WEDNESDAY November 15, 2017

The Board of Commissioners meeting was called to order at 7:00 p.m.

1. ROLL CALL -

Present: Commissioners Allen, Kurrasch, Rickard and Vice Chair McCahan
Absent: Commissioner Kay and Chair Tamaoki

2. Public Comment on Closed Session - None

3. Closed Session – 6:15 p.m. – Adjournment to Closed Session to Consider

3-A. Executive Director Evaluation

3-B. Conference with Real Property Negotiator – (Gov. Code. Sec. 54956.8)
Agency Negotiator: Vanessa Cooper, Executive Director and Victoria Johnson,
Director of Housing and Community Development

Property: Parcel 1 (see attached metes and bounds description)
Negotiating Parties: Housing Authority of the City of Alameda and Carmel Partners
Under Negotiation: Price and Terms of Land

3-C. Conference with Real Property Negotiator – (Gov. Code Sec. 54956.8)
Agency Negotiator: Victoria Johnson, Director of Housing and Community Development

Property: APNs: 070-0156-021
070-0156-002
070-0156-023
070-0156-044-04 (portion)

Negotiating Parties: Housing Authority of the City of Alameda and the Murphy Trust

4. Adjournment of Closed Session

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

PLEDGE OF ALLEGIANCE



6. Announcement of Action Taken in Closed Session, if any. Vice Chair McCahan announced that in Closed Session the Board gave direction to the Executive Director.

7. Public Comment (Non-Agenda)

Mr. Richard Neveln commented that the Board Meeting and the Alameda Affordable Housing Corporation meeting have the same start time and it is confusing. Ms. Cooper explained that the reason for having the meetings set at the same time is so that they can be held sequentially and that legal counsel has reviewed the process.

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.

Commissioner Kurrasch congratulated staff for improved statistics on page 24 and Vice Chair McCahan complimented staff for achieving SEMAP High Performer status as seen on Page 23 of the packet.

Vice Chair McCahan and Commissioner Kurrasch commented on the work that is being done in Housing and Community Development Department in regards to Rosefield and noted what REDS had done with Fresno Housing Authority.

Richard Neveln spoke on how to fall and provided some handouts.

Commissioner Kurrasch moved to accept the Consent Calendar and Commissioner Allen seconded. The motion carried unanimously. Items accepted or adopted are indicated by an asterisk.

- *8-A. Approve Minutes of the Board of Commissioners Regular Meeting held October 18, 2017 - Page 10
- *8-B. Accept the Monthly Overview Report Administration/I.T./H.R.– Page 15
- *8-C. Accept the Monthly Overview Report Housing & Community Development – Page 17
- *8-D. Accept the Monthly Overview Report Housing Programs Department – Page 22
- *8-E. Accept the Monthly Overview Report Rent & Community Programs – Page 26
- *8-F. Accept the Monthly Overview Report Property Operations –Page 27
- *8-G. Accept the Monthly Development Report for Del Monte Senior Housing – Page 33
- *8-H. Accept the Monthly Development Report for 2437 Eagle Avenue – Page 36
- *8-I. Approve Goals for the Executive Director's 2018 Performance Evaluation - Page 38
- *8-J. Records Disposition – Page 40
- *8-K. Approve Out-of-State Travel for Staff and Board to Attend NAHRO 2018 Conferences – Page 44

9. AGENDA

- 9-A. Report on a 5% Rent Increase for Existing Independence Plaza Residents Effective February 1, 2018 – Page 46



Ms. Cooper said that this issue has been brought to the Board several times. In 2026 there will be insufficient operating funds at the property. With eight years to go staff advise that the Housing Authority gradually move forward with a rent structure that is more sustainable. In doing that we will be bringing to you a number of different scenarios in the next year. Ms. Cooper touched on the scenarios. This information is brought to the Board for information only.

Commissioners commented on the initial proposal for a 5% rent increase for existing tenants and said that this plan is well thought out and fair.

Public comment, Richard Neveln, said a couple of things bothered him across the board and that increases of any kind do not play to the actual reality for the individual. He thinks adjustments should be made within rent brackets.

Another speaker asked about the timeline of increases. Ms. Cooper talked about this.

There was discussion that LifeSTEPS would work with tenants in need.

Commissioner Rickard said that he is in support of this item.

9-B. North Housing Project Update; Provide Direction to Staff – Page 49

No Action.

9-C. Discussion of Housing Authority Two-Year Work Plans for Fiscal Years July 1, 2015 to June 30, 2017 (Closeout) and July 1, 2017 to June 30, 2019 – Page 51

Ms. Cooper provided the close out of the 2015-2017 Plan and presented the Two-Year Work Plan for 2017-2019 and reviewed the new set-up of items on the Plan.

9-D. Adopt the Resolution to Accept the Revised AHA Pay Schedule for FY 2017-2018 – Page 65

Janet Basta, Director of Human Resources and Operations reviewed the revised AHA pay schedule with the Board. Guidance from Counsel suggest that we have one pay schedule that shows all of the different increments for each range. Ms. Basta said that if approved, this would be the pay schedule used going forward. Ms. Basta talked about the salary range for the Finance Director and the Deputy Executive Director.

Public speaker, Richard Neveln, requested that AHA write a letter to Congress requesting that they eliminate the exclusion rate on social security taxes. He believes this would change the significant problem the increase overall for pay increases for workers and rent increases for renters that seem inappropriate unless something happens to increase social security.

Commissioner Kurrasch moved to accept the staff recommendation and Commissioner Allen seconded.



Roll Call Vote: Commissioner Allen yes, Kurrasch yes, Rickard yes, Vice Chair McCahan yes.

- 9-E. Select Property Names for the New Construction Developments at 2437 Eagle Avenue and 1301 Buena Vista – Page 70

Victoria Johnson, Director of Housing and Community Development, said that property names were solicited from the Housing Authority staff and those names are in the packet. She said no personal preference was given. She told how previous names have been chosen in the City and that there is no official strategy. AHA needs to have the name chosen between now and the time we order the sign. Ms. Johnson said that this report is being presented for general information.

Board Members discussed several name options and agreed that Everett Commons was the preferred name at 2437 Eagle Avenue. At 1301 Buena Vista Avenue, the Board prefers Del Monte Commons. If “Del Monte” cannot be used due to legal conflict, the second choice is Encinal Commons. The Board expressed support for the use of “Commons” as a theme for project names.

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

Vice Chair McCahan said that we had some really nice letters from the public thanking staff for jobs well done.

11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Commissioner Allen thanked Executive Director and staff for a job well done. Commissioner Kurrasch thinks things are beginning to happen at HUD and said the Assistant Secretary for Public and Indian Housing will soon be appointed.

Commissioners Kurrasch and Rickard thanked Vanessa Cooper and staff for being creative and responsive.

Vice Chair McCahan invited all who had no place to go for Thanksgiving, to come to Christ Church on Thanksgiving Day.

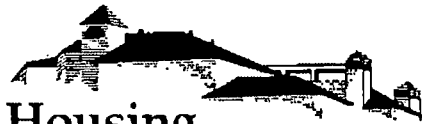
12. ADJOURNMENT OF REGULAR MEETING

There being no further business, Vice Chair McCahan adjourned the meeting at 8:14 p.m.

John McCahan, Vice Chair

Vanessa M. Cooper
Executive Director/Secretary





Housing Authority of the City of Alameda

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

To: Honorable Chair and
Members of the Board of Commissioners

From: Janet Basta
Director of Human Resources and Operations

Date: December 20, 2017

Re: Monthly Overview Report to the Board: Operations, HR, and IT

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

Recruiting was the primary focus in the past month. The new Maintenance Supervisor started in mid-November, but a final candidate for the Property Management Supervisor position was not identified in the interview process. The latter position will be reposted in early 2018. Recruiting for the Director of Finance position continued, with the recruitment coordinated by an external recruiter. Initial screening interviews have been held, with panel interviews scheduled for mid-December. It is noted that it has been challenging to identify candidates with the desired combination of affordable housing, real estate, and government accounting/finance experience. A number of Finance Directors have retired or resigned from housing authorities over the last few months, and the job market is currently competitive in general for skilled finance professionals. AHA management anticipates being able to secure a strong candidate for this position, but not necessarily one with 100% of the desired qualifications.

Recruiting has continued, also through a recruiter, for the Controller position; the priority is being placed on the Director level position, however, so the new Director will have input on staffing decisions for the department. Initial screening of Senior Accounting Technician applicants has occurred, and this position may also be held open until the Director is hired, depending on the results of the Director panel interviews. Temporary staff, including our Nan McKay consultant, continue to keep the Finance Department running well in the meantime.

AHA management expects to begin recruiting for the Deputy Executive Director in December, and is working with an outside firm on this position. Recruitment has begun for a Regional Manager II for Esperanza Plaza; additionally, a Resident Manager I position will be posted for China Clipper/Esperanza in December, and a Program Assistant for Administration will be posted in January.

Retirements in December included the Maintenance Specialist and the Resident Manager for Esperanza. The Maintenance Specialist position was filled with an internal recruitment that resulted in the hiring of the Facilities Project Specialist; due to shifts in work responsibilities, the Facilities Project Specialist position will not be opened at this time.

A number of agency-level trainings have taken place in the past month. AHA supervisors were provided with a training on timekeeping and schedules in early December. The series of supervision trainings for the Direct Reports (aka Executive Management) team will continue in December. All staff will receive a three hour Fair Housing training on December 21 provided by attorney-at-law Terry Kitay.

Information Technology/Administration

The upgrade to staff cell phones is underway to replace older smart phones and to provide an agency cell phone to all supervisors in the Housing Authority. This is an important step due to clarifications in the law surrounding Freedom of Information Act and Public Information Requests and to avoid employees having to have their personal cell phones searched for records.

One Management Analyst attended the Housing Choice Voucher weeklong training on eligibility, occupancy, and rent calculation. This training is important as the Management Analysts help write policy and procedure for this program along with performing SEMAP functions.

Review of the property set-up in Yardi has been started to ensure that the coding is correct in Yardi to allow for pulling of reports easily for reporting to HUD. This will include making sure that the Voucher Management Systems (VMS) reporting can be automated with Yardi reports and not require staff to compile and track data outside of Yardi.

RECOMMENDATION

For information only.

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: Victoria Johnson
Director of Housing and Community Development

Date: December 20, 2017

Re: Update to the Board of Commissioners – Housing and Community
Development

BACKGROUND

This memo provides an overview of departmental activities in the prior month.

DISCUSSION

Capital Projects

AHA Office Emergency Services – Staff is working to procure a towable generator and install the necessary electrical systems so that the Housing Authority Office may stay operation in the event of an emergency and/or power outage.

China Clipper, Pool Demolition/Fill – The pool at China Clipper has been filled and the masonry pillars and wood awnings removed. Staff is presently coordinating final finishes, which include installing a picket fence and planter boxes.

Independence Plaza, ADA Upgrades – Staff is continuing to coordinate the ADA upgrade project at Independence Plaza. The bid package is nearly complete and will be published once the permit is secure. Staff has also met with the impacted tenants to discuss the project, the related scope details and relocation services. Construction is scheduled to begin in April 2018.

Minor Home Repair Grant & Loan Project (CDBG funded) – Staff is assisting a homeowner facilitate a Minor Home Repair Grant and Home Repair Loan. Scope items will include plumbing repairs, floor and cabinetry installation, electrical work and painting.

Portfolio Roof Assessments – Staff has engaged Applied Materials & Engineer to inspect and assess the roofs at Ann B. Diamond, Eagle Village, Esperanza,



Independence Plaza, Sherman House and the Housing Authority Office. Inspections are currently being scheduled.

Rosefield Village, 738 Eagle Avenue Substantial Rehab Project – The contractor is completing the finish work, as well as the exterior ADA ramp. Work is scheduled to conclude in early January.

Residential Rehab Loan Projects (CDBG funded) – Staff is coordinating separate Residential Rehab Loans for the Alameda Point Collective (APC) and Resources for Community Development (RCD). The completed loan documents have been provided to the organizations and are presently pending execution. The loan sum for APC is \$190,000; funds will be used to repair lateral sewer lines, make sidewalk repairs and install neighborhood lighting to residences on Corpus Christi and Pensacola Roads. The loan sum for RCD is \$187,000; the subject property is located at 461 Haight Avenue, scope items include window replacement, reroofing, insulation upgrades, safety upgrades and painting. Both projects are scheduled to be completed by April 2018.

San Diego Road Foundation Repair – Staff is assisting the City to manage a capital project at the City owned property located at 2815 San Diego Road. Staff is currently coordinating with Rockridge Geotechnical to assess ground conditions.

Inclusionary and Below Market Rate Programs

For the three, three-bedroom townhomes at Mulberry that will be sold to the public, City Ventures received 65 applications, 37 of which were from households with three preference points. One point each was awarded to first-time buyers, households of four or more, and applicants who live or work in Alameda. The racial distribution of the applicant households is as follows: 40 Asian (62%), 4 Hispanic (6%), 4 Black or African-American (6%), 12 White (18%), and 5 Other 8%). Staff has begun review of the first four applications.

AHA is currently under contract for two units, which are expected to close before year end or in early January.

Staff continues to review applications for the last unit remaining at Alameda Landing.

Community Development Block Grant (CDBG)

The City Council approved reprogramming of \$780,078 for three projects:

- Replacement of the water main at Eagle & Everett in support of the 20-unit affordable housing project;
- Replacement of the bathroom trailer at Midway Shelter; and
- Repair of the foundation at the City-owned property at 2815 San Diego Road in Alameda Point.

Staff presented to the Social Service Human Relations Board (SSHRB) at the November 30 meeting. SSHRB is currently conducting the City-wide community needs



survey, which will close on December 11. The SSHRB Board's recommendations will be presented to City Council in January.

Pre-development Loans

The Housing Authority has made separate pre-development loans to Island City Development on behalf of three development projects: Del Monte, Everett & Eagle and Rosefield. A \$250,000 working capital loan to ICD was also made in 2017. The Del Monte and Everett and Eagle loans have been repaid. The Board has also approved a North Housing loan for \$300,000 and reporting will begin in January.

The original loan amounts and unexpended balances for Rosefield as of November 30, 2017 are shown below. This includes invoices that have been presented but not yet paid.

<u>Rosefield Village</u>	
Pre-development Loan	\$ 1,000,000
Usage through November	\$ 264,411
Balance	\$ 735,589

Pipeline

Eagle & Everett Apartments – Construction is on schedule and a separate report on the project is attached.

Del Monte Senior – Construction is on schedule and a separate report on the project is attached.

North Housing – The task force committee that includes the community partners met again in December. The Board's adhoc committee has also met three times since the last Board meeting and a separate report on the project is attached.

Rosefield Village – Staff has met with Dahlin Architects and the consultant Real Estate Development Services (REDS) to explore the options to move the project forward in 2018. The Executive Director has authorized a contract with REDS to provide development consulting services and staff is now working to prepare the contract. A separate report and request for Board approval to submit a funding application and for the commitment of AHA funds is attached.

Asset Management

Staff completed the first draft of a "cliff" schedule for the AHA portfolio, including partner properties, and continues to collect data for the property profile summary spreadsheet. Staff has been working with the EMG to update the Physical Needs Assessments for the nine large properties. This is expected to be complete by the close of December. Staff continues to support the AHA audit regarding loans payable and receivable to the agency.



Staff is working with legal counsel on the IRS Form 1023 application for tax exempt status for Alameda Affordable Housing Corporation. Staff coordinated a kick-off meeting to discuss the various activities related to the future property transfers of Anne B Diamant, China Clipper, Lincoln-Willow and Stanford House in the spring of 2018.

Staff is working with the City on the biannual request for CIC subsidy funds for Independence Plaza and for the Fiscal Year 2018-2019 annual request that will be sent to the State of California.

Staff is overseeing the lease up coordination of 1301 Buena Vista Avenue with The John Stewart Company (JSC) and other AHA staff. 25 of the units will be rented through the AHA project based voucher wait list and the remaining 5 will be managed by JSC. The JSC waitlist opens on December 11 and the details can be found at www.1301buenavista.havenconnect.com.

Staff is finalizing the purchase of a very low income BMR townhome in the Mulberry complex. AHA will be purchasing 4 townhomes altogether, but the first one should be completed, purchased, and leased by December 31, 2017. Staff is assisting Resources for Community Development with the permanent financing conversion at Stargell Commons. Once complete, AHA will receive the \$100,000 developer fee payment.

RECOMMENDATION

For information only.

Respectfully submitted,



Victoria Johnson
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: Lynette Jordan
Director of Housing Programs

Date: December 20, 2017

Re: Monthly Overview Report to the Board Housing Programs

BACKGROUND

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

HOUSING PROGRAMS FUNDING AND UTILIZATION UPDATE

AHA Executive Management staff continued to meet bi-weekly to monitor our funding and leasing options by utilizing the HUD Two-Year Forecasting Tool (TYT). A review of our December forecast shows there will be less than \$57K remaining in HAP reserves at 2017 year-end or 0.2%. Staff remain concerned that we will be at or very close to shortfall by the end of the year. As a result, on November 15, 2017, 18 new voucher searchers who did not successfully lease-up were returned to the waitlist. They each had over 180 days to search prior to the return to the waitlist and were given additional notice and workshops to help lease up by the deadline. AHA will not issue any new vouchers until the financial picture from the Federal Government is clearer and staff will continue to work with HUD Field Office staff, to monitor our HAP spending.

Staff also ended the Landlord Leasing Incentive Program effective November 15, 2017 after successfully adding 45 additional units, which has helped AHA to maintain our lease-up rate for the Section 8 program.

Staff Training

Training	Staff Attended
Housing Quality Standards	8 maintenance staff and 2 HCV staff
HCV Specialist	11 HCV staff and supervisors

HPD Department Statistics

Statistics	Sep	Oct	Nov
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Annual Re-examinations Processed	160	134	97
Rent Increases	27	53	58
Interim Re-examinations Processed	46	28	21
HQS Inspections Conducted	55 44% pass rate	60 82% pass rate	23 39% pass rate
HQS in AHA Owned	35 55% pass rate	65- ABD 71% pass rate	57-Parrot Village 42% pass rate

Voucher issuance and lease up data

Statistics	Sep	Oct	Nov
Section 8 Movers seeking housing	10	8	12
New voucher holders seeking housing	11	20	4
Voucher holders ported out and seeking elsewhere	7	8	0
Total voucher holders seeking housing	28	36	16
Non Port Leased	3	2	8
Port Move-In Leased Up	3	6	4
Total vouchers leased up in month	6	8	12
New Vouchers Issued	0	0	0

- Note all new vouchers were revoked effective November 15, 2017

RECOMMENDATION

For information only.

Honorable Chair and
Members of the Board of Commissioners

December 20, 2017
Page 3 of 3

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lynette Jordan". The signature is written in a cursive, flowing style.

Lynette Jordan
Director of Housing Programs

VC/all



Housing Authority of the City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners
From: Suzanne Warner, Director, Rent and Community Programs
Date: December 20, 2017
Re: Monthly Overview Report to the Board – Rent and Community Programs

BACKGROUND

The monthly reports for the Rent Stabilization Program are available at www.alamedarentprogram.org.

The following submissions were filed with our office for review:

<u>Submission Type</u>	Oct	Nov
Rent Increases	21	9
Rent Increases Reviewed by the RRAC	3	2
Terminations of Tenancy	12	11
Capital Improvement Plans	0	0

For outcomes of submissions reviewed, please see the full report available on the website. The City issued invoices to landlords for the \$120 per unit program fee in late November. Program staff has experienced a modest increase in calls, and has been increasing outreach efforts in response.

Landmark Realty v. Housing Authority of the City of Alameda

Landmark Realty, the rental property owner of 1901 Shoreline Drive, refused to offer one of the tenants in that building a one-year lease as required by the City's Rent Stabilization Ordinance. The City issued Landmark an administrative citation for its refusal and a hearing officer upheld the citation. Landmark thereafter filed a petition for a writ of mandate requesting the Superior Court to find the City's requirement was preempted by State law (the Ellis Act). The petition named the City and the Housing Authority as defendants and named the tenant as the "real party in interest". The City has filed an answer on behalf of itself and the Housing Authority. The City cannot represent the tenant, per se, but has informed the tenant that the City, by defending the litigation, is representing her interests if she chooses not to obtain her own counsel.

Honorable Chair and
Members of the Board of Commissioners

December 20, 2017
Page 2 of 2

The City has also requested Landmark to dismiss the Housing Authority and the tenant from the lawsuit as it is the City's requirement, not the Housing Authority's, that is at issue. Landmark's attorneys have refused. There is a Case Management Conference scheduled for mid-January at which time the matter will be set for trial--basically a time for oral argument following the filing of legal briefs. The City will continue to represent the Housing Authority in the litigation.

CITY COUNCIL ITEMS

AHA continues to operate the program under Ordinance 3148.

RECOMMENDATION

For information only.

Respectfully submitted,



Suzanne Warner
Director of Rent and Community Program



Housing Authority of the City of Alameda

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To: Honorable Chair and
 Members of the Board of Commissioners

From: Lisa Caldwell, Director of Property Operations

Date: December 20, 2017

Re: Monthly Overview Report to the Board for Property Operations

BACKGROUND

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

DISCUSSION

VACANCY – November

Lease up coordination between the Property Management and Housing Programs departments continues in order to fill vacancies as soon as possible. Applicants from our waitlists have been outreached or are in process for all vacant units. Three applicants are processed at a time for each vacancy.

Property	Unit #	Vacancies end of November	Rate
Anne B. Diament Plaza	65	3	5%
China Clipper Plaza	26	2	8%
Eagle Village	42	1	2%
Esperanza	120	1	1%
Independence Plaza	186	0	0%
Parrot Village	50	2	4%
Rosefield Village	46	0	0%
Combined Smaller Sites *	38	0	0%
Total	573	9	2%

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

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

In November, there were five (5) units at Rosefield that were permanently offline due to the upcoming rehabilitation of the property, these units are not included in the vacancy numbers & rate listed above. Two units have become vacant since The John Stewart Company took over management in July. All units that become vacant at Rosefield will not be leased at this time. These units will be used to address any reasonable accommodations within Rosefield, right sizing current residents as necessary and to move residents in substandard units if the vacant unit is in better condition. After all of the above are addressed the remaining vacant units will be moved offline.

As vacancies come up at other AHA owned sites residents at Rosefield will be offered these units, where eligible, in order to accommodate as many current residents that want to remain housed in Alameda.

Effective November 1, 2017 all upcoming vacant units at Independence Plaza will not be filled in order to accommodate upcoming ADA capital improvements to 20 units. At the end of November there was one (1) vacant unit at Independence Plaza taken offline, this unit is not included in the vacancy numbers & rate listed above. Please see the maintenance section below of this memo for more details.

RENT COLLECTIONS – November

Most rents for November were collected. Legal proceedings will be started on the households who did not pay if agreements cannot be reached for the past due payments. No legal actions were taken in the prior month.

All properties had a collection rate of 95% or above in November.

GPR - Budget vs.
Collected

Property	ABD	China Clipper	Eagle Village	ESP	IP	Parrot Village	All Other Sites	Total
					Tenant Rent Only			
Budgeted GPR	80,193	33,246	72,022	280,153	134,390	123,076	50,306	773,386
Collected	84,812	36,129	71,687	287,672	131,585	129,197	51,578	792,660
Collection Rate	106%	109%	100%	103%	98%	105%	103%	102%

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

Below are the collection rates for Rosefield Village for the month of October. The financial information for Rosefield will be behind AHA managed properties by one month due to the transferring of property management to The John Stewart Company.

For the month of October, the collection rate was above 95%. As mentioned above there are currently five (5) units offline at Rosefield.

GPR - Budget vs. Collected

Rosefield	October
Budgeted GPR	79,531
Collected	86,228
Collection Rate	108%

Rent increases for 2017 have been completed. Preparation and review of rent increases for 2018 has begun.

All qualifying residents at Independence Plaza were issued rent increase notices at the end of November with an effective date of February 1, 2018. As a reminder, rent increase notices are provided 60 days prior to the effective date.

Updates on further rent increases for other properties will be provided as they are issued. Increases will be within the 5% range again and will remain below the payment standard.

CONTRACTS

The majority of property management related contracts have been brought to the board for extensions and approval of contract amendments not to exceed 5 years. The RFP process was started for the elevator service contract, which was the only pending contract for 2017. Bids have been submitted and staff are reviewing.

RESIDENT SERVICES

For the month of November LifeSTEPS provided 181.75 hours of individual case management to 423 residents on matters of rent, utilities, housekeeping, coping and emotional support, transportation assistance, healthcare and medical needs.

LifeSTEPS provided 18 educational classes in November. Seven (7) classes were held at Anne B. Diamante, six (6) at Esperanza, and five (5) at Independence Plaza for a total of 274 participants. Topics for the workshops focused on Health and Money Management.

Furthermore, 37.75 hours were spent conducting community building enrichment activities such as exercise classes, flu shot clinics, and meet and greets with new LifeSTEPS staff. Additional services for the month included food giveaways in conjunction with the Alameda Food Bank and nutrition classes, and educational scholarship outreach. 371 residents attended these additional services. Further 181.75 hours of individualized counseling were provided.

The Reading Room at Esperanza is generally open weekly for children’s reading and other activities. Alameda Family Services continues to provide services at Esperanza for families, seniors and the homeless. After school services are provided the Boys & Girls Club of Alameda. In a new partnership with AHA, the Alameda Food Bank is now providing services twice a month to both Anne B Diament and independence Plaza. The following households total were served. Discussions have started on expanding this service to Esperanza in early 2018.

Property	No of units	Households Served
Anne B Diament	65	57
Independence Plaza	186	98

MAINTENANCE

Annual HQS inspections for 2017-2018 have been completed at Eagle Village, Anne B. Diament, Parrot Village and Parrot Gardens. Staff is working on corrections for units that did not pass and required follow up.

Upcoming capital improvement at Independence Plaza work includes ADA upgrades to 20 units and will take place over the upcoming year and will take months to complete. This is expected to cost \$1.7 Million dollars. As mentioned above the leasing of vacant units will stop effective November 1, 2017 in order to have units available for the current tenants that need to be relocated while the work is being completed. For those residents that have a reasonable accommodation and require an ADA unit will be able to move back in their original unit. Those residents that do not have a reasonable accommodation will reside in their relocated unit on site permanently. If a resident needs to be relocated offsite during this time they will be able to return but it may be to a different unit. AHA will pay for and coordinate the tenants’ moves to and from the units. The units impacted have been determined and a tenant meeting took place with tenants impacted on December 5, 2017. As the project moves along AHA is committed to meeting with the tenants to ensure their relocation goes smoothly.

Below is the average completion time for work orders through November 2017.

Month	Goal	September	October	November
Emergency	24 Hours	Within 24 Hours	Within 24 Hours	Within 24 Hours
Urgent	3 Days	2.00 Days	3.00 Days	3.00 Days
Routine	7 Days	4.00 Days	6.00 Days	4.00 Days

The work order report below shows the work orders completed calendar year to date.

Work Order Analysis by Completion Month

Property Name	Units	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
AHA OFFICE	N/A	8	8	16	12	14	14	25	25	22	15	17		176
SHERMAN STREET	9	5	12	7	3	2	2	1	2	4	6	8		52
LINCOLN HOUSE	4	4	4	4	4	2	3		2	3	1	3		30
ESPERANZA	120	75	93	199	92	48	45	42	64	44	47	64		813
PARROT VILLAGE	50	77	36	28	28	25	32	26	28	23	55	83		441
Detached Homes	1	1												1
ANNE B DIAMENT PLAZA	65	24	16	28	27	18	19	13	75	43	45	35		343
*ROSEFIELD VILLAGE	46	47	55	34	12	15	14		2	2	1	1		183
PARROT GARDENS	8	9	3	5	2	2	3	2		1	3	9		39
STANFORD HOUSE	4	3	4	5	6	4	1		3		3			29
LINCOLN/WILLOW	5	2	9	9		1	1		1	2	4	2		31
SENIOR CONDOS	7	2	7	4	2		4	1	2		2	1		25
CHINA CLIPPER PLAZA	26	39	18	10	8	6	6	11	10	4	3	11		126
EAGLE VILLAGE	42	9	7	16	11	24	20	14	61	37	29	10		238
INDEPENDENCE PLAZA	186	92	61	76	155	177	82	47	77	62	78	54		961
Total	573	397	333	441	362	338	246	182	352	247	292	298		3,488

* Effective 7/1/2017 Rosefield Village maintenance work orders will be completed by The John Stewart Company and not included on the chart above.

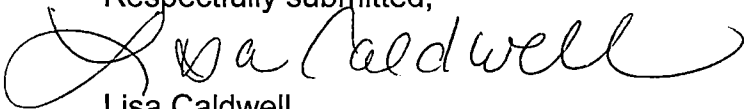
FINANCIAL IMPACT

Report only, no financial impact.

RECOMMENDATION

For information only.

Respectfully submitted,



Lisa Caldwell
Director of Property Operations

VMC/all



Housing Authority of the City of Alameda

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To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper, Executive Director

Prepared by: Tobi Liebermann
Housing and Community Development Sr. Project Manager

Date: December 20, 2017

Re: Sherman & Buena Vista LP Project Update

BACKGROUND

The Community Development Department provides monthly reports on projects under construction where AHA is acting as developer or lender and provides performance guarantees.

The Sherman & Buena Vista LP (Del Monte Senior) project (Project) includes the new construction of 31 units located at 1301 Buena Vista Ave. Construction funds were secured at the financial closing on December 14, 2016 and BBVA Compass is serving as construction lender. Brown Construction is the General Contractor.

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

Gross Floor Area = 28,466 Square Feet (includes common areas)

DISCUSSION

Construction of the Project started on December 27, 2016. The current percent complete as of the end of September billing is 72%. To date, a total of 50 days of time extensions have been approved. The site work that is to be performed by Tim Lewis has been delayed by permitting issues, and staff is monitoring this closely. Current construction activities include completion of stucco installation, ongoing drywall and caulking and ongoing MEP work.

The construction contract totals \$11,148,028. The development budget includes a 5% hard cost construction contingency in the amount of \$557,401. There are three owner approved prime contract change orders (PCCO) at this time. Approved PCCOs now total \$162,059 including both added costs and credits. Owner contingency funds are held separately from the contract and as change orders are approved, the original construction contract value will increase accordingly as shown in the table below.

Contingency Utilization				
	Original Budget	Current Revisions	Previous Revisions	Current Budget
Construction Contract	11,148,028	0	162,059	11,310,087
Construction Contingency	557,401	0	-162,059	395,342
Soft Cost Contingency	143,686	-1,938	-37,190	104,558


General Construction Contract Utilization				
Contract Total	Value of Work Completed	Retention Withheld	Payments to Date	Balance to Finish
11,310,087	8,148,406	814,841	7,333,565	3,976,522

FINANCIAL IMPACT

A pre-development loan from AHA to ICD in the amount of \$1M was made on behalf of the Project and was repaid. The current construction draw schedule is shown below. The land line item is shown as disbursed but is a deferred payment. The \$ Disbursed includes the current draw amount.

	\$ Budget	\$ Disbursed	% Disbursed	\$ Balance
Land	3,435,000	3,435,000	100%	-
Hard Costs	11,705,429	7,333,565	63%	4,371,864
Soft Costs	4,059,874	2,391,429	59%	1,668,445
Total	19,200,303	13,159,994	69%	6,040,309

Respectfully submitted,


Vanessa M. Cooper
Executive Director

VMC:tl



Housing Authority of the City of Alameda

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To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Prepared by: Tobi Liebermann
Housing and Community Development Sr. Project Manager

Date: December 20, 2017

Re: Everett and Eagle LP Project Update

BACKGROUND

The Community Development Department provides monthly reports on projects under construction where AHA is acting as developer or lender and provides performance guarantees.

The Everett and Eagle LP (2437 Eagle Family) project (Project) includes the new construction of 20 units located at 2437 Eagle Ave. Construction funds were secured at the financial closing on June 29, 2017 and JPMorgan Chase is serving as construction lender. J.H. Fitzmaurice, Inc. is the General Contractor.

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

Gross Floor Area = 26,167 Square Feet (includes common areas)

DISCUSSION

Construction of the Project started on July 7, 2017. The current percent complete as of the end of November billing is approximately 15%. Current GC activities include underground utilities and foundation work.

The construction contract totals \$11,593,223 including two approved prime contract change orders for a total of \$36,957. The development budget includes a 5% hard cost

construction contingency in the amount of \$577,813. Owner contingency funds are held separately from the contract and as change orders are approved, the original construction contract value will increase accordingly as shown in the table below.

Contingency Utilization				
	Original Budget	Current Revisions	Previous Revisions	Current Budget
Construction Contract	11,556,266	0	86,332	11,642,598
Construction Contingency	577,813	0	-86,332	491,481
Soft Cost Contingency	148,371	0	-49,242	99,129

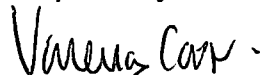
General Construction Contract Utilization				
Contract Total	Value of Work Completed	Retention Withheld	Payments to Date	Balance to Finish
11,642,598	1,846,915	184,691	1,662,224	9,795,683

FINANCIAL IMPACT

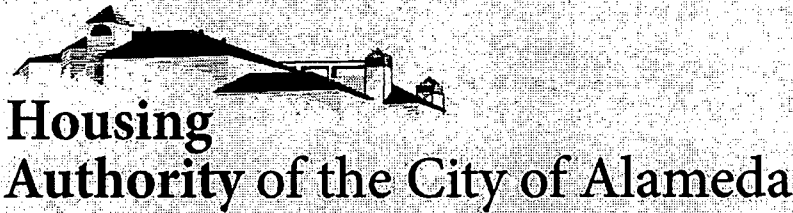
A pre-development loan from AHA to ICD in the amount of \$1M was made on behalf of the Project and was paid back in August. The current construction draw schedule is shown below. The \$ Disbursed includes the current draw amount.

	\$ Budget	\$ Disbursed	% Disbursed	\$ Balance
Land	34,900	15,833	45%	19,067
Hard Costs	12,134,079	1,662,224	14%	10,471,855
Soft Costs	2,759,942	1,721,195	71%	1,038,746
Total	14,928,921	3,399,252	23%	11,529,669

Respectfully submitted,


Vanessa M. Cooper
Executive Director

VMC:tl



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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: Janet Basta
Director of Human Resources and Operations

Date: December 20, 2017

Re: Holiday and Office Closure Schedule for 2018

BACKGROUND

Beginning 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, and AHA management designated alternate days for observance of holidays that fall on flex Fridays. Additionally, AHA closed to the public for half-days (afternoon) on the day before Thanksgiving and during the last week of December in 2017.

DISCUSSION

The alternate Friday office closure has worked well; internally, it is easier to manage having all flexing staff on the same flex schedule, and the public has adjusted to the office closure schedule as well. Office closures are publicized physically on site, through various notices and newsletters to tenants and voucher holders, and in the calendar on the home page of the AHA website. Consistency in schedules and holiday observances has streamlined management responsibilities related to staff management as well.

AHA plans to continue with the alternate Friday office closures in the upcoming year, and has prepared the attached calendar to identify those days. Also on the calendar are the AHA holidays and alternate designated holidays, and the half-day closure schedule for at Thanksgiving and in December. Additionally, in 2018 Christmas and New Year's Day holidays both fall on Tuesdays. It is anticipated that the need for the public to access the office and staff on the eves of those two holidays will be minimal; therefore, management is planning to close the office to the public for a full day on December 24 and in the afternoon of December 31. The Friday prior to

December 24 is not a day that the office is closed to the public, so this closure will be one additional day and will not result in the public having no access for more than 4 days (the typical amount of time that we limit office closures to, including holidays and weekends). These two closures will not be additional holidays for AHA staff; by closing the office to the public, however, it will be more manageable to grant the number of time off requests management projects will be received. Maintenance and Residential services will be maintained with a small crew on these two days. These closures will be publicized well in advance in order to avoid any reduction in customer service.

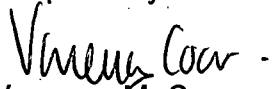
FINANCIAL IMPACT

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

RECOMMENDATION

For Information only.

Respectfully submitted,


Vanessa M. Cooper
Executive Director

VMC/JCB

Attachments: 2018 AHA Holiday and Office Closure Calendar

2018 AHA Holiday and Office Closure Calendar

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

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

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

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

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

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

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

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

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

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

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

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

KEY: Red = Holiday / Green (dark) = Office Closure / Green (light) = ½ day Office Closure (Dec 26, 27, 31) / Blue = Alt Holiday for flex staff & 1/2 day office closure

AHA Holidays 2018

Jan 1	New Year's Day	Feb 19	Presidents' Day	Sep 3	Labor Day	Nov 22	Thanksgiving Day
		May 28	Memorial Day	Nov 11	Veteran's Day (actual)	Nov 23	Day After Thanksgiving
Jan 15	Martin Luther King Day	Jul 4	Independence Day	Nov 12	Veterans Day (observed)	Dec 25	Christmas Day



Housing Authority of the City of Alameda

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To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Prepared by: Victoria Johnson, Director of Housing and Community Development

Date: December 20, 2017

Re: Approve A Short-term Internship Program to Provide Research and
Analysis Support for Housing Authority Projects and Programs and Offer
Professional Development Opportunities to Undergraduate and Graduate
Students

BACKGROUND

For the past three years the Board has approved a summer internship program that provided professional development opportunities to college students. The internship was advertised at local colleges and universities and many qualified applications were received. In 2015 and 2017 two students were selected and in 2016 three students were selected to work on multiple projects. The interns worked on multiple research projects, made presentations to the Board, provided staffing at the Reading Room, helped to expand the Family Self-Sufficiency program and assisted with a wide range of other tasks. Based on this success, and the ongoing need for short-term qualified help, staff requests Board approval to renew the program. All interns have been paid an hourly salary through a temporary staffing service

DISCUSSION

It is proposed to continue the program in 2018 and to engage up to four interns for up to 16 weeks beginning in spring 2018. Based on student schedules, it is expected that there may be staggered start and end dates. Staff will again advertise the internship opportunities at Bay Area colleges including the College of Alameda, University of California at Berkeley, CSU East Bay and San Francisco State University.

The interns will work on special research and other projects and may provide support to the Housing Programs, Rent Programs, Community Development and Administrative Departments.



FINANCIAL IMPACT

In 2016 and 2017 the estimated total cost and budget for interns was \$15,000 and \$25,000 per year (respectively); the actual cost of the program was within this amount. For 2018, staff estimates total program cost below \$25,000. Current staffing vacancies in the departments leave unexpended funds available to meet the cost of the intern program.

RECOMMENDATION

Approve the creation of up to four short-term internship positions to provide temporary research and analysis support to Housing Authority work projects.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

VC/VJ



To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Date: December 20, 2017

RE: Budget Variance Report for October 31, 2017

BACKGROUND

On May 18, 2016 the Board of Commissioners approved a two-year operating budget for all programs covering the fiscal years July 1, 2016 through June 30, 2018. A revision was approved by the Board of Commissioners for 2016-17 at the May 2017 meeting for 2017-18. This high-level, year-end Budget Variance Report covers preliminary unaudited financial operating results compared to the revised 2017-18 budget. Although the year-end financial data is accrued, the month-to-month financials are on a cash basis. The numbers are subject to change based on the final audit report.

DISCUSSION

Revenue

Overall, total revenue income is higher than the year-to-date budget by \$255,008 (1.8%).

The net rental income (total tenant revenue) is \$ 108,565 (2.94%) higher than budget due to low vacancy rates in the very tight housing market in the Bay Area, especially for low-income tenants and Housing Choice Voucher (HCV) holders. See the Property Operations overview for details on vacancies and rent collection.

Agency-wide, the Other Income is \$ 60,444 (9.15%) more than the year-to-date budgeted revenue. This is mainly due to a check for \$286,124.86 from Chicago Title Company of which \$43,015.86 was posted to interest income.

Total Administrative Fee income in the HCV Program is less than the year-to-date budget by \$7,030. This is mainly due to a lesser disbursement by HUD of the Administrative Fee revenue compared with our budgeted revenue which included a projected higher proration than actual.

Expenses

Agency-wide total operating expenses are lower than the year-to-date budget by 1,132,473 (5%). This is mainly due to the lower salary and benefit expenses and lower than expected rent for the Rent Program office. Please note the use of temporary staff or contractors to fill permanently budgeted positions. There are currently 9 budgeted but unfilled positions. In addition expenses, including maintenance contract expenditure, may be planned for later in the fiscal year but are budgeted on a 1/12th per month basis.

Net income (before depreciation) is \$1,462,889. This is \$995,678 (213%) over budget.

HOUSING ASSISTANCE PAYMENTS (HAP) PASS-THROUGH

The Housing Assistance Payments (HAP) Pass-through budget includes all the Housing Choice Voucher/Section 8, Shelter Plus and Bessie Coleman (SRO) programs. The year-to-date HAP revenue is \$163,832 (2%) above the budget due to the use of reserves. The HAP payments to landlords are \$491,539(5%) more than the year-to-date budget. The budget was based on the 2016 Budget Authority which was cut by HUD to 97.1% proration in 2017.

HUD holds a project reserve, whereby AHA can draw additional HAP funds if our HAP costs exceed any month's HAP budget authority. This HUD-held HAP reserve began with a balance of \$3.6 million dollars at the start of the calendar year. To make HAP payments, over \$3m was drawn from reserves and the current projection for year-end HUD-held reserves is \$816,314 as of October 2017. Staff is working closely with HUD to monitor the HAP revenue and expenditure, and the federal budget process to ensure a sufficient cash flow for the program.

OTHER ISSUES IMPACTING FINANCE DEPARTMENT

Nan McKay and Associates continues to provide on-site consulting and training services full-time in the absence of a Director of Finance. Many other positions have been filled with temporary staff and recruitment is ongoing for positions currently vacant.

The 2016-17 AHA audit is currently underway. Field-testing for the Section 8 program is almost complete. The audit report will be presented in early 2018. The ICD 2017 audit is also in progress.

Staff issued an RFP for auditors earlier this summer. HUD requires that the audit contract be rebid every 5 years. Five firms submitted, and interviews took place on November 23. Commissioner Kurrasch served on the panel along with staff in and the Board will make the final selection.

Honorable Chair and
Members of the Board of Commissioners

December 20, 2017
Page 3 of 3

RECOMMENDATION

For information only.

Respectfully submitted,

A handwritten signature in black ink that reads "Vanessa Cooper." The signature is written in a cursive, flowing style.

Vanessa M. Cooper
Executive Director

VC

Attachments: 1. Budget Variance Report

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
INCOME								
REVENUE								
TENANT REVENUE								
Vacancy Loss	0	-38,747	38,747	100	0	-154,999	154,999	100
Rent Free Unit	0	-9,536	9,536	100	0	-38,144	38,144	100
Write Off	0	-7,339	7,339	100	0	-29,362	29,362	100
Tenant Rental Revenue	285,965	290,808	-4,843	-2	1,173,507	1,163,232	10,275	1
Maintenance Charges	1,451	1,094	357	33	5,010	4,382	628	14
Late Charges	-20	0	-20	N/A	860	0	860	N/A
Tax Increment Payments- City of Alameda	166,667	170,281	-3,614	-2	666,667	681,124	-14,457	-2
Tenant HAP Subsidy	496,368	508,080	-11,712	-2	1,943,285	2,032,320	-89,035	-4
Rent Free Unit	0	5,190	-5,190	-100	0	20,760	-20,760	-100
Commercial Rents	441	2,326	-1,885	-81	7,854	9,304	-1,450	-16
TOTAL TENANT REVENUE	950,871	922,157	28,714	3	3,797,182	3,688,617	108,565	3
FEDERAL GRANTS								
Shelter Plus Care Revenue	24,302	31,215	-6,913	-22	92,624	124,860	-32,236	-26
TOTAL FEDERAL GRANTS	24,302	31,215	-6,913	-22	92,624	124,860	-32,236	-26
OTHER INCOME								
Investment Income - Unrestricted	0	0	0	N/A	35,363	0	35,363	N/A
Interest Income	55,873	5,911	49,962	845	93,090	23,654	69,436	294
Interest on Equip. Reserve	0	0	0	N/A	1,404	0	1,404	N/A
Interest - Replacement Reserve	0	0	0	N/A	6,937	0	6,937	N/A
Other - Income	27	0	27	N/A	1,167	0	1,167	N/A
Laundry Commission	2,667	2,155	512	24	8,584	8,621	-37	0
Land Fee/Ground Lease	447	447	0	0	1,341	1,788	-447	-25
Other Miscellaneous Revenue	530	0	530	N/A	530	0	530	N/A
Professional Service Revenue	129,520	155,555	-26,035	-17	559,036	622,220	-63,184	-10
Fraud Recovery	0	0	0	N/A	12	0	12	N/A
Gain/Loss on Sale of Fixed Assets	0	0	0	N/A	4,770	0	4,770	N/A
Administrative Fee Shelter Plus	792	1,094	-302	-28	8,869	4,376	4,493	103
TOTAL OTHER INCOME	189,856	165,162	24,694	15	721,103	660,659	60,444	9
HUD GRANT								
HUD Operating Grants	2,296,489	2,255,207	41,282	2	9,184,660	9,020,828	163,832	2
Administrative Fees from HUD	124,264	131,294	-7,030	-5	497,056	525,176	-28,120	-5
PORT-In Administrative Fees	890	0	890	N/A	3,762	0	3,762	N/A
Administrative Fees Paid (PORT-Outs)	5,385	0	-5,385	N/A	21,239	0	-21,239	N/A
TOTAL HUD GRANT	2,416,257	2,386,501	29,756	1	9,664,239	9,546,004	118,235	1
TOTAL REVENUE	3,581,287	3,505,035	76,252	2	14,275,148	14,020,140	255,008	2
EXPENSES								
OPERATING EXPENSES								
ADMINISTRATIVE								
Administrative Salaries	260,363	335,920	75,557	22	939,180	1,343,693	404,513	30
Temporary Help - Administrative	32,018	15,470	-16,548	-107	87,166	61,884	-25,282	-41
Auditing Fees	0	3,040	3,040	100	4,685	12,167	7,482	61
Admin Employee Benefits - Medical/Dental	49,576	88,941	39,365	44	194,807	355,768	160,961	45
Admin Employee Benefits - PERS/PARS	20,867	28,658	7,791	27	80,727	114,640	33,913	30
Admin Employee Benefits - FICA	3,725	4,844	1,119	23	13,471	19,385	5,914	31
Admin Employee Benefits - SUI	783	1,143	360	31	2,626	4,587	1,961	43
Admin Employee Benefits - Life/LTD	1,930	2,176	246	11	7,157	8,713	1,556	18

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Admin Employee Benefit - WC	1,293	2,344	1,051	45	4,594	9,384	4,790	51
Employer Benefit Contribution - WC	0	7	7	100	0	28	28	100
Office Supplies/Equipment	13,555	5,738	-7,817	-136	30,164	22,963	-7,201	-31
Dues & Subscriptions Publications	12	1,056	1,044	99	565	4,238	3,673	87
Postage	89	5,257	5,168	98	5,398	21,043	15,645	74
Telephone	7,349	3,547	-3,802	-107	14,521	14,200	-321	-2
Bank Charges and Check Supplies	1,822	2,578	756	29	6,944	10,328	3,384	33
Forms and Copies/Printing	0	0	0	N/A	74	0	-74	N/A
Classified Ads and Public Notices/outreach ma	3,033	2,120	-913	-43	8,410	8,497	87	1
Legal Expense	17,591	18,410	819	4	82,504	73,640	-8,864	-12
Payroll charge	526	582	56	10	1,885	2,342	457	19
Survey/Title Fee	0	0	0	N/A	15,100	0	-15,100	N/A
Office Rent	4,952	12,516	7,564	60	9,752	50,064	40,312	81
Organization Cost	0	0	0	N/A	20	0	-20	N/A
Training/Conferences and Travel	3,058	13,354	10,296	77	29,650	53,424	23,774	45
Membership Dues and Fees	0	0	0	N/A	1,554	0	-1,554	N/A
Taxes & Government Fees	0	0	0	N/A	15,598	0	-15,598	N/A
Collection Loss	0	0	0	N/A	-277	0	277	N/A
Contracts - Accounting Services	0	0	0	N/A	434	0	-434	N/A
Contracts - Administrative Services/Consultant	73,111	28,431	-44,680	-157	118,246	113,743	-4,503	-4
Contracts - Application Service Provider - Yard	8,804	12,044	3,240	27	40,406	48,186	7,780	16
Contracts - Computer/Telephone Maintenance	14,792	13,562	-1,230	-9	33,179	54,260	21,081	39
Contracts - Employee/Organizational Developr	52	0	-52	N/A	52	0	-52	N/A
Contracts - Housing Program Services	408	0	-408	N/A	415	0	-415	N/A
Contracts - Human Resource Services	36,253	3,596	-32,657	-908	53,091	14,394	-38,697	-269
Contracts - Housing Inspection Services	6,943	4,402	-2,541	-58	11,522	17,611	6,089	35
Contracts - Office Machine Maintenance	0	1,503	1,503	100	0	6,029	6,029	100
Contracts - Office Machine Lease	1,687	0	-1,687	N/A	5,967	0	-5,967	N/A
Contracts - Web Hosting/Maintenance/Web Ac	1,380	1,963	583	30	4,806	7,875	3,069	39
Association Dues	2,553	2,438	-115	-5	10,212	9,752	-460	-5
TOTAL ADMINISTRATIVE	568,526	615,640	47,114	8	1,834,605	2,462,838	628,233	26
TENANT/SOCIAL SERVICES/POLICE								
Tenant Services - Salaries	10,000	18,435	8,435	46	38,614	73,757	35,143	48
Police Services	16,223	16,225	3	0	64,890	64,900	10	0
TOTAL TENANT/SOCIAL SERVICES/POLICE	26,222	34,660	8,438	24	103,504	138,657	35,153	25
RELOCATION								
TOTAL RELOCATION	0	643	643	100	0	2,573	2,573	100
TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE								
TOTAL TENANT SERVICES EMPLOYEE BENEFIT	5,794	7,618	1,824	24	22,752	30,477	7,725	25
TENANT SERVICES								
TOTAL TENANT SERVICES	18,604	23,730	5,126	22	75,809	94,936	19,127	20
UTILITIES								
Water	27,051	19,289	-7,762	-40	72,178	77,168	4,990	6
Electricity	11,276	11,048	-228	-2	37,329	44,202	6,873	16
Gas	38	3,747	3,709	99	14,927	15,001	74	0
Sewer	23,444	24,493	1,049	4	80,307	97,979	17,672	18
Garbage	3,389	37,827	34,438	91	69,583	151,321	81,738	54
TOTAL UTILITIES	65,198	96,404	31,206	32	274,325	385,671	111,346	29

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
MAINTENANCE								
MAINTENANCE SALARIES								
Maintenance - Salaries	40,757	40,252	-505	-1	195,355	161,016	-34,339	-21
Facilities - Salaries	0	16,724	16,724	100	0	66,896	66,896	100
TOTAL MAINTENANCE SALARIES	40,757	56,976	16,219	28	195,355	227,912	32,557	14
MAINTENANCE MATERIALS								
Maintenance Materials	4,927	19,138	14,211	74	30,393	76,564	46,171	60
Vehicle - gasoline	0	0	0	N/A	2,114	0	-2,114	N/A
TOTAL MAINTENANCE MATERIALS	4,927	19,138	14,211	74	32,506	76,564	44,058	58
MAINTENANCE CONTRACTS								
TOTAL MAINTENANCE CONTRACTS	37,233	78,805	41,572	53	191,907	315,408	123,501	39
MAINTENANCE EMPLOYEE BENEFITS								
TOTAL MAINTENANCE EMPLOYEE BENEFITS	17,155	36,767	19,612	53	79,845	147,131	67,286	46
TOTAL MAINTENANCE	100,072	191,686	91,615	48	499,614	767,015	267,401	35
GENERAL EXPENSES								
Interest Expense	86,259	93,925	7,666	8	345,456	375,720	30,264	8
Mortgage Financial Service Charge	5,207	0	-5,207	N/A	26,501	0	-26,501	N/A
Insurance - Liability	6,002	22,311	16,309	73	22,796	89,264	66,468	74
Insurance - Property	7,804	8,368	564	7	31,176	33,481	2,305	7
Insurance - Vehicle	1,168	1,192	24	2	4,460	4,777	317	7
Insurance - Other	793	0	-793	N/A	1,590	0	-1,590	N/A
Other General Expenses	500	0	-500	N/A	10,348	0	-10,348	N/A
TOTAL GENERAL EXPENSES	107,733	125,796	18,063	14	442,327	503,242	60,915	12
TOTAL OPERATING EXPENSES	892,150	1,096,177	204,027	19	3,252,936	4,385,409	1,132,473	26
MOD REHAB AND SPC EXPENSES								
Rent to Owners - Bessie Coleman	15,480	15,305	-175	-1	56,113	61,220	5,107	8
TOTAL MOD REHAB AND SPC EXPENSES	15,480	15,305	-175	-1	56,113	61,220	5,107	8
EXTRAORDINARY EXPENSES								
Pre-development Cost	770	8,333	7,563	91	770	33,332	32,562	98
TOTAL EXTRAORDINARY EXPENSES	770	8,333	7,563	91	770	33,332	32,562	98
HOUSING ASSISTANCE PAYMENTS (VOUCHER)								
Housing Assistance Payments - Landlords	2,446,081	2,268,242	-177,839	-8	9,564,507	9,072,968	-491,539	-5
PORT-In (A/R Billings)	-23,041	0	23,041	N/A	-104,974	0	104,974	N/A
Housing Assistance Payments - FSS	6,270	0	-6,270	N/A	31,430	0	-31,430	N/A
Utility Allowance to Tenants	2,871	0	-2,871	N/A	11,477	0	-11,477	N/A
TOTAL HOUSING ASSISTANCE PAYMENTS (V)	2,432,181	2,268,242	-163,939	-8	9,502,440	9,072,968	-429,472	-5
TOTAL EXPENSES	3,340,581	3,388,057	-47,476	-2	12,812,259	13,552,929	740,670	5
NET INCOME FROM OPERATIONS	240,706	116,978	123,728	106	1,462,889	467,211	995,678	213
Depreciation Expense	122,745	0	-122,745	N/A	499,475	0	-499,475	N/A
NET INCOME AFTER DEPRECIATION	117,962	116,978	984	1	963,414	467,211	496,203	106



Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper, Executive Director

Date: December 20, 2017

Re: Accept report on Quarterly Investment Report for period ending September 30, 2017

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.

As of September 30, 2017, AHA held \$7,785,261 (37% of investment funds) in LAIF. These funds are on demand and can be used for immediate needs. The prior quarter balance was \$7,757,591. The accrued interest for the third quarter of 2017 is \$21,068.

As of June 30, 2017, AHA held \$13,157,495 (63% of investment funds) in CAMP. These funds are on demand and can be used for immediate needs. The prior quarter balance was \$13,119,966. The accrued interest for the third quarter of 2017 is \$37,529.

The LAIF and CAMP balances will be rebalanced in the next month to allow for a 50/50 split.

LAIF:	\$7,785,261
CAMP:	\$13,157,495
Total Investment	\$20,942,756

The key changes in balance for the period relate to:

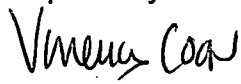
NO SIGNIFCANT CHANGES

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 report on the Housing Authority's investment portfolio as of September 30, 2017.

Respectfully submitted,


Vanessa M. Cooper
Executive Director

Attachments: LAIF report for the quarter ending September 30, 2017
CAMP report for the quarter ending September 30, 2017

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

www.treasurer.ca.gov/pmia-laif/laif.asp
November 09, 2017

ALAMEDA HOUSING AUTHORITY

EXECUTIVE DIRECTOR
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

September 2017 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	7,785,261.49
Total Withdrawal:	0.00	Ending Balance:	7,785,261.49



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (AHA)
VANESSA COOPER
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (AHA)
VANESSA COOPER
701 ATLANTIC AVENUE
ALAMEDA, CA 94501





Customer Service
 PO Box 11813
 Harrisburg, PA 17108-1813

ACCOUNT STATEMENT

For the Month Ending
September 30, 2017

Housing Authority of the City of Alameda (AHA)

Client Management Team

Monique Spyke

Managing Director
 50 California Street, Suite 2300
 San Francisco, CA 94111
 415-982-5544
 spykem@pfm.com

Izac Chyou

Senior Managing Consultant
 50 California Street, Suite 2300
 San Francisco, CA 94111
 415-393-7251
 chyoui@pfm.com

Rachael Camacci

Client Consultant
 One Keystone Plaza, Suite 300
 Harrisburg, PA 17101
 1-800-729-7665
 camaccir@pfm.com

Contents

- Cover/Disclosures
- Summary Statement
- Individual Accounts

Accounts included in Statement

Housing Authority of the City of Alameda (AHA)

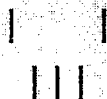
Important Messages

CAMP will be closed on 10/09/2017 for Columbus Day.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (AHA)
 VANESSA COOPER
 701 ATLANTIC AVENUE
 ALAMEDA, CA 94501

Online Access www.camponline.com

Customer Service 1-800-729-7665





Moran

Account Statement

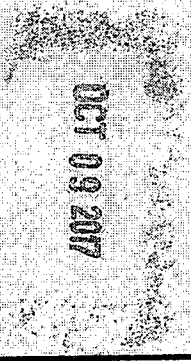
For the Month Ending September 30, 2017

Housing Authority of the City of Alameda (AHA) - Housing Authority of the City of Alameda (AHA) - 6044-001

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					13,145,096.44
09/29/17	10/02/17	Accrual Income Div. Reinvestment - Distributions	1.00	12,398.84	13,157,495.28
Closing Balance					13,157,495.28

	Month of September	Fiscal YTD July-September
Opening Balance:	13,145,096.44	13,119,966.15
Purchases	12,398.84	37,529.13
Redemptions (Excl. Checks)	0.00	0.00
Check Disbursements	0.00	0.00
Closing Balance	13,157,495.28	13,157,495.28
Cash Dividends and Income	12,398.84	37,529.13

Closing Balance	13,157,495.28
Average Monthly Balance	13,145,923.03
Monthly Distribution Yield	1.15%





Account Statement - Transaction Summary

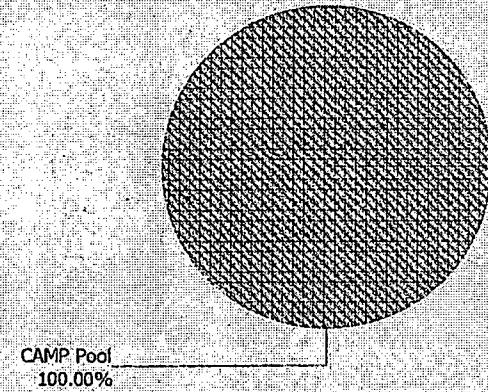
For the Month Ending September 30, 2017

Housing Authority of the City of Alameda (AHA) - Housing Authority of the City of Alameda (AHA) - 6044-001

CAMP Pool	
Opening Market Value	13,145,096.44
Purchases	12,398.84
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$13,157,495.28
Cash Dividends and Income	12,398.84

Asset Summary		
	September 30, 2017	August 31, 2017
CAMP Pool	13,157,495.28	13,145,096.44
Total	\$13,157,495.28	\$13,145,096.44

Asset Allocation	
------------------	--





Housing Authority of the City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Prepared by: Kathleen Fraser, Management Analyst

Date: December 20, 2017

Re: Quarterly Police Report

BACKGROUND

The Housing Authority budget for this fiscal year (FY2017-18) provides for community policing services at Housing Authority properties. This report on those services covers the first (1st) quarter of the fiscal year (FY2017-18), from July 1, 2017 to September 30, 2017; labeled as "3rd Quarter 2017" on the APD data sheet in attached Exhibit A, provided by the Alameda Police Department. The Police Department collects detailed monthly data and provides the agency quarterly reports based on the calendar year.

DISCUSSION

Attached as Exhibit A is a detailed report of recorded types of police activity at Housing Authority properties. In addition, a graph and chart showing the number of reports written and arrests made during June 1, 2017 to September 30, 2017, by property, is provided. These reports indicate that the number of crime reports written on Housing Authority properties made up 1.8 percent in Q1 2017 of the total number of crime reports written citywide and 0.8 percent of the arrests, respectively. The population of Housing Authority properties in relation to the City of Alameda as a whole is 1.7 percent; therefore, the level of police report activity during this period is consistent with what would be expected for a population of this size, but the number of actual arrests are significantly less.

Exhibit B provides a visual indication of the comparison of this activity and also is used to identify potential trends. For ease of comparison, the number of reports written on Housing Authority properties has been multiplied by 50 so that they can be compared with the much larger numbers for the city as a whole. This chart demonstrates that



Honorable Chair and
Members of the Board of Commissioners

December 20, 2017
Page 2 of 2

activity on Housing Authority properties tends to be less than the City and has significantly decreased in the last year.

The Director of Property Operations meets weekly with the two assigned officers to determine if households are in non-compliance with their lease, and if so, enforces the lease.

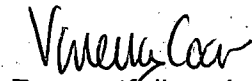
Staff will continue to review the statistics regularly to determine if any trends are developing and to address any issues as quickly as possible.

FINANCIAL IMPACT

The services provided are a budgeted item and this reporting is part of the Services Agreement.

RECOMMENDATION

This report is provided for information only.



Respectfully submitted,

Vanessa M. Cooper
Executive Director

VMC/KF

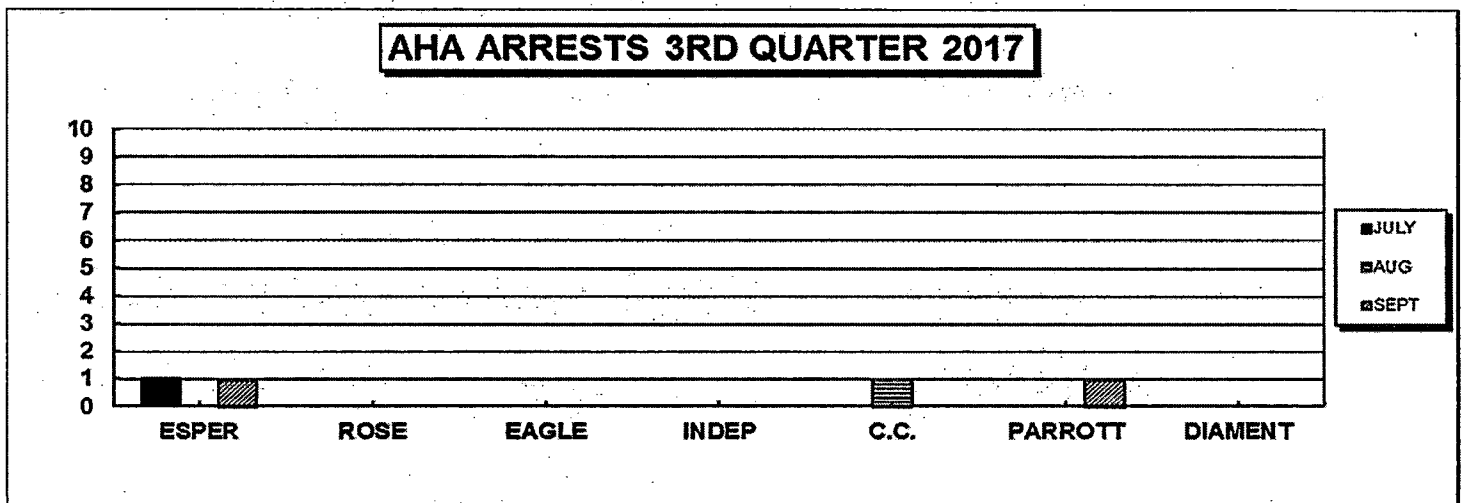
Attachments:

- A. Police Reports and Arrests Charts for 1st Quarter of 2017-18
- B. Police Activity Comparison over a Two-year Period

cc: Officer Alyssa Schlitt



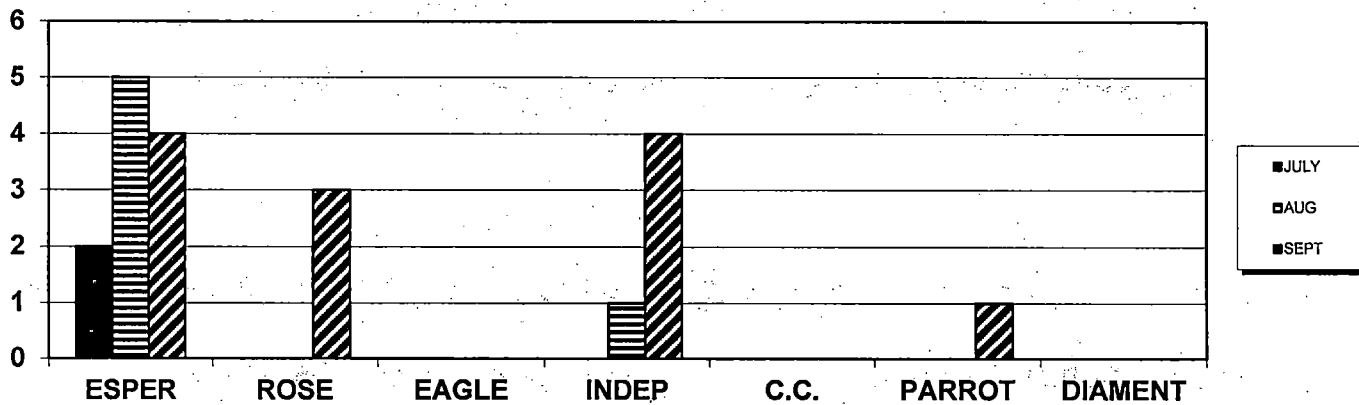
RD	114	144	145	146	124	212	349	AHA	CITY
	ESPER	ROSE	EAGLE	INDEP	C.C.	PARROTT	DIAMENT	TOTAL	TOTAL
MURDER	0	0	0	0	0	0	0	0	0
% CITY	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
RAPE	0	0	0	0	0	0	0	0	0
% CITY	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
ROBBERY	0	0	0	0	0	0	0	0	15
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
ASSAULT	0	0	0	0	0	0	0	0	39
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
BURG	0	0	0	0	0	0	0	0	6
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
THEFT	0	0	0	0	0	0	0	0	12
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
VEH THFT	0	0	0	0	0	0	0	0	7
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
NARC	0	0	0	0	0	0	0	0	31
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
INTOX	0	0	0	0	0	0	0	0	50
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
VANDAL	0	0	0	0	0	0	0	0	5
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
OTHER	2	0	0	0	1	1	0	4	338
% CITY	0.6%	0.0%	0.0%	0.0%	0.3%	0.3%	0.0%	1.2%	
TOTAL	2	0	0	0	1	1	0	4	503
% CITY	0.4%	0.0%	0.0%	0.0%	0.2%	0.2%	0.0%	0.8%	



	ESPER	ROSE	EAGLE	INDEP	C.C.	PARROTT	DIAMENT	TOTAL
JULY	1	0	0	0	0	0	0	1
AUG	0	0	0	0	1	0	0	1
SEPT	1	0	0	0	0	1	0	2
TOTAL	2	0	0	0	1	1	0	564 90

RD	114 ESPER	144 ROSE	145 EAGLE	112 INDEP	124 C.C.	212 PARROT	325 DIAMENT	AHA TOTAL	CITY TOTAL
MURDER	0	0	0	0	0	0	0	0	0
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
RAPE	0	0	0	0	0	0	0	0	4
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
ROBBERY	0	0	0	0	0	0	0	0	34
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
ASSAULT	2	0	0	0	0	0	0	2	112
% CITY	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.8%	
BURG	0	1	0	0	0	0	0	1	65
% CITY	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	1.5%	
THEFT	1	0	0	0	0	0	0	1	457
% CITY	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	
VEH THFT	1	0	0	0	0	0	0	1	113
% CITY	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.9%	
NARC	0	0	0	0	0	0	0	0	21
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
INTOX	0	0	0	0	0	0	0	0	51
% CITY	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
VANDAL	1	0	0	0	0	0	0	1	86
% CITY	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.2%	
OTHER	6	2	0	5	0	1	0	14	386
% CITY	1.6%	0.5%	0.0%	1.3%	0.0%	0.3%	0.0%	3.6%	
TOTAL	11	3	0	5	0	1	0	20	1329
% CITY	1.0%	0.3%	0.0%	0.5%	0.0%	0.1%	0.0%	1.8%	

AHA REPORTS 3RD QUARTER 2016



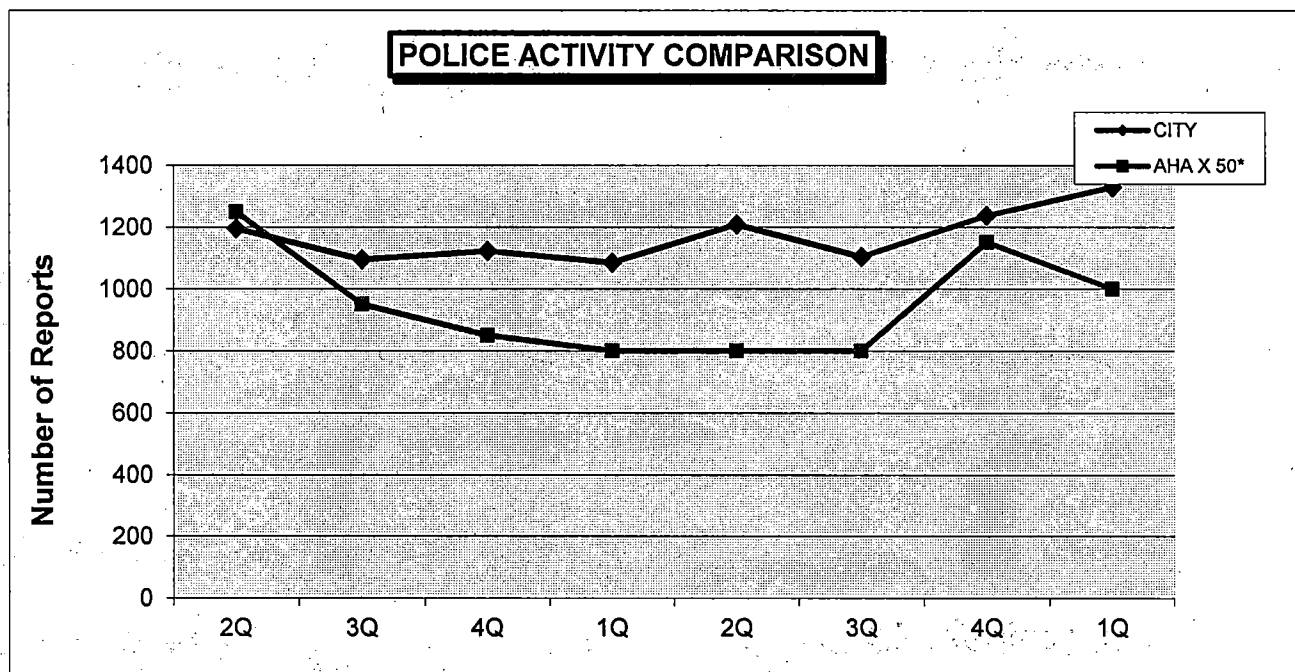
	ESPER	ROSE	EAGLE	INDEP	C.C.	PARROT	DIAMENT	TOTAL
JULY	2	0	0	0	0	0	0	2
AUG	5	0	0	1	0	0	0	6
SEPT	4	3	0	4	0	1	0	12
TOTAL	11	3	0	5	0	1	0	20

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
POLICE ACTIVITY
ON HOUSING AUTHORITY PROPERTIES
COMPARED WITH THE CITY AS A WHOLE**

Crime Reports

Exhibit B

	2Q FY16	3Q FY16	4Q FY16	1Q FY17	2Q FY17	3Q FY17	4Q FY17	1Q FY18
CITY	1195	1095	1122	1085	1208	1104	1237	1329
AHA X 50*	1250	950	850	800	800	800	1150	1000
AHA	25	19	17	16	16	16	23	20



* Note: Housing Authority numbers are multiplied by 50 to make it possible to compare with the much larger numbers for the City as a whole.

management analyst (Reports/Property Management/Police Reports/Quarterly Trend Chart)
12/7/2017



Housing Authority of the City of Alameda

PHONE (510) 747-4300

FAX (510) 522-7848

TDD (510) 522-8467

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Prepared by: Victoria Johnson
Director of Housing and Community Development

Date: December 20, 2017

Re: Rosefield Project Update; Adopt a Resolution Authorizing an Application to Alameda County for A-1 Bond Funds; Approve the Commitment of up to \$5.7 million in AHA loan funds; Approve the Commitment of the Land Value; Authorize the Executive Director to Execute Related Documents

BACKGROUND

Since early 2015 staff has been working to prepare a redevelopment plan for the buildings at Rosefield Village. It was initially expected that the site could be preserved through substantial rehabilitation and staff applied for tax-exempt bonds and for Affordable Housing and Sustainable Communities funds in early 2016. Soon thereafter, two structural reports were received that indicated that the nine pre-fabricated buildings that were put into service in 1979 have reached the near-end of their useful life. Hence the AHSC and bond applications were withdrawn. Staff then applied for Project-Based-VASH Vouchers and Veteran's Housing and Homelessness Prevention Program (VHHP) funds in late 2016 and early 2017, but both applications were unsuccessful.

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

Since the Planning Board approval staff has engaged the environmental consultant to update reports based on a higher number of units and the Executive Director has approved the selection of Real Estate Development Services (REDS) to serve as a real estate development consultant. This firm has extensive tax credit development



experience and offers a full range of related services. The initial service contract will be to assist with development strategies and funding applications.

The ability to develop the Rosefield and other projects will be affected by tax reform legislation and events in the financial markets in the coming months and weeks. To use the example of the recent development of 2437 Eagle Avenue, the mere proposal to reduce the corporate tax rate caused a 10% reduction in tax credit pricing and a 250 basis point increase in interest rates and immediately created a \$1.5mm funding gap. Significantly the House bill proposes the elimination of the 4% LIHTC program which would mean that the tax-exempt bond financing previously proposed for this site would no longer be an option. These factors create more than the usual amount of uncertainty with respect to sources of funds and the development timeline.

DISCUSSION

The County recently announced a January 2, 2018 application due date for all projects seeking a commitment of bond funds in 2018. The previously announced due date was "early in 2018" and the 1/2/18 date is earlier than expected. In response to the imminent deadline, and possible changes in the environment for affordable housing finance, staff has asked our financial consultant, Community Economics, to prepare an updated financial model and staff have begun working with REDS on the County application checklist.

The preliminary scheme calls for an 80-unit family project that will include 40 one-bedroom (450 sqft), 20 two-bedroom (700 sqft) and 20 three-bedroom (900 sqft) units. The County bond funds include a requirement that any project of 80 or more units will be subject to a Project Labor Agreement (PLA) with the trade unions. However, TCAC offers a 5% tax credit basis boost for projects built with a PLA. Staff will seek to analyze the cost-benefit of a 79-unit vs. an 80-unit project and will recommend the unit-mix that is most financially advantageous. The County also limits the amount of bond funds available to a project that is funded through 9% credits. The maximum amount that can be requested is approximately \$7.3 million. This amount would include \$4.3 million available from the City of Alameda "base allocation" and \$3 million from the mid-County. If the 9% application is not successful, and tax-exempt bonds are still available, staff could reapply for a higher County loan amount in a future funding cycle.

The estimated total development cost for 80 units is \$45 million. With 9% tax credits, the sources of funds could be as shown below. This is a preliminary budget that will serve for the sake of the County application and is subject to modification as construction costs are more accurately projected.

- Permanent loan (assumes 20 project based vouchers)	\$6.0 mm
- Alameda County bond funds	7.3
- Housing Authority loan	5.7
- Affordable Housing Program (FHLB)	0.8
- HOME loan	0.2
- Tax credit equity	<u>25.0</u>
TOTAL SOURCES	\$45.0 million



The proposed timeline 2018 funding and closing would be as follows; the 9% tax credit cycle will be extremely competitive (more so if Private Activity Bonds are eliminated) but the commitment of both Housing Authority and County funds will make the application tiebreaker strong.

January 2018 -	Apply for Alameda County bond funds; begin RFP process for general contractors
March 2018 -	Tenant information update meeting; Submit for City Design Review approval
April 2018 -	Apply for Affordable Housing Program (FHLB) gap funds; apply for new VASH when NOFA announced; apply for City HOME
May 2018 -	Approvals from County and AHP to include within TCAC application; City entitlements complete
June 2018 -	Submit 9% tax credit application (deadline 7/2/18); pending preliminary score, relocation consultant to assist remaining tenants
September 2018 -	Preliminary credit reservation; Solicit for tax credit investor and construction/perm lender
December 2018 -	Final tenant move-out; Construction Loan Close
January 2019 -	Commence construction
November 2020-	Final completion and lease-up

The design work will continue to include the renovation of the six units (two buildings) that lie along the west edge of the property, though it not yet been determined if these buildings should be included in the tax credit application. The design team is still working on a revised parking plan to serve the 80 (or 79) new units.

Tenant Considerations

Three of the 40 modular units were taken out of service permanently and three additional units are now vacant. Approximately five units have been rented under short-term (six-month leases) and several households have been relocated to other affordable housing. Through attrition and prioritizing long term tenants for relocation to vacancies at other sites, it is expected that 15-20 households will remain at 2018 year end and will require additional assistance to be relocated. All of these households have housing choice vouchers and all moving costs will be paid by the Housing Authority. Temporary moving costs (for any tenants that return) are eligible for reimbursement but permanent moving costs are not. A professional relocation firm (Paragon Partners) has been selected to provide the necessary services. Five tenant meetings have been held in 2016 and 2017 and the next meeting will be scheduled in spring 2018. The existing tenants will have a preference to return to the property under certain circumstances.



FINANCIAL IMPACT

The Board has previously authorized a \$1 million loan to Island City Development for pre-development expenses and accepted a CDBG loan of up to \$1 million to rehabilitate the existing adjacent units. As of 11/30/17, approximately \$265,000 in pre-development funding has been expended for application fees, professional services, and engineering and design fees. Pre-development expenses are generally reimbursed at loan closing and are then repaid from ICD to AHA. A CDBG loan in the amount of \$575,000 was made for the renovation of 738 Eagle Ave.

The proposed development budget reflects an AHA commitment of \$5.7 million in loan funds (\$71,000 per unit) that will repaid through net cash flow over time. The Board previously approved a loan of \$4.3 million for the VHHP application for 60 units (\$71,000 per unit). Staff is asking to increase this by \$1.4 million due to the increased number of units. For reference, the Board has approved \$140,000 per unit as a permanent loan per at the Everett Commons project. The source of funds for the loan will be the \$2 million fee received in December 2017 from the Alameda Landing project, and \$3.7 million from Esperanza loan proceeds now held in the LAIF account.

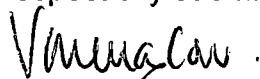
The estimated land value of the Rosefield site is approximately \$9.2 million. This value can be contributed by the Housing Authority to the project in the form of sale or long-term land lease. Because it is considered a public contribution, it increases the competitiveness of the application. The exact 2018 value will be determined by an updated appraisal.

The AHA or Island City Development will also be eligible to earn developer fee of \$1.4 million.

RECOMMENDATION

Staff requests Board to adopt authorization to submit an application to Alameda County for A-1 bond funds; approval of the commitment of \$5.7 million in AHA permanent loan funds; the contribution of land value, and to authorize the Executive Director to execute related documents

Respectfully submitted,

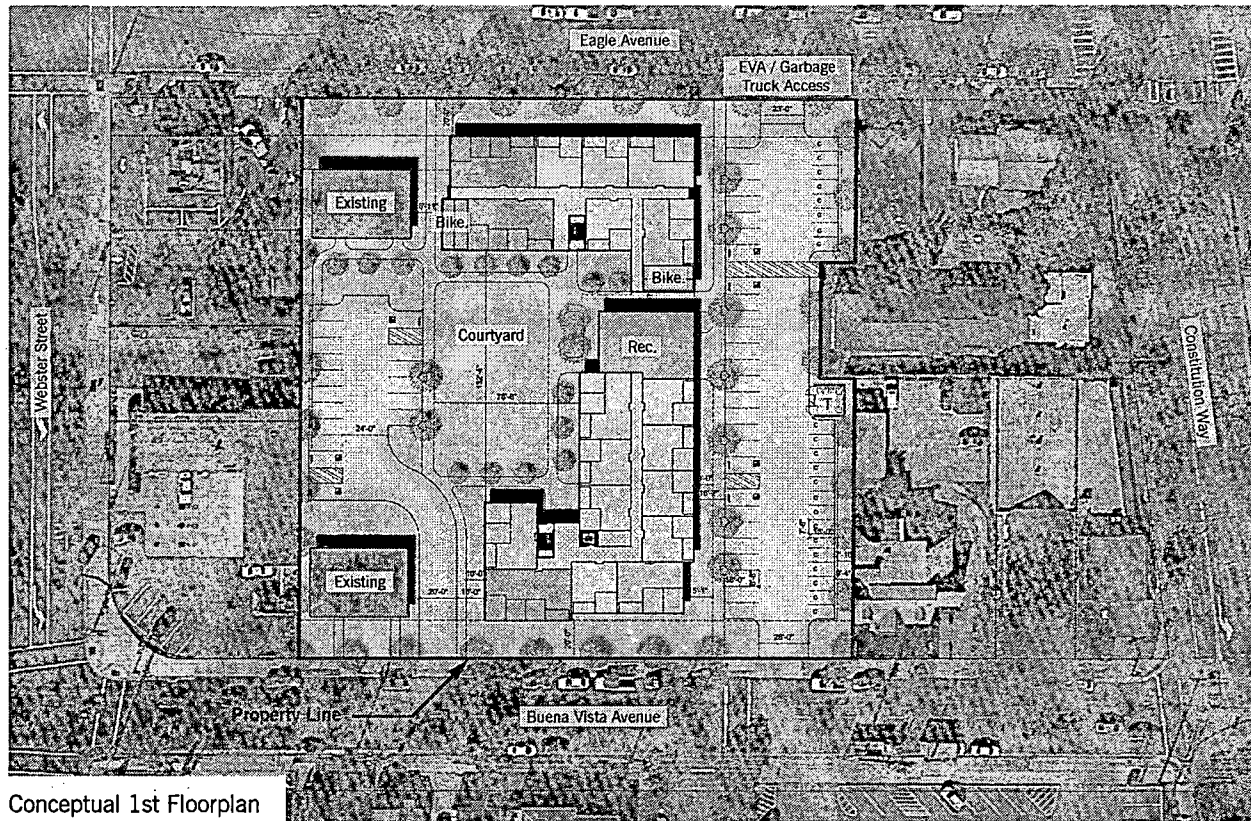


Vanessa M. Cooper
Executive Director

VMC/VJ

- Exhibit 1 – Rosefield Village Approved Site Plan
- Exhibit 2 – Rosefield Village Planning Board Resolution
- Exhibit 3 – Alameda County Bond Loan Resolution





Conceptual 1st Floorplan

Concept Notes:

- Central courtyard allows for variety of recreational opportunities
- Recreation Center faces on to central courtyard
- Existing Building Locations Based on Google Earth Image

Development Summary Notes:

Site Area: 1.95 AC
 Total units: 66 DU
 Gross Density: 33.85 DU/AC
 Building Height: 3-Story Walk-Up Apartments (Proposed Building)

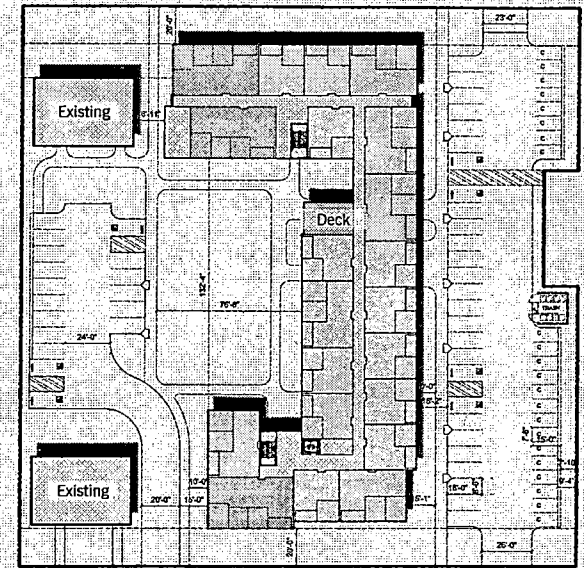
Existing Unit Mix:

Existing Units: 46
 1-Bedroom (645 Gross SF/Unit): 28 DU
 2-Bedroom (768 - 1,418 Gross SF/Unit): 17 DU
 4-Bedroom (2,464 Gross SF/Unit): 1 DU
 Total Unit Count: 46 DU

Proposed Unit Mix:

Proposed Units: 66
 1-Bedroom (+/- 570 Gross SF/Unit): 34 DU
 2-Bedroom (+/- 860 Gross SF/Unit): 17 DU
 (Includes Manager's Unit)
 3-Bedroom (+/- 1,130 Gross SF/Unit): 9 DU
 Existing Units: 6 DU
 Total Unit Count: 66 DU
 Rec. Center / Office Space: +/- 1,400 Gross SF

Property Location: Corner of Webster Street and Buena Vista Avenue



Conceptual 2nd & 3rd Floorplans

Parking Provided:

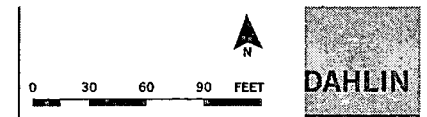
Existing Parking: 42 spaces
 Proposed Parking: 66 Spaces
 66 DU x 1 Space / Unit = 66 Spaces
 (22 Compact Spaces = 33.3%)

Bike Storage Rooms (Long Term): +/- 65 Bikes
 (High Density Stack Format)
 - Short term bike storage will be accommodated by racks located on site.

ROSEFIELD VILLAGE - CONCEPTUAL SITE PLAN
 Housing Authority of the City of Alameda

CONTACT: CHRIS APOSTOLOPOULOS
 (925) 251-7229
 WWW.DAHLINGROUP.COM APRIL 14, 2017

DAHLIN GROUP ARCHITECTURE & PLANNING



CITY OF ALAMEDA PLANNING BOARD
RESOLUTION NO. PB-17-14

A RESOLUTION OF THE PLANNING BOARD OF THE CITY OF ALAMEDA APPROVING A DEVELOPMENT PLAN APPLICATION TO CONSTRUCT BETWEEN 60 AND 80 NEW AFFORDABLE, MULTIPLE FAMILY, RENTAL RESIDENTIAL UNITS, INTERNAL DRIVE AISLE, PARKING AND LANDSCAPING ON A 1.95 ACRE SITE WITHIN THE R-5 ZONING DISTRICT LOCATED AT 727 BUENA VISTA AVENUE.

WHEREAS, an application was made on March 1, 2017 by the City of Alameda Housing Authority for a Development Plan to construct 60 new and retain six existing affordable, multiple family, rental residential units, internal drive aisle, parking and landscaping on a 1.95 acre site within the R-5 Zoning District located at 727 Buena Vista Avenue and commonly known as Rosefield Village.

WHEREAS, the subject property is designated *Medium Density Residential* on the General Plan Diagram; and

WHEREAS, the subject property is located in the R-5 (General Residential) Zoning District; and

WHEREAS, the proposed project is consistent with the General Plan; and

WHEREAS, the Planning Board held a public hearing and examined all pertinent materials on September 11, 2017, and

WHEREAS, pursuant to AMC Section 30- 4.20(g)), the Board has made the following findings relative to proposed Development Plan Application (PLN17-0115):

- A. **The development is an effective use of the site.** The Development Plan provides for a residential subdivision, drive aisle, landscaping, parking and bicycle facilities designed to provide a neighborhood that is pedestrian, bicycle and transit-friendly. The Development Plan utilizes landscaping, building placement and orientation to create an effective and successful residential neighborhood that can be marketed and developed expeditiously, that can create a compatible interface with the adjacent properties and uses, and provide strategies for the conservation of natural resources, renewable energy and sustainable design.
- B. **The proposed use relates favorably to the General Plan.** The proposed development supports General Plan policies for the redevelopment and reuse of the Housing Authority owned land, General Plan policies to increase affordable housing opportunities in Alameda in transit oriented locations, and General Plan policies to optimize use of public streets, bicycle lanes, transit

lanes and pedestrian access through the area. This project also facilitates development of affordable housing as called for in the city's Housing Element.

- C. **The proposed use, if it complies with all conditions upon which approval is made contingent, will not adversely affect other property in the vicinity and will not have substantial deleterious effects on existing business districts or the local economy.** The Development Plan is designed to be compatible with the adjacent retail, residential and institutional uses by providing ample setbacks and landscaped areas between uses and facilities, attractive public improvements, and ample pedestrian, transit, and bicycle facilities. Conditions of approval require a future design review approval to ensure that architectural and landscape details support a compatible project with other properties in the vicinity.
- D. **The location of the proposed use is compatible with other land uses in the general neighborhood area, and the project design and size is architecturally, aesthetically, and operationally harmonious with the community and surrounding development.** The project site plan is designed to conform to City standards and requirements adopted to ensure that the project would be compatible with adjacent uses. The Development Plan will provide for adequate landscaping including native plants as required by the City's Bay Friendly landscape Guidelines. Conditions of approval require a future design review approval to ensure that architectural and landscape details support compatibility with the other land uses.
- E. **The proposed use will be served by adequate transportation and service facilities including pedestrian, bicycle, and transit facilities.** The Development Plan is designed in a manner compatible with existing and potential contiguous uses. The street network, location of driveways, orientation of residential frontage to Buena Vista Avenue, and the location of bicycle facilities, pedestrian facilities, and transit facilities are all designed to complement and support the planned surrounding uses. The residential plans provide for a well-designed pedestrian network, bicycle access, and vehicular access.

NOW, THEREFORE, BE IT RESOLVED that the Planning Board finds that the proposed project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to California Public Resources Code sections 21159.21, 21159.23 (Exemption for affordable housing) and 21159.24 (Exemption for infill affordable housing), as well as CEQA Guideline section 15332 (Infill development projects). Furthermore, the project does not trigger any of the exceptions in CEQA Guidelines section 15300.2 in that the project will not have any significant effects due to unusual circumstances or any cumulatively significant impacts and will not adversely impact any designated historic resources.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Planning Board hereby approves the Development Plan Application PLN17-0115, subject to the following conditions:

General Conditions:

1. Design Review: Prior to the issuance of a building permit for any building or site improvement, the applicant shall submit a Design Review application for all vertical improvements, landscaping and lighting for review and approval by the Planning Board. The Design Review plans shall include:
 - a. Plans in substantial compliance with Exhibit 1: Rosefield Village Development Plan prepared by the Dahlin Group and dated August 24, 2017, consisting of 5 sheets, which are on file in the office of the City of Alameda Planning Division, subject to the conditions specified in this resolution approving the project.
 - b. Landscape plans that show the siting, size, location and design of above ground facilities such as utility cabinets and screening and mail collection boxes in accordance with Resolution No. 13472.
 - c. Universal design features to ensure all units on all floors shall be accessible and adaptable per the California Building Code (CBC Section 11A).
2. Transportation Demand Management Measures: To reduce vehicle trips generated by the project, all residents of the project shall be provided with AC Transit Easy Passes and access to an on-site resident bike-share program on-site.

PUBLIC WORKS CONDITIONS

General Information

3. The applicant/developer shall comply with all applicable policies, standards and plans of the Alameda Municipal Code, the Public Works Department and the Transportation Plans.
4. To guarantee completion of the required on-site and off-site improvements, the applicant/developer shall enter into an agreement with the City and provide a security in a form and amount acceptable to the City prior to approval of the improvements plans.
5. The applicant/developer shall submit construction improvement plans for all on- and off-site improvements, including detailed designs for all wet and dry utilities, landscaping and irrigation, water, grading, drainage, erosion control, paving and solid waste storage and recycling areas. The plans shall be prepared, signed and stamped as approved by a registered civil engineer

licensed in the State of California, unless the Public Works Director authorizes them to be prepared by some other qualified professional, and be in accordance with the AMC, the City of Alameda Standard Plans and Specifications, Standard Subdivision Specifications and Design Criteria, and the Master Street Tree Plan. The plans shall be reviewed and approved by the Public Works Director prior to approval of the improvements plans.

6. The applicant/developer shall be responsible for inspection of the on-site construction work, including but not limited to parking lots, pathways, storm facilities, sewer facilities, etc., and shall certify to the City, prior to acceptance of the work or issuance of any occupancy permit, that the installation of the on-site work (excluding the building and foundation) was constructed in accordance with the approved plans.
7. The landscape and irrigation plans for on-site and off-site improvements shall be prepared, and signed and stamped as approved, by a licensed landscape architect. The plans shall be in accordance with the most recent version of the "Bay-Friendly Landscape Guidelines" developed by StopWaste.Org and the Bay Friendly Coalition, the Master Street Tree Plan, the AMC, conditions of approval by the Planning Board, and other regional jurisdictions requirements, as applicable.
 - a. Projects required to meet the Bay-Friendly Landscape (BFL) requirements shall:
 - i. have plans prepared by a qualified BFL design professional;
 - ii. earn, at a minimum, a total of 60 points on the StopWaste.Org "Bay-Friendly Scorecard for Commercial & Civic Landscapes" (Scorecard), as determined by a qualified BFL Rater;
 - iii. complete the nine required practices identified on the Scorecard related to mulch, compost, diversion of construction and demolition waste, selection of planting materials, and the design and installation of irrigation systems, as determined by a qualified BFL Rater;
 - iv. acquire the services of an approved BFL Rater to assist the landscape project design and construction team with gaining BFL qualification, consistent with the BFL qualification requirements of the Bay Friendly Coalition
 - v. pay the required BFL application and final submittal fees via the BFL Rater to the Bay Friendly Coalition
 - vi. submit to the City written certification from the Bay Friendly Coalition that the design and construction of the landscaping and irrigation meets the most recent version of the "Bay-Friendly Landscape Guidelines" developed by StopWaste.Org and The Bay Friendly Coalition. This certification is required prior to acceptance of the work or issuance of any occupancy permit, including a temporary

occupancy permit, whichever comes first,

- b. In addition, the final landscape plans shall ensure that all landscaping and bioswales are compatible with the stormwater treatment measures designed to minimize irrigation and runoff; promote surface infiltration, where appropriate; and minimize the use of fertilizers and pesticides that can contribute to storm water pollution. Also, integrated pest management (IPM) principles and techniques shall be incorporated into the landscaping design and specifications. Where feasible, landscaping shall be designed and operated to treat storm water runoff by incorporating elements that collect, detain, and infiltrate runoff. Plant placement within the site landscape design shall not interfere with the design function of any of the stormwater treatment measures. For example, trees planted in or near a biotreatment swale shall not adversely interfere with the design flow capacity of the swale. The plans shall be reviewed and approved by the Public Works Director prior to approval of the improvements plans or the building permit, whichever comes first. If no building permit is required, the plans shall be approved by the Public Works Director prior to establishment of the use. The landscaped architect shall also assume responsibility for inspection of the work and shall certify to the City, prior to acceptance of the work or issuance of any occupancy permit, including a temporary occupancy permit, whichever comes first, that the installation of landscaping and irrigation in the public right of way was constructed in accordance with the approved plans.
8. A sanitary sewage flow analysis identifying the total peak sanitary sewage flow quantities to be generated by the proposed development shall be prepared by a registered Civil Engineer licensed in the State of California and submitted as part of the construction improvement plans. The City will use the results of the study to assess the impact of the proposed development on the City's sanitary sewer system.
9. Driveways, including EVA/Garbage Truck access shall conform to City Standards for commercial driveways.
10. The applicant/developer shall submit a soils investigation and geotechnical report, prepared by a registered geotechnical engineer licensed in the State of California and acceptable to the Public Works Director. The report shall address the structural and environmental analysis of existing soils and groundwater. The improvement plans shall incorporate all design and construction criteria specified in the report. The geotechnical engineer shall sign and stamp the improvement plans as approved and as conforming to their recommendations prior to approval of the improvement plans. The geotechnical engineer shall also assume responsibility for inspection of the work and shall certify to the City, prior to acceptance of the work that the work

performed is adequate and complies with their recommendations. Additional soils information may be required during the plan check of individual house plans.

11. All required public frontage and street improvements shall be designed, built, and dedicated to the City in accordance with City ordinances and Public Works Department standards and shall include curbs, gutters, sidewalks, street trees, landscaping and irrigation, streetlights, etc.
12. Applicant/developer shall resurface the existing street pavement whenever a street is cut, either by a longitudinal or transverse cut, for utility or other improvement installations so the street is restored to pre-project conditions. The resurfacing shall extend a sufficient distance beyond any cut to ensure a smooth transition, as determined by the Public Works Director, and shall consist of a one and a half (1½) inch asphalt concrete overlay. Applicant/developer shall also provide digouts and reconstruction of any potholed and/or alligatored areas adjacent to the project.
13. Any retaining walls, which are adjacent to a property line, shall be masonry or concrete. Wood or metal retaining walls shall not be installed adjacent to property lines.
14. Installation of street paving shall include reconstruction of the existing pavement section to provide adequate conforms. The limits of such reconstruction shall be established by the Public Works Director prior to approval of the improvement plans, issuance of a building permit, or prior to establishment of the use, whichever comes first.
15. Exposed soil surfaces shall be periodically sprinkled to retard dust. During construction, the applicant/developer shall ensure that construction crews undertake a program of dust control including, but not limited to, watering soil surfaces as needed to prevent dust blowing, covering trucks carrying materials to and from the site, and frequent clean-up of soil carried by construction vehicle tires from the site onto streets. No City water shall be used for this purpose.
16. All project related grading, trenching, backfilling, and compaction shall be conducted in accordance with City of Alameda Standards and Specifications.
17. Hydroseeding of all disturbed areas shall be completed by October 1, if needed during the construction process. Applicant/developer shall provide sufficient maintenance and irrigation to ensure growth is established by November 1.
18. Construction activities are restricted to the hours of 7:00 a.m. to 7:00 p.m., Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday, unless a

permit is first secured from the City Manager or designee based upon a showing of significant financial hardship.

19. Construction equipment must have state of the art muffler systems as required by current law. Muffler systems shall be properly maintained.
20. Noisy stationary construction equipment, such as compressors, shall be placed away from developed areas off-site and/or provided with acoustical shielding.
21. Grading and construction equipment shall be shut down when not in use.
22. During non-working hours, open trenches shall be provided with appropriate signage, flashers, and barricades approved by the Public Works Director to warn oncoming motorists, bicyclists, and pedestrians of potential safety concerns.
23. Prior to trenching within existing street areas, the applicant's engineer shall ascertain the location of all underground utility systems and shall design any proposed subsurface utility extensions to avoid disrupting the services of such system.
24. New street trees shall maintain clearances from utilities shall be as follow: a) Fire hydrant – 6 feet; b) top of driveway wing – 5'; c) stop signs – 15'; d) street/pathway lights and utility poles – 25'; e) storm drain, sanitary mains, gas, water, telephone, electrical lines – 5'; f) front of electrical pad-mounted equipment – 10'. Verify minimum clearance distances of street trees/shrubs from electrical transformers with City of Alameda Municipal Power (AMP).
25. Approved backflow prevention devices shall be installed on all new and existing domestic, commercial, irrigation and fire water services and as required by the East Bay Municipal Utility District (EBMUD). These devices must be tested by an AWWA certified tester from a list of testers provided by EBMUD.
26. Costs for inspection by the Public Works construction inspectors during non-working hours shall be at time and one half. Work on Saturday's requiring inspection shall not be done unless approved in advance by the Public Works Director. No work allowed on Sundays. Any work done without inspection may be rejected at the contractor's expense.

Stormwater, Wastewater and Water

27. Project design team shall complete the City of Alameda's Storm water Requirements Checklist to inform project conceptual Site Plan.

28. The Project Site Plan shall incorporate permanent storm water treatment controls and design techniques to manage the quantity and quality of storm water runoff from the planned development to prevent and minimize impacts to water quality. Efforts shall be taken to minimize impervious surface areas, especially directly connected impervious surface areas. Design techniques may include vegetated swales, vegetated buffer zones, bioretention units, retention/detention basins and ponds, tree well systems, and the incorporation of pervious surface areas and/or other Low Impact Development (LID) measures. Roof drains shall discharge and drain to unpaved areas. Stormwater design and treatment measures shall be constructed consistent with the latest version of the Alameda County Clean Water Program's Provision C3 Technical Guidance Manual. Applicants may also refer to the Bay Area Stormwater Management Agencies Association (BASMAA) Start at the Source Manual for technical guidance. Conceptual site plans will need to identify sufficient areas to provide for the implementation of the necessary LID measures.
29. Prepare and submit for City Public Works Department Engineering review and approval a preliminary stormwater quality management plan (Plan) to demonstrate and verify appropriate site stormwater treatment-LID design and sizing. This Plan shall include:
- a. A copy of the completed, project-specific City of Alameda Stormwater Requirements Checklist.
 - b. The determination and identification of drainage management areas (DMAs) for all impervious surface areas on the proposed project site and the establishment and identification of Provision C3-compliant stormwater quality design and treatment measures for each DMA.
 - c. A site plan map and inventory identifying the location and area values (in square feet) of each DMA and corresponding C3-compliant measure
 - d. A signed, preliminary C3-LID sizing certification form for all DMAs and C3 measures.
30. Landscaping plans shall be designed to minimize runoff, promote surface infiltration where appropriate, and minimize the use of fertilizers and pesticides that can contribute to stormwater pollution. Consideration shall be given to pest-resistant landscaping and design features and the use of integrated pest management (IPM) principles and techniques. As appropriate, landscaping shall be designed and operated to treat stormwater runoff.
31. Prior to issuance of the grading or combination grading/building permit, and the approval of the Civil Improvement Plans, the applicant/developer shall provide the City's Public Works Department Engineering Division a copy of both the WDID# issued to the project site by the State Water Resources Control Board (SWRCB) and the required Storm Water Pollution Prevention Plan (SWPPP). These documents shall provide verification to the City that the project site is in compliance with SWRCB Order No. 2009-0009-DWQ

prior to the initiation of construction activity. Information on this State Order is available at: http://www.waterboards.ca.gov/water_issues/programs/stormwater/construction.shtml

The SWPPP shall be reviewed and accepted for conformance with the City's water pollution prevention control standards.

32. Prior to issuance of the grading or combination grading/building permit, and the approval of the Civil Improvement Plans, the applicant/developer shall submit a finalized stormwater quality management plan and finalized, stamped, signed City of Alameda C3 certification form from a qualified independent civil engineer with stormwater treatment facility design experience, licensed in the State of California, and acceptable to Public Works Engineering that indicates the LID and treatment measure designs of the finalized improvement plans and stormwater quality management plan meet the established sizing design criteria for stormwater treatment measures. These will be at the 100% complete level.
33. Prior to issuance of the grading or combination grading/building permit, and the approval of the Civil Improvement Plans, the applicant/developer shall submit for review and approval by Public Works Engineering a Stormwater C3-LID Measures Operations and Maintenance (O&M) Plan that provides a thorough discussion of the inspection, operations and maintenance requirements of all of the stormwater treatment (including trash capture) and LID design measures at the site. This O&M Plan shall include all relevant information listed in the City of Alameda's C3-LID Measures O&M Plan Checklist.
34. The Civil Improvement Plans shall be consistent with the finalized stormwater quality management Plan submittal. Plan sheets shall include detail and cross-sectional drawings of the stormwater quality design and treatment measures, as relevant, consistent with the latest version of the Alameda County Clean Water Program's Provision C3 Technical Guidance Manual and Provisions C.3.c and C.3.d of the City's Municipal NPDES storm water permit.
35. The Civil Improvement Plans shall include the structural stormwater trash capture measure(s) being installed on the project site to ensure that the stormwater drainage from the project site is also subject to full trash capture consistent with City's municipal stormwater permit definition of a full trash capture device. A full trash capture system or device is any single device or series of devices that traps all particles retained by a 5mm mesh screen and has a design treatment capacity of not less than the peak flow rate Q resulting from a one-year, one-hour storm in the sub-drainage area. Plan sheets shall include detail and cross-sectional drawings of all stormwater full trash capture device(s).

36. Finalized Landscaping plans for all landscape-based stormwater treatment measures shall be consistent with and provide the relevant design details of the civil engineering plan designs and functional intent of these treatment measures.
37. In compliance with the SWPPP, the applicant/developer shall be responsible for ensuring that all contractors and sub-contractors install and regularly maintain all control measure elements required in the project SWPPP during any and all construction activities in order to prevent any pollutants entering directly or indirectly the storm water system or waters of the State. The Improvement Plans shall list the City's erosion and sediment control standards and provide detail drawings and installation specifications for all SWPPP structural control measures. The applicant/developer shall pay for any required cleanup, testing, and City administrative costs resulting from consequence of construction materials entering the storm water system and/or waters of the State.
38. The Improvement Plans shall indicate that all new storm drain inlets shall be clearly marked with the words "No Dumping! Drains to Bay," or equivalent, as approved by the City Public Works Department. Permanently affixed thermoplastic, metallic or plastic laminate style markers are examples of acceptable forms.
39. The Improvement Plans shall indicate the designs necessary to ensure that any/all fire sprinkler system test water discharges shall be directed to the sanitary sewer system or to appropriately-sized onsite vegetated area(s).
40. Improvement Plan design of all external enclosures for solid waste, recycling and organics shall be approved by the Public Works Department. These facilities shall be designed to prevent water run-on to the area, runoff from the area, and to contain litter, trash and other pollutants, so that these materials are not dispersed by the wind or otherwise discharged to the storm drain system. Any trash enclosure facilities with a water supply shall also drain to the sanitary sewer.
41. Prior to the issuance of the final certificate of occupancy, the applicant/developer shall submit a certification report (Report) prepared by a registered civil engineer, licensed in the State of California, affirming that all project site stormwater treatment measures have been constructed per the City approved plans and specifications. As appropriate, the Report shall include, but not be limited to, assurances that: imported materials used for the treatment measure(s) are certified by the supplier; installation of these materials is per approved plans and specifications and meets the intent of the design engineer; required on-site testing results conform with approved plans and specifications; treatment measures conform to dimensions, grades and

slopes on approved plans and specifications; all structural features of the treatment measures comply with plan specifications; the irrigation system is installed and functions as designed; healthy vegetation/ground cover is installed as shown on plans. The Report shall be submitted in a form acceptable to Public Works Engineering.

42. Prior to the issuance of the final certificate of occupancy, the applicant/developer shall execute a C3-LID Treatment Measures Maintenance Agreement (Agreement) with the City. The Agreement shall ensure that the measures are properly operated and maintained for their operational lifespans. The Agreement shall include, but not be limited to: the approved O&M Plan for all post-construction (permanent) stormwater LID and treatment measures, trash capture devices, and related public outreach signage; identification of the party responsible for implementing the O&M Plan; assurances of access to inspect the treatment system(s) and verify the implementation of the O&M Plan for the life of the project; and assurances of the submittal of the annual O&M report approved by the City. The Agreement shall be executed between the project owner and the City and recorded with the County Recorder's Office of the County of Alameda.
43. All new storm drain inlets shall be clearly marked with the words "No Dumping! Drains to Bay," or equivalent, as approved by the City Public Works Department. Permanently affixed thermoplastic, metallic or plastic laminate style markers are examples of acceptable forms.

TRAFFIC AND TRANSPORTATION

44. The applicant/developer shall submit a traffic striping and signage plan for all on- and off-site improvements, including all crosswalks, bus stops, turn lanes, merge lanes, acceleration lanes, lane drops, etc, as part of the construction improvement plan submittal. The plans shall be prepared by a registered civil engineer or traffic engineer licensed in the State of California. The plans shall be reviewed and approved by the Public Works Director prior to approval of the improvements plans.
45. The applicant/developer shall submit the improvement plans for any on-site parking facilities to the Public Works Department for review and approval. A registered civil engineer licensed in the State of California shall prepare the plans. The Public Works Department will review the plans for the parking lot layout, including number of spaces, dimensions of spaces, ADA requirements, internal and external circulation, including lane widths and access points. The number of off-street parking spaces shall be consistent with AMC-30.7 .6 unless otherwise approved by the Community Development Department.
46. Bicycle parking plan shall be consistent with AMC-30-7.15 Bicycle Parking.

47. At least three weeks prior to the commencement of work within the public right-of-way that affects access for pedestrian, bicyclist, and vehicular traffic, the applicant/developer shall provide a Traffic Control Plan (TCP) to the Public Works Department for review and approval. The TCP shall be prepared by a registered civil engineer or traffic engineer licensed in the State of California, and be in accordance with the California MUTCD standards. The engineer shall sign and stamp the plans. In general, any vehicular, transit, bicyclist, and pedestrian access adjacent to the project site shall remain unobstructed during project construction or an ADA compliant alternative route established as approved by the Public Works Director. At locations where adequate alternate access cannot be provided, appropriate signs and barricades shall be installed at locations determined by the Public Works Director and Police Chief. Should transit routes be affected, applicant/developer is required to receive prior approval from AC Transit of any proposed traffic detours or temporary closure of bus stops.
48. Pedestrian and vehicular lighting at all intersections and project driveways shall meet Alameda Municipal Power standards for crosswalks, sidewalks, and intersections.
49. Applicant/developer shall replace any damaged curb, gutter, and sidewalk along street frontages to the satisfaction of the Public Works Director, in accordance with the Public Works Department's Standard Plans and Specifications prior to acceptance of the project or issuance of any occupancy permit, including a temporary occupancy permit, whichever comes first.

ENVIRONMENTAL – WASTE AND RECYCLING

50. The project is subject to the Waste Manage Plan (WMP) requirements of section 21-24 of the Alameda Municipal Code, and must recycle at least 50% of total debris hauled from project.
51. The applicant/developer shall prepare and submit to the Public Works Environmental Services a WMP. The WMP shall be submitted by the developer to Environmental Services via Green Halo (greenhalosystems.com) prior to start of the demolition, remodeling, or construction work. This must be done using Green Halo's web interface, which will include information such as:
 - a. Franchised or permitted waste hauler's name, address, and telephone number. (Self-haul may be allowed, but ONLY in fixed body trucks that belong to the permit holder – debris or roll-off boxes are prohibited for self-haulers). Unpermitted and subcontracted waste haulers are prohibited. (AMC 21-21)

- b. Project location and/or street address
 - c. Anticipated start and completion dates of the project
 - d. A list of materials expected to be generated (e.g., glass, wood, metal, drywall, concrete, bricks);
 - e. The estimated tonnage of each material; how they are to be reused, disposed or recycled; and
 - f. The destination/processor for that reuse, recycling or disposal.
52. The Environmental Services Division will review the WMP, and will provide recommendations that shall be incorporated into the plans for the project.
53. Within thirty (30) days after the completion of the demolition, remodeling or construction project, or prior to final inspection approval, whichever comes first, the developer shall submit a Summary Report to the Environmental Services Division, via Green Halo (greenhalosystems.com). For approval, this reporting will specify actual tonnages disposed and/or recycled for each material, and the actual destination/processor. Disposal and/or recycling weight tags from that facility or facilities will need to be directly uploaded to Green Halo to verify this activity.
54. Compliance with these provisions of the Alameda Municipal Code shall be a condition of approval on any building or demolition permit issued by the City and the Building Official shall provide the applicant written notice of that fact. (Ord. No. 2886 N.S. §1). A certificate of occupancy or a final inspection approval shall not be issued pursuant to the Building code for any project for which a C&D Applicant is not in compliance with the WMP requirement unless that non-compliance has been resolved by payment of the corresponding penalty (ninety five (\$95) dollars for every ton of material required to be diverted but which is not diverted).

WASTE/RECYCLING ENCLOSURES

55. Design of all external enclosures for solid waste, recycling, and organics shall be approved by the Public Works Director prior to approval of the improvements plans.
56. These facilities are to be designed to prevent water run-on to the enclosure, runoff from the enclosure, and to contain litter, trash, and other pollutants, so that these materials are not dispersed by the wind or discharged to the storm drain system. External enclosure(s) are to be roofed and/or enclosed. The enclosure(s) shall have floor drains connected to the sanitary sewer system and shall have hose bibs. Any trash enclosures attached to buildings shall have fire sprinklers.
57. A concrete pad just outside each solid waste enclosure is recommended in order to accommodate the truck weight while servicing the dumpster.

58. Each Trash enclosure shall be large to accommodate three 3- cu. yd. dumpsters, one each for solid waste, recyclables and one for compostable materials.
59. The storage area(s) shall be accessible to residents and employees. Each storage area within a residential development shall be no more than 250 feet from each dwelling unit.
60. The design and construction of the storage area(s) shall:
- a. Be compatible with the surrounding structures and land uses; and
 - b. Be properly secured to prevent access by unauthorized persons. If gates with locks are planned to limit access to the enclosure or to the property, cards or keys must be provided to the City's franchised waste hauler and recycling collector; at present Alameda County Industries; and
 - c. Contain a concrete pad within the fenced or walled area(s) and a concrete apron which facilitates handling of the individual dumpsters; and
 - d. Provide a 6-inch wide curb or parking bumpers along the interior perimeter of the enclosure walls to protect them from damage by the dumpster. A 6-inch wide parking bumper, at least 3 feet long, should also be placed between the refuse dumpster and the recycling containers; and
 - e. Maintain a minimum space of 12 inches between the dumpster(s) and the walls of the enclosure and to allow for maneuvering the dumpster(s); and
 - f. Protect the area(s) and containers from adverse environmental conditions, which might render the collected materials non-collectible, noxious, unsafe, or in the case of recyclable materials, unmarketable.
61. The storage area(s) shall be screened from view on at least three sides by a solid wall six feet in height, and on the fourth side by a solid gate not less than five feet in height. The gate shall be maintained in good working order and shall remain closed except when in use. Gates must open straight out and gates and hinges must be flush with the enclosure wall to allow adequate maneuverability of the dumpster in and out of the enclosure. The design of the wall and gate shall be architecturally compatible with the surrounding structures.
62. A sign clearly identifying each exterior solid waste and recyclable material storage area and the accepted material(s) is required. Each sign shall not exceed two square feet in area and shall be posted on the exterior of the storage area adjacent to all access points.
63. All solid waste containers, including dumpsters, must have fitted lids which shall remain closed at all times when the container is not being used or emptied

ALAMEDA MUNICIPAL POWER

64. Concurrent with submittal of Improvement Plans, the Applicant shall coordinate with Alameda Municipal Power (AMP) regarding power requirements. All submittals shall refer to AMP's "Material and Installation Criteria for Underground Electrical Systems" for minimum clearances of street trees/shrubs from streetlights, electrical transformers and other utility electrical equipment.
65. The Applicant shall comply to AMP's Rules and Regulations and "Material and Installation Criteria for Underground Electrical Systems" (both available at www.alamedamp.com) and provide completed "Service Planning Sheets" for AMP's review prior to submitting plans for building permits.
66. There are existing transformer(s) and underground primary conduit that may need to be relocated.
67. The Applicant shall provide information on the location of transformers and total load in kilowatts or kilovolt-amp (KVA) to AMP for approval prior to building permit issuance. If necessary, the applicant shall provide (at no charge to AMP) an easement and access to all AMP facilities on the property prior to issuance of building permits.
68. The Applicant shall provide all necessary underground substructures, including conduits, pull boxes, electric utility equipment pads, etc. per the AMP specifications. AMP will require easements for all transformers, primary and secondary boxes, and conduits. AMP will furnish and install all required transformers, high voltage distribution cables, and secondary cables.
69. New street trees shall maintain clearances from electrical utilities as follow: a) street/pathway lights and utility poles – **25-feet**; e) joint trench and all underground electrical lines – **five feet**; f) front of electrical pad-mounted equipment (e.g. switches, transformers and capacitors) – **ten feet**. Verify minimum clearance distances of trees/shrubs from all sides and back of electrical pad-mounted equipment with Alameda Municipal Power (AMP).
70. The Applicant shall install all electric pull boxes and vaults in-line with the conduit joint trench. No conduit bend will be allowed between electric pull boxes, unless conduit section terminates to an electrical equipment pad. All primary and secondary electrical distribution pull boxes shall not be greater than two section deep (34-inches from finish grade to bottom of pull box). Any deviations from this standard shall be approved by the AMP Project Engineer in writing.
71. The Applicant shall furnish and install code-size service cables in code-size conduit from each electric metering facility to the nearest secondary pull box

(or Service Point) in the public right-of-way, as designated by AMP. AMP will connect the service to the distribution transformer or to the secondary distribution system.

72. The Final Map shall show all necessary easements and access to all electrical utility facilities that are in the private properties, at no charge to AMP.
73. Prior to issuance of Certificate of Occupancy, the Applicant shall furnish and install service equipment for each building. The service equipment shall meet Electric Utility Service Equipment Requirement Committee (EUSERC) standards. Electric meter(s) shall be located as close as practicable to the point of entry of the service-entrance conductors to the building. Outdoor meter locations are preferred. When meters are located within a building, the meter room shall be directly accessible from the exterior of the building. No remote metering.
74. Concurrent with acceptance of work by City Council, the applicant/developer shall dedicate and AMP shall take over ownership and will be responsible for maintaining all new substructures for under grounding primary and secondary circuits, and distribution transformers once the improvements have been inspected by AMP and found to have been properly installed. The Applicant or successor property owner(s) shall be responsible for the service cables and service equipment.
75. Any existing overhead electric facilities within, and/or adjacent to, the subdivision or division of land shall be undergrounded at no charge to AMP. There is an adjacent 12 kV overhead circuit along Eagle Avenue with two poles along the frontage of the development. It may be possible to defray some of these costs if combined with the proposed Webster St Crossings underground utility district (if approved).
76. The Applicant shall be responsible for all expenses involved in the duct/joint trench system engineering design, plan check, project coordination, and electrical construction inspection. The Applicant shall be responsible for the cost of AMP assigned inspector during construction.
77. The Applicant shall submit, with the site improvement plans, detailed drawings showing the required site electric utility facilities.
78. An oil-containment facility will be required for all transformer installations found within 100 feet of any body of water.
79. All service installations, to commercial/industrial, multiple dwelling units and subdivisions, will be underground. All new or upgraded service facilities with a capacity of 400 Amperes or larger will require a new padmounted

transformer.

80. Outdoor meter locations are preferred. When meters are located within a building, the room will be directly accessible from the exterior of the building. If entry is locked, a key must be provided to AMP prior to energizing the service.

NOTICE. No judicial proceedings subject to review pursuant to California Code of Civil Procedure Section 1094.5 may be prosecuted more than ninety (90) days following the date of this decision plus extensions authorized by California Code of Civil Procedure Section 1094.6.

The decision of the Planning Board shall be final unless appealed to the City Council, in writing and within ten (10) days of the decision, by filing with the Community Development Department a written notice of appeal stating the basis of appeal and paying the required fees.

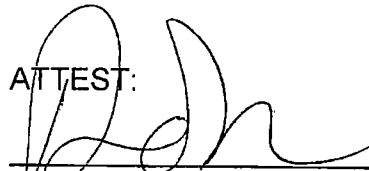
I, the undersigned, hereby certify that the foregoing Resolution was duly and regularly adopted and passed by the Planning Board of the City of Alameda during the Regular Meeting of the Planning Board on the 11th day of September, 2017, by the following vote to wit:

AYES: (7) Mitchell, Burton, Curtis, Knox White, Köster, Sullivan
and Zuppan

NOES: (0)

ABSENT: (0)

ATTEST:



Andrew Thomas, Secretary
City of Alameda Planning Board

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

AUTHORIZE THE SUBMITTAL OF AN APPLICATION TO THE ALAMEDA COUNTY DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE MEASURE A-1 RENTAL HOUSING DEVELOPMENT FUND PROGRAM; THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE BOND PROGRAM.

WHEREAS, Alameda County Department of Housing and Community Development (the "Department") has invited applications for the Measure A-1 Rental Housing Development Fund ("Bond Loan"); and

WHEREAS, the Corporation is authorized to do business in the State of California and is empowered to enter into an obligation to receive County funds for the acquisition, construction, rehabilitation, or preservation of affordable multifamily supportive housing, affordable transitional housing, affordable rental housing, or related facilities; and

WHEREAS, the Corporation wishes to obtain an award from the Department for a Bond Loan for the acquisition, construction, rehabilitation, or preservation of an income-restricted affordable rental housing development (the Project") located in the County of Alameda; and

WHEREAS, the Corporation is eligible to be a Sponsor pursuant to the criteria set forth in the Guidelines;

NOW, THEREFORE, IT IS RESOLVED: That the Corporation is hereby authorized to submit an application to borrow an amount not to exceed \$5,700,000 for the Project.

RESOLVED FURTHER: If the application is approved, the Housing Authority or its affiliated development entity is hereby authorized to incur an obligation for the Bond Loan and to enter into, execute, and deliver, a Loan Agreement, and any and all other related documents including but not limited to, a promissory note, a deed of trust and security agreement, a regulatory agreement, a development agreement and certain other documents that may be required by the Department as security for, evidence of or pertaining to the Loan, and all amendments thereto (collectively, the "Bond Loan Documents").

RESOLVED FURTHER: The Corporation is further authorized to request amendments, including increases in amounts up to amounts approved by the Department, and to execute any and all

documents required by the Department to govern and secure these amendments.

RESOLVED FURTHER: That Vanessa Cooper as the Executive Director or her written designee are each separate, individually, and independently hereby authorized to execute: an application for the Bond Loan, the Bond Loan Documents, and any amendment or modifications thereto, on behalf of the Corporation.

RESOLVED FURTHER: That this Resolution shall take effect immediately upon its passage.

ATTEST:

Vanessa M. Cooper
Executive Director/Secretary

Kenji Tamaoki, Chair
Board of Commissioners

Adopted:

Date



**Housing
Authority of the City of Alameda**

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Prepared
By: Victoria Johnson, Director of Housing and Community Development

Date: December 20, 2017

Re: North Housing Project Update; Provide Direction to Staff Related to Possible Sale of a Portion of the AHA Site

BACKGROUND

In 2012, the Housing Authority was approved to receive 13 acres of land from the Navy at the former Coast Guard housing site known as North Housing. The AHA 'public benefit conveyance' approval was based on a proposal submitted by AHA, Alameda Point Collaborative (APC) and Building Futures with Women and Children (BFWC) to develop 90 units of permanent supportive housing. A formal survey of the site was ordered by AHA and approved by the Navy in 2016.

The Navy now wishes to sell the parcel of land adjacent to the North Housing site and published a public bid notice for the 14-acre neighboring parcel. After bids were received, Carmel Partners was announced as the successful bidder. Housing Authority staff has met with Carmel Partners regularly since July, including several meetings that included City staff. On August 15, 2017 the Housing Authority received a written offer from Carmel with an expiration date of September 30, 2017. On October 30, 2017 another written offer letter was received with an expiration date of November 30, 2017.

On November 8th and November 15, 2017 the Board met in closed and open session and no action was taken. The Board directed staff to obtain additional information. General Counsel has clarified the requirements related to the sale of any property. Before the Board can take action that authorizes any sale, the specific price and terms of the sale must be publicly noticed in compliance with Brown Act procedures.

DISCUSSION

On November 13, 2017 the Planning Board considered an application to remove the G-overlay from the proposed Housing Authority and Carmel Partners sites. The Board also considered

whether to lift, reinstate or revise the prior 435 unit cap that has been placed on the combined sites.

The Board's final recommendation is as follows:

- 1) Remove the G-Overlay but also advise that City Council should include requirements for infrastructure improvements.
- 2) Reinstate the 435 unit cap, distributed pro rata to the Carmel and AHA parcels, but allow AHA to apply for an increase in unit count subject to subsequent planned development and use permit (conditional use) applications.

This item will be considered by City Council on January 2, 2018. Staff will attend the meeting to express support for the removal of the cap and will make a presentation that shows a master plan that maximizes site density and highlights the important housing opportunity at the North Housing site. Staff is working with Urban Design Associates (this firm is under contract with the City) to prepare this site plan.

Staff continues to work with CBG as civil engineer to assist with a preliminary analysis of the infrastructure conditions and future needs of the North Housing site. As of the drafting of this report, the City staff has not yet determined the final requirements that must be met by Carmel with respect to roads or utility services, but a Term Sheet that outlines the requirements will be completed by December 20th and published with the January 2nd City Council agenda materials.

Staff is also working with the City Attorney's office to prepare for the transfer of the land from the navy to City and then to the Housing Authority. The City is relying upon the Navy to provide clear direction related to acquisition of the right-of-way and the access and utility easements that will be recorded with the property Deed.

Staff has received a draft Appraisal Report from the firm Valbridge Property Advisors. The Report is based on the current zoning that allows 15 units per acre. The estimated value of the 12.3 acres parcel that will be owned by AHA is \$25,620,000. The estimate value of the .54 acre parcel that Carmel may be interested to purchase is \$61 per square foot or \$1,440,000. Staff has also asked the appraiser to provide an estimate of value for the site if the current zoning cap is lifted and the base zoning of 30 units per acre is restored.

FISCAL IMPACT

Funds from the CDBG program of approximately \$150,000 have been approved to pay for surveys, environmental assessments and related costs. The Board has authorized a \$300,000 loan to ICD be used to pay for planning, engineering and other related services. At a later date, staff will obtain estimates of cost for building demolition and return to the Board with a pre-development budget.

RECOMMENDATION

Provide direction to staff on issues regarding the North Housing development site and the potential sale of a portion of the property.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

Oral Request – No Report

9-C. Request for Board Member Participation in Senior Management Interviews – Page __



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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: Janet Basta
Director of Human Resources and Operations

Date: December 20, 2017

Re: Adoption of a Revised Pay Schedule with a Modification in Wage Range
Assigned to the Maintenance Specialist Position

BACKGROUND

The purpose of this resolution is to request adoption of a revised Pay Schedule for AHA employees, reflecting a change in wage range for one position, the Maintenance Specialist.

DISCUSSION

In November, 2017, the Board approved a revised Pay Schedule, including a change to the Deputy Executive Director position. The revised Pay Schedule presented salary information in a different format but did not, with the exception of the Deputy Executive Director position, change any of the salary levels assigned to individual positions that were previously approved by the Board for the current fiscal year.

AHA management is recommending that the Maintenance Specialist position be assigned to salary range 18, rather than 19, where it is currently assigned. The long-time Maintenance Specialist is retiring in December, and an internal promotion has been made to fill that position. Management recognizes that the job has changed over time, especially since the department was restructured to add a Maintenance Supervisor position. The Maintenance Supervisor position has assumed the responsibility for assigning and monitoring work order status, duties that used to fall to the Maintenance Specialist, along with overall supervision of Maintenance staff, and overall responsibility for coordinating work with AHA vendors. Therefore, as the Maintenance Specialist duties have changed, including no longer having responsibility for assigning work to staff, management recommends that it is appropriate for the position to be assigned to range 18, so that it is comparable to other Specialist II positions in the agency. The

Honorable Chair and
Members of the Board of Commissioners

December 20, 2017
Page 2 of 2

job description for the Maintenance Specialist position has been revised to reflect the changes in duties, and to incorporate additional Specialist-level duties.

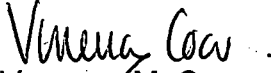
FINANCIAL IMPACT

This change will result in a slight reduction in salary level, as the salary ranges are approximately 2.5% apart. The amount expected to be realized this fiscal year is approximately \$1000.00.

RECOMMENDATION

That the Board approve the attached Pay Schedule and change to the Maintenance Specialist range.

Respectfully submitted,


Vanessa M. Cooper
Executive Director

VMC/jcb

Attachments:
Exhibit 1: Pay Schedule

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

ADOPT THE REVISED PAY SCHEDULE FY 2017-2018

WHEREAS, the Housing Authority of the City of Alameda adopted a revised Pay Schedule in November 2017; and

WHEREAS, the Housing Authority of the City of Alameda has identified a need to reduce the salary level for the Maintenance Specialist position reflected on that schedule;

NOW, THEREFORE, BE IT RESOLVED, that on December 20, 2017, the Housing Authority will adopt the revised Pay Schedule for FY 2017-2018.

ATTEST:

Kenji Tamaoki, Chair
Board of Commissioners

Vanessa M. Cooper
Secretary

Adopted: _____

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2017-2018**

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Custodian****	7	7/1/2017	\$ 4,012	\$ 4,212	\$ 4,423	\$ 4,643	\$ 4,876
Custodian Y-Rate*	Y Rate	7/1/2017	\$ 3,498				\$ 4,923
Housing Assistant	8	7/1/2017	\$ 4,109	\$ 4,315	\$ 4,531	\$ 4,757	\$ 4,995
Accounting Technician	10	7/1/2017	\$ 4,315	\$ 4,531	\$ 4,757	\$ 4,995	\$ 5,245
Program Assistant	12	7/1/2017	\$ 4,531	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507
Housing Specialist I	14	7/1/2017	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507	\$ 5,782
Maintenance Technician I****	14	7/1/2017	\$ 4,757	\$ 4,995	\$ 5,245	\$ 5,507	\$ 5,782
Facilities Project Specialist	15	7/1/2017	\$ 4,876	\$ 5,120	\$ 5,375	\$ 5,645	\$ 5,927
Senior Accounting Technician	15	7/1/2017	\$ 4,876	\$ 5,120	\$ 5,375	\$ 5,645	\$ 5,927
Housing Specialist II	18	7/1/2017	\$ 5,245	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375
Rent and Community Programs Specialist	18	7/1/2017	\$ 5,245	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375
Maintenance Specialist	18	12/20/2017	\$ 5,245	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375
Maintenance Specialist	19	7/1/2017	\$ 5,375	\$ 5,645	\$ 5,927	\$ 6,223	\$ 6,535
Maintenance Technician II****	20	7/1/2017	\$ 5,507	\$ 5,782	\$ 6,071	\$ 6,375	\$ 6,694
Executive Assistant	22	7/1/2017	\$ 5,782	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029
Housing Specialist III	24	7/1/2017	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380
Lead Maintenance Technician****	24	7/1/2017	\$ 6,071	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380
Property Management Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Housing Programs Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Maintenance Supervisor	26	7/1/2017	\$ 6,375	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749
Accounting Officer	28	7/1/2017	\$ 6,694	\$ 7,029	\$ 7,380	\$ 7,749	\$ 8,136
Management Analyst	32	7/1/2017	\$ 7,380	\$ 7,749	\$ 8,136	\$ 8,543	\$ 8,970
Project Manager	33	7/1/2017	\$ 7,564	\$ 7,943	\$ 8,339	\$ 8,756	\$ 9,195
Asset Manager	33	7/1/2017	\$ 7,564	\$ 7,943	\$ 8,339	\$ 8,756	\$ 9,195
Controller	36	7/1/2017	\$ 8,136	\$ 8,543	\$ 8,970	\$ 9,419	\$ 9,889
Program Manager	37	7/1/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Senior Project Manager	37	7/1/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Senior Management Analyst	37	7/1/2017	\$ 8,339	\$ 8,756	\$ 9,195	\$ 9,654	\$ 10,137
Director of Housing Programs	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of Property Operations	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of Rental and Community Programs	43	7/1/2017	\$ 9,654	\$ 10,137	\$ 10,644	\$ 11,176	\$ 11,735
Director of HR and Operations	47	7/1/2017	\$ 10,644	\$ 11,176	\$ 11,735	\$ 12,321	\$ 12,937
Director of Housing and Community Development	47	7/1/2017	\$ 10,644	\$ 11,176	\$ 11,735	\$ 12,321	\$ 12,937
Director of Finance	50	7/1/2017	\$ 11,448	\$ 12,021	\$ 12,622	\$ 13,253	\$ 13,916
Deputy Executive Director	54	11/15/2017	\$ 12,622	\$ 13,253	\$ 13,916	\$ 14,611	\$ 15,342
Executive Director**	N/A	7/1/2017	\$ 19,818	\$ 20,809			
Resident Manager II***, ****	N/A	7/1/2017	\$ 27.04/hour				
Resident Manager***, ****	N/A	7/1/2017	\$ 11.03/hour				
Assistant Resident Manager***	N/A	7/1/2017	\$ 11.03/hour				
Resident Custodian***	N/A	7/1/2017	\$ 11.03/hour				

*Y-Rated employees are on a separate salary schedule with 8 wage steps; no COLA is applied
 **Salary authorized by Board of Commissioners per Employment Agreement
 ***Resident and 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