



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

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@alamedahsg.org. Notification 48 hours prior to the meeting will enable the City of Alameda Housing Authority Board of Commissioners to make reasonable arrangements to ensure accessibility.

AGENDA

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE & TIME

Wednesday June 15, 2016 7:00 p.m. CLOSED SESSION 6:30 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 three 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. CLOSED SESSION – 6:30 p.m. – Adjournment to Closed Session to Consider:
 - 2-A. Purpose: Conference with Legal Counsel – Anticipated Litigation.
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b):
Two (2) potential cases



- 3. Adjournment of Closed Session
- 4. RECONVENE REGULAR MEETING – 7:00 p.m.
- 5. Announcement of Action Taken in Closed Session, if any.
- 6. 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.
- 6-A. Approve Minutes of the Board of Commissioners Regular Meeting held May 18, 2016. Page 4
- 6-B. Accept the Monthly Overview Report – Page 8
- 6-C. Accept the Budget Variance Report – Page 16
- 6-D. Accept the Write-Off of Uncollectible Tenant Accounts Receivable - Page 31
- 7. AGENDA
 - 7-A. Authorize the Executive Director to Bring a Revised AHA Employee Benefits Structure and Corresponding Resolution(s) Reflecting the Changes to the Board No Later than August 2016 – Page 34
 - 7-B. Del Monte Project Update; Authorize the Executive Director to Execute Documents Related to the Formation of a Tax Credit Partnership, and for the Housing Authority to Serve as the Initial Limited Partner – Page 44
 - 7-C. Approve a Resolution to Allow the Executive Director to Open New Bank Accounts for the Housing Authority – Page 46
 - 7-D. Approve Out-of-State Travel for Staff Page 49
- 8. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
- 9. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
- 10. ADJOURNMENT

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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.





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DRAFT MINUTES

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA HELD WEDNESDAY, May 18, 2016

The Board of Commissioners meeting was called to order at 7:15 p.m.

PLEDGE OF ALLEGIANCE

1. ROLL CALL

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

2. CLOSED SESSION – 6:45 p.m. - Adjournment to Closed Session to Consider:

2-A. Purpose: Conference with Legal Counsel – Anticipated Litigation.
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b):
One (1) Potential case

3. Adjournment of Closed Session

4. RECONVENE REGULAR MEETING – scheduled 7:00 P.M. started at 7:15PM

5. Announcement of Action Taken in Closed Session, if any: The Board gave direction to Executive Director and staff regarding Items under 2-A.

6. 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 McCahan asked that the minutes of April 20th be changed to show that he was not absent, but present by telephone. Commissioner McCahan also commented on the Monthly Overview report section regarding inspections and that we should be able to prep our units before inspection so that we pass with 85-90%. Executive Director Vanessa Cooper agreed that was a good goal. Commissioner McCahan said that he would like to see the true cost of re-inspections including staff time.



Vice Chair Rickard asked that a per unit ratio be added to the Work Order Analysis Chart in the Monthly Overview Report. Vice Chair Rickard said that in the PFM Report he is interested in the yield to maturity after their fee. Ms. Cooper and PFM staff commented on this item, noting that the fee is a flat annual fee.

Commissioner McCahan moved to approve the Consent Calendar and Commissioner Tamaoki seconded. The motion carried unanimously. Items accepted or adopted are indicated by an asterisk.

- *7-A. Approve Minutes of the Board of Commissioners Regular Meeting held April 20, 2016. Acceptance is recommended – Page 4
- *7-B. Accept the Monthly Overview Report - Page 8
- *7-C. Accept the Budget Variance Report - Page 16
- *7-D. Accept the Quarterly Police Report – Page 31
- *7-E. Accept the Quarterly Investment Report - Page 36

8. AGENDA

- 8-A. Adopt the Resolution and Approval of the 2016-2018 Budget – Page 51

Ms. Cooper presented the two-year budget starting July 1, 2016 and ending June 30, 2018. With a slide presentation she presented the highlights of the budget and talked about significant changes. Ms. Cooper also addressed where the various funds come from, how the funds are spent and what is included in this budget and what is not.

There was discussion about the proration of administrative fees paid by HUD and projection of where we are on spending of HAP funds. Ms. Cooper said that we are strategically implementing rent increases with the new payment standards.

There was discussion regarding the number of Section 8 rental units under lease and the ability of AHA to increase the number of landlords participating in the program. Ms. Cooper talked about the operating budget, schedule of authorized positions, benefits and moved on to discuss capital improvement. Commissioner Tamaoki said that he likes the approach that the Executive Director is taking with the budget.

Commissioner Shipe moved to accept the staff recommendation on page 63 and Commissioner Allen seconded. The motion carried unanimously.

Roll Call Vote: Commissioner Allen yes, Rickard yes, McCahan yes, Shipe yes, and Tamaoki yes.

- 8-B. Approve the Capitalization Policy – Page 75

Ms. Cooper said that staff is coming to the Board with a proposal to set a minimum capitalization amount of \$5,000 which would be effective July 1, 2016.



Commissioner McCahan moved to accept the staff recommendation on page 75 and Commissioner Shipe seconded. The motion carried unanimously.

- 8-C. Amend the Administrative Plan Chapters 3, 6, 7, 9, 11, 15 and the Glossary to implement streamlining options and requirements including changing the verification deadlines for applicant families with newly added children under 6 years of age; updating the definition of extremely low-income families to match HUD's new definition; adding fees and other charges to tuition in the student rule; limiting the Earned Income Disallowance to 12 months at 100% and 12 months at 50%; allowing for reasonable accommodations in the use of payment standard and utility allowances; and implementing the optional streamlining with fixed income sources and assets under \$5,000. These revisions also add language suggested by HUD in recently issued guidance for arrest records, and include a streamlining effort by the Housing Authority to not collecting a Request for Tenancy Approval when not required by HUD. Amendment (2016-03) – Page 84

Tonya Schuler, Senior Management Analyst, said that HUD published the new streamlining regulations on March 8, 2016. She said that this final rule implemented mandatory and optional streamlining rules and gave the AHA the option to implement other flexibilities. Ms. Schuler talked about the changes that AHA opted to do.

Commissioner Shipe moved to accept the staff recommendation on page 86 and Commissioner Allen seconded. The motion carried unanimously.

- 8-D. Eagle Avenue Project Update; Authorize the Executive Director to Execute Documents Necessary for a Tax Credit Application; Authorize a Housing Authority Loan of Up to \$2.3 million for Project Development; Authorize an increase in Design Contract Costs from \$600,000 to \$650,000 – Page 99

Victoria Johnson, Director of Housing & Community Development, distributed drawings of the current Eagle Avenue Project. Ms. Johnson gave some background information on the project. She talked about where we are in the process with our second round of tax credit application. She talked about the construction project and the budget. Ms. Johnson asked for Board support for the project and additional funds to fill the construction gap. Ms. Johnson announced that today she received a letter from the State approving a request we had submitted to receive funding through the redevelopment agency repayment schedule. AHA was approved for \$750,000. Ms. Johnson invited questions.

Commissioner McCahan moved to approve the staff recommendation on page 101 and Commissioner Shipe seconded. The motion carried unanimously.



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

None

10. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

Vanessa Cooper introduced Claudia Young, the new Director of Rent & Community Programs.

Commissioner McCahan gave an update from the recent NAHRO Conference.

11. ADJOURNMENT

There being no further business, Vice Chair Rickard adjourned the meeting at approximately 8:27 pm.

Stuart Rickard, Vice Chair

Vanessa M. Cooper
Executive Director/Secretary





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

Date: June 15, 2016

Re: Monthly Overview Report to the Board

BACKGROUND

This memo provides a high level overview of agency activities in the prior month. Data is submitted by each of the key areas of operation.

OPERATIONS/HR

Recruiting is in process for the Program Assistant and Rent and Community Programs Specialist positions to support the rent ordinance work with the City. Additional recruitments that will start this month include the Director of Property Operations (included in the schedule of authorized positions as Director of facilities/Property Management), and a Housing and Community Development Program Manager to backfill the current opening. While this latter position is budgeted at range 37, and placed accordingly on the Schedule of Authorized Positions, we may elect to recruit for this position at a Project Manager level, range 33. This would result in salary savings and still provide a competitive salary for recruiting purposes.

Liebert Cassidy Whitmore (LCW), the law firm we contract with for employment-related matters, provided a two-hour Harassment training for all staff in May. All but two staff attended; those staff have been provided with an on-line course to complete so all staff receive this information. Vendors and a board member also attended.

Our next staff event will be on July 21. We will have a morning training for all staff, followed by a luncheon and celebration of retirements and staff tenure. Members of the Board of Commissioners are invited to join us for lunch, and more information will be sent to Commissioners as details become available.

Janet Basta, the Director of Human Resources and Operations, attended the annual CHWCA (California Housing Workers' Compensation Authority) annual retreat in May. Janet and Jeff Cook, AHA's Maintenance Supervisor, are also in the process of working with CHWCA staff to revise/update our agency's Injury and Illness Prevention Program, AHA Hazard Communication Plan, and Heat Illness Prevention Program, along with updating our training matrix so we can ensure all required safety training is completed.

A proposal on retiree and active employee health policies is being brought to the Board in June. The proposal includes a framework for benefits offerings, including options for proposed employer contributions. Actual health insurance premiums for 2017 will not be available from CalPERS until late June. Once those are received, additional cost analysis will be completed and actual contribution amounts will be brought to the Board for consideration in August.

Three interns joined us for the summer. Two will work in the area of community development and a third on the FSS program. They will also help support the Reading Room activates over the summer and the waitlist opening.

PROPERTY MANAGEMENT

We ended May with nine vacant apartments for rent and applications are being processed for occupancy by Property Management. Three of the vacant units are part of approved internal transfers.

We collected all May rents due from residents. This has happened several times now over the course of the past few months. There currently are no Unlawful Detainer cases pending.

We are focusing our collection efforts on residents owing more than \$1,000 in maintenance fees and tenants on payment plans who get behind one month.

Rent increases were issued for several HOME units that do not have Section. 8 vouchers. These rents are capped well below the payment standard so increases were minimal

For the first time, all 572 AHA owned units have been subject to an annual inspection for HQS by our third party vendors. Of those 53 have still to pass but 45 of those are at Independence Plaza and were only recently inspected. This project is expected to be complete by June 30.

There are a number of residents that will be issued warning letters or if the infraction is more severe, a Notice of Breach of Covenants or Conditions tied to information gathered during the HQS inspections. Some issues as an example are: missing smoke detectors, unauthorized pets, unit cleanliness, etc.

MAINTENANCE

Maintenance continues to work on routine work orders as well as providing emergency call out, inspection and preventative maintenance work. In the coming months we expect to provide more data in the area.

Work Order Analysis by Completion Month

Year: 2016

Report: Count

Group by: Property

Status=Work Completed

Name	# of Units	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1110 SHERMAN STREET	9	4	2	13	17	6	2	0	0	0	0	0	0	44
1120 LINCOLN HOUSE	4	1	2	2	8	1	1	0	0	0	0	0	0	15
2100 ESPERANZA	120	41	56	59	136	113	14	0	0	0	0	1	0	420
3100 PARROT VILLAGE	50	62	61	38	23	25	6	0	0	0	0	0	0	215
6010 ANNE B DIAMENT PLAZA	65	23	22	20	12	18	4	0	0	0	0	0	0	99
6020 ROSEFIELD VILLAGE	45	16	24	89	26	24	6	0	0	0	0	0	0	185
6030 PARROT GARDENS	8	1	18	4	4	0	0	0	0	0	0	0	0	27
6040 STANFORD HOUSE	4	2	0	3	9	1	0	0	0	0	0	0	0	15
6050 LINCOLN/WILLOW	5	1	1	9	12	1	1	0	0	0	0	0	0	25
6060 SENIOR CONDOS	7	2	0	4	8	1	0	0	0	0	0	0	0	15
6070 CHINA CLIPPER PLAZA	26	6	28	19	5	5	0	0	0	0	0	0	0	63
6100 EAGLE VILLAGE	42	8	11	13	15	19	1	0	0	0	0	0	0	67
8100 INDEPENDENCE PLAZA	186	55	53	62	46	102	15	0	0	0	0	0	0	333
		222	278	335	321	316	50	0	0	0	0	1	0	1,523

HOUSING PROGRAMS

In May 2016, HPD continued working on the following projects:

Waitlist Opening Update

HPD department is pleased to announce on June, 22, 2016 we will open 7 waitlists. We will begin accepting applications on June 22, 2016 at 10:00 a.m., PST. We will stop accepting applications on June 27, 2016 at 9:59 a.m., PST. These Wait Lists are for specific units in the City of Alameda, and all selected applicants must reside in the units in the City of Alameda. Not all units have assistance. Applicants must be able and willing to reside in the City of Alameda, California if selected. This is not the housing choice voucher program.

Advertisements announcing the waitlist opening were placed in the area newspapers in English, Chinese, Spanish, Tagalog and Vietnamese. The Authority website was updated with general information, and the "Frequently Asked Questions" was updated and translated. The Authority website includes the Google translate feature which provides translation into many languages as well. HUD and other area Housing Authorities were informed by our Executive Director. Current Authority residents and HCVP participants will receive newsletters which will include articles about the upcoming opening so they can spread the word as well. A toll-free number was established with basic information about the process and further information is available on the AHA website. This pre-recorded message will be provided in English, Chinese, Spanish, Tagalog and Vietnamese.

In order to provide area-wide access to this online process and minimize applicants seeking to apply at the Authority office, staff outreached to community organizations in an effort to obtain partners in the opening willing to help provide computer access and support. Organizations which were willing to make computers and staff assistance available at their locations to the public were invited to become Application Center Partners. These Application Center Partners will attend a two-hour training session on June 8, 2016 in preparation for this activity. We were very pleased at the number of organizations who made this significant commitment, providing computers and staff. We will update you on the waitlist outcome after the opening.

FSS Program Update

Active recruitment efforts continue in the FSS program. After hosting several FSS recruitment events we have enrolled one new program participant, increased our waitlist to sixteen applicants, and we've scheduled interviews with five potential new program participants.

We have a new summer intern who will work with our FSS Coordinator this summer to achieve the program goals. We will utilize the intern to assist with special projects which will include the following activities:

- Expanding our FSS outreach to increase our FSS enrollment
- Building the capacity of our Program Coordinating Committee
- Data collection, clean-up and analysis

We will continue to outreach to everyone who attends our current and previous recruitment events throughout the year to assess their interest and their ability to participate later this year.

We hope to continue to increase our waitlist of interested HCV families willing to work hard to accomplish their future goals through the FSS program.

Community Outreach

The AHA recently mailed an outreach letter to the Alameda Faith-Based communities regarding the housing crisis currently being experienced in the City of Alameda as well as throughout the entire Bay Area. Our outreach letter acknowledged the difficult time families are having trying to locate and maintain housing, and included an offer for AHA staff to speak to the community group or congregation about affordable housing issues in the City of Alameda.

We attended our second outreach event at Saint Barnabus Church at 1427 Sixth Street, Alameda, CA. The Director of Housing along with the Management Analyst presented a 15-20 minute presentation on the current market, payment standards, the Rent Review Advisory Committee (RRAC), Owners Workshop, and landlord outreach before answering a host of questions.

Our presentation was a success and another opportunity for our agency to outreach with our local community regarding the housing issues we are experiencing. We will continue our outreach efforts and keep the Board updated.

HPD Department Statistics

The month of March the HPD department processed the following work.

Statistics	March 2016	April 2016	May 2016
Annual Re-examinations Processed	122	128	129
Rent Increases Processed	162	88	29
Interim Re-examinations Processed	30	68	48
HQS Inspections Conducted	35 non-AHA 71% 1 st pass	35 non AHA 50% 1 st time pass	44 non-AHA 66% pass rate
AHA Owned	79 units 41% 1 st time pass	Esperanza 120 units- 57% 1 st time pass Shinsei- 21 units- 70% 1 st time pass APC- 67 units- 70% 1 st time pass	Independence Plaza 185 units 76% 1 st time pass

HOUSING AND COMMUNITY DEVELOPMENT

Capital Projects

The Section 504 renovation project at Anne B. Diament is approximately 15% complete and is on schedule to be completed by August 2016.

Staff is also working on the small miscellaneous repair project at China Clipper.

Housing Rehabilitation Programs

- The architect and design engineers have inspected and are now working on plans to create two units within the existing footprint at 738 Eagle village. A CDBG loan in the amount of \$400,000 is available to pay for this project.

Public Facilities Rehabilitation

- The final project budgeted an approved for this year is the installation of accessible crosswalk improvements at various intersections. This project is being managed by the City Public Works Department.

Inclusionary and Below Market Rate Programs

Marina Shores Single-Family: The first closing was completed in May. The second closing is scheduled for late June.

Marina Shores Condos: Nine of the ten condos are under contract. Three applicants who were disqualified by Hello Housing due to incomplete applications have appealed that decision. Housing Authority staff is actively reviewing these applications to verify the facts of the disqualification. One of the applicants has also filed an appeal with the City Clerk as this is the final appeal process outlined in the Program Guidelines. Pending review by the City Attorney, a disqualified applicant may bring an appeal to City Council.

Real Estate Development

Portfolio Projects - An RFQ to pre-qualify a pool of General Contractors was issued for major projects over \$500,000 in April. The scope of needed services included capital improvements, rehabilitation, and new construction over the next 3-5 years. Submittals were due May 31, 2016 (extended from May 23rd). In response to the RFQ to pre-qualify, we received four responses. The respondents were (in alphabetical order): The Arbor Building Group, Brown Construction Inc., J.H. Fitzmaurice, Inc., and Swinerton Builders. Staff has analyzed the proposal materials, and based upon this review, it appears that all firms that submitted are eligible to be pre-qualified. The respondents include firms with extensive affordable housing construction experience and specific experience with Low Income Housing Tax Credits. Staff therefore recommends that all four firms be included within a list of pre-qualified general contractors. In the near future staff will issue an RFP to selected prequalified firms for the Del Monte Senior Apartments.

Del Monte Senior – Staff will attend the California Tax Credit Allocation Committee meeting on June 8, 2016. The next step in the development process will be to issue a RFP for construction/perm lender and tax credit investor. Once approved, the project must close construction financing and be ready to commence construction within 180 days. A separate memo requesting authorization to form a new limited partnership is attached.

2437 Eagle Avenue - Staff is working to submit a second round application on June 28, 2016 for this project.

Stargell Commons - Staff continues to attend the monthly draw meetings; the project is proceeding on schedule.

The Housing Authority wait list for project-based vouchers will be open on June 22nd until June 27th. This wait list opening will include the 44 new construction units that will be assisted with project based vouchers at Stargell Commons, Del Monte Senior and Eagle Avenue. There will be a separate wait list for each of those properties unassisted units and those wait lists will open a few months before each project is completed.

North Housing – The Navy has revised the conveyance schedule to an estimated transfer date in the fall of 2016. The Covenant to Restrict the Use of the Property "CRUP" and related documents will be prepared by the Navy and must be submitted to the State agencies for approval. Staff is working to procure the required Pollution Legal Liability policy required by the City before transfer.

Rosefield Village – Staff is working to finalize and submit the tax-exempt bond application to the California Debt Limit Allocation Committee by the June 14th deadline.

RENT & COMMUNITY PROGRAMS

Rent Program

The April 2016 monthly program report is available to the public on the Rent Program website at www.alamedarentprgram.org. In the News and Notices Tab there is a reports section. The monthly report includes a detailed program update narrative, data chart and trend charts. Timely payment has been received for the April billing.

Staff continues to hold weekly information workshops to the community regarding ordinance 3148, which went into effect on March 31, 2016. In addition, staff added four workshops to address the Capital Improvement Plan (CIP) for landlord's that potentially have a termination of tenancy due to a substantial capital improvement project at their property.

On June 21, 2016, City Council will hear report from BEA consulting regarding the Rent Program Fee Study. The Fee Study Draft currently reflect 6 FTE's and a similar annual budget to the current services agreement between the City and AHA.

Staff has moved forward with outreach efforts in six different newspapers including the Alameda Journal, Sun, Sing Tao Daily, Asian Journal and Vision Hispana. The ads were published during the first two weeks of May. In addition, staff coordinated with AMP to include information about the ordinance in the June billing inserts and with the school district for the monthly May newsletter.

RRAC

The RRAC monthly agenda and related documents was published in Legistar for the June meeting. Moving forward all agenda's will be available on the City's website. The agenda will provide links to each case and the related documents.

Homeowner Vacancy: Three candidates were interviewed for the Homeowner vacancy. The mayor is expected to nominate a candidate at the June 7th Council meeting. Council will then approve on June 21st.

June 6 Cases:

Total # of Cases filed: 12 (10 binding; 2 non-binding)

Total # agreements Submitted prior to agenda going out: 7

Total # of agreements submitted after agenda was posted: 4

Total # of cases expected for Monday's meeting: 1

CDBG/HOME Programs

City Council approved the Action Plan and Activity recommendations on May 2nd. Staff submitted the Action Plan to HUD on May 15, 2016 and is working with subrecipients to execute agreements before the start of the new program year on July 1, 2016.

Honorable Chair and
Members of the Board of Commissioners

June 15, 2016
Page 8 of 8

FINANCE

Please see the Budget Variance Report.

RECOMMENDATION

For information only.

Respectfully submitted,

A handwritten signature in black ink that reads "Vanessa Cooper," with a comma at the end. The signature is written in a cursive, slightly slanted style.

Vanessa M. Cooper
Executive Director

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: Marie Wang, Finance Director

Date: June 15, 2016

RE: Budget Variance Report

BACKGROUND

On April 16, 2014 the Board of Commissioners approved a two-year operating budget for all programs covering the fiscal years July 1, 2014 through June 30, 2016. On April 15, 2015, the Board of Commissioners approved the FY 2016 budget update for revision of the original budget for the Fiscal Year starting July 1, 2015 and ending June 30, 2016.

On March 16, 2016, the Board of Commissioners approved the budget update for the second revision of the original budget for the Fiscal Year starting July 1, 2015 and ending June 30, 2016. This Budget Variance Report covers preliminary unaudited financial operating results compared to the second budget revision approved on March 16, 2016, for the eleven month period of July 1, 2015 to May 31, 2016.

DISCUSSION

Overall operating income is slightly over the year-to-date budget by \$113,017 (.3%), mainly due to the higher amount of dwelling rent and a higher amount of HAP Rent, and offset by lower Administrative Fee. The reason for a higher dwelling rent is due to the higher payment standard and reduced vacancy levels. HAP rent is higher due to increased HAP rent effective September 2015. The reason for a lower amount of Administrative Fee is due to the lower actual leased vouchers with tight housing market.

Agency wide expenses are lower than year-to-date budget by \$2,209,798 (6.8 %). This is mainly due to the lower salary expenses, lower employee benefit costs, lower Extraordinary Maintenance Projects (EMPs) expenses, delayed tenant activities, and lower HAP payments. The operating surplus is, therefore, \$4,699,939, compared to year-to-date budgeted surplus of \$2,377,125.

The year-to-date Extraordinary Maintenance Projects (EMPs) expenses for our Owned and Managed Complexes and Units totaled \$70,927, compared with the year-to-date budget of \$847,270, resulting in a favorable variance of \$776,343

(90.9%). The difference is due to a number of projects being on hold pending review of a capital needs assessment. This will reconvene with the 2016-18 budget.

GASB-68

As a local government agency, AHA has to maintain its books by standards set by the Government Accounting Standards Board (GASB). Each year the GASB sets guidelines for accounting practices, identified by number. Effective FY 2016, AHA must operate by GASB rule 68, which is commonly known as GASB-68. This new rule, GASB-68, requires all government agencies (States, Counties, Cities and Special Purpose Local Governments) to report pension liabilities which have historically been reported on a pay as you go basis by all government entities. Since AHA is a member of the CalPERS retirement system, AHA is required to report each year on any unfunded pension liability.

According to the CalPERS Actuarial Valuation Report as of June 30, 2014 for the Miscellaneous Plan of the Housing Authority of the City of Alameda, the estimated balance of Authority's Unfunded Accrued Liability (UAL) as of June 30, 2016 would be \$1,600,594. This is lower than the previous estimate of \$1,874,684. According to the Senior Pension Actuary at CalPERS Actuarial Office, there is no penalty if the liability remains unpaid, but the plan charges 7.5% on any existing unfunded liability.

Although the Board has approved a payment of \$1,954,024 to pay down the liability, staff has delayed the payment as previously reported in order to obtain further information from CalPERS. Staff intends to make a payment of \$1,000,000 before the end of June, 2016 to avoid the 7.5% interest charge on outstanding liabilities. This is due to the concern that if the Unfunded Accrued Liability (UAL) balances decreases more, as we have observed for the past year, we would not take the risk of overpaying the UAL. The staff will continue monitoring the UAL balance to make recommendations of either paying down or paying off the balance.

Staff has also further learned that if the payment is made before June 15th, the 2016-17 Employer Unfunded Liability will be reduced by \$64,526, so the one million dollars payment is planned to be made on June 8th.

GASB-45/OPEB

The Government Accounting Standards Board (GASB) has mandated disclosure of other post-employment benefit (OPEB) liabilities for all government employers beginning in 2009. During fiscal years prior to 2012 the Authority's employees were actually employees of the City of Alameda and not employees of the Authority itself, therefore there was no OPEB obligation or expense recognized in fiscal years prior to 2012. During fiscal year 2015 the Authority administered this program on a pay-as-you-go basis and actual costs were expensed as incurred. To comply with GASB 45, the Authority estimated the present value of the projected benefits of the OPEB program using the Alternative Measurement Method as permitted by GASB Statements Numbers 43 and 45.

The goal of GASB 45 is to match recognition of retiree medical expense with the periods during which the benefit is earned. The entry age normal cost method effectively meets this goal in most circumstances. The Authority has adopted an entry age normal cost method to determine the present value of benefits and the actuarial accrued liability. The plan currently has no assets. The amortization method is a level percent of payroll, with an amortization period of thirty years. The Authority has adopted a pay-as-you-go policy and is not currently funding this liability above the monthly requirement; instead, the Authority makes actual monthly payments for its portion of the retirees' premiums. The payments for 2015 totaled \$2,416. The Authority accrued a management determined estimate of \$9,838 at the end of the prior fiscal year. In 2016, AHA will commission an independent assessment of OPEB liabilities for 2016-17 in the coming months and report the analysis on the post-employment health benefits as soon as they are available.

GENERAL FUND

General Fund includes the revenue from the Shelter Plus Care Program and some other miscellaneous income items. It has also included the expenses of pre-development cost and EMP's. The operating revenue is over budget by \$37,466. This is primarily due to higher interest income and the admin fee for Shelter Plus Program. Operating expenses are below year-to-date budget by \$110,968. This is mainly due to lower pre-development costs and delayed EMP projects. A year-to-date surplus of \$23,720 resulted, compared with the year-to-date budgeted deficit of \$124,714.

EMP activity for the year to date totaled \$0.

CIP costs for the year to date are \$14,999 due to the unbudgeted replacement of gutters for the office building.

AHA/CDBG/HCD/OTHER MANAGED PROGRAMS

The reimbursement programs are under contract with the City for CDBG, HOME and other affordable housing programs. All staff currently are on AHA payroll and the billings are processed for reimbursement from the City. Reimbursement on the Rent Program costs incurred from October to April have been made in full. Operating revenue is under budget by \$152,897, mainly due to the time lag of the billing and payment process. Operating expenses are under budget by \$60,078. This is mainly due to the savings of administrative contract costs and lower employee benefit costs. Therefore, an overall deficit of \$69,659 resulted.

PARROT VILLAGE AND EAGLE VILLAGE

Total operating revenue for Parrot Village and Eagle Village properties is over budget by \$67,124. This is mainly due to the increased dwelling rents from the higher payment standards and increased HAP rent effective September 2015. Operating expenses continue to remain under budget by \$279,996. This is mainly due to the savings in the administrative contract cost, lower salary expenses, lower employee benefit costs and lower EMP expenses, resulting in a surplus of \$994,646 versus a year-to-date budgeted surplus of \$647,526.

EMP expenses total \$14,619. Fiscal Year CIP's totaled \$22,686 for the project to Resurface and Stripe two parking lots.

HOUSING AUTHORITY OWNED

Operating revenue finished this month over budget by \$298,111, mainly due to the increased dwelling rents from higher payment standards and increased HAP rent effective September 2015 and the ground lease rent revenue received from the Stargell land. Expenses are under budget by \$453,182 mainly due to the delayed EMP expenses, lower salary expenses, delayed tenant activities charges, and offset by higher legal expenses. This resulted in a surplus of \$2,016,118 compared to the budgeted year-to-date surplus of \$1,013,919.

EMP activity year to date is \$56,308. This is mainly due to the China Clipper's painting project, which was reimbursed by the CDBG Fund.

CIP's totaled \$727,548 for the fiscal year. Of this, \$12,642 is for the new roof for Lincoln Willow; \$15,375 is for Anne B Diament's Siding project. The Anne B Diament project for converting units to Section 504 is delayed; \$48,599 has been incurred so far. \$650,933 is slotted for the Site Improvement and Kitchen and Bathroom remodeling Projects for Esperanza.

INDEPENDENCE PLAZA

Operating revenue is slightly over budget by \$26,879. This is mainly due to the reimbursement received from the CDBG Program for replacing gutters, which was not in the budget. The operating expenses are under budget by \$420,387, mainly due to the delayed EMP expenses, lower salary expenses, lower employees benefit costs and lower maintenance contract costs. Therefore, IP operations resulted in a surplus of \$1,224,231 compared to the year-to-date budgeted surplus of \$776,965

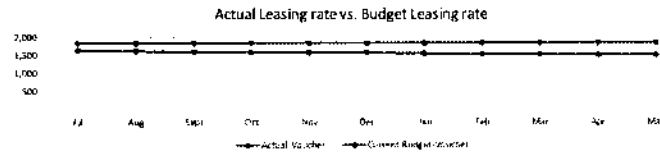
EMP expenses total \$0. CIP totaled \$60,001 for replacing gutters.

HOUSING CHOICE VOUCHER PROGRAM

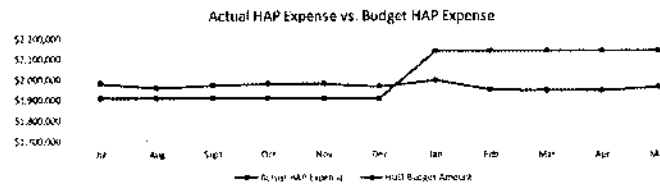
Our May lease rate is at 81 percent due to the tight housing market. The year-to-date lease rate is at 84.6 percent for the fiscal year ending May 31, 2016, and 82.1 percent for the HUD calendar year 2016 annual funding cycle, which began in January. As HUD increased the budget amount since January 2016, the year-to-date utilization rate of actual HAP expense has decreased to 97.7% of the HUD Budget Amount for the fiscal year ending May 31, 2016, and 91.6% for the HUD calendar year 2016 annual funding cycle.

A project reserve (or HAP funds Held by HUD reserve) whereby AHA can draw additional HAP funds if our HAP costs exceed any year's HAP budget has been established by HUD in lieu of significant RNP (Restricted Net Position) cash reserves held by AHA in the past. Currently this HUD held HAP reserve has a balance in excess of \$2.9 million dollars as of May 31, 2016. As the payment standard increases effective April 2016, the HUD held HAP reserve balance will be fully utilized in the future.

Unit Category	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Actual-Voucher	1,640	1,614	1,604	1,589	1,574	1,563	1,546	1,524	1,515	1,500	1,493		17,162
Current Budget-Voucher	1,845	1,845	1,845	1,845	1,845	1,845	1,845	1,845	1,845	1,845	1,845		20,295
Over (under) Budget	(205)	(231)	(241)	(256)	(271)	(282)	(299)	(321)	(330)	(345)	(352)		(3,133)
Percent Leased Per Mo	88.9%	87.5%	87%	86%	85%	85%	84%	83%	82%	81%	81%		84.6%



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	YTD	
Actual HAP Expense	\$ 1,998,140	\$ 1,961,217	\$ 1,972,480	\$ 1,981,482	\$ 1,991,214	\$ 1,979,774	\$ 1,998,532	\$ 1,952,732	\$ 1,948,112	\$ 1,945,991	\$ 1,964,158		\$ 21,657,814
HUD Budget Amount	\$ 1,910,249	\$ 1,910,369	\$ 1,910,369	\$ 1,910,369	\$ 1,910,369	\$ 1,910,369	\$ 2,140,749	\$ 2,140,749	\$ 2,140,749	\$ 2,140,749	\$ 2,140,749		\$ 21,659,959
Over (under) Utilization	\$ 69,771	\$ 51,848	\$ 63,111	\$ 71,113	\$ 70,845	\$ 69,405	\$ (142,217)	\$ (188,017)	\$ (192,637)	\$ (194,758)	\$ (176,599)		\$ (508,145)



For CY 2016, administrative fees will be paid on the basis of units leased as of the first day of each month. This data will be extracted from the Voucher Management System (VMS) at the close of each reporting cycle. Two fee rates are provided for each public housing authority (PHA). The first rate, referred to as Column A rate, applies to the first 7200 unit months leased in CY 2016. The second rate, referred to as Column B rate, applies to all remaining unit months leased in CY 2016. The 2016 HCV Administrative Fee Column A Rate is \$113.45 and Column B Rate is \$105.90. This is slightly higher than the rates in 2015. The 2015 HCV Administrative Fee Column A Rate was \$110.31 and Column B Rate was \$102.96.

Administrative fee proration was reported at 79% effective January 1 2015. Effective with billings for October 1, 2015, AHA used a pro-ration of 81 percent of 80 percent of the Column B rate to calculate fees for portable vouchers.

On May 26, HUD sent a letter to Executive Directors increasing the administrative fee proration for calendar year (CY) 2016 from 80 percent to 84 percent. The Department has allocated previously unused funds towards the administrative fee as the FY 2016 Appropriations Act allows it to do. The first quarter calendar year 2016 administrative fee reconciliation will reflect the increased proration.

The operating (or administrative) portion of the Housing Choice Voucher program has an operating surplus of \$510,883 compared to the year-to-date budgeted surplus of \$39,678 based on income from actual units leased for the fiscal year as required by HUD accounting brief number 19.

The operating revenue is below year-to-date budget by \$163,666 (.1%). This is mainly due to the lower Administrative Fees. The operating expense is lower than the year-to-date budget by \$634,871, mainly due to the lower HAP payment, lower salary expenses and lower employee benefit costs. The operating surplus, therefore, is over budget by \$471,205

DISPOSAL OF ASSETS

On June 1, the following two vehicles will be disposed on Public Auction, since there is no need for the usage of these vehicles anymore.

1998 Dakota Pickup. Vin 1B7FL22P9W5680002

2003 Dodge Van Vin 2D7HB11Y03K512485

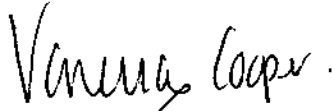
BUDGET CONSIDERATION/FINANCIAL IMPACT

At the bottom of each budget variance report, the balance is shown by either a surplus or deficit. An adjustment for any deficit is made by transferring from accumulated operating reserves. Generally, surpluses are added to operating reserves while deficits are reductions to operating reserves.

RECOMMENDATION

For information only.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

VC/MW

Attachments: 1. Budget Variance Report

**Housing Authority of the City of Alameda
Unaudited Budget Variance Report
For the Eleven Month Fiscal Period Ending May 31, 2016**

Description	Year to Date Budget	Year to Date (YTD) Actual Income and Expenditures							YTD Variance	Budget Used	S/B 92%	Annual Budget
		General Fund	AHA/CDBG/Other Managed	Parrot & Eagle Village	HA Owned	Independence Plaza	Section 8	Total Actual				
Operating Income												
HAP/Subsidy/Tax Increment	\$ 28,715,986	\$ 267,467	\$ -	\$ 1,596,888	\$ 3,830,255	\$ 1,258,675	\$ 21,806,183	\$ 28,759,468	\$ 43,482	92%	\$ 31,326,530	
Dwelling Rent	3,010,709	-	-	489,867	1,359,396	1,371,501	-	3,220,764	210,055	98%	3,284,410	
Administrative Fees	1,715,378	-	-	-	-	-	1,534,415	1,534,415	(180,963)	82%	1,871,321	
Interest	65,983	13,047	-	8,986	65,428	4,345	732	92,538	27,455	130%	71,000	
Other Income	1,459,959	128,291	594,590	19,732	594,968	96,702	38,664	1,472,947	12,988	92%	1,592,683	
Total Operating Income	34,967,115	408,805	594,590	2,115,473	5,850,047	2,731,223	23,379,994	35,080,132	113,017	92%	38,145,944	
Operating Expenses												
Administrative:												
Salaries	2,792,802	38,036	460,240	196,049	587,401	254,337	941,100	2,477,163	315,639	81%	3,046,693	
Legal	69,393	1,932	8,371	8,128	71,213	8,598	19,789	118,031	(48,638)	156%	75,701	
Travel/Training	73,226	(2,579)	3,444	6,090	18,325	7,693	22,239	55,212	18,014	69%	79,883	
Publications	4,214	-	-	129	386	156	472	1,143	3,071	25%	4,597	
Telephone	31,123	86	10	3,793	13,359	9,529	9,864	36,641	(5,518)	108%	33,952	
Audit Fees	32,822	-	-	4,836	13,175	8,246	4,743	31,000	1,822	87%	35,806	
Office Supplies	51,568	10	8,833	4,752	15,044	6,414	30,927	65,980	(14,412)	117%	56,256	
Contract Costs	494,503	25,804	34,596	29,363	113,869	34,241	136,635	374,508	119,995	69%	539,458	
Sundry	91,543	2,010	9,745	6,994	20,041	9,987	27,577	76,354	15,189	76%	99,865	
Subtotal	3,641,193	65,299	525,239	260,134	852,813	339,201	1,193,346	3,236,032	405,161	81%	3,972,211	
Tenant Services:												
Salaries	87,910	-	-	14,765	41,250	22,589	-	78,604	9,306	82%	95,902	
Tenant Activities	119,258	-	295	100	23,637	8,024	2,029	34,085	85,173	26%	130,100	
Relocation Cost	22,917	-	-	-	21,832	-	-	21,832	1,085	0%	25,000	
Subtotal	230,085	-	295	14,865	86,719	30,613	2,029	134,521	95,564	54%	251,002	
Utilities:												
Water and Sewer	488,098	-	-	93,308	227,579	109,711	1,496	432,094	56,004	81%	532,470	
Electricity	136,587	-	-	13,084	50,262	39,144	6,464	108,954	27,633	73%	149,004	
Gas	68,803	-	-	173	26,488	18,000	275	44,936	23,867	60%	75,058	
Subtotal	693,488	-	-	106,565	304,329	166,855	8,235	585,984	107,504	77%	756,532	
Maintenance:												
Salaries	1,021,598	-	-	162,700	417,640	257,372	-	837,712	183,886	75%	1,114,470	
Materials	201,297	-	-	40,131	102,148	45,562	2,472	190,313	10,984	87%	219,597	
Contract Costs	1,114,164	-	-	266,822	709,787	181,848	24,605	1,183,062	(68,898)	97%	1,215,452	
Subtotal	2,337,059	-	-	469,653	1,229,575	484,782	27,077	2,211,087	125,972	87%	2,549,519	
General:												
Police Services	192,500	-	-	36,044	113,937	33,478	11,504	194,963	(2,463)	93%	210,000	
Insurance	96,113	-	-	19,553	55,670	29,347	3,550	108,120	(12,008)	103%	104,850	
Employee Benefits	1,302,597	13,714	138,695	133,571	367,259	188,658	349,336	1,191,233	111,364	84%	1,421,015	
Collection Losses	28,680	-	-	(33)	(120)	(464)	-	(617)	29,297	0%	31,287	
Subtotal	1,619,889	13,714	138,695	189,135	536,746	251,019	364,390	1,493,699	126,190	85%	1,767,152	

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**Housing Authority of the City of Alameda
 Unaudited Budget Variance Report
 For the Eleven Month Fiscal Period Ending May 31, 2016**

Description	Year to Date Budget	Year to Date (YTD) Actual Income and Expenditures								YTD Variance	S/B 92%	Annual Budget
		General Fund	AHA/CDBG/Other Managed	Parrot & Eagle Village	HA Owned	Independence Plaza	Section 8	Total Actual				
Total Operating Exp.	8,521,715	79,013	664,229	1,040,352	3,010,182	1,272,470	1,595,077	7,661,323	860,392	82%	9,296,416	
Mortgage/HAP Payments:												
HAP Payments	22,044,575	267,467	-	-	-	-	21,274,034	21,541,501	503,074	90%	24,048,627	
Mortgage Interest	1,022,432	-	-	65,856	735,763	234,522	-	1,036,141	(13,709)	93%	1,115,380	
Interest-City Loan	-	-	-	-	-	-	-	-	0		0	
Subtotal	23,067,006	267,467	-	65,856	735,763	234,522	21,274,034	22,577,642	489,364	90%	25,164,007	
Other Expenses:												
Extraordinary Maint.	847,270	-	-	14,619	56,308	-	-	70,927	776,343	8%	924,294	
CDBG/Other Programs	-	-	-	-	-	-	-	-	0	0%	0	
Pre-Development Costs	154,000	38,605	20	-	31,676	-	-	70,301	83,699	42%	168,000	
Subtotal	1,001,270	38,605	20	14,619	87,984	-	-	141,228	860,042	13%	1,092,294	
Total Expenses	32,589,991	385,085	664,249	1,120,827	3,833,929	1,506,992	22,869,111	30,380,193	2,209,798	85%	35,552,717	
Operating Income before Depr.	2,377,125	23,720	(69,659)	994,646	2,016,118	1,224,231	510,883	4,699,939	2,322,814	181%	2,593,227	
Depreciation	1,196,512	106,689	-	279,697	609,279	349,547	-	1,345,212	(148,700)	103%	1,305,286	
Operating Income after Depr.	1,180,613	(82,969)	(69,659)	714,949	1,406,839	874,684	510,883	3,354,727	2,174,114		1,287,941	

Housing Authority of the City of Alameda
Unaudited Budget Variance Report
For the Eleven Month Fiscal Period Ending May 31, 2016

Description	Year to Date Budget	Year to Date (YTD) Actual Income and Expenditures							YTD Variance	S/B 92%	Annual Budget
		General Fund	AHA/CDBG/Other Managed	Parrot & Eagle Village	HA Owned	Independence Plaza	Section 8	Total Actual			
GAAP to Cash Adjustments:											
Operating Income after Depr.		(82,969)	(69,659)	714,949	1,406,839	874,684	510,883	3,354,727			
<u>Cash Adjustments</u>											
Addback Depreciation		106,689	-	279,697	609,279	349,547	-	1,345,212			
Subtract Mtg Prin Paymts		-	-	(141,613)	(187,744)	(477,816)	-	(807,173)			
Subtract Replacement Res		-	-	(29,583)	(33,550)	(58,828)	-	(121,961)			
Total Adjustments		106,689	-	108,501	387,985	(187,097)	-	416,078			
Adjusted Net Cash		23,720	(69,659)	823,450	1,794,824	687,587	510,883	3,770,805			
<u>Reserve Transfers, Loans, Prior Period Adj</u>											
Operating Reserve Transfers		-	-	-	-	-	-	-			
Payoff US Bank Loans		-	-	-	-	-	-	-			
Replacement Reserves-Voluntary		-	-	-	-	-	-	-			
Equipment Reserves-Voluntary		-	-	-	-	-	-	-			
Total Reserve Transfers		-	-	-	-	-	-	-			
<u>Capital Assets</u>											
Capital Asset Additions		14,999	-	(22,686)	(727,548)	(60,001)	-	(795,236)			
Net Capital Assets		14,999	-	(22,686)	(727,548)	(60,001)	-	(795,236)			
Net GAAP to Cash Adj's		38,719	(69,659)	800,764	1,067,276	627,586	510,883	2,975,569			

Unaudited Budget Variance Report
General Fund
For the Eleven Months Ending May 31, 2016

Account Description	Annual Budget	Monthly Budget	Monthly Actuals	Monthly Variance	Y-T-D Budget	Y-T-D Actuals	YTD Variance	S/B 92% USED
OPERATING INCOME:								
HAP	279,897	23,325	0	(23,325)	256,572	267,467	10,895	96%
Interest	7,000	583	831	248	6,417	13,047	6,630	186%
Other Income	118,200	9,850	8,482	(1,368)	108,350	116,100	7,750	98%
Management Fee	0	0	1,109	1,109	0	12,191	12,191	100%
Total Operating Income	405,097	33,758	10,422	(23,336)	371,339	408,805	37,466	101%
OPERATING EXPENSES:								
Administrative:								
Salaries	60,000	5,000	3,569	1,431	55,000	38,036	16,964	0%
Legal	0	0	0	0	0	1,932	(1,932)	0%
Travel/Training	0	0	608	(608)	0	(2,579)	2,579	0%
Publications	0	0	0	0	0	0	0	0%
Telephone	0	0	11	(11)	0	86	(86)	0%
Audit Fees	0	0	0	0	0	0	0	0%
Office Supplies	0	0	0	0	0	10	(10)	0%
Contract Costs	0	0	100	(100)	0	25,804	(25,804)	0%
Sundry	42,052	3,504	28	3,476	38,548	2,010	36,538	0%
Total	102,052	8,504	4,316	4,188	93,548	65,299	28,249	0%
Tenant Services:								
Tenant Activities	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	0%
Utilities:								
Water and Sewer	0	0	0	0	0	0	0	0%
Electricity	0	0	0	0	0	0	0	0%
Gas	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	0%
Maintenance:								
Salaries	0	0	0	0	0	0	0	0%
Materials	0	0	0	0	0	0	0	0%
Contract Costs	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	0%
General:								
Police Services	0	0	0	0	0	0	0	0%
Insurance	0	0	0	0	0	0	0	0%
Claims Benefits	0	0	0	0	0	0	0	0%
Employee Benefits	0	0	1,794	(1,794)	0	13,714	(13,714)	0%
Collection Losses	0	0	0	0	0	0	0	0%
Transfers out	0	0	0	0	0	0	0	0%
Total	0	0	1,794	(1,794)	0	13,714	(13,714)	0%
Total Operating Expenses	102,052	8,504	6,110	2,394	93,548	79,013	14,535	0%
Mortgage/HAP Payments:								
Hap Payments	279,897	23,325	24,688	(1,363)	256,572	267,467	(10,895)	96%
Mortgage Interest	0	0	0	0	0	0	0	0%
Total	279,897	23,325	24,688	(1,363)	256,572	267,467	(10,895)	96%
Other Expenses:								
Extraordinary Maintenance	32,500	2,708	0	2,708	29,792	0	29,792	0%
Pre-development Costs	126,700	10,558	0	10,558	116,142	38,605	77,537	0%
Total	159,200	13,267	0	13,267	145,933	38,605	107,328	0%
Total Expenses	541,149	45,096	30,798	14,298	496,053	385,085	110,968	71%
Operating Income before Dep	(136,052)	(11,338)	(20,376)	(9,038)	(124,714)	23,720	148,434	-17%
Depreciation (paper expense)	107,525	8,960	9,699	(739)	98,565	106,689	(8,124)	99%
Operating Income after Depr	(243,577)	(20,298)	(30,075)	(9,777)	(223,279)	(82,969)	140,310	34%

Unaudited Budget Variance Report
AHA/CDBG/Other Managed Programs
For the Eleven Months Ending May 31, 2016

Account Description	Annual Budget	Monthly Budget	Monthly Actuals	Monthly Variance	Y-T-D Budget	Y-T-D Actuals	YTD Variance	S/B 92% USED
OPERATING INCOME:								
HAP	0	0	0	0	0	0	0	
Interest	0	0	0	0	0	0	0	
Other Income	815,440	67,953	69,541	1,588	747,487	594,590	(152,897)	73%
Management Fee	0	0	0	0	0	0	0	
Total Operating Income	815,440	67,953	69,541	1,588	747,487	594,590	(152,897)	73%
OPERATING EXPENSES:								
Administrative:								
Salaries	513,491	42,791	40,714	(2,077)	470,700	460,240	10,460	90%
Legal	0	0	0	0	0	8,371	(8,371)	0%
Travel/Training	6,531	544	390	(154)	5,987	3,444	2,543	53%
Publications	297	25	0	(25)	272	0	272	0%
Telephone	3,052	254	1	(253)	2,798	10	2,788	0%
Audit Fees	4,806	401	0	(401)	4,406	0	4,406	0%
Office Supplies	6,756	563	1,482	919	6,193	8,833	(2,640)	131%
Contract Costs	58,558	4,880	5,470	590	53,678	34,596	19,082	59%
Sundry	0	0	799	(799)	0	9,745	(9,745)	0%
Total	593,491	49,458	48,856	(2,200)	544,033	525,239	18,794	88%
Tenant Services:								
Tenant Activities	0	0	0	0	0	295	295	0%
Work Experience	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	295	295	0%
Utilities:								
Water and Sewer	0	0	0	0	0	0	0	0%
Electricity	0	0	0	0	0	0	0	0%
Gas	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	0%
Maintenance:								
Salaries	0	0	0	0	0	0	0	
Materials	0	0	0	0	0	0	0	0%
Contract Costs	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	
General:								
Police Services	0	0	0	0	0	0	0	
Insurance	0	0	0	0	0	0	0	0%
Claims Benefits	0	0	0	0	0	0	0	0%
Employee Benefits	196,040	16,337	12,397	3,940	179,703	138,695	41,008	71%
Collection Losses	0	0	0	0	0	0	0	0%
Transfers out	0	0	0	0	0	0	0	0%
Total	196,040	16,337	12,397	3,940	179,703	138,695	41,008	71%
Total Operating Expenses	789,531	65,794	61,253	1,740	723,737	664,229	60,098	84%
Mortgage/HAP Payments:								
Hap Payments	0	0	0	0	0	0	0	
Mortgage Interest	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	
Other Expenses:								
Extraordinary Maintenance	0	0	0	0	0	0	0	
CDBG/Other Programs	0	0	0	0	0	0	0	
Pre-development Costs	0	0	0	0	0	20	(20)	0%
Total	0	0	0	0	0	20	(20)	0%
Total Expenses	789,531	65,794	61,253	1,740	723,737	664,249	60,078	84%
Operating Income before Dep	25,909	2,159	8,288	6,129	23,750	(69,659)	(93,409)	
Depreciation (paper expense)	0	0	0	0	0	0	0	
Operating Income after Depr	25,909	2,159	8,288	6,129	23,750	(69,659)	(93,409)	

**Unaudited Budget Variance Report
Parrot Village and Eagle Village
For the Eleven Fiscal Months Ending May 31, 2016**

Account Description	Annual Budget	Monthly Budget	Monthly Actuals	Monthly Variance	Y-T-D Budget	Y-T-D Actuals	YTD Variance	92% USED
OPERATING INCOME:								
HAP	1,727,008	143,917	154,757	10,840	1,583,091	1,596,888	13,797	92%
Dwelling Rents	480,315	40,026	41,903	1,877	440,289	489,867	49,578	102%
NonDwelling Rents	0	0	0	0	0	0	0	
Interest	12,000	1,000	0	(1,000)	11,000	8,986	(2,014)	75%
Other Income	15,240	1,270	1,078	(192)	13,970	19,732	5,762	129%
Total Income	2,234,563	186,214	197,738	11,524	2,048,349	2,115,473	67,124	95%
OPERATING EXPENSES:								
Administrative:								
Salaries	261,732	21,811	18,491	3,320	239,921	196,049	43,872	75%
Legal	9,840	820	1,189	(369)	9,020	8,128	892	83%
Travel/Training	5,830	486	908	(422)	5,344	6,090	(746)	104%
Publications	500	42	12	30	458	129	329	26%
Telephone	3,000	250	369	(119)	2,750	3,793	(1,043)	126%
Audit Fees	4,800	400	0	400	4,400	4,836	(436)	101%
Office Supplies	5,600	467	943	(476)	5,133	4,752	381	85%
Contract Costs	57,076	4,756	4,498	258	52,320	29,363	22,957	51%
Sundry	4,400	367	284	83	4,033	6,994	(2,961)	159%
Total	352,778	29,398	26,694	2,704	323,380	260,134	63,246	74%
Tenant Services:								
Salaries	23,483	1,957	1,066	891	21,526	14,765	6,761	63%
Tenant Activities	14,000	1,167	0	1,167	12,833	100	12,733	1%
Total	37,483	3,124	1,066	2,058	34,359	14,865	19,494	40%
Utilities:								
Water and Sewer	108,900	7,683	13,905	(6,222)	99,825	93,308	6,517	86%
Electricity	16,540	1,378	1,017	361	15,162	13,084	2,078	79%
Gas	6,463	539	8	531	5,924	173	5,751	3%
Total	131,903	9,600	14,930	(5,330)	120,911	106,565	14,346	81%
Maintenance:								
Salaries	210,799	17,567	14,420	3,147	193,232	162,700	30,532	77%
Materials	49,700	4,142	2,072	2,070	45,558	40,131	5,427	81%
Contract Costs	233,120	19,427	32,137	(12,710)	213,693	266,822	(53,129)	114%
Total	493,619	41,135	48,629	(7,494)	452,484	469,653	(17,169)	95%
General:								
Police Services	49,770	4,148	3,220	928	45,623	36,044	9,579	72%
Insurance	23,246	1,937	1,646	291	21,309	19,553	1,756	84%
Employee Benefits	180,272	15,023	13,534	1,489	165,249	133,571	31,678	74%
Claims Account			0	0		0	0	
Collection Losses	13,600	1,133	0	1,133	12,467	(33)	12,500	0%
Total	266,888	22,241	18,400	3,841	244,647	189,135	55,512	71%
Total Operating Expenses	1,282,671	105,498	109,719	(4,221)	1,175,782	1,040,352	135,430	81%
Mortgage Interest								
Mortgage Interest & Fees	70,500	5,875	7,239	(1,364)	64,625	65,856	(1,231)	93%
Total	70,500	5,875	7,239	(1,364)	64,625	65,856	(1,231)	93%
Other Expenses:								
Extraordinary Maintenance	175,000	14,583	0	14,583	160,417	14,619	145,798	8%
Total	175,000	14,583	0	14,583	160,417	14,619	145,798	8%
Total Operating Expenses	1,528,171	125,956	116,958	8,998	1,400,823	1,120,827	279,996	73%
Operating Income before Dep	706,392	60,258	80,780	20,522	647,526	994,646	347,120	141%
Depreciation (paper expense)	276,528	23,044	25,427	(2,383)	253,484	279,697	(26,213)	101%
Operating Income after Depr	429,864	35,822	55,353	91,175	394,042	714,949	320,907	166%

Unaudited Internal Budget Variance Report
Housing Authority-Owned Properties
For the Eleven Month Fiscal Period Ending May 31, 2016

Account Description	Annual Budget	Monthly Budget	Monthly Actuals	Monthly Variance	YTD Budget	Y-T-D Actuals	YTD Variance	92% USED
OPERATING INCOME:								
HAP	4,050,262	337,522	369,485	31,963	3,712,740	3,830,255	117,515	95%
Dwelling Rents	1,378,135	114,845	126,142	11,297	1,263,290	1,359,396	96,106	99%
Interest	50,000	4,167	1,018	(3,149)	45,833	65,428	19,595	131%
Other Income	578,261	48,188	4,437	(43,751)	530,073	594,968	64,895	103%
Total Income	6,056,658	504,722	501,082	(3,640)	5,551,937	5,850,047	298,111	97%
OPERATING EXPENSES:								
Administrative:								
Salaries	777,611	64,801	54,192	10,609	712,810	587,401	125,409	76%
Legal	36,756	3,063	10,810	(7,747)	33,693	71,213	(37,520)	194%
Travel/Training	13,670	1,139	2,540	(1,401)	12,531	18,325	(5,794)	134%
Publications	1,800	150	29	121	1,650	386	1,264	21%
Telephone	9,000	750	1,117	(367)	8,250	13,359	(5,109)	148%
Audit Fees	11,500	958	0	958	10,542	13,175	(2,633)	115%
Office Supplies	15,900	1,325	3,051	(1,726)	14,575	15,044	(469)	95%
Contract Costs	194,121	16,177	16,029	148	177,944	113,869	64,075	59%
Sundry	13,400	1,117	769	348	12,283	20,041	(7,758)	150%
Total	1,073,758	89,480	88,537	943	984,278	852,813	131,465	79%
Tenant Services:								
Salaries	48,656	4,055	3,720	335	44,601	41,250	3,351	85%
Tenant Activities	89,400	7,450	5,416	2,034	81,950	23,637	58,313	26%
Relocation Cost	25,000	0	0	0	22,917	21,832	1,085	0%
Total	163,056	11,505	9,136	2,369	149,468	86,719	62,749	53%
Utilities:								
Water and Sewer	281,715	22,176	11,213	10,963	258,239	227,579	30,660	81%
Electricity	73,744	6,145	4,624	1,521	67,599	50,262	17,337	68%
Gas	46,616	3,885	2,534	1,351	42,731	26,488	16,243	57%
Total	402,075	32,206	18,371	13,835	368,569	304,329	64,240	76%
Maintenance:								
Salaries	546,941	45,578	32,337	13,241	501,363	417,640	83,723	76%
Materials	117,981	9,832	4,555	5,277	108,149	102,148	6,001	87%
Contract Costs	701,302	58,442	80,660	(22,218)	642,860	709,787	(66,927)	101%
Total	1,366,224	113,852	117,552	(3,700)	1,252,372	1,229,575	22,797	90%
General:								
Police Services	106,680	8,890	10,255	(1,365)	97,790	113,937	(16,147)	107%
Insurance	47,392	3,949	5,131	(1,182)	43,443	55,670	(12,227)	117%
Employee Benefits	386,881	32,240	36,279	(4,039)	354,641	367,259	(12,618)	95%
Claim Costs	0	0	0	0	0	0	0	
Collection Loss	17,687	1,474	0	1,474	16,213	(120)	16,333	
Total	558,640	46,553	51,665	(5,112)	512,087	536,746	(24,659)	96%
Total Operating Expenses	3,563,753	293,596	285,261	8,335	3,266,774	3,010,182	256,592	84%
Mortgage/HAP Payments:								
Mortgage Interest	789,850	65,821	66,251	(430)	724,029	735,763	(11,734)	93%
Interest to City Loan	0	0	0	0	0	0	0	
Total	789,850	65,821	66,251	(430)	724,029	735,763	(11,734)	93%
Other Expenses:								
Extraordinary Maintenance	555,662	42,658	0	40,042	509,357	56,308	202,142	
Pre-development Cost	41,300	0	0	0	37,858	31,676	6,182	77%
Total	596,962	42,658	0	40,042	547,215	87,984	208,324	
Total Expenses	4,950,565	402,075	351,512	50,563	4,538,018	3,833,929	453,182	77%
Operating Income before Dep	1,106,093	102,647	149,570	46,923	1,013,919	2,016,118	1,002,199	182%
Depreciation (paper expense)	578,269	48,189	55,389	(7,200)	530,080	609,279	(79,199)	105%
Operating Income after Depr	527,824	43,985	94,181	50,196	483,839	1,406,839	923,000	

**Unaudited Internal Budget Variance Report
Independence Plaza
For the Eleven Fiscal Months Ending May 31, 2016**

Account Description	Annual Budget	Monthly Budget	Monthly Actuals	Monthly Variance	Y-T-D Budget	Y-T-D Actuals	YTD Variance	S/B 92% USED
OPERATING INCOME:								
Dwelling Rents	1,425,960	118,830	126,759	7,929	1,307,130	1,371,501	64,371	96%
Deficit Adjustment (City)	1,500,633	125,053	101,957	(23,096)	1,375,580	1,258,675	(116,905)	84%
Interest	2,000	167	0	(167)	1,833	4,345	2,512	217%
Other Income	21,600	1,800	1,325	(475)	19,800	96,702	76,902	448%
Total Income	2,950,193	245,849	230,041	(15,808)	2,704,344	2,731,223	26,879	93%
OPERATING EXPENSES:								
Administrative:								
Salaries	305,019	25,418	23,815	1,603	279,601	254,337	25,264	83%
Legal	18,075	1,506	3,484	(1,978)	16,569	8,598	7,971	48%
Travel/Training	8,800	733	1,235	(502)	8,067	7,693	374	87%
Publications	700	58	16	42	642	156	486	22%
Telephone	8,000	667	810	(143)	7,333	9,529	(2,196)	119%
Audit Fees	3,700	308	0	308	3,392	8,246	(4,854)	223%
Office Supplies	8,000	667	1,297	(630)	7,333	6,414	919	80%
Contract Costs	70,822	5,902	6,123	(221)	64,920	34,241	30,679	48%
Sundry	15,500	1,292	363	929	14,208	9,987	4,221	64%
Total	438,616	36,551	37,143	(592)	402,065	339,201	62,864	77%
Tenant Services:								
Salaries	23,764	1,980	1,750	230	21,784	22,589	(805)	95%
Tenant Activities	26,600	2,217	1,184	1,033	24,383	8,024	16,359	
Total	50,364	4,197	2,934	1,263	46,167	30,613	15,554	61%
Utilities:								
Water and Sewer	141,484	11,790	0	11,790	129,694	109,711	19,983	78%
Electricity	49,897	4,158	3,634	524	45,739	39,144	6,595	78%
Gas	21,463	1,789	1,833	(44)	19,674	18,000	1,674	84%
Total	212,844	17,737	5,467	12,270	195,107	166,855	28,252	78%
Maintenance:								
Salaries	356,730	29,728	17,207	12,521	327,003	257,372	69,631	72%
Materials	47,338	3,945	2,563	1,382	43,393	45,562	(2,169)	96%
Contract Costs	263,780	21,982	17,194	4,788	241,798	181,848	59,950	69%
Total	667,848	55,654	36,964	18,690	612,194	484,782	127,412	73%
General:								
Police Services	37,590	3,133	3,028	105	34,458	33,478	980	89%
Insurance	30,027	2,502	2,710	(208)	27,525	29,347	(1,822)	98%
Employee Benefits	249,144	20,762	17,162	3,600	228,382	188,658	39,724	76%
Collection Losses	0	0	0	0	0	(464)	464	
Total	316,761	26,397	22,900	3,497	290,364	251,019	39,345	79%
Total Operating Expenses	1,686,433	140,536	105,408	35,128	1,545,897	1,272,470	273,427	75%
Mortgage Interest								
Mortgage Interest	255,030	21,253	20,229	1,024	233,778	234,522	(745)	92%
Total	255,030	21,253	20,229	1,024	233,778	234,522	(745)	92%
Other Expenses:								
Extraordinary Maintenance	161,132	13,428	0	13,428	147,704	0	147,704	0%
Total	161,132	13,428	0	13,428	147,704	0	147,704	0%
Total Expenses	2,102,595	175,216	125,637	49,579	1,927,379	1,506,992	420,387	72%
Operating Income before Dep	847,598	70,633	104,404	33,771	776,965	1,224,231	447,266	144%
Depreciation (paper expense)	342,964	28,580	31,777	(3,197)	314,384	349,547	(35,163)	102%
Operating Income after Depr	504,634	42,053	72,627	30,574	462,581	874,684	412,103	173%

Unaudited Budget Variance Report
Section 8 Voucher Program
For the Eleven Months Ending May 31, 2016

Account Description	Annual Budget	Monthly Budget	Monthly Actuals	Monthly Variance	YTD Budget	Y-T-D Actuals	YTD Variance	S/B 92% USED
OPERATING INCOME:								
HAP	23,768,730	1,980,728	1,978,852	(1,876)	21,788,003	21,806,183	18,181	92%
Dwelling Rents	0	0	0	0	0	0	0	0%
Administrative Fees	1,871,321	155,943	129,181	(26,762)	1,715,378	1,534,415	(180,963)	82%
Interest	0	0	0	0	0	732	732	0%
Other Income	43,942	3,662	0	(3,662)	40,280	38,664	(1,616)	88%
Total Income	25,683,993	2,140,333	2,108,033	(32,300)	23,543,660	23,379,994	(163,666)	91%
OPERATING EXPENSES:								
Administrative:								
Salaries	1,128,840	94,070	80,355	13,715	1,034,770	941,100	93,670	83%
Legal	11,030	919	3,660	(2,741)	10,111	19,789	(9,678)	179%
Travel/Training	13,000	1,083	1,516	(433)	11,917	22,239	(10,322)	171%
Publications	1,300	108	13	95	1,192	472	720	36%
Telephone	10,900	908	1,048	(140)	9,992	9,864	128	90%
Audit Fees	11,000	917	0	917	10,083	4,743	5,340	43%
Office Supplies	20,000	1,667	6,368	(4,701)	18,333	30,927	(12,594)	155%
Contract Costs	158,882	13,240	30,865	(17,625)	145,642	136,635	9,007	86%
Sundry	56,565	4,714	2,438	2,276	51,851	27,577	24,274	0%
Total	1,411,517	117,626	126,263	(8,637)	1,293,891	1,193,346	100,545	85%
Tenant Services:								
Salaries	0	0	0	0	0	0	0	
Tenant Activities	100	8	0	8	92	2,029	(1,937)	0%
Total	100	8	0	8	92	2,029	(1,937)	0%
Utilities:								
Water and Sewer	371	31	0	31	340	1,496	(1,156)	403%
Electricity	8,823	735	552	183	8,088	6,464	1,624	73%
Gas	516	43	(40)	83	473	275	198	53%
Total	9,710	809	512	297	8,901	8,235	666	85%
Maintenance:								
Salaries	0	0	0	0	0	0	0	
Materials	4,578	382	84	298	4,197	2,472	1,725	0%
Contract Costs	17,250	1,438	4,329	(2,892)	15,813	24,605	(8,793)	0%
Total	21,828	1,819	4,413	(2,594)	20,009	27,077	(7,068)	124%
General:								
Police Services	15,960	1,330	998	332	14,630	11,504	3,126	72%
Insurance	4,185	349	322	27	3,836	3,550	286	85%
Employee Benefits	408,678	34,057	33,979	78	374,622	349,336	25,286	85%
Claim Costs	0	0	0	0	0	0	0	0%
Total	428,823	35,735	35,299	436	393,088	364,390	28,698	85%
Total Operating Expenses	1,871,978	155,998	166,487	(10,489)	1,715,980	1,595,077	120,903	85%
HAP Payments:								
HAP	23,768,730	1,980,728	1,974,813	5,915	21,788,003	21,274,034	513,969	90%
Total	23,768,730	1,980,728	1,974,813	5,915	21,788,003	21,274,034	513,969	90%
Other Expenses:								
Extraordinary Maintenance	0	0	0	0	0	0	0	0%
Total	0	0	0	0	0	0	0	0%
Total Expenses	25,640,708	2,136,726	2,141,300	(4,574)	23,503,982	22,869,111	634,871	89%
Operating Income before Dep	43,285	3,607	(33,267)	(29,660)	39,678	510,883	471,205	1180%
Depreciation (paper expense)	0	0	0	0	0	0	0	
Operating Income after Depr	43,285	3,607	(33,267)	(29,660)	39,678	510,883	471,205	1180%



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2181 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Date: June 15, 2016

Re: Write-off of Uncollectible Tenant Accounts Receivable

BACKGROUND

Periodically, the Housing Authority writes-off uncollectible rent and miscellaneous charges from its books. The term write-off indicates a procedure where past due amounts from tenants, who are no longer occupying dwelling units in an Authority complex, are removed from its books after the usual means of collection have been exhausted. For budget purposes, this write-off appears as an expense. This procedure does not preclude the Housing Authority from continuing to pursue collection through a collection agency. Future collection of amounts previously written-off will reduce future expenses.

DISCUSSION

This request is to write-off accounts receivable for tenants who have vacated and have outstanding balances due to the Authority. The total is \$30,714.77, this amount is a combination of rents due of \$3,746.46 and miscellaneous charges of \$26,968.31. Uncollected Tenant Accounts Receivable is a budgeted expense item.

BUDGET CONSIDERATION/FINANCIAL IMPACT

This tenant account write-off will result in an expense to the Housing Authority of \$30,714.77 in the fiscal year ending June 30, 2016.

RECOMMENDATION

Staff recommends approval to write-off the attached tenant accounts receivable totaling \$30,714.77.

Respectfully submitted,

Vanessa M. Cooper
Executive Director

VMC: MW

Attachment: Annual write-offs worksheet for FYE 2016

**ANNUAL WRITE-OFFS
F.Y.E. 6/30/16**

	<u>TYPE OF ACTION</u>	<u>VACATE DATE</u>	<u>RENT OWED</u>	<u>MISC. CHARGE</u>	<u>TOTAL OWED</u>
<u>ESPERANZA:</u>					
<u>2100</u>	DECEASED	8/11/2015	\$ -	\$ 196.13	\$ 196.13
<u>2100</u>	VACATED	4/3/2015	\$ -	\$ 499.10	\$ 499.10
<u>2100</u>	VACATED	6/10/2016	\$ -	\$ 702.00	\$ 702.00
<u>2100</u>	VACATED	5/6/2015	\$ -	\$ 1,442.95	\$ 1,442.95
<u>2100</u>	EVICTED	9/16/2015	\$ 2,554.67	\$ 9,363.50	\$ 11,918.17
<u>2100</u>	VACATED	6/15/2015	\$ -	\$ 405.02	\$ 405.02
			\$ 2,554.67	\$ 12,608.70	\$ 15,163.37
<u>HA OWNED:</u>					
<u>6010</u>	EVICTED	2/11/2015	\$ 585.57	\$ 258.00	\$ 843.57
<u>6010</u>	DECEASED	2/29/2016	\$ -	\$ 41.00	\$ 41.00
<u>6020</u>	DECEASED	1/31/2016	\$ -	\$ 1,210.00	\$ 1,210.00
<u>6020</u>	DECEASED	1/31/2016	\$ -	\$ 1,392.00	\$ 1,392.00
<u>6070</u>	EVICTED	10/15/2015	\$ 226.80	\$ 7,557.06	\$ 7,783.86
			\$ 812.37	\$ 10,458.06	\$ 11,270.43

**ANNUAL WRITE-OFFS
F.Y.E. 6/30/16**

<u>EAGLE VILLAGE:</u>						
<u>6100</u>	VACATED	5/11/2015	\$ -	\$	3,285.55	\$ 3,285.55
<u>6100</u>	EVICTED	6/2/2015	\$ 19.20	\$	412.00	\$ 431.20
			\$ 19.20	\$	3,697.55	\$ 3,716.75
<u>INDEPENDENCE PLAZA:</u>						
<u>8100</u>	VACATED	11/10/2015	\$ 360.22	\$	30.00	\$ 390.22
<u>8100</u>	VACATED	6/30/2014	\$ -	\$	174.00	\$ 174.00
			\$ 360.22	\$	204.00	\$ 564.22
	GRAND TOTAL		\$ 3,746.46	\$	26,968.31	\$ 30,714.77



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: Vanessa M. Cooper
Executive Director

Prepared by: Janet Basta
Director of Human Resources and Operations

Date: June 15, 2016

Re: Authorize the Executive Director to Bring a Revised AHA Employee
Benefits Structure and Corresponding Resolution(s) Reflecting the
Changes to the Board No Later than August 2016

BACKGROUND

In June 2012, the Housing Authority Board of Commissioners approved a resolution effective July 1 2012 electing to be subject to the Public Employees' Medical and Hospital Care Act (PEMHCA). Subsequent legal reviews by our HR attorneys, Liebert Cassidy Whitmore (LCW) raised a number of compliance and cost concerns. This memo reviews the status of implementation of this resolution and the impact on AHA benefits offerings, and requests discussion of and approval to authorize the Executive Director to bring a revised resolution reflecting proposed changes to the August 2016 Board meeting.

DISCUSSION

PEMHCA legislation allows CalPERS to offer health benefits to eligible employers, mandates requirements for employers who elect to be subject to PEMHCA, and establishes eligibility criteria for employees and annuitants (aka retirees). PEMHCA requires participating agencies, with limited exceptions, to comply with an "equal contribution rule" and a "minimum contribution rule" with respect to contributions for eligible employees and annuitants. The Authority is currently contributing the PEMHCA statutory minimum towards retiree health care, which is consistent with its resolutions. However, the Authority is contributing a different amount towards health care for current employees than for retirees, and a different amount among some employees, which likely violates the equal contribution rule. Further background on this is below.

On the advice of our attorney, we are proposing a number of changes to the structure of our benefits plan to ensure compliance with PEMHCA as well as with other new regulations under the Affordable Care Act and various IRS guidelines regulating the use of Cafeteria (Section 125) Plans. The changes proposed will, in addition to focusing on



compliance, enable AHA to control the cost of retirement benefits at time when a significant number of our employees are eligible to retire (approximately 40% are eligible to retire in the next 5 years, and another 24% will be eligible in the following five year period; these figures assume a retirement age of 65, and it is noted that employees may choose to retire earlier or later than this). Furthermore, the structure proposed will allow AHA to maintain a competitive benefits package to attract and retain employees, while controlling long term health benefits liabilities for both active employees and retirees.

The resolution adopted in June 2012 states that AHA will contribute an amount necessary to pay the full cost of enrollment in a health benefits plan for employees and annuitants, including the enrollment of family members, up to a maximum of \$112.00/month (the statutory minimum PEMHCA contribution required at that time). The PEMHCA minimum has increased each year since then, and is currently at \$125.00/month for calendar year 2016. CalPERS has announced that it will increase to \$128.00/month for 2017.

Along with adopting the PEMHCA resolution in 2012, the Board also adopted a resolution approving greater than minimum contributions for active employees' health insurance coverage with contribution levels tiered depending on the number of dependents enrolled (ie, employee only, employee + 1 dependent, and employee + 2 or more dependents). Resolutions have been adopted each subsequent year as health insurance rates are received from CalPERS for the upcoming year. Additionally, AHA pays for the full cost of dental insurance for active employees under the same tiered structure. AHA also established a Cafeteria Plan (also known as a Section 125 plan) for its employees, effective May 1, 2012, which allows for certain benefits (such as additional health and vision care premiums, and health and dependent care expenses) to be paid for by the employee with pre-tax dollars.

Under PEMHCA, AHA should be contributing equal amounts to employees and annuitants enrolled in CalPERS health plans who are in the same group or class, regardless of family or dependent enrollment status. While all employees and annuitants have been provided with at least the minimum contribution, the proposed structure will equalize these contributions while allowing for additional support for active employees' premiums through utilization of the Agency's cafeteria plan. This approach is similar to structures used by a number of other public agencies, and will cap retiree health costs at the PEMHCA minimum.

AHA does not currently have a large number of annuitants. However, as outlined above, it is anticipated that this will change over the next few years, and as a result, retiree health care costs could increase substantially without this change.

Currently, for active employees, AHA provides an employer contribution towards health insurance and pays for the full cost of dental insurance as outlined below:



2016 Employer Contribution Towards Health Insurance	\$746.47/month for employee only	\$1,492.94 for employee + 1 dependent	\$1,940.82 for employee + 2 or more dependents
The above contributions are the same as the premiums for the CalPERS Kaiser plan. The cost for coverage above AHA's contribution is deducted from employees' pay on a pre-tax basis.			
2016 Employer Contribution Towards Dental Insurance	\$62.30/month for employee only	\$125.66 for employee+1 dependent	\$227.24 for employee+2 or more dependents
Vision insurance: No employer contribution is available but employees may pay the premiums (\$8.27/month, \$11.99/month, or \$21.50/month) on a pre-tax basis			

The proposed benefits structure for active employees and annuitants is shown in Appendix A: Proposed AHA Benefits Structure. The proposed effective date of this proposal structure is January 1, 2017, coinciding with the start of calendar and benefits year.

The proposed structure varies from the current benefits structure in several ways:

1. The PEMHCA minimum contribution is provided for as a separate benefit, equal across classes of employees and annuitants. As required by law, AHA will continue to contribute the minimum contribution amount established annually, which will be \$128/month in 2017.
2. To provide additional financial support to active employees' health insurance costs, AHA will make an additional flat-rate contribution for each employee to the agency cafeteria plan that may be used only for health insurance. As a place holder, we have used a proposed amount based on the premium for the employee+2 or more level of Kaiser insurance (the current benchmark plan) for regular employees, and on the employee only level for Resident employees **minus** the current PEMHCA minimum contribution of \$128/month.
3. While we are not legally required to provide the "family" level of coverage for all regular employees through the Cafeteria plan contribution, we are proposing to do so to maintain an equivalent level of benefits for all regular, full-time employees. Employees who do not have more than 1 dependent enrolled (approximately 2/3's of current employees) would have the option to select a more expensive plan and, in most cases, have the full cost of the plan covered by AHA's contribution. Any unspent funds remain with the agency; there is no cash back to an employee who does not utilize the full employer contribution. For reference, 2016 PERS health plan rates are included with this memo (Attachment B).
4. Similarly, AHA will make a separate contribution to the agency cafeteria plan for dental and vision insurance. As with health insurance, we have used a place holder flat rate based on the 2016 dental premium for employee+2 or more level coverage. Employees would be able to use this contribution to pay the cost of



premiums for dental and/or vision insurance; employees who elect to enroll fewer than two dependents in dental insurance would have contributions remaining to cover the cost of vision insurance. For compliance purposes with the Affordable Care Act (ACA), this contribution may not be combined with the contribution the employer makes towards health insurance; accordingly, the contributions are being presented as two separate contribution "buckets".

5. In lieu (cash back) payments: Currently, AHA provides \$230/month for employees who opt out of health insurance, upon receipt of documentation of other health insurance coverage. Employees hired in 2007 or before who were members of the management and confidential classification under the City of Alameda may receive a higher cash back benefit, up to \$869.43/month. Even though very few staff opt to receive cash back, Management would like to continue to offer this benefit, but are proposing phasing it out over the next 1-2 years for several reasons, including:

- a. These payments may be factored into the cost of coverage when determining whether or not insurance is "affordable" under ACA and could potentially make our plans unaffordable for some employees; as a large employer, we will need to offer employees affordable plans or be subject to penalties. There may be some transition relief to this, however, as we have offered these benefits since 2012. Additionally, the IRS may issue further guidance on whether or not "contingent" offerings such as ours would be exempt from the affordability calculation. This is currently not completely defined, as the IRS has not stated with certainty whether that amount could be used for affordability purposes.
- b. A recent court case (June 2016) found these payments may need to be included when determining the base rate of pay for overtime calculations under the Fair Labor Standards Act, posing additional salary costs and administrative burdens to AHA. This ruling was just released, and management will be working with legal to determine the impact of this ruling on AHA benefit structure.

Staff will continue to analyze the feasibility of offering in lieu payments and include a final recommendation for 2017, and to the degree possible, subsequent years in the revised structure and resolution.

6. AHA also offers all employees access to Flexible Spending Accounts for to allow for pre-tax spending for health care, dependent care, and transit expenses, No changes are planned with the exception of automatically adopting any new limits set by the IRS for the FSA, and revising the Section 125 document, following Board approval of the revised structure, to align with the approved framework, including adding dental and voluntary life insurance (employee only) to the cafeteria plan.

FINANCIAL IMPACT

The budget that was presented in May included benefit costs factored at the employee + 2 or more dependent level for all employees, using the 2016 Kaiser and MetLife dental rates as the basis for the calculations. Adopting this proposed structure will not



impact the budget for the upcoming year, particularly since any changes employees make to their benefits elections will not be effective until January 1, 2017. It is likely that actual elections will be less than budgeted for, as 2/3's of employees do not currently have family level coverage and are unlikely to elect plans with premiums at the full amount offered.

Staff chose the 2016 premium levels as a placeholder as AHA has communicated to employees for the past year that they should expect to assume some costs for their benefits. While some public employers continue to provide employees with full coverage, it is becoming more common for employees to make some level of contribution towards their benefits. For example, a study of state employee health care expenditures conducted by the Pew Charitable Trusts and the MacArthur Foundation in 2013 found that, in California, the average state employee paid 23% of the cost of their health insurance coverage, both at an employee only level and employee + dependent level. While we are not advocating requiring employees to assume such a large portion of the health coverage costs, and it is important to note that the above figure represents employee contributions towards *all* plans, and not the lowest cost plan offered, as premiums continue to rise, it may be fiscally prudent to ask employees to pick up a small portion of even the lowest cost health plan, currently Kaiser, and continue to assume the difference when more expensive plans are elected. We do not have 2017 health care premium costs from CalPERS at this point in time, but expect to receive these sometime in July. At that point, we will be able to present more detailed information on plan costs.

Depending on the direction that the Board of Commissioners would like to take, proposals can be presented at various levels of employer contribution for health care including:

1. A flat maximum contribution set at the 2016 Kaiser employee +2 or more premium for the employer contribution
2. A flat maximum contribution set at the 2017 Kaiser employee + 2 or more premium for the employer contribution; note that adopting this scenario may require a budget amendment depending on how much rates increase for 2017
3. A flat maximum contribution at the 2016 or 2017 Kaiser employee + 2 or more premium for the employer contribution with a standard percentage increase built in to apply in subsequent years independent of actual premium increases
4. One or more scenarios basing the employer contribution through the Cafeteria plan on the level of dependent enrollment,

We will likely propose using our current dental insurance rates as the basis for the employer contribution towards dental insurance. While we will not have 2017 rates available in August, dental rates generally do not increase significantly from year to year, and the premiums are much lower than health insurance. Moving the dental plan into the Section 125 (Cafeteria) Plan will allow employees to make any contribution towards this insurance on a pre-tax basis, lessening the impact of any contribution towards premiums that employees would need to make.

The Flexible Spending health care, dependent care, and transportation Plans are voluntary benefits and all contributions to the plans are made by AHA employees. The annual cost paid by AHA to administer the Plans is approximately \$600, based on a

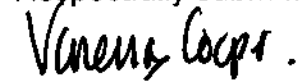


minimum monthly administrative fee of \$50 or \$5/participant/month, whichever is greater. The changes we are making to these plans are not expected to increase the associated costs, though we are in the process of considering new providers. Including dental and voluntary life insurance (for the employee only) in the Cafeteria plan will allow employees to pay these premiums on a pre-tax basis, lowering their net costs.

RECOMMENDATION

Discuss and approve the Executive Director to move forward with a revised benefits structure, as presented in Attachment A, and to bring a resolution with corresponding contribution levels to the Board no later than August.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

VMC/JCB

Attachments



Appendix A: Proposed AHA Benefits Structure, Effective 1/1/2017

Benefit	Active Regular Employees	Active Resident/Contract Employees	Retirees (aka Annuitants)
PEMHCA Minimum Contribution to Health Insurance from AHA	Yes - \$128/mo for 2017*	Yes - \$128/mo for 2017*	Yes - \$128/mo for 2017* when elect CalPERS health insurance
Additional AHA Contribution to Health Insurance only (through Sect 125 plan)	Yes – Employer contribution set at \$1813/month (2016 Kaiser EE+2 or more premium - \$128); amount is the same for all employees regardless of dependent status; any unused amount is forfeited	Yes – Employer contribution set at \$619/month (2016 Kaiser employee only premium - \$128)	No
Opt-Out (aka cash in lieu) payment (through Sect 125 plan)	\$230/month for employees (proof of group health coverage required); \$869.43 maximum cash back for management or confidential employees hired prior to 2007 with alternative health coverage (proof of group health coverage required)**	No	No
AHA Contribution to dental and/or vision insurance (through Sect 125 plan)	Yes – Employer contribution set at \$228/month (2016 MetLife dental EE+2 or more premium); amount is the same for all employees regardless of dependent status; any unused amount is forfeited	Yes – Employer contribution set at \$63/month (2016 MetLife dental employee premium)	No – Retirees may elect COBRA for 18 months at their own cost; no coverage available after that time
Flex Spending Accounts (Health, Dependent Care, Transit) (through Sect 125 plan)	Employee funded with pre-tax salary reduction elections; no employer contribution	Employee funded with pre-tax salary reduction elections; no employer contribution	Not available
Employer Paid Life, AD&D and LTD Insurance	Fully paid by employer	Not offered	No

Notes:

- The employer contribution amount - 2016 Kaiser EE+2 or more premium - shown here is a placeholder only. The Board will approve the actual amount once the 2017 rates are available for health care. A range of options and costs will be presented to the Board no later than the August board meeting.

- Voluntary life insurance premiums (for the employee only) may be paid for with pre-tax dollars through the Section 125 plan; voluntary life insurance premiums for dependents must be paid for on an after-tax basis by the employee outside of the Section 125 plan.

*This amount reflects the PEMHCA minimum employer contribution rate set by CalPERS. The rate is subject to an annual adjustment based upon the medical care component of the Consumer Price Index-Urban (CPI-U).

**Staff are expected to propose in August that the higher opt-out payment benefit for employees hired prior to 2007 expire by December 31, 2018 or earlier if required by law.

Monthly Premiums for Contracting Agencies Bay Area Region

Alameda, Amador, Contra Costa, Marin, Napa, Nevada, San Francisco, San Joaquin,
San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Sutter, Yuba

Effective Date: 1/1/2016 - 12/31/2016

Basic Monthly Rate (B)

PLAN	If you are →	Employee Only	Plan Code	Party Code	Employee & 1 Dependent	Plan Code	Party Code	Employee & 2+ Dependents	Plan Code	Party Code
Anthem HMO Select		\$721.79	454	1	\$1,443.58	454	2	\$1,876.65	454	3
Anthem HMO Traditional		855.42	450	1	1,710.84	450	2	2,224.09	450	3
BSC Access+		1,016.18	102	1	2,032.36	102	2	2,642.07	102	3
BSC NetValue		1,033.86	124	1	2,067.72	124	2	2,688.04	124	3
HealthNet SmartCare		808.44	375	1	1,616.88	375	2	2,101.94	375	3
Kaiser Permanente		746.47	104	1	1,492.94	104	2	1,940.82	104	3
PERS Choice		798.36	106	1	1,596.72	106	2	2,075.74	106	3
PERS Select		730.07	126	1	1,460.14	126	2	1,898.18	126	3
PERSCare		889.27	122	1	1,778.54	122	2	2,312.10	122	3
PORAC		699.00	207	1	1,399.00	207	2	1,789.00	207	3
UnitedHealthcare		955.44	426	1	1,910.88	426	2	2,484.14	426	3

Supplement/Managed Medicare Monthly Rate (M)

PLAN	If you are →	Employee Only	Plan Code	Party Code	Employee & 1 Dependent	Plan Code	Party Code	Employee & 2+ Dependents	Plan Code	Party Code
Kaiser Permanente SR Adv		\$297.23	114	1	\$594.46	114	2	\$891.69	114	3
PERS Choice Med Supp		366.38	116	1	732.76	116	2	1,099.14	116	3
PERS Select Med Supp		366.38	136	1	732.76	136	2	1,099.14	136	3
PERSCare Med Supp		408.04	132	1	816.08	132	2	1,224.12	132	3
PORAC Med Supp		442.00	208	1	881.00	208	2	1,408.00	208	3
UnitedHealthcare Group Med Adv/PPO Health Only		320.98	380	1	641.96	380	2	962.94	380	3
UnitedHealthcare ¹ Group Med Adv/PPO Health/Dental/Vision		320.98	381	1	641.96	381	2	962.94	381	3

Combination Monthly Rate

PLAN	If you are →	Employee in M 1 Dependent in B	Plan Code	Party Code	Employee in M 2+ Dependents in B	Plan Code	Party Code	Employee in M & 1 Dependent in M 1+ Dependents in B	Plan Code	Party Code
Kaiser Permanente/Sr Adv		\$1,043.70	340	4	\$1,491.58	340	5	\$1,042.34	340	6
PERS Choice/Med Supp		1,164.74	345	4	1,643.76	345	5	1,211.78	345	6
PERS Select/Med Supp		1,096.45	351	4	1,534.49	351	5	1,170.80	351	6
PERSCare/Med Supp		1,297.31	356	4	1,830.87	356	5	1,349.64	356	6
PORAC/Med Supp		1,142.00	158	4	1,532.00	158	5	1,271.00	158	6
UnitedHealthcare Group Med Adv/PPO Health Only		1,276.42	367	4	1,849.68	367	5	1,215.22	367	6
UnitedHealthcare ¹ Group Med Adv/PPO Health/Dental/Vision		1,276.42	368	4	1,849.68	368	5	1,215.22	368	6

B=Basic Health Plan, M=Medicare Health Plan

¹Dental and Vision coverage is an additional \$26.32 per member, per month premium. UnitedHealthcare will bill you directly for this amount

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Monthly Premiums for Contracting Agencies Bay Area Region

Alameda, Amador, Contra Costa, Marin, Napa, Nevada, San Francisco, San Joaquin,
San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Sutter, Yuba

Effective Date: 1/1/2016 - 12/31/2016

Combination Monthly Rate

PLAN	If you are	Employee in B 1 Dependent in M	Plan Code	Plan Code	Employee in B 2+ Dependents in M	Plan Code	Plan Code	Employee in B & 1 Dependent in B 1+ Dependents in M	Plan Code	Party Code
Kaiser Permanente/Sr Adv		\$1,043.70	340	7	\$1,340.93	340	8	\$1,491.58	340	9
PERS Choice/Med Supp		1,164.74	345	7	1,531.12	345	8	1,643.76	345	9
PERS Select/Med Supp		1,096.45	351	7	1,462.83	351	8	1,534.49	351	9
PERSCare/Med Supp		1,297.31	356	7	1,705.35	356	8	1,830.87	356	9
PORAC/Med Supp		1,138.00	158	7	1,665.00	158	8	1,528.00	158	9
UnitedHealthcare Group Med Adv/PPO Health Only		1,276.42	367	7	1,597.40	367	8	1,849.68	367	9
UnitedHealthcare ¹ Group Med Adv/PPO Health/Dental/Vision		1,276.42	368	7	1,597.40	368	8	1,849.68	368	9

43

B=Basic Health Plan, M=Medicare Health Plan

¹Dental and Vision coverage is an additional \$26.32 per member, per month premium. UnitedHealthcare will bill you directly for this amount



Housing Authority of the City of Alameda

701 Atlantic Avenue, Alameda, CA 94501 ~ Phone: (510) 747-4300 ~ Fax: (510) 522-7848 ~ TDD: (510) 522-8467 ~ Web: www.alamedahsg.org

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Prepared by: Victoria Johnson
Housing and Community Development Director

Date: June 15, 2016

Re: Del Monte Project Update; Authorize the Executive Director to Execute Documents Related to the Formation of a Tax Credit Partnership, and for the Housing Authority to Serve as the Initial Limited Partner

BACKGROUND

On June 8, 2016 the California Tax Credit Allocation Committee (TCAC) approved a preliminary reservation of 9% low-income housing tax credits for the development of the Del Monte project. The Del Monte project includes 31 accessible one-bedroom apartments for seniors age 62 or over, including one manager's unit. It is located at the northeast corner of Sherman and Buena Vista. The project architect is SGPA Architecture.

With TCAC approval, staff may proceed to select a general contractor and a tax credit investor and lender that will underwrite the project to prepare for a real estate acquisition and closing. The closing date must occur within six months of the tax credit allocation in December 2016. The estimated completion date is April 2018.

DISCUSSION

The tax credit development structure requires the formation a tax credit limited partnership (LP) that will function as a single-asset ownership entity that owns and operates the Del Monte Project. In order to form the LP, both the general partner and the limited partner must be identified. Island City Development, the Housing Authority's affiliated non-profit will serve as the general partner. At closing, the tax credit investor will step in as the limited partner. Until then, a temporary or initial limited partner must be identified in the LP formation documents. Staff therefore requests Board authorization to form the LP and for the Housing Authority to serve as the initial limited

partner. There is minimal financial or legal risk in this role. The associated documents will be prepared by Henry Loh with Carle, Mackie LLP, who is outside real estate counsel for the project.

FINANCIAL IMPACT

The costs to form the LP are eligible costs within the development budget. All eligible costs incurred during the pre-development period will be paid from the approved Housing Authority loan to Island City Development (ICD) and will be reimbursed when the construction loan closes.

As project developer, the Housing Authority or ICD will be eligible to earn development fee in the approximate amount of approximately \$850,000. Additionally, ground lease payments may be made from available cash flow subject to the terms of the Limited Partnership Agreement that will be negotiated with the tax credit investor.

RECOMMENDATION

Authorize and approve actions necessary to form the Del Monte LP with the housing Authority to serve as the initial limited partner; authorize the Executive Director to execute related documents.

Respectfully submitted,



Vanessa M. Cooper
Executive Director

VC/VJ



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: Vanessa M. Cooper
Executive Director

Prepared by: Marie Wang
Director of Finance

Date: June 15, 2016

Re: Approve a Resolution to Allow the Executive Director to Open New Bank
Accounts for the Housing Authority

BACKGROUND

The Housing Authority currently has 11 bank accounts held with US Bank for the purposes of operating Housing Authority business.

These accounts are:

- General Fund (for general operating expenses)
- Section 8 (for HAP deposits from HUD and payments to landlords)
- AHA owned Operating Account
- Esperanza Operating Account
- Parrott Village Operating Account
- Independence Plaza Operating Account
- Independence Plaza Security Deposit Account
- Eagle Security deposits (or all other properties' security deposits)
- AHA Islander GP LP
- 2216 Lincoln Ave LLC
- CDBG Funds Restricted Account (for the loan proceeds from CDBG program for repairs the Rosefield buildings.)

DISCUSSION

In order to improve property and program based accounting, better manage cash flows between accounts and to move to a cost center accounting model, staff is proposing to open four additional accounts:



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- Benefits Checking Account for Flexible Spending debit card withdrawals
- Rosefiled Village (to be transferred to third party management in the fall)
- HPD Operating Account (for section 8 operating expenses)
- Anne B Diament Operating Account

In the coming months, staff will be bringing a proposal for the properties to be incorporated into individual LLCs or LPs in order to maintain Project Based Voucher funding and to prepare properties to be recapitalized through tax credits. Separate bank accounts will be required at this time. This would allow the revenue and expenses of each large property to be paired with its own balance sheet. At this time, it is suggested that only those properties with separate funding or management would have their own accounts. All other properties (which are the smaller properties) would do banking activities through the AHA-owned operating account.

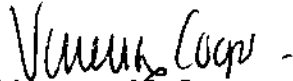
FINANCIAL IMPACT

There will be a small financial impact in the form of bank fees which will be offset by the administrative gains. Some additional time will be needed to set up the software for shared costs, but this would be necessary regardless with the new budget structure for the coming fiscal year and the transition to Yardi 7 in due course.

RECOMMENDATION

Approve a resolution to allow the Executive Director to open new bank accounts for the Housing Authority

Respectfully submitted,


Vanessa M. Cooper
Executive Director

VMC/JCB



HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

APPROVING THE EXECUTIVE DIRECTOR
TO OPEN NEW BANK ACCOUNTS
FOR THE HOUSING AUTHORITY

WHEREAS, The Housing Authority currently has 11 bank accounts held with US Bank for the purpose of operating Housing Authority business; and

WHEREAS, to improve property and program based accounting; better manage cash flows between accounts and to move to a cost center accounting model.

NOW, THEREFORE. BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Alameda hereby authorizes and directs the Executive Director of the Housing Authority to open the following four additional bank accounts with US Bank:

- Benefits Checking Account for Flexible Spending Debit Card Withdraws
- Rosefield Village Operating Account
- HPD Operating Account
- Anne B Diament Operating Account

ATTEST:

Arthur Kurrasch, Chair

Vanessa M. Cooper, Secretary



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2181 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

To: Honorable Chair and
Members of the Board of Commissioners

From: Vanessa M. Cooper
Executive Director

Date: June 15, 2016

Re: Approve Out-of-State Travel for Staff

BACKGROUND

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

DISCUSSION

There is sufficient funds in the training budget for this out-of-state Conference.

NAHRO Summer Conference is July 15-17, 2016 in Portland, Oregon. AHA will be presented with an award for the Esperanza Reading Room Project. Kara Korbel has been the real driver behind this Project. It is proposed that Ms. Korbel attend the awards celebration as AHA accepts the NAHRO Award of Merit for the Reading Room Project.

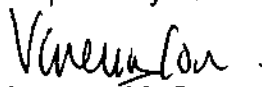
FISCAL IMPACT

Travel costs and per diem will be approximately \$700.00. No change in the budget for travel and training is required.

RECOMMENDATION

Approve additional out-of-state travel for staff.

Respectfully submitted,


Vanessa M. Cooper
Executive Director

VMC:dc



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