



Housing Authority
of the
City of Alameda

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

AGENDA
DATE & TIME **REGULAR MEETING OF THE BOARD OF COMMISSIONERS**
LOCATION **Wednesday, September 17, 2025 - 5:30 PM**

Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

PUBLIC PARTICIPATION Public access to this meeting is available as follows:

To Attend In-Person -

Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

Join Zoom Meeting

<https://us06web.zoom.us/j/82617583123?pwd=BM3TenEVxEayocip8V0NHIZ9Qi0nYb.1>

Meeting ID: 826 1758 3123

Passcode: 406791

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

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

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

Persons in need of special assistance to participate in the meetings of the Housing Authority of the City of Alameda Board of Commissioners, please contact (510) 747-4325 (voice), TTY/TRS: 711, or jpolar@alamedahsg.org. Notification 48 hours prior to the meeting will enable the Housing Authority of the City of Alameda Board of Commissioners to make reasonable arrangements to ensure accessibility or language assistance.

PLEDGE OF ALLEGIANCE



1. ROLL CALL
2. AB2449 COMPLIANCE "AB2449 Compliance: The Chair will confirm that there are 4 members in the same, properly noticed meeting room within the jurisdiction of the City of Alameda. Each board member who is accessing the meeting remotely must disclose verbally whether they are able to be remote under AB2449: (1) just cause (max. 2 per year), or (2) emergency circumstances." For Emergency Circumstances, the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstances to be used as a justification to participate remotely. Remote Commissioners must provide a general description of the circumstances relating to need to appear remotely at the given meeting. Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals. Note: A Commissioner cannot participate in meetings of the Board of Commissioners solely by teleconference from a remote location for a period of more than 3 consecutive months or 20% of the regular meetings for AHA within a calendar year, or more than 2 meetings if the Board of Commissioners regularly meets fewer than 10 times per calendar year.
3. COMMISSIONER RECUSALS
4. Public Comment (Non-Agenda)
5. Closed Session - 5:30 p.m. - Adjournment to Closed Session to Consider:
 - 5.A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code Section 54956.8.
Property Location: 2615 Eagle, Alameda, CA 94501
Assessor's Parcel Numbers: 70-161-55-2
Agency Negotiators: Vanessa Cooper, Executive Director, Sylvia Martinez, Director of Housing Development, Alicia Southern, Director of Human Resources, Alison Torbett (Nixon Peabody – Counsel), Neil Saxby (Renew Urban - Consultant)
Negotiating Parties: Housing Authority of the City of Alameda
Under Negotiation: Potential litigation
 - 5.B. Conference with Real Property Negotiations (Government Code § 54956.8)
Property: 440 Roth Lane, Alameda, CA 94501, APN 074-1356-134
Agency Negotiation: Vanessa Cooper, Executive Director, Sylvia Martinez, Director of Housing Development, Counsel, Negotiating Parties: Debra Lewis
Under Negotiation: Price and terms of payment.
 - 5.C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9 (d)(1))
Mariah Lothlen, et al. v. Housing Authority of the City of Alameda, FPI Management, inc., John Stewart Company, Pulte Homes of California, INC., and DOES 1-10; Alameda County Superior Court Case No. 24CV059969
 - 5.D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION



- (Pursuant to Government Code Section 54956.9 (d)(1))
Jordan v. Housing Authority of the City of Alameda, et.al (Superior Court of California, County of Alameda, Case No. 25CV118302)
- 5.E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9 (d)(1))
Housing Authority of the City of Alameda v Berry Alameda County Superior Court Case No. 25CV108618
- 5.F. Conference with Legal Counsel-Anticipated Litigation: Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9: One potential case. Counsel Goldfarb & Lipman LLP.
6. Adjournment of Closed Session
7. RECONVENE REGULAR MEETING
8. Announcement of Action Taken in Closed Session, if any.
9. Public Comment (Non-Agenda)
10. CONSENT CALENDER
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.
- 10.A. Approve Minutes of the Regular Board of Commissioners Meetings held on May 21, 2025 and June 18, 2025. **Page 6**
- 10.B. Accept the Monthly Overview Report for the Housing Programs Department. **Page 23**
- 10.C. Accept the Monthly Overview Report for Property Operations. **Page 29**
- 10.D. Accept the Monthly Update on Construction in Progress (CIP). **Page 34**
- 10.E. Accept the Monthly Construction Report for The Estuary I. **Page 38**
- 10.F. Accept the Monthly Construction Report for Linnet Corner. **Page 44**
- 10.G. Accept the Monthly Report for North Housing Offsites. **Page 52**
- 10.H. Accept the Monthly Report for The Poplar. **Page 57**
- 10.I. Accept the Quarterly Overview Report for the Housing Development Department. **Page 62**
- 10.J. Accept the Quarterly Development Report for The Estuary II. **Page 67**
- 10.K. Accept the Quarterly Overview Report for the Executive/Data and Policy and HR Departments. **Page 72**
- 10.L. Accept the Quarterly Overview Report For the Administration and Services Department. **Page 76**
- 10.M. Accept the Quarterly Investment Report for the Period Ending June 30, 2025. **Page 86**
- 10.N. Accept Quarterly Family Self Sufficiency (FSS) Report. **Page 110**
- 10.O. Approve the Quarterly Write-off, to June 30, 2025, of Uncollectible Accounts Receivable from Former Residents. **Page 113**



- 10.P. Accept a Report on the Potential Purchase of Pulte and other Below Market Rate (BMR) Homes, including 440 Roth Lane. **Page 116**
- 10.Q. Authorize the Executive Director to execute the fifth amendment to the agreement with Techordia, LLC. for security camera consultant and network management services. **Page 118**
- 10.R. Approve the Executive Director to sign a contract Not To Exceed \$325,000 with Asbestos Management Group of California, Inc., for Remediation and Demolition of the existing property improvements at "The Poplar", 2615 Eagle Ave. **Page 136**
- 10.S. Approve the 2026 AHA Operations (Holiday and Office Closure) Calendar. **Page 138**
11. AGENDA
- 11.A. Accept the Housing Authority of the City of Alameda's 85th Anniversary video. **Page 141**
- 11.B. Adopt the Resolution to revise the Employer's Contributions for Eligible Employees' Health by up to 5.028% to \$3,039.04 per employee per month and with a 3% increase in Dental/Vision Care up to \$ 255.76 per employee per month. **Page 143**
- 11.C. Adopt the Resolution to: 1) Provide a 1.5% Cost of Living Adjustment for All Eligible Employees; 2) Adopt the Corresponding Pay Schedule and Salary Schedule to be effective retroactively to August 24, 2025; and 3) Adopt the updated Schedule of Authorized Positions. **Page 149**
- 11.D. Elect a Chair and Vice Chair of the Board of Commissioners for 2025-26. **Page 158**
12. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
13. WRITTEN COMMUNICATIONS
14. EXECUTIVE DIRECTOR'S COMMUNICATIONS
15. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
16. CONTINUATION OF CLOSED SESSION OF HOUSING AUTHORITY BOARD OF COMMISSIONERS – IF NEEDED
17. Announcement of Action Taken in Closed Session, if any.
18. ADJOURNMENT

* * * Note * * *

- Documents related to this agenda are available on-line at:
<https://www.alamedahsg.org/meetings/>
- Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review. In order to assist the Housing Authority's efforts to accommodate persons with severe



allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Housing Authority accommodate these individuals.



DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
Wednesday, May 21, 2025 - 7:00 PM

PLEDGE OF ALLEGIANCE

Chair Grob called the meeting to order at 7:00 p.m.

1. **ROLL CALL**

Present: Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy,
Commissioner Husby, Commissioner Joseph-Brown,
Commissioner Kaufman, and Commissioner Tamaoki

Late Arrival: Commissioner Kaufman arrived at approximately 7:03 p.m.

Note: Vanessa Cooper, Executive Director, was absent present. Sylvia Martinez, Director of Housing Development, functioned as the meeting host.

2. **AB2449 COMPLIANCE** "AB2449 Compliance: The Chair will confirm that there are 4 members in the same, properly noticed meeting room within the jurisdiction of the City of Alameda. Each board member who is accessing the meeting remotely must disclose verbally whether they are able to be remote under AB2449: (1) just cause (max. 2 per year), or (2) emergency circumstances." For Emergency Circumstances, the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstances to be used as a justification to participate remotely. Remote Commissioners must provide a general description of the circumstances relating to need to appear remotely at the given meeting. Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals. Note: A Commissioner cannot participate in meetings of the Board of Commissioners solely by teleconference from a remote location for a period of more than 3 consecutive months or 20% of the regular meetings for AHA within a calendar year, or more than 2 meetings if the Board of Commissioners regularly meets fewer than 10 times per calendar year.



Chair Grob confirmed that there were more than 4 Commissioners present in the noticed meeting room and that no Commissioners were attending virtually.

3. COMMISSIONER RECUSALS

None.

4. Public Comment (Non-Agenda)

Maureen Cadigan, resident of Anne B. Diament, expressed concerns regarding the security and maintenance of the property that she has experienced and that have been brought to her attention by other residents. Ms. Cadigan appreciated the Board for hearing her concerns and the Board appreciated Ms. Cardigan for her comments.

5. CONSENT CALENDER

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.

- *5.A. Approve Minutes of the Regular Board of Commissioners Meeting held on April 16, 2025.
- *5.B. Accept the Monthly Overview Report for the Housing Programs Department.
- *5.C. Accept the Monthly Overview Report for Property Operations.
- *5.D. Accept the Monthly Update on Construction in Progress (CIP).
- *5.E. Accept the Monthly Construction Report for The Estuary I.
- *5.F. Accept the Monthly Construction Report for Linnet Corner.
- *5.G. Accept the Monthly Report for North Housing Offsites.
- *5.H. Accept the Quarterly Overview Report for the Housing Development Department.
- *5.I. Accept the Quarterly Development Report for The Estuary II.
- *5.J. Accept the Quarterly Overview Report for the Executive/Data and Policy and HR Departments.
- *5.K. Accept the Quarterly Overview Report For the Administration and Services Department.
- *5.L. Accept the Quarterly Overview Report for the Asset Management Department.
- *5.M. Accept the Quarterly Financial Report for the month ended March 31, 2025.
- *5.N. Accept the Quarterly Investment Report for the Period Ending March 31, 2025.
- *5.O. Accept Quarterly Family Self Sufficiency (FSS) Report.



- *5.P. Approve the Quarterly Write-off to March 31, 2025, of Uncollectible Accounts Receivable from Former Residents.
- *5.Q. Accept an Update on Camera Systems at North Housing.
- *5.R. Authorize the Executive Director to execute the third amendment to the agreement with Techordia, LLC. for security camera cloud backup storage.
- *5.S. Accept a report on the Second Amended and Restated Limited Partnership Agreement of Shinsei Gardens Apartments, L.P. (an ICD Affiliate).

Items accepted or adopted are indicated by an asterisk.

Vice-Chair Sidelnikov moved to accept the Consent Calendar items, and Commissioner Kaufman seconded. The motion passed unanimously.

Yes 7 Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Joseph-Brown, Commissioner Kaufman, and Commissioner Tamaoki

6. AGENDA

- 6.A. Adopt the Resolution to Approve the Housing Authority of the City of Alameda One-Year Budget for Fiscal Year July 1, 2025 to June 30, 2026 including approval of: A) Summary of the Fiscal Year 2025-2026 Budget and related income and expenses; B) Housing Assistance Payment (HAP) Passthrough Budget and related expenditure of HUD-held HAP reserves; C) Capital Improvement Plan (CIP) Budget and related use of property and agency reserves and any surplus operating cash from Fiscal Year 2025-2026 to cover these expenses; D) Transfer by the Executive Director of up to \$1,200,000 in this budget year, as needed, from AHA/AAHC property reserves or from Moving-To-Work fungible funds to cover deficits in the Housing Programs Department administrative operating budget; and E) Approve the Board Chair to execute HUD Form 52574 PHA Board Resolution Approving Operating Budget.

Louie So, Chief Financial Officer, provided a presentation that summarized the proposed Housing Authority of the City of Alameda (AHA) budget for Fiscal Year 2025-2026 (FY 25-26). Mr. So noted that the AHA's operations are highly dependent on federal sources of funding. Considering that AHA's budget is due on July 1, 2025, and the federal budget is scheduled to be approved no later than September 30, 2025, if the approved federal budget includes significant funding changes that affect AHA, a mid-year budget revision will be presented to the Board. This presentation also highlighted AHA's Positive Cash Flow, Capital Improvements Plan, and Cash and Investments as of May 2025. Mr. So also noted that as HUD has not provided sufficient administrative fees to support the Housing Programs, so it is expected that AHA will be in shortfall. However, this will not be able to be confirmed until after the federal budget is finalized.



In response to Commissioner Husby, Mr. So stated that the South Shore office lease expires in 2027. The Capital Improvements Plan includes a line for the possible conversion of the 701 Maintenance Garage, to offices, which may be able to absorb staff currently housed at the South Shore office. However, considering that the South Shore office was leased during the COVID period, the cost of the lease is inexpensive in comparison to the cost of the garage conversion.

Responding to Vice-Chair Kaufman, Mr. So stated that AHA has established an internal working group to formulate strategies to respond to the possible loss of federal funding. However, if the need arises, these strategies will be presented to the Board before being implemented.

In response to Commissioner Tamaoki, Mr. So stated that half of the \$7.8M dedicated to the Capital Improvement Plan will be spent on Capital Improvements during FY 25-26. The other half will be drawn down for purposes of acting as lender to ICD and/or AAHTF for projects in progress. At the request of Commissioner Tamaoki, Mr. So stated that sensitivity analysis related to the use of reserves can be formulated and presented to the Board. Sylvia Martinez, Director of Housing Development, stated that typically the Board reviews the Reserve Policy on an annual basis. This year's review is scheduled to take place in September, and staff will include a sensitivity analysis, which will highlight the use of reserves for portfolio and the respective impact, when presenting to the Board. Commissioner Tamaoki also requested that future presentations of the Capital Improvement Plan include footnotes of items brought to the attention of the Board.

Commissioner Tamaoki moved to adopt the Resolution to Approve the Housing Authority of the City of Alameda One-Year Budget for Fiscal Year July 1, 2025 to June 30, 2026 including approval of: A) Summary of the Fiscal Year 2025-2026 Budget and related income and expenses; B) Housing Assistance Payment (HAP) Passthrough Budget and related expenditure of HUD-held HAP reserves; C) Capital Improvement Plan (CIP) Budget and related use of property and agency reserves and any surplus operating cash from Fiscal Year 2025-2026 to cover these expenses; D) Transfer by the Executive Director of up to \$1,200,000 in this budget year, as needed, from AHA/AAHC property reserves or from Moving-To-Work fungible funds to cover deficits in the Housing Programs Department administrative operating budget; and E) Approve the Board Chair to execute HUD Form 52574 PHA Board Resolution Approving Operating Budget, and Commissioner Decoy seconded. A roll call vote was taken and the motion passed unanimously.

Yes	7	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Joseph-Brown, Commissioner Kaufman, and Commissioner Tamaoki
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- 6.B. Adopt the Resolution to amend the Housing Authority of the City of Alameda's revised Employee Policies and Procedures Handbook, last revised 5/16/2024, effective immediately.

Alicia Southern, Director of Human Resources, provided a presentation that summarized the proposed, revised Employee Policies and Handbook. Ms. Southern stated that the proposed changes have been reviewed by AHA's legal counsel and 62% of staff provided feedback on the proposed changes. AHA's legal counsel has certified that the proposed changes are compliant with all federal and state law.

Commissioner Kaufman moved to adopt the Resolution to amend the Housing Authority of the City of Alameda's revised Employee Policies and Procedures Handbook, last revised 5/16/2024, effective immediately, and Commissioner Joesph-Brown seconded. A roll call vote was taken and the motion passed unanimously.

Yes	7	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Joseph-Brown, Commissioner Kaufman, and Commissioner Tamaoki
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- 6.C. Approve a Project-Based Voucher Allocation Policy and direct staff to review and provide an annual update on this policy.

Tonya Schuler-Cummins, Senior Programs Director, provided a presentation that summarized the proposed Project-Based Voucher (PBV) Allocation Policy which was created to function in conjunction with AHA's Administrative Plan and regulations.

In response to Commissioner Tamaoki, Ms. Schuler-Cummins stated that after receiving Board approval, staff will begin implementation of this policy by prioritizing the lease-up of all PBV units, a total of 80 units, at Linnet Corner and Estuary I. Staff are currently reviewing regulations to determine The Poplar's standings and whether awards can be made for this project. As staff has discretion as to when RFPs are issued and awards are made and include informational updates to the Board in the monthly memos, besides formal approval there is no further action needed by the Board.

Ms. Schuler-Cummins stated that AHA is active with most PBVs awarded and AHA's policy is not to defer repairs. If properties are making a concerted effort to make repairs and can show that the property is losing money (i.e. drawing down their reserve) and getting to a more precarious financial position because of repairs, AHA would consider substituting funds. One way to ensure that effort is being put forth towards repairs is through performing HQS inspections. At least 20% of PBV units undergo HQS inspections each year.



Responding to Commissioner Decoy, Ms. Schuler-Cummins stated that when congress created the Emergency Housing Vouchers, in 2020, the funding allocated for the program was intended to last through the year 2030 and could be spent through 2035. This year the administration issued notice that funds were being overspent and capped the funding for the program. AHA is researching possibilities to keep the affected families housed and/or partially funded.

Commissioner Tamaoki moved to approve a Project-Based Voucher Allocation Policy and direct staff to review and provide an annual update on this policy, and Commissioner Decoy seconded. The motion passed unanimously.

Yes	7	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Joseph-Brown, Commissioner Kaufman, and Commissioner Tamaoki
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- 6.D. Authorize the Executive Director to Negotiate and Execute the Second Amendment to the Bay's Future Fund Loan from Capital Impact Partners for The Poplar property; Approve and Authorize the Executive Director to Execute Contract Amendment No.3 Not to Exceed \$401,582.50 with Rincon Consultants, Inc.; Approve and Authorize the Executive Director to Execute Contract Amendment No.2 Not to Exceed \$300,000 with Downs Pham and Kuei LLP; Authorize the Executive Director or its Designee to Negotiate and Execute Contracts up to \$500,000 with a Remediation and Demolition Contractor; Approve up to \$885,368 in other Deposits and Retainers; and Accept the Monthly Development Report for The Poplar.

Sylvia Martinez, Director of Housing Development, provided a presentation that summarized The Poplar Project Updates and Requests. Ms. Martinez stated that in consideration of the approaching fiscal year end and the progress that has been made on this project, several ordinary funding options are being proposed.

In response to Commissioner Tamaoki, Ms. Martinez confirmed that this request to advance approximately \$885K, will bring the total amount advanced to this project to the \$2M that is expected to be received through The City redevelopment funding. If for some reason the City construction permit does not move forward, the advanced funds can be returned to AHA or redirected to another AHA property.

Commissioner Husby moved to authorize the Executive Director to Negotiate and Execute the Second Amendment to the Bay's Future Fund Loan from Capital Impact Partners for The Poplar property; Approve and Authorize the Executive Director to Execute Contract Amendment No.3 Not to Exceed \$401,582.50 with Rincon Consultants, Inc.; Approve and Authorize the



Executive Director to Execute Contract Amendment No.2 Not to Exceed \$300,000 with Downs Pham and Kuei LLP; Authorize the Executive Director or its Designee to Negotiate and Execute Contracts up to \$500,000 with a Remediation and Demolition Contractor; Approve up to \$885,368 in other Deposits and Retainers; and Accept the Monthly Development Report for The Poplar, and Vice-Chair Kaufman seconded. The motion passed unanimously.

Yes 7 Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Joseph-Brown, Commissioner Kaufman, and Commissioner Tamaoki

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

None.

8. WRITTEN COMMUNICATIONS

None.

9. EXECUTIVE DIRECTOR'S COMMUNICATIONS

Ms. Martinez stated that AHA and LifeSTEPS staff conducted emergency preparedness training at Independence Plaza (IP). This training covered many topics including evacuation routes, emergency contacts, and information for other important community resources, and emergency preparedness backpacks were distributed to the 28 households in attendance.

In May, the City of Alameda (City) awarded an allocation of HOME and permanent local FUP funding to Estuary II, this is the second year that the City has been able to benefit this project.

During the month of April, the College of Alameda staff tabled at Rosefield Village and Esperanza Apartments to educate residents about vocational training and degree and certificate programs that are available at their institute. Additional tabling sessions will take place at these properties during the month of July, during which the College of Alameda staff will promote the fall semester classes that will be offered.

Ms. Martinez stated that AHA enhanced the tenant experience, at its largest community, Independence Plaza (IP), by building 9 garden boxes for residents to grow fruits, vegetables, and flowers. On May 12, 2025, LifeSTEPS hosted a residents' event, during which 21 IP residents signed up for these garden spaces and those residents were provided with hand tools and seeds for planting.



AHA staff are in preliminary discussions with Alameda Municipal Power (AMP) to enroll all Linnet Corner and Estuary I households into AMPs Energy Assistance Program, which will result in a 25% cost savings for at least 109 households. Also, AHA will be hosting a celebration at IP on Wednesday, May 28, 2025, at 1 p.m., to celebrate the successful rehab and refinancing of IP; which was made possible by the Restore Rebuild (formerly Faircloth to RAD) conversion which provided AHA with the necessary resources to maintain long-term financial and operating viability for AHA's largest property, IP.

10. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

In response to Commissioner Tamaoki, Sean Prevette, Assistant Director of Administration and Services, stated that the unusually high number of Reasonable Accommodation (RA) request denials, as reflected in the table on page 64 of the meeting packet, was due to lack of response from the listed knowledgeable professionals. Over recent months, staff have found Kaiser to be unresponsive to requests for RA verifications. As Kaiser is a very large organization, their lack of response can affect many AHA clients, so staff are taking measures to encourage Kaiser response.

Greg Kats, Director of Administration and Services, stated that staff reach out numerous times for verification before a request is denied. There are some instances when the knowledgeable professional does not support the RA request, which also results in denial of the request. Ms. Schuler-Cummins stated AHA offers different options for the knowledgeable professional to provide verification, including completion of the AHA verification or writing a verification letter. A knowledgeable professional does not have to be the requestor's primary doctor but must be a knowledgeable professional that can verify the need for accommodation. Mr. Prevette stated that staff notifies the requestor when they are having difficulty receiving a response from the listed knowledgeable professional. This allows the client to also reach out to request a response to AHA's verification request. An interactive process follows the denial of an RA request. During this process AHA offers alternative options to address the client's request and clients are offered the opportunity to resubmit their RA request. If the client chooses to resubmit, staff encourage them to reach out to their knowledgeable professional prior to AHA's verification request being sent to their office. Mr. Prevette stated that the number and type of RA requests received often depends upon the work being performed by AHA (i.e. compliance with completion of HUD-9886-A (income verification) form). If numerous unit modification requests are received, the number of denials will appear to increase because AHA no longer performs unit modifications and instead refers clients to property management for such requests. Ms. Schuler-Cummins stated that RA requests are processed by the RA Committee, not Case Workers. The Case Worker is informed, on a need-to-know basis, of the



decision made by the RA Committee. The RA Committee meets, for 30 mins., twice per week to discuss and review all requests received.

11. ADJOURNMENT

Chair Grob adjourned the meeting at 8:18 p.m.

Vanessa M. Cooper
Secretary and Executive Director

Carly Grob, Chair
Board of Commissioners



**DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
WEDNESDAY, JUNE 18, 2025**

PLEDGE OF ALLEGIANCE

Chair Grob called the meeting to order at 7:01 p.m.

1. ROLL CALL

Present: Chair Grob, Commissioner Decoy, Commissioner Husby, and Commissioner Tamaoki

Absent: Vice-Chair Sidelnikov, Commissioner Joseph-Brown, and Commissioner Kaufman

- 2. AB2449 COMPLIANCE** "AB2449 Compliance: The Chair will confirm that there are 4 members in the same, properly noticed meeting room within the jurisdiction of the City of Alameda. Each board member who is accessing the meeting remotely must disclose verbally whether they are able to be remote under AB2449: (1) just cause (max. 2 per year), or (2) emergency circumstances." For Emergency Circumstances, the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstances to be used as a justification to participate remotely. Remote Commissioners must provide a general description of the circumstances relating to need to appear remotely at the given meeting. Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals. Note: A Commissioner cannot participate in meetings of the Board of Commissioners solely by teleconference from a remote location for a period of more than 3 consecutive months or 20% of the regular meetings for AHA within a calendar year, or more than 2 meetings if the Board of Commissioners regularly meets fewer than 10 times per calendar year.

Chair Grob confirmed that there were 4 Commissioners present in the noticed meeting room.

3. COMMISSIONER RECUSALS



None.

4. Public Comment (Non-Agenda)

None.

At the request of Vanessa Cooper, Executive Director, the Housing Authority of the City of Alameda's (AHA) new staff member, Nafisah Ali, Human Resources Manager, introduced herself and provided a brief overview of her professional experience, and AHA's summer interns, Kylie Brannon, Katherine Mendez, and Yasna Rahmani, introduced themselves, provided a brief overview of their education, stated their assigned departments, and described the project(s) they are working on.

5. CONSENT CALENDER

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.

- *5.A. Accept the Monthly Overview Report for the Housing Programs Department.
- *5.B. Accept the Monthly Overview Report for Property Operations.
- *5.C. Accept the Monthly Update on Construction in Progress (CIP).
- *5.D. Accept the Monthly Construction Report for The Estuary I.
- *5.E. Accept the Monthly Construction Report for Linnet Corner.
- *5.F. Accept the Monthly Report for North Housing Offsites.
- *5.G. Accept the Monthly Development Report for The Poplar and Approve the Executive Director to Execute Contract Amendments Not to Exceed \$125,000 with Renew Urban Development.
- *5.H. Accept the Quarterly LIHTC Portfolio Asset Management Fiscal Year-to-Date Financial Report through March 31, 2025.
- *5.I. Authorize the Executive Director or Designee to sign an amendment with AppleOne, Inc. for temporary staffing services to increase the budget by \$150,000 in an amount not to exceed \$350,000 and extend services for one additional year.
- *5.J. Approve Agreement between Eagle and Everett Limited Partnership and ItsElectric.
- *5.K. Approve property budgets for the Housing Authority of the City of Alameda owned properties for July 1, 2025 - June 30, 2026.
- *5.L. Approve property budget for Independence Plaza for July 1, 2025 through June 30, 2026.

Items accepted or adopted are indicated by an asterisk.



Commissioner Husby moved to accept the Consent Calendar items, and Commissioner Tamaoki seconded. The motion passed unanimously.

Yes 4 Chair Grob, Commissioner Decoy, Commissioner Husby, and Commissioner Tamaoki

6. AGENDA

6.A. Conduct the Public Hearing for the Significant Amendment to the Annual Plan and Moving to Work Supplement for Fiscal Year 2025-2026.

Tonya Schuler-Cummins, Senior Programs Director, provided a presentation that summarized the need for the Public Hearing, the definition of a significant amendment, and the topics, including Small Area FMRs, that rise to a significant amendment in the Annual Plan and MTW Supplement for FY 25-26.

Ms. Cooper provided a brief description of the Family Unification Program (FUP). Ms. Schuler-Cummins stated that historically FUP vouchers were run through the Housing Voucher Choice (HCV) waitlist. However, PIH (Public and Indian Housing) Notice #2025-08 mandated that the FUP waitlist cannot include a residency preference; so, if AHA keeps FUP on the HCV waitlist, the residency preference must be removed from this waitlist. Therefore, as allowed by PIH Notice #2025-08, AHA is proposing that a new FUP waitlist be created, which will not include a residency preference. Responding to the Board, Ms. Schuler-Cummins stated that all AHA's current waitlists include a residency preference, which requires an applicant to live or work in the City of Alameda to gain points; this is a preference, not a requirement. AHA has an allocation of 50 FUP vouchers, of which approximately 44 have been leased.

In response to Commissioner Tamaoki, Ms. Schuler-Cummins stated that in anticipation of possible funding reductions, AHA proposes revising and consolidating its terminations policies to reorder termination to begin with termination of discretionary funding, including landlord incentives, then rescinding of new applicant vouchers that have not leased up by the effective date, and if needed, lastly move to termination of Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) assistance. If needed, to prevent families from being cut from the HCV and PBV programs, AHA would deny the absorption of any portability moves received, deny portability moves, deny requests for PBV to HCV conversions, and lastly terminate on a last-in/first-out basis. Ms. Cooper stated these revisions and consolidations are being proposed so that AHA may be prepared to respond to funding cuts, if any. If family terminations are needed, HUD may override AHA's Annual Plan. However, the previous Annual Plan included conflicting language surrounding terminations. The proposed amendments clarify this language and are being brought to the Board so that AHA can have a plan in place and be prepared to respond to funding cuts, if needed.



Chair Grob opened for Public Hearing at: 7:16 p.m.

Hearing none, Chair Grob closed the Public Hearing at 7:17 p.m.

- 6.B. Adopt the Agency's Significant Amendment to the Annual Plan and Moving to Work Supplement for Fiscal Year Starting July 1, 2025 and Authorize the Chair to Certify that the Board of Commissioners has Approved Submission of the Significant Amendment to the Annual Plan to HUD.

Chair Grob moved to adopt the Agency's Significant Amendment to the Annual Plan and Moving to Work Supplement for Fiscal Year Starting July 1, 2025, and Authorize the Chair to Certify that the Board of Commissioners has Approved Submission of the Significant Amendment to the Annual Plan to HUD, and Commissioner Decoy seconded. The motion passed unanimously.

Yes 4 Chair Grob, Commissioner Decoy, Commissioner Husby,
and Commissioner Tamaoki

- 6.C. Accept the 2025 Customer Satisfaction Survey.

At the request of Ms. Cooper, Chair Grob stated that Item 6.D would be taken before Item 6.C.

Joshua Altieri, Community Relations Manager, provided a presentation that summarized the results of the Customer Satisfaction Survey.

In response to Commissioner Tamaoki, Mr. Altieri stated that while there is no definite reasoning as to why there was a significant increase in the number of households with children K-12, with internet access, AHA is continuing to offer programs that include tablet rentals, and wi-fi hotspots in five properties.

In response to Chair Grob, Ms. Cooper stated that some of the increase in landlord satisfaction seen this year can be contributed to the fact that a significant number of landlord responses received last year were attributed to the adoption of AB 1428 which capped rent increases that could be imposed by the landlords to the amount of the COLA plus five percent. This hindered some landlords that did not increase rents during COVID. This year's positive response can also be attributed to the implementation of the call center that allows both landlords and tenants to reach a live person 24-hours a day. The calls received are forwarded to staff and are seen by the supervisors and Ms. Cooper. Every Thursday supervisors meet with staff to review call responses. Other contributing factors are the implementation of "Drop-In" hours which allows clients to drop-in, between the hours of 8:30 a.m. – 11:30 a.m., to speak with their caseworker, and the sheer volume of customer service performed



during the waitlist opening. To further increase customer satisfaction, AHA has also implemented technological changes that allow client documents to be submitted and accepted through the online portal.

In response to Chair Grob, Greg Kats, Director of Administration and Services, stated that one of the lessons learned from these results is that our stakeholders really appreciate speaking to a live person and implementation of the call center model has improved customer satisfaction. Ms. Cooper stated that the call center is available 24 hours a day and while the call center staff are not subject experts, they can take a message which is seen by staff and supervisors the next business day morning.

6.D. Approve Changes to the Administrative Plan.

At the request of Ms. Cooper, Chair Grob stated that Item 6.D would be taken before Item 6.C.

Ms. Schuler-Cummins provided a presentation that summarized the proposed changes to AHA's Administrative Plan.

Chair Grob moved to approve the changes to the Administrative Plan, and Commissioner Tamaoki seconded. The motion passed unanimously.

Yes 4 Chair Grob, Commissioner Decoy, Commissioner Husby,
and Commissioner Tamaoki

6.E. Adopt a Resolution to Loan Island City Development, or its affiliate, up to \$500,000 for future funding applications for Estuary II, with the stipulation to seek other local funding; Authorize the Executive Director to Execute Commitments up to \$500,000 for Estuary II.

Sylvia Martinez, Director of Housing Development, provided a presentation that summarized the request to approve up to \$500k for future funding applications for Estuary II.

Ms. Martinez stated that the Estuary II project has received \$170k from the City of Alameda's HOME and Permanent Local Housing Allocation (PLHA) funds. However, while this money has been approved by the City of Alameda, HUD will not provide approval until the end of August. This loan is being requested because AHA would like to submit an application in July, and the City HOME/PLHA funds will not be available for use for the application fees until approved by HUD. Historically, HUD has never disapproved of an award that has already been approved by a local jurisdiction. Approval of the requested loan will allow AHA to make advance commitments, with the stipulation that the respective costs be reimbursed as the \$170k from the City HOME/PLHA becomes available to AHA. This type of temporary loan has been utilized in



previous projects such as Rosefield Village, where AHA made a multi-million-dollar commitment so that the project could achieve substantial leverage points, and all funds committed by AHA were later replaced with other local sources.

In response to Chair Grob, Ms. Martinez stated that the July application does not allow the commitment of these funds to be conditional upon receiving HUD approval and HUD's approval is contingent upon HUD's approval of the City's Consolidated Plan. However, HUD has never disapproved a Consolidated Plan for a City that is in good standing. Ms. Cooper stated that AHA has missed several opportunities to submit applications due to receiving HUD approval after application deadlines have passed.

Responding to Commissioner Tamaoki, Ms. Martinez stated that AHA's application will receive points for the respective land. If the request for this loan is not approved, AHA's application points will be slightly reduced. Ms. Cooper stated that the loan amount requested is equal to just over \$10k per unit. Ms. Martinez stated that these applications are becoming astronomically competitive, which is driven by numerous factors.

Chair Grob moved to adopt a Resolution to Loan Island City Development, or its affiliate, up to \$500,000 for future funding applications for Estuary II, with the stipulation to seek other local funding; Authorize the Executive Director to Execute Commitments up to \$500,000 for Estuary II, and Commissioner Tamaoki seconded. A roll call vote was taken, and the motion passed unanimously.

Yes	4	Chair Grob, Commissioner Decoy, Commissioner Husby, and Commissioner Tamaoki
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- 6.F. Establish a Nominating Ad Hoc Committee for the Appointment of the Chair and Vice Chair of the Board of Commissioners for the Period of July 1, 2025 - June 30, 2026.

Ms. Cooper stated that this is an annual item. However, as it is expected that the July Board of Commissioners' Meeting will be cancelled, the election of the Chair and Vice-Chair will take place during the August meeting. The by-laws state that an Ad Hoc Committee, of up to 3 Commissioners, is to be formed to discuss and recommend appointment of the AHA Board Chair and Vice-Chair; who also serve as the President and Vice-President, respectively, of the Alameda Affordable Housing Corporation (AAHC) Board of Directors. At the request of Commissioner Decoy, Ms. Cooper stated that a survey will be sent to the Board members for their nomination of the Board Chair and Vice-Chair.

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



None.

Ms. Martinez stated that the City of Alameda has approved its redevelopment funding schedule for FY 25-26, earlier than usual, and will continue its contribution to Independence Plaza (IP) as AHA transitions all the Faircloth vouchers at this site. The City will continue its subsidy through mid-2026. The City is also making an award to the Poplar project. With this local funding, the project will be able to compete effectively in the future.

8. WRITTEN COMMUNICATIONS

None.

9. EXECUTIVE DIRECTOR'S COMMUNICATIONS

Ms. Cooper stated that, in August, AHA will begin hosting a series of Community Outreach Meetings for the Poplar project. Board members are welcome to attend and promote to others in the community. These meetings will be very much like those held for North Housing, which introduced AHA to the surrounding community and provided project specific information.

Ms. Cooper stated that on Monday, June 16, 2025, AHA hosted a North Housing tour which was attended by the Alameda Foodbank, Center for Elder Independence, Alameda Alliance for Health, staff from the City of Alameda, Housing and Human Services Dept., Mayor Ashcraft, and Council Member Jensen. All 40 PBV vouchers have been pre-approved for move-in at Estuary I, approximately 26 of the leasing offers have been sent and responses are due by Monday, June 23, 2025. Staff is targeting the move in dates for July 21, 2025 – July 31, 2025, with the goal of having all units occupied by July 31, 2025. This will be an agency-wide effort with staff being assigned to assist with move-ins, lease signing, and LifeSTEPS orientation. The interns are preparing tenant welcome booklets that will include area and unit information. These units will be fully furnished.

In response to the Public Comment received during the May Board of Commissioners' Meeting, staff completed a walkthrough of the Anne B. Diamant property, identified areas for improvement, and implemented a plan to address these areas. Nancy Gerardin, Director of Property Operations, is reviewing progress on a weekly basis. Upon completion of all work, a comprehensive report of what was addressed will be provided to the Board.

Ms. Cooper stated that AHA met with HUD's MTW research team, during which the team stated that the MTW experiment may end early. If this comes to fruition, it will allow AHA to become a permanent MTW agency and utilize all the respective flexibility (i.e. flat rents).



The Linnet Corner project has 16 units set aside for individuals that meet the following criteria: 1) over the age of 62; 2) a veteran; 3) homeless; and 4) disabled. Ms. Cooper requested that the Board please refer anyone they know who meets these criteria.

Ms. Cooper expressed appreciation for everyone involved in the IP Restore Rebuild project, and thanked Commissioner Decoy for attending the celebration recognizing this project. Oakland Roots and Soul has donated 10 tickets to AHA residents at Rosefield Village and Parrot Gardens. AHA's partnership with the City's Zero Waste program has received positive feedback from the residents. To date, the program has visited 9 AHA properties. During these visits, residents have been provided with recycling education and recycling and compost bins. As a result of this education, at AHA's largest property, Esperanza Apartments, there has been an increase in recycling and a reduction in waste by residents. This has enabled AHA to reduce the weekly garbage collection to two times, rather than 3 times, a week, which results in savings of approximately \$45k per year. Ms. Cooper appreciated Joshua Altieri, Community Relations Manager, for establishing this partnership.

Ms. Cooper also stated that all Estuary I and Linnet households have been enrolled in the Energy Assistance Program, which will result in a 25% cost savings for residents at these properties. Free transit passes, which allow unlimited AC Transit rides, will also be given to each head of household at these properties.

10. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

None.

11. ADJOURNMENT

Chair Grob adjourned the meeting at 8:04 p.m.

Vanessa M. Cooper
Secretary and Executive Director

Carly Grob, Chair
Board of Commissioners



To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Senior Programs Director

Date: September 17, 2025

Re: Accept the Monthly Overview Report for the Housing Programs Department.

BACKGROUND

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

DISCUSSION**Wait list**

Names for Project-Based Voucher (PBV) units are starting to be referred from the December 2024 wait list. Staff are working on leasing the forty PBV units in Linnet Corner. Sixteen (16) of these units are referrals from the County's Coordinated Entry System (CES), but the rest are being pulled from the Housing Authority of the City of Alameda's (AHA) wait list. The team recently finished leasing 40 PBV units at Estuary I which were all referred from CES.

Payment Standards

On August 22, 2025, the Department of Housing and Urban Development (HUD) published its proposed Fair Market Rents (FMRs) for Fiscal Year 2026 which would go into effect on October 1, 2025. These FMRs directly inform the AHA's payment standards which are currently set at 120% of the 2024 FMRs. Staff have reviewed the new FMRs and have determined that the current payment standards are set within 100% of the proposed FMRs and 120% of the proposed FMRs. As such, staff will not be requesting any changes to the current payment standards as rent reasonableness tests are capping rents more often than the payment standard.

Staff Updates

In an effort to improve customer service, as of March 1, 2025, AHA began allowing walk-in participants and applicants without an appointment, from 8:30 a.m. to 11:30 a.m., Monday through Thursday. AHA is also allowing telephone calls to be answered live by staff during this time. If staff are unable to pick up the calls, the calls are then



sent to DirectLine. The workload in the department is being transitioned to a caseload-based model where one specialist is responsible for the entire workflow.

Emergency Housing Voucher (EHV) Program

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (P.L. 117-2, hereafter referred to in this notice as “the ARP”) into law, Section 3202 of the ARP appropriated \$5 billion for new incremental EHV, the renewal of those EHV, and fees for the cost of administering the EHV to provide assistance to unhoused families. The funding provided was intended to last ten years, but is running out. On Thursday, March 6, 2025, the Department of Housing and Urban Development (HUD) notified all public housing authorities, including AHA, that the program has expended funds faster than anticipated. HUD will shortly be distributing all remaining funds from the program to the housing authorities and it is anticipated that the funding will last through 2026. AHA currently has 53 families under this program. Staff has reached out to its County partners in the EHV program to update them. Staff are working on cost-cutting ideas and possible MTW activities for these families, but AHA does not anticipate having enough funding to keep all 53 households housed under EHV at the current level of funding through the end of 2026.

AHA also presented and received approval from the Board for a significant amendment to its Annual Plan which stated the following:

"Emergency Housing Voucher households that must be terminated solely due to the lack of funding for this program will be automatically placed on the Housing Choice Voucher waiting list and be given the terminated preference along with any other applicable preferences even if the Housing Choice Voucher waiting list is closed."

However, on June 20, 2025, HUD published PIH Notice 2025-19 Guidance on Transitioning EHV Families into HCV and End of EHV Services Fee Expenditure which requires Housing Authorities to submit a waiver to automatically place EHV households facing termination due solely to insufficient funding on the waiting list. Since this is a requirement, AHA is revising its significant amendment to its Annual Plan to remove the language cited above. Staff have submitted the waiver to automatically place EHV households facing termination due solely to insufficient funding on the waiting list and is awaiting HUD's decision. AHA also already has a terminated preference for its Housing Choice Voucher waiting list and EHV households facing termination due solely to insufficient funding will receive this preference.

FISCAL IMPACT

For report only, no fiscal impact.

CEQA

N/A

RECOMMENDATION

Accept the Monthly Overview of the Housing Programs Department.

ATTACHMENTS

1. HPD BOC May 2025 Dashboard
2. HPD BOC June 2025 Dashboard
3. HPD BOC July 2025 Dashboard

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tonya Schuler-Cummins', with a long horizontal flourish extending to the right.

Tonya Schuler-Cummins, Senior Programs Director

Housing Programs Department Dashboard for May 2025

Total NON-ACC Vouchers Leased By Type		
Program	Vouchers Leased	Amount Awarded/Funded
Shelter Plus Care	18	18
Moderate Rehabilitation		
SRO	29	30

Total ACC Vouchers Leased By Type		
Voucher Program	Vouchers Leased	Amount Awarded
Housing Choice Vouchers (HCV)	991	Not Applicable
Project Based Vouchers (PBV)	328	Not Applicable
AHA-Owned HCV (FUP)	233	Not Applicable
	43	50
Veterans Affairs Supportive Housing (VASH)	70	76
Stability Vouchers (SV)	3	10
Total Vouchers Leased	1665	
Units on ACC	2059	
ACC Vouchers Not Leased	394	

Budget Authority (For May 2025 Average Across 12 months)	
\$	3,642,856.17
Total HAP expended	
\$	4,012,969.36
HAP/Budget Authority	
	110.2%

Emergency Housing Vouchers*	
EHV (7760) in Alameda	31
EHV Port Outs	16
Total Leased	47
Total Awarded	57
*vouchers will decrease over time due to the sunset of the program and HUD's prohibition on issuing new EHVs	

Average Duration from voucher issuance to those leased up in May 2025 (days)	
	106.0
Average Tenant Rent to Owner	
\$	541.62
Average TTP	
\$	611.18
Average HH income	
\$	25,191.19
Percentage of Inspections Passed First-Time (05/2025)	
	6%
Inspections Completed (05/2025)	
	166

Average of HAP per Bedroom size	
Bedroom Size	Average HAP
0	\$ 686.15
1	\$ 1,820.45
2	\$ 2,164.02
3	\$ 2,785.71
4	\$ 3,217.26
5	\$ 5,128.00
Count of Households	
	480
	586
	526
	188
	30
	1

Housing Programs Department Dashboard for June 2025

Total NON-ACC Vouchers Leased By Type		
Program	Vouchers Leased	Amount Awarded/Funded
Shelter Plus Care	18	18
Moderate Rehabilitation	29	30
SRO		

Total ACC Vouchers Leased By Type		
Voucher Program	Vouchers Leased	Amount Awarded
Housing Choice Vouchers (HCV)	991	Not Applicable
Project Based Vouchers (PBV)	329	Not Applicable
AHA-Owned HCV (FUP)	233	Not Applicable
	43	50
Veterans Affairs Supportive Housing (VASH)	70	76
Stability Vouchers (SV)	3	10
Total Vouchers Leased	1666	
Units on ACC	2059	
ACC Vouchers Not Leased	393	

Budget Authority (For June 2025 Average Across 12 months)	
\$	3,642,856.17
Total HAP expended	
\$	4,078,479.70
HAP/Budget Authority	
	112.0%

Emergency Housing Vouchers*	
EHV (7760) in Alameda	31
EHV Port Outs	16
Total Leased	47
Total Awarded	57
*vouchers will decrease over time due to the sunset of the program and HUD's prohibition on issuing new EHVs	

Average Duration from voucher issuance to those leased up in June 2025 (days)	
Not applicable - all units leased in this period were PBV	
Average Tenant Rent to Owner	
\$	537.26
Average TTP	
\$	607.62
Average HH income	
\$	25,039.89
Percentage of Inspections Passed First-Time (06/2025)	
	3%
Inspections Completed (06/2025)	
	98

Average of HAP per Bedroom size	
Bedroom Size	Average HAP
0	\$ 681.55
1	\$ 1,824.88
2	\$ 2,170.61
3	\$ 2,795.15
4	\$ 3,244.96
5	\$ 5,128.00
Count of Households	
	484
	586
	528
	186
	30
	1

Housing Programs Department Dashboard for July 2025

Total NON-ACC Vouchers Leased By Type		
Program	Vouchers Leased	Amount Awarded/Funded
Shelter Plus Care	18	18
Moderate Rehabilitation		
SRO	29	30

Total ACC Vouchers Leased By Type		
Voucher Program	Vouchers Leased	Amount Awarded
Housing Choice Vouchers (HCV)	982	Not Applicable
Project Based Vouchers (PBV)	364	Not Applicable
AHA-Owned HCV	231	Not Applicable
Family Unification Program (FUP)	45	50
Veterans Affairs Supportive Housing (VASH)	69	76
Stability Vouchers (SV)	3	10
Total Vouchers Leased	1691	
Units on ACC	2059	
ACC Vouchers Not Leased	368	

Budget Authority (For July 2025 - Average Across 12 months)	
\$	3,642,856.17
Total HAP expended	
\$	3,901,142.00
HAP/Budget Authority	
	107.1%

Emergency Housing Vouchers*	
EHV (7760) in Alameda	30
EHV Port Outs	16
Total Leased	46
Total Awarded	57
*vouchers will decrease over time due to the sunset of the program and HUD's prohibition on issuing new EHVs	

Average Duration from voucher issuance to those leased up in July 2025 (days)	
N/A - all new admissions were PBV	
Average Tenant Rent to Owner	
\$	526.55
Average TTP	
\$	601.02
Average HH income	
\$	24,779.03
Percentage of Inspections Passed First-Time (07/2025)	
	8%
Inspections Completed (07/2025)	
	167

Average of HAP per Bedroom size		
Bedroom Size	Average HAP	Count of Households
0	\$ 649.76	520
1	\$ 1,836.02	584
2	\$ 2,167.82	522
3	\$ 2,835.85	184
4	\$ 3,184.17	29
5	\$ 5,069.00	1

To: Honorable Chair and Members of the Board of Commissioners

From: Nancy Gerardin, Director of Property Operations

Date: September 17, 2025

Re: Accept the Monthly Overview Report for Property Operations.

BACKGROUND

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

DISCUSSION

The attached table (Attachment 1) summarizes property performance for all sites, including the Housing Authority of the City of Alameda (AHA) and affiliate-owned sites for the month of August for all properties FPI Management (FPI) manages. We continue to work closely with FPI to improve overall property operations.

VACANCY

The attached table (Attachment 1) reflects the end-of-month occupancy and leased rate per site. Staff are working with FPI to improve the timeliness of the leasing efforts and review vacancy loss weekly with FPI to reduce vacancies and improve the unit turn process. The average days to make ready for the month of August was 6.5 days.

In Q3 of 2024, AHA implemented a pre-screening process to assist with the leasing efforts of PBV units at Anne B. Diamant, Parrot Village, and Littlejohn Commons. The intent is to minimize the amount of downtime during the outreach and review of the initial resident selection criteria with staff performing the outreach, initial review of occupancy and income qualifications, and mailing of disposition letters to families and the Housing Programs Department. Once applications have been identified as pre-qualified, the files will be sent to FPI for final criteria review to include background and landlord reference confirmation. Thus far, this process has proven to be beneficial, and we included the pre-screening process for Independence Plaza and Parrot Village 4 bedroom units effective in September, and all remaining PBV units within the portfolio were added to this process effective November 2024. This practice has been used for the lease-up efforts for Estuary I and Linnet Corner. As part of the resident screening, FPI is also requesting a copy of their rent ledger from new applicants to ensure that they



pass the landlord reference portion. This is not required from those who are homeless or living with family.

Vacancies that do not have a waitlist are posted on the AHA website and applications are available through the Resident Managers, as well as affordablehousing.com, GoSection 8 (the Section 8 online search engine) and on Craigslist.

In the month of May, AHA conducted the lottery from the wait list, identifying possible applicants that meet the live/work preference for the City of Alameda for the 23 non-PBV units at Linnet Corner. Pre-leasing efforts have begun for Linnet Corner and the team is preparing for 14 move-ins in the first week of September. AHA staff work side by side with FPI and CES navigators to schedule appointments for applicants, assist with the application process, and ensure applications are processed through to a final decision as quickly as possible.

In July, we began the move in process at Estuary I and achieved 100% occupancy by August 27, 2025. New residents were scheduled for a daily move-in process that included a detailed briefing by the Housing Programs Department, introduction to social services support and registration with LifeSTEPS, and a detailed lease review with FPI Management. Residents met with the AHA team to register for complimentary transit passes and the Alameda Food Bank. The LifeSTEPS and FPI team have focused on regular touchpoints and interactions with the residents throughout the month and a Town Hall meeting was held by the LifeSTEPS, FPI, and AHA team members on August 27, 2025.

RENT COLLECTIONS

The attached table (Attachment 1) provides the rent collection rate versus budget for all AHA-owned and affiliate-owned sites managed by FPI. Overall portfolio rent collection rate for the month of August was 99.2%.

Properties with collection rates in excess of 95% are due to higher market rents achieved vs. budget coupled with increased subsidy payments. The lower collection rates for July are primarily due to the units pending legal action, past due balances for residents (some properties are still affected by non-payment of rent during the COVID-19 pandemic), long-standing vacancy for PBV units while the AHA wait list review was in process, and the pending reconciliation of both HAP and resident payments due to the conversion at Independence Plaza to the RAD program.

Like many owners, especially non-profit owners, there remains a fairly large payment issue stemming from the COVID era. The total delinquency (unpaid rent) for the portfolio for current residents is \$409,735. Of this, the total delinquency for residents in legal (i.e. subject to a 30-day notice of termination) is \$205,476.

All residents with a past due balance are referred to LifeSTEPS for assistance. Property Management and LifeSTEPS continue to engage residents and encourage them to

enter into a repayment agreement. Residents who owe over \$100 are issued a 30-day notice to pay or quit and are referred to legal counsel for review of their cases and, where necessary, the 30-day notice to pay or quit has been filed with the court. LifeSTEPS, FPI, and the Ombudsman are working with these families to enter into a "stay and pay" stipulated agreement, although a very small number have not complied and will be evicted if they do not leave before the lock out.

Residents who only owe back rent from prior to December 2022 cannot be issued a 30-day notice, so some fairly significant balances will remain on the ledger until the resident moves out. A few other legal cases are ongoing for nuisance behavior.

Rent collections, pending legal/eviction matters, and overall account receivable collection efforts are reviewed in detail weekly by AHA with FPI.

RENT INCREASES

Rent increases have been and will continue to be issued at all sites in the coming months in accordance with the new payment standards implemented in November 2024. This will result in increases to the total contract rent going up, but these rent increases are raised to the level of the new Payment Standards and generally will not impact subsidized residents' rent portion, as long as they are not over-housed. Rent increase notices are served at least 60 days in advance of the effective date to provide ample notice to residents.

SOCIAL SERVICES

LifeSTEPS has been providing aid to residents and households and continues to link them to financial and social service agencies, as needed. LifeSTEPS is also actively engaged in resident functions, participating in the Town Hall meetings which will take place in September and October again this year. The FPI and AHA management teams will also participate in these meetings as an opportunity to receive feedback from the residents. FPI and LifeSTEPS continue to collaborate to engage with residents to introduce and encourage online and automated payment options through the resident portal such as WIPS (walk-in payment system) and Flex. Flex is a new payment option that allows residents to pay rent on a bi-monthly schedule. However, landlords receive rent payments as they are due per the lease terms.

The LifeSTEPS team and FPI continue to work with residents to participate in the online options available and enrollment in Rent Café/the resident portal.

MAINTENANCE

The annual unit by unit inspections began in July and are scheduled to be completed for each FPI community by November 18, 2025. Thus far the inspections are going well and items needing repair have been minimal. These inspections allow management and ownership to proactively address any repairs needed, evaluate overall property

condition, and assist residents that may need social services to address personal needs.

AHA continues to conduct bi-weekly site inspections to assess all common areas, vacant units, and potential life safety matters.

HIRING

The department is in the process of hiring a Property Management Supervisor and Assistant Director of Property Operations.

FISCAL IMPACT

Not applicable.

CEQA

Not applicable.

RECOMMENDATION

Accept the Monthly Overview Report for Property Operations.

ATTACHMENTS

1. Item 10.C Attachment September 2025

Respectfully submitted,



Nancy Gerardin, Director of Property Operations

ATTACHMENT 1

Aug-25

Property Name	Owned by	Managed by	Total units	Senior or Family	Manager units	Gross Potential Rent (Budgeted)	Resident Rent Collected	Subsidy collected	Total Rent Collected (Actual)	% collected	Current Total Unpaid Charges - August Month End	0-30 Day AR	31-60 Day AR	61-90 Day AR	90 + Day AR	Eviction Status AR - August Month End
China Clipper	AHHC	FPI	26	Family	0	\$55,695.00	\$16,601	\$36,583	\$53,184	95.5%	\$810	\$0	\$0	\$143	\$567	\$9,725
Esperanza	AABC	FPI	120	Family	1	\$369,054.00	\$99,400	\$343,134	\$442,534	119.9%	\$61,761	\$9,466	\$169	\$3,052	\$49,074	\$14,469
Littlejohn Commons	ICD	FPI	31	Senior	1	\$74,595.00	\$14,190	\$57,828	\$72,018	96.5%	\$385	\$151	\$75	\$163	-\$4	\$0
Parrot Garden	AHA	FPI	8	Family	1	\$26,396.00	\$7,170	\$18,504	\$25,674	97.3%	-\$6	-\$6	\$0	\$0	\$0	\$0
Parrot Village	AABC	FPI	50	Family	1	\$160,614.00	\$34,216	\$128,370	\$162,586	101.2%	\$8,033	\$1,330	\$14	\$1,564	\$5,125	\$16,267
Everett Commons	ICD	FPI	20	Family	1	\$59,814.00	\$12,937	\$46,612	\$59,549	99.6%	\$1,485	\$1,048	\$0	\$51	\$386	\$434
Scattered Sites	AHA	FPI	25	Family	0	\$53,819.00	\$15,976	\$44,267	\$50,243	111.9%	\$1,728	-\$2	\$0	\$25	\$1,705	\$0
Scattered Sites	AABC	FPI	27	Family	0	\$59,125.00	\$25,713	\$39,095	\$64,808	109.6%	\$42,108	\$97	\$25	\$2	\$41,984	\$123
Rosefield Village	ICD	FPI	92	Family	1	\$192,346.00	\$88,818	\$99,183	\$178,001	92.5%	\$77,847	\$3,727	\$25	\$2,673	\$71,422	\$76,764
Eagle Village	AABC	FPI	36	Family	1	\$103,164.00	\$19,991	\$70,869	\$90,860	88.1%	\$2,314	-\$245	\$0	\$0	\$2,559	\$64,967
Independence Plaza	AHA	FPI	186	Senior	2	\$445,259.00	\$95,678	\$300,205	\$395,883	88.9%	\$4,793	\$2,312	\$0	\$329	\$2,152	\$21,707
Anne B Diamant	AHHC	FPI	65	Senior	1	\$155,743.00	\$30,516	\$104,891	\$135,407	86.9%	\$3,001	-\$7	\$47	\$75	\$2,886	\$1,020
TOTAL			686		10	\$1,755,626.00	\$461,206.00	\$1,279,541.00	\$1,740,747.00	99.2%	\$204,259	\$17,871	\$355	\$8,077	\$177,956	\$205,476

Month Ending August 2025

Property Name	Owned by	Total Vacant 08/31/2025	Occupancy	Leased %
China Clipper	AHHC	5	80.76%	80.76%
Esperanza	AABC	6	95.12%	95.12%
Littlejohn Commons	ICD	1	96.77%	96.77%
Parrot Garden	AHA	0	100.00%	100.00%
Parrot Village	AABC	6	88.00%	92.00%
Everett Commons	ICD	1	95.00%	95.00%
Scattered Sites	AHA	1	92.30%	92.30%
Scattered Sites	AABC	0	100.00%	100.00%
Rosefield Village	ICD	8	91.30%	94.56%
Eagle Village	AABC	3	91.66%	94.44%
Independence Plaza	AABC	20	89.24%	90.86%
Anne B Diamant	AHHC	0	100.00%	100.00%
TOTAL		51	91.9%	93.18%

To: Honorable Chair and Members of the Board of Commissioners

From: Joseph Nagel, Senior Construction Project Manager

Date: September 17, 2025

Re: Accept the Monthly Update on Construction in Progress (CIP).

BACKGROUND

The Housing Authority of the City of Alameda (AHA) and its affiliates, the Alameda Affordable Housing Corporation (AAHC), and Island City Development (ICD) own and operate multifamily property throughout Alameda. Periodically, work is scheduled to maintain and upgrade existing buildings, or to improve property that is anticipated to be redeveloped in the future. In 2022, AHA and AAHC obtained Physical Needs Assessments (PNA) on all properties over 5 years old. These assessments delineated capital needs over a 15-year period, but also highlighted any health and safety needs and items for short-term attention. AHA and AAHC have completed or begun all health and safety items, and plan to address short-term needs through the annual budgeting process for every property. Staff prioritizes work that is health and safety-related, lender-required, or provides risk mitigation. Priority tasks are divided between onsite FPI staff and contracting, and larger projects where there may be additional plan and permit submissions, which are undertaken by AHA staff. AHA's Housing Development department works collaboratively with the Portfolio and Asset departments to provide a budget and scope of work for the 2025-26 agency budget.

DISCUSSION

The following construction projects are in progress as of this Board Meeting:

1. HazMat Remediation and Demolition of Existing Structures at The Poplar, 2615 Eagle Ave. (Formerly AUSD Maintenance)

Site: The Poplar

Total cost: To be determined

Source of funds: Poplar pre-development sources

Purpose: Remediate, demolish and dispose of the existing physical improvements at 2615 Eagle Ave. for the purposes of future development.

Status: Demolition permit is currently under review at the city planning dept. and AHA has issued an RFP for remediation, demolition and monitoring services on 2/19/2025. A mandatory bid walk for interested vendors was conducted on 3/4/2025 and nine (9)



potential contractors attended. Only one (1) proposal for services was received in response to this RFP. The RFP was re-issued on 4/3/2025 and three (3) proposals were received in response: AMG totaling \$250,000, ICS totaling \$383,788, and PENKOR totaling \$513,000. All proposers provided references that gave high recommendations, and AMG has been identified as the preferred proposer. AHA anticipates entering into a contract with AMG in the next 30 days.

2. China Clipper Balcony Repairs

Site: China Clipper

Estimated total cost: \$110,000

Source of funds: Property Operating Budget

Purpose: Repair balconies in compliance with Senate Bill 721 recommended repairs.

Timeline: This scope of work is expected to take 9 months to complete.

Status: Barry and Wynn Architects have been chosen to design the two (2) replacement balconies and provide the permit documents at a cost of \$29,876.67. A design services application set and an RFP for renovation scope reference set.

3. Lincoln House Balcony Repairs

Site: Lincoln House

Estimated total cost: \$65,000

Source of funds: Property Operating Budget

Purpose: Repair balconies in compliance with Senate Bill 721 recommended repairs.

Timeline: This scope of work is expected to take 9 months to complete.

Status: Barry and Wynn Architects have been chosen to design the two (2) replacement balconies and provide the permit documents at a cost of \$14,938.33. A design services contract was executed on 4/9/2025. The CD set of drawings were provided by Barry and Wynn on 8/28/2025. These drawings will be used as the city building permit application set and RFP for renovation scope reference set.

4. Independence Plaza Community Room Kitchen ADA Accessibility Renovation

Site: Independence Plaza

Estimated total cost: \$58,121.92

Source of funds: Property Operating Budget

Purpose: HUD required accessibility renovations.

Timeline: Work is expected to take 3 to 4 weeks.

Status: The permit has been received. New Generation Builders, Inc. mobilized and began renovations on 3/31/2025. The renovations are complete.

5. Independence Plaza Lobby and Restrooms ADA Accessibility Renovations.

Site: Independence Plaza

Estimated total cost: To be determined

Source of funds: Property Operating Budget

Purpose: HUD required accessibility renovations.

Timeline: To be determined

Status: TWM Architects have been chosen to design the two (2) restrooms and lobby and provide the permit documents at a cost of \$33,000.00. A design services contract

was executed on 4/16/2025. TWM is currently in the final stages of design.

6. Parrot Garden/ Parrot Village Office ADA Accessibility Renovation

Site: Parrot Garden/ Parrot Village

Estimated total cost: To be determined

Source of funds: Property Operating Budget

Purpose: Code Compliant Required accessibility renovations.

Timeline: Work is expected to take 3 to 4 weeks.

Status: Barry and Wynn Architects have been chosen to design the two (2) replacement balconies and provide the permit documents at a cost of \$44,000.00. A design services contract was executed on 4/16/2025. TWM is currently in the final stages of design.

7. Portfolio Seismic Assessment and Remediation Reports

Sites: AHA, AAHC Portfolio.

Total cost: To be determined

Source of funds: AHA General Fund

Purpose: Review and analyze the potential seismic vulnerability to earthquake damage to structures within the existing portfolio and outline necessary repairs or modifications needed to improve their structural integrity and minimize potential damage during an earthquake.

Status: An RFQ for Engineering and Consulting Services was published on 4/7/2025.

Three (3) bids were received from qualified consultants: Bureau Veritas totaling \$13,500, Peoples Associates Structural Engineering totaling \$32,000, and Element Structural Engineering totaling \$62,725. All (3) proposers provided excellent references, Bureau Veritas was chosen as the preferred consultant, and a contract was executed on 8/21/2025. The initial property site assessments were performed on 8/26/2025. Bureau Veritas is currently reviewing their assessment findings and compiling the report information.

8. Independence Plaza, ADA Compliant Signage

Site: Independence Plaza, Lincoln House, Sherman House, and Stanford House

Estimated total cost: \$45,820.00

Source of funds: Property Operating Budgets

Purpose: ADA Required Accessibility Renovations.

Timeline: To be determined

Status: The signage is in design. The design consultant had been out of the office for an extended period for personal reasons and recently returned.

9. Parrot Garden Parking Lot Asphalt Resurfacing

Site: Parrot Garden

Estimated total cost: \$39,000

Source of funds: AHA General Fund

Purpose: Resurfacing and pothole repair in the Parrot Garden/Office parking lot

Timeline: The existing parking lot surface is in poor condition and creates a trip hazard. FPI solicited proposals to complete this work. The work is complete.

10. Everett Common Domestic Water Leaks

Site: Everett Common

Estimated total cost: To be determined

Source of funds: To be determined

Purpose: Investigating multiple leaks of domestic water supply lines in PEX water lines

Timeline: AHA is investigating the re-occurrence of water leaks in multiple residential units over the last 2+ years. These are typically in PEX supply lines. AHA staff are working with the developer, JHF and the property management team, FPI to determine possible causes of these leaks. Samples of the PEX material have been removed from the existing buildings and will be sent to a material testing lab for analysis.

FISCAL IMPACT

Funding for repairs and maintenance on existing properties owned by either AHA or the AAHC is from either property reserves or the 2024 Reserve Policy Preservation Budget, as adopted by the AHA Board of Commissioners. Funding for the Poplar is being supported by redevelopment funds through the Alameda Unified School District and the City of Alameda.

CEQA

None.

RECOMMENDATION

Accept the Monthly Update on Construction in Progress (CIP).

ATTACHMENTS

None

Respectfully submitted,



Joseph Nagel, Senior Construction Project Manager

To: Honorable Chair and Members of the Board of Commissioners

From: Jocelyn Layte, Associate Project Manager

Date: September 17, 2025

Re: Accept the Monthly Construction Report for The Estuary I.

BACKGROUND

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

The Estuary I project is located at 500 Mosley Avenue. ICD is the developer. The project scope includes 45 new construction permanent supportive housing units for unhoused or formerly unhoused individuals or households, including one manager's unit. Amenities include property management offices, social service coordination offices, a community room, a mail room, central laundry, central courtyard, and secure bike parking. J.H. Fitzmaurice, Inc. (JHF) initiated construction on January 30, 2024, received Temporary Certificate of Occupancy (TCO) and substantial completion on July 3, 2025, and received Certificate of Occupancy (COO) on August 21, 2025. The project has been fully leased as of August 31, 2025, and the team continues to work with property operations during the transitional phase.

Please see previous monthly Board Reports for project details prior to this month's update.

DISCUSSION**Construction**

The overall project completion and billing percentage, through August 31, 2025, is 100%. The project received its Temporary Certificate of Occupancy (TCO) on July 3, 2025, and Certificate of Occupancy (COO) on August 21, 2025.

June and July construction activities included: standard earth work and erosion control, landscape and irrigation, site metal fencing, interior tiling and ceiling work, storefront windows and painting, fire sprinkler testing, resident appliance delivery and installation, window coverings and property signage installed, exterior building maintenance,



plumbing, HVAC, and electrical work. In July, the elevator and life safety systems passed inspection, allowing the project to receive TCO. The small remaining number of construction activities include small amounts of the following items: standard erosion control, landscape and irrigation, site metal fencing, concrete work, property signage. These were completed by mid-August, allowing the project to receive COO.

Change orders were approved for June, July, and August for \$12,650, \$18,321, and \$19,534 respectively, increasing the total approved change orders to \$648,090 to date. Owner's hard cost contingency and a General Contractor's contingency (already budgeted within the GC contract) were used for upgrades, master-plan cost overruns, as well as unexpected costs detailed below. Owner contingency funds are held separately from the contract. Executed change orders have utilized 36% of the owner's hard cost contingency and a General Contractor's contingency combined.

The total projected use of owner contingency (including General Contractor's Contingency and soft cost savings) is around 60%. This includes \$425,134.77, the project's 23% portion of the costs from the soil offhaul. Only the Executive Director can approve additional costs to the contract and staff closely review all prospective change orders at the site. All supplies needed to finish the project have been bought, so there has not been any significant impact on materials impacted by tariffs.

Operation and Lease Up Activities

In January, staff began working with cross-agency departments and external partners to prepare for lease-up. This included receiving and reviewing referrals from the County of Alameda Coordinated Entry System (CES). Move-in activities began on July 21, 2025, and included all departments at AHA, FPI property management, LifeSTEPS services, AHA summer interns and lease-up staff. Over the last three months, the team finalized additional items that could be added to the property to improve tenant enjoyment and set up onsite staff for success. Staff and interns helped move additional dry goods into units and performed quality control checks to ensure units were ready for move in.

During the lease-up weeks, staff met twice a day to review move-ins, units, and any warranty items.

As of August 31, 2025, 100% of the forty-four apartments have been leased and occupied by residents. Forty of the forty-four units receive Project-Based Vouchers (PBV). AHA's partners and strong staff efforts made this swift and successful lease-up possible. Staff will continue with Weekly all-hands meetings and task coordination will throughout the project's transition to Property Operations. The Housing Development team is working with JHF to address any warranty issues that arise as the building goes through shifts into full operations.

LifeSTEPS provided full staffing during the lease up including tenant orientations on services, enrollment in the Alameda Food Bank and hosting an initial Food Bank event, holding one-hour individual meetings for initial assessments, and helping to track that all tenants were enrolled in the AMP reduced utility cost program and free transit pass program.

Stabilization and Permanent Financing

Estuary I will use the next two to three months to close out construction and construction-related documentation, including filing the Notice of Completion and paying retention. In addition, it will be working toward stabilized operations, including key milestones such as 100% of all tax credit units leased by December 15, 2025, three full months of 95% occupancy and operations at a 1.10 debt service coverage ratio (this is a ratio that compares income to expenses) by May 1, 2026, and all financial close out documentation such as the cost certification by June 1, 2026.

The Grand Opening has been scheduled for September 25, 2025, from 3:00–5:00 p.m.

FISCAL IMPACT

AHA and ICD have completion and lease-up guarantees on this development. The construction completed one month early and under budget. Operations and lease up planning activities are meeting project milestones. See Attachment for the monthly budget update.

CEQA

Not Applicable.

RECOMMENDATION

Accept the Monthly Construction Report for The Estuary I.

ATTACHMENTS

1. Att2_Estuary I Photo updates BOC 08.2025
2. Att1_Est I Monthly Budget Update 09_2025

Respectfully submitted,



With support from Neil Saxby, Renew Urban, Consultant
Jocelyn Layte, Associate Project Manager

The Estuary | Progress Photos June and July 2025



Aerial photo of North Housing Block A June 2025



Aerial photo of North Housing Block A July 2025



Unit Photo from the front door looking into living room.



Unit Photo from Living area looking into entry way.



Unit Photo from Living area looking into sleeping area, kitchen, entry way of a studio unit.

The Estuary I
Monthly Update - as of Aug 31, 2025

Total Development Costs to Date				
	\$ Budget	\$ Disbursed	% Disbursed	\$ Balance
Land & Holding Costs	\$ 2,444,510	\$ 2,444,510	100%	\$ (0)
Hard Costs	\$ 28,987,749	\$ 25,417,814	88%	\$ 3,569,935
Soft Costs	\$ 11,516,407	\$ 4,904,764	43%	\$ 6,611,643
Total	\$ 42,948,666	\$ 32,767,088	76%	\$ 10,181,578

General Contract Status	
Total Contract Value	\$ 24,898,007
Change Orders	\$ 648,090
Revised Contract Value	\$ 25,546,097
Value of Work Completed to Date	\$ 25,391,877
Retention Withheld	\$ 2,487,818
Amount Paid to Date	\$ 22,553,346
Balance to Finish less retention	\$ 134,685
% Construction Complete	99.40%

Contingency Utilization		
	Hard Cost	Soft Costs
Total Contingency Approved	\$ 1,394,525	\$ 250,000
Approved Change Orders to Date	\$ 648,090	\$ 113,587
Remaining Balance of Contingency	\$ 746,435	\$ 136,413
% of Contingency Used	46%	45%
Remaining Balance of Contingency	\$ 746,435	
Projected Use of Contingency	\$ 185,000	
Remaining Balance After Projected Use	\$ 561,435	
% of Contingency Projected	60%	

To: Honorable Chair and Members of the Board of Commissioners

From: Paris Howze, Project Manager

Date: September 17, 2025

Re: Accept the Monthly Construction Report for Linnet Corner.

BACKGROUND

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

Linnet Corner is located at 2000 Lakehurst Circle, Alameda, CA 94501. The project is the new construction of a single, four (4) story residential building, with 64 units. There are 40 studio units and 23 one-bedroom units targeting seniors aged 62 and over. There is one two-bedroom unit dedicated as a manager's unit. Affordability levels range between 30% and 40% of the Area Median Income (AMI). The project also has 25% or 16 units serving formerly homeless or currently homeless senior veterans. Amenities include a community room, onsite property management and service provider offices, shared unassigned parking, a laundry room, a resident garden, and a roof terrace.

Staff delivered a notice to proceed on March 6, 2024, and J.H. Fitzmaurice, Inc. (JHF), commenced construction activities on March 14, 2024. The project completed construction at the end of August receiving its temporary certificate of occupancy (TCO) on August 25, 2025 and its final certificate of occupancy (CoO) on September 4, 2025.

Please see previous Board of Commissioner reports for project details before this month's update.

DISCUSSION*Construction:*

The overall project completion and billing percentage, through August 31, 2025, is approximately 98% with final billing expected in September 2025. Throughout the summer months of June through August, the on-site construction team completed all inspections required to obtain the TCO on August 25th for both Linnet Corner and the offsites scope. Final on-site work remaining includes landscaping activities primarily related to completing the resident garden.



Change orders over the past month totaled \$0 leaving the amount of approved change orders at \$653,605. Owner contingency funds are held separately from the contract. Executed change orders have utilized 38% of the available hard cost contingency. Staff are currently working with the general contractor and property management to identify additional improvements that will enhance resident operations. The projected costs of these items are expected to be less than \$200,000. Between the utilized contingency and projected utilization of the remaining contingency, the project expects to have 49% of hard cost contingency remaining by the end of the project. Only the Executive Director can approve additional costs to the contract, within the planned contingency amounts, and staff closely review all prospective change orders at the site.

As the project nears completion, staff are coordinating with the finance department and external auditors to prepare the draft cost certification.

Operation and Lease-Up Activities:

With TCO obtained in August, residential move-ins began the first week of September achieving 25% occupancy in the first week. Staff continue to cross-collaborate with internal agency departments to continue move-in efforts throughout September and October. Please see below for an update of total move-ins.

Population Type	Total Units	Moved-In
Coordinated Entry System (CES)	16	4
PBV Units	24	4
Lottery Units	23	7
Manager's Unit	1	1
Total	64	16

FISCAL IMPACT

AHA and ICD have completion and lease-up guarantees on this development. Construction will likely be delivered one month early. At this time, any cost overruns are covered by contingencies, savings, and deferred developer fees. Linnet Corner is a 4% tax-credit project which is reliant on basis-eligible costs for part of its financing. Changes during construction (including the soil off-haul cost, basis-eligible cost savings, and interest savings due to lower interest rates) will result in some equity loss. This loss will be covered by cost savings, and also by additional deferred developer fees. The project has a \$3,000,000 developer fee in total of which \$1,295,000 was deferred at closing.

Cost overruns will use part, but likely less than half, of the remaining potential deferred fee of \$1,705,000.

CEQA

Not applicable.

RECOMMENDATION

Accept the Monthly Construction Report for Linnet Corner

ATTACHMENTS

1. 25_09_Linnet Corner - Budget Tracking
2. 25_09_Linnet Corner - Progress Photos

Respectfully submitted,



Paris Howze, Project Manager

Linnet Corner
Monthly Update - as of August 31, 2025

Total Development Costs to Date				
	\$ Budget	\$ Disbursed	% Disbursed	\$ Balance
Land & Holding Costs	\$526,338	\$526,338	100%	\$0
Hard Costs	\$38,347,043	\$32,300,343	84%	\$6,046,700
Soft Costs	\$14,598,875	\$5,851,167	40%	\$8,747,708
Total	\$53,472,256	\$38,677,848	72%	\$14,794,407

General Contract Status	
Total Contract Value	\$29,561,507
Change Orders	\$653,605
Revised Contract Value	\$30,215,112
Value of Work Completed to Date	\$29,794,138
Retention Withheld	\$2,919,582
Amount Paid to Date	\$26,874,556
Balance to Finish	\$3,340,557
% Construction Complete	99%

Contingency Utilization		
	Hard Cost	Soft Costs
Total Contingency Approved	\$1,738,717	\$450,000
Approved Change Orders to Date	\$653,605	\$36,894
Remaining Balance of Contingency	\$1,085,112	\$413,106
% of Contingency Used	38%	8%
Anticipated Master Plan Costs	\$0	
Projected Use of Contingency	\$199,686	
Remaining Balance of Contingency	\$885,426	
% of Contingency Projected	49%	

Linnet Corner
Progress Photos
(August 31, 2025)



Figure 1: Exterior Façade of Linnet Corner



Figure 2: Exterior façade view from Lakehurst Circle

Linnet Corner
Progress Photos
(August 31, 2025)

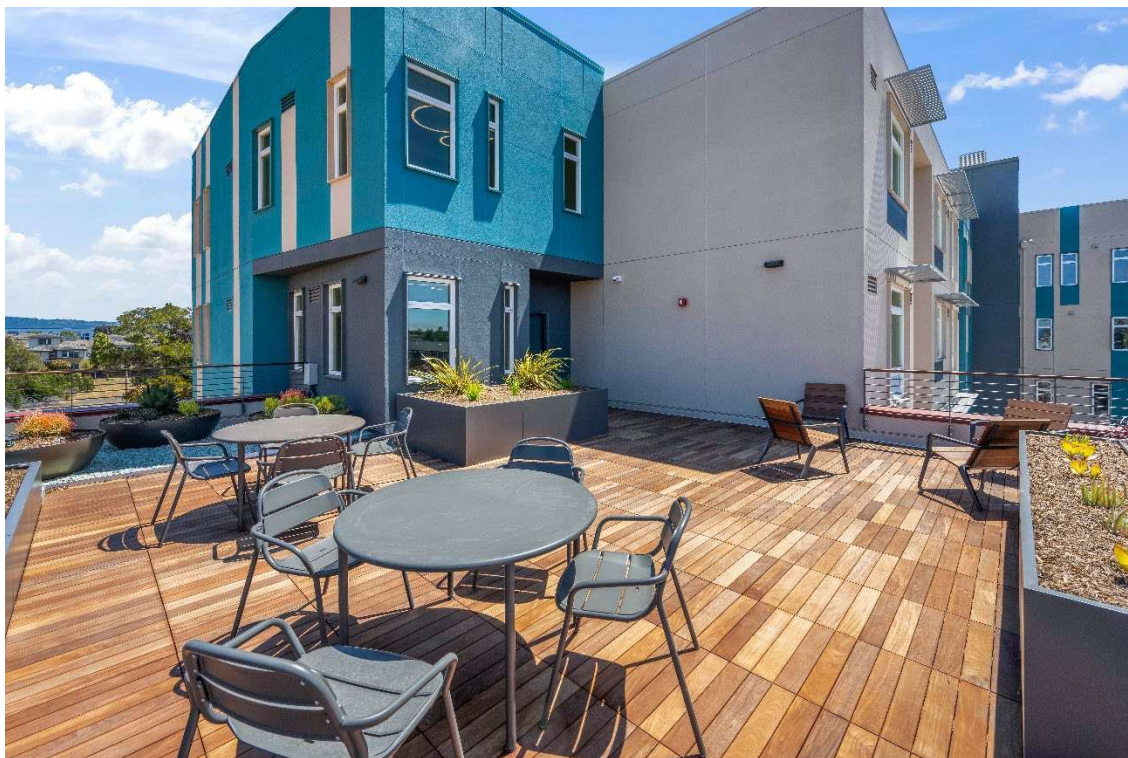


Figure 3: Completed 3rd Floor Roof Terrace Deck



Figure 4: View from corner of Lakehurst Circle & Mabuhay Street

Linnet Corner
Progress Photos
(August 31, 2025)



Figure 5: View from exterior community room frontage patio



Figure 6: View of resident garden

Linnet Corner
Progress Photos
(August 31, 2025)

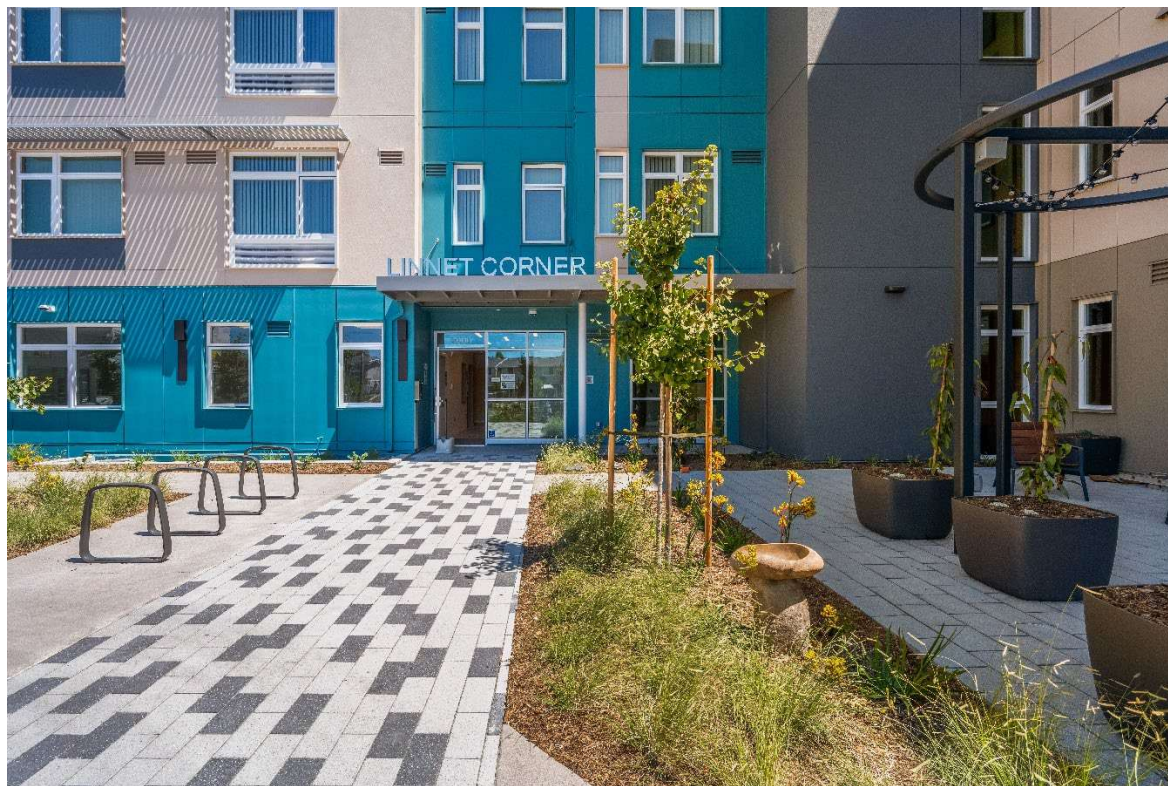


Figure 7: View of Front Entry

To: Honorable Chair and Members of the Board of Commissioners

From: Jocelyn Layte, Associate Project Manager

Date: September 17, 2025

Re: Accept the Monthly Report for North Housing Offsites.

BACKGROUND

The Housing Development Department provides monthly reports on projects under construction. The Housing Authority of the City of Alameda (AHA) is leading the North Housing Masterplan work to prepare the sites and provide infrastructure for Linnet Corner and Estuary I. This report provides updates on the North Housing Block A offsite work.

DISCUSSION**Site:**

North Housing Block A Offsite improvement, 501 Mosley Avenue, Alameda, CA 94501

The total project cost, as of August 31, 2025, is: \$6,391,646. This is an increase of \$4,815 from change order No. 6, which reflects work done for positive drainage of and management of vectors on Block C along Mabuhay Street.

Sources of funds are budgeted within the North Housing Block A projects, with Estuary I covering 23%, Linnet Corner covering 60%, and Estuary II covering 17% of the offsite improvement costs.

Purpose:

Purpose: AHA contracted with J.H. Fitzmaurice, Inc. (JHF) for offsite improvements to North Housing Block A, such as the realignment of Lakehurst Circle, the new water main extension, and the new Mabuhay Street. Offsite improvement work is on a parallel track to the two active housing development projects (Estuary I and Linnet Corner). The contract end date is October 2025. The contracted value for the offsite improvements is budgeted for each of the housing developments in Block A and funding was approved by the Board of Commissioners in December 2023. There is a 'contractor's contingency' of \$150,000 in the contract that is 99% used. To project for the completion of offsite work, staff has allocated up to \$450,000 in Board approved contingency that is held



outside the construction contract, of which \$241,972 has been used. Pro rata shares of all costs included in the budgets of Estuary I, Linnet Corner, and Estuary II.

In March 2025, the Board of Commissioners approved \$3,000,000 for soil off-haul costs, and staff has utilized approximately \$1,848,000. All soil originating from Block A has been hauled off as of mid-July. The general contractor has completed all stabilization work, permanent fencing, and hydro mulching. In September 2025, the site's hydro-mulched areas will be hydro-seeded as this allows for more viability of seeds due to weather patterns.

For Estuary I's Temporary Certificate of Occupancy (TCO), staff completed site fencing, egress to public sidewalks, and grading of the adjacent U.S. Navy -held parcel. For Linnet Corner's TCO, staff completed site fencing, egress to public sidewalks, and grading of the adjacent U.S. Navy -held parcel, sidewalk repairs to exiting sidewalks, landscaping and signage. Both projects have now received both TCO and final Certificate of Occupancy (COO).

Mabuhay Street:

At Mabuhay Street, AHA has created a new public street, sidewalk, public stormwater improvements, and lighting that will ultimately be owned and maintained by the City of Alameda. The City's Public Works department has reviewed the current work and provided a short final repair or "punch" list, which includes the recordation of a stormwater improvement maintenance agreement for all onsite stormwater protocols. The onsite stormwater protocols will be an ongoing obligation of the AHA, as the landowner, which will need to be maintained by the operating housing developments. The City will take on the public stormwater improvements. Upon final inspection in mid-August, Public Works staff calendared a City Council agenda item to accept the public street and its improvements (September 16, 2025; the item is on consent at this time). AHA would like the City to accept as soon as possible because the street is open for public use as a condition of TCO for Linnet Corner. Once the City has accepted the street, it will release the completion bond that AHA was required to post. In addition, a one-year warranty period begins for trees and construction issues, such as sidewalk cracking. During this time, AHA and its General Contractor are liable for any repairs or replacements that may be needed. This period will likely end in September 2026.

Timeline: February 2024 to October 2025.

Status: As of August 31, 2025, offsite improvement work is at 95% complete. Contractor billing for June 2025 is \$1,646,290, \$306,638 for July 2025, and \$45,854 for August 2025. The completed work consists of landscape, irrigation, earthwork, erosion control, and contractor fees. As of July 31, 2025, there have been twenty-three rain delay days that affected site work. The project is ahead of schedule and will be completed in tandem with Linnet Corner. Details on the contract status and contingency used are attached.

FISCAL IMPACT

The Board of Commissioners approved the funding for the North Housing Master-Plan in August and December 2023, and for the soil offhaul in April 2025.

CEQA

Not Applicable

RECOMMENDATION

Accept the Monthly Report for North Housing Offsites.

ATTACHMENTS

1. Att2_Offsite Photo updates BOC 08.2025
2. Att1_Offsite Monthly Budget Update 09_2025

Respectfully submitted,



With support from Niel Saxby, Renew Urban, Consultant
Jocelyn Layte, Associate Project Manager

North Housing Offsite: Soil Off haul



Offsites Soil stockpiles as of March 2025 prior to off hauling.



Offsites Soil stockpiles location as of early July.

North Housing Block A - Offsite Improvements Contract Tracking
Update - as of Aug 31 2025

General Contract Status	
Total Contract Value	\$4,015,747
Change Orders	\$2,375,899
Revised Contract Value	\$6,391,646
Value of Work Completed to Date	\$5,991,515
Retention Withheld	\$589,593
Amount Paid to Date	\$5,095,283
Balance to Finish	\$400,131
% Construction Complete	94%

Contract Contingency Utilization	
	Hard Cost
Total Contract Contingency	\$150,000
Approved Contract Contingency Usage To Date	\$148,457
Remaining Balance of Contract Contingency	\$1,543
% of Contract Contingency Used	99%

Owner Contingency Utilization	
Total Owner Contingency Outside of Contract	\$450,000
Approved Owner Contingency Usage To Date	\$241,972
Remaining Balance of Owner Contingency	\$208,028
% of Owner Contingency Used	54%



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sarah Raskin, Housing Development Specialist

Date: September 17, 2025

Re: Accept the Monthly Report for The Poplar.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) purchased the property (the Site) at 2615 Eagle Avenue in March 2022. AHA has a goal of serving 50-60 families with affordable housing, with up to 25% supportive housing apartments if required by funding sources. The development will have a preference for Alameda Unified School District (AUSD) staff, as well as a live/work preference for Alamedans.

In December 2023, the Board entered into \$3.4 million pre-development loan from Capital Impact Partners Bay's Future Fund (BFF) to fund the acquisition and pre-development of this site for up to four years. In February 2024, the Board approved a \$2.1 million pre-development loan from the Reserve Policy to supplement the BFF loan amount. In March 2024, the Board approved an option to ground lease with a 20-year term to Island City Development (ICD).

AHA has received redevelopment funding from the City of Alameda totaling \$4,888,053. AHA has received an additional \$1,000,000 from the City of Alameda increasing this redevelopment funding total to \$5,888,053. A detailed spending plan for these funds will be presented at the October 2025 BOC meeting.

In March 2024, the project was awarded \$534,565 in Equitable Community Revitalization Grant (ECRG) funds from the Department of Toxic Substances Control Office of Brownfields (DTSC). The grant has a two-year term: March 2024 to March 2026. Grant funds are disbursed on a reimbursement basis and can only be used for environmental site investigation activities. An extension to this grant is being processed and is due by September 22, 2025.

Please see previous Board Reports for project details prior to this month's update.

DISCUSSION



Environmental

Rincon has continued to close out the testing results and documentation and prepare draft recommendations for remediation of the site. This task included input from the geotechnical engineer regarding the proposed foundation alternatives. The findings and results will be incorporated into a Corrective Action Plan (CAP) that will be reviewed by the San Francisco Bay Regional Water Quality Control Board (RWQCB) and provided for public comment in the upcoming months.

National Environmental Policy Act

As required by the National Environmental Policy Act (NEPA), the HUD Authority to Use Grant Funds (AUGF) is required prior to taking any choice limiting actions on the Site, which includes abatement and demolition activities. A Finding of No Significant Impact and the NEPA certification is therefore needed before proceeding with demolition. GEPermit has completed an environmental assessment and drafted an environmental assessment report. Before this report can be certified with a finding of no significant impact, a Historic Resources Evaluation Report and an Archaeological Resources Survey Report needed to be completed to provide responses to the Confederated Villages of Lisjan Nation and State Historic Preservation Office. Since the previous BOC meeting both reports have been completed.

The Archaeological Resources Survey Report has determined that no archaeological historic properties were found, and that no recommendations are warranted. The Historic Resources Evaluation Report determined that the property lacks historic significance and does not qualify as a historic resource for the purposes of Section 106 of the National Preservation Act. Responses to the Confederated Villages of Lisjan Nation and State Historic Preservation Office have been submitted. Each entity has 30 days to respond. The target date for a Finding of No Significant Impact and the NEPA certification is by the end of October 2025.

SB35/423 Entitlements

Senate Bill 423 (SB 423) is a California law that amends and expands Senate Bill 35 (SB 35), an earlier law designed to streamline the approval process for projects like The Poplar. A requirement for the SB35/423 package is confirmation that the Site is not located within a sensitive resource area (e.g. coastal zone, prime farmland, wetlands, high fire hazard severity zone, hazardous waste site, delineated earthquake fault zone, etc.). Staff is working with its consultants to prepare the site for SB 423.

Community Outreach

Staff is hosting community meetings to ensure that members of the Alameda community are made aware of The Poplar redevelopment project, including the environmental cleanup and demolition activities onsite, and to give the community an opportunity to get involved with the process and/or comment on the Development Plan for the site as it takes shape. The first community meeting was on August 19, 2025, with four subsequent meetings scheduled. The updated community meeting schedule is attached. Meeting materials are posted on the ICD website.

<https://www.islandcitydevelopment.org/project/the-poplar/>

Board members and the public are encouraged to attend. The public can also sign up for notifications about The Poplar by following these instructions:

1. Go to this link: <https://www.alamedahsg.org/future-communities/>
2. Scroll down and click “Newsletter Sign Up”
3. Fill out the contact information and check the box for “The Poplar”

FISCAL IMPACT

Pre-development expenses at The Poplar are currently being funded by City redevelopment funding and the Capital Impact BFF loan. Environmental-specific costs are being reimbursed through the ECRG grant. An updated pre-development budget will be provided in October to reflect the spending plan for the next year.

CEQA

Not Applicable.

RECOMMENDATION

Accept the Monthly Development Report for the Poplar.

ATTACHMENTS

1. The Poplar_Community Meetings Flyer_UPDATED
2. 25_09_Poplar- Predevelopment Budget Tracking

Respectfully submitted,



and Neil Saxby, Renew-Urban, Consultant
Sarah Raskin, Housing Development Specialist

Please Join Us to Discuss **The Poplar**

The Housing Authority of the City of Alameda (AHA) cordially invites all community members to attend in-person meetings to provide information regarding site layout, connectivity, programming, and environmental impacts for AHA's housing community named "The Poplar." The Poplar is located at 2615 Eagle Avenue in Alameda and will provide affordable rental housing to Alamedans and AUSD teachers and staff.

Upcoming Community Meeting Topics & Locations (updated meetings are **highlighted**):

Site & Development Process Overview

Tuesday, August 19th at 6:00 - 7:30pm

Rosefield Village - Community Room:
727 Buena Vista Ave., Alameda, CA

Design Charette

Wednesday, September 10th at 7:00 - 9:00pm

Edison Elementary School- Multi-Purpose
Room: 2700 Buena Vista Ave., Alameda, CA

Site Reuse and Resiliency

Wednesday, October 1st at 7:00 - 8:30pm

Edison Elementary School - Multi-Purpose
Room: 2700 Buena Vista Ave., Alameda, CA

Final Development Plan

Thursday, October 16th at 7:00 - 8:30pm

Edison Elementary School - Multi-Purpose
Room:
2700 Buena Vista Ave., Alameda, CA

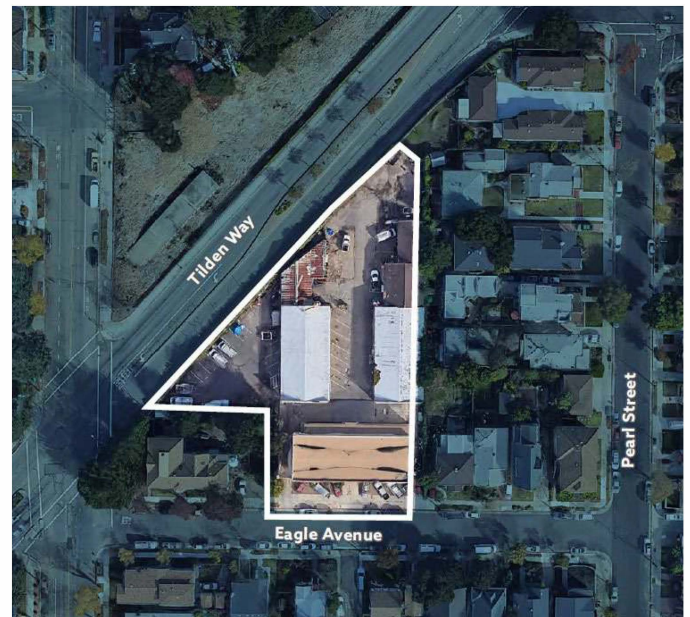
Environmental Conditions and Remediation

Wednesday, October 29th

Time and location to be determined

A RSVP is not required but is preferred. For questions or to RSVP, please email poplar@alamedahsg.org.

To stay up to date with information on the project, we encourage you to sign up for the online Newsletter at www.ahagroup.click



Thank you! We hope you can join us for one or more of our upcoming meetings.

The Poplar – Predevelopment Budget
Update as of August 30, 2025

Uses	Budget	Obligated	Spent to Date	Remaining
Acquisition	\$2,500,000	\$2,500,000	\$2,500,000	\$0
Demolition & Carrying Costs	\$600,000	\$61,607	\$61,607	\$538,393
Design Consultants	\$800,000	\$265,530	\$143,618	\$656,382
Entitlements & Permitting	\$175,000	\$145,778	\$46,268	\$128,732
LIHTC and Financing Fees	\$206,000	\$202,000	\$124,338	\$81,662
Predevelopment Financing Fees	\$375,261	\$375,261	\$375,261	\$0
Environmental Costs	\$500,000	\$423,083	\$265,124	\$234,876
Other Soft Costs & Contingency	\$280,739	\$213,420	\$150,945	\$129,794
Total	\$5,437,000	\$4,186,679	\$3,667,161	\$1,769,839

	City Redevelopment Funding	Capital Impact BFF	ECRG
Total Budget	\$5,888,053	\$3,337,000	\$534,565
Amount Drawn through July 30, 2025	\$4,888,053	\$2,645,457*	\$223,616
Remaining Loan Available	\$1,000,000	\$691,543	\$310,949

**The funds minus interest are being held in LAIF*

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 17, 2025

Re: Accept the Quarterly Overview Report for the Housing Development Department.

BACKGROUND

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

DISCUSSION

Island City Development

Currently, the Housing Authority of the City of Alameda (AHA) has a pre-development loan to Island City Development (ICD) for The Poplar, and another loan to Estuary II through its affiliate Alameda Affordable Housing Corporation (AAHC) via the Alameda Affordable Housing Trust Fund (AAHTF). AHA has also provided options for ground leases for ICD pipeline projects (Estuary II & The Poplar). The loan balance and project details are discussed in the subsequent project-specific Board reports.

In July 2025, ICD signed a Housing Assistance Payments Contract (HAP) with AHA for forty Project-Based Vouchers at Estuary I. ICD plans to sign a HAP for forty Project-Based Vouchers at Linnet Corner in September. There is a conditional Project-Based Voucher Agreement to Enter Into a Housing Assistance Payment (AHAP) for Estuary II, for forty Project-Based Vouchers, pending full financing of the project.

Affordable Housing Project Pipeline

- **Rosefield Village** – In July 2025, the California Tax Credit Allocation Committee (CTCAC) issued an IRS Form 8823 for noncompliance, based on a September 2024 site visit. This form is issued whether corrections are made promptly or not. ICD corrected the NSPIRE (National Standards for Physical Inspections of Real Estate) issues during the correction period, and has leased the unit that exceeded the Vacant Unit Rule. Rosefield has received its IRS form 8609-A, which is a major final milestone for development. It received its final equity



contribution of \$100,000 from the Limited Partner, Enterprise, which, in combination with held development funds, should pay the deferred developer fee to ICD, an amount likely to be several hundred thousand dollars. The project has already paid AHA its share of the deferred developer fee.

- ***Estuary I, Linnet Corner*** – Estuary I is completed and is in project close out. Linnet Corner is on schedule to be completed in the next 45 days. An updated report on these projects is presented as separate Board items. The Housing Development (HD) department is convening a weekly AHA All-Hands meeting to discuss the leasing and start-up operations for these two projects. Currently, the team is pivoting from Estuary I lease up to Linnet Corner lease up, while following up on financial close out issues such as the cost certifications, warranty repairs, plus planning for stabilization of both projects.
- ***Estuary II*** – Staff submitted seven funding applications for this project in 2025. It is likely not to be awarded because of lack of leverage funding, not being in a high opportunity area and reliance on limited state tax credits.
- ***North Housing Master Plan*** – AHA has contracted offsite work to support Block A of the North Housing Master-Plan and an updated report is presented as a separate Board item.
- ***The Poplar (2615 Eagle)*** – An updated report on the project is presented as a separate Board item.
- ***Feasibility Studies*** – None at present.

New Funding Opportunities

In August 2025, the Department applied for matching funds under the State Local Housing Trust Fund for the Independence Plaza transaction. In September 2025, the Alameda Affordable Housing Trust Fund received notice that the application was successful. It is an honor to have received three awards from this program over time.

Staff will be reviewing to see how this award can help AHA be repaid for the funding provided during the Restore-Rebuild transaction in November 2024.

The outlook for funding opportunities for new construction in the State of California is increasingly constrained. However, the County of Alameda may have Measure W funds available this fall, and the Federal budget may allow for additional low income housing tax credits (LIHTC) in 2026. Estuary II is vulnerable to losing existing financing commitments if it does not receive tax credits in early 2025. The Poplar will not come online for a few more years, allowing this funding slowdown to clear.

Construction in Progress

A separate report to the Board tracks the many different activities that are underway to improve the portfolio and prepare sites for development. Housing Development (HD), Asset Management, and Property Management staff brought an update on the overall Capital Improvements Plan to the Board in October 2024 and are currently working on the priorities for the Fiscal Year 2025-2026 budget cycle.

Community Relations

Staff is currently convening a series of community meetings regarding the Poplar development. All Project Managers (PMs) are assigned to monitor the activities of City of Alameda working groups (Design Review Team, Human Services, and Sustainability) and are encouraged to participate and report on important and relevant information. Staff recently attended the Alameda Point Regeneration meeting with other partners working on the former Naval Base. Staff have provided notices to neighbors to invite the community to informational meetings. The department supports nominations of AHA activities to award programs. It is proud to announce that the Independence Plaza Restore and Rebuild transaction has received national recognition from Affordable Housing Finance Reader's Choice Awards as well as the National Association of Housing and Redevelopment Organizations (NAHRO) as nominee and finalist.

Staffing

The HD department offered a promotion to the role of Associate Project Manager to Jocelyn Layte in June. In addition, the department has a position for housing development specialist and a construction project manager open at this time.

FISCAL IMPACT

Not applicable.

CEQA

Not applicable.

RECOMMENDATION

Accept the Monthly Overview Report for Housing Development.

ATTACHMENTS

1. AHF Award - Independence Plaza

Respectfully submitted,



Sylvia Martinez, Director of Housing Development



- ↑ Urban Finalist,
Ancora Place
- Seniors Finalist,
The Pryde
- ↓ Preservation Finalist,
Market Street Village

The 2025 AHF Readers' Choice Awards

FINALISTS

READ ABOUT
36 inspiring
**AFFORDABLE
HOUSING
COMMUNITIES.**



VETERANS, FARMWORKERS, SENIORS

who once lived on the streets, individuals who are blind, hospitality workers priced out of the cities where they toil, and families displaced by natural disasters.

These are among the residents in the 36 communities selected as finalists in Affordable Housing Finance's 2025 Readers' Choice Awards. These developments are in small towns and major cities across 17 states and the U.S. Virgin Islands.

They tell the story of the nation's housing crisis, but they're also examples of determination and ingenuity, rising against the odds to become someone's haven. This year's Readers' Choice Awards recognizes affordable housing communities built in 2024 or 2025.

Read about the developments in this issue, and then AHF magazine and newsletter subscribers can vote for the winners in nine categories as well as an overall winner at housingfinance.com. Voting takes place starting July 18 and is restricted to subscribers as of July 25.

Winners will be recognized at AHF Live: The Affordable Housing Developers' Summit, Nov 17-19, in Chicago.



by
**DONNA KIMURA
CHRISTINE SERLIN
ALY YALE**



Independence Plaza

BUILT IN 1990, INDEPENDENCE PLAZA HAS BEEN AN important source of affordable housing for seniors in Alameda, California. However, it faced a major challenge with the looming expiration of a city operating subsidy that would have meant raising rents to prevent a budget deficit.

To preserve affordability at the 186-unit community, the Housing Authority of the City of Alameda (AHA) executed the nation's first acquisition-only Restore-Rebuild transaction, formerly known as Faircloth to RAD (Rental Assistance Demonstration).

The housing authority had a balance of 120 Faircloth vouchers from when it restructured a public housing development years earlier. The team unlocked those resources to apply the vouchers at Independence Plaza. Restore-Rebuild deals typically involve a renovation, but the Alameda community was kept in good shape, and some work to the common areas was done in preparation for this transaction. As a result, officials were able to apply the Restore-Rebuild vouchers without rehabilitation.

The new vouchers ensure that rents at 120 apartments will remain affordable for 20 years. The other units serve those with tenant-based vouchers. The \$37.5 million transaction allowed AHA to pay off a loan and positions the housing authority to borrow against the property when it does need rehabilitation, according to executive director Vanessa Cooper. "We have created a model that means you can use Restore-Rebuild without deep rehab," she says. "It's a preservation tool that will unlock funds that couldn't have been used otherwise."—D.K.

DEVELOPER: Housing Authority of the City of Alameda; **GENERAL CONTRACTORS:** Athens General Construction and Freestone Reconstruction; **MAJOR FUNDERS:** City of Alameda; Housing Authority of the City of Alameda; Department of Housing and Urban Development



Market Street Village

WHEN A MARKET-RATE APARTMENT DEVELOPMENT WENT up for sale in San Diego, Community Solutions took action to purchase the property and transform it into 229 affordable and supportive housing units.

The bold step is resulting in the creation of 114 units for residents earning up to 80% of the area median income and 115 units for veterans experiencing homelessness.

Acquiring the development has allowed the nonprofit to provide affordable homes more quickly and at a much lower cost than traditional affordable housing models. The first new residents moved in within 90 days of Community Solutions identifying and buying the building. The \$89.2 million deal came to about \$389,000 per unit, roughly half the costs of building a new unit in the market, say officials.

The deal also ensures that existing residents will not see their rents skyrocket and be at risk of displacement. Units will be converted when there's natural turnover.

Community Solutions was able to compete with market-rate buyers for Market Street Village with the help of a property tax exemption. Bypassing the use of low-income housing tax credits, the deal is instead funded by Community Solutions' Large Cities Housing Fund, a \$150 million initiative supported by major social impact investors to help communities reduce veteran homelessness.

"We saw an opportunity to acquire a high-quality building with lower-cost capital, and, in exchange, we were able to lower rents and connect the building to the housing system, which allows us, primarily through Veterans Affairs and other organizations, to make units available to individuals exiting homelessness," says Dave Foster, president of BDP Impact Real Estate, an arm of Community Solutions.

Market Street Village will provide homes for 36 veterans exiting homelessness within the first year and a total of 114 in three years, according to the developers.—D.K.

DEVELOPER: Community Solutions; **MAJOR FUNDERS:** Morgan Stanley; National Equity Fund; Kaiser Permanente; UnitedHealth Group; Ford Foundation; Alliance Healthcare Foundation; BQuest

LEFT: JOSHUA ALTER; RIGHT: COURTESY COMMUNITY SOLUTIONS

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 17, 2025

Re: Accept the Quarterly Development Report for The Estuary II.

BACKGROUND

The Estuary II is one of the three projects within North Housing Block A. Block A is the first phase of the larger 12-acre North Housing parcel redevelopment at the former Alameda Naval Air Station (NAS) site known as Coast Guard Housing. The Estuary II is expected to have 46 units of permanent supportive housing for formerly homeless households.

The Housing Authority of the City of Alameda (AHA) is leading the development of a homeless accommodation conveyance, alongside partners Alameda Point Collaborative and Building Futures. Island City Development (ICD) is the developer.

The North Housing parcel was successfully transferred to AHA ownership on May 30, 2019. The AHA Board of Commissioners (the Board) approved the AHA's vision for the North Housing site at its August 2019 meeting. All entitlements were approved in 2020. In October 2023, the first phase of the Final Map was recorded to create the parcels and the streets within Block A. Estuary II was designed and planned as a condominium project for vertical construction on vacant land. The building permit is ready to be issued upon payment of the building permit fees. Once issued, the permit is valid for 12 months or 12 months from the last approved inspection by the Building Department.

Please see previous Board reports for project details before this month's update.

DISCUSSION**Funding**

AHA has made a funding commitment through its Reserve Policy of \$3,750,000 which is flowing through the Alameda Affordable Housing Trust Fund (AAHTF) and administered by the Alameda Affordable Housing Corporation (AAHC). The AAHTF commitment has been awarded matching funds from the State Local Housing Trust Fund (LHTF) Program with \$1,250,000 of the matching funds committed to The Estuary II project.



Together, the AAHTF commitment is \$5,000,000. Per the Standard Agreement, the final disbursement request for this funding is due by March 31, 2031. In 2021, the Board also approved an option to ground lease the land at a subsidized rate. If and when the State of California Department of Housing and Community Development (HCD) funding is awarded to this project and requires a below-market land lease or land donation, the ground lease for up to the Fair Market Value (FMV) evidenced by the seller's carryback financing may be converted to land contribution to the project for a nominal fee of \$1 per year for 99 years. A similar financing structure was used on the Linnet Corner project with HCD funding.

On June 23, 2023, the Federal Home Loan Bank of San Francisco awarded \$690,000 in Affordable Housing Program (AHP) funds to the project. Projects with an AHP award have 4 years from the award date to use the AHP funds, and our AHP award will expire on or about June 23, 2027.

On April 4, 2024, HCD awarded \$9,761,541 from the National Housing Trust Fund (NHTF) program for this project. On October 24, 2024, the Standard Agreement was signed to allow HCD to secure the NHTF from the Department of Housing and Urban Development (HUD). Per the terms of the commitment and milestones, HCD allows the proposed project to commence construction by January 31, 2026. This timeline allows the project to apply for tax credits and other anticipated HCD Notice of Funding Availability (NOFA) in 2025. However, if tax credits are not received by mid-2025, the NHTF award may be rescinded.

On June 10, 2024, the City of Alameda awarded approximately \$550,000 in Permanent Local Housing Allocation (PLHA) funding to this project. On October 28, 2024, the City of Alameda awarded this project approximately \$89,000 in HOME loan funding. In May 2025, the City of Alameda awarded an additional \$170,000 in HOME funds. Together, the City of Alameda combined funding commitment is approximately \$811,000. The commitment from the City is valid through June 30, 2026.

On December 13, 2021, AHA conditionally awarded forty (40) Section 8 Project-Based Vouchers (PBV) for this project. In March 2025, AHA approved an extension for the project to enter into an Agreement To Enter Into A Housing Assistance Payment Contract (AHAP) to December 31, 2025.

Estuary II continues to need its final tax credits and/or bonds. It is applying actively to tax credit and other soft loan sources.

Timing

This development will not start construction until the first quarter of 2026 at the earliest, as it is still waiting for its final financing commitments.

As shown in the applications submitted and the awards received to date, staff are actively pursuing all viable options. Alameda County may release a Notice of Funding Availability for Measure W, which targets services and homes for the formerly homeless

in fall 2025. In addition, the new federal budget calls for additional Low Income Housing Tax Credits (LIHTC) and less-restrictive tax-exempt bond rules, which may assist this project.

The project could be funded by \$20,000,000 in tax credits and bond financing from CTCAC/CDLAC. The Board should be aware that the chances of being funded are low relative to prior projects, due to the state funding outlook and other changes outlined above. It is very possible that development may need to wait several years. Other financial challenges include:

- Without SuperNOFA funding, the 4% scenario has a \$5,000,000 gap.
- Some conditional funding awards will start to expire in 2026.
- Although the project has normal inflation estimates built in, any import tariffs would add a financial cost burden to the project. June 2026 Industry expectations are that tariffs may increase costs by 1.5-2.5%, above the expected inflation of 4.3% for a total of 5.8–6.8%. A 6% increase is included in the current budget, approximately \$1,400,000. Any amount over that would need to be filled by soft loans or deferred developer fee.

The Estuary II project has sufficient pre-development funding for the expected soil off-haul costs to be split pro rata between the North Housing Block A projects, with Estuary II responsible for 17% of the costs (estimated to be approximately \$510,000). These costs are built into the pro forma budget.

FISCAL IMPACT

The total pre-development loan available for the Estuary II project is \$5,250,000, of which \$3,453,507 has been spent. Funds are disbursed to ICD on an as-needed basis. The Board previously approved \$1,500,000 in AHA funding commitment for the pro rata share of the site preparation and offsite costs for this project which is included in the total pre-development loan amount above. Please refer to the attached chart summarizing expenses through July 31, 2025 (Attachment 1).

CEQA

Not applicable.

RECOMMENDATION

Accept the Quarterly Development Report for The Estuary II.

ATTACHMENTS

1. Est II Predevelopment Expenses - July 31, 2025

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

Predevelopment Expenses Chart Through July 31, 2025

The Estuary II	Uses	Sources
Predevelopment loan funds (AAHTF) available for the Estuary II project		\$3,750,000
AHA funded site preparation costs as the master developer for the pro rata share costs of ground improvement and offsite improvement for Estuary II. *Shown for informational purposes only		\$1,500,000
Predevelopment expenses to-date includes predevelopment costs, pro rata shares of master plan, demolition, and land carrying costs)	\$3,453,507	
Anticipated Soil Off Haul Costs - Estuary II's Pro Rata Share	\$510,000	
Predevelopment Funds Remaining	\$1,275,492	
Cumulative Total AHA Funds for Estuary II		\$5,250,000

To: Honorable Chair and Members of the Board of Commissioners

From: Alicia Southern, Director of Human Resources

Date: September 17, 2025

Re: Accept the Quarterly Overview Report for the Executive/Data and Policy and HR Departments.

BACKGROUND

This memo provides a high-level overview of agency activities in the prior three-month period for the Executive Department, including Human Resources, Data and Policy, and Moving to Work (MTW).

DISCUSSION

Human Resources

A summary of open positions and recently hired positions is presented below. Positions are listed by department, and information about current and recent recruitments is included. Information is current from June 2025 through August 2025.

Department	Position	Number of Vacant Positions	Recruitment Status	Other Updates
Executive, Administration, HR and Finance Departments.	No positions open			
Housing Programs	Housing Specialist I	2 FTE	Open; reviewing candidates	Opened due to staff turnover



Property Operations	Property Management Supervisor	1 FTE	Interviewing candidates	New position
	Management Analyst - Asset Management	1 FTE	Open; reviewing candidates	New position
	Property Operations Specialist I	1 FTE	Internal promotion - started 7/28/25	New position
	Program Assistant	1 FTE	Candidate started 8/18/25	Opened due to staff promotion
Housing Development	Associate Project Manager	1 FTE	Internal promotion - started 6/2/25	Opened due to staff turnover
	Housing Development Specialist	1 FTE	Open; reviewing candidates	Opened due to staff promotion
Data and Policy	Management Analyst	2 FTE	Open; reviewing candidates	New position

Summary:

Total FTE's approved for FY 2025/26: 52

Number of vacancies: 14 FTE's

Vacancy rate: 27%

Acting assignments in higher classifications: 2

Number of active recruitments: 4

The Housing Authority of the City of Alameda (AHA) has promoted two new staff members since the last quarterly report, an Associate Project Manager and a Property Operations Specialist I. A candidate for the Program Assistant in Property Operations started on August 18, 2025. Interviews are in process for the Housing Development Specialist and Property Management Supervisor positions. AHA is currently screening applications for the Housing Specialist I and Management Analyst positions. While the candidate pool for most positions is smaller than in the past, Management anticipates filling additional positions in the upcoming months. HR has also retained temporary staff to support the AHA, including five interns and two temporary staff members.

AHA currently has the following positions unfilled but not currently under active recruitment:

- Deputy Executive Director (Executive)
- Management Analyst (Finance)
- Assistant Director of Housing Programs (Housing Programs)
- Director of Housing Programs (Housing Programs)
- Facilities & Maintenance Technician I
- Senior Project Manager

The Board of Commissioners granted AHA hiring flexibility through March 2026 with the understanding that changes would be brought to the Board for ratification. AHA has converted one (1) Senior Project Manager position to an Associate Project Manager and filled the position internally. AHA has begun temporarily utilizing the vacant Director of Housing Programs for an Assistant Director position.

During this period, staff did not attend any conferences. Staff attended training on: Slips, Trips, and Falls, Opioid Overdose Prevention, Recognition and Response, Phishing emails posing as someone else, and other IT training. Staff also visited, and took a tour of, North Housing in June.

Annual Plan, 5-Year Plan, and Significant Amendment

The Annual Plan for Fiscal Year 2025-2026 and the 5-Year Plan for Fiscal Years 2025-2030 were approved by HUD on August 28, 2025. The Significant Amendment was recently revised (see the Housing Programs update memo), and will now be submitted to HUD.

Data and Policy staff are currently assisting the Housing Programs Department in processing the massive amount of work from the December 2024 wait list due to the large number of families placed on wait lists.

FISCAL IMPACT

Report only, no financial impact.

CEQA

Not applicable to this item.

RECOMMENDATION

Accept the Quarterly Overview Report for the Executive/Data and Policy and HR Departments.

ATTACHMENTS

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'AS', is positioned above the name of the signatory.

Alicia Southern, Director of Human Resources

To: Honorable Chair and Members of the Board of Commissioners

From: Greg Kats, Director of Administration and Services

Date: September 17, 2025

Re: Accept the Quarterly Overview Report For the Administration and Services Department.

BACKGROUND

The Administration and Services Department manages a number of areas within the Housing Authority of the City of Alameda (AHA) including procurement, information technology, reasonable accommodations, community relations, and risk management. This report serves to provide the Board with a quarterly overview of notable developments within these areas of the agency.

DISCUSSION

Procurement: A key step in leasing up Estuary I and Linnet Corner was finalizing the agreements with LifeSTEPS Inc., to ensure necessary that critical support services were available to residents immediately upon move in. AHA staff worked with LifeSTEPS Inc. to ensure that the agreements were reviewed and signed in advance of the building openings. AHA entered into a three-year agreement for a total not-to-exceed amount of \$200,000 for services provided at Estuary I, and an additional agreement for a total not-to-exceed agreement in the amount of \$34,000, for services provided at Linnet Corner. LifeSTEPS will act as the primary supportive service provider for both properties, primarily focusing on client case management.

The following are some highlights of the AHA's current procurement initiatives:

Bonfire: AHA staff continue to utilize the new online procurement platform, Bonfire, and the contract has been renewed for another year. The Bonfire system is used to post solicitations, gather proposals and bids, evaluate proposals, correspond with vendors, and award contracts. Additionally, Bonfire acts as a repository for contracts and insurance documents to allow staff to collect and review all documents in one centralized location moving forward. The system also allows staff to send out notifications of expiring insurance documentation and to send messages to vendors regarding their agreements. Recently, Bonfire added an integration function with the e-signature platform, DocuSign. This integration allows for documents to be directly routed for signature and saved through the Bonfire system.



AHA staff will continue to promote the use of Bonfire by vendors, by including information regarding registration in publications, such as the annual vendor newsletter and periodic outreach emails. Staff will also be adding agency templates to the system, to improve consistency of use, by early August.

Internal Training: Comprehensive procurement training is offered on a bi-annual basis for AHA staff, with the last training occurring in June 2025 and the next session scheduled for November 2025. Admin staff also initiated a monthly procurement review meeting starting in January 2025. These meetings are intended to discuss best practices related to AHA procurement processes and to review components of the Bonfire platform. Staff will also be trained on an internal procurement workflow and manual during the All-Staff meeting in August 2025.

AHA solicitations can be found at the following
link: <https://alamedahsg.bonfirehub.com/portal/?tab=openOpportunities>

A summary of recently issued RFPs and ITBs is provided below:

RFP/ITB DESCRIPTION	ORG	STATUS	ISSUE DATE
RFP for North Housing Block A Private Art Installation	ICD	RFP Open	July 10, 2025
North Housing Window Tinting	ICD	RFP Open	August 4, 2025
HQS Inspection Services	AHA	RFP Closed; evaluation pending	June 27, 2025
Laserfiche Solutions Provider	AHA	RFP Open	July 21, 2025
North Housing Landscaping Services	ICD	ITB closed; evaluation pending	June 27, 2025
North Housing On-Call Pest Control Services	ICD	ITB closed; evaluation pending	June 27, 2025
North Housing Radon Testing	ICD	ITB closed; contract awarded	May 16, 2025
Window and Gutter Cleaning Services	AHA	ITB closed; contract awarded	April 24, 2025
Remediation and Demolition of Property Improvements at the Poplar	AHA	RFP closed contract awarded	April 7, 2025

The number of agreements and amendments executed from April 1, 2025, to July 31, 2025, is

provided below:

Agreements Executed	Amendments Executed	Intergovernmental Cooperation Agreements
7	12	2

Reasonable Accommodations

The table below provides a summary of monthly and year-to-date statistics on Reasonable Accommodations (RA) processed as of July 23, 2025.

Month	New submissions by month	Requests still in process	Completed RAs (letter sent)	Submissions YTD	Completed RAs YTD
January	21	0	21	21	21
February	18	0	18	39	39
March	18	0	18	57	57
April	41	0	41	98	98
May	21	0	21	119	119
June	29	0	29	148	148

The subsequent table displays the percentage of approved, denied, and closed RA requests that have been finalized by month. For example, during June 2025, there were twenty-nine RA requests that were finalized. Of those twenty-nine requests, eight requests were approved, resulting in a 28% approval rate. Please note that there was an unusually high number of denials issued in January, due to the opening of the waitlist in December, which resulted in a greater number of invalid RA requests (e.g., non-participant/non-applicant requests, no contact information for knowledgeable professionals provided, etc.). Additionally, the requirement to sign the HUD Form 9886A in person generated numerous RA requests during the months of April and May, specifically.

Month	Approved	Denied	Closed
January	19%	81%	0%
February	33%	67%	0%
March	33%	67%	0%
April	20%	80%	0%
May	10%	86%	4%
June	28%	72%	0%

The following table provides a year-to-date total of the type of accommodation requests received.

The "other" category includes requests such as extensions of time for completing a recertification, reinstating a voucher, and/or providing approval for an assistance animal.

Categories	YTD
Extra Bedroom	35
Live-In Aides	30
Parking	1
Unit Modifications/requests	7
Voucher extension	12
Additional extensions*	4
Requests related to mandatory in-person activities**	21
Accessible Unit	4
Other - Misc.	34
Total	148
*Includes extension requests for activities such as HQS inspections and informal hearing requests.	
**Includes activities such as the 9886A form and mandatory tenant conferences.	

Staff continue to accept RA requests via e-mail, fax, in person, by phone, and through the electronic form available on the AHA website and continue to complete quality control reviews of reasonable accommodation processes and outcomes.

Community Relations

Below is a summary of AHA's community relations activities during the second quarter of 2025:

- In partnership with the Alameda Food Bank and LifeSteps, residents at AHA's largest senior communities (Independence Plaza and Anne B. Diamant) have been receiving free food deliveries on an alternating bi-weekly basis. Food is distributed via a "Farmers Market" style event.
- The Alameda Food Bank also provides free snacks, fruit, and water for AHA youth recreational programs hosted on a weekly basis at Esperanza Apartments (AHA's largest family property).
- The City of Alameda Recreation and Parks Department (ARPD) has been providing free, bi-weekly after-school recreational programming (on Wednesdays) for AHA youth via ARPD's mobile recreational unit at Esperanza Apartments.
- Drawbridge (www.drawbridge.org) has been providing bi-weekly art activities (on Wednesdays) at Esperanza Apartments. The goal of the Drawbridge and ARPD programs is to provide a safe space for AHA youth at Esperanza Apartments on a weekly basis.
- LifeSteps staff and AHA staff conducted emergency preparedness training at Independence Plaza in April. The presentation covered many topics, including information on evacuation routes, emergency contacts, and other important community resources. Emergency preparedness backpacks (which included essential emergency items) were distributed to the

28 IP households that attended the presentation.

- AHA staff worked with Alameda Municipal Power to auto-enroll all Linnet Corner and Estuary I households into AMP's Energy Assistance Program, which resulted in a 25% discount on energy bills for all those 109 households.
- AHA hosted a celebration at Independence Plaza on Wednesday, May 28th at 1pm to celebrate the successful rehab and re-financing of Independence Plaza. Which was made possible by the Faircloth to RAD conversion, which provides AHA the necessary resources to maintain long-term financial and operating viability for AHA's largest property, Independence Plaza.
- In April, staff from the College of Alameda tabled at Rosefield Village and Esperanza Apartments to educate residents about the College's vocational training programs, plus degree and certificate programs offered at the College of Alameda. COA staff will return to the same AHA properties in August to promote COA Fall semester offerings.
- At AHA's largest senior property, Independence Plaza, AHA enhanced the resident experience by building 9 garden boxes for residents to grow vegetables, fruits, and flowers. On May 12th, LifeSteps staff hosted a resident event and 21 IP residents signed up for garden spaces and those residents were provided access to hand tools and seeds for planting.
- AHA's partnership with the City Zero Waste program has received positive feedback from residents and to date 9 AHA properties have been visited by Zero Waste Program staff. At these site visits, residents receive recycling totes and compost bins. The resources and education provided via the site visits at Esperanza Apartments have increased recycling and reduced waste by residents. Thus enabling AHA to reduce the weekly garbage collection pickups by Alameda County Industries to 2 pickups per week instead of 3 pickups per week, resulting in \$45,000 annual savings for AHA.
- On Monday, June 16, AHA staff hosted a tour of North Housing with partners from the Alameda Food Bank, Center for Elders Independence, Alameda Alliance for Health, City staff from Housing & Human Services, FPI Management, City Councilmember Jensen, and Mayor Ezzy-Ashcraft.
- AHA's partnership with Oakland Roots & Soul resulted in 10 free tickets to a game in May for AHA residents at Rosefield Village and Parrot Gardens.
- In preparation for the opening of Estuary I in July, AHA staff secured the following services for all Estuary I residents; an AC transit EasyPass (unlimited free rides wherever AC transit buses go), enrollment into the Energy Assistance Program offered by Alameda Municipal Power (25% discount on energy bill), and lastly an Alameda Food Bank registration event plus onsite food distribution at Estuary I on July 29th.

Communications Summary

AHA's efforts to increase community awareness of agency activities during this reporting period included the following:

1) **Press Releases:** During Q2, one press release was published on April 3rd to announce the Linnet Corner Wait List opening. This press release was picked up by 269 AP media outlets.

2) **AHA newsletters:** AHA Housing Choice Voucher Program participants and AHA tenants were mailed and emailed the Quarterly Tenant Newsletter. AHA Landlords were mailed and emailed the quarterly newsletter.

3) Public Outreach - Public Meetings and Internal Meetings: During Q2, AHA's Community Relations Manager conducted the monthly Landlord Portal Meeting for AHA landlords, the monthly meeting for AHA's internal Environmental Committee, the quarterly meeting for legal advocates, the monthly meeting with LifeSTEPS and FPI Management, plus the quarterly meeting with the City of Alameda's Mayor to provide updates on AHA's various initiatives.

Website Management

During Q2, both agency websites (www.alamedahsg.org and www.islandcitydevelopment.org) continued to undergo content updates, to reflect accurate and timely information. Also, both websites are reviewed monthly for ADA accessibility (WCAG 2.1 level AA) and any required content updates. Staff also added daily scans for any broken links listed on www.alamedahsg.org. Both websites continue to feature ADA-compliant features, intuitive navigation, accurate content, and are optimized for mobile devices. In late June, AHA staff who are authorized to perform website editing, underwent internal training on the WordPress "back-end" platform with AHA's vendor (Planeteria Media).

Online Data Metrics

The information below tracks AHA's growing digital presence by capturing website analytics, social media metrics, and email activity in Q2 2025:

Website Data (for www.alamedahsg.org):

Total unique visitors: 33,651

Total page views by unique visitors: 123,441

Average engagement per active unique visitor: 1 minute 14 seconds

Facebook Data:

Total followers: 1,182 (19 new followers during Q2)

Post reach (number of people that saw any content on AHA's Facebook page): 15,239

LinkedIn Data:

Total followers: 1,589 (191 new followers added during Q2)

Unique visitors: 213

Impressions delivered (total AHA LinkedIn profile page views by unique visitors): 4,193

Email Data:

Agency marketing emails sent out by AHA during Q2: 80,429

Total contacts: 50,331

Email open rate: 54%

Click rate: 8%

Ombudsperson Data

Since May 2021, AHA's Ombudsperson Program has served as a solution-oriented community resource available to all AHA tenants, AHA program participants, AHA landlords, and other community-based organizations. The Ombudsperson is a community liaison and provides an array

of duties, including:

- Resolving AHA tenant or participant complaints;
- Identifying AHA staff members to answer specific questions;
- Developing and expanding community partnerships;
- Serving as a neutral AHA representative to help our clients find solutions; and
- Ensuring that tenant and/or landlord concerns are fully addressed.

Total Q2 2025 Ombudsperson Contacts	17
Public Non-AHA landlord/tenant matter	1
Tenant - Potential lease violation	1
Neighbor dispute	3
Property management dispute	1
Reasonable accommodation	1
Rental payment, ledger review	1
Voucher related	2
Lease up	1
Complaint related to FPI staff	1
Complaint related to AHA staff	2
Contacts related to landlord (landlord - Portal, HAP, etc.)	3

IT Project Updates

IT setup at Estuary One and Linnet: AHA's IT team have worked with Techordia to ensure that all IT equipment and Wi-Fi services are up and running prior to tenant move-in.

Staff training: AHA's IT Team started briefing staff on a monthly basis on cyber security related items and how to prevent cyber attacks.

IT support Tickets

IT Support Tickets	April	May	June	Quarter 2
Access Rights	8	5	9	22

Hardware	10	12	12	34
Software	67	62	59	188
Onboarding/Off Boarding	3	11	1	15
On-Site Visits	4	2	5	11
Cybersecurity	24	6	8	38
Total	116	98	94	308

Brief Analysis of Q2:

Our third party IT vendor, Techordia, started using their new IT ticketing system, and this has reduced the issues of duplicate tickets prevalent in the prior system. Therefore, our total IT support ticket count went down about 20%.

Risk Management Summary

AHA Claim Management: In this quarter, the AHA Risk Management team received: 18 Incident Reports

Incident Type by Quarter	Q2
Other (no damages)	6
Injury	1
Property	9
Public Safety	1
Vehicle	0
Cyber	1
Grand Total	18

Four incidents were converted into insurance claims. One cyber, one injury, and two property claims with one occurring at Esperanza and the other at Rosefield Village.

The total expenditure amount associated with the reported incidents during this quarter is currently estimated at approximately \$46,018, with an expected recovery rate of roughly 46% from claim reimbursements (subtracting deductibles and non-reimbursable expenses).

Approximate expenditures by type:

- Plumbing repairs (not covered): \$1,145
- Remediation and repairs (covered): \$44,873

During this quarter, the AHA Risk Management Team conducted the following activities:

AHA Risk Prevention Program:

- Coordinated bi-weekly property visits at all residential sites with staff from across the agency. Staff offered recommendations for improvements regarding security, health and safety, ADA compliance, inspection and permit compliance, hazard correction, and overall quality of properties.
- Performed daily and monthly inspections of AHA's main office (701 Atlantic Ave.), and monthly inspections of the maintenance garage at AHA's main office, and AHA's office at South Shore Center.
- AHA fire extinguishers inspected monthly.
- Backup generators tested monthly in compliance with AHA's written Standard Operating Procedure (SOP).
- GroupCast mass emergency notification system test message sent to all staff successfully.
- AHA's Risk and IT teams coordinated with IT vendor, Techordia, to improve cybersecurity safeguards and policies.
- Housing Authorities Risk Retention Pool (HARRP) insurance policy updated and renewed.

Training (provided in coordination with other departments):

- Completed the Associate in Risk Management (ARM) designation program.
- Trained new staff on the Workplace Violence Prevention Plan (WVPP).
- Trained new exempt staff on the AHA Emergency Point of Contact (EPOC) program.

Emergency Management:

- Emergency plans for Estuary and Linnet were created.
- The AHA Safety Committee met and discussed various safety items, such as considerations for improved evacuation routes, improved fire drill procedures and backup training, inclusion of Naloxone in first aid kits, and cabinet security for earthquake preparedness.
- The Anne B. Diamant (ABD) emergency plans and preparedness binder updated, revised, and consolidated.
- The ABD tenant emergency plans were distributed to ABD tenants.

FISCAL IMPACT

The fiscal details involved in individual solicitations can be found here: <https://www.alamedahsg.org/contracting-with-aha/>

Non-procurement costs are covered under the approved AHA budget.

CEQA

Not applicable.

RECOMMENDATION

Accept the Quarterly Overview Report for the Administration and Services Department.

ATTACHMENTS

None

Respectfully submitted,

Gregory Kats

Greg Kats, Director of Administration and Services

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Lee, Asst. Director of Finance

Date: September 17, 2025

Re: Accept the Quarterly Investment Report for the Period Ending June 30, 2025.

BACKGROUND

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

DISCUSSION

The quarter-end report reflects the investment of the Agency and affiliates. Agency investments are covered by the provisions of the Housing Authority's Investment Policy that is approved annually by the Board of Commissioners. This memorandum includes both the Housing Authority of the City of Alameda (AHA) and Island City Development's (ICD) investments.

FISCAL IMPACT

Local Area Investment Fund (LAIF) funds are on demand and can be used for immediate needs. Interest is posted quarterly to the account by LAIF and the 3 months of interest from April 2025 through June 2025 earned will be presented in the July 2025 LAIF statement. California Asset Management Program (CAMP) funds are on-demand and can be used for immediate needs. Interest is posted monthly to the account by CAMP.

Although AHA and ICD investment accounts in LAIF and CAMP earn higher interest, HUD requires maintaining certain cash in FDIC-insured accounts and/or banking institutions that collateralized public funds with securities (e.g. The mandated Replacement Reserve in connection with the Independence Plaza Restore-Rebuild conversion (formerly known as Faircloth to RAD)). Staff are actively managing and rebalancing cash holdings to optimize returns and manage daily operating cash flow, while remaining compliant with these HUD requirements and the AHA Investment Policy.



During the quarter, an AAHC CAMP account was created. Deposits were initiated on June 30, 2025, to all three CAMP accounts. However, due to bank processing timelines, the funds did not post to the respective CAMP accounts until July 1, 2025. July's CAMP statements have been presented to reflect the deposit.

Investment changes for the quarter ending June 30, 2025 are:

Activity	AHA-LAIF	AHA-CAMP	AAHC-CAMP	ICD-CAMP
Beg. Balance - March 31, 2025	\$12,766,707	\$2,408,071	-	\$1,038,220
Interest Income	140,688	26,668	-	11,498
Deposits	-	4,000,000	700,000	500,000
Withdrawals	-	-	-	-
Ending Balance - June 30, 2025	\$12,907,395	\$6,434,739	\$ 700,000	\$1,549,718

AHA's ordinary expenditure requirements for the next six months are more than sufficiently covered by two sources, namely: (1) anticipated revenues, grants, and subsidies, and (2) liquidity of current investments. All investment actions executed since the last report have been made in full compliance with the Investment Policy. The revised Investment Policy was approved by the Board of Commissioners in January 2025. The Executive Director and Chief Financial Officer will maintain a complete and timely record of all investment transactions.

CEQA

Not applicable.

RECOMMENDATION

Accept the Quarterly Investment Report for the Period Ending June 30, 2025.

ATTACHMENTS

1. LAIF Statement for Quarter ending June 30, 2025 for AHA
2. CAMP Statement for month ending June 30, 2025 - AHA
3. CAMP Statement for month ending July 31, 2025 - AHA
4. CAMP Statement for month ending July 31, 2025 - AAHC
5. CAMP Statement for month ending June 30, 2025 - ICD
6. CAMP Statement for month ending July 31, 2025 - ICD

Respectfully submitted,



Janet Lee, Asst. Director of Finance

California State Treasurer
Fiona Ma, CPA



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

July 07, 2025

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

ALAMEDA HOUSING AUTHORITY

EXECUTIVE DIRECTOR
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

[Tran Type Definitions](#)

June 2025 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	12,907,394.74
Total Withdrawal:	0.00	Ending Balance:	12,907,394.74



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

ACCOUNT STATEMENT

Housing Authority of the City of Alameda (AHA) For the Month Ending June 30, 2025

Client Management Team

Monique Spyke
Managing Director
1 California Street Ste. 1000
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415-393-7270
spykem@pfmam.com

Rachael Miller
Client Consultant
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Harrisburg, PA 17101-2141
1-800-729-7665
millerr@pfmam.com

Contents

- Cover/Disclosures
- Summary Statement
- Individual Accounts

Accounts included in Statement

Housing Authority of the City of Alameda (AHA)

Important Messages

CAMP will be closed on 07/04/2025 for Independence Day.

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

Online Access www.camponline.com

Customer Service 1-800-729-7665



Important Disclosures

Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management ("PFMAM") is a division of U.S. Bancorp Asset Management, Inc. ("USBAM"), a SEC-registered investment adviser. USBAM is direct subsidiary of U.S. Bank National Association ("U.S. Bank") and an indirect subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

Proxy Voting PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

Questions About an Account PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

Account Control PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Market Value Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by ICE Data Services. There may be differences in the values shown for investments due to accrued but uncollected income and the use of differing valuation sources and methods. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

Amortized Cost The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

Tax Reporting Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

Financial Situation In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

Callable Securities Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented. **Portfolio** The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

Rating Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed. Shares of some local government investment programs and TERM funds are distributed by representatives of USBAM's affiliate, U.S. Bancorp Investments, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address <https://www.finra.org/investors/investor-contacts>. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

Key Terms and Definitions

Dividends on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratably amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

Current Yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed. *Average maturity* represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

Monthly distribution yield represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

YTM at Cost The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis. *Managed Account* A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian. *Unsettled Trade* A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management
Attn: Service Operations
213 Market Street
Harrisburg, PA 17101

NOT FDIC INSURED NO BANK GUARANTEE MAY LOSE VALUE

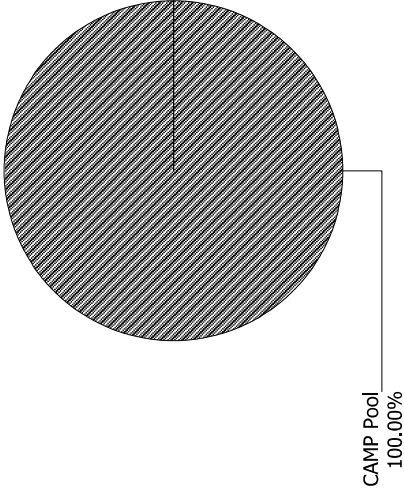


Account Statement - Transaction Summary

For the Month Ending June 30, 2025

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

CAMP Pool		Asset Summary	
Opening Market Value	2,425,956.12	June 30, 2025	May 31, 2025
Purchases	8,783.25	2,434,739.37	2,425,956.12
Redemptions	0.00		
Unsettled Trades	0.00		
Change in Value	0.00		
Closing Market Value		Asset Allocation	
Cash Dividends and Income		\$2,434,739.37	\$2,425,956.12





Account Statement

For the Month Ending **June 30, 2025**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					
06/30/25	07/01/25	Accrual Income Div Reinvestment - Distributions	1.00	8,783.25	2,425,956.12
Closing Balance					
					2,434,739.37

Opening Balance			Closing Balance	2,434,739.37
Purchases	2,425,956.12		Average Monthly Balance	2,426,248.90
Redemptions (Excl. Checks)	8,783.25		Monthly Distribution Yield	4.40%
Check Disbursements	0.00			
	0.00			
Closing Balance	2,434,739.37	Fiscal YTD July-June		
Cash Dividends and Income	8,783.25			



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

ACCOUNT STATEMENT

For the Month Ending
July 31, 2025

Housing Authority of the City of Alameda (AHA)

Client Management Team

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415-393-7270
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millerr@pfmam.com

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Individual Accounts

Accounts included in Statement

Housing Authority of the City of Alameda (AHA)

Important Messages

CAMP will be closed on 09/01/2025 for Labor Day.

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

Online Access www.camponline.com

Customer Service 1-800-729-7665



Important Disclosures

Important Disclosures

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Current Yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by

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PFM Asset Management
Attn: Service Operations
213 Market Street
Harrisburg, PA 17101

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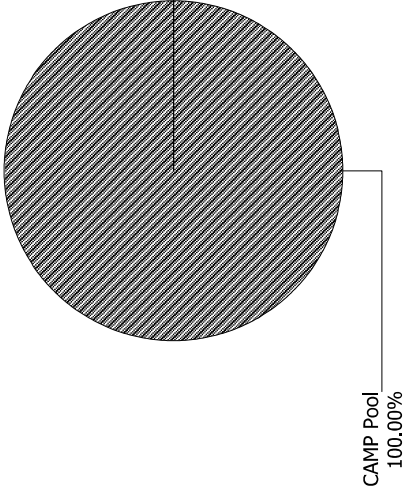


Account Statement - Transaction Summary

For the Month Ending July 31, 2025

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

CAMP Pool		Asset Summary	
Opening Market Value	2,434,739.37	July 31, 2025	June 30, 2025
Purchases	4,024,109.97	6,458,849.34	2,434,739.37
Redemptions	0.00		
Unsettled Trades	0.00		
Change in Value	0.00		
Closing Market Value	\$6,458,849.34	\$6,458,849.34	\$2,434,739.37
Cash Dividends and Income	24,109.97		
Asset Allocation			





Account Statement

For the Month Ending **July 31, 2025**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					
07/01/25	07/01/25	Purchase - Incoming Wires	1.00	4,000,000.00	2,434,739.37
07/31/25	08/01/25	Accrual Income Div Reinvestment - Distributions	1.00	24,109.97	6,434,739.37
Closing Balance					
					6,458,849.34

Opening Balance			Closing Balance
Purchases	2,434,739.37	2,434,739.37	6,458,849.34
Redemptions (Excl. Checks)	4,024,109.97	4,024,109.97	6,435,517.11
Check Disbursements	0.00	0.00	4.41%
	0.00	0.00	

Closing Balance	6,458,849.34	Fiscal YTD July-July	6,458,849.34
Cash Dividends and Income	24,109.97		24,109.97



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

ACCOUNT STATEMENT
For the Month Ending
July 31, 2025

Alameda Affordable Housing Corporation

Client Management Team

Rachael Miller
Client Consultant
213 Market Street
Harrisburg, PA 17101-2141
1-800-729-7665
millerr@pfmam.com

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Alameda Affordable Housing Corporation

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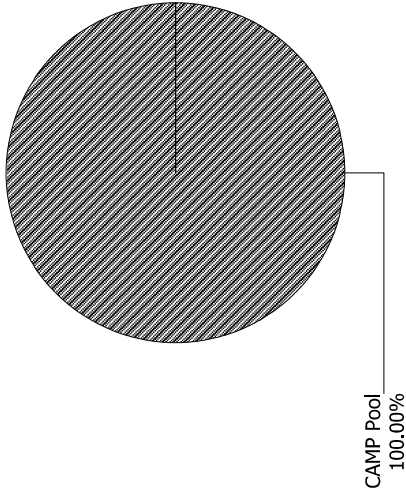
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Account Statement - Transaction Summary

For the Month Ending July 31, 2025

Alameda Affordable Housing Corporation - Alameda Affordable Housing Corporation			
CAMP Pool		Asset Summary	
Opening Market Value	0.00	July 31, 2025	June 30, 2025
Purchases	702,622.79	702,622.79	0.00
Redemptions	0.00		
Unsettled Trades	0.00		
Change in Value	0.00		
Closing Market Value	\$702,622.79	\$702,622.79	\$0.00
Cash Dividends and Income	2,622.79		
Asset Allocation			





Account Statement

For the Month Ending **July 31, 2025**

Alameda Affordable Housing Corporation - Alameda Affordable Housing Corporation

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					
07/01/25	07/01/25	Purchase - Incoming Wires	1.00	700,000.00	700,000.00
07/31/25	08/01/25	Accrual Income Div Reinvestment - Distributions	1.00	2,622.79	702,622.79
Closing Balance					702,622.79

Opening Balance		Closing Balance	702,622.79
Purchases	0.00	Average Monthly Balance	700,084.61
Redemptions (Excl. Checks)	702,622.79	Monthly Distribution Yield	4.41%
Check Disbursements	0.00		

Closing Balance	702,622.79	Fiscal YTD July-July	702,622.79
Cash Dividends and Income	2,622.79		2,622.79



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

Island City Development

ACCOUNT STATEMENT

For the Month Ending
June 30, 2025

Client Management Team

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Key Account Manager
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Harrisburg, PA 17101-2141
717-232-2723
kingj@pfmam.com

Rachael Miller
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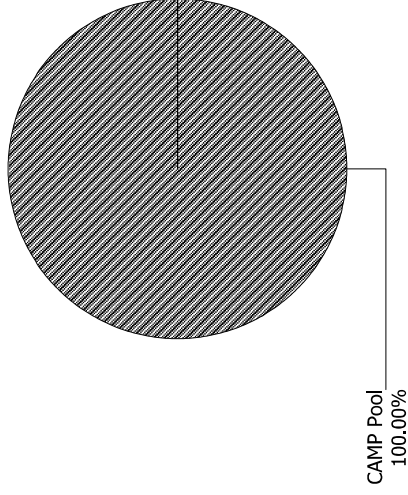
Account Statement - Transaction Summary

For the Month Ending June 30, 2025

Island City Development - Island City Development

CAMP Pool	
Opening Market Value	1,045,930.95
Purchases	3,786.82
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$1,049,717.77
Cash Dividends and Income	3,786.82

Asset Summary		
	June 30, 2025	May 31, 2025
CAMP Pool	1,049,717.77	1,045,930.95
Total	\$1,049,717.77	\$1,045,930.95
Asset Allocation		





Account Statement

For the Month Ending **June 30, 2025**

Island City Development - Island City Development						
Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned	
CAMP Pool						
Opening Balance						
06/30/25	07/01/25	Accrual Income Div Reinvestment - Distributions	1.00	3,786.82	1,045,930.95	1,049,717.77
Closing Balance						
Opening Balance				Closing Balance		
Purchases				Average Monthly Balance		
Redemptions (Excl. Checks)				Monthly Distribution Yield		
Check Disbursements						
Closing Balance						
Cash Dividends and Income						



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ACCOUNT STATEMENT
For the Month Ending
July 31, 2025

Island City Development

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Customer Service 1-800-729-7665



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This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management ("PFMAM") is a division of U.S. Bancorp Asset Management, Inc. ("USBAM"), a SEC-registered investment adviser. USBAM is direct subsidiary of U.S. Bank National Association ("U.S. Bank") and an indirect subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

Proxy Voting PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

Questions About an Account PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

Account Control PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Market Value Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by ICE Data Services. There may be differences in the values shown for investments due to accrued but uncollected income and the use of differing valuation sources and methods. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

Amortized Cost The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

Important Disclosures

Tax Reporting Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

Financial Situation In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

Callable Securities Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented. **Portfolio** The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

Rating Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed. Shares of some local government investment programs and TERM funds are distributed by representatives of USBAM's affiliate, U.S. Bancorp Investments, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address <https://www.finra.org/investors/investor-contacts>. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

Key Terms and Definitions

Dividends on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratably amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

Current Yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed. *Average maturity* represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

Monthly distribution yield represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

YTM at Cost The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis. *Managed Account* A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian. *Unsettled Trade* A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management
Attn: Service Operations
213 Market Street
Harrisburg, PA 17101

NOT FDIC INSURED NO BANK GUARANTEE MAY LOSE VALUE



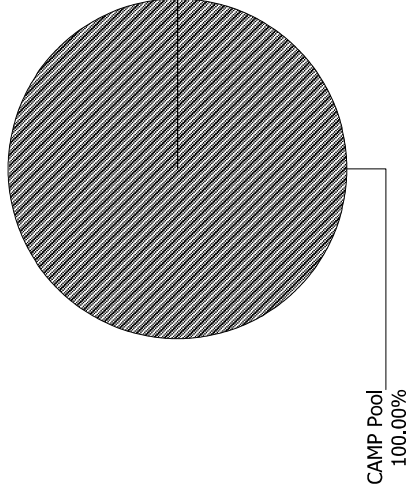
Account Statement - Transaction Summary

For the Month Ending July 31, 2025

Island City Development - Island City Development

CAMP Pool	
Opening Market Value	1,049,717.77
Purchases	505,806.55
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$1,555,524.32
Cash Dividends and Income	5,806.55

Asset Summary		
	July 31, 2025	June 30, 2025
CAMP Pool	1,555,524.32	1,049,717.77
Total	\$1,555,524.32	\$1,049,717.77
Asset Allocation		





Account Statement

For the Month Ending **July 31, 2025**

Island City Development - Island City Development					
Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					
07/01/25	07/01/25	Purchase - Incoming Wires	1.00	500,000.00	1,049,717.77
07/31/25	08/01/25	Accrual Income Div Reinvestment - Distributions	1.00	5,806.55	1,549,717.77
Closing Balance					
					1,555,524.32

	Month of July	Fiscal YTD January-July	
Opening Balance	1,049,717.77	35,624.20	Closing Balance
Purchases	505,806.55	1,519,900.12	Average Monthly Balance
Redemptions (Excl. Checks)	0.00	0.00	Monthly Distribution Yield
Check Disbursements	0.00	0.00	4.41%

Closing Balance	1,555,524.32	1,555,524.32
Cash Dividends and Income	5,806.55	19,900.12

To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Senior Programs Director

Date: September 17, 2025

Re: Accept Quarterly Family Self Sufficiency (FSS) Report.

BACKGROUND

The Family Self Sufficiency (FSS) program is a Department of Housing and Urban Development (HUD) funded program established in 1990 by Section 554 of the National Affordable Housing Act which amended Title I of the U.S. Housing Act of 1937 by adding Section 23 for the FSS program. The FSS program is for individuals that have a Housing Choice Voucher (HCV) or Project-Based Voucher (PBV) with the Housing Authority of the City of Alameda (AHA). In June 2022, HUD expanded FSS eligibility to include participants in the Moderate Rehabilitation program. The FSS Program is designed to assist families and individuals in becoming financially stable through education and employment by providing individualized case management services and financial incentives. Participation in the FSS program is voluntary and requires a five-year personal commitment from participants.

DISCUSSION

AHA completes several events annually, both in-person (town hall meetings and on-site recruitment events) and virtually (to individuals with income changes and those receiving the Unemployment/TANF program), and conducts outreach utilizing the quarterly newsletters, to recruit participants for the FSS program. To enroll in the FSS program, participants complete an FSS application, an assessment, and an intake interview. The participant and AHA FSS Coordinator collaborate to create an Individualized Training and Services Plan (ITSP) and sign the FSS Contract of Participation. HUD mandates a minimum of twenty-six participants to fund an FSS Coordinator position.

There are currently 26 families enrolled in the FSS program. Due to the large number of submitted applications, AHA has created a wait list, and will reach out to those applicants on the wait list as soon as a permanent FSS Coordinator is hired. Approximately 55 families are on the wait list.

Below is a chart showing the number of participants enrolled, graduation(s), and



determination(s):

Program data	As of July 31, 2025
Enrollees at end of last period	26
New FSS participants this period	0
Graduated this period	0
Terminations/withdrawals/port outs	0
Port ins	0
TOTAL ENROLLED AT END OF PERIOD	26
Minimum enrollees required by HUD grant for One Coordinator Position	26
Enrollees with increased income during this period	0
Average escrow account balance at end of period	\$4,432.49
Percentage of enrollees with an escrow balance at end of period	46%
Total escrow balance on last day of the period for all enrollees	\$115,244
Total withdrawals for this quarter	0

Services provided this quarter

During this quarter, the services provided to participants included personal coaching on: life skills, tenant and landlord communication, re-certifications, and income change procedures; referrals were also made to legal and mediation services, the College of Alameda Career & Employment Center, and Alameda County Social Services; and monthly check-ins were completed either one-on-one and/or in virtual group meetings held in the evenings on the third Tuesday of the month.

This quarter there were three virtual meetings held monthly on the third Tuesday evenings, from 6:00 pm – 7:30 pm. There were between 4 and 6 attendees for all the

meetings.

Participants from all voucher and moderate rehabilitation programs are eligible. For more information, contact Housing Programs at 510-747-4300. Please also see the website <https://www.alamedahsg.org/housing-programs/family-self-sufficiency-program/>

FISCAL IMPACT

For report only, no fiscal impact.

CEQA

Not applicable.

RECOMMENDATION

Accept Quarterly Family Self Sufficiency (FSS) report.

ATTACHMENTS

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tonya Schuler-Cummins', with a long horizontal flourish extending to the right.

Tonya Schuler-Cummins, Senior Programs Director

To: Honorable Chair and Members of the Board of Commissioners

From: Nancy Gerardin, Director of Property Operations

Date: September 17, 2025

Re: Approve the Quarterly Write-off, to June 30, 2025, of Uncollectible Accounts Receivable from Former Residents.

BACKGROUND

Periodically, the Housing Authority of the City of Alameda (AHA) or its affiliates, Alameda Affordable Housing Corporation (AAHC) and Island City Development (ICD), write-off uncollectible rent and miscellaneous charges from its resident ledgers. The term "write-off" indicates a procedure where past due amounts from former residents of an AHA, AAHC, or ICD community are removed from the resident ledgers after the usual means of collection have been exhausted. This procedure does not preclude AHA, AAHC, or ICD from continuing to pursue collection through a collection agency or other legal actions. Future collection of amounts previously written-off will reduce these expenses.

DISCUSSION

This request is to write-off accounts receivable for residents who have voluntarily vacated, passed away, or were evicted, and had outstanding balances due to AHA, AAHC, and ICD. A final notice will be sent to the respective resident(s) before the outstanding balance is written off. The total amount to be written off is \$88,043.34 and presented in the attachment to this memorandum. This amount is a combination of past rents due, late fees, damages, and miscellaneous maintenance charges.

FISCAL IMPACT

This resident account write-off will result in an expense to the AAHC of \$40,862.05, ICD of \$38,802.57, and AHA of \$8,378.72.

CEQA

N/A

RECOMMENDATION

Approve the Quarterly Write-off to June 30, 2025, of Uncollectible Accounts Receivable



from Former Residents.

ATTACHMENTS

1. BOC Attachment Item 10.O Q2 2025 Write Off

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'NG' or 'Nancy Gerardin', written in a cursive style.

Nancy Gerardin, Director of Property Operations

Legal Entity	Property Name	Reason for Move Out	Move Out Date	Amount of Bad Debt per reconciliation
AAHC	China Clipper	Eviction	5/20/2025	\$20,098.48
AAHC	China Clipper	Relocating	7/11/2025	\$2,101.57
AAHC	Parrot Village	Relocating	7/24/2025	\$498.00
AAHC	Parrot Village	Eviction	6/3/2025	\$16,292.00
AAHC	Anne B. Diamant	Illness	5/16/2025	\$1,793.00
AAHC	Eagle Village	Relocating	7/29/2025	\$79.00
			TOTAL AAHC	\$40,862.05
ICD	Rosefield	Eviction	5/20/2025	\$395.52
ICD	Rosefield	Eviction	4/20/2025	\$1,696.66
ICD	Rosefield	Eviction	4/24/2025	\$22,803.81
ICD	Rosefield	Eviction	1/19/2025	\$13,906.58
			TOTAL ICD	\$38,802.57
AHA	Independence Plaza	Relocating	6/2/2025	\$3,477.00
AHA	Independence Plaza	Relocating	4/11/2025	\$100.00
AHA	Independence Plaza	Death	6/13/2025	\$509.00
AHA	Independence Plaza	Eviction	4/9/2025	\$4,292.72
			TOTAL AHA	\$8,378.72
			TOTAL	\$88,043.34

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: September 17, 2025

Re: Accept a Report on the Potential Purchase of Pulte and other
Below Market Rate (BMR) Homes, including 440 Roth Lane.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) has the ability to purchase below-market rent single-family homes or condominiums that are created by the City of Alameda's inclusionary housing policy. AHA has made these purchases either to assist current low-income homeowners, or to purchase new construction homes. The homes are leased in accordance with the affordable restrictions recorded by the City.

Examples include the Mulberry homes, the Pulte/Bay 37 condominiums and most recently, 410 Tucker in the Bayport development.

The Board has provided authority to staff to purchase these properties when available. However, staff has typically provided notice to the Board, as well as details of the proposed transaction in advance.

DISCUSSION

From 2022 to 2024, AHA, through the Alameda Affordable Housing Corporation (AAHC), purchased 18 affordable condominiums in the Pulte/Bay 37 development and is currently renting them to low-income tenants as part of its Scattered Site portfolio. At present, there are six to eight additional homes that may be available. Of these, there are six one-and two-bedroom homes that are set at the moderate income (120% AMI) level. There are also two four-bedroom homes that are set at the low income level (80% AMI). All of these were meant to be sold to below-market sale buyers. However, the transactions have been very challenging and some of the homes have been vacant for several years. The City, Pulte, and AHA have had discussions regarding these units. AHA has expressed interest in the smaller units, as four-bedroom units are very challenging to rent in the Alameda Market because of its minimum housing occupancy standards (6-7 member families for a four-bedroom). In addition, AHA has requested that the smaller units be limited to low income affordability, rather than moderate, because its funding serves families at lower incomes (80% AMI - Area Median Income). The lower affordability would also mean a lower price for AHA. The City and Pulte are



evaluating their options and will return to AHA if its proposal seems acceptable. Staff propose to continue to update the Board on this opportunity. The original purchase prices ranged from approximately \$200,000 - \$380,000 per home. The current opportunities may be more costly if they are at moderate levels.

Another three-bedroom/three-bath home in the Breakers community may be available for purchase at below-market sale levels (see related item on this agenda). The home is at 440 Roth Lane. AHA's purchase would assist the current owner in meeting the ongoing obligations of affordability in a streamlined transaction because AHA typically pays cash, and there is no need to certify income, as the unit will be rented to income-qualified tenants post-sale. In this situation, AHA owns the land on which this home exists, as part of a former redevelopment transaction. Staff have visited the property, and it has some deferred maintenance but is in fairly good shape. Staff propose to proceed in conversation with the City and the owner to see if a purchase is possible. The total cost of purchase and renovation is likely to be approximately \$500,000.

FISCAL IMPACT

If these purchases move forward, AHA would spend a relatively low amount to acquire quality homes for its portfolio and increased choices for its low income residents. The Board would need to consider the use of reserves for these purchases.

CEQA

Not applicable

RECOMMENDATION

Accept a Report on the Potential Purchase of Pulte and other Below Market Rate (BMR) Homes, including 440 Roth Lane.

ATTACHMENTS

None

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

To: Honorable Chair and Members of the Board of Commissioners

From: Sean Prevette, Asst. Director of Administration and Services

Date: September 17, 2025

Re: Authorize the Executive Director to execute the fifth amendment to the agreement with Techordia, LLC. for security camera consultant and network management services.

BACKGROUND

In February 2023, the Housing Authority of the City of Alameda (AHA) staff issued a Request for Proposals (RFP) for qualified technology consultants. Techordia, LLC., was selected through that RFP process and AHA entered into an agreement to begin providing technology consultant services in May 2023. The annual amount of \$250,000 was projected to be a sufficient amount to cover an initial period of three years, for a total not-to-exceed amount of \$750,000, to provide services including user IT setup and support, vendor liaison services, physical and virtual server maintenance and support, firewall and network management, and the administration and management of surveillance systems at AHA-owned properties. Additional services are now required for consultant services relating to the installation, setup, and oversight of third-party security camera systems, as well as the management of the network systems at Estuary I and Linnet Corner.

DISCUSSION

Since the execution of the original agreement, additional support has been needed for the management of the surveillance equipment at both AHA's main office, as well as the AHA-owned properties. The first amendment to this agreement included the addition of the administration and monitoring of the Coram AI Management system to the scope of services, which included the installation of twelve new cameras at AHA's main office. That amendment also included changes to the fee schedule to reflect the additional tasks associated with the administration and monitoring of the system.

The second amendment to this agreement approved additional tasks to be added to the scope of services related to the administration and management of the surveillance systems and an updated fee schedule to reflect these additional responsibilities. The additional tasks included surveillance management services for the following properties: the AHA main office (701 Atlantic Ave.), the AHA satellite office (2217 South Shore



Center, Suite #250), Anne B. Diamant Plaza (920 Park Street), Independence Plaza (703 Atlantic Ave.), Esperanza Apartments (1903 3rd St.), Eagle Village (2615 Eagle Ave.), Rosefield Village (727 Buena Vista Ave.), Everett Commons (2437 Eagle Ave.), and Littlejohn Commons (1301 Buena Vista Ave).

The third amendment to this agreement updated the fee schedule to include the cost of the cloud backup storage of recordings for an additional four years. The cloud storage includes the twelve devices at AHA's main office (701 Atlantic Ave.) and provides six months of storage for all recordings. This will provide ample time for AHA to review past footage as needed.

The fourth amendment to this agreement updates the scope of services to include consultant services related to the installation, setup, and oversight of third-party security camera systems. The consultant services will be utilized at recently completed and upcoming development sites, including Estuary I (500 Mosley Ave), Linnet Corner (2000 Lakehurst Circle), Estuary II (520 Mosley Ave.), The Poplar (2615 Eagle Ave.), and additional development sites identified by AHA in the future. It is additionally proposed to have the networks at Estuary I (500 Mosley Ave.) and Linnet Corner (2000 Lakehurst Circle) managed by the Consultant to enhance system security, complete updates and maintenance, optimize network performance, and ensure regulatory compliance and reduce risk.

The fifth amendment provides further specifics regarding the network management responsibilities related to the systems for WiFi, VOIP phones, Door King, printers, and other technological devices in use at the properties. This amendment also provides clarity regarding the separate contracts that will be executed with Estuary I and Linnet Corner to capture these costs to more accurately track and attribute them to the appropriate property. These contracts will be for a term of one year initially with an option to renew for additional years.

FISCAL IMPACT

There is no anticipated adverse financial impact as these services are included in the annual budget.

CEQA

Not applicable.

RECOMMENDATION

Authorize the Executive Director to execute the fifth amendment to the agreement with Techordia, LLC. for security camera consultant and network management services.

ATTACHMENTS

1. Amendment 5 - Techordia Consultant Services

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Prevette".

Sean Prevette, Asst. Director of Administration and Services

FIFTH AMENDMENT TO AGREEMENT

This Amendment of the Agreement, entered into this 18th day of September, 2025, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA") and Techordia, LLC. (a California corporation) whose address is 887 Island Drive Suite C, Alameda, CA 94502 (hereinafter referred to as "CONTRACTOR") is made with reference to the following:

RECITALS:

- A. On May 9, 2023, an agreement was entered into by and between AHA and Contractor (hereinafter "Agreement").
- B. On July 22, 2024, the Agreement between AHA and Contractor was amended to replace Exhibit A of the Original Agreement with Exhibit A-1 to the first amendment to reflect additional tasks included in the Scope of the Services. Exhibit B to the Original Agreement was also replaced with Exhibit B-1 to reflect additional fees.
- C. On November 21, 2024, the Agreement between AHA and Contractor was amended to replace Exhibit A-1 with Exhibit A-2 to reflect additional tasks included in the Scope of Services and replace Exhibit B-1 with Exhibit B-2 to reflect additional fees.
- D. On May 21, 2025, the Agreement between AHA and Contractor was amended to replace Exhibit B-2 to Exhibit B-3 to reflect additional fees.
- E. On August 20, 2025, the Agreement between AHA and Contractor was amended to replace Exhibit A-2 with Exhibit A-3 to reflect additional tasks included in the Scope of Services.

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

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

1. Exhibit A-3 to the amendment has been replaced with Exhibit A-4 to reflect additional tasks included in the Scope of Services.

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

Techordia, LLC.

Housing Authority of the City of Alameda

Wilson Lee
Owner

Vanessa Cooper
Executive Director

Greg Kats
Director of Administrative Services

EXHIBIT A-4

SCOPE OF SERVICES

Techordia will provide the following for managed services support:

- Support Specialist – Client lead liaison to provide daily support for the client.
- Director of Operations – Oversees overall operation and higher-level support with IT Consultant
- CTO – Oversee general operational guidance and provide higher expertise support with Director of Operations.
- Techordia Team – Provide overflow support as needed.

Managed Services:

- **Technical Audits and Asset Inventory**
 - o Evaluate, audit, and report managed services computers for performance and industry standard security issues.
 - o Document managed services computers' hardware and software, as well as cameras and related hardware and software.
- **Backup Administration & Monitor (User Computers)**
 - o Techordia will use our best effort to support the existing backup solution for up to 6 months, while your TAM works with you to implement a backup solution that is in line with Techordia's best practices. If the AHA chooses to use an alternative backup product beyond 6 months, it will only be supported on a Time & Material basis and will not be included under the scope of this agreement. Under no circumstance can Techordia assure or guarantee the functionality of a third-party backup product. The goal of Techordia backup standards is to decrease the frequency of failure and increase the odds of successful recovery when needed.
- **Managed Anti-Virus and Security**
 - o Anti-virus software included on supported managed services computers.
- **Microsoft Patch Management (Windows Computers)**
 - o Configure Windows computers to report to Techordia's patching server for patch management and schedule for Windows updates installation.
- **Scheduled Machine Remote Maintenance**
 - o Managed services computers will be scheduled for software updates and maintenance.
- **User Account Administration**
 - o Prepare computer for user addition (new hire) and deletion (user termination).
 - o New hire set-up requires 3 business days advanced notification. Expedited new hire setup is at least a 3-hour Time and Material billable fee.
- **Annual Technology Plan**
 - o Review and discuss technology, security, and policy roadmap up to two times per year.
- **Business Continuity Planning**
 - o Discuss business continuity planning up to two times per year.
- **24x7 Support**
 - o Server, network, and helpdesk support during Techordia's business hours and after hours.

- o Techordia will provide best effort support for business specific software applications, cloud services, and phone systems.
- o Perform upgrade to managed services computers' RAM (memory) and Hard Drive/Solid State Drive.
- o Techordia performing administration, maintenance, and support beyond first level for business specific software applications, servers, vendor services, cloud services, and phone systems will be billed at Time and Material hourly rates.

- **Computer Refresh**

- o Computer refresh refers to a process of improving the performance of a computer by performing one or all the tasks listed below.
 - Operating system (OS) re-installation. A valid OS product key is required.
 - Application re-installation.
 - Hardware additions and replacements such as memory and SSD.
 - New computer order purchased from Techordia.
- o Business and Enterprise plans qualify for Computer Refresh for existing “documented” computers at the time of contract signing and computers purchased through Techordia.

Helpdesk support examples:

- Helping end-users with their computer challenges
- Internet connectivity interruption
- LAN and WAN connectivity interruption
- First level application support
- How to questions
- Error messages
- Spam and other email problems
- Pop-ups & spyware
- Printing problems
- Microsoft Office questions
- Personal computer system/ laptop issues
- Mobile device problems (will not synchronize, stopped working, etc.)
- Remote connectivity issue (trouble with VPN, terminal service, etc.)

Coram AI Management:

For the property located at 701 Atlantic Ave.:

- **Equipment**
 - o (1) Coram Point 64 Channel NVR and (12) 5MP Dome Cameras
- **Act as liaison between AHA and Coram AI for monitoring and maintenance.**
- **Provide Backup Administration & Monitoring (cameras)**
 - o Techordia does not manage the backup solution for any Coram system. This is provided by the third-party vendor, Coram.
 - o The Coram Point NVR server on premise has 6 months of internal storage on premise.
 - o Coram support has enabled 6 months of cloud storage should something happen to the on-premises server.

- o Coram's backup solution is native to their system and solution only and is why Techordia does not back up this server. This may change in the future.
- o Techordia will act as liaison for all recovery request coming from the AHA team to Coram AI support.
- **All restoration of video footage can be requested for up to 6 months' time and no longer.**
 - o **AHA team is to create the request to Techordia for the date and time of the requested footage. Techordia will create the ticket with Coram support and work with the AHA members to share a location to retrieve that footage request in the event we need to recover.**
 - o AHA is responsible for the safekeeping of all camera footage and how it is shared internally and externally. All applicable laws and regulations should be followed regarding the use and retention of camera footage.
- **Management of all warranty type returns**
 - o Techordia shall inspect and return any devices / supplies / materials provided for the use with the system as appropriate and initiate a warranty return when applicable.
- **Provide downloads and sharing of data when requested**
 - o Upon request from the designated AHA staff member, Techordia will provide the requested video footage within the response time outlined in this document.
- **Support for the movement of cameras to capture correct angles and focus areas will be supported by Techordia when in person.**
- **Administer User Accounts**
 - o End user support on all devices for the use of the Coram system as requested by AHA.
 - o User account management and access will be administered in coordination with the assigned AHA staff member. This includes the installation and support of related programs and applications on identified and approved technology devices.

Response Time

- To respond to all inbound telephone calls holding in the Techordia Support queue usually within 5 minutes, during our hours of operation.
- To respond to all email or voicemail within 15 minutes, during our hours of operation.
- To respond to after-hours support calls within four hours.

Additional Surveillance Management:

Techordia will help manage camera systems for the purpose of enhancing security and surveillance on the premises of the addresses listed below for the Housing Authority of the City of Alameda. Techordia will take every precaution to ensure the proper maintenance and functioning of these systems. Techordia does not assume liability for the content of the camera footage or any consequences arising from its use or misuse.

Techordia is not liable for any loss, damage, or injury resulting from the use or misuse of camera footage. We do not guarantee the accuracy, completeness, or reliability of the camera footage.

Techordia is not liable for any of the networks where these surveillance systems are located as they are managed by another third-party IT vendor.

For the properties at:

1. 2217 South Shore Center #250
2. Anne B. Diamant Plaza 920 Park Street
3. Independence Plaza 703 Atlantic Ave.
4. Esperanza Center 1903 3rd St. all located in Alameda, CA.

Techordia will manage the services listed below as a monthly service:

- Caring for the equipment in a “as is” state.
- Equipment includes current surveillance systems. ABD and IP being Arlo Security
- Cameras and Esperanza using Verkada Security Camera’s for what is currently
- installed. Any additions will be considered a project and will be outside the
- covered monthly maintenance cost.
- Liaison between AHA and solution provider for maintenance, software updates
- and patches, performance optimization
- End user support on all devices
- Account management and access
- Special request for download and sharing of data when requested
- Support for down equipment
- Management of all warranty type returns

For the properties at:

1. The Poplar 2615 Eagle Ave.
2. Rosefield Village 727 Buena Vista Ave.
3. Everett Commons 2437 Eagle Ave.
4. Littlejohn Commons 1301 Buena Vista Ave.

Techordia will manage the services listed below as a monthly service:

- Caring for the equipment in a “as is” state.
- Equipment includes current surveillance systems. EGL has the Alibi Vigilant system, Rosefield/ Everett utilizing Guarding Vision Security cameras and Littlejohn Commons utilizing Honeywell.
- Any additions will be considered a project and will be outside the covered monthly maintenance cost.
- Liaison between AHA and solution provider for maintenance, software updates and patches, performance optimization
- End user support on all devices
- Account management and access
- Support for down equipment
- Management of all warranty type returns

Services outside of this contract billed at T&M rates for Eagle Village, Rosefield Village, Everett Commons, and Littlejohn Commons specifically include:

- Camera footage will be collected by AHA staff unless specifically requested to be completed by Techordia staff. This will be billed at T&M rates.
- All site visits to manage the systems above will be billed on T&M rates.
- Request to download and share video footage will be billed on T&M rate.
- T&M rates onsite \$175.00/hour during business hours

Services not covered under the managed coverage stated above shall be completed on a time and material basis completed through a separate project proposal for all properties listed as part of additional surveillance management.

Review and advise on new camera systems

- Provide information to inform solicitations related to camera system requirements based on best practices including capacity, resolution, installation requirements, and additional information as requested.
- Provide review of the technical aspects and approach of proposals for new camera systems.

New system installations

- Full System Design and Installation: Planning, installing, and configuring an entirely new surveillance system, including cameras, NVR/DVR, and network infrastructure.
- Cabling and Infrastructure Setup: Running new network cables (e.g., Ethernet, Power over Ethernet), installing conduits, or pulling fiber optic cables for large or multi-site installations.
- Mounting and Hardware Installation: Physical installation of camera mounts, brackets, and equipment housings, especially in difficult-to-access or outdoor locations.

Major System Upgrades

- System Overhaul: Upgrading an outdated surveillance system to a more modern one, involving the replacement of cameras, recording devices, or software platforms.
- Expansion of Existing System: Adding a significant number of new cameras, upgrading storage solutions or expanding the network infrastructure to accommodate system growth.
- Upgrading to High-Resolution or AI-Based Cameras: Migrating from older cameras to newer, higher-resolution (e.g., 4K) or AI-integrated systems that may require additional hardware and software.

Cloud Migration Projects

- Cloud-Based Surveillance Migration: Moving from an on-premises surveillance system to a fully cloud-based solution, including data transfer, reconfiguration of cameras, and integration with cloud storage platforms.
- Hybrid Cloud Setup: Establishing a hybrid surveillance system where some footage is stored locally and some in the cloud for redundancy or scalability.

Custom Video Analytics and AI Integration

- Custom AI Implementation: Setting up custom artificial intelligence (AI) solutions for video analytics, such as facial recognition, object detection, license plate recognition, or advanced motion detection.
- Tailored Analytics Dashboards: Developing custom dashboards and reporting tools that offer business insights from video data (e.g., traffic patterns, heat maps).

Advanced Security Enhancements

- Custom Cybersecurity Setup for Surveillance Systems: Designing and implementing advanced security architecture for surveillance systems, including custom firewalls, VPN access, encryption protocols, and multifactor authentication (MFA).

- **Penetration Testing and Hardening:** Conducting a detailed penetration test of the surveillance network and implementing additional cybersecurity measures based on findings.

Multi-Site or Complex Location Installations

- **Multi-Site Deployment:** Installing and configuring surveillance systems for multiple office locations, factories, or warehouses, which requires significant logistical planning and coordination.
- **Integration with Other Security Systems:** Integrating the surveillance system with access control, alarm systems, or building management systems for seamless operation across multiple platforms.

Custom Compliance and Regulatory Solutions

- **Custom Compliance Setup:** Projects focused on bringing surveillance systems in line with stringent compliance requirements (e.g., GDPR, HIPAA, PCI-DSS) that involve detailed planning, reconfiguration, or additional storage policies.
- **Audits and Reporting Tools:** Setting up custom audit trails, reporting mechanisms, or access control systems to meet specific regulatory needs.

Disaster Recovery and Redundancy Projects

- **Disaster Recovery Infrastructure Setup:** Building or upgrading disaster recovery solutions, such as implementing off-site backups, redundant NVRs, and cloud storage to prevent data loss in case of system failure or disaster.
- **Redundancy Architecture Design:** Installing failover systems, redundant power supplies, or backup NVRs to ensure continuous recording even in the event of a hardware or network failure.

Third-Party System Integration

- **Integration with Business Systems:** Connecting surveillance systems with third party systems such as point-of-sale (POS), customer relationship management (CRM), or inventory management systems for business intelligence and operational insights.
- **API Development for Custom Solutions:** Developing custom APIs or middleware to enable data-sharing between the surveillance system and other business critical applications.

Large-Scale Storage and Archiving Projects

- **Custom Storage Solutions:** Implementing large-scale storage for video footage retention beyond what is typically covered, such as long-term archival for legal purposes or high-volume data centers.
- **Custom Data Retention Policies:** Developing and deploying bespoke data retention strategies for AHA when unique storage solutions beyond standard configurations are required.

Relocation of Surveillance Systems

- **System Relocation and Reinstallation:** If a business moves to a new location, removing, relocating, and reinstalling the surveillance system at the new site typically requires a separate project proposal.
- **Infrastructure Rebuilding:** Reconfiguring the system to fit the new physical layout, which may involve new cabling, mounting, and camera positioning.

It is the responsibility of the Housing Authority of the City of Alameda (AHA) for the safekeeping and use of the camera footage and how this footage is shared, as well as follow all applicable laws and regulations regarding the use and retention of camera footage.

Surveillance System Management Additional Considerations and Disclaimers:

System Limitations

- 100% uptime or uninterrupted access to surveillance footage is not guaranteed, as system performance can be affected by factors outside of our control, such as internet outages, power failures, or third-party software issues.
- AHA acknowledges that there are inherent limitations in terms of camera coverage, image quality, and reliability with the current surveillance systems not managed by Techordia.
- Cameras are not managed in real time, unless specifically agreed upon in the service agreement. Any loss of footage, poor image quality, or camera blind spots are the responsibility of the AHA to address with appropriate system design and configuration, which may fall outside routine support.

Footage Retention and Storage

- The management services provided by the Contractor include the configuration of retention policies for recorded footage based on the parameters specified by AHA, but the Contractor is not responsible for any loss of footage due to storage capacity limits, accidental deletion, or system failures.
- AHA must notify the Contractor if specific legal or compliance requirements mandate particular storage or retention periods. Failure to do so may result in non-compliance which Contractor shall not be held liable.

Third-Party Systems and Integrations

- Where third-party hardware, software, or cloud services are involved in the operation of the surveillance system (e.g., NVRs, DVRs, storage devices, cloud platforms), Techordia cannot guarantee their performance, functionality, or security. Any issues arising from third-party systems must be addressed directly to the respective vendor or service provider.
- Integrations with other systems, such as access control, alarms, or business intelligence platforms, are performed based on vendor compatibility, and we cannot ensure complete interoperability.

Privacy and Compliance

- AHA is solely responsible for obtaining any necessary consent, signage, or legal documentation required to inform employees, customers, or visitors that they are being recorded, as well as for ensuring that the system complies with relevant privacy laws and surveillance regulations.
- The Contractor assumes no responsibility for legal disputes related to privacy, data protection, or misuse of the surveillance system by the AHA or any other third parties.

Modifications and Customization

- Any modifications, custom configurations, or additional requests for system adjustments must be communicated in writing and may result in additional charges. Unauthorized modifications to the system by the AHA or any third party may void the Contractor's responsibilities for support or system performance.

Incidents and Investigations

- In the event of an incident or investigation requiring footage retrieval or system analysis, Contractor will assist in accordance with the terms of our service agreement. However, the Contractor cannot guarantee the availability, quality, or completeness of the footage for any specific event.
- AHA is responsible for requesting footage or system reports in a timely manner, and delays in retrieval may affect the outcome of investigations.

Termination of Services

Upon termination of surveillance system management services, the Contractor will no longer be responsible for monitoring, maintaining, or securing the system. It is AHA's responsibility to ensure that any remaining footage is securely stored and that ongoing system operations are managed appropriately.

Consultant Services for third-party security camera systems

At the request of AHA, the Contractor will provide consultant services during the procurement and set up of third-party camera systems at new and existing facilities, as well as the composition and locations of camera system provided by the third-party vendor to provide the best visual coverage possible and ensure appropriate access for designated AHA employees.

The Contractor is not liable for any loss, damage, or injury resulting from the placement of the third-party cameras or the composition of the camera system. The Contractor is also not liable for the use or misuse of camera footage and does not guarantee the accuracy, completeness, or reliability of the camera footage. Additionally, the Contractor is not responsible for the management of the surveillance systems that are managed by another third-party vendor.

These consultant services will be charged at the time and material hourly rate as indicated in Exhibit B.

Review and advise on new camera systems:

- Provide information to inform solicitations related to camera system requirements based on best practices including capacity, resolution, installation requirements, and additional information as requested.
- Provide review of the technical aspects and approach of proposals for new camera systems.
- Provide feedback on the third-party plan for full system design and installation, which would include planning, installing, and configuring an entirely new surveillance system, including cameras, NVR/DVR, and network infrastructure.
- Provide feedback and advice on cabling and infrastructure setup: Running new network cables.
- Provide feedback and advisement on the mounting and hardware installation, which includes the physical installation of camera mounts, brackets, and equipment housing, especially in difficult-to-access or outdoor locations.

The service locations for these services include:

- Linnet Corner 2000 Lakehurst Circle
- Estuary I 501 Mosely Ave.
- Estuary II 520 Mosely Ave.
- The Poplar 2615 Eagle Ave.
- Future Development Sites identified by the AHA

North Housing Development Sites Network Management Services

The Contractor will provide network management services that would include enhanced security and threat protection, consistent updates and maintenance, optimized network performance, cost-effective scalable management, regulatory compliance and risk mitigation.

The Contractor will provide the following managed network services:

- Proactive network maintenance
- Regular updates and patch management
- Centralized configuration and policy enforcement
- Performance optimization and troubleshooting
- Comprehensive reporting and compliance support
- Onsite and remote technical support as needed
- Surveillance devices (camera systems) WiFi, VoIP phones, printers, Door King, and other technological device management and support.

The service locations for these services include:

- Linnet Corner 2000 Lakehurst Circle
- Estuary I 501 Mosely Ave.
- Additional sites may be added in the future upon the agreement between the AHA and the Contractor.

Separate contracts will be executed for the consultant services for third-party camera systems and the North Housing Network Management Services with the individual properties. These contracts will be for a term of one year initially with an option to renew for additional years.

EXHIBIT B-4
FEE SCHEDULE

Managed Services "Fixed Fee"

Techordia calculates the fixed monthly fee at the beginning of each month based on the number of users under management services in arrears (as determined via the client's directory, such as Microsoft Active Directory) or client support ticket, email, or telephone for user additions and deletions.

- Includes anti-virus software for up to two computers per user using Webroot SecureAnywhere
 - AHA currently pays \$1,859.65 annually (~\$154.97/month)
- Includes server and network monitoring using ConnectWise Automate
 - AHA currently pays \$645.00/month
- Includes desktop monitoring using ConnectWise RMM
- 5% annual rate increase

Managed Services Cost

Service	Pricing	Notes	Total
Users	\$150.00/mo per user	Per User	\$6,750.00
Vendor Services	\$50.00/mo	Per 10 Users (ie 60 users is 6 units, 61 users is 7 units)	\$1,550.00
Physical Server	\$750.00/mo		\$2,250.00
Virtual Server	\$750.00/mo		\$4,500.00
Firewall	\$150.00/mo		\$600.00
Network	\$50.00/mo		\$1,500.00

Managed Services Unit Cost

Location	Item	Users	Employees	Descriptions	Users	Vendor	Physical	Virtual	Firewall	Network
Vendor Services	Users				45					
	AT&T Voice-ABD		AT&T Voice			1				
	JumpCloud		JumpCloud for RADIUS/VPN/MFA			4				
	Microsoft 365		Microsoft 365			6				
	RingCentral		RingCentral VoIP			6				
	T-Mobile		T-Mobile Mobile Service			6				
	Zix		Zix Email Encryption			6				
	Zix File Share		Zix File Share			3				
	AHOLF1		Local File Server					1		
	AHAF1E1		File Server					1		
HQ	AHAD1		Domain Controller					1		
	AHAD2		Domain Controller					1		
	AHASMT1P1		SMTP Relay Servers					1		
	AHAWEB1		Web Server					1		
	AHAESX11		VMware ESXi Host Server				1			
	AHAESX12		VMware ESXi Host Server				1			
	AHAWC1		VMware vCenter Server							1
	AHAPC01		AFC Tower/Chute Network Shutdown Server							1
	APCLUPS1		AFC Smart-UPS 18000							1
	APCLUPS1		AFC Smart-UPS 1400							1
	APCUPS3		Tripp Lite SmartOnline (SU2200RTXL3U)							1
	AHASWA1		Uniquiti UniFi Switch 48 500W FDE							1
	AHASM12		Uniquiti UniFi Switch 48 600W FDE							1
	AHASWA3		Uniquiti UniFi Switch 8 60W FDE (Vanessa Cooper)							1
	AHAVM1W1		Dell PowerConnect 6224 Switch							1
	AHARAS1		Synology rs2-d1 NAS				1			1
	AHASAM1		Dell EMC VNXe1500							1
	AHAAP1		Uniquiti UniFi AP AC Pro							1
	AHAMP2		Uniquiti UniFi AP AC Pro							1
	AHAAP3		Uniquiti UniFi AP AC Pro							1
	AHACK1		Uniquiti UniFi Cloud Key G2 Plus						1	1
	SonicWall TZ490		SonicWall TZ400							1
	AHAIPKVM1		Tripp Lite IntelliDirector B022-40S-IP							1
	AHADOU1		Digital Leggere Ethernet Power Controller 6							1
	AHAF02		Dell Networking N4032F							1
	AHASWY1 (top)		Dell Networking N4032F							1
	AHASWY1 (bottom)		Dell Networking N4032F							1
SSC	Arlo Security Camera System		Arlo Security Camera System							1
	SonicWall TZ490		SonicWall TZ400						1	
	Arlo Security Camera System		Arlo Security Camera System							1
	SSCAP1		Uniquiti UniFi AP AC Pro							1
	SSCAP2		Uniquiti UniFi AP AC Pro							1
	SSCAP3		Uniquiti UniFi BeaconHD							1
	SSCPDU1		Digital Leggere Web Power Switch Pro V9							1
	SSCSW1		Uniquiti UniFi Switch 8 60W FDE							1
	SonicWall TZ390		SonicWall TZ210						1	
	EGL-SWA1		Uniquiti UniFi Switch 8 Lite P+E							1
ABD	SonicWall SOHO		SonicWall SOHO						1	
	ABDSWA1		Uniquiti UniFi Switch 8 60W FDE							1
	ABDAP1		Uniquiti UniFi AP AC Pro							1
	ABDAD2		Uniquiti UniFi AP AC Pro							1
Total Units					45	34	3	6	4	30
Monthly Unit Cost					50,00.00	5,00.00	2,150.00	2,150.00	5,100.00	5,00.00
Monthly Category Cost					\$6,750.00	\$1,550.00	\$2,250.00	\$4,500.00	\$600.00	\$1,500.00
Monthly Total										\$17,150.00

Surveillance Management Fee Schedules

Item	Qty	Unit Price	Unit Total
Coram AI management - Addition to managed service unit cost Exhibit B <ul style="list-style-type: none"> Location - 701 Atlantic Ave, Alameda, CA 94501 Equipment includes (1) Coram Point 64 Channel NVR and (12) 5MP Dome Cameras Liaison between AHA and Coram AI for monitoring and maintenance, software updates and patches, performance optimization, Data backup and recovery verifications End user support on all devices Account management and access Special request for download and sharing of data when requested 24/7 oncall support for down equipment Management of all warranty type returns. Request for movement of focus area 	1	\$375.00	\$375.00
*Shipping amount in proposal is an estimate. Exact shipping will be shown on invoice.			Taxable \$0.00
			Non-Taxable \$375.00
			Sub-Total \$375.00
			Tax (10.75%) \$0.00
			Shipping*
			Labor \$0.00
			Total \$375.00

Item	Qty	Unit Price	Unit Total
Surveillance management - Addition to managed service unit cost Exhibit B <ul style="list-style-type: none"> Location: South Shore Center 2217 South Shore Center #250, Anne B. Diamant Plaza 920 Park Street, Independence Plaza 703 Atlantic Avenue, and Esperanza Center 1903 3rd Street Equipment includes current surveillance systems. ABD and IP being Arlo Security Cameras and Esperanza using Verkada Security Camera's. Liaison between AHA and solution provider for maintenance, software updates and patches, performance optimization End user support on all devices Account management and access Special request for download and sharing of data when requested Support for down equipment Management of all warranty type returns 	4	\$375.00	\$1,500.00
*Shipping amount in proposal is an estimate. Exact shipping will be shown on invoice.			Taxable \$0.00
			Non-Taxable \$1,500.00
			Sub-Total \$1,500.00
			Tax (10.75%) \$0.00
			Shipping*
			Labor \$0.00
			Total \$1,500.00

Item	Qty	Unit Price	Unit Total
Surveillance management - Addition to managed service unit cost Exhibit B <ul style="list-style-type: none"> Location - Eagle location 2615 Eagle Avenue, Rosefield Village 727 Buena Vista Ave, Everett Commons 2437 Eagle Ave and Littlejohn Commons 1301 Buena Vista Ave all Alameda California Equipment includes current surveillance systems. EGL having Alibi Vigilant, Rosefield/Everett being Guarding Vision Security Cameras and Littlejohn Commons being Honeywell. Liaison between AHA and solution provider for maintenance, software updates and patches, performance optimization End user support on all devices Account management and access Support for down equipment Management of all warranty type returns 	4	\$375.00	\$1,500.00
Request for camera footage (Billed at T&M rate) <ul style="list-style-type: none"> All site visits to manage the systems above will be billed on T&M rates Request to download and share video footage will be billed on T&M rates T&M rates onsite \$175.00/hr during business hours 	0	\$0.00	\$0.00
*Shipping amount in proposal is an estimate. Exact shipping will be shown on invoice.			Taxable \$0.00
			Non-Taxable \$1,500.00
			Sub-Total \$1,500.00
			Tax (10.75%) \$0.00
			Shipping*
			Labor \$0.00
			Total \$1,500.00

Item	Qty	Unit Price	Unit Total
Coram AI Cloud Backup (VF-C-180) <ul style="list-style-type: none"> 6 month storage 4 year license Remaining 4 year of 5 year term 	12	\$1,854.00	\$22,248.00
*Shipping amount in proposal is an estimate. Exact shipping will be shown on invoice.			Taxable \$0.00
			Non-Taxable \$22,248.00
			Sub-Total \$22,248.00
			Tax (10.75%) \$0.00
			Shipping*
			Labor
			Total \$22,248.00

North Housing Development Sites Network Management Services			
Item	Qty	Unit Price	Unit Total
Estuary 1			
Firewall	1	\$150.00	\$150.00
Cloud Key	1	\$50.00	\$50.00
PDU	1	\$50.00	\$50.00
Switches	2	\$50.00	\$100.00
Access Points	5	\$50.00	\$250.00
Sub Total		\$600.00 per month	
Linnet Corner			
Firewall	1	\$150.00	

Cloud Key	1	\$50.00
PDU	1	\$50.00
Switches	1	\$50.00
Access Points	4	\$200.00
Sub Total		\$550.00 per month
Total		\$1150.00 per month

Guidelines and Limitations

Some support and services are not covered under managed services.

Billable work can include:

- Discovery and development of project estimates.
- Time to specify parts not purchased through us.
- Meetings, planning, and equipment relocation, deinstallation and installation for office relocation.
- Labor for projects not included as part of "Managed Services."
- Upgrades to IT infrastructure not related to daily server or server application maintenance or end user support.
- Major server software upgrades.
- Home visits and home systems.
- Travel cost over 35 miles from Techordia's office at ½ onsite support hourly rates.

Time and Materials Hourly Rates

Business Hours

Remote Support - \$150.00/hr

Onsite Support - \$175.00/hr

After Hours

Remote Support - \$175.00/hr

Onsite Support - \$200.00/hr

Support Request Submissions

Users are encouraged to submit requests to Techordia's ticketing system. Users may also contact Techordia's support phone line.

To: Honorable Chair and Members of the Board of Commissioners

From: Joseph Nagel, Senior Construction Project Manager

Date: September 17, 2025

Re: Approve the Executive Director to sign a contract Not To Exceed \$325,000 with Asbestos Management Group of California, Inc., for Remediation and Demolition of the existing property improvements at "The Poplar", 2615 Eagle Ave.

BACKGROUND

In May 2025, the Housing Authority of the City of Alameda (AHA) Board of Commissioners authorized the Executive Director to sign a contract up to \$500,000 for the remediation, demolition and proper disposal of the existing property improvements at The Poplar, 2615 Eagle Ave.

AHA staff has been diligently disposing of onsite furnishings and equipment at the site, mostly by listing for public auction, but also by off-hauling by disposal companies, as appropriate. The buildings are empty, but motion detectors, smoke detectors, and cameras have been installed, for security reasons.

DISCUSSION

The preferred contractor was chosen as Asbestos Management Group of California, Inc., (AMG). AMG provided the lowest qualified bid in the amount of \$250,000 and AHA intends to sign a contract in the amount of \$250,000 with AMG in August 2025. Staff is requesting a pre-approved contingency amount of 30%, or \$75,000, in authority from the Board for unexpected issues. The total approved amount would not exceed \$325,000.

FISCAL IMPACT

The cost for demolition is within the available budget for The Poplar. Pre-development expenses at The Poplar are currently being funded by City redevelopment funding and the Capital Impact BFF loan. Environmental-specific costs can be reimbursed through the ECRG grant.

CEQA

Not Applicable

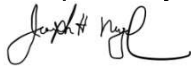
RECOMMENDATION

Approve the Executive Director to sign a contract Not To Exceed \$325,000 with Asbestos Management Group of California, Inc., for Remediation and Demolition of the existing property improvements at "The Poplar", 2615 Eagle Ave.

ATTACHMENTS

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joseph Nagel". The signature is fluid and cursive, with the first name "Joseph" and last name "Nagel" clearly distinguishable.

Joseph Nagel, Senior Construction Project Manager



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Alicia Southern, Director of Human Resources

Date: September 17, 2025

Re: Approve the 2026 AHA Operations (Holiday and Office Closure) Calendar.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) provides a comprehensive calendar annually for the upcoming year for Board approval, including all routine Board meetings and office closures.

Through various notices, office closures are publicized physically on-site, through newsletters to tenants and voucher holders, on the front door, and in the calendar on the AHA website. The main office is open from 8:30 a.m.-4:00 p.m. Monday through Thursday, and offices at the properties are open full days daily. It is anticipated that this will remain the schedule until further notice.

DISCUSSION

The attached calendar identifies AHA holidays, alternate designated holidays to note either when holidays are observed, when they fall on a weekend or on flex-Fridays, and the half-day closure schedule during holiday periods. The Juneteenth holiday will be observed on Thursday, June 18, 2026, as Friday, June 19, 2026, is a "flex-Friday" for AHA staff. The Independence Day (July 4, 2026) holiday will be observed on Thursday, July 2, 2026, as July 4, 2026, is a Saturday and Friday, July 3, 2026, is a "flex-Friday". The New Year's Day holiday for 2027 will be observed on Thursday, December 31, 2026, as Friday, January 1, 2027, is a "flex-Friday". As in prior years, AHA management is proposing to close the office to the public for half of the day for the week of July 4, 2026, in addition to the week of Thanksgiving and the week between the Christmas Day and New Year's Day holidays. These are typically light weeks in terms of customer traffic, and being closed to the public for half of the day will provide more flexibility for staffing during high time-off request periods. Additionally, as program participants and tenants had become accustomed to accessing services remotely during the pandemic, it is not anticipated that these additional periods of office closure will significantly impact customer service. These half-day office closures will not be additional holidays for AHA staff; but by closing the office to the public in the afternoons, it will be more manageable



to grant projected time off requests that occur during these times. Any closures will be publicized well in advance.

The 2026 calendar also includes planned dates for Board of Commissioners meetings as well as flex Fridays for staff. These are provided for staff information and planning purposes only; there is no change to office hours or work days as a result of this inclusion.

FISCAL IMPACT

There is no anticipated impact to the budget as this schedule was accounted for in the current fiscal year budget.

CEQA

Not applicable to this item.

RECOMMENDATION

Approve the 2026 AHA Operations (Holiday and Office Closure) Calendar.

ATTACHMENTS

1. 2026 Holiday Closure Calendar

Respectfully submitted,



Alicia Southern, Director of Human Resources

2026 AHA Holiday and Office Closure Calendar

Attachment 1

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

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

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

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

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

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

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

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

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

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

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

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

KEY: Red = Holiday; Green = Office Closed to the Public; Yellow = ½ day Office Closed to the Public (Jun 29-Jul 1, Nov 23-25, Dec 28-30); Blue = Alt Holiday for flex staff; **Bolded Fridays** = Flex Friday; Lavender = Board of Commissioner's Meeting Dates. NOTE: AHA is closed to the public every Friday.

AHA Holidays 2026

Jan 1	New Year's Day 2025	Feb 16	Presidents' Day	July 4	Independence Day	Nov 26	Thanksgiving Day
Jan 19	Martin Luther King Day	May 25	Memorial Day	Sept 7	Labor Day	Nov 27	Day After Thanksgiving
		June 19	Juneteenth	Nov 11	Veteran's Day	Dec 25	Christmas Day



Housing Authority
of the
City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Joshua Altieri, Community Relations Manager

Date: September 17, 2025

Re: Accept the Housing Authority of the City of Alameda's 85th Anniversary video.

BACKGROUND

The Housing Authority of the City of Alameda (AHA), which was officially established on August 9, 1940, is celebrating its 85th anniversary. For the past 85 years, AHA has been committed to one critical mission: creating affordable housing opportunities for low-income individuals and families in the City of Alameda. To gain a better understanding of AHA's significant contributions to the local community, and its evolution into the agency that it is today, AHA developed an 85th anniversary video to highlight AHA's rich and impactful history.

DISCUSSION

To view AHA's 85th Anniversary video, please visit: www.aha85.click

FISCAL IMPACT

No financial impact.

CEQA

N/A

RECOMMENDATION

Accept the Housing Authority of the City of Alameda's 85 Anniversary video.

ATTACHMENTS

None

Respectfully submitted,

Joshua Altieri, Community Relations Manager



To: Honorable Chair and Members of the Board of Commissioners

From: Alicia Southern, Director of Human Resources

Date: September 17, 2025

Re: Adopt the Resolution to revise the Employer's Contributions for Eligible Employees' Health by up to 5.028% to \$3,039.04 per employee per month and with a 3% increase in Dental/Vision Care up to \$ 255.76 per employee per month.

BACKGROUND

At the August 17, 2016, Board of Commissioners (the Board) Meeting, the Board approved a resolution to adopt a flat rate employer contribution to health insurance premiums for calendar year 2017 to align with the Kaiser health plan rate, which the Housing Authority of the City of Alameda (AHA) has used as the benchmark plan. The flat rate was set at the Employee+2 or more premium level and included both the minimum Public Employees' Medical and Hospital Care Act (PEMHCA) contribution and an additional contribution to the agency Section 125 (Cafeteria) plan for active employees. The Board also approved a flat rate contribution set at the Employee+2 or more dental insurance premium that can be used towards dental and vision insurance. The Board has approved this approach to setting the employer contribution since that time.

DISCUSSION

In 2016, the Board adopted a number of changes to the AHA benefits plan to ensure compliance with the Public Employees' Medical and Hospital Care Act (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 primary change was to adopt a flat rate approach to the employer contribution for active, regular employees, as opposed to a contribution based on the level of dependent enrollment. This memo assumes that the Board will wish to continue with this approach.

As background, the actual rate increase for prior years PEMHCA, which is the minimum rate an agency must contractually provide to employees and is received by retirees monthly, has been:



YEAR	ACTUAL
2020	\$139
2021	\$143
2022	\$149
2023	\$151
2024	\$157
2025	\$158
2026	\$162

When the budget for the current fiscal year was presented to and adopted by the Board, the amounts budgeted for health and dental benefits allowed for the flat rate Employee+2 or more level of coverage with a 20% increase beginning January 1, 2026, in the employer contribution (over the 2025 Kaiser premium) for all regular employees for health insurance, and a 7% increase in the employer contribution (over the 2025 dental premium) for dental insurance.

CalPERS approved the 2026 health plan numbers at their June 2025 meeting and posted the plans and rates on August 18, 2025. The approved CalPERS health insurance premiums for 2026, and the Kaiser Employee+2 or more premium increased by 5.028%, which was lower than budgeted.

As background, the actual increase for prior years has been:

YEAR	BUDGETED	ACTUAL
2020	15%	5.87%
2021	10%	5.34%
2022	10%	6.61%
2023	10%	10.95%
2024	7%	8.9%
2025	20%	5.028%

The approved budgeted amount is adequate to cover this increase and to provide up to the Employee+2 or more premium, which is \$3,039.04 per employee per month, beginning in January 2026. Please note that not all employees elect coverage for the Employee+2 or more dependents, and some have opted for the in-lieu payment of \$230/month.

Staff requests that the Board authorize this adjustment from 20% to 5.028%.

This employer contribution level provides employees who wish to cover two or more dependents both HMO options and a PPO option that can be elected with no out-of-pocket cost for premiums; if other plans are elected, some out-of-pocket costs for employees may be required depending on the number of dependents enrolled. It is noted that the average overall statewide CalPERS premium increase across all plans was 8.21% this year, compared to last year's increase of 8.9%, with no plans seeing a reduction in premiums. Budgeting in 2026-27 will be set at a higher rate if staff expect these large increases to continue.

Dental and Vision Insurance

The current 2025 rate for dental and vision is \$248.31. The premiums for 2026 were budgeted at 7%. The Dental and Vision rate for 2026 will be \$255.76. This is an increase of 3%, which is lower than budgeted for.

As background, the actual increase for prior years has been:

YEAR	BUDGETED	ACTUAL
2020	7%	3%
2021	7%	0
2022	7%	0
2023	7%	5%
2024	7%	0
2025	7%	3%

The accompanying Resolution outlines the 2026 PEMHCA minimum contribution AHA is required to contribute towards health costs for employees and annuitants, plus proposed employer Cafeteria Plan contributions and cash back alternative payments for 2026. No change in the cash back alternative health coverage payment of \$230/month is proposed for the 2026 calendar year.

FISCAL IMPACT

At the 5.028% increase for the employee health care contribution at 54 FTEs, the maximum fiscal impact would be \$1,932,829. However, this assumes all staff take the full employer and 2 dependents coverage, which they do not. The amount budgeted was \$2,250,018. The maximum fiscal impact is within the budgeted amount.

For employee dental and/or vision at 54 FTEs, the fiscal impact would be \$162,663. The amount budgeted was \$172,167.12. The maximum fiscal impact is within the budgeted amount.

CEQA

Not applicable to this item.

RECOMMENDATION

Adopt the Resolution to revise the Employer's Contributions for Eligible Employees' Health by up to 5.028% to \$3,039.04 per employee per month and with a 3% increase in Dental/Vision Care up to \$ 255.76 per employee per month.

ATTACHMENTS

1. Exhibit 1 Reso-Amend Health Increase

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'AS' or similar initials, followed by a horizontal line.

Alicia Southern, Director of Human Resources

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

TO REVISE THE EMPLOYER CONTRIBUTION FOR
HOUSING AUTHORITY EMPLOYEES' HEALTH CARE BENEFIT
EFFECTIVE JANUARY 1, 2026, AND
THE EMPLOYER CONTRIBUTION FOR EMPLOYEES' DENTAL/VISION BENEFIT
EFFECTIVE JANUARY 1, 2026, AND

WHEREAS, the Housing Authority of the City of Alameda desires to establish a benefits package for all employees that will attract and retain competent staff; and

WHEREAS, it is the intent of the Housing Authority to continue to provide the PEMHCA minimum contribution to employees and retirees for health care, with additional contributions for active employees contributed to the Agency Cafeteria Plan; and;

WHEREAS, the AHA provides an employer benefits contribution to its employees; and

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2026, the Housing Authority will contribute a monthly dollar amount towards employees' health care as follows for all enrolled employees

In addition to the PEMHCA statutory minimum contribution, the Housing Authority will contribute the following amounts to the Agency Cafeteria Plan:

- a) For all general, management, and confidential employees receiving the following contributions, which are designated as health flex contributions, no portion of which may be taken in cash or directed to other non-health benefits up to \$3,039.04.
- b) Employees with proof of Alternative Group Health Coverage may opt out and receive cash back in the amount of \$230 per month. Employees eligible for any cash-in-lieu benefit, must provide the following in order to receive the cash-in-lieu: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and (2) the employee must sign an attestation that the employee and their tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and AHA will not in fact make payment if the employer knows that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.
- c) For retired annuitants, the 2026 PEMHCA minimum contribution is \$162.00.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that effective January 1, 2026, the Housing Authority will contribute a maximum monthly dollar amount to the Agency Cafeteria Plan for all general, management, and confidential employees of up to \$255.76.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board will approve a flat monthly amount based on the Employee+2 or more dependents level of coverage with the maximum Employer contribution to the Cafeteria Plan, of \$3,039.04 for health insurance to approve a flat amount of up to \$255.76 regardless of dependent enrollment status for dental and/or vision insurance.

ATTEST:

Vanessa M. Cooper
Secretary

Carly Grob, Chair
Board of Commissioners

To: Honorable Chair and Members of the Board of Commissioners

From: Alicia Southern, Director of Human Resources

Date: September 17, 2025

Re: Adopt the Resolution to: 1) Provide a 1.5% Cost of Living Adjustment for All Eligible Employees; 2) Adopt the Corresponding Pay Schedule and Salary Schedule to be effective retroactively to August 24, 2025; and 3) Adopt the updated Schedule of Authorized Positions.

BACKGROUND

The last Cost of Living Adjustment (COLA) for Housing Authority of the City of Alameda (AHA) non-exempt and exempt staff, including management staff, was 3.2% effective August 22, 2024.

DISCUSSION

Cost of Living Adjustment

The Bay Area Consumer Price Index for All Urban Consumers (CPI-U) increased 1.5% for the period from June 2024 to June 2025 (the same month-to-month period used when determining prior years' increases). The previous year, June 2024, the rate was 3.2%. While the cost of food and medical care increased well above 1.5%, the decline in the overall 2025 CPI was due to a combination of factors affecting the prices of goods and services, primarily the decline in energy and gasoline. These energy-related items are a major component of the CPI.

AHA's practice has been to provide an annual salary adjustment to allow our existing employees' compensation to keep up with the increase in the cost of goods and services, as well as to help ensure salaries stay competitive for recruiting purposes.

A 4.0% increase was budgeted for the current Fiscal Year and was approved in June 2025. In July 2023, historical information on COLA increases was presented to the Board for consideration with a proposed approach for setting future COLA increases. Based on the discussion at the July 2023 meeting, management is bringing just one option to the Board for consideration: a 1.5% COLA, matching the CPI data. The Board may also discuss other options if it wishes during this meeting, but those would need to



be brought back at a later meeting for formal adoption.

If a COLA is granted by the Board, AHA management proposes that it be effective retroactively to August 24, 2025, the start of the pay period following when the August Board meeting would have taken place.

All regular (either full or part-time) employees, including for-cause and at-will employees, and contract employees would be eligible for the COLA. Temporary staff directly contracted with AHA are also eligible for COLA. Temporary staff contracted through a temporary agency are not eligible for the COLA.

Exhibits 1 and 2 include wage figures with a 1.5% COLA applied. Exhibit 1 is the overall Salary Schedule, which reflects all wage ranges in the salary structure; note that many of the ranges do not currently have positions assigned to them. Exhibit 2 is AHA's proposed Pay Schedule that reflects the wage ranges assigned to all positions (titles) in the Schedule of Authorized Positions. The salary schedule has been restructured to reflect the hourly wages for hourly, non-exempt staff, and maintains the monthly pay rate for exempt staff as well as the Fair Labor Standards Act (FLSA) designation. These changes still meet CalPERS' requirement for having titles, pay rates, and ranges.

The Executive Director's salary is not assigned a range, as other positions are. This salary is shown in the Pay Schedule at two levels only: the current salary with the corresponding COLA applied (in Step 1 column), and a 5% salary increase to those levels should the Board elect to grant a salary increase at the time of the Executive Director's next annual review (in Step 2 column). There is sufficient budget to cover such an increase. The evaluation will take place in the fall.

Schedule of Authorized Positions

Given the current Federal funding uncertainty the AHA is staffing at core levels only and using temporary staffing where necessary to fill needs as they arise. As we stated in March 2025, when we received the renewed Hiring Flexibility, the AHA is revising the Schedule of Authorized Positions more frequently and we will bring items to the Board of Commissioners retroactively.

There are various changes being proposed in this schedule.

A Program Assistant and Management Analyst are being added to Property Operations due to the elimination of the Asset Management Department.

In the Housing Development Department, one of the two Senior Project Managers is being replaced with an Associate Project Manager to allow for growth within the department. The Assistant Director position has not been filled and is not needed at this time, so it is being eliminated. A Construction Project Manager position is being added to work on rehabs.

FISCAL IMPACT

An overall COLA for all eligible staff and managers of 1.5% would cost approximately

\$89,610 in salary costs for the fiscal year, plus an additional approximately \$7,945 in CalPERS employer retirement contributions, for a total cost of approximately \$97,555. This amount is covered by the FY 2025/2026 budget approved in June.

The position changes for the Schedule of Authorized positions can be absorbed in the current approved budget for 2025-26 and will result in a savings of \$246,421.56. However, staff expect to add several positions back once the overall funding situation is clearer. These requests will come in a future memo.

CEQA

Not applicable to this item.

RECOMMENDATION

Adopt the Resolution to: 1) Provide a 1.5% Cost of Living Adjustment for All Eligible Employees; 2) Adopt the Corresponding Pay Schedule and Salary Schedule to be effective retroactively to August 24, 2025; and 3) Adopt the updated Schedule of Authorized Positions.

ATTACHMENTS

1. HR Salary Schedule - COLA 1.5%
2. HR Pay Schedule - COLA 1.5%
3. Schedule of Authorized Positions FY 2025-2026 Revised 08.2025
4. Exhibit 3 Reso-Amend Wage COLA

Respectfully submitted,



Alicia Southern, Director of Human Resources

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
SALARY SCHEDULE FY 2025-2026
Effective August 24, 2025

Position Title	Salary Range	FLSA	HOURLY RATE				
			Step 1	Step 2	Step 3	Step 4	Step 5
Housing Assistant	10	NE	\$ 33.99	\$ 35.69	\$ 37.47	\$ 39.35	\$ 41.31
Program Assistant	15	NE	\$ 38.41	\$ 40.33	\$ 42.34	\$ 44.47	\$ 46.69
Facilities and Maintenance Technician I	16	NE	\$ 39.35	\$ 41.31	\$ 43.38	\$ 45.55	\$ 47.82
Housing Specialist I	19	NE	\$ 42.34	\$ 44.47	\$ 46.69	\$ 49.02	\$ 51.48
Accounting Specialist I	19	NE	\$ 42.34	\$ 44.47	\$ 46.69	\$ 49.02	\$ 51.48
Property Operations Specialist I	19	NE	\$ 42.34	\$ 44.47	\$ 46.69	\$ 49.02	\$ 51.48
Facilities and Maintenance Technician II	22	NE	\$ 45.55	\$ 47.82	\$ 50.22	\$ 52.73	\$ 55.37
Accounting Specialist II	23	NE	\$ 46.69	\$ 49.02	\$ 51.48	\$ 54.04	\$ 56.75
Asset Management Specialist	23	NE	\$ 46.69	\$ 49.02	\$ 51.48	\$ 54.04	\$ 56.75
Housing Development Specialist	23	NE	\$ 46.69	\$ 49.02	\$ 51.48	\$ 54.04	\$ 56.75
Housing Specialist II	23	NE	\$ 46.69	\$ 49.02	\$ 51.48	\$ 54.04	\$ 56.75
Executive Assistant	26	NE	\$ 50.22	\$ 52.73	\$ 55.37	\$ 58.14	\$ 61.05
Housing Specialist III	27	NE	\$ 51.48	\$ 54.04	\$ 56.75	\$ 59.59	\$ 62.57

Intern	N/A	NE	\$ 22.33	\$ 25.38
Fellow	N/A	NE	\$ 25.38	\$ 30.45

Position Title	Salary Range	FLSA	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Associate Asset Manager	31	E	\$ 9,221.61	\$ 9,682.76	\$ 10,167.19	\$ 10,674.90	\$ 11,208.79
Associate Project Manager	31	E	\$ 9,221.61	\$ 9,682.76	\$ 10,167.19	\$ 10,674.90	\$ 11,208.79
Development Accounting Officer	33	E	\$ 9,682.76	\$ 10,167.19	\$ 10,674.90	\$ 11,208.79	\$ 11,770.32
Housing Programs Supervisor	33	E	\$ 9,682.76	\$ 10,167.19	\$ 10,674.90	\$ 11,208.79	\$ 11,770.32
Management Analyst	33	E	\$ 9,682.76	\$ 10,167.19	\$ 10,674.90	\$ 11,208.79	\$ 11,770.32
Property Management Supervisor	33	E	\$ 9,682.76	\$ 10,167.19	\$ 10,674.90	\$ 11,208.79	\$ 11,770.32
Senior Executive Assistant	33	E	\$ 9,682.76	\$ 10,167.19	\$ 10,674.90	\$ 11,208.79	\$ 11,770.32
Property Management Supervisor	33	E	\$ 9,682.76	\$ 10,167.19	\$ 10,674.90	\$ 11,208.79	\$ 11,770.32
Asset Manager	36	E	\$ 10,414.50	\$ 10,935.30	\$ 11,482.28	\$ 12,056.90	\$ 12,659.17
Construction Project Manager	36	E	\$ 10,414.50	\$ 10,935.30	\$ 11,482.28	\$ 12,056.90	\$ 12,659.17
Project Manager	36	E	\$ 10,414.50	\$ 10,935.30	\$ 11,482.28	\$ 12,056.90	\$ 12,659.17
Community Relations Manager	45	E	\$ 12,976.30	\$ 13,625.11	\$ 14,305.93	\$ 15,021.67	\$ 15,772.31
Human Resources Manager	45	E	\$ 12,976.30	\$ 13,625.11	\$ 14,305.93	\$ 15,021.67	\$ 15,772.31
Senior Asset Manager	45	E	\$ 12,976.30	\$ 13,625.11	\$ 14,305.93	\$ 15,021.67	\$ 15,772.31
Senior Construction Project Manager	45	E	\$ 12,976.30	\$ 13,625.11	\$ 14,305.93	\$ 15,021.67	\$ 15,772.31
Senior Management Analyst	45	E	\$ 12,976.30	\$ 13,625.11	\$ 14,305.93	\$ 15,021.67	\$ 15,772.31
Senior Project Manager	45	E	\$ 12,976.30	\$ 13,625.11	\$ 14,305.93	\$ 15,021.67	\$ 15,772.31
Assistant Director of Administrative Services	46	E	\$ 13,291.98	\$ 13,956.80	\$ 14,655.07	\$ 15,388.26	\$ 16,157.82
Assistant Director of Finance	46	E	\$ 13,291.98	\$ 13,956.80	\$ 14,655.07	\$ 15,388.26	\$ 16,157.82
Assistant Director of Housing Development	46	E	\$ 13,291.98	\$ 13,956.80	\$ 14,655.07	\$ 15,388.26	\$ 16,157.82
Assistant Director of Housing Programs	46	E	\$ 13,291.98	\$ 13,956.80	\$ 14,655.07	\$ 15,388.26	\$ 16,157.82
Assistant Director of Property Operations	46	E	\$ 13,625.11	\$ 14,305.93	\$ 15,021.67	\$ 15,772.31	\$ 16,560.78
Principal Management Analyst	49	E	\$ 14,305.93	\$ 15,021.67	\$ 15,772.31	\$ 16,560.78	\$ 17,389.99
Director of Administration and Services	56	E	\$ 16,965.20	\$ 17,813.32	\$ 18,703.62	\$ 19,639.02	\$ 20,620.97
Director of Human Resources	56	E	\$ 16,965.20	\$ 17,813.32	\$ 18,703.62	\$ 19,639.02	\$ 20,620.97
Director of Property Operations	56	E	\$ 16,965.20	\$ 17,813.32	\$ 18,703.62	\$ 19,639.02	\$ 20,620.97
Director of Data and Policy	60	E	\$ 18,703.62	\$ 19,639.02	\$ 20,620.97	\$ 21,652.38	\$ 22,734.71
Director of Housing Programs	60	E	\$ 18,703.62	\$ 19,639.02	\$ 20,620.97	\$ 21,652.38	\$ 22,734.71
Director of Housing Development	60	E	\$ 18,703.62	\$ 19,639.02	\$ 20,620.97	\$ 21,652.38	\$ 22,734.71
Director of Finance/Chief Financial Officer	60	E	\$ 18,703.62	\$ 19,639.02	\$ 20,620.97	\$ 21,652.38	\$ 22,734.71
Senior Programs Director	60	E	\$ 18,703.62	\$ 19,639.02	\$ 20,620.97	\$ 21,652.38	\$ 22,734.71
Deputy Executive Director	65	E	\$ 21,136.26	\$ 22,193.07	\$ 23,302.73	\$ 24,467.86	\$ 25,691.25
Executive Director**	N/A	E	\$ 30,759.58	\$ 32,378.50			

**Salary authorized by Board of Commissioners per Employment Agreement

Standard work period is 75 hours per payperiod. Daily work schedules are established by the Executive Director (or designee) and may include a compressed schedule.

E = Exempt; NE = Non-Exempt

Range Temp Fellow	Monthly				
	1	2	3	4	5
1	\$ 4,435.51	\$ 4,658.08	\$ 4,890.84	\$ 5,135.24	\$ 5,391.27
2	\$ 4,544.61	\$ 4,771.55	\$ 5,010.13	\$ 5,260.35	\$ 5,523.66
3	\$ 4,658.08	\$ 4,890.84	\$ 5,135.24	\$ 5,391.27	\$ 5,661.86
4	\$ 4,771.55	\$ 5,010.13	\$ 5,260.35	\$ 5,523.66	\$ 5,800.06
5	\$ 4,890.84	\$ 5,135.24	\$ 5,391.27	\$ 5,661.86	\$ 5,944.08
6	\$ 5,010.13	\$ 5,260.35	\$ 5,523.66	\$ 5,800.06	\$ 6,089.55
7	\$ 5,135.24	\$ 5,391.27	\$ 5,661.86	\$ 5,944.08	\$ 6,242.30
8	\$ 5,260.35	\$ 5,523.66	\$ 5,800.06	\$ 6,089.55	\$ 6,393.59
9	\$ 5,391.27	\$ 5,661.86	\$ 5,944.08	\$ 6,242.30	\$ 6,553.61
10	\$ 5,523.66	\$ 5,800.06	\$ 6,089.55	\$ 6,393.59	\$ 6,713.63
11	\$ 5,661.86	\$ 5,944.08	\$ 6,242.30	\$ 6,553.61	\$ 6,880.93
12	\$ 5,800.06	\$ 6,089.55	\$ 6,393.59	\$ 6,713.63	\$ 7,049.68
13	\$ 5,944.08	\$ 6,242.30	\$ 6,553.61	\$ 6,880.93	\$ 7,225.70
14	\$ 6,089.55	\$ 6,393.59	\$ 6,713.63	\$ 7,049.68	\$ 7,401.73
15	\$ 6,242.30	\$ 6,553.61	\$ 6,880.93	\$ 7,225.70	\$ 7,586.48
16	\$ 6,393.59	\$ 6,713.63	\$ 7,049.68	\$ 7,401.73	\$ 7,771.23
17	\$ 6,553.61	\$ 6,880.93	\$ 7,225.70	\$ 7,586.48	\$ 7,966.17
18	\$ 6,713.63	\$ 7,049.68	\$ 7,401.73	\$ 7,771.23	\$ 8,161.10
19	\$ 6,880.93	\$ 7,225.70	\$ 7,586.48	\$ 7,966.17	\$ 8,364.77
20	\$ 7,049.68	\$ 7,401.73	\$ 7,771.23	\$ 8,161.10	\$ 8,568.43
21	\$ 7,225.70	\$ 7,586.48	\$ 7,966.17	\$ 8,364.77	\$ 8,782.28
22	\$ 7,401.73	\$ 7,771.23	\$ 8,161.10	\$ 8,568.43	\$ 8,997.58
23	\$ 7,586.48	\$ 7,966.17	\$ 8,364.77	\$ 8,782.28	\$ 9,221.61
24	\$ 7,771.23	\$ 8,161.10	\$ 8,568.43	\$ 8,997.58	\$ 9,447.10
25	\$ 7,966.17	\$ 8,364.77	\$ 8,782.28	\$ 9,221.61	\$ 9,682.76
26	\$ 8,161.10	\$ 8,568.43	\$ 8,997.58	\$ 9,447.10	\$ 9,919.89
27	\$ 8,364.77	\$ 8,782.28	\$ 9,221.61	\$ 9,682.76	\$ 10,167.19
28	\$ 8,568.43	\$ 8,997.58	\$ 9,447.10	\$ 9,919.89	\$ 10,414.50
29	\$ 8,782.28	\$ 9,221.61	\$ 9,682.76	\$ 10,167.19	\$ 10,674.90
30	\$ 8,997.58	\$ 9,447.10	\$ 9,919.89	\$ 10,414.50	\$ 10,935.30
31	\$ 9,221.61	\$ 9,682.76	\$ 10,167.19	\$ 10,674.90	\$ 11,208.79
32	\$ 9,447.10	\$ 9,919.89	\$ 10,414.50	\$ 10,935.30	\$ 11,482.28
33	\$ 9,682.76	\$ 10,167.19	\$ 10,674.90	\$ 11,208.79	\$ 11,770.32
34	\$ 9,919.89	\$ 10,414.50	\$ 10,935.30	\$ 11,482.28	\$ 12,056.90
35	\$ 10,167.19	\$ 10,674.90	\$ 11,208.79	\$ 11,770.32	\$ 12,358.03
36	\$ 10,414.50	\$ 10,935.30	\$ 11,482.28	\$ 12,056.90	\$ 12,659.17
37	\$ 10,674.90	\$ 11,208.79	\$ 11,770.32	\$ 12,358.03	\$ 12,976.30
38	\$ 10,935.30	\$ 11,482.28	\$ 12,056.90	\$ 12,659.17	\$ 13,291.98
39	\$ 11,208.79	\$ 11,770.32	\$ 12,358.03	\$ 12,976.30	\$ 13,625.11
40	\$ 11,482.28	\$ 12,056.90	\$ 12,659.17	\$ 13,291.98	\$ 13,956.80

	Biweekly				
	1	2	3	4	5
	\$ 2,047.16	\$ 2,149.89	\$ 2,257.31	\$ 2,370.11	\$ 2,488.28
	\$ 2,097.51	\$ 2,202.26	\$ 2,312.37	\$ 2,427.85	\$ 2,549.38
	\$ 2,149.89	\$ 2,257.31	\$ 2,370.11	\$ 2,488.28	\$ 2,613.16
	\$ 2,202.26	\$ 2,312.37	\$ 2,427.85	\$ 2,549.38	\$ 2,676.95
	\$ 2,257.31	\$ 2,370.11	\$ 2,488.28	\$ 2,613.16	\$ 2,743.42
	\$ 2,312.37	\$ 2,427.85	\$ 2,549.38	\$ 2,676.95	\$ 2,810.56
	\$ 2,370.11	\$ 2,488.28	\$ 2,613.16	\$ 2,743.42	\$ 2,881.06
	\$ 2,427.85	\$ 2,549.38	\$ 2,676.95	\$ 2,810.56	\$ 2,950.89
	\$ 2,488.28	\$ 2,613.16	\$ 2,743.42	\$ 2,881.06	\$ 3,024.74
	\$ 2,549.38	\$ 2,676.95	\$ 2,810.56	\$ 2,950.89	\$ 3,098.60
	\$ 2,613.16	\$ 2,743.42	\$ 2,881.06	\$ 3,024.74	\$ 3,175.81
	\$ 2,676.95	\$ 2,810.56	\$ 2,950.89	\$ 3,098.60	\$ 3,253.70
	\$ 2,743.42	\$ 2,881.06	\$ 3,024.74	\$ 3,175.81	\$ 3,334.94
	\$ 2,810.56	\$ 2,950.89	\$ 3,098.60	\$ 3,253.70	\$ 3,416.18
	\$ 2,881.06	\$ 3,024.74	\$ 3,175.81	\$ 3,334.94	\$ 3,501.45
	\$ 2,950.89	\$ 3,098.60	\$ 3,253.70	\$ 3,416.18	\$ 3,586.72
	\$ 3,024.74	\$ 3,175.81	\$ 3,334.94	\$ 3,501.45	\$ 3,676.69
	\$ 3,098.60	\$ 3,253.70	\$ 3,416.18	\$ 3,586.72	\$ 3,766.66
	\$ 3,175.81	\$ 3,334.94	\$ 3,501.45	\$ 3,676.69	\$ 3,860.66
	\$ 3,253.70	\$ 3,416.18	\$ 3,586.72	\$ 3,766.66	\$ 3,954.66
	\$ 3,334.94	\$ 3,501.45	\$ 3,676.69	\$ 3,860.66	\$ 4,053.36
	\$ 3,416.18	\$ 3,586.72	\$ 3,766.66	\$ 3,954.66	\$ 4,152.73
	\$ 3,501.45	\$ 3,676.69	\$ 3,860.66	\$ 4,053.36	\$ 4,256.13
	\$ 3,586.72	\$ 3,766.66	\$ 3,954.66	\$ 4,152.73	\$ 4,360.20
	\$ 3,676.69	\$ 3,860.66	\$ 4,053.36	\$ 4,256.13	\$ 4,468.97
	\$ 3,766.66	\$ 3,954.66	\$ 4,152.73	\$ 4,360.20	\$ 4,578.41
	\$ 3,860.66	\$ 4,053.36	\$ 4,256.13	\$ 4,468.97	\$ 4,692.55
	\$ 3,954.66	\$ 4,152.73	\$ 4,360.20	\$ 4,578.41	\$ 4,806.69
	\$ 4,053.36	\$ 4,256.13	\$ 4,468.97	\$ 4,692.55	\$ 4,926.88
	\$ 4,152.73	\$ 4,360.20	\$ 4,578.41	\$ 4,806.69	\$ 5,047.06
	\$ 4,256.13	\$ 4,468.97	\$ 4,692.55	\$ 4,926.88	\$ 5,173.29
	\$ 4,360.20	\$ 4,578.41	\$ 4,806.69	\$ 5,047.06	\$ 5,299.51
	\$ 4,468.97	\$ 4,692.55	\$ 4,926.88	\$ 5,173.29	\$ 5,432.45
	\$ 4,578.41	\$ 4,806.69	\$ 5,047.06	\$ 5,299.51	\$ 5,564.72
	\$ 4,692.55	\$ 4,926.88	\$ 5,173.29	\$ 5,432.45	\$ 5,703.71
	\$ 4,806.69	\$ 5,047.06	\$ 5,299.51	\$ 5,564.72	\$ 5,842.69
	\$ 4,926.88	\$ 5,173.29	\$ 5,432.45	\$ 5,703.71	\$ 5,989.06
	\$ 5,047.06	\$ 5,299.51	\$ 5,564.72	\$ 5,842.69	\$ 6,134.76
	\$ 5,173.29	\$ 5,432.45	\$ 5,703.71	\$ 5,989.06	\$ 6,288.51
	\$ 5,299.51	\$ 5,564.72	\$ 5,842.69	\$ 6,134.76	\$ 6,441.60

	Hourly (37.5)				
	1	2	3	4	5
	\$ 22.33	\$ 25.38			
	\$ 25.38	\$ 30.45			
	\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.60	\$ 33.18
	\$ 27.97	\$ 29.36	\$ 30.83	\$ 32.37	\$ 33.99
	\$ 28.67	\$ 30.10	\$ 31.60	\$ 33.18	\$ 34.84
	\$ 29.36	\$ 30.83	\$ 32.37	\$ 33.99	\$ 35.69
	\$ 30.10	\$ 31.60	\$ 33.18	\$ 34.84	\$ 36.58
	\$ 30.83	\$ 32.37	\$ 33.99	\$ 35.69	\$ 37.47
	\$ 31.60	\$ 33.18	\$ 34.84	\$ 36.58	\$ 38.41
	\$ 32.37	\$ 33.99	\$ 35.69	\$ 37.47	\$ 39.35
	\$ 33.18	\$ 34.84	\$ 36.58	\$ 38.41	\$ 40.33
	\$ 33.99	\$ 35.69	\$ 37.47	\$ 39.35	\$ 41.31
	\$ 34.84	\$ 36.58	\$ 38.41	\$ 40.33	\$ 42.34
	\$ 35.69	\$ 37.47	\$ 39.35	\$ 41.31	\$ 43.38
	\$ 36.58	\$ 38.41	\$ 40.33	\$ 42.34	\$ 44.47
	\$ 37.47	\$ 39.35	\$ 41.31	\$ 43.38	\$ 45.55
	\$ 38.41	\$ 40.33	\$ 42.34	\$ 44.47	\$ 46.69
	\$ 39.35	\$ 41.31	\$ 43.38	\$ 45.55	\$ 47.82
	\$ 40.33	\$ 42.34	\$ 44.47	\$ 46.69	\$ 49.02
	\$ 41.31	\$ 43.38	\$ 45.55	\$ 47.82	\$ 50.22
	\$ 42.34	\$ 44.47	\$ 46.69	\$ 49.02	\$ 51.48
	\$ 43.38	\$ 45.55	\$ 47.82	\$ 50.22	\$ 52.73
	\$ 44.47	\$ 46.69	\$ 49.02	\$ 51.48	\$ 54.04
	\$ 45.55	\$ 47.82	\$ 50.22	\$ 52.73	\$ 55.37
	\$ 46.69	\$ 49.02	\$ 51.48	\$ 54.04	\$ 56.75
	\$ 47.82	\$ 50.22	\$ 52.73	\$ 55.37	\$ 58.14
	\$ 49.02	\$ 51.48	\$ 54.04	\$ 56.75	\$ 59.59
	\$ 50.22	\$ 52.73	\$ 55.37	\$ 58.14	\$ 61.05
	\$ 51.48	\$ 54.04	\$ 56.75	\$ 59.59	\$ 62.57
	\$ 52.73	\$ 55.37	\$ 58.14	\$ 61.05	\$ 64.09
	\$ 54.04	\$ 56.75	\$ 59.59	\$ 62.57	\$ 65.69
	\$ 55.37	\$ 58.14	\$ 61.05	\$ 64.09	\$ 67.29
	\$ 56.75	\$ 59.59	\$ 62.57	\$ 65.69	\$ 68.98
	\$ 58.14	\$ 61.05	\$ 64.09	\$ 67.29	\$ 70.66
	\$ 59.59	\$ 62.57	\$ 65.69	\$ 68.98	\$ 72.43
	\$ 61.05	\$ 64.09	\$ 67.29	\$ 70.66	\$ 74.20
	\$ 62.57	\$ 65.69	\$ 68.98	\$ 72.43	\$ 76.05
	\$ 64.09	\$ 67.29	\$ 70.66	\$ 74.20	\$ 77.90
	\$ 65.69	\$ 68.98	\$ 72.43	\$ 76.05	\$ 79.85
	\$ 67.29	\$ 70.66	\$ 74.20	\$ 77.90	\$ 81.80
	\$ 68.98	\$ 72.43	\$ 76.05	\$ 79.85	\$ 83.85
	\$ 70.66	\$ 74.20	\$ 77.90	\$ 81.80	\$ 85.89

Range	Monthly				
	1	2	3	4	5
41	\$ 11,770.32	\$ 12,358.03	\$ 12,976.30	\$ 13,625.11	\$ 14,305.93
42	\$ 12,056.90	\$ 12,659.17	\$ 13,291.98	\$ 13,956.80	\$ 14,655.07
43	\$ 12,358.03	\$ 12,976.30	\$ 13,625.11	\$ 14,305.93	\$ 15,021.67
44	\$ 12,659.17	\$ 13,291.98	\$ 13,956.80	\$ 14,655.07	\$ 15,388.26
45	\$ 12,976.30	\$ 13,625.11	\$ 14,305.93	\$ 15,021.67	\$ 15,772.31
46	\$ 13,291.98	\$ 13,956.80	\$ 14,655.07	\$ 15,388.26	\$ 16,157.82
47	\$ 13,625.11	\$ 14,305.93	\$ 15,021.67	\$ 15,772.31	\$ 16,560.78
48	\$ 13,956.80	\$ 14,655.07	\$ 15,388.26	\$ 16,157.82	\$ 16,965.20
49	\$ 14,305.93	\$ 15,021.67	\$ 15,772.31	\$ 16,560.78	\$ 17,389.99
50	\$ 14,655.07	\$ 15,388.26	\$ 16,157.82	\$ 16,965.20	\$ 17,813.32
51	\$ 15,021.67	\$ 15,772.31	\$ 16,560.78	\$ 17,389.99	\$ 18,258.47
52	\$ 15,388.26	\$ 16,157.82	\$ 16,965.20	\$ 17,813.32	\$ 18,703.62
53	\$ 15,772.31	\$ 16,560.78	\$ 17,389.99	\$ 18,258.47	\$ 19,172.05
54	\$ 16,157.82	\$ 16,965.20	\$ 17,813.32	\$ 18,703.62	\$ 19,639.02
55	\$ 16,560.78	\$ 17,389.99	\$ 18,258.47	\$ 19,172.05	\$ 20,130.72
56	\$ 16,965.20	\$ 17,813.32	\$ 18,703.62	\$ 19,639.02	\$ 20,620.97
57	\$ 17,389.99	\$ 18,258.47	\$ 19,172.05	\$ 20,130.72	\$ 21,137.40
58	\$ 17,813.32	\$ 18,703.62	\$ 19,639.02	\$ 20,620.97	\$ 21,652.38
59	\$ 18,258.47	\$ 19,172.05	\$ 20,130.72	\$ 21,137.40	\$ 22,193.55
60	\$ 18,703.62	\$ 19,639.02	\$ 20,620.97	\$ 21,652.38	\$ 22,734.71
61	\$ 19,171.21	\$ 20,129.77	\$ 21,136.26	\$ 22,193.07	\$ 23,302.73
62	\$ 19,638.80	\$ 20,620.74	\$ 21,651.78	\$ 22,734.37	\$ 23,871.08
63	\$ 20,129.77	\$ 21,136.26	\$ 22,193.07	\$ 23,302.73	\$ 24,467.86
64	\$ 20,620.74	\$ 21,651.78	\$ 22,734.37	\$ 23,871.08	\$ 25,064.64
65	\$ 21,136.26	\$ 22,193.07	\$ 23,302.73	\$ 24,467.86	\$ 25,691.25
ED	\$ 30,759.58	\$ 32,378.50			

	Biweekly				
	1	2	3	4	5
	\$ 5,432.45	\$ 5,703.71	\$ 5,989.06	\$ 6,288.51	\$ 6,602.74
	\$ 5,564.72	\$ 5,842.69	\$ 6,134.76	\$ 6,441.60	\$ 6,763.88
	\$ 5,703.71	\$ 5,989.06	\$ 6,288.51	\$ 6,602.74	\$ 6,933.08
	\$ 5,842.69	\$ 6,134.76	\$ 6,441.60	\$ 6,763.88	\$ 7,102.27
	\$ 5,989.06	\$ 6,288.51	\$ 6,602.74	\$ 6,933.08	\$ 7,279.53
	\$ 6,134.76	\$ 6,441.60	\$ 6,763.88	\$ 7,102.27	\$ 7,457.46
	\$ 6,288.51	\$ 6,602.74	\$ 6,933.08	\$ 7,279.53	\$ 7,643.44
	\$ 6,441.60	\$ 6,763.88	\$ 7,102.27	\$ 7,457.46	\$ 7,830.09
	\$ 6,602.74	\$ 6,933.08	\$ 7,279.53	\$ 7,643.44	\$ 8,026.15
	\$ 6,763.88	\$ 7,102.27	\$ 7,457.46	\$ 7,830.09	\$ 8,221.53
	\$ 6,933.08	\$ 7,279.53	\$ 7,643.44	\$ 8,026.15	\$ 8,426.99
	\$ 7,102.27	\$ 7,457.46	\$ 7,830.09	\$ 8,221.53	\$ 8,632.44
	\$ 7,279.53	\$ 7,643.44	\$ 8,026.15	\$ 8,426.99	\$ 8,848.64
	\$ 7,457.46	\$ 7,830.09	\$ 8,221.53	\$ 8,632.44	\$ 9,064.16
	\$ 7,643.44	\$ 8,026.15	\$ 8,426.99	\$ 8,848.64	\$ 9,291.10
	\$ 7,830.09	\$ 8,221.53	\$ 8,632.44	\$ 9,064.16	\$ 9,517.37
	\$ 8,026.15	\$ 8,426.99	\$ 8,848.64	\$ 9,291.10	\$ 9,755.72
	\$ 8,221.53	\$ 8,632.44	\$ 9,064.16	\$ 9,517.37	\$ 9,993.41
	\$ 8,426.99	\$ 8,848.64	\$ 9,291.10	\$ 9,755.72	\$ 10,243.17
	\$ 8,632.44	\$ 9,064.16	\$ 9,517.37	\$ 9,993.41	\$ 10,492.94
	\$ 8,848.25	\$ 9,290.66	\$ 9,755.20	\$ 10,242.96	\$ 10,755.10
	\$ 9,064.06	\$ 9,517.26	\$ 9,993.13	\$ 10,492.78	\$ 11,017.42
	\$ 9,290.66	\$ 9,755.20	\$ 10,242.96	\$ 10,755.10	\$ 11,292.86
	\$ 9,517.26	\$ 9,993.13	\$ 10,492.78	\$ 11,017.42	\$ 11,568.29
	\$ 9,755.20	\$ 10,242.96	\$ 10,755.10	\$ 11,292.86	\$ 11,857.50
	\$ 14,196.73	\$ 14,943.92			

	Hourly (37.5)				
	1	2	3	4	5
	\$ 72.43	\$ 76.05	\$ 79.85	\$ 83.85	\$ 88.04
	\$ 74.20	\$ 77.90	\$ 81.80	\$ 85.89	\$ 90.19
	\$ 76.05	\$ 79.85	\$ 83.85	\$ 88.04	\$ 92.44
	\$ 77.90	\$ 81.80	\$ 85.89	\$ 90.19	\$ 94.70
	\$ 79.85	\$ 83.85	\$ 88.04	\$ 92.44	\$ 97.06
	\$ 81.80	\$ 85.89	\$ 90.19	\$ 94.70	\$ 99.43
	\$ 83.85	\$ 88.04	\$ 92.44	\$ 97.06	\$ 101.91
	\$ 85.89	\$ 90.19	\$ 94.70	\$ 99.43	\$ 104.40
	\$ 88.04	\$ 92.44	\$ 97.06	\$ 101.91	\$ 107.02
	\$ 90.19	\$ 94.70	\$ 99.43	\$ 104.40	\$ 109.62
	\$ 92.44	\$ 97.06	\$ 101.91	\$ 107.02	\$ 112.36
	\$ 94.70	\$ 99.43	\$ 104.40	\$ 109.62	\$ 115.10
	\$ 97.06	\$ 101.91	\$ 107.02	\$ 112.36	\$ 117.98
	\$ 99.43	\$ 104.40	\$ 109.62	\$ 115.10	\$ 120.86
	\$ 101.91	\$ 107.02	\$ 112.36	\$ 117.98	\$ 123.88
	\$ 104.40	\$ 109.62	\$ 115.10	\$ 120.86	\$ 126.90
	\$ 107.02	\$ 112.36	\$ 117.98	\$ 123.88	\$ 130.08
	\$ 109.62	\$ 115.10	\$ 120.86	\$ 126.90	\$ 133.25
	\$ 112.36	\$ 117.98	\$ 123.88	\$ 130.08	\$ 136.58
	\$ 115.10	\$ 120.86	\$ 126.90	\$ 133.25	\$ 139.91
	\$ 117.98	\$ 123.88	\$ 130.07	\$ 136.57	\$ 143.40
	\$ 120.85	\$ 126.90	\$ 133.24	\$ 139.90	\$ 146.90
	\$ 123.88	\$ 130.07	\$ 136.57	\$ 143.40	\$ 150.57
	\$ 126.90	\$ 133.24	\$ 139.90	\$ 146.90	\$ 154.24
	\$ 130.07	\$ 136.57	\$ 143.40	\$ 150.57	\$ 158.10

Housing Authority of the City of Alameda
Fiscal Year 2025-2026 Schedule of Authorized Positions

	2024-2025 approved	Proposed change	Year on Year
Department/Position Title	FTE 2024-2025	FTE 2025 - 2026	Difference
Executive Department			
Executive Director	1.00	1.00	
Deputy Executive Director/Chief Administrative Officer	1.00	1.00	
Senior Executive Assistant	1.00	1.00	
Sub-Total	3.00	3.00	0.00
Administration and Services Department			
Director of Administration and Services	1.00	1.00	
Assistant Director of Administrative Services	1.00	1.00	
Community Relations Manager	1.00	1.00	
Management Analyst	3.00	3.00	
Facilities and Maintenance Technician I & II (See Note A)	1.00	1.00	
Program Assistant	1.00	1.00	
Sub-Total	8.00	8.00	0.00
Data and Policy Department			
Senior Program Director	1.00	1.00	
Senior Management Analyst (See Note B)	1.00	1.00	
Management Analyst (Data and Policy)	3.00	3.00	
Data and Policy Specialist I (currently underfilled as a Program Assistant)	1.00	1.00	
Sub-Total	6.00	6.00	0.00
Human Resources Department			
Director of Human Resources	1.00	1.00	
Human Resources Manager	1.00	1.00	
Program Assistant	1.00	1.00	
Sub-total	3.00	3.00	0.00
Finance Department			
Director of Finance/Chief Financial Officer	1.00	1.00	
Assistant Director of Finance/Controller	1.00	1.00	
Development Accounting Officer	1.00	1.00	
Management Analyst	1.00	1.00	
Accounting Specialist I & II (See Note A)	3.00	3.00	
Sub-total	7.00	7.00	0.00
Housing Programs Department			
Director of Housing Programs	1.00	1.00	
Assistant Director of Housing Programs (See Note B)	1.00	1.00	
Housing Programs Supervisor	1.00	1.00	
Housing Specialist III	1.00	1.00	
Housing Specialist I & II (See Note A)	5.00	5.00	
Program Assistant	2.00	2.00	
Sub-total	11.00	11.00	0.00
Property Operations Department (with Asset Management)			
Director of Property Operations	1.00	1.00	
Assistant Director of Property Operations (See Note B)	1.00	1.00	
Asset Manager (See Note B)	1.00	1.00	
Property Management Supervisor	1.00	1.00	
Management Analyst (Property Operations)	0.00	1.00	
Property Operations Specialist I	1.00	1.00	
Program Assistant	0.00	1.00	
Sub-total	5.00	7.00	2.00
Housing Development Department			
Director of Housing Development	1.00	1.00	
Assistant Director of Housing Development (See Notes B & C)	1.00	0.00	
Senior Project Manager (See note B)	2.00	1.00	
Senior Construction Project Manager (See note B)	1.00	1.00	
Project Manager (See note B)	1.00	1.00	
Construction Project Manager	0.00	1.00	
Associate Project Manager	0.00	1.00	
Housing Development Specialist	2.00	2.00	
Sub-total	8.00	8.00	0.00
Asset Management Department (remove)			
Director of Asset Management	1.00	0.00	
Associate Asset Manager (See note B)	1.00	0.00	
Sub-total	2.00	0.00	-2.00
Total	53.00	53.00	0.00

Additional Comments

Note A: Positions at the I and II levels are combined as a total count to allow for flexibility in staffing.
Note B: Position may be renamed or filled at a lower level
Note C: If position is filled with an internal candidate, the vacant position may not be backfilled.
Note D: Temporary staff are not included in the Schedule of Authorized Positions

Housing Authority of the City of Alameda
Fiscal Year 2025-2026 Schedule of Authorized Positions

Note E: BOC Flexible in Hiring through March 2026 in: flexibility in hiring levels, flexibility in position title, flexibility in Department/Supervisor, and flexibility in advertising.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

TO PROVIDE A COST OF LIVING WAGE INCREASE EFFECTIVE AUGUST 24, 2025,
AND
ADOPT THE CORRESPONDING PAY AND SALARY SCHEDULES

WHEREAS, the Consumer Price Index for San Francisco Bay Area has increased by 1.5 percent;

WHEREAS, the AHA budget for 2025-2026 included a 4.0 percent cost of living adjustment;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that effective retroactively August 24, 2025, all Housing Authority regular employees (positions) and eligible contracted employees (positions) will receive 1.5 percent wage increase as outlined on the attached pay and salary schedules.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that on September 17, 2025, the Housing Authority will adopt the revised Pay Schedule and Salary Schedule, both retroactively effective August 24, 2025 that incorporate the COLA increase above.

ATTEST:

Vanessa M. Cooper
Secretary

Carly Grob, Chair
Board of Commissioners

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Date: September 17, 2025

Re: Elect a Chair and Vice Chair of the Board of Commissioners for 2025-26.

BACKGROUND

Section 4 of the Rules and Procedures of the Housing Authority states: "The Chair and Vice Chair shall be elected by the Board of Commissioners from its membership at the first meeting after July 1st of each year when the Commission is fully constituted."

DISCUSSION

Nominations for Board Chair and Board Vice Chair were solicited resulting in the following recommendations for these positions:

- Chair - Carly Grob
- Vice Chair - Vadim Sidelnikov

The nomination and election process must be open according to the provisions of the Brown Act; secret ballot voting is not permitted.

These positions will also carry over to the Alameda Affordable Housing Corporation.

FISCAL IMPACT

Not applicable.

CEQA

Not applicable.

RECOMMENDATION

Elect a Chair and Vice Chair of the Board of Commissioners.

ATTACHMENTS



None

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Vanessa Cooper". The signature is fluid and cursive, with a small flourish at the end.

Vanessa Cooper, Executive Director