



Housing Authority
of the
City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

AGENDA **REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

DATE & TIME **Wednesday, August 21, 2024 - 7:00 PM**

LOCATION

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

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

Join Zoom Meeting

<https://us06web.zoom.us/j/83030077310?pwd=fv5xIYAEFr5k4f7GI6KQMDOK4vRw4g.1>

Meeting ID: 830 3007 7310

Passcode: 790402

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. 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 Special Board of Commissioners Meeting held on June 26, 2024. **Page 5**
- 5.B. Accept the Monthly Overview Report for Property Operations. **Page 12**
- 5.C. Accept the Monthly Update on Construction in Progress (CIP). **Page 16**
- 5.D. Accept the Monthly Construction Report for The Estuary I. **Page 21**
- 5.E. Accept the Monthly Construction Report for Linnet Corner. **Page 26**
- 5.F. Accept the Quarterly Overview Report for the Housing Development Department. **Page 33**
- 5.G. Accept the Quarterly Development Report for The Estuary II. **Page 46**
- 5.H. Accept the Quarterly Development Report for The Poplar. **Page 51**
- 5.I. Accept Quarterly Family Self Sufficiency (FSS) Report. **Page 83**
- 5.J. Accept the Quarterly Overview Report for the Executive/Data and Policy and HR Departments. **Page 86**
- 5.K. Accept the Quarterly Overview Report For Administrative Services Department. **Page 91**
- 5.L. Accept the Quarterly Overview Report for the Asset Management Department. **Page 100**
- 5.M. Accept the Quarterly LIHTC Portfolio Asset Management Fiscal Year-to-Date Financial Report through June 30, 2024. **Page 115**



- 5.N. Accept the Quarterly Financial Report for the month ended June 30, 2024. **Page 141**
- 5.O. Accept the Quarterly Investment Report for the Period Ending June 30, 2024. **Page 160**
- 5.P. Accept the Update on the Independence Plaza Faircloth to RAD transaction. **Page 171**
- 5.Q. Approve the Quarterly Write-off to June 30, 2024 of Uncollectible Accounts Receivable from Former Residents. **Page 174**
- 5.R. Approve the 2025 AHA Operations (Holiday and Office Closure) Calendar. **Page 177**
- 6. AGENDA
- 6.A. Accept Intern Presentations. **Page 180**
- 6.B. Adopt the Resolution to: 1) to Provide a 3.2 % Cost of Living Adjustment for All Eligible Employees; 2) Authorize the Executive Director or designee to revise the Employer's Contributions for Eligible Employees' Health by up to 15% and Dental/Vision Care by up to 7% over 2024 rates; and 3) to Adopt the Corresponding Pay Schedule and Salary Schedule to be effective August 25, 2024. **Page 244**
- 6.C. Adopt a Resolution for the Option Agreement to Ground Lease to Island City Development for the Property at 2615 Eagle Avenue (The Poplar). **Page 254**
- 6.D. Authorize the Creation of ICD Central Avenue LLC, a California limited liability company to enter The Alameda Islander, L.P. as a Substitute Limited Partner, authorized to accept the assignment of the withdrawing Limited Partner's 69.99% limited partner interest and subsequently accept the assignment of the withdrawing Special Limited Partner's 0.01% interest in the partnership; Authorize the Executive Director, or her designee to Negotiate and Execute a Revised Limited Partnership Agreement with a Side Letter outlining Resources for Community Development's continued operations role, effective no earlier than January 1, 2025. Approve transaction as the lender to The Alameda Islander, L.P. **Page 256**
- 6.E. Authorize the Executive Director or Designee to take steps necessary to facilitate the purchase of Park Alameda including but not limited to notifying the limited partner of the intent to exercise the option to purchase the limited partnership, conducting due diligence on the property and negotiating and signing an Operating Agreement for up to 5 years with Resources for Community Development. **Page 271**
- 6.F. Approve Opening of Various Wait Lists and a Budget of up to \$70,000 for Outreach and Creation of Wait Lists. **Page 274**
- 6.G. Elect a Chair and Vice Chair of the Board of Commissioners. **Page 276**
- 7. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
- 8. EXECUTIVE DIRECTOR'S COMMUNICATIONS
- 9. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
- 10. 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
SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
Wednesday, June 26, 2024

PLEDGE OF ALLEGIANCE

Vice-Chair Sidelnikov called the meeting to order at 6:05 p.m.

1. ROLL CALL

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

Videoconference: Chair Grob

Absent: 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.



Vice-Chair Sidelnikov confirmed that there were 5 Commissioners present in the noticed meeting room and that Chair Grob was attending remotely in accordance with AB2449 just cause circumstances.

At the request of Vice-Chair Sidelnikov, Chair Grob confirmed that no individual over the age of 18 years or older was present in the room with her.

3. COMMISSIONER RECUSALS

None.

4. Public Comment (Non-Agenda)

None

5. Closed Session - 6:00 p.m. - Adjournment to Closed Session to Consider:

Vice-Chair Sidelnikov adjourned to Closed Session at 6:08 p.m.

5.A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9 (d)(1))
Chan

5.B. Public Employee Performance Evaluation (Ca. Government Code § 54957)
Title: Executive Director

6. Adjournment of Closed Session

Vice-Chair Sidelnikov adjourned Closed Session at 7:00 p.m.

7. RECONVENE REGULAR MEETING

Vice-Chair Sidelnikov reconvened the Regular Meeting at 7:00 p.m.

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

Vice-Chair Sidelnikov stated that during Closed Session the Board discussed existing litigation and the Employee Evaluation of the Executive Director and took no recordable action.

9. Public Comment (Non-Agenda)

None



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 April 17, 2024 and May 15, 2024.
- *10.B. Accept the Monthly Overview Report for the Housing Programs Department.
- *10.C. Accept the Monthly Overview Report for Property Operations.
- *10.D. Accept the Monthly Update on Construction in Progress (CIP).
- *10.E. Accept the Monthly Construction Report for The Estuary I.
- *10.F. Accept the Monthly Construction Report for Linnet Corner.
- *10.G. Accept the Quarterly LIHTC Portfolio Asset Management Fiscal Year-to-Date Financial Report through March 30, 2024.
- *10.H. Accept an update to the Independence Plaza Faircloth to RAD transaction; Authorize the Executive Director to submit a Mixed Finance Development Application to the U.S. Housing and Urban Development using Rental Assistance Demonstration (RAD) program and negotiate and approve minor Amendments in documents.
- *10.I. Ratify a Geotechnical and Environmental Engineering Contract Amendment #8 not to exceed \$378,000 with ENGE0, Inc. and Approve a Geotechnical and Environmental Engineering Contract Amendment #9 not to exceed \$478,000 with ENGE0, Inc. related to Soil and Offsite Improvement Work for North Housing Block A.
- *10.J. Ratify a Consultant Services Agreement Not to Exceed \$2,309,519.07 between the Housing Authority of the City of Alameda and Lakehurst and Mosley LP and Ratify a Consultant Services Agreement Not to Exceed \$5,439,696.14 between the Housing Authority of the City of Alameda and Mabuhay and Lakehurst LP for North Housing Block A Master Development Work.
- *10.K. Authorize the Executive Director to contract for and conduct a rent study on behalf of a coalition of East Bay Public Housing Agencies, provided the Housing Authority of the City of Alameda's (AHA) share of cost does not exceed \$250,000.
- *10.L. Approve changes to the Administrative Plan to implement the approved Moving To Work activities and other procedural updates.

Items accepted or adopted are indicated by an asterisk.

Commissioner Husby moved to accept the Consent Calendar items, and Commissioner Joseph-Brown seconded. A roll call vote was taken, and the motion passed unanimously.

Yes 6 Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy,



Commissioner Husby, Commissioner Joseph-Brown,
and Commissioner Tamaoki

11. AGENDA

11.A. Introduction of New Staff and Interns.

At the request of Vanessa Cooper, Executive Director, the Housing Authority of the City of Alameda's (AHA) new staff members, Shanon Lampkins, Director of Asset Management, Ron Babiera, Assistant Director of Housing Programs, Agnes Lee, Human Resources Manager, and Ana Campos, Management Analyst, introduced themselves and provided a brief overview of their professional backgrounds, and AHA's summer interns, Angelo Frisina, Ellie Lee, Faith Vega, Juliana Ramirez, and Maya Lindenau, introduced themselves, provided a brief overview of their education, stated their assigned departments, and described the project(s) they are working on.

11.B. Accept a presentation on Emergency & Climate Preparedness.

Rona de Guzman, Civic Spark Fellow, provided a presentation that summarized the Main Deliverable (report) on the Emergency and Climate Preparedness of the AHA communities, with a focus on low-income communities and service providers.

In response to the Board, Ms. de Guzman confirmed that she was able to review the FPI ERP and SOP, and she found the Vulnerability Analysis Chart addressed the effects of property/building damages but did not address the possible long-term effects that may be suffered by the respective community served. Ms. Cooper stated that while Joshua Altieri, Community Relations Manager, FPI, and LifeSTEPS are currently focusing their efforts on addressing the emergency preparedness of Independence Plaza (IP), these efforts will be expanded to ensure that the possible effects to each of the communities are addressed.

11.C. Adopt the Resolution to Approve the Housing Authority of the City of Alameda One-Year Budget for Fiscal Year July 1, 2024 to June 30, 2025 including approval of: A) Summary of the Fiscal Year 2024-2025 Budget and related income and expenses; B) Housing Assistance Payment (HAP) Budget and related expenditure of HUD-held HAP reserves; C) Capital Improvement Project (CIP) Budget and related use of property and agency reserves and any surplus operating cash from Fiscal Year 2024-2025 to cover these expenses; D) Transfer by the Executive Director of up to \$1,377,999 in this budget year, as needed, from AHA property reserves or from Moving-To-Work fungible funds to cover losses in the Housing Programs Department administrative operating budget E) Adopt the revised Schedule of Authorized Positions for Fiscal year 2024-2025 and Pay Schedule for Fiscal Year 2024-2025.



Louie So, Chief Financial Officer provided a presentation that included an overview of the budget for Fiscal Year 2024-2025 (FY24-25) and highlighted the Operating Income and Expenses, Housing Assistance Payments (HAP pass-through income and expenses), and Capital Improvement Projects (CIP). Mr. So stated that because HUD budgets on a calendar year, HAP shortfall is expected later in the year. AHA and the HUD shortfall prevention team are in communication and an action plan to address this shortfall is in progress.

In response to Commissioner Tamaoki, Mr. So stated that the \$5.8M cash flow from FY23-24 is still held by AHA in the form of investments in the North Housing transactions including loans made by AHA or AAHTF to Linnet Corner and Estuary I. Mr. So confirmed that the corporate overhead expenses can be excluded from the per unit expense when next presented.

Vice-Chair Sidelnikov and Ms. Cooper expressed gratitude for Mr. So’s effort put forth in presenting the budget information in a detailed, yet simplified form.

Commissioner Husby moved to adopt the Resolution to Approve the Housing Authority of the City of Alameda One-Year Budget for Fiscal Year July 1, 2024 to June 30, 2025 including approval of: A) Summary of the Fiscal Year 2024-2025 Budget and related income and expenses; B) Housing Assistance Payment (HAP) Budget and related expenditure of HUD-held HAP reserves; C) Capital Improvement Project (CIP) Budget and related use of property and agency reserves and any surplus operating cash from Fiscal Year 2024-2025 to cover these expenses; D) Transfer by the Executive Director of up to \$1,377,999 in this budget year, as needed, from AHA property reserves or from Moving-To-Work fungible funds to cover losses in the Housing Programs Department administrative operating budget E) Adopt the revised Schedule of Authorized Positions for Fiscal year 2024-2025 and Pay Schedule for Fiscal Year 2024-2025, and Commissioner Tamaoki seconded. A roll call vote was taken, and the motion passed unanimously.

Yes	6	Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Joseph-Brown, and Commissioner Tamaoki
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- 11.D. 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, 2024 - June 30, 2025.

Ms. Cooper stated that as an annual item, 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, thus the President and Vice-President of the Alameda Affordable Housing Corporation (AAHC) Board of Directors, and



requested volunteers to serve on the Ad Hoc Committee.

In response to Ms. Cooper’s request, Commissioner Husby and Commissioner Sidelnikov volunteered to serve on the Ad-Hoc Committee.

Vice-Chair Sidelnikov moved to 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, 2024 - June 30, 2025, and Commissioner Joseph-Brown seconded. A roll call vote was taken, and the motion passed unanimously.

Yes 6 Chair Grob, Vice-Chair Sidelnikov, Commissioner Decoy, Commissioner Husby, Commissioner Joseph-Brown, and Commissioner Tamaoki

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

None

13. EXECUTIVE DIRECTOR'S COMMUNICATIONS

Ms. Cooper stated that AHA has received an additional 16 VASH vouchers from the Oakland Housing Authority (OHA). These are in addition to the 20 received from Housing Authority of Alameda County (HACA). Ms. Cooper recognized the development team for the work performed to be awarded a \$10M trust fund for the Estuary II project and bringing the Estuary I project to 29% completion and the Linnet Corner project to 20% completion, and encouraged staff and Board Commissioners to walk by the project site to view progress. Ms. Cooper stated that the schedule of 2024 Townhall Meetings is being composed and the final schedule will be distributed between now and the next Board Meeting and that a number of exciting tenant benefits have taken, or will take, place. These include Mr. Altieri securing 75 Oakland A’s tickets for AHA households to attend the June 9, 2024 game. The Oakland A’s have also committed to providing tickets for two additional games later in the season. LifeSTEPS will distribute the tickets to AHA households. The Oakland Roots and Oakland Soul soccer teams will also be providing AHA households with tickets later in the summer. In coordination with AMP, 238 AHA households were auto-enroll in energy assistance programs which will allow these households to save approximately 25% on their energy bills and in coordination with the City of Alameda’s Sustainability Department, Green Pockets Forest, and the Student Conservation Association, AHA will be included in the 2024 Cal-Fire Grant Application to plant trees across the state, including at the Esperanza property, with the target implementation date being set for mid- to late 2025. AHA is also working on a Wi-Fi/internet utility allowance for Everett Commons and in collaboration with the City of Alameda will be providing art activities at IP, in the same fashion as those provided for youth at Esperanza, beginning next month.



14. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

None

15. CONTINUATION OF CLOSED SESSION OF HOUSING AUTHORITY BOARD OF COMMISSIONERS – IF NEEDED

N/A

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

Vice-Chair adjourned to Closed Session at 8:08 p.m.

17. ADJOURNMENT

Vanessa M. Cooper
Secretary and Executive Director

Vadim Sidelnikov, Vice-Chair
Board of Commissioners





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: Nancy Gerardin, Director of Property Operations

Date: August 21, 2024

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 last month.

DISCUSSION

The attached table (Attachment 1) summarizes property performance for all sites including Housing Authority of the City of Alameda (AHA) and affiliate-owned sites for the month of July 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 July was 16 which is an improvement over Q1 which was 25 days and Q2 at 18.6 days to make ready.

In August, AHA will implement a pre-screening process to assist with the leasing efforts of PBV units at Anne B. Diament, Parrot Village, and Little John Commons. The intent is to minimize the amount of downtime during the outreach and initial resident selection criteria as a result of staff performing the outreach, initial review of occupancy and income qualifications, and waitlist dispositions. Once applications have been identified as pre-qualified, the files will be sent to FPI for final criteria to include background and landlord reference confirmation. 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 currently living with family.

Vacancies that do not have a PBV waitlist are posted on the AHA website and



applications are available through the Resident Managers, as well as [affordablehousing.com](https://www.affordablehousing.com), GoSection 8, the Section 8 online search engine, and on Craigslist.

RENT COLLECTIONS

The attached table (Attachment 1) provides the collection rate versus budget for all AHA-owned and affiliate-owned sites, and sites managed by FPI. The average portfolio collection rate for the month of July was 93.9%.

Properties with collection rates in excess of 95% are a result of higher market rents achieved than what was budgeted coupled with increased subsidy payments. The lower collection rates are primarily due to the units pending legal action and past due balances for residents (some still affected by COVID-19).

Like many owners, especially non-profit owners, there remains a fairly large payment issue stemming from the COVID-19 era. The total delinquency (unpaid rent) for the portfolio for current residents is \$676,502. Of this, the total delinquency for residents in legal (i.e subject to a 30-day notice of termination) is \$487,678.

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. In addition, \$74,153.56 of write-offs are being submitted to the Board for Q2 of 2024. Collection activities will continue for these past resident cases, unless the person is deceased. A small number of other legal cases are ongoing for nuisance behavior.

Rent collections, pending legal and 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 2023. This will result in increases to the total contract rent, 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.

SOCIAL SERVICES

LifeSTEPS has been providing aid to tenants and households and continues to link them to financial and social service agencies, as needed. LifeSTEPS is also actively engaged in resident functions, hosted a National Night Out event on August 6, 2024, and is currently working closely with FPI and AHA to implement a community garden for Independence Plaza.

MAINTENANCE

Unit by unit inspections were conducted by FPI for each community and annual HQS inspections will follow. 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 two positions: an Assistant Director of Permanent Supportive Housing and a Management Analyst.

FISCAL IMPACT

Not applicable.

CEQA

Not applicable.

RECOMMENDATION

Accept the Monthly Overview Report for Property Operations.

ATTACHMENTS

1. July 2024 BOC Memo

Respectfully submitted,



Nancy Gerardin, Director of Property Operations

ATTACHMENT 1

Jul 24

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 July Month End	0-30 Day AR	31-60 Day AR	61-90 Day AR	90 + Day AR	Eviction Status AR - July Month End
China Clipper	AHHC	FPI	26	Family	0	\$53,626.00	\$9,219	\$42,687	\$51,906	96.8%	\$9,554	\$1,652	\$135	\$50	\$7,717	\$9,974
Esperanza	AHHC	FPI	120	Family	1	\$392,959.00	\$98,989	\$297,104	\$396,093	100.8%	\$64,405	\$6,382	\$5,092	\$275	\$52,656	\$124,714
Littlejohn Commons	ICD	FPI	31	Senior	1	\$65,167.00	\$22,786	\$48,533	\$71,319	109.4%	\$78	\$105	-\$10	-\$17	\$0	\$0
Parrot Garden	AHA	FPI	8	Family	1	\$25,384.00	\$10,079	\$11,285	\$21,364	84.2%	\$5,687	\$1,039	\$25	\$25	\$4,598	\$16,536
Parrot Village	AHHC	FPI	50	Family	0	\$183,063.00	\$25,483	\$128,755	\$154,238	84.3%	\$90,338	\$712	\$1,603	\$75	\$47,948	\$70,866
Everett Commons	ICD	FPI	20	Family	1	\$53,865.00	\$8,159	\$51,470	\$59,629	110.7%	\$1,092	\$50	\$875	-\$2	\$165	\$14,891
Scattered Sites	AHA	FPI	25	Family	0	\$53,482.00	\$564	\$49,638	\$50,202	93.9%	\$1,454	\$253	\$903	\$0	\$298	\$28,731
Scattered Sites	AHHC	FPI	27	Family	0	\$64,222.00	\$38,020	\$36,319	\$64,339	100.2%	\$2,943	\$1,900	\$2,689	\$0	-\$1,646	\$51,879
Rosefield Village	ICD	FPI	92	Family	1	\$180,217.00	\$87,388	\$77,752	\$165,140	91.6%	\$28,721	\$972	\$14,427	\$110	\$13,211	\$151,080
Eagle Village	AHHC	FPI	36	Family	1	\$94,381.00	\$20,801	\$75,071	\$95,872	101.6%	-\$3,477	\$12	\$248	\$0	-\$3,737	\$9,948
Independence Plaza	AHHC	FPI	186	Senior	1	\$460,813.00	\$208,713	\$174,245	\$382,558	83.1%	\$13,697	\$1,427	\$299	\$25	\$11,945	\$4,611
Anne B Diamant	AHHC	FPI	65	Senior	1	\$138,986.00	\$42,466	\$103,568	\$145,634	104.9%	\$14,332	\$4,914	\$1,740	\$75	\$7,603	\$4,448
TOTAL			686		8	\$1,766,165.00	\$562,667.00	\$1,096,227.00	\$1,658,894.00	99.9%	\$188,824	\$19,418	\$28,026	\$620	\$140,758	\$487,678

Month Ending July 2024

Property Name	Owned by	Total Vacant 7/31/24	Occupancy	Leased %
China Clipper	AHHC	1	96.15%	100.00%
Esperanza	AHHC	2	98.37%	100.00%
Littlejohn Commons	ICD	4	87.09%	90.32%
Parrot Garden	AHA	0	100.00%	100.00%
Parrot Village	AHHC	5	90.00%	96.00%
Everett Commons	ICD	1	95.00%	100.00%
Scattered Sites	AMA	1	96.15%	100.00%
Scattered Sites	AHHC	0	100.00%	100.00%
Rosefield Village	ICD	4	95.65%	97.82%
Eagle Village	AHHC	0	100.00%	100.00%
Independence Plaza	AHHC	6	96.77%	96.77%
Anne B Diamant	AHHC	7	89.23%	96.92%
TOTAL		31	95.5%	97.82%



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: Joseph Nagel, Construction Project Manager, Tony Weng, Senior Project Manager

Date: August 21, 2024

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

BACKGROUND

The Housing Authority of the City of Alameda (AHA) and its affiliate, the Alameda Affordable Housing Corporation (AAHC), 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. A formal update to the Board on portfolio work is expected later in 2024.

There are multiple sizable projects being planned or underway at this time, including the AHA-led North Housing Master Plan work to prepare the sites and provide infrastructure for Linnet Corner and Estuary I. This report serves to provide updates on this work.

DISCUSSION

The Housing Development, Property Operations and Asset Management departments met with FPI to set the Construction in Progress (CIP) budget for Fiscal Year 2024-2025. This scope will come to the Board for review in September. This process looks at current needs and planned needs from the PNAs as well as feedback from lenders and investors and AHA and FPI staff who walk the properties regularly. This has resulted in an ambitious and more comprehensive list of CIP projects than in the last few years.

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. The Housing Development department is currently recruiting an additional construction manager to help with the roll-out of these upcoming CIP projects.

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



1. North Housing Master-Plan Site Preparation

Site: North Housing Block A Soil Stabilization, 501 Mosley Ave

Purpose: Prepare the site for future development of affordable housing

Timeline: October 2023 to March 2024

Status: The soil stabilization work is 100% complete. The final general contractor pay application, retention pay application, and a change order for this work were signed on March 13, 2024. The change order was approximately \$31,000 for soil off-haul. The contract amount increased from about \$4,420,000 to \$4,451,000. The total soil stabilization work is within the previously Board approved budgeted amount of approximately \$5,000,000. A notice of completion was filed and recorded on March 20, 2024. Estuary I and Linnet Corner have paid their respective pro rata share. Estuary II has paid its share via its predevelopment loan from AHA.

Site: North Housing Block A Offsite Improvements, 501 Mosley Ave

Purpose: In addition to the soil stabilization work being completed at North Housing Block A to serve the future housing developments. AHA contracted with J.H.

Fitzmaurice, Inc. (JHF) for offsite improvements such as the realignment of Lakehurst Circle, the new water main extension, and the new Mabuhay Street. Offsite

improvements work is expected to be on a parallel track to the two active housing development projects (Estuary I and Linnet Corner). Therefore, the contract end date is August 2025, which aligns with the earliest of the two housing projects' expected completion date. Costs for the work are budgeted in each of the housing developments at Block A and funding was previously approved by the Board of Commissioners in December 2023.

Timeline: February 2024 to August 2025

Status: As of the end of July, offsite improvements work is about 29% complete.

Contractor billing for July 2024 consists of earthwork, survey and staking, wet-utilities such as sanitary sewer and storm drain, dry-utilities such as the joint trench for electricity, and contractor general conditions and fees. There is no change order, and the project is on time and on budget. Details on the contract status and contingency used are attached.

2. SB721 Inspections

Site: Multiple Properties

Purpose: Senate Bill 721 (September 17, 2018), requires an inspection of exterior elevated elements and waterproofing assemblies for buildings with 3 or more dwelling units, to be inspected by January 1, 2025, and subsequent inspections every 6 years.

Timeline: Inspections have been completed.

Status: Inspections have been completed. Inspection reports from Bureau Veritas are expected by August 16, 2024.

3. Parrot Village Siding/Paint Repairs

Site: Parrot Village

Purpose: Lender required exterior repairs and new exterior paint

Timeline: Work is expected to take 5 to 6 months, weather permitting.

Status: The siding is complete, and the painting of the buildings is complete. Painting of the backyard and perimeter fence remains.

4. Guardrail and Stair Handrail Renovations

Sites: Esperanza, China Clipper, Lincoln House, Stanford House.

Purpose: Upgrade guard rails and handrails for safety reasons as noted in the 2022 Physical Needs Assessments (PNAs).

Timeline: The work should take 8 to 10 weeks to complete.

Status: An RFP was issued on August 28, 2023, and a bid walk conducted September 26, 2023. AHA received (1) proposal for the work at these four (4) properties and AHA has hired a consultant, Leland Saylor Associates, to perform a cost analysis of the sole proposal that was received. In the absence of accurate existing architectural drawings due to the age of the older properties, AHA has hired Barry/Wynn as of March 2024, at a cost of \$7,795, to provide plan and elevation drawings with dimensions and notes for Leyland Saylor to base an accurate cost analysis on. These plan and elevation drawings will be archived for future reference. The cost analysis by Leland Saylor has been completed and confirms the sole proposal received reflects reasonable costs. An agenda item has been created for the Board of Commissioners to accept the report and authorize the Executive Director to sign a contract not to exceed \$339,250 for the required upgrades.

5. China Clipper Electrical Upgrade

Site: China Clipper

Purpose: Upgrade electrical panels for safety reasons as noted in 2022 PNA.

Timeline: The work is expected to take 6 to 8 weeks.

Status: This work was completed and inspections were signed off on 6/18/2024.

6. Anne B. Diament Balcony Repairs

Site: Anne B. Diament

Purpose: Repair balconies in compliance with Senate Bill 721.

Timeline: This scope of work is expected to take 6 months to complete.

Status: The balcony replacements, 30 of 46 units, began on 4/22/2024. Work is currently 80% complete.

7. Independence Plaza Balcony Repairs/Private Sewer Lateral Certification Sewer Study

Site: Independence Plaza

Purpose: Balconies were repaired in 2022-23 in accordance with Senate Bill 721. To finalize the balcony repair permits, the private sewer laterals must be inspected, any deficiencies must be repaired, and pressure and vacuum tested by East Bay Municipal Utility District (EBMUD) to be certified.

Timeline: This work is complete.

Status: Inspection and testing has been completed by EBMUD, and the certificate has been received and expires 5/20/2044.

8. Independence Plaza

Site: Independence Plaza

Purpose: A CNA was performed in January 2024 and the report was received in February 2024 noting various items requiring remediation. Siding repairs, exterior walkway pergola wood framing rot, existing elevators with eye beam sensors instead of light curtain sensors, ADA deficiencies at the exterior doors with insufficient strike side clearance, lobby restroom door knobs, leasing office door knobs, laundry room counter, sink and folding table heights, kitchen faucets with knobs instead of handle levers, audio and visual units where the existing strobes are not working with the fire alarm system, ADA parking spaces and approaches where there is excessive slope on grade, etc.

Timeline: This work is in progress and being addressed by various vendors as well as FPI and AHA Staff.

Status: All items in the report are scheduled to be completed by September 2024.

FISCAL IMPACT

Funding for the North Housing Master Plan was approved by the Board of Commissioners in August and December 2023. Funding for repairs and maintenance on existing properties owned by either AHA or the AAHC is from either project reserves or the 2022 Reserve Policy Preservation Budget, as adopted by the AHA Board of Commissioners. Funding for the Independence Plaza Balcony repair is also being supported by redevelopment funds from the City of Alameda.

CEQA

None

RECOMMENDATION

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

ATTACHMENTS

1. Att 1_NH Block A_Offsites_Contract_Tracking

Respectfully submitted,

Handwritten signatures of Joseph Nagel and Tony Weng. Joseph Nagel's signature is in black ink and Tony Weng's signature is in blue ink.

Joseph Nagel, Construction Project Manager, Tony Weng, Senior Project Manager

**North Housing Block A - Offsite Improvements Contract Tracking
Update - as of July 31, 2024**

General Contract Status	
Total Contract Value	\$4,015,747
Change Orders	\$0
Revised Contract Value	\$4,015,747
Value of Work Completed to Date	\$1,155,744
Retention Withheld	\$106,016
Amount Paid to Date	\$1,049,728
Balance to Finish	\$2,966,019
% Construction Complete	29%

Contingency Utilization	
	Hard Cost
Total Contingency Approved	\$402,837
Approved Change Orders to Date	\$0
Remaining Balance of Contingency	\$402,837
% of Contingency Used	0%



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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: Jenny Wong, Senior Project Manager

Date: August 21, 2024

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 homeless or formerly homeless 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. initiated construction on January 30, 2024 and is scheduled to achieve completion on or before August 8, 2025.

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 July 31, 2024, is approximately 37%. Rough and structural framing, including shear wall installation and exterior sheathing; rough plumbing; rough electrical; drywall and gypcrete for bathrooms; and the fire sprinkler system are complete on all floors. Installation of the roof and windows has started. CCTV cameras and the live guard, patrolling the site after hours and weekends, provide security at the site as JHF continues to make good construction progress. Currently, the project is on-track to complete on time. This month's construction activities include rough mechanical, fire alarm installation, low voltage installation, and drywall installation on all floors; completion of roofing and windows; and preparation for exterior siding and plaster.

Change orders over these past two months total \$116,180, bringing the total approved



change orders amount to \$201,684. Funds will be used for adding mop sinks to the janitor's closet, installing a backup battery for the elevator, adjustments to the mechanical vents and louvers, adjustments to the electrical layout, carpet material modifications, addition of cathodic protection design features, and changes to the exterior building signage and addressing. To date, the project has utilized approximately 14% of its hard cost contingency, in line with its completion percentage.

Staff has explored opportunities for owner upgrades to improve security, the resident experience, sustainability, and maintenance of the future building, which have been or will be implemented at the project. The projected use of contingency for owner upgrades such as improved door access control and camera systems is approximately \$300,100. In addition, a portion of hard cost contingency is reserved for expected soil off-haul costs to be split pro rata between the North Housing Block A projects, with Estuary I responsible for 23% of the costs, although final cost estimates are still being obtained. Owner contingency funds are held separately from the contract and when change orders are approved, the original construction contract value is increased accordingly. Total projected use of owner contingency is 79%.

Operation and Lease Up Activities

Staff is working with cross-agency departments and external partners to prepare the project for leasing in 2025.

FISCAL IMPACT

AHA and ICD have completion and lease up guarantees on this development. The construction is on time and on budget. There is sufficient project contingency to cover estimated soil off-haul costs. 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. Att1_The Estuary I Budget Tracking Through July 2024
- 2. Att2_The Estuary I Progress Photos

Respectfully submitted,



Jenny Wong, Senior Project Manager

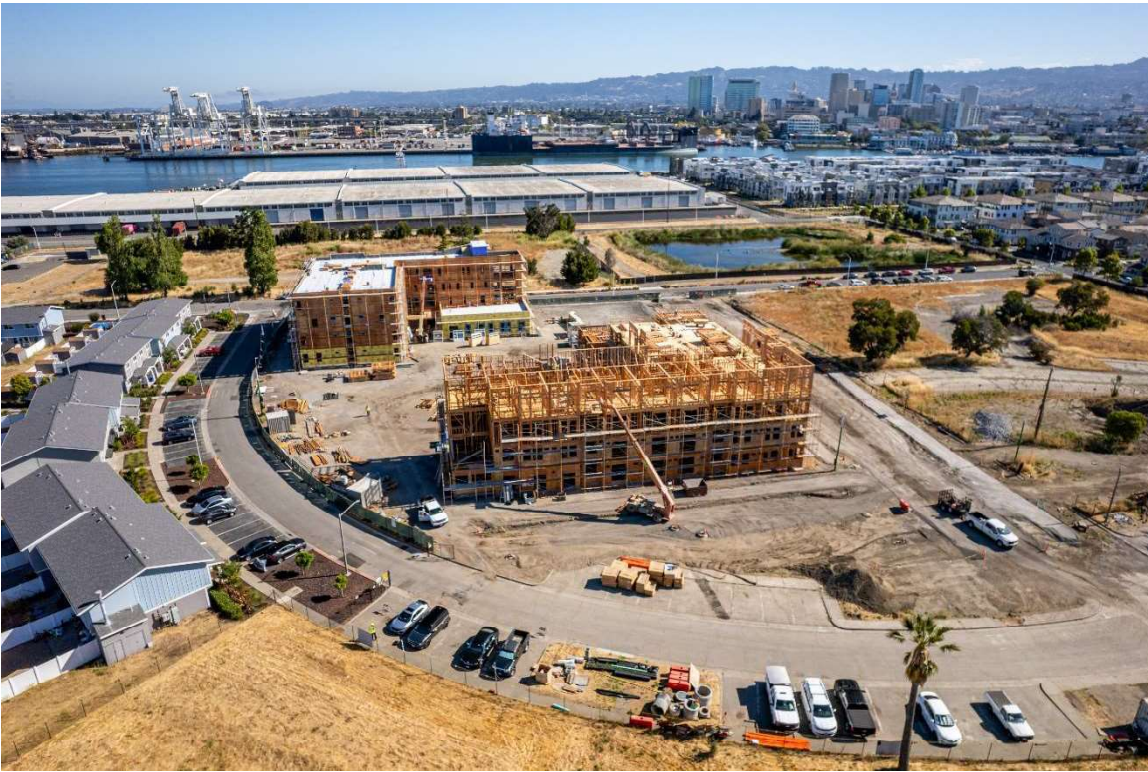
The Estuary I
Monthly Update - as of July 31, 2024

Total Development Costs to Date				
	\$ Budget	\$ Disbursed	% Disbursed	\$ Balance
Land & Holding Costs	\$2,461,115	\$2,444,510	99%	\$16,605
Hard Costs	\$27,175,843	\$10,041,440	37%	\$17,134,403
Soft Costs	\$13,286,926	\$2,598,982	20%	\$10,687,945
Total	\$42,923,884	\$15,084,932	35%	\$27,838,952

General Contract Status	
Total Contract Value	\$24,898,007
Change Orders	\$201,684
Revised Contract Value	\$25,099,691
Value of Work Completed to Date	\$9,319,399
Retention Withheld	\$880,570
Amount Paid to Date	\$8,438,829
Balance to Finish	\$16,660,862
% Construction Complete	37%

Contingency Utilization		
	Hard Cost	Soft Costs
Total Contingency Approved	\$1,394,525	\$250,000
Approved Change Orders to Date	\$201,684	\$0
Remaining Balance of Contingency	\$1,192,841	\$250,000
% of Contingency Used	14%	0%
Anticipated Soil Off-Haul Costs	\$598,000	
Projected Use of Contingency	\$300,100	
Remaining Balance of Contingency	\$294,741	
% of Contingency Projected	79%	

The Estuary I Progress Photos



Aerial photo of the North Housing Block A site. The Estuary I is located on the top left corner.



Framing progress photo from the southeastern elevation (view from the future parking lot).





Drywall and gypcrete for the bathtub.



Rough plumbing, rough electrical, and fire sprinkler system installed in the hallway.



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FAX: (510) 522-7848
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701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Paris Howze, Project Manager

Date: August 21, 2024

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 will be 40 studio units and 23 one-bedroom units targeting seniors aged 62 and over. There will also be one two-bedroom dedicated as a manager's unit. Affordability levels will range between 30% and 40% of the Area Median Income (AMI). The project will also have 25% or 16 units serving formerly homeless/homeless senior veterans. Amenities will include a community room, onsite property management and service provider offices, shared unassigned parking, a laundry room, a resident garden, and roof terrace.

Staff delivered a notice to proceed on March 6, 2024, and J.H. Fitzmaurice (J.H.F), Inc. commenced construction activities on March 14, 2024. The project is expected to achieve completion on or before October 30, 2025.

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

DISCUSSION

Construction

The overall project completion and billing percentage, through July 31, 2024, is approximately 27%. June and July's construction activities included rough framing of the third and fourth floors, structural framing including shear wall installation and exterior sheathing on the first and second floors, and completion of electrical and sprinkler rough-in installation on the first and second floors. Additionally, subfloor and pre-fab wall installation is complete on the second floor. Currently, the project is on track to be



completed on time.

The project has approved three change orders to date totaling approximately \$102,000. The current change order #3 includes a back-up battery for the project's elevator, durability changes to flooring in bathrooms, increased ventilation and relocation of conduits within utility rooms, and cathodic protection per the project team's recommendation. Through the end of July, the project has utilized approximately 8% of its hard cost contingency, in line with its completion percentage. Staff is considering change orders to expand the low-voltage/access control system to include additional cameras, accessible door operators, and fobbed entry for a total approximate cost of \$280,000 bringing projected contingency use to \$350,400. In addition, a portion of hard cost contingency is reserved for expected soil off-haul costs to be split pro rata between the North Housing Block A projects although final cost estimates are still being obtained. Please refer to the "Monthly Budget Tracking" attachment for contract values.

Owner contingency funds are held separately from the contract and when change orders are approved, the original construction contract value is amended accordingly. Total projected use of owner contingency is 78%.

Operation and Lease-Up Activities

Staff is working with cross-agency departments and external partners to prepare the project for leasing in 2025.

FISCAL IMPACT

AHA and ICD have completion and lease-up guarantees on this development. To date, the construction is on time and on budget.

CEQA

Not applicable.

RECOMMENDATION

Accept the Monthly Construction Report for Linnet Corner.

ATTACHMENTS

1. Linnet Corner - Monthly Budget Tracking (July 2024)
2. Linnet Corner - Monthly Construction Progress Photos (July 2024)

Respectfully submitted,



Paris Howze, Project Manager

Linnet Corner
Monthly Update - as of July 31, 2024

Total Development Costs to Date				
	\$ Budget	\$ Disbursed	% Disbursed	\$ Balance
Land & Holding Costs	\$640,864	\$526,338	82%	\$114,526
Hard Costs	\$36,513,061	\$8,591,422	24%	\$27,921,639
Soft Costs	\$16,118,331	\$2,919,764	18%	\$13,198,567
Total	\$53,272,256	\$12,037,524	23%	\$41,234,732

General Contract Status	
Total Contract Value	\$29,561,507
Change Orders	\$101,889
Revised Contract Value	\$29,663,396
Value of Work Completed to Date	\$8,014,222
Retention Withheld	\$741,591
Amount Paid to Date	\$7,272,631
Balance to Finish	\$22,390,765
% Construction Complete	27%

Contingency Utilization		
	Hard Cost	Soft Costs
Total Contingency Approved	\$1,738,717	\$450,000
Approved Change Orders to Date	\$135,183	\$0
Remaining Balance of Contingency	\$1,253,134	\$450,000
% of Contingency Used	8%	0%
Anticipated Soil Off-Haul Costs	\$520,216	\$0
Projected Use of Contingency	\$350,400	
Remaining Balance of Contingency (w. soils)	\$382,518	\$450,000
% of Contingency Projected	78%	

Linnet Corner
Progress Photos
(July 31, 2024)

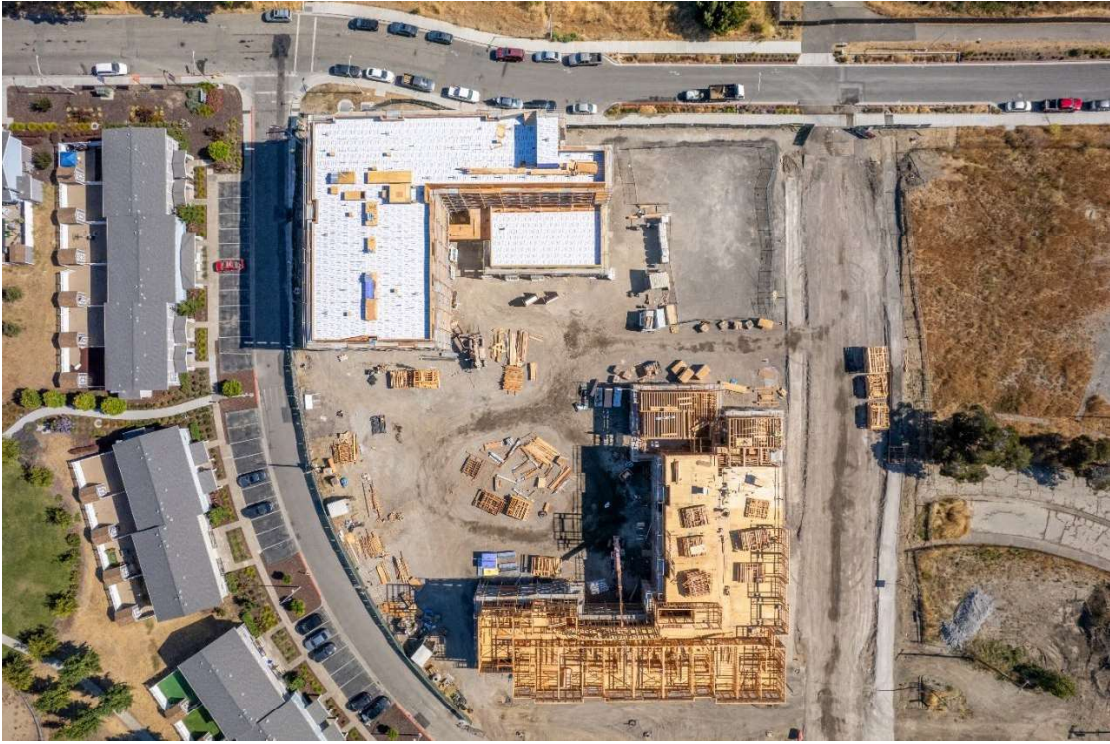


Figure 1: Bird's-eye view of Linnet Corner & Estuary I



Figure 2: Bird's-eye view from Lakehurst & Mosley

Linnet Corner
Progress Photos
(July 31, 2024)



Figure 3: View from Lakehurst Circle



Figure 4: View of scaffolding and framing from parking lot to Linnet Corner's front entrance

Linnet Corner
Progress Photos
(July 31, 2024)



Figure 5: View from Mabuhay Street of framing and scaffolding progress



Figure 6: Photo of joists and beam installation

Linnet Corner
Progress Photos
(July 31, 2024)



Figure 7: View of water main installation



Housing Authority
of the
City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Sylvia Martinez, Director of Housing Development

Date: August 21, 2024

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 direct 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 September 2023, ICD signed two Agreements of Housing Assistance Payment Contract (AHAP) with the AHA for eighty vouchers at Estuary I and Linnet Corner. There is an outstanding voucher commitment to Estuary II for forty vouchers as well, pending full financing of the projects.

Affordable Housing Project Pipeline

Staff publishes a periodic pipeline newsletter to communicate with interested parties. The most recent newsletter was released in May 2024.

- **Rosefield Village** – Rosefield is waiting for its final tax forms (IRS 8609) to be able to deliver tax credits to its investor. This should occur by the end of 2024. At that time, a deferred and held back developer fee will be released to ICD and AHA.
- **Estuary I, Linnet Corner** – Estuary I and Linnet Corner are under construction. An update report on these projects is presented as a separate Board item.



- **Estuary II** – Staff submitted seven major funding applications this year for Estuary II. The limiting factors in terms of competitiveness have been twofold: (1) Not being in a high opportunity area, and (2) reliance on the state tax credits, which are very limited. Staff was successful in obtaining a nearly \$10 million award from the National Housing Trust Fund and also an award of local funds from the City of Alameda.
- **North Master Plan** – AHA has contracted offsite work to support Block A. There is an update on this work in the Construction in Progress (CIP) Report. Additional soil disposal will be needed and is contemplated in the reports of the projects in construction. Additional detail on the timing and cost of this disposal will be provided at a future meeting.
- **The Poplar (2615 Eagle)** – An updated report on the project is presented as a separate Board item.
- **Feasibility Studies** – Housing Development (HD) and Data and Policy staff continue to collaborate to utilize the AHA's Faircloth voucher allocation. An update is presented as a separate Board Item.

Acquisitions

Staff continues to evaluate potential real estate development and acquisition opportunities throughout Alameda as they become available. Staff has been approached recently by infill developers in Alameda who are working on small sites. Such smaller sites would only work on a "scattered site" approach, which is more complex to finance. AHA's typical affordable housing financing tools do not typically work with developments of small units, or few units, or ground floor retail requirements.

New Funding Opportunities

The City of Alameda made two awards of redevelopment funds to AHA projects in June 2024. Independence Plaza received \$2.5 million to subsidize its affordable units under a 12-year contract due to expire in January 2027. The Poplar received \$2 million in permanent financing for its affordable housing development.

The outlook for funding opportunities for new construction in the State of California is increasingly constrained. The approved bond Proposition 1 had limited dollars for new construction, and typically serves a special needs population that is limited to 25% of the total units in a development. The State of California legislature declined to place a new statewide \$10 billion bond (AB 1657, Wicks) on the ballot. A new Bay Area-specific \$20 billion bond measure is on the November 2024 ballot. Voters must pass funding measures by a 2/3 vote, unless another concurrent proposition reduces the standard to 55%. Without these bonds, nearly all the new construction pipeline in California will see severe slowdowns.

AHA is relatively fortunate to have two projects under construction now. Estuary II is vulnerable to losing existing financing commitments if not funded this year. The Poplar will not come online for a few more years, allowing this funding slowdown to clear. On the other hand, major renovations can still be funded, as they typically do not rely on

state funding.

EV Charging:

- Independence Plaza has been the subject of a pilot feasibility program with Alameda Municipal Power to add EV car charging stations. The goal is to add at least two charging stations that would be available for residents and staff. The locations would not need to be available to the public. The engineering feasibility has been conducted and now staff is discussing leasing opportunities that would potentially offset the cost of installation.
- Staff is working with the City of Alameda and a selected EV car charging vendor, It's Electric (see attached overview). It's Electric is looking to phase in car charging sites on public streets, with an emphasis on underserved areas of Alameda. The AHA portfolio of properties, which are located throughout the main island, can potentially be a host for these chargers. This system benefits the community and AHA residents, without requiring parking spaces on private property. AHA is evaluating the host participation agreement and proposed locations, which will be brought to the Board for approval.

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, Asset Management, and Property Management staff will bring an update on overall CIP to the Board in September.

Community Relations

In June, Director Martinez joined the Mayor of Alameda Marilyn Ezzy Ashcraft on a panel sponsored by Alameda High School students and the League of Women Voters on Housing Accessibility. The purchase of 18 new homes at Bay 37 by Pulte won a NAHRO Award of Merit. Senior Project Manager Jenny Wong was nominated to join the Northern California chapter of the Women's Affordable Housing Network.

Staffing

The Housing Development Department is fully staffed and seeks to add a new Construction Project Manager this summer. Housing Development has sponsored an intern this summer who has been working on analysis and description of AHA's renewable portfolio.

FISCAL IMPACT

Not applicable.

CEQA

Not applicable.

RECOMMENDATION

Accept the Monthly Overview Report for Housing Development.

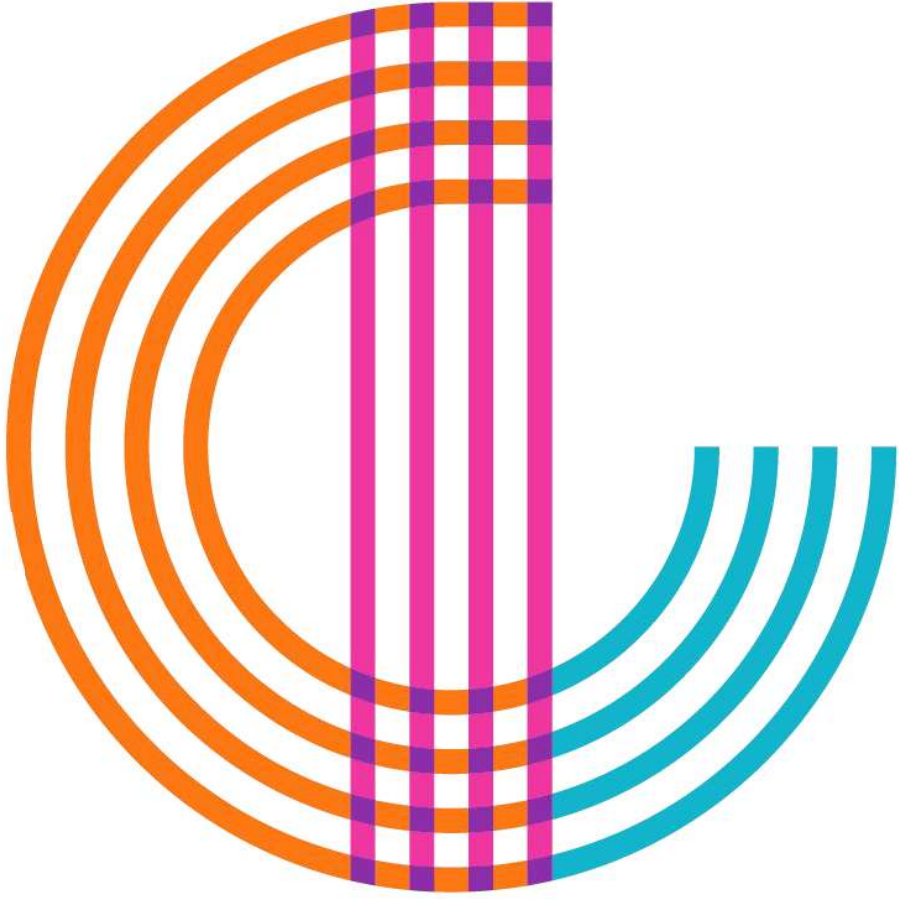
ATTACHMENTS

1. itselectric_INTRO

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sylvia Martinez', is positioned below the text 'Respectfully submitted,'.

Sylvia Martinez, Director of Housing Development



Solving the biggest barriers cities face in the deployment of public EV charging

ARTICLE HEADLINE | DATE | TIME

BUSINESS | JAN 24, 2022 7:08 AM

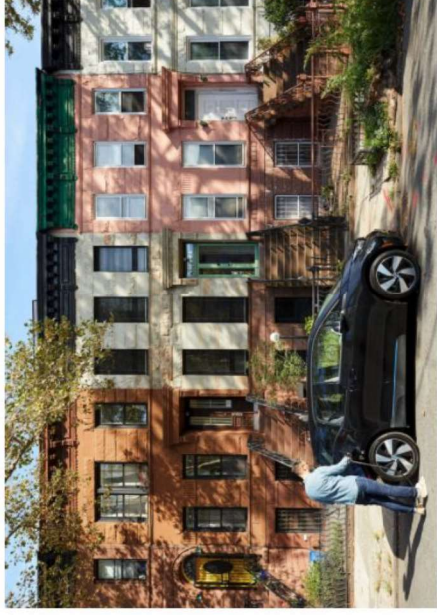
Wait, So Where Will Urbanites Charge Their EVs?

Homeowners with garages can easily charge their electric cars, but not apartment dwellers. Here's what it'll take to get plugs everywhere in cities.



'Charger Desert' in Big Cities Keeps Electric Cars From Mainstream

For city dwellers who would love an E.V., the biggest hurdle might be keeping it juiced up without a garage or other convenient charging stations.



1M public L2 chargers are needed in the US by 2030

For the 48 million EVs expected
on the road by the same date

(Currently the US has 126,000 chargers)

1.2M Public Chargers Needed. 1M of those L2
[Source: NREL / The White House 06.23](#)

126k Current Public Level 2 Chargers in the US
[Source: S&P Global Mobility 01.23](#)

Bloomberg projects higher need at 2.2M
[Source: Bloomberg NEF 06.23](#)

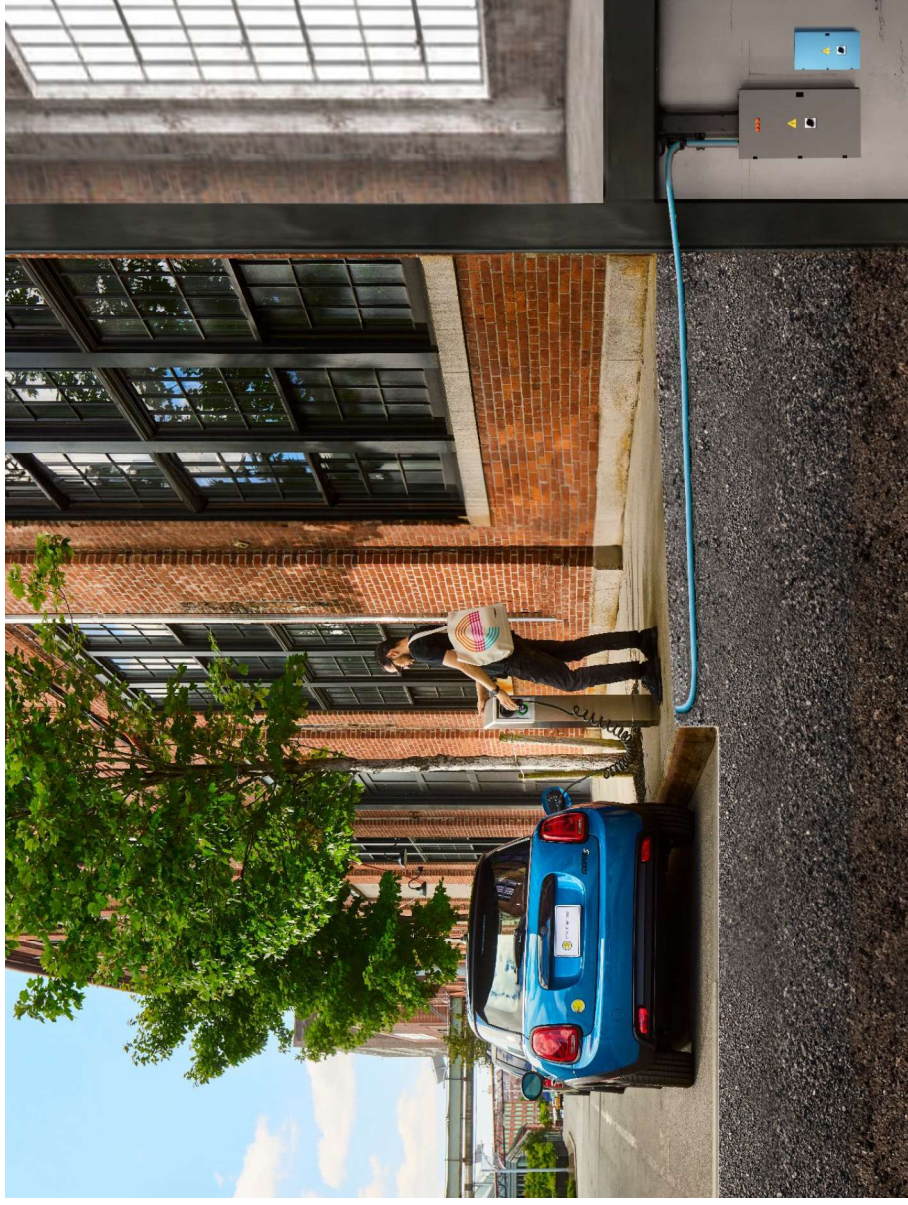
itselectric is the
world's first public
charging system
powered by
buildings

Solving the
biggest barrier
cities face in the
deployment of
chargers

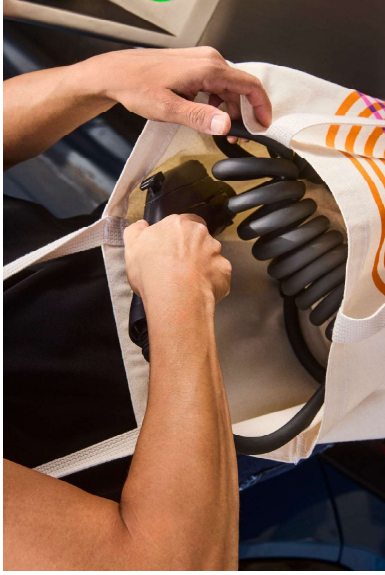


We utilize existing residential and commercial infrastructure to power our chargers

We simply run a shallow conduit from the building's panel to the curb to power a public charger



We are also the first US company to offer a detachable cable



Keeping streets free of cables when a car is not charging



There are **no hardware or installation costs** for cities or for property owners

We are the only curbside charging company with **revenue share**



Forbes

FORBES > INNOVATION > TRANSPORTATION

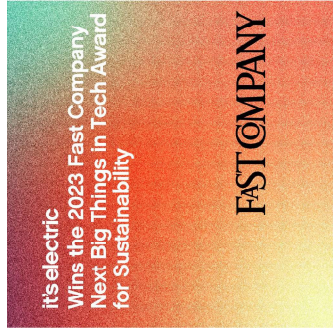
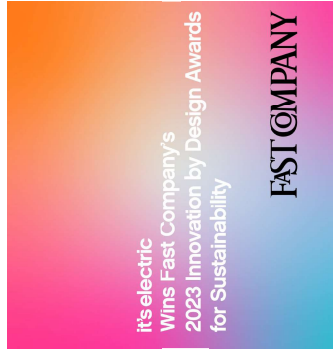
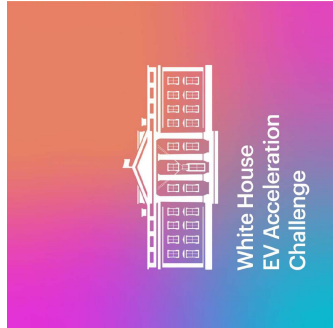
Hyundai And Its Electric Pilot Curbside EV Charging In Brooklyn

U.S. News & World Report

New York to Pilot Revenue-Sharing EV Charging

The U.S. has many "charging deserts" where EV owners have no place to plug in. It's electric is proposing an urban model where property owners gain revenue from free chargers installed at their locations. New York City has a pilot program.

A simple but revolutionary idea



The future
it's electric
hello@itselectric.us





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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tony Weng, Senior Project Manager

Date: August 21, 2024

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

BACKGROUND

The Estuary II is one of the first 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 individuals and/or households.

The Housing Authority of the City of Alameda (AHA) is leading the development under 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 approved the Agency's Vision for the North Housing site at its August 2019 meeting. All entitlements were approved in 2020. In October 2023, the first phase 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 good 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 for \$3,750,000 which is flowing through the Alameda Affordable Housing Trust Fund (AAHTF) 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. The Board also approved an option to ground lease the land, at a subsidized rate in 2021. If and when State of California Department of Housing and Community Development (HCD) funding is awarded to this project that requires a below market land lease or land donation the ground lease for up to the Fair Market Value (FMV) evidenced by the seller carryback financing may be converted to land contribution to the project for a nominal fee of \$1 per year for 99 years. This 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 to use the AHP funds, and our AHP award will expire on or about June 23, 2027.

On April 4, 2024, the California Department of Housing and Community Development (HCD) awarded \$9,761,541 from the National Housing Trust Fund program for this project. Staff is working with HCD on the Standard Agreement and the Conditional Award Commitment Letter. Per the terms of the commitment, this HCD award is valid for 12 months from the award, and our NHTF award will expire on or about April 4, 2025, unless extended by written agreement.

On June 10, 2024, the City of Alameda awarded approximately \$550,000 in Permanent Local Housing Allocation (PLHA) funding to this project. This commitment from the City is valid through June 30, 2025.

On December 13, 2021, AHA conditionally awarded forty (40) Section 8 Project-Based Vouchers (PBV) for this project. The initial Housing Assistance Payment (HAP) Contract for a total of forty (40) PBVs over twenty (20) years is expected to be approximately \$10 million. On April 17, 2024, AHA approved an extension for the project to enter into an Agreement To Enter Into A Housing Assistance Payment Contract (AHAP) to December 31, 2024.

On June 28, 2024, staff submitted an Apple Affordable Housing Fund application for \$3,050,000, and on August 12, 2024, staff received notification that the Estuary II project was not selected to progress to underwriting.

Estuary II continues to need its final tax credits and/or bonds. On April 23, 2024, staff submitted a joint tax-exempt bond and 4 percent tax credit application to the California Debt Limit Allocation Committee (CDLAC) and the California Tax Credit Allocation Committee (CTCAC). CTCAC staff informed AHA staff that Estuary II was not being considered for bonds and tax credit allocations. Hence, staff withdrew the 4 percent coupled with the tax-exempted bonds application, and submitted the 9 percent tax credit application on July 2, 2024, with awards expected by October 2, 2024. However, the project does not appear to have a high enough tiebreaker to win an award for that round. There is one more potential tax credit/bond round in late August 2024. The July 9% application will need to be withdrawn to attempt the 4% August round.

Timing

This development will not start construction until 2025 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 is actively pursuing all viable options. However, some of the current awards/commitments are expiring as noted above, unless extended by written agreements from the awarding agency. In addition, the State of California is facing a budget deficit in the coming 2024-25 fiscal year. The final state budget includes cuts of over \$1 billion of funding related to affordable housing and homelessness programs. At the time of this memo, the Bay Area Housing Finance Authority (BAHFA) Board decided to withdraw the \$20 billion general obligation bond measure for the production and preservation of affordable housing from the upcoming 2024 general election ballot in all nine Bay Area counties. The BAHFA bond measure was a potential regional approach toward solving the Bay Area's housing crisis, and the withdrawal of this bond measure, coupled with the state budget shortfall makes future affordable housing projects, including Estuary II more challenging to fund.

The Estuary II project has an estimated gap of approximately \$20 million necessary to start construction and hopes to fill this gap with one remaining option for 2024. In 2022, projects located in zip code 94501, which is the majority of the City of Alameda, lost the difficult to development area (DDA) and qualified census tracts (QCT) designation as determined by HUD every year. In December 2022, staff submitted several DDA preservation applications to CDLAC, including Estuary II. Projects like Estuary II with a DDA/QCT preservation status have two years from the time the DDA/QCT preservation application was submitted to secure a bond allocation and issue the bond, typically at construction loan closing. The last chance to take advantage of the DDA/QCT preservation status was the 4% tax credit and bond application submitted in April 2024, but it was unsuccessful due to the scarcity of state tax credits. The loss of DDA/QCT designation translates to a financing gap of approximately \$4 million. This gap may be filled with additional state tax credit requests in the 4% and bond option discussed below, although additional reliance on the state tax credit reduces a project's tiebreaker.

The project could be funded by \$20 million in tax credits and bond financing from CTCAC/CDLAC. Staff plans to apply for 4 percent tax credits and bond financing on August 27, 2024, with an allocation date scheduled for December 11, 2024, and if awarded, the project will start construction in June 2025 and complete construction in June 2027. The Board should be aware that the chances of being funded in those two rounds 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.

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. These costs will be built into the proforma budget.

FISCAL IMPACT

The Board previously authorized a pre-development loan of \$7,500,000 for costs associated with master planning, carrying costs, demolition, and redevelopment work for the first phase of the North Housing project, which includes 155 units, including Estuary II. Please see separate monthly reports for The Estuary I and Linnet Corner projects. The total pre-development loan available for the Estuary II project is \$3,750,000 of which \$1,333,703 is 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 offsites costs for this project. Please refer to the attached chart summarizing expenses through July 31, 2024 (Attachment 1).

CEQA

Not applicable.

RECOMMENDATION

Accept the Quarterly Development Report for The Estuary II.

ATTACHMENTS

1. Att1_North Housing Block A Estuary II Expenses Chart

Respectfully submitted,



Tony Weng, Senior Project Manager

Predevelopment Expenses Chart Through July 31, 2024

The Estuary II	Amount	Amount
Predevelopment loan funds (AAHTF) available for the Estuary II project	\$3,750,000	\$3,750,000
Predevelopment expenses to-date includes predevelopment costs, pro rata shares of master plan, demolition, and land carrying costs)	\$1,333,703	
Anticipated Soil Off Haul Costs - Estuary II's Pro Rata Share	\$510,000	
Predevelopment Funds Remaining	\$1,906,297	
The Estuary II	Amount	
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	\$1,500,000
Cumulative Total AHA Funds for Estuary II		\$5,250,000



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: Jenny Wong, Senior Project Manager

Date: August 21, 2024

Re: Accept the Quarterly Development Report for The Poplar.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) purchased the property at 2615 Eagle Avenue for \$2,500,000 in March 2022 to develop the site as affordable housing. AHA anticipates that the site will serve 40 to 50 families, with up to 25% supportive housing units if required by funding sources. The development will have a preference for Alameda Unified School District (AUSD) staff, as well as a live and work preference for Alamedans.

In December 2023, the Board agreed to enter into a \$3.4 million pre-development loan from Capital Impact Partners 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 for upfront costs through readiness for financing applications that exceed the CIP loan amount.

In March 2024, the Board approved an option to ground lease with a 20-year term to Island City Development (ICD). New requirements on the ground lease include biannual pre-development progress reporting and limitations on transfers to only ICD-controlled entities.

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

DISCUSSION

Funding

AHA has received an additional \$2 million from the City of Alameda redevelopment funding totaling approximately \$5 million for this development (ROPS FY 22-23, FY 23-24, FY 24-25). The redevelopment funding is available on a reimbursement basis and will remain as permanent financing for the development.



Design and Permit

The development will not require a CEQA review and is zoned for the planned use. The site will have to submit drawings for a ministerial design review process on objective design standards, and for offsite public works approvals.

Procurement

Staff have received ten proposals in response to the Environmental Consulting Services RFP solicitation. The environmental consultant will provide environmental consulting services necessary for the site investigation and cleanup of The Poplar project site. Staff, together with the Review Panel, reviewed and ranked all the responses to the RFP and selected the highest-ranking proposal which was from Rincon Consultants, Inc. The Executive Director has signed a contract for site investigation services with Rincon for \$169,300. A contract amendment for site cleanup services, which may bring the contract total to over \$250,000, will be brought back to the Board in 2025 once site testing is complete and a remediation plan is approved by the regulatory oversight agency. Please see Attachment 1 for Rincon's contract.

Additionally, staff received four proposals in response to the Civil Engineering Services RFP solicitation. The civil engineer will provide services necessary for the project feasibility, entitlements submittal, permitting, and construction phase and serve as the Civil Engineer of Record for The Poplar. The review panel ranked all the responses to the RFP and selected the highest-ranking proposal which was from Luk and Associates. The Executive Director has signed a contract for civil engineering services with Luk and Associates.

Proposals received from the Architectural Services RFP solicitation were deemed very expensive. Staff anticipates republishing the Architectural Services RFP to obtain additional proposals. Staff plans to bring a recommendation for Architectural Services back to the Board for approval and begin services in October 2024.

Community Outreach

A press release was issued after escrow closed and a quarterly newsletter regarding all pipeline developments is posted on the AHA website. Staff anticipates holding community outreach meetings in early 2025.

Environmental Mitigation

The property was formerly used as a maintenance and storage yard by AUSD to facilitate their daily operations. Additional testing will be performed by Rincon to assess the full extent of the residual impacts in order to determine the appropriate plan for remediation.

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. The grant has a two-year term. Grant funds are disbursed on a reimbursement basis and can only be used for environmental site investigation

activities.

FISCAL IMPACT

Predevelopment expenses at the Poplar are currently being funded by a short-term Reserve Policy commitment and the Capital Impact loan. Environmental specific costs can be reimbursed through the ECRG grant.

Please refer to the attached predevelopment budget summarizing the sources and uses for the project through financing readiness and remaining loan proceeds (Attachment 2).

CEQA

Not applicable.

RECOMMENDATION

Accept the Quarterly Development Report for The Poplar (2615 Eagle Avenue).

ATTACHMENTS

1. Att1_The Poplar Environmental Consulting Services Contract
2. Att2_The Poplar Predevelopment Budget

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jenny Wong', is positioned above the typed name.

Jenny Wong, Senior Project Manager

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT, entered into this 2nd day of August 2024, by and between HOUSING AUTHORITY OF THE CITY OF ALAMEDA, and its affiliates, a public body corporate and politic (hereinafter referred to as "AHA"), and Rincon Consultants, Inc., a California corporation, whose address is 180 North Ashwood Avenue, Ventura, CA 93003, (hereinafter referred to as "Consultant"), is made with reference to the following:

RECITALS:

A. AHA is a public body, corporate and politic, duly organized and validly existing under the laws of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California.

B. Consultant is specially trained, experienced and competent to perform the special services which will be required by this Agreement; and

C. Consultant possesses the skill, experience, ability, background, applicable certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

D. AHA and Consultant desire to enter into an agreement for environmental consulting services for The Poplar project located at 2615 Eagle Avenue, Alameda, CA 94501.

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

1. **TERM:**

The time for Completion shall be by December 31, 2026, (the "Completion Date"), unless terminated earlier as set forth herein.

2. **SERVICES TO BE PERFORMED:**

Consultant shall perform services according to the schedule set forth in Exhibit "A" which is attached hereto and incorporated herein by this reference.

3. **COMPENSATION TO CONSULTANT:**

AHA agrees to compensate Consultant pursuant to the terms and conditions of this Agreement only for the performance, to the reasonable satisfaction of AHA, of those tasks which take place during the term of this Agreement. AHA will not be obligated to compensate Consultant for any work, services, or functions performed by Consultant which do not arise directly from the performance of tasks relating to the Scope of Services as outlined in Exhibit A, and according to the Fee Schedule set forth in Exhibit B. AHA shall pay Consultant for work completed within thirty (30) days receipt of Consultant's properly submitted invoice.

Total compensation under this contract will not exceed one hundred sixty-nine thousand, three hundred dollars (\$169,300.00), including all expenses.

4. **TIME IS OF THE ESSENCE:**

Consultant and AHA agree that time is of the essence regarding the performance of this Agreement.

5. **STANDARD OF CARE:**

Consultant agrees to perform all services hereunder in a manner commensurate with the prevailing standards of like professionals in the San Francisco Bay Area and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the AHA nor have any contractual relationship with AHA.

6. **INDEPENDENT PARTIES:**

AHA and Consultant intend that the relationship between them created by this Agreement is that of employer-independent contractor. The manner and means of conducting the work are under the control of Consultant, except to the extent they are limited by statute, rule or regulation and the express terms of this Agreement. No right of employment will be acquired by virtue of Consultant's services. None of the benefits provided by AHA to its employees, including but not limited to unemployment insurance, workers' compensation coverage, vacation and sick leave are available from AHA to Consultant, its employees or agents. Deductions shall not be made for any state or federal taxes, FICA payments, PERS payments, or other purposes normally associated with an employer-employee relationship from any fees due Consultant. Payments of the above items, if required, are the responsibility of Consultant.

AHA and Consultant agree that during the term of this Agreement and for a period of one year after termination, the parties shall not solicit for employment, hire, or retain, whether as an employee or independent contractor, any person who is or has been employed by the other without written agreement by the other party.

7. **IMMIGRATION REFORM AND CONTROL ACT (IRCA):**

Consultant assumes any and all responsibility for verifying the identity and employment authorization of all of its employees performing work hereunder, pursuant to all applicable IRCA or other federal or state rules and regulations. Consultant shall indemnify and hold AHA harmless from and against any loss, damage, liability, costs or expenses arising from any noncompliance of this provision by Consultant.

8. **NON-DISCRIMINATION:**

Consistent with AHA's policy that harassment and discrimination are unacceptable employer/employee conduct, Consultant agrees that harassment or discrimination directed toward a job applicant, an AHA employee, or a citizen by Consultant or Consultant's employee on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, gender identity or sexual orientation will not be tolerated. Consultant agrees that any and all violations of this provision shall constitute a breach of this Agreement.

9. **INDEMNIFICATION/HOLD HARMLESS:**

Consultant shall indemnify, defend, and hold harmless AHA, its Board of Commissioners officials, employees and designated volunteers ("Indemnitees") from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees ("Claims"), arising from or in any manner connected to negligent act or omission, whether alleged or actual, regarding performance of services or work conducted or performed pursuant to this Agreement. If Claims are filed against Indemnitees which allege negligence on behalf of the Consultant, Consultant shall have no right of reimbursement against Indemnitees for the costs of defense even if negligence is not found on the part of Consultant. However, Consultant shall not be

obligated to indemnify Indemnitees from Claims arising from the sole or active negligence or willful misconduct of Indemnitees.

10. **INSURANCE:**

On or before the commencement of the terms of this Agreement, Consultant shall furnish AHA with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage in compliance with paragraphs 10A, B, C, D and E. Such certificates, which do not limit Consultant’s indemnification, shall also contain substantially the following statement:

“Should any of the above insurance covered by this certificate be canceled or coverage reduced before the expiration date thereof, the insurer affording coverage shall provide thirty (30) days’ advance written notice to the Housing Authority of the City of Alameda by certified mail.”

It is agreed that Consultant shall maintain in force at all times during the performance of the Agreement all appropriate coverage of insurance acceptable to AHA and licensed to do insurance business in the State of California.

An endorsement naming the AHA as additional insured shall be submitted with the insurance certificates.

A. **COVERAGE:**

Consultant shall maintain the following insurance coverage:

(1) **Workers’ Compensation:**

Statutory coverage as required by the State of California.

(2) **Liability:**

Commercial general liability coverage in the following minimum limits:

Bodily Injury:	\$1,000,000	each occurrence
	\$2,000,000	aggregate – all other
Property Damage:	\$1,000,000	each occurrence
	\$2,000,000	aggregate

If submitted, combined single limit policy with aggregate limits in the amounts of \$1,000,000 will be considered equivalent to the required minimum limits shown above.

(3) **Automotive:**

Comprehensive automobile liability coverage in the following minimum limits:

Bodily Injury:	\$1,000,000	per accident
	\$2,000,000	aggregate
Property Damage:	\$1,000,000	per accident
	\$2,000,000	aggregate

OR

Combined Single Limit:	\$1,000,000	per accident
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(4) **Professional Liability:**

Professional liability insurance which includes coverage for the negligent professional acts, errors and omissions of Consultant in the amount of at least \$1,000,000.

B. **SUBROGATION WAIVER:**

Consultant agrees that in the event of loss due to any of the perils for which it has agreed to provide comprehensive general and automotive liability insurance that Consultant shall look solely to its insurance for recovery. Consultant hereby grants to AHA, on behalf of any insurer providing comprehensive general and automotive liability insurance to either Consultant or AHA with respect to the services of Consultant herein, a waiver of any right to subrogation which any such

insurer of said Consultant may acquire against AHA by virtue of the payment of any loss under such insurance.

C. FAILURE TO SECURE:

If Consultant, at any time during the term hereof, should fail to secure or maintain the foregoing insurance, AHA shall be permitted to obtain such insurance in the Consultant's name or as an agent of the Consultant and shall be compensated by the Consultant for the costs of the insurance premiums at the maximum rate permitted by law and computed from the date written notice is received that the premiums have not been paid.

D. ADDITIONAL INSURED:

AHA, its Board of Commissioners, officers, employees and designated volunteers, and Community Housing Fund LLC c/o Capital Impact Partners ISAOA, ATIMA, shall be named as an additional insured under all insurance coverage's, except any professional liability insurance or worker's compensation insurance, required by this Agreement. The naming of an insured shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured. An additional insured named herein shall not be held liable for any premium, deductible portion of any loss, or expense of any nature on this policy or any extension thereof. Any other insurance held by an additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance provided by this policy.

E. SUFFICIENCY OF INSURANCE:

The insurance limits required by AHA are not represented as being sufficient to protect Consultant. Consultant is advised to consult Consultant's insurance broker to determine adequate coverage for Consultant.

11. CONFLICT OF INTEREST:

Consultant warrants that it is not a conflict of interest for Consultant to perform the services required by this Agreement. Consultant may be required to fill out a conflict of interest form if the services provided under this Agreement require Consultant to make certain governmental decisions or serve in a staff capacity as defined in Title 2, Division 6, Section 18700 of the California Code of Regulations.

12. PROHIBITION AGAINST ASSIGNMENTS:

Consultant shall not assign, sublease, hypothecate, or transfer this Agreement or any interest therein directly or indirectly, by operation of law or otherwise without prior written consent of AHA. Any attempt to do so without said consent shall be null and void, and any assignee, sub lessee, hypothecate or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer. However, claims for money by Consultant from AHA under this Agreement may be assigned to a bank, trust company or other financial institution without prior written consent, but written notice of such assignment shall be promptly furnished to AHA by Consultant.

The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Consultant, or of the interest of any general partner or joint venturer or syndicate member or cotenant if Consultant is a partnership or joint venture or syndicate or co tenancy, which shall result in changing the control of Consultant, shall be construed as an assignment of this Agreement. Control means fifty percent (50%) or more of the voting power of the corporation.

13. SUBCONTRACTOR APPROVAL:

Unless prior written consent from AHA is obtained, only those people and subcontractors whose names are attached to this Agreement shall be used in the performance of this Agreement.

In the event that Consultant employs subcontractors, such subcontractors shall be required to furnish proof of worker's compensation insurance and shall also be required to carry general, automobile and professional liability insurance in reasonable conformity to the insurance carried by Consultant. In addition, any work or services subcontracted hereunder shall be subject to each provision of this Agreement.

14. **PERMITS AND LICENSES:**

Consultant, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, certificates and licenses, including, but not limited to, a City of Alameda business license, that may be required in connection with the performance of services hereunder.

15. **REPORTS:**

A. Each and every report, draft, work product, map, record and other document, hereinafter collectively referred to as "Report" reproduced, prepared or caused to be prepared by Consultant pursuant to or in connection with this Agreement shall be the exclusive property of AHA. Consultant shall not copyright any Report required by this Agreement and shall execute appropriate documents to assign to AHA the copyright to Reports created pursuant to this Agreement. Any Report, information and data acquired or required by this Agreement shall become the property of AHA, and all publication rights are reserved to AHA.

B. All Reports prepared by Consultant may be used by AHA in execution or implementation of:

- (1) The original Project for which Consultant was hired;
- (2) Completion of the original Project by others;
- (3) Subsequent additions to the original project; and/or
- (4) Other AHA projects as appropriate.

C. Consultant shall, at such time and in such form as AHA may require, furnish reports concerning the status of services required under this Agreement.

D. All Reports required to be provided by this Agreement shall be printed on recycled paper. All Reports shall be copied on to both sides of the paper except for one original which shall be single sided.

E. No Report, information nor other data given to or prepared or assembled by Consultant pursuant to this Agreement shall be made available to any individual or organization by Consultant without prior approval by AHA

F. Consultant shall not be held liable for reuse of "Reports" for any purpose other than the original intent of this Agreement.

16. **RECORDS:**

Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by AHA that relate to the performance of services under this Agreement.

Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of AHA or its designees to such books and records at proper times; and gives AHA the right to examine and audit same, and to make transcripts there from as necessary, and to allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be kept separate from other documents and records and shall be maintained for a period of three (3) years after receipt of final payment.

17. **NOTICES:**

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided.

All notices, demands, requests or approvals from Consultant to AHA shall be addressed to AHA at:

Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, CA 94501-2161
Attention: Vanessa Cooper, Executive Director

All notices, demands, requests, or approvals from AHA to Consultant shall be addressed to Consultant at:

Rincon Consultants, Inc.
180 North Ashwood Avenue
Ventura, CA 93003
Attention: Torin Snyder, Principal
Phone: (510) 834-4455 Email: tsnyder@rinconconsultants.com

18. **NO SMOKING, DRINKING OR RADIO USE:**

Consultant agrees and acknowledges that smoking of tobacco products, drinking alcoholic beverages, and listening to radios is prohibited at any AHA site, including individual units, common areas, and every building and adjoining grounds. Consultant shall ensure that his/her employees and suppliers comply with these prohibitions.

19. **TERMINATION:**

In the event Consultant hereto fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, Consultant shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of two (2) days after receipt by Consultant from AHA of written notice of default, specifying the nature of such default and the steps necessary to cure such default, AHA may terminate the Agreement forthwith by giving to the Consultant written notice thereof. Consultant will not be held responsible for failure to perform in the event such failure is due to delay caused by the AHA. AHA shall have the option, at its sole discretion and without cause, of terminating this Agreement by giving seven (7) days' prior written notice to Consultant as provided herein. Upon termination of this Agreement, each party shall pay to the other party that portion of compensation specified in this Agreement that is earned and unpaid prior to the effective date of termination.

20. **COMPLIANCES:**

Consultant shall comply with all state and federal laws, all City of Alameda ordinances, and all rules and regulations enacted or issued by AHA. In the event that the Consultant encounters a potential conflict between state, federal or local law, Consultant shall inform AHA and AHA shall direct Consultant on proper course of action.

21. **GOVERNING LAW:**

This Agreement shall be interpreted under, and enforced by the laws of the State of California excepting any choice of law rules which may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities.)

Any suits brought pursuant to this Agreement shall be filed with the Courts of the County of Alameda, the State of California.

22. **ADVERTISEMENT:**

Consultant shall not post, exhibit, display or allow to be posted, exhibited, displayed any signs, advertising, show bills, lithographs, posters or cards of any kind pertaining to the services performed under this Agreement unless prior written approval has been secured from AHA to do otherwise.

23. **CONFIDENTIALITY:**

A. **Definition.** Confidential Information, as used in this Agreement, shall mean any AHA Client data.

B. **Nondisclosure and Nonuse Obligation.** Consultant agrees that it will not use, disseminate, or in any way disclose any Confidential Information to any person, firm or business, except that Consultant may use Confidential Information to the extent necessary to perform its obligations under this Agreement. Consultant agrees that it shall treat all Confidential Information with the same degree of care as the Consultant accords to its own Confidential Information, but in no case less than reasonable care. Consultant agrees that it shall disclose Confidential Information only to those of its employees who need to know such information, and the Consultant certifies that such employees have previously agreed, as a condition of employment, to be bound by terms and conditions applicable to Consultant under this Agreement. Consultant shall immediately give notice to AHA of any unauthorized use or disclosure of Confidential Information.

C. **Exclusions from Nondisclosure and Nonuse Obligations.** The obligations under 23B ("Nondisclosure and Nonuse Obligation") shall not apply to such portion that Consultant can document was i) in the public domain at the time such portion was disclosed or used, or ii) was disclosed in response to a valid court order.

D. **Ownership and Return of Confidential Information and Other Materials.** All Confidential Information shall remain the property of the AHA. At AHA's request and no later than five (5) business days after such request, Consultant shall promptly destroy or deliver to AHA, at AHA's option, i) all materials furnished to Consultant, ii) all tangible media of expression in Consultant's possession or control to the extent that such tangible media incorporate any of the Confidential Information, and iii) written certification of the Consultant's compliance with such obligations under this sentence.

24. **WAIVER:**

A waiver by AHA of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained herein whether of the same or a different character.

25. **INTEGRATED CONTRACT:**

This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be

held to vary the provisions hereof. Any modification of this Agreement will be effective only by written execution signed by both AHA and Consultant.

26. **CAPTIONS:**

The captions in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement.

27. **EXHIBITS.** The following exhibits are attached hereto and incorporated herein by this reference:

- i. Exhibit A – Scope of Services
- ii. Exhibit B – Fee Schedule
- iii. Exhibit C – Insurance Requirements for Consultants
- iv. Exhibit D – Conflict of Interest Certification

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

RINCON CONSULTANTS, INC.

HOUSING AUTHORITY
OF THE CITY OF ALAMEDA

DocuSigned by:


838A8611139640A...

 Torin Snyder
 Principal

DocuSigned by:

88FE0ACB7D8D461...

 Sylvia Martinez
 Director of Housing Development

DocuSigned by:

5AFA67239EC2484...

 Vanessa M. Cooper
 Executive Director

EXHIBIT A **SCOPE OF SERVICES**

The Poplar project site located at 2615 Eagle Avenue, Alameda, CA was formerly occupied by the Alameda Unified School District (AUSD) for use as a corporation yard. Prior to AHA's acquisition, hazardous materials and hazardous waste were stored, used, and generated on site, including a former gasoline underground storage tank. The site currently sits vacant with old warehouse buildings that will be demolished, remediated, and redeveloped into affordable housing for low-income households. Rincon Consultants, Inc. will provide environmental consulting services necessary for the site investigation and cleanup of The Poplar project site.

The Scope of Services outlined below reflects the reasonably expected scope of work based on the findings in the environmental reports and the AHA's commitment to fully remediate the project site as required by the ECRG funding.

The Scope of Services includes the following tasks:

- Phase I Environmental Site Assessments (ESA) according to current ASTM and EPA standards
- Phase II ESA, including soil and groundwater sampling and laboratory analysis, and reporting
- Various Reports and Plans, including but not limited to Work Plan, Phase II ESA report, Health and Safety Plan, Soil and Groundwater Management Plan, Pilot Study Work Plan, Remedial Action Plan
- Pilot Testing and Site Clean-Up Activities
- Environmental Consulting Services
- Contingency for any other environmental consulting services required for the demolition and/or remediation of the site

Additional details on the scope of services are attached on the following pages.

6 Proposed Approach

Rincon is dedicated to ensuring that projects are completed efficiently and in compliance with regulatory frameworks, and our approach is grounded in a blend of scientific rationale, innovative technology, and a culture of designing creative solutions to environmental problems. Rincon takes an open-minded approach to each project with the objective of identifying the most streamlined pathway to meet the project goals and avoid potential pitfalls that may adversely affect the project outcome. **While our work product is always conducted in accordance with applicable SFBRWQCB requirements, we exercise critical thinking and encourage creativity in the project planning stage to optimize efficiency.**

Our approach on all projects is to develop and maintain close communication between project owners, consultants, SFBRWQCB, and other stakeholders to ensure technical adequacy and timely review of project deliverables. This approach enables us to avoid costly and time-consuming constraints early in the assessment process, thereby minimizing or avoiding potential conflicts.

Rincon's goal on all projects is to achieve an outstanding and enduring consultant/client relationship. One of the keys to our high level of success has been our development of client-specific management programs that outline the focused needs of the client and our tailored approach to meeting those needs. These programs include but are not limited to defining reporting structure protocols and quality control procedures, systems development (billing, progress reporting, etc.), and other technical and operational elements that will be followed throughout the duration of the program.

Rincon also believes that successful project execution begins with the proper level of upfront program planning. Based on our current site understanding, we anticipate the following challenges for which we have identified potential solutions and approaches to minimize impacts to the project, budget, and schedule.

Challenge

Shallow groundwater at 5 to 10 feet below ground surface will significantly limit the site's amenability to SVE, a common remediation technology, because there is a probability that excessive moisture or water will be drawn into the SVE system and impair its performance. Additionally, there is the potential for the SVE wells to intake atmospheric air through the short overlying soil column, which can decrease removal efficiency, thereby increasing the remediation timeline and costs.

Solution/Approach

If SVE is the preferred remediation method, we will implement horizontal SVE piping rather than the traditional vertical wells to avoid intake of water and moisture into the system and implement wide and thick impermeable surface caps along the pipes' alignments to reduce intrusion of atmospheric gases.

However, in Rincon's experience, sites with short soil columns due to shallow groundwater are more efficiently, both economically and practically, remediated via excavation and off-site disposal of vadose zone soils. This method entails the physical removal of the upper few feet of soil within the soil vapor plume. This action both physically removes soil and soil vapor impacts, but also aerates the soil such that contamination can volatilize out of the remaining soil, if present. This removal of soil typically is required anyway to achieve the building's design grade and creates a synergy between environmental and architectural goals.

Challenge

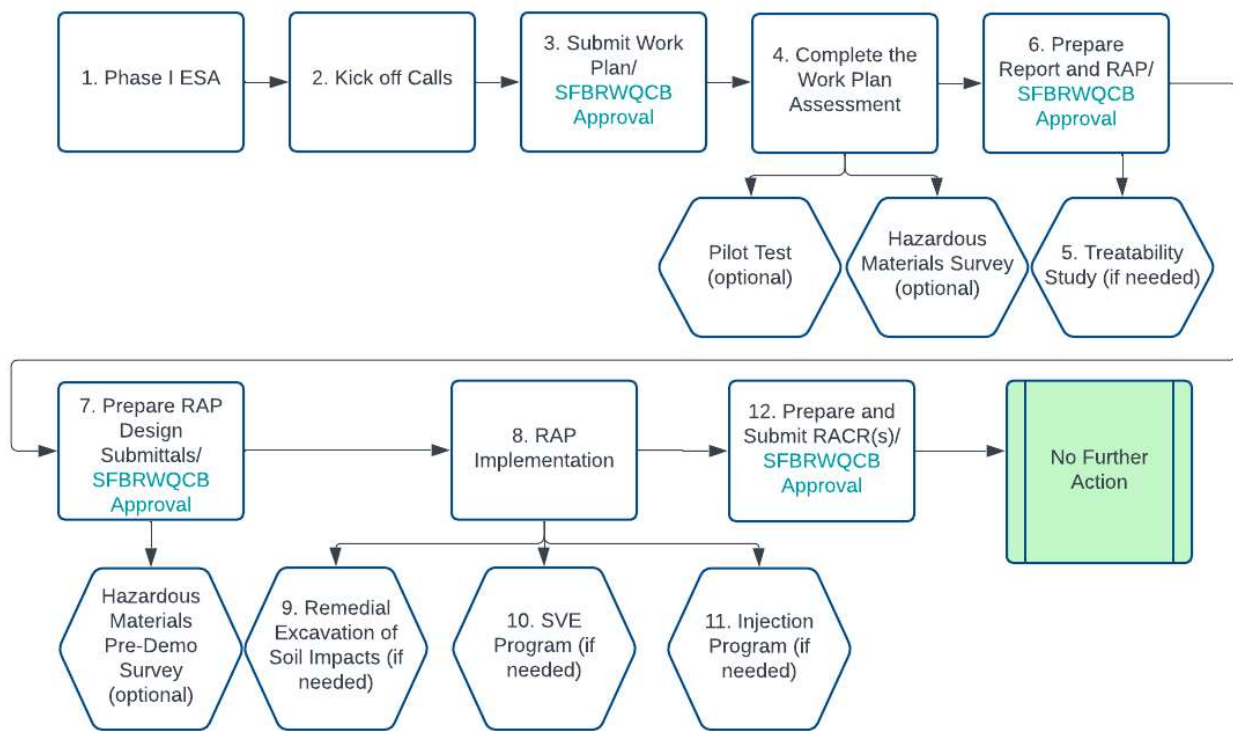
We understand that AHA is committed to remediating the site to unrestricted land-use levels. Our team of seasoned engineers and geologists have cleaned up innumerable sites, and we will apply Rincon's full resources to that goal. However, there are certain sites where geological, hydrological, chemical, schedule-related, and financial factors ultimately make full clean-up impractical.

Solution/Approach

Our ultimate goal is to achieve complete site clean-up; however, in the event that AHA elects to remediate the site to less conservative levels, Rincon will have comprehensive contingency options at-the-ready and at each step of the process will advise AHA on the potential *off-ramps* that are available to them if needed.

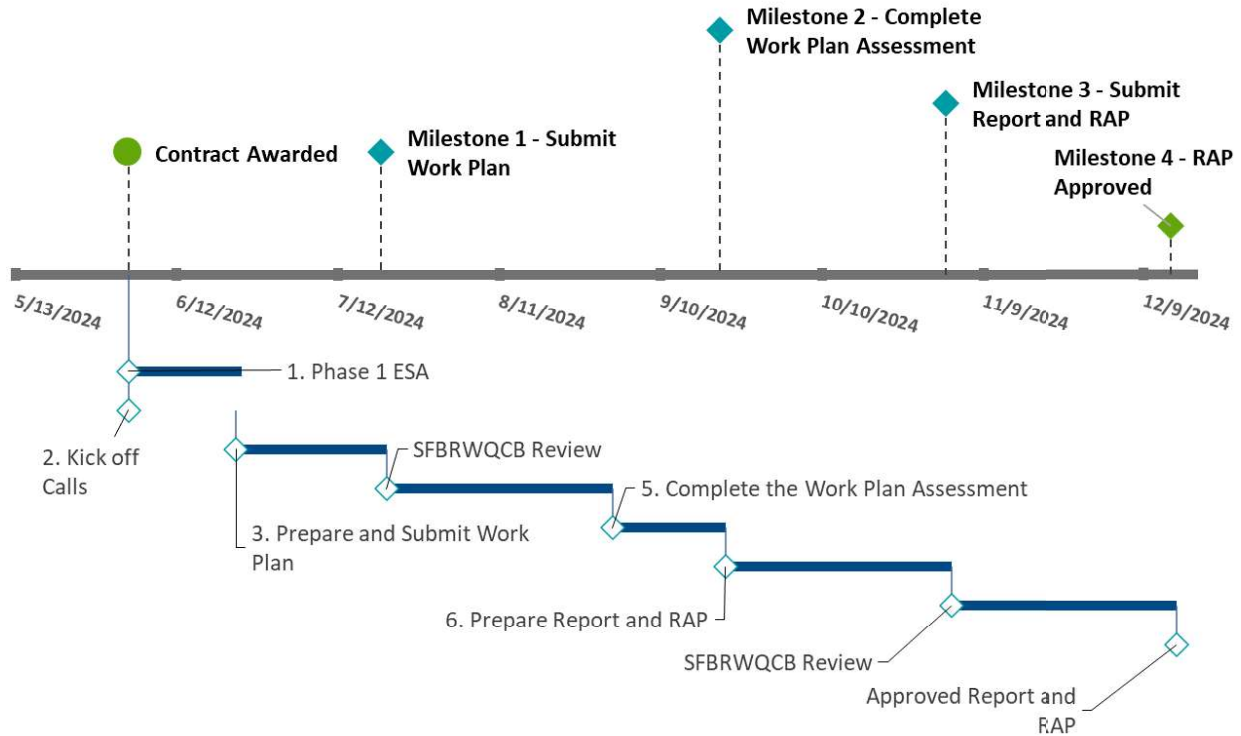
Based on our site understanding, the anticipated challenges, and the ECRG’s provisions and requirements, our team has designed an approach to move the project from its current stage to site closure efficiently and on-schedule. We note that there is significant uncertainty regarding on- and off-site conditions, the feasibility of full site cleanup, SFBRWQCB’s opinions on perceived challenges and their preferences for addressing them, and other factors; therefore, the process presented below is idealized and may vary as the project progresses.

A key factor in project success will be actively engaging SFBRWQCB at every step of the process to build trust with the regulatory team, which can make them comfortable with out-of-the-box approaches and creative solutions. Additionally, we will combine the scope of field efforts to achieve multiple goals with one mobilization. We have prepared the following idealized process flow chart below to assist in conceptualizing the critical path forward in an intuitive and actionable visual.



We understand our clients’ desire to visualize a comprehensive project schedule; however, uncertainty with respect to regulatory requirements, remediation options, and the nature and number of environmental reports and submittals increases with time into the future. Because of this, schedule predictions far into the project’s future can overcomplicate the process both at the outset and as the project progresses, because milestones may need to be adjusted in response to new information.

Consistent with our commitment to providing our clients with simple and valuable information, we have developed a projected schedule that encompasses the idealized scope of work that Rincon will pursue under the awarded Site Environmental Investigation (SEI) ECRG. We will provide similar timelines as the project progresses and the options available to AHA are better defined.



Each step is further described below.

1. **Prepare Phase I Environmental Site Assessment.** Immediately upon contract authorization, we will commence preparation of the Phase I Environmental Site Assessment (ESA) in accordance with ASTM E1527-13/ASTM E1527-21, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process. Although we have already thoroughly reviewed the project’s available history and the existing documentation, our site understanding will be further refined by the process of preparing the Phase I ESA, and by reviewing any additional reports, draft plans or reports, comment letters, or other literature that may be provided by AHA.

2. **Kickoff Calls.**

- **AHA Kickoff Calls.** SEI ECRGs provide for site assessments, health and ecological risk assessments, clean-up method evaluations, remediation system pilot tests, and preparation of clean-up plans.

In parallel with Phase I ESA preparation, we will schedule a kickoff call with AHA to introduce the full Rincon team, further understand AHA’s goals and challenges, the objectives that we want to achieve under the SEI ECRG and discuss the pros and cons of remediating the site to unrestricted land use concentrations or implementing long-term stewardship (i.e., a land use covenant). AHA’s goals will influence the scope of the Site Assessment Work Plan (Work Plan), and we will lay out a strategy for managing SFBRWQCB in a manner that achieves those goals, but that is also respectful of the existing environmental conditions.

A critical piece of the early project stages will be understanding the most current building conceptual design, and whether any of its elements are intrinsically protective against vapor intrusion (such as below-grade parking structures, ground-floor configuration, locations of residential units, etc.), as this will affect options for addressing soil vapor issues.

- **SFBRWQCB Scoping Meeting.** After incorporating AHA’s input, we will schedule a kickoff call with the SFBRWQCB and AHA to introduce our team, review the project and the perceived challenges, and present our vision for a path forward. **We will leverage our experience in other ECRG projects to present a scope for a Work Plan that generates the optimal volume of data needed to design an effective Remedial Action Plan (RAP) that is acceptable to SFBRWQCB, but which does not produce valueless information or overcomplicate the field effort.**

3. **Milestone 1 – Prepare and Submit Work Plan.** We will prepare a sound Work Plan based on our conversations with AHA, SFBRWQCB and consultations with our remediation specialists. **During preparation, we will not hesitate to reach out to SFBRWQCB for clarifications or to solicit input on ideas that may present themselves as we develop the Work Plan, consistent with our commitment to obtaining first-draft regulatory approval of our documents.**

Based on our current site understanding, the requirements of an ECRG and of SFBRWQCB, the Work Plan's scope may include:

- **Soil Vapor Sampling.** Soil vapor data is the critical element of the project, based on the magnitude of the concentrations present at the site and because it can present the highest risk of direct exposure to future building inhabitants. We will carefully design a semi-permanent vapor probe network that will further delineate the on-site plume extent and could be sampled repeatedly for time-variable data, removing the need for repeated drill rig mobilizations to install and sample temporary probes. The sampling will also provide valuable insight into the source of soil vapor impacts. Current evidence suggests the source is constrained to the vadose zone soil pore space, rather than in soil itself or in groundwater.

Additionally, characterizing the site's suitability for soil vapor remediation is key to understanding the feasibility of achieving unrestricted land use concentrations because soil vapor impacts can be difficult to address based on a site's lithologic and hydrogeologic conditions. During soil sampling (described below), we will request a special vapor transport analysis package that will be performed on the collected soil samples to better understand the soil's texture and the way soil vapor may flow through it during remediation. The results will provide an initial indication of the soil's physical characteristics and responsiveness to soil vapor extraction remediation.

All of these steps would be optimized to answer the question: What will it take to remediate the site?

These findings may show that SVE is not the most practical or cost-effective strategy for achieving unrestricted land use levels but rather an alternative approach (e.g., excavation and off-site disposal of vadose zone soils that can be performed during construction) may be a better option.

Whether or not the soil vapor plume extends off-site is also a key question, and we have encountered this situation many times. If an off-site plume condition exists at the Poplar Project, Rincon has been successful at separating the regulatory paths for addressing off-site and on-site soil vapor impacts such that a development project can move forward with remediation and construction on site while off-site soil vapor concerns are addressed on a parallel timeline. To maximize efficiency, we would recommend an initial strategic off-site soil vapor sampling during this field effort to screen the adjacent area for soil vapor impacts and to assess a preliminary off-site plume extent.

- **Soil Sampling.** The available site data indicate limited impacts to soil, and polynuclear aromatic hydrocarbons and polychlorinated biphenyls appear to be the main constituents of concern at this time. The highest detected concentrations of these constituents are essentially equal to unrestricted land use levels, and our primary strategy would be to demonstrate to the SFBRWQCB that impacts of this magnitude do not warrant targeted soil remediation because they present limited health-risks.

Although targeted remediation of these impacts may not be necessary, additional sampling will further refine the horizontal and vertical extent of potential soil impacts, especially in areas that have not yet been assessed, such as the westerly and northerly portions of the site, and beneath the Former Materials & Supplies Storage building. **A sound understanding of the vertical and horizontal distribution of soil impacts reduces costs in the long run by mitigating delays during the construction stage, because the potential for encountering unanticipated features or zones of impacts that could cause work stoppages is minimized.** Also, with careful placement of boring locations and depths, the extents of the potential soil impacts can be delineated in advance such that confirmation sampling would be waived during remediation. Soil sampling could also be used to support preparation of a waste profile if soil must ultimately be disposed off-site, which would minimize the need to resample the site in preparation for remediation. If geotechnical characterization of the site has not been completed, we have been able to combine our soil sampling efforts with that of the geotechnical engineer's to reduce field mobilization costs.

We will also collect targeted samples to support a treatability study and vapor transport package (as described above), which will be critical in evaluating remediation options.

- **Groundwater Sampling.** The existing site data indicate that groundwater impacts are below risk-based screening levels and would not be expected to produce the soil vapor concentrations detected on-site. Based on the available boring logs, it appears that there is a confining layer that would inhibit migration of impacted vapors towards the surface from groundwater, and the transport of impacts from shallow soil to groundwater. **Based on these factors, our initial strategy would be to demonstrate to the SFBRWQCB that additional groundwater assessment and remediation is not necessary, because groundwater concentrations do not pose a health risk and will continue to attenuate naturally over time.**

However, we note that, based on its shallow depth, if dewatering is needed during construction, groundwater would have to be properly managed in accordance with SFBRWQCB rules and regulations. If additional assessment and remediation are ultimately required, understanding groundwater flow and elevation fluctuations will be key to designing an effective remediation approach. Therefore, we would install three permanent groundwater wells at strategically placed locations to collect quantitative chemical and hydrologic data. The permanent wells would avoid costly repeated grab sampling efforts. The groundwater samples would also support a treatability study to evaluate in-situ remediation options, if needed.
 - **Pilot Testing (Optional).** The objective of a pilot test is to acquire empirical site data to determine the amenability of the site to SVE. The SEI ECRG funds can be used for a pilot test, which would provide important insight into the feasibility of achieving unrestricted land use concentrations via SVE early in the project. **If implemented thoughtfully, the pilot test itself can also produce significant cleanup, especially for sites with moderate soil vapor concentrations, such as at the Poplar Project.** We note that a pilot test can also be completed at a later date, after approval of the RAP, if desired, and can be funded by the Environmental Cleanup ECRG.

As mentioned above, in our experience, a site with shallow groundwater is likely not amenable to SVE. However, dig and haul remedial operations are cheaper, quicker, and coincide with architectural and engineering requirements for achieving a building's design grade—all factors that will likely make remedial excavations a more economical option than SVE.
 - **Hazardous Materials Demolition Inspection (Optional).** If needed, we will work with our experienced subcontractor to complete a hazardous materials inspection of the existing structures in support of specifications that AHA can use to issue bids for abatement prior to demolition. This will ensure that buildings are demolished safely in a manner that is protective of construction workers and nearby residential communities.
4. **Milestone 2 – Complete the Work Plan Assessment.** Upon approval of the Work Plan, we will mobilize with our team of trusted subcontractors to complete the scope of work. We will obtain all permits and complete all required notifications and will keep AHA and SFBRWQCB apprised of progress and necessary deviations in real-time. Status update meetings will be scheduled with the AHA and SFBRWQCB, regularly. Work Plan Assessment results will be reported during Milestone 3 below.
- **Review Data with AHA and SFBRWQCB.** Upon completion of the Work Plan field scope, we will first meet with AHA to review the preliminary results and their implications. **Site assessment can be an iterative process, and we will candidly discuss any critical gaps exposed by the new data that we anticipate SFBRWQCB may flag.** After AHA is comfortable with their understanding of the results, we will schedule a call with SFBRWQCB to present our findings prior to preparing an Additional Site Assessment Report (Report); this meeting is critical to submitting a Report that has a minimal chance of perceived data gaps and a maximum chance of approval. If SFBRWQCB perceives data gaps, we will present a defense, based on quantitative factors, explaining why we disagree or why the data gaps are not critical. If the SFBRWQCB requires an additional data gap assessment, the most efficient approach would be to remobilize to the site without preparing the Report, such that the new results can be incorporated into it, thereby avoiding the need to prepare and submit for review multiple documents.
5. **Conduct Treatability Study (if Needed).** If SFBRWQCB requires groundwater remediation, select soil and groundwater samples will be submitted to a specialized laboratory to conduct a treatability study to evaluate different in-situ remediation options and products.

6. **Milestone 3 – Prepare Site Assessment Report and RAP.** We have often negotiated with regulators to allow for the reporting of the final site assessment results to be included in the RAP, which reduces the number of documents that must be prepared and reviewed. We will request that the SFBRWQCB approve this approach for the Poplar Project. If the SFBRWQCB is not amenable to this proposal, we will prepare the Site Assessment Report and RAP in parallel, such that the RAP can be submitted directly following Site Assessment Report approval.

The Site Assessment Report will include the following, in accordance with ECRG and SFBRWQCB requirements:

- **Site Assessment Results.** A summary of field work, collection methods, variances, and results will be presented to SFBRWQCB in a manner that is scientifically robust and supportive of AHA's goals for the property.
- **Conceptual Site Model.** The conceptual site model (CSM) examines all of the data and the general physical site conditions that might affect contaminant transport at the site. The CSM primarily identifies ways in which humans could come into contact with impacted media.
- **Human and Ecological Health Risk Assessment.** The health risk screening assessment is based on all site data and the CSM to evaluate the risk to human and ecological receptors that might be exposed to each of the impacted media. The health risk assessment may find that given the concentrations and site characteristics, site impacts do not pose an unacceptable risk to human or environmental health and therefore do not warrant corrective actions.
- **Multiple Lines of Evidence Analysis.** Vapor intrusion is a condition when impacted soil vapor enters a building's breathable air space via preferential pathways, like cracks in the slab, utility conduits, etc.; this intrusion creates a direct exposure risk to building occupants. Because there is inherent uncertainty in evaluating individual lines of evidence for the potential of vapor intrusion, the SFBRWQCB encourages multiple lines of evidence analysis to support the need, or lack of need, to address vapor intrusion concerns.
- **Treatability Study Results.** We will summarize the results of the treatability study in the context of economic and practical feasibility, applicability, and the chance of success.
- **Conclusions and Recommendations.** We will distill the information produced by the items above, and with AHA's input, form evidence-based conclusions and recommendations that advocate for AHA's goals, to the extent feasible.

The scope of the RAP will depend on the results of the Site Assessment Report and AHA's goals upon reviewing those results but will include our approach to remediation of on-site impacts. The remedial options that we foresee are summarized and ranked below in terms of their economic and practical feasibility:

- **Soil Remediation and/or Mitigation.** The available site data indicates that polynuclear aromatic hydrocarbons and polychlorinated biphenyls appear to be the main constituents of concern but exist on-site at concentrations that do not currently warrant remediation, in our opinion. However, if the Report identifies additional impacts that must be addressed, we will provide options that AHA can consider.
 - o **Option 1.** In our experience on new construction projects, shallow soil impacts tend to be removed without specific remedial efforts because these sites often require grading to achieve the design grade. This construction grading, which will happen regardless of soil impacts, may result in the removal of impacted soil. In these instances, soil classifying as hazardous, if present, must be separated from the non-hazardous material to be properly disposed. Rincon regularly encounters this situation and has worked with our client's general contractors and earthwork specialists to achieve this segregation efficiently during the construction phase.

If present, the vertical and lateral extents of the soil impacts and hazardous waste would have been pre-defined during Work Plan sampling such that limited or no confirmation sampling would be required. If confirmation sampling were required, we would mobilize with instruments capable of providing instant, screening-level data on heavy metals in the field prior to collecting samples for laboratory analysis. This approach would streamline the clean-up process, avoid unfavorable confirmation sample laboratory results, save time, and reduce costs.

- o **Option 2.** If an AHA does not plan to utilize an ECRG for clean-up, or if remediation of soil impacts prove to be economically or practically infeasible, residual impacts can be encapsulated and left in place at minimal costs, if AHA is comfortable with a land use covenant and long-term stewardship.
- **Soil Vapor Remediation and/or Mitigation.** Because there appears to be an on-site source of soil vapor impacts, soil vapor remediation will likely be required at the site. VOCs in groundwater and soil have not been detected at significant concentrations, and VOC impacts appear to be constrained to the vapor phase within the vadose zone pore space. Rincon is proposing the following options for soil vapor remediation and/or mitigation:
 - o **Option 1 (Clean-up ECRG Compatible).** As mentioned above, it is our opinion based on our current site understanding that SVE is likely not the most efficient means of achieving unrestricted land use levels. Remediation via excavation is likely to be the most cost-effective, timely, and streamlined process for addressing soil vapor impacts. The RAP would include a specific scope for characterizing, excavating, handling, and disposing of soil that is consistent with federal, state, and local rules and regulations. The RAP would also include performance metrics (such as time-variable soil vapor concentration data) to confirm that cleanup was successful such that completion could be demonstrated to the SFBRWQCB.
 - o **Option 2 (Clean-up ECRG Compatible).** If SVE is selected as the clean-up method, the RAP will include a plan for a pilot test, if not already performed during the site investigation phase of the project. The pilot test will support a separate SVE system design document that our engineers will prepare tailored for the specific physical, chemical, and architectural considerations at the Poplar Project.
 - o **Option 3 (Not Compatible with Clean-Up ECRG).** Alternatively, depending on AHA's preferred funding method for the clean-up phase, clean-up does not necessarily need to achieve unrestricted land use levels, and higher levels may be approved based on a health risk assessment and if supplemental engineering mitigation measures are implemented. Using higher clean-up goals could reduce the cost of running and maintaining a remediation system.
 - o **Option 4 (Not Compatible with Clean-Up ECRG).** Mitigation measures, which are engineering controls to minimize the risk of vapor intrusion to the indoor breathing space of the future building, can also be used in combination with SVE to facilitate timely construction of the project while remediation is ongoing. This strategy allows construction to proceed despite elevated soil vapors beneath the building because the risk of vapor intrusion into the building is managed by the mitigation measures. For example, on a similar affordable housing site with soil vapor impacts, we were able to convince the DTSC to allow building construction prior to the completion of soil vapor remediation, provided that an SVE system and VIMS were implemented and in place prior to building occupancy. This drastically reduced the construction timeline that otherwise would have been required had completion of remediation been required before construction.

Design and installation of a VIMS is typically low cost and effective but requires long-term stewardship in the form of a land use covenant and performance monitoring while soil vapor beneath the building presents a vapor intrusion risk.

- **Groundwater Remediation.** If groundwater remediation is required, the RAP will include a conceptual approach to achieving unrestricted levels. The most efficient approach would likely be injections of amendments directly into the water table that can facilitate in-situ breakdown of groundwater contaminants to inert chemicals. Rincon has worked with trusted injection specialists on numerous projects to design and implement carefully designed injection programs that have successfully achieved unrestricted site closure.
- **Approved RAP.** Although we strive for first-draft regulatory approval, if SFBRWQCB issues comments on the RAP, we will address them expeditiously and thoroughly. **Prior to submitting the revised RAP, we will hold a brief meeting with AHA and SFBRWQCB to review the comments and our responses such that an iterative back-and-forth of RAP drafts can be avoided.** Once SFBRWQCB accepts the RAP, a 30-day public comment period begins that involves preparing a radius-based mailing list, distributing informational pamphlets, and responding to comments. Rincon has facilitated these public comment efforts numerous times in the past and will do the same for this project.

7. **Preparation of Remedial Action Design Submittals.** If engineered remediation is required in the form of injections, SVE, or other means, Rincon will prepare technical designs in collaboration with our sub-contractors. To maximize the possibility of first-draft approval, we will also work closely with SFBRWQCB technical staff to ensure that the design submittals meet their expectations, but in a manner that is respectful of AHA's goals and budgets.
- **Hazardous Materials Pre-Demolition Survey (Optional).** After AHA's selected contractor completes abatement activities, our hazardous materials partner will conduct an inspection to confirm that the structures are safe to demolish. The hazardous materials specialist will issue a brief report documenting their inspection.
8. **Milestone 4 – RAP Implementation.** The RAP would be implemented by Rincon and under our oversight. We would work closely with our subcontractors and with AHA's general contractor to ensure that the scope is executed in accordance with the RAP, and that any issues, challenges, or unanticipated conditions are addressed in manner with which SFBRWQCB approves.
- Over years of performing remediation projects, we have developed trust-based relationships with several contractors who have decades of experience addressing sites like and more complex than the Poplar Project. During the remediation phase, AHA will have the option to contract directly with those firms, or for them to operate under Rincon's agreement. If AHA elects to bid out the remediation work, Rincon can support development of the request for proposals language and scope, such that AHA can confidently make a selection.
9. **Remedial Excavations (if Needed).** If remedial excavations are implemented, we will be on-site full time directing and monitoring work activities to confirm that they are performed consistent with the soil handling provisions in the RAP, and that remediation is adequately completed.
10. **SVE Program (if Needed).** As discussed above, the Poplar Project site may not lend itself to SVE remediation based on available site data. However, if SVE is needed, we will work with AHA to obtain a system, permit it through the Bay Area Air Quality Management District, oversee its installation and startup, and operate and maintain it through the remediation process. SVE remediation can take anywhere from weeks to years to complete, and Rincon will monitor progress by sampling the soil vapor probe network that we would install during the site investigation phase, and the soil vapor concentrations at the well intakes. We will prepare the required periodic SFBRWQCB progress reports.
- When sub-surface concentrations begin to exhibit asymptotic trends, we will implement a rebound test wherein the SVE system is deactivated and soil vapor sampled over time to determine if the concentrations increase again, or if they remain below risk-based thresholds. If the rebound test shows that SVE was successful, we will prepare a report for SFBRWQCB, and upon its approval, decommission the system.
11. **Injection Program (if Needed).** As discussed above, our strategy will be to demonstrate to SFBRWQCB that groundwater remediation is not necessary from the outset. However, if remediation is needed, we will implement an injection program with a specialist contractor based on the treatability study. Rincon will coordinate the mobilization of injection machinery and materials to the site, oversee the field work, and monitor groundwater concentrations over time to evaluate the effectiveness of the injection program. We will prepare an initial injection report summarizing field work, periodic monitoring reports, and a remedial action completion report upon confirmation that remediation was successful.
12. **Milestone 5 – Prepare and Submit Remedial Action Completion Report.** Depending on the corrective actions implemented at the site, one or more remedial action completion reports (RACR) may be required to document the successful remediation of target media, whether it be soil, groundwater, or soil vapor. The RACR(s) will present the full scope of site data that supports the removal of media presenting health risks and a no further action determination from the SFBRWQCB.

Subcontractors

Through decades of countless successful projects, we have built valued relationships with subcontractors that we trust with our reputation and the success of our clients' projects. The following list of subcontractors will remain at-the-ready to support Rincon as the project progresses.



PeneCore Drilling is a C-57 certified-MBE based in Northern California that has supported most of our Bay Area drilling needs. Boasting a comprehensive fleet of drilling rigs, PeneCore's intimate knowledge of the Bay Area's lithology and regulatory landscape provides valuable insights that lead to both pre and in-field efficiencies. PeneCore conduct themselves professionally during scoping and execution of the field program and have supported Rincon on several affordable housing projects.



Eleven Engineering is a Northern California-based certified-WBE based in Petaluma, California. Eleven Engineering are California A, B, C-21, and HAZ licensed environmental contractors offering a full suite of remediation, decommissioning, and earthwork services. With the capability to coordinate, remove, contain, manage, and dispose of impacted soil or groundwater, Eleven Engineering has an impressive track record in Northern California remediation projects. Recently, Eleven Engineering was instrumental in assessing, permitting, removing, and disposing of an unanticipated underground storage tank at an affordable housing project in San José.



Eurofins Scientific is an international group of outstanding laboratories with members Eurofins Environmental Testing, and Eurofins Air Toxics, based in Northern California. With a reputation for cutting edge research and meeting rush analytical turn-around times, Eurofins is a world leader in environmental analysis that provides courier services in the Bay Area, meaning that samples can be picked up directly from the Poplar Project instead of shipping them.



Vista Environmental Consulting is an experienced Bay Area hazardous materials specialist with positive local regulatory relationships that have teamed with us on multiple similar projects with the Santa Clara County Housing Authority and private clients. Vista has more than 15 years navigating the inspection and abatement federal, state, and local rules, regulations, and guidelines. Their team of Certified Industrial Hygienists have a reputation for providing timely demolition-grade hazardous materials surveys, which include lead, asbestos, polychlorinated biphenyls, and more.

EXHIBIT B
FEE SCHEDULE

Consultant's fees for the scope of services are as follows:

• Phase I ESA	\$4,500
• Phase II ESA	\$80,000
• Various Reports and Plans	\$35,000
• Pilot Testing and Site Clean-Up Activities	\$25,000
• Environmental Consulting Services	\$15,000
• Contingency for additional work as needed	\$9,800

The not-to-exceed amount for these services is one hundred sixty-nine thousand, three hundred dollars (\$169,300.00). Consultant's cost proposal and standard hourly fee schedule are attached on the following page. The annual inflator is 3.0%.

ATTACHMENT B

FORM OF PROPOSAL

(This Form must be fully completed and placed under Part 2 of the proposal submittal.)

- A. Form:** Each Proposer shall submit their proposed fees on this form only, which shall be completed, signed, and returned to the AHA with the completed Proposal.
- B. Entry of Proposed Fees:** Each Proposer must enter the proposed fees for each of the following Pricing Items where provided. Such fees shall be all-inclusive of all related costs that the Proposer will incur to provide the listed services, including, but not limited to (unless otherwise stated herein): sales tax, employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; subcontractors, expediting (where applicable); long distance telephone calls; document copying; etc. "No Proposal" is not allowed for any item, although a "No Charge" is allowed for one or more of the Pricing Items. All fees must comply with Davis-Bacon and State prevailing wage requirements.
- c. Pricing Items:** [Example pricing table below – include pricing information in the proposed contract term, recurring fixed, variable, and hourly fees as applicable including space for additional services that may fall within the scope but not itemized]

QTY	U/M	Description	Fee FYXX
1	Each	Proposer-fixed fee (including all expenses) for Phase I Environmental Site Assessments (new reports and subsequent updates)	\$ 4,500 / FY24
1	Each	Proposer-fixed fee (including all expenses) for Phase II Environmental Site Assessment Services	\$ 80,000 / FY24
1	Each	Proposer-fixed fee (including all expenses) for various Reports and Plans	\$ 35,000
1	Each	Proposer-fixed fee (including all expenses) for Pilot Testing and Clean-Up Activities	\$ 25,000 / FY25
1	Each	Proposer-fixed fee (including all expenses) for Environmental Consulting Services	\$ 15,000 / FY24 - 25
40	Hours	Proposer's Fee (for additional work that the AHA will require the successful Proposer to provide <i>that is not otherwise stated herein</i>)	\$ 9,800 / FY24 - 25
		TOTAL OF ALL FEES/COSTS	\$ 169,300

A. Annual Inflatior (Years 2-5): 3 %

EnvRFP_04292024 AHA ENVIRONMENTAL CONSULTING SERVICES ISSUED: 04/29/2024

May 17, 2024 Rincon Consultants, Inc.

Date Company

Torin Snyder, PG, CHG, TOR, QSD/P



Print Name

Signature

510-834-4455

760-846-4504

tsnyder@rinconconsultants.com

Office Phone

Mobile Phone

Email Address

449 15th Street, Suite 303, Oakland, California 94612

Business Address

8 Cost Analysis and Budget for Primary Services

Rincon has successfully completed dozens of projects that entailed site assessment, development of a remedial action approach, and implementation of that approach. Based on that experience, we recognize that there is significant uncertainty regarding real on-site conditions, their suitability to various remedial methods, the agencies' amenability to the preferred approach, our client's financial resources, and other project-specific factors that cannot be reliably anticipated, but which significantly affect costs.

Therefore, we have included rough order of magnitude costs for the major potential elements of the Poplar Project that may be needed, although the scope that these elements represent, and the associated costs, are subject to change as the project progresses. Ultimately, it is Rincon's primary objective to achieve AHA's goals as efficiently and economically as possible.

We note that because our local office is located within 10 minutes of the Poplar Project, Rincon will not bill travel time to the site. **Additionally, consistent with Rincon's recognition of the affordable housing crisis in California and our commitment to supporting efforts to alleviate it, we are proud to offer a tailored fee schedule to better serve our affordable housing partners.**

Rough Order of Magnitude Costs

Work Description	Cost
Phase I Environmental Site Assessment	\$4,500
Phase II Environmental Site Assessment Services	
Conduct Site Assessment	\$70,000–\$90,000
<ul style="list-style-type: none"> Includes Rincon pre-field coordination, drilling sub-contractors, and investigation-derived waste disposal 	
Site Assessment Laboratory Analysis	\$10,000–\$15,000
<ul style="list-style-type: none"> Assumes analysis of soil vapor, soil, and groundwater samples 	
Various Reports and Plans	
Prepare Site Assessment Work Plan	\$5,000–\$7,000
Site Assessment Report (if not incorporated into the Remedial Action Plan)	\$5,000–\$10,000
Remedial Action Plan	
<ul style="list-style-type: none"> If combined with Site Assessment Report (preferred) 	\$15,000–\$20,000
<ul style="list-style-type: none"> If required by SFBRWQCB to be a standalone report 	\$10,000–\$15,000
Remedial Action Completion Report	\$15,000–\$30,000
<ul style="list-style-type: none"> Note that there is significant uncertainty regarding the nature and number of summary reports that will be needed, which depends on the remediation and/or mitigation measures implemented at the site, etc. 	
Pilot Testing and Clean-up Activities	
Soil Vapor Extraction Pilot Test	\$150,000–\$175,000
<ul style="list-style-type: none"> Assumes 3 months of operations, including installation of extraction wells, mobilization of temporary system, and disposal of investigation derived waste 	
SVE Program	\$300,000–\$400,000
<ul style="list-style-type: none"> Includes semi-permanent SVE system installation, startup, operations, monitoring, and maintenance, for two years, plus rebound assessment, closure reporting, and SVE decommissioning and removal 	
Injection Program	\$100,000–\$250,000
<ul style="list-style-type: none"> Includes Rincon oversight, injection machinery, materials, and sub-contractors 	
Remedial Excavation Program	\$25,000–\$75,000
<ul style="list-style-type: none"> Assumes that AHA will contract directly with remediation earthwork firm and waste transportation and disposal firm, and that Rincon will provide on-site oversight, confirmation sampling, and health and safety monitoring 	
Environmental Consulting Services (Project Management)	\$15,000–\$35,000
<ul style="list-style-type: none"> Note that there is significant uncertainty regarding the level of effort needed to manage the project, which depends on regulatory requirements, the remediation and/or mitigation measures implemented at the site, etc. 	
Treatability Study	\$20,000
<ul style="list-style-type: none"> Includes laboratory analysis and treatability report 	
Hazardous Materials Demolition Surveys	\$10,000–\$15,000
<ul style="list-style-type: none"> Includes initial survey, abatement specifications, and post-abatement inspection 	

Fee Schedule

Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	Default Rates	Special Affordable Housing Rates
Senior Principal	\$319	\$270
Principal	\$307	\$270
Director	\$307	\$270
Senior Supervisor II	\$292	\$270
Supervisor I	\$272	\$270
Senior Professional II	\$255	\$245
Senior Professional I	\$238	\$225
Professional IV	\$211	\$200
Professional III	\$196	\$185
Professional II	\$174	\$165
Professional I	\$155	\$145
Associate III	\$130	\$120
Associate II	\$117	\$105
Associate I	\$109	\$100
Field Technician	\$94	\$85
Data Solutions Architect	\$196	\$185
Senior GIS Specialist	\$187	\$175
GIS/CADD Specialist II	\$167	\$155
GIS/CADD Specialist I	\$150	\$140
Technical Editor	\$147	
Project Accountant	\$125	
Billing Specialist	\$107	
Publishing Specialist	\$120	
Clerical	\$107	

* Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts, and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$400.

Reimbursable Expenses

Direct Cost	Rates
Photocopies - B/W	\$0.25 (single-sided), \$0.45 (double-sided)
Photocopies - Color	\$1.55 (single-sided), \$3.10 (double-sided)
Photocopies - 11" by 17"	\$0.55 (B/W), \$3.40 (color)
Oversized Maps	\$8.50/square foot
Digital Production	\$15/CD, \$20/flash drive
Light-Duty and Passenger Vehicles*	\$90/day
4WD and Off-Road Vehicles*	\$150/day

* Current IRS mileage rate for mileage over 50 and for all miles incurred in employee-owned vehicles.

Direct Costs. Other direct costs associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 16%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment, and vehicles other than covered by the above charges.

Annual Escalation. Standard rates subject to 3.5% annual escalation, on January 1.

Payment Terms. All fees will be billed to Client monthly and shall be due and payable upon receipt or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within 10 days from receipt or per the contractually required payment terms.

Equipment	Rate
Environmental Site Assessment	
Soil Vapor Extraction Monitoring Equipment	\$160
Four Gas Monitor	\$137
Flame Ionization Detector	\$110
Photo Ionization Detector	\$82
Hand Auger Sampler	\$62
Water Level Indicator, DC Purge Pump	\$46
CAPDash	\$7,500
Natural Resources Field Equipment	
UAS Drone	\$300
Spotting or Fiberoptic Scope	\$170
Pettersson Bat Ultrasound Detector/Recording Equipment	\$170
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	\$113
GPS (Submeter Accuracy)	\$67
Infrared Sensor Digital Camera or Computer Field Equipment	\$57
Scent Station	\$23
Laser Rangefinder/Altitude	\$11
Pitfall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$9
Mammal Trap, Large/Small	\$1.55/\$0.55
Water and Marine Resources Equipment	
Boat (20-foot Boston Whaler or Similar)	\$800
Multiparameter Sonde (Temperature, Conductivity, Turbidity, DO, pH) with GPS	\$170
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	\$62
Refractometer (Salinity) or Turbidity Meter	\$38
Large Block Nets	\$114
Minnow Trap	\$98
Net, Hand/Large Seine	\$57
Field Equipment Packages	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	\$114
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$144
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	\$170
Fisheries Equipment Package (Waders, Wetsuits, Dip Nets, Seine Nets, Bubblers, Buckets)	\$57
Underwater and Marine Sampling Gear (Photo/Video Camera, Scuba Equipment [Tanks, BCD, Regulators, Wetsuits, etc.])	\$57/diver
Marine Field Package (Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	\$100
Insurance, Hazard, and Fees	
Historic Research Fees	\$55
L&H Dive Insurance	\$57/diver
Level C Health and Safety	\$70/person

EXHIBIT C
INSURANCE REQUIREMENTS FOR CONSULTANTS
 (Cyber/tech optional, not to be used for construction contracts)

Consultant shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. For consultants interacting with the public or with tenants, coverage must include coverage for discrimination, harassment, and fair housing claims under DFEH and HUD.
- **Automobile Liability:** ISO Form Number CA 00 01 coverage any auto (Code 1), or if Consultant has no owned autos, hired (Code 8) and non-owned autos (Code 9) with limit no less than \$1 million for bodily injury and property damage. This requirement does not apply if no motor vehicles are used in providing services under the contract.
- **Workers’ Compensation,** as required by the State of California, with Statutory Limits and Employers’ Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. This requirement does not apply to sole proprietors.
- **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant’s profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 in the aggregate. For consultants interacting with the public or with tenants, coverage must include coverage against discrimination, harassment, and fair housing claims under DFEH and HUD. If cover age is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of work.
- **IF APPLICABLE: Cyber Liability Insurance:** Coverage is required if the vendor/consultant is accessing, collecting, storing, or transferring Personally identifiable Information or medical information on staff, tenant, applicants etc.). Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines, and penalties as well as credit monitoring expenses with limits not less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. This requirement does

not apply if the consultant will not be accessing or storing AHA data subject to privacy regulations under Federal or state law, including but not limited to PII, PCI, and PHI, providing software, or accessing AHA information technology systems.

- **IF APPLICABLE: Technology Professional Liability:** Coverage is required if the vendor/consultant is providing software or a technology services (data storage, website design, etc.). Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits no less than \$2,000,000 per occurrence or claim, \$4,000,000 in the aggregate. For consultants interacting with the public or with tenants, coverage must include coverage against discrimination, harassment, and fair housing claims under DFEH and HUD. If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of work.
 - The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of the electronic data and/or information “property” of the AHA in the care, custody, or control of the Consultant. If not covered under the Consultant’s liability policy, such “property coverage of the AHA may be endorsed onto the Consultants Cyber Liability Policy as follows:
 - Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, destruction of electronic data and/or information “property” of the AHA that will be in the Care, custody, or control of Consultant.

If the consultant maintains broader coverage and/or higher limits than the minimums shown above, AHA requires and shall be entitled to the broader coverage and/or the higher limits maintained by the consultant. The insurance limits required by AHA are not represented as being sufficient to protect Consultant. Consultant is advised to consult Consultant’s insurance broker to determine adequate coverage for Consultant.

OTHER INSURANCE REQUIREMENTS:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- **Additional Insured Status:** The Housing Authority of the City of Alameda and its affiliates, Alameda Affordable Housing Corporation and Island City Development and its Subsidiaries, and their departments, their respective directors, officers, Boards of Commissioners, employees, designated volunteers, elected or appointed officials, (AHA), and Community Housing Fund LLC c/o Capital Impact Partners ISAOA, ATIMA, are to be covered as additional insured on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20

10, CG20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used.

- **Primary Coverage:** For any claims related to this contract, the Consultant's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects AHA, its officers, officials, Board of Commissioners, employees, and volunteers. Any insurance or self-insurance maintained by AHA, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute to it.
- **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to AHA.
- **Self-Insured Retentions:** Self-insured retentions must be declared and approved by AHA. AHA may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or AHA.
- **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to AHA.
- **Verification of Coverage:** Consultant shall furnish AHA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause, and a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. AHA reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- **Subcontractors:** Consultant shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- **Notification of claims:** The Proposer agrees to notify AHA in writing of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the contract as soon as practicable, but no later than three (3) business days after their first knowledge of such claim or event.
- **Special Risks or Circumstance:** AHA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

The Poplar – Predevelopment Budget

Uses	Costs	AHA Loan	Capital Impact Loan
Acquisition	\$2,500,000	\$0	\$2,500,000
Carrying Costs	\$733,700	\$343,700	\$0
Design Consultants	\$800,000	\$229,960	\$570,040
Entitlements & Permitting	\$175,000	\$175,000	\$0
LIHTC and Financing Fees	\$446,960	\$180,000	\$266,960
Environmental Costs	\$600,000	\$600,000	\$0
<u>Contingency</u>	<u>\$181,340</u>	<u>\$181,340</u>	<u>\$0</u>
Total	\$5,437,000	\$2,100,000	\$3,337,000

	AHA Loan	Capital Impact Loan
Amount Expended through July 31, 2024	\$277,132	\$2,645,457
Remaining Loan Available	\$1,822,868	\$691,543



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: Ron Babiera, Assistant Director of Housing Programs

Date: August 21, 2024

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

The AHA completes several recruitment 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 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.

In late May 2024, AHA hired an Assistant Director of Housing Programs and an intern who worked on promoting the FSS Program and led the outreach efforts to increase voucher holders' participation in the FSS Program. In June 2024, staff sent FSS fliers and applications via email and mail to voucher holders providing information about the FSS program and the two-day enrollment fairs held on June 18, 2024 and June 20, 2024. The outreach efforts and fairs resulted in an increase in interest in the FSS program and enrollment. AHA has received approximately seventy applications to date.



During the enrollment fairs, which were attended by about 20 households, staff presented information about the FSS program, answered questions, and assisted households in completing application forms to join the program. In July 2024, staff scheduled a meeting with 16 interested applicants to discuss their goals and corresponding Individual Training and Services Plan. Eight (8) applicants either failed to make their scheduled appointment and/or failed to meet the FSS requirements. In July 2024, staff enrolled nine (9) new participants in the program, which increases the total number of participants to 27 as of the date of this report.

Staff will continue to meet with interested applicants and enroll them in the FSS program to maintain and sustain an acceptable and manageable number of participants. Due to the large number of submitted applications, the AHA has created a waitlist, and will reach out to those applicants on the waitlist as soon as a permanent FSS coordinator is hired.

Below is a chart showing the number of participants enrolled, graduation(s) and determination(s) from January 1, 2024 - through June 30, 2024.

Program data	Jan 1, 2024 to Mar 31, 2024	April 1, 2024 to June 30, 2024
Enrollees at end of last period	17	18
New FSS participants this period	1	0
Graduated this period	2*	0
Terminations/withdrawals/port outs	0	0
Port ins	0	0
TOTAL ENROLLED AT END OF PERIOD	18	18
Minimum enrollees required by HUD grant for One Coordinator Position	26	26
Enrollees with increased income during this period	0	0
Average escrow account balance at end of period	\$3,887	\$5,961

Percentage of enrollees with an escrow balance at end of period	68%	63%
Total escrow balance on last day of the period for all enrollees	\$85,509.07	\$95,380.97
Total withdrawals for this quarter	0	0

* Two (2) participants graduated during this period, but they can remain on the program for another year. Therefore, the total number is eighteen.

Services provided this quarter

During this quarter, the services provided to participants included personal coaching on: life skills, tenant and landlord communication, recertifications, 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 on the third Tuesday evenings from 6:00 pm – 7:30 pm. There were between 4 to 6 attendees for all meetings.

This program is continually taking new enrollees. 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.

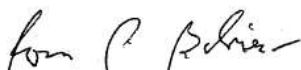
RECOMMENDATION

Accept Quarterly Family Self Sufficiency (FSS) report.

ATTACHMENTS

None

Respectfully submitted,



Ron Babiera, Assistant Director of Housing Programs

To: Honorable Chair and Members of the Board of Commissioners

From: Alicia Southern, Director of Human Resources

Date: August 21, 2024

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 and Operations

A summary of unfilled positions that are on the Schedule of Authorized positions is presented below. Positions are listed by department, and information about current and recent recruitment is included. Information is current through the end of July 2024.

Department	Position	Number of Vacant Positions	Recruitment Status	Other Updates
Executive	Deputy Executive Director	1 FTE	Position temporarily on hold	
	Senior Executive Assistant	1 FTE	Recruiting candidates	New position
Administration	Risk Manager /Management Analyst	1 FTE	Filled as Management Analyst in June	



Finance	Program Assistant	1 FTE	Position temporarily on hold	New position
Housing Programs	Assistant Director of Housing Programs	1 FTE	Filled in May	
	Management Analyst	1 FTE	Position temporarily on hold	Opened due to staff turnover
	Housing Specialist II - FSS	1 FTE	To open	Existing position repurposed
Property Operations	Assistant Director of Property Operations / Assist. Dir. Perm. Supportive Housing	1 FTE	Recruiting candidates	New position
	Management Analyst	1 FTE	Position temporarily on hold	New position
	Program Assistant	1 FTE	Filled in April	
Housing Development	Assistant Director Housing Development	1 FTE	Position temporarily on hold	New position
	Senior Construction Project Manager	1 FTE	Filled in April	
	Construction Project Manager	1 FTE	Recruiting candidates	Opened due to promotion
Asset Management	Associate Asset Manager	1 FTE	Filled in April	
	Director of Asset Management	1 FTE	Filled in May	
	Senior Asset Manager	1 FTE	Position	New position

			temporarily on hold	
Data and Policy	Management Analyst/Senior	2 FTE	2 positions filled in June; 1 Management Analyst; 1 Senior Management Analyst	
Human Resources	Human Resources Manager/Management Analyst	1 FTE	Filled in June	
	Program Assistant	1 FTE	Open	Opened due to staff turnover

Summary:

Total FTE's approved for FY 2023/24: 58

Number of vacancies: 11 FTE's

Number of active recruitments: 4 (Open Program Assistants may be filled from one recruitment).

The Housing Authority of the City of Alameda (AHA) has welcomed nine new staff members since the last quarterly report (with two being internal promotions), including a Human Resources Manager, Senior Management Analyst, 2 Management Analysts, Director of Asset Management, Associate Asset Manager, Senior Construction Project Manager, Program Assistant, and Assistant Director of Housing Programs. Interviews are in process for several other positions, and 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 HR staff to support Human Resources. Recruiting expenditures are higher than expected, but are covered by savings from vacant positions, and the investment can pay off in securing candidates sooner and providing support to internal HR staff involved in multiple recruitments.

During this period, staff attended conferences and trainings with NCHM Tax Credits, CHWCA Worker's Compensation, NAHRO, PSWRC, and Liebert Cassidy Whitmore.

Online and in-house training was received on the following topics: Workplace Violence Prevention, Emergency Point of Contact (EPOC), Yardi Procure to Pay, Yardi Procure to Pay Invoice Registers, and Yardi Procure to Pay Purchase Orders, Procurement, and

creating assessable documents in Word.

On June 26, 2024 staff celebrated the last day of our CivicSpark Fellow, Rona, with cupcakes. On July 10, 2024 there was a staff social event focused on mental health awareness. On July 24, 2024 AHA held a staff luncheon after the All Staff Meeting. On August 1, 2024 AHA celebrated three of its intern's last day with cupcakes and certificates. Monthly events continue to be planned by the Events and Celebrations Committee. In August, AHA will celebrate National Wellness Month with a Walk-A-Thon, and in September will celebrate Hispanic Heritage month.

Annual Plan, 5-Year Plan, and Significant Amendment

The Annual Plan and MTW Supplement for Fiscal Year 2024-2025 is still with HUD for review and pending approval. Staff responded to HUD's comments on the plan and hope to hear from HUD shortly. To comply with HUD's requirements for the Faircloth to RAD at Independence Plaza, a significant amendment is currently out for comment to add a senior preference for the AHA's waitlists. Staff are also working on the 5-year plan for years 2025-2030 and the Annual Plan for Fiscal Year 2025-2026 in conjunction with the development of the Strategic Plan.

Veteran Affairs Supportive Housing (VASH) Vouchers

AHA received HUD's approval to reallocate 16 VASH vouchers from the Oakland Housing Authority to AHA. The plan is for ten (10) of these vouchers to be used for tenant-based vouchers while the rest will be project-based on existing units.

Selected Project-Based Vouchers

In 2021, the AHA selected the property at 1245 McKay Avenue, Alameda to receive 40 Project-Based Vouchers (PBV). The requirement was to enter into an Agreement to Enter into a Housing Assistance Payment (AHAP) contract within one (1) year of the selection date. The owner was unable to meet this requirement and received an extension. At this time, the AHA has withdrawn the selection due to the owner not being able to enter into the AHAP to date. The owner is eligible to apply for PBV selection in the future.

FISCAL IMPACT

Report only, no financial impact.

CEQA

Not applicable to this item.

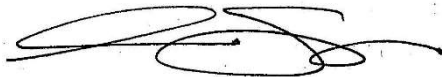
RECOMMENDATION

Accept the Monthly Overview Report for the Executive Department.

ATTACHMENTS

None

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'AS', with a large loop and a horizontal stroke.

Alicia Southern, Director of Human Resources

To: Honorable Chair and Members of the Board of Commissioners

From: Greg Kats, Director of Administrative Services

Date: August 21, 2024

Re: Accept the Quarterly Overview Report For Administrative Services Department.

BACKGROUND

The Administrative 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

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

Bonfire: AHA staff have launched a new online procurement platform named Bonfire. The Bonfire system will be used to post solicitations, gather proposals and bids, evaluate proposals, correspond with vendors, and award contracts. Additionally, Bonfire will act 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.

In conjunction with the launch of the Bonfire system, a new page on the AHA website has also been rolled out to inform potential vendors of the new system and also to provide instructions on how to sign up for notifications through the procurement portal.

Internal Training: AHA staff have scheduled the next Procurement Overview training for new staff for August 2024. Staff will review the procurement process checklist outlining the various steps in the process, starting with vendor selection through purchase order initiation. Staff will schedule additional trainings for the use of the new



Bonfire procurement portal in the coming months.

AHA solicitations can be found

here: <https://alamedahsg.bonfirehub.com/portal/?tab=openOpportunities>

A summary of notable past, present, and upcoming RFPs and ITBs for 2024 is provided below:

RFP/ITB DESCRIPTION	ORG	STATUS	ISSUE DATE
On-Call Locksmith Services	AHA	ITB open, closing August 14, 2024	July 30, 2024
Eviction and Property Management Counsel	AHA	RFP open, closing August 14, 2024	July 24, 2024
Environmental Consulting Services	AHA	RFP closed; contract awarded	April 29, 2024
Civil Engineering Services	AHA	RFP closed; contract awarded	April 29, 2024
Rent Reasonable Studies	AHA	RFP Closed; contract awarded	March 27, 2024
Printing and Mailing Services	AHA	ITB closed; contract awarded	March 22, 2024
Telephone Answering Services	AHA	ITB closed; under review	February 1, 2024
Housing Choice Voucher Program (HCVP) Consulting Services	AHA	RFP closed; contract awarded	December 19, 2023
Financial and Accounting Consulting Services	AHA	RFP closed; contract awarded	November 30, 2023

The number of agreements and amendments executed from May 1, 2024 - July 31, 2024, is provided below:

Agreements Executed	Amendments Executed
5	5

Reasonable Accommodations

The table below provides a summary of monthly and year-to-date statistics on Reasonable Accommodation (RA) processing as of July 11, 2024.

Month	New submissions by month	Requests still in process	Completed RAs (letter sent)	Submissions YTD	Completed RAs YTD
January	20	0	20	20	20
February	23	0	23	43	43
March	18	0	18	61	61
April	21	0	21	82	82
May	32	0	32	114	114
June	15	0	15	129	129

The subsequent table displays the percentage of approved, denied, and closed RA requests that have been finalized by month. For example, during April 2024, there were twenty-one RA requests that had been finalized. Of those twenty-one requests, three requests were approved, resulting in a 14% approval rate.

Month	Approved	Denied	Closed
January	15%	70%	15%
February	13%	74%	13%
March	39%	50%	11%
April	14%	76%	10%
May	19%	62%	19%
June	36%	28%	36%

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	27
Live-In Aides	38
Parking	1
Unit Modifications/requests	3
Voucher extension	9

Other - Misc.	51
---------------	----

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 to complete quality control reviews on reasonable accommodation processes and outcomes.

Community Relations

Below is a summary of AHA's community relations activities during the second quarter of 2024:

- In partnership with the Alameda Food Bank and LifeSTEPS, residents at AHA's largest senior communities (Independence Plaza and Anne B. Diament) have been receiving free food deliveries on an alternating bi-weekly basis.
- The Alameda Food Bank also provides free snacks, fruit, and water for AHA youth programs hosted at Esperanza Apartments.
- 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.
- In June, the City of Alameda Recreation and Parks department (ARPD) expanded recreational programming offerings at AHA to include senior focused activities on a bi-weekly basis at AHA's largest senior site (Independence Plaza).
- 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 AHA's largest family property (Esperanza Apartments) on a weekly basis.
- In April, seventy-five Oakland Athletics free game tickets were distributed to AHA housing program participants. AHA staff submitted a similar ticket request to the Oakland Roots and has twenty tickets reserved for a game in August. Those free tickets will be distributed to AHA housing program participants.
- In April, AHA staff coordinated an informational presentation from the Oakland LGBTQ Community Center, at AHA's monthly all staff internal meeting, on best practices for providing services to LGBTQ clients.
- In May, the Housing Authority, in coordination and partnership with the City of Alameda Sustainability Department, Esperanza Apartments was included in the 2024 CalFire grant application to plant trees in and around the property. This would add scenery, shade, and reduce carbon emissions. Targeted implementation is mid to late 2025.
- In partnership with Alameda Municipal Power, the Housing Authority of the City of Alameda was able to deliver a 25% discount on monthly electric bills through AMP's Energy Assistance Program (EAP) to 240 low-income AHA households. This financial benefit will have no term limit and will be enjoyed by all AHA low-income households.
- In May, to celebrate the start of construction of the North Housing Master Plan,

the Housing Authority of the City of Alameda (AHA) and its affiliate Island City Development, hosted a start of construction celebration event on April 24, 2024 (from 3pm to 5pm) at 2000 Lakehurst Circle in Alameda.

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 to highlight the “Start of Construction Event” for the North Housing Master Plan. The press release was picked up by 288 AP media outlets.

2) **AHA newsletters:** During Q2, AHA Housing Choice Voucher program participants and AHA tenants were mailed and emailed the quarterly tenant newsletter. Landlords were mailed and emailed a bi-annual newsletter.

3) **Public Outreach:** 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, and the quarterly meeting with the City of Alameda's Mayor, to provide updates on AHA's various initiatives.

Website Update

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. New AHA staff, who are authorized to perform website editing, underwent internal training on the WordPress (back-end) platform to learn how to update the system. Both websites continue to feature full ADA compliant features, intuitive navigation, accurate content, and are optimized for mobile devices.

Online Data Metrics

The information below tracks AHA's growing digital presence by capturing website analytics, social media metrics, and email activity in Q2 2024:

Website Data (for www.alamedahsg.org):

Total unique visitors: 30,241

Total page views by unique visitors: 91,819

Average engagement per active unique visitor: 1 minute 09 seconds

Facebook Data:

Total Followers: 826

Post Reach (Number of people that saw any content on AHA Facebook page): 1,795

LinkedIn Data:

Total Followers: 1,017

Unique Visitors: 102

Impressions Delivered (Total page views by unique visitors): 10,220

Email Data:

Agency Marketing Emails Sent out by AHA: 13,391

Email List Contact Growth (from previous quarter): 767

Total Contacts: 23,679

Email Open Rate: 59%

Click Rate: 12%

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 Section 8 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.
- Ensuring that tenant and/or landlord concerns are fully addressed.

Total Q2 2024 Ombudsperson Contacts: 32

Contacts from the general public (Non-AHA landlord/tenant matter): 10

Contacts related to AHA tenant (Potential lease violation): 1

Contacts related to AHA tenant (Neighbor dispute): 8

Contacts related to AHA tenant (Property management dispute): 1

Contacts related to AHA tenant (Reasonable accommodation): 0

Contacts related to AHA tenant (Property condition):2

Contacts related to AHA tenant (Rental payment): 4

Contacts related to AHA tenant (Lease up): 0

Contacts related to AHA tenant (complaint related FPI staff): 0

Contacts related to AHA tenant (complaint related AHA staff): 1

Contacts related to landlord (Portal, HAP, etc.): 5

IT Project Updates

IT QC: The Assistant Director of Administrative Services has initiated a new, quarterly quality assurance review of the IT support ticketing process.

LaserFiche: Staff continue to utilize Laserfiche forms to digitalize our existing forms to increase efficiencies, such as the new Workplace Violence Prevention Plan Acknowledgment Form for staff and the new Landlord Incentive Form.

Yardi: IT staff has been coordinating with Yardi to ensure our software is up-to-date for the new procedural changes related to the updated MTW and HOTMA regulations. For example, we have updated both the inspection and recertification forms in Yardi.

IT support Tickets

IT Support Tickets	April	May	June	Quarter 2
Access Rights	96	92	100	238
Hardware	41	42	27	110
Software	56	91	83	230
On Boarding/Off Boarding	9	17	18	44
On-Site Visits	14	10	7	31
Cyber security	17	13	16	46
Total	233	265	251	749

Brief analysis of Q2:

1. Access rights remain a frequent subject of IT tickets, as AHA has tight security measures.
2. The camera system at the main office was updated.

Risk Management Summary

AHA Claim Management: In this quarter, the AHA risk management team received:

- 31 Incident reports
- 20 incidents, involving property loss, including:
 - 10 Water intrusion incidents
 - 3 Mechanical failures
 - 2 fires
 - 1 Theft with property damage
 - 4 Miscellaneous property damage incidents

The remainder of the incident reports consisted of:

- 1 incident involving alleged injury
- 2 incidents involving alleged theft of tenant property

- 8 incidents involving potential or actual workplace violence

Six property incidents were converted into insurance claims and two are now finalized and awaiting payment and a closing letter.

The total expenditure amount associated with the reported incidents during this quarter, is currently estimated at approximately \$124,300.04 with an expected recovery rate of roughly 30% from claim reimbursements (subtracting deductibles and non-reimbursable expenses) and 13% from tenants.

Approximate expenditures by type:

- Hotel fees (not covered): \$13,982.12
- Plumbing repairs (not covered): \$8,345
- Remediation and repairs (covered): \$101,972.92

During this quarter, the AHA Risk Management Analyst (RMA) conducted the following activities:

Legal Claims: The RMA began the process of implementing the MyCase database for improved efficiency in tracking and archiving of AHA legal cases and incident reports.

- Maintained communication with AHA legal counsel and insurance company staff, regarding pending or potential legal cases.
- Compiled legal case data in the new MyCase database to centralize this information and track this information.

AHA Risk Prevention Program: AHA staff, including RMA, completed bi-weekly property visits at all residential sites. Staff offered recommendations for improvements regarding security, health and safety, ADA compliance, inspection and permit compliance, hazard correction, and overall quality of properties.

Trainings: Training related activities included the following:

- In coordination with HR, Administrative Services implemented a Workplace Violence Prevention Plan.
- Provided several trainings on the Workplace Violence Prevention Plan to both AHA staff and Techordia (third party IT vendor).
- Digitalized the workplace violence incident reporting form.
- Exempt AHA staff attended Emergency Point of Contact (EPOC) training
- RMA Attended CHWCA emergency action planning training
- Director of Administrative Services attended HUD's PHA Disaster Readiness, Response & Recovery training

Emergency Management: Reviewed First Aid cabinets and identified items to be restocked.

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 Administrative Services Department.

ATTACHMENTS

None

Respectfully submitted,
Greg Kats, Director of Administrative Services

To: Honorable Chair and Members of the Board of Commissioners

From: Shanon Lampkins, Director of Asset Management

Date: August 21, 2024

Re: Accept the Quarterly Overview Report for the Asset Management Department.

BACKGROUND

This memo provides a high-level overview of the Asset Management Department's activities for the prior quarter.

DISCUSSION

Staffing

The Asset Management Department is fully staffed and consists of a Director of Asset Management, who started in May 2024, an Asset Manager, who started in November 2023, and an Associate Asset Manager, who started in April 2024. Asset management related tasks that were previously completed by various teams, including Finance, Housing Development, Property Operations, and Administrative Services, are being reassigned to Asset Management on an ongoing basis. An overview of the role of the Asset Management Department is attached.

Portfolio Oversight Update

Work done by the Asset Management team in the last three months has included: completing property profile summary reports, conducting site inspections, submitting project reports to lenders and investors, reviewing monthly property financial statements, and completing the Fiscal Year 2024-2025 operating budgets. A summary of the non LIHTC budgets is attached. In addition, work has started on the Park Alameda Year 15 buyout - see separate memos. In the next quarter, the Asset Management team will focus on the Fiscal Year 2025-2026 property operating budgets and annual asset management site visits.

Training

Staff continued to attend Consortium of Housing and Asset Management (CHAM) and Low Income Housing Tax Credit (LIHTC) compliance training.

FISCAL IMPACT



None

CEQA

Not Applicable.

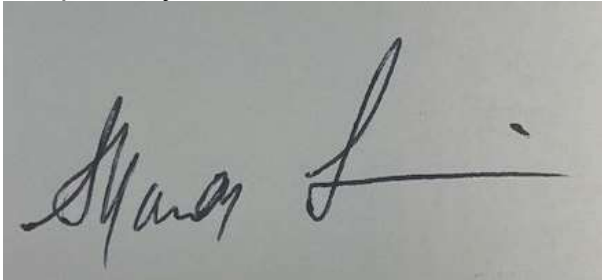
RECOMMENDATION

Accept the Quarterly Overview Report for the Asset Management Department.

ATTACHMENTS

- 1. 2024-2025 Operating Budget Summary
- 2. Item 10.M - AHA AM Overview Presentation - AHA BOC Mtg 082124

Respectfully submitted,



Shanon Lampkins, Director of Asset Management

Non-LIHTC Properties
2024-2025 Budget Summary

Property	Units	Senior/Family	Total Income	Income PUPY	Total Expenses	Expenses PUPY	NOI	NOI PUPY	Interest Expense	Interest Expense PUPY	Debt Service	Debt Service PUPY	DSCR	Capital Expenses	Capital Expenses PUPY
AHA Scattered Sites	25	Family	\$ 722,341	\$ 28,894	\$ 312,293	\$ 12,492	\$ 410,048	\$ 16,402	\$ -	\$ -	\$ -	\$ -	N/A	\$ 74,400	\$ 2,976
AAHC Scattered Sites	27	Family	\$ 623,256	\$ 23,084	\$ 379,676	\$ 14,062	\$ 243,580	\$ 9,021	\$ -	\$ -	\$ -	\$ -	N/A	\$ 165,534	\$ 6,131
Anne B Dairment	65	Senior 62+	\$ 1,511,360	\$ 23,252	\$ 668,097	\$ 10,278	\$ 843,263	\$ 12,973	\$ -	\$ -	\$ -	\$ -	N/A	\$ 85,440	\$ 1,314
China Clipper	26	Family	\$ 639,157	\$ 24,583	\$ 315,311	\$ 12,127	\$ 323,845	\$ 12,456	\$ -	\$ -	\$ -	\$ -	N/A	\$ 87,300	\$ 3,358
Eagle Village	36	Family	\$ 1,104,183	\$ 30,672	\$ 344,685	\$ 9,575	\$ 759,497	\$ 21,097	\$ 93,166	\$ 2,588	\$ 94,928	\$ 2,637	8.00	\$ 138,232	\$ 3,840
Esperanza Plaza	120	Family	\$ 4,514,184	\$ 37,618	\$ 1,356,961	\$ 11,308	\$ 3,157,223	\$ 26,310	\$ 659,668	\$ 5,497	\$ 328,078	\$ 2,734	9.62	\$ 724,457	\$ 6,037
Independence Plaza	186	Senior	\$ 5,853,486	\$ 31,470	\$ 1,583,486	\$ 8,513	\$ 4,270,000	\$ 22,957	\$ 72,702	\$ 391	\$ 670,046	\$ 3,602	6.37	\$ 544,264	\$ 2,926
Parrot Gardens	8	Family	\$ 310,138	\$ 38,767	\$ 133,014	\$ 16,627	\$ 177,123	\$ 22,140	\$ -	\$ -	\$ -	\$ -	N/A	\$ 164,028	\$ 20,504
Parrot Village	50	Family	\$ 2,192,325	\$ 43,847	\$ 649,792	\$ 12,996	\$ 1,542,533	\$ 30,851	\$ 128,658	\$ 2,573	\$ 131,071	\$ 2,621	11.77	\$ 295,000	\$ 5,900

Asset Management Overview

July 2024

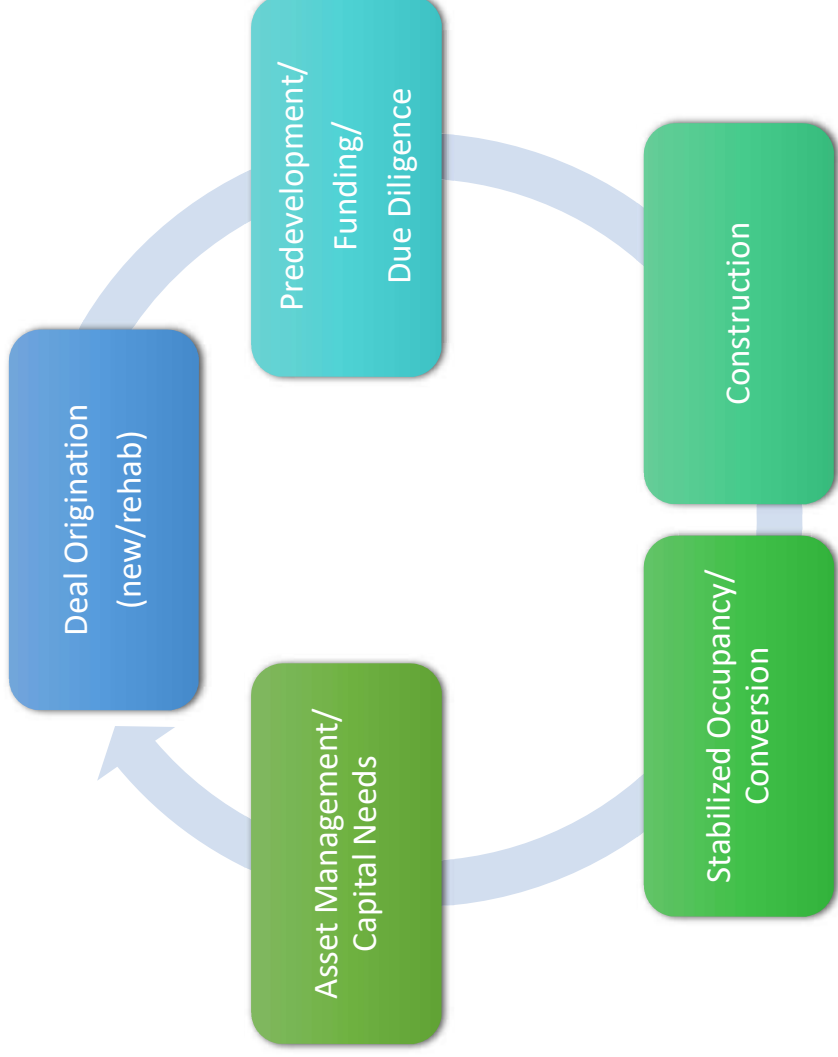
Mission & Guiding Principle

The Housing Authority of the City of Alameda, in partnership with the entire community, advocates and provides quality, affordable, safe housing; encourages self-sufficiency; and strengthens community inclusiveness and diversity in housing.

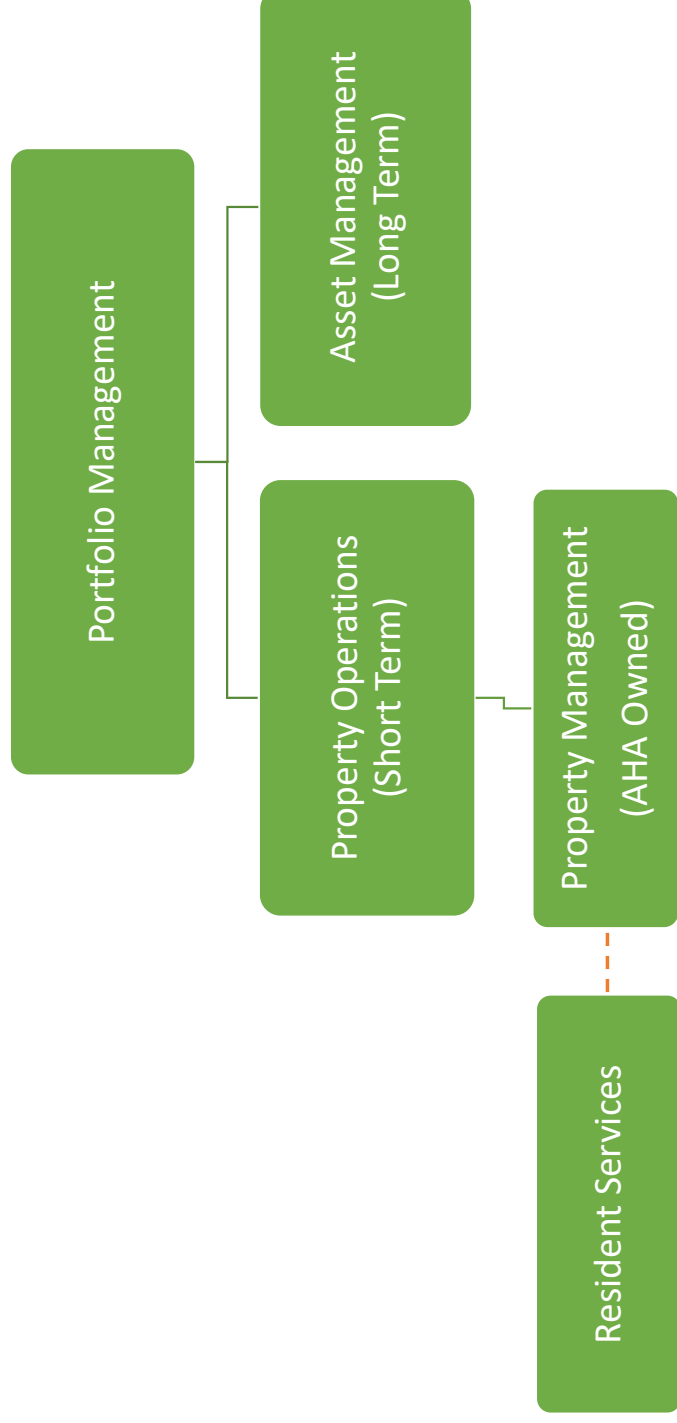
The Asset Management Department manages the long-term health and financial stability of the Housing Authority of the City of Alameda's owned and partner real estate assets and our third-party loan portfolio. This is accomplished through the following processes:

- Fiscal management of properties through risk management, compliance oversight and reporting
- Proactive asset management using key indicators and regular financial reviews
- Long term financial and physical planning to ensure adequate reserve to address physical needs
- Indication of opportunities to reduce expenses and increase agency fees
- Refinancings and dispositions to manage risk, simplify and reduce ongoing restrictions to cash flow

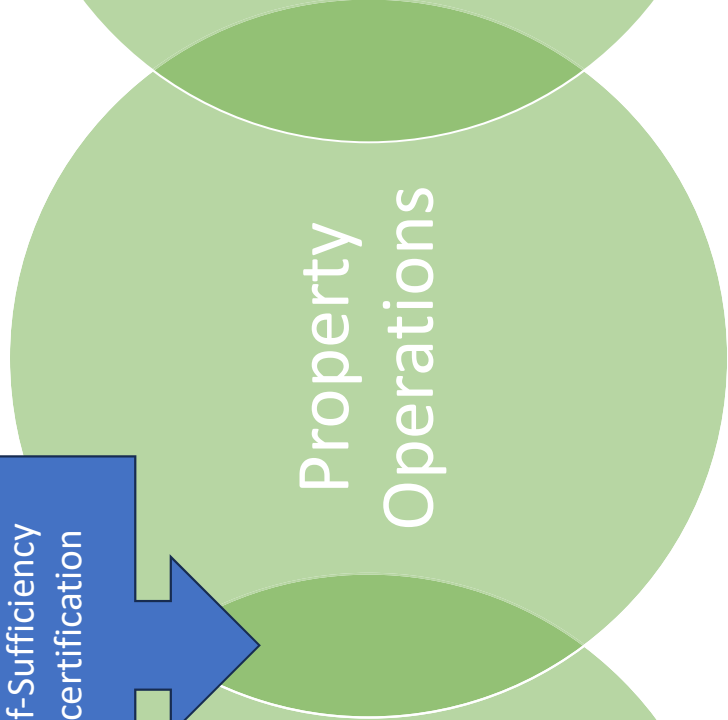
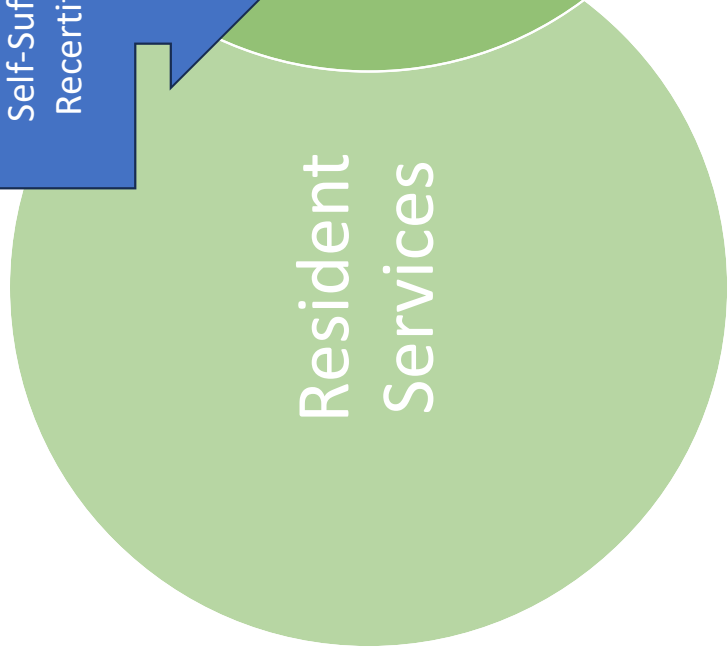
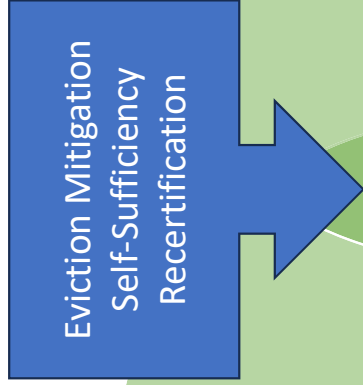
RED Lifecycle



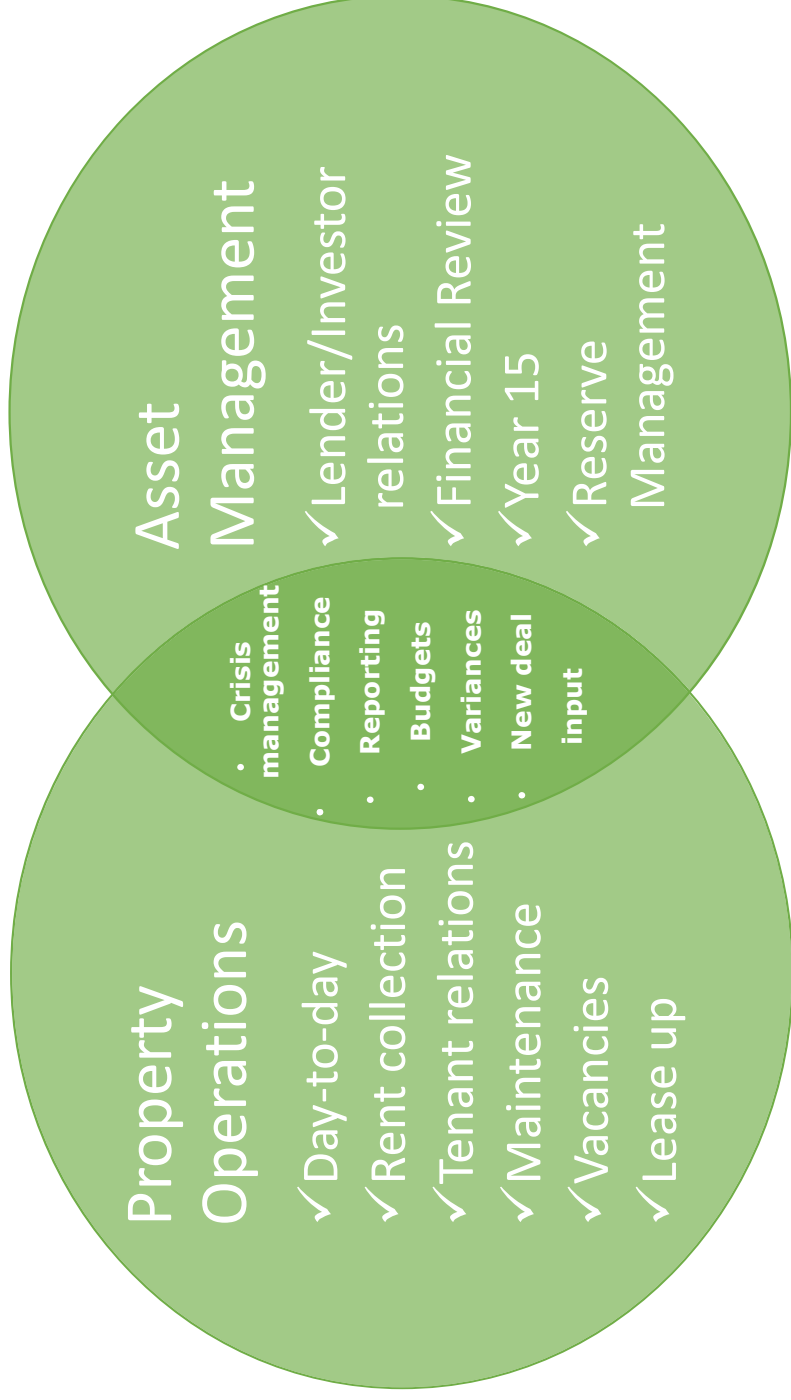
Portfolio Management Overview



How We Work Together



How We Work Together (cont.)



Best Practices in Affordable Housing



WORKOUTS/ ACQUISITIONS/ DISPOSITIONS

- LIHTC Year 15 transitions
- Major rehabs/ refinances
- Acquisition of existing properties

LONG TERM PLANNING

- watch lists
- to/from portfolio cash impact
- capital needs studies/ reserve analysis/ rehab planning
- milestone schedules (refinance/ Year 15/ rent subsidy contracts)
- AM role in development
- schedule of real estate owned
- property-by-property plans
- green management initiatives
- other initiatives – e.g. equity

ONGOING ASSET MANAGEMENT

- financial operations dashboards
- performance indicator dashboards
- annual physical inspections
- reserve requirements summary & monitoring procedures
- annual property budgets (operations & capital)
- portfolio wide operational improvements
- oversee property management / contracts
- deal books, compliance summaries & reporting schedules
- emergency plans

PROPERTY MANAGEMENT

- roles/ responsibilities/ job descriptions/ supervision
- policies (fair housing, rent collection, occupancy, screening, eviction...)
- management plans
- maintenance plans
- sample documents (PM agreements, leases)

FISCAL MANAGEMENT

- fiscal systems & risk management (insurance)
- fiscal policies (consolidation, controls, bad debt write offs...)
- audit information (debt summaries, reserve requirements, waterfall provisions, additional schedules, reporting timelines)
- tax returns
- reporting systems

Managing up - strategic

Managing down - supervision

Asset Management Team

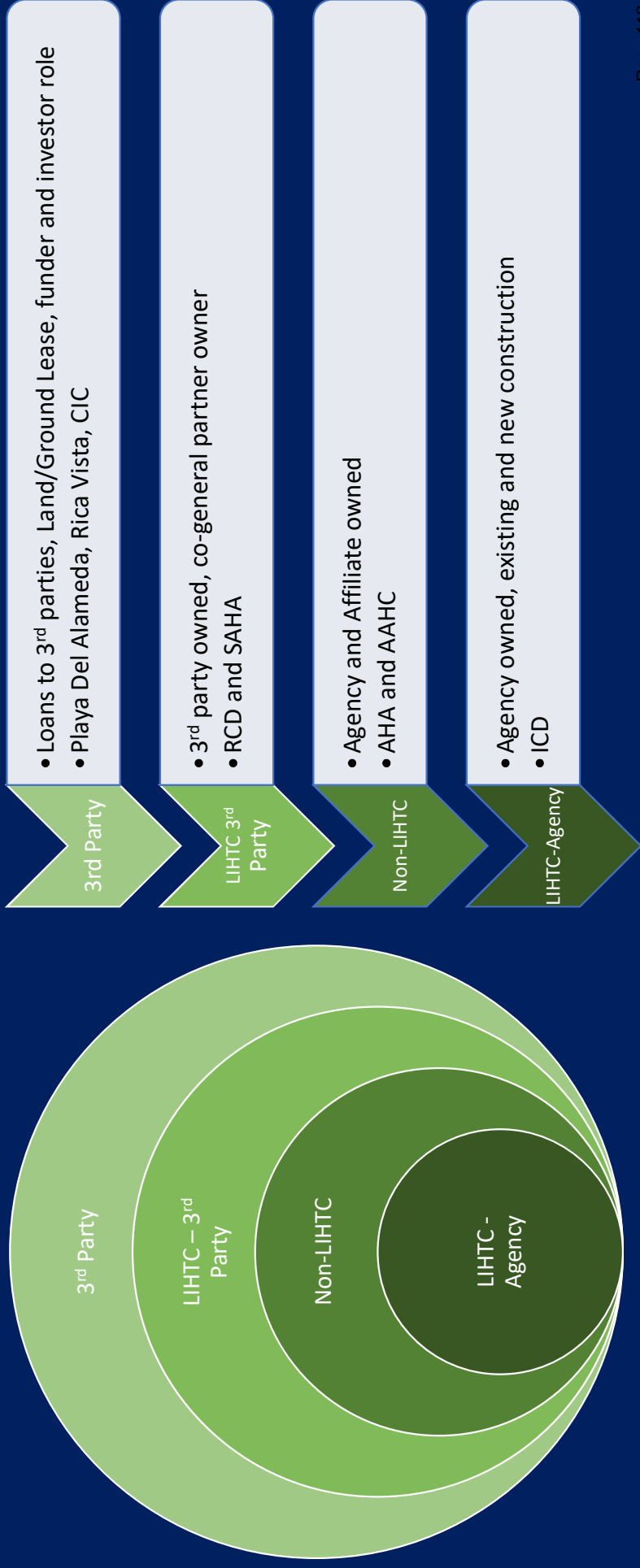
- Shanon Lampkins-Jones – Director of Asset Management
- Trevor Jones – Asset Manager
- Jie Liang – Associate Asset Manager

What We Do

- Responsibilities include:
 - Lender/Investor Relationship Management, including compliance report management
 - Welfare Tax Exemption filings
 - KPI Monitoring
 - Annual Budgets
 - Maintain schedule of Real Estate Owned (REO)
 - Identify and mitigate financial risks – including the status of debt in the portfolio (monitoring for maturity, potential agency forgiveness, interest rate reductions, extensions, etc.)
 - Reserve management and utilization for larger scale physical improvements
 - LP Buyout Oversight

Levels of Asset Management Involvement

AM involvement varies from light touch to more in-depth oversight and operational decision-making responsibilities based on AHA's funding contributions to each development.



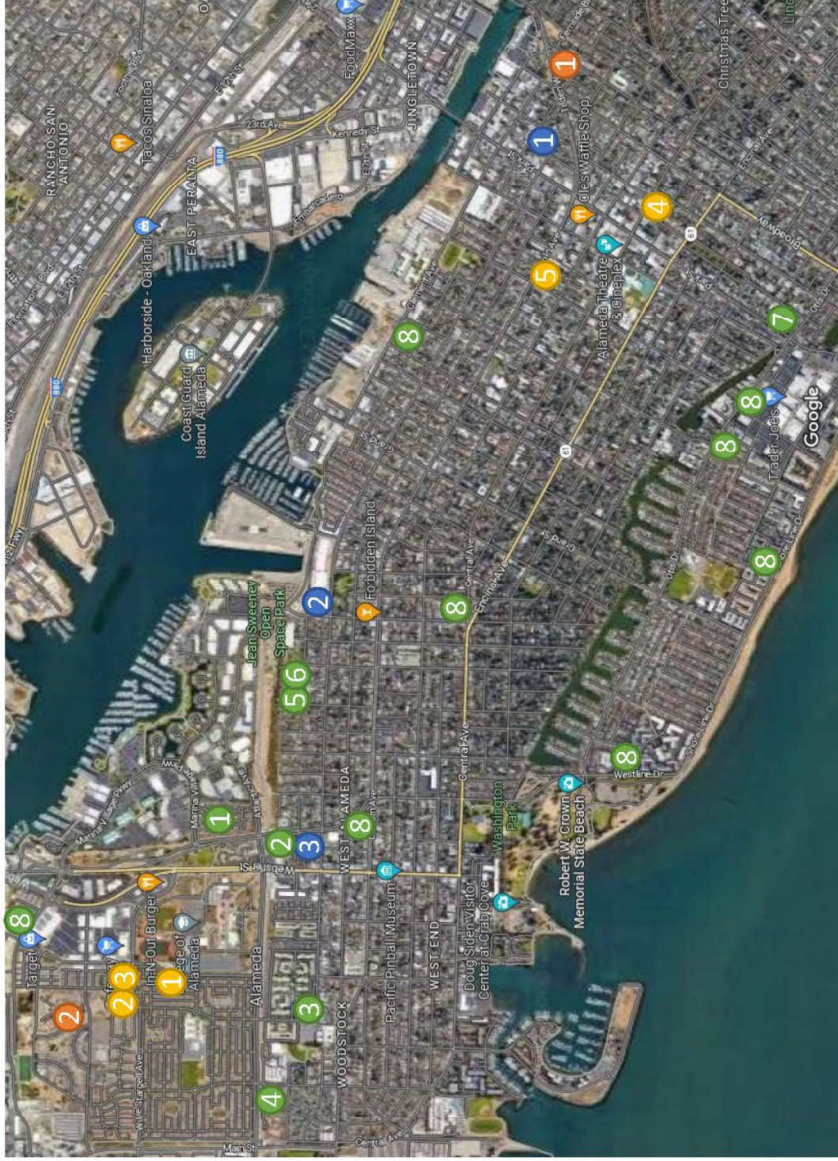
Properties at a Glance

Tax Credit Properties

- 1 Everett Commons (20 Units)
- 2 Little John Commons (31 Units)
- 3 Rosefield Village (92 Units)

AHA/AAHC Properties

- 1 Independence Plaza (186 Units)
- 2 Eagle Village (36 Units)
- 3 China Clipper (26 Units)
- 4 Esperanza (120 Units)
- 5 Parrot Village (50 Units)
- 6 Parrot Gardens (8 Units)
- 7 Anne B. Diamant (65 Units)
- 8 Scattered Sites (52 Units)



Partner Properties

- 1 Breakers at Bayport (52 Units)
- 2 Shinsei Gardens (39 Units)
- 3 Stargell Commons (32 Units)
- 4 Park Alameda (62 Units)
- 5 Jack Capon Villa (19 Units)

Land for Future Development

- 1 AUSD/Tilden Commons (TBD)
- 2 North Housing (TBD)



Housing Authority
of the
City of Alameda



Housing Authority
of the
City of Alameda

www.alamedahsg.org

Thank you!

Questions?



Housing Authority
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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: Trevor Jones, Asset Manager

Date: August 21, 2024

Re: Accept the Quarterly LIHTC Portfolio Asset Management Fiscal Year-to-Date Financial Report through June 30, 2024.

BACKGROUND

The portfolio includes eight Low Income Housing Tax Credit (LIHTC) Partnership properties: Breakers at Bayport, Shinsei Gardens, Park Alameda, Jack Capon Villa, Littlejohn Commons, Stargell Commons, Rosefield Village, and Everett Commons. The projects were placed in service between 2006 and 2022 with a cumulative unit count of 347 units (85.6% family, 8.9% senior, and 5.5% for persons with disabilities), of which, 41% of the units are supported by a combination of various rental subsidy programs (Project-Based Voucher and Veterans Affairs Supportive Housing Project-Based Voucher).

The Housing Authority of the City of Alameda (AHA) owns all the land except for Park Alameda; thus, all partnerships include a land lease, and AHA's role varies from Co-General Partner (Co-GP), General Partner (GP), to Special Limited Partner (SLP). Island City Development (ICD) is the developer for Rosefield Village, Littlejohn Commons, and Everett Commons and co-developer for Stargell Commons.

DISCUSSION

This memo provides an overview of the Low-Income Housing Tax Credit (LIHTC) partnership properties' Year-to-Date financial report through June 30, 2024. These properties run on a fiscal year ending December 31st. This report tracks performance per the budget and includes achievements, items of note, and upcoming events or changes. Please note the figures used in this report may change and not match the audit.

Statements that apply to all properties:

- Operating Revenue- Includes tenant rent, rental subsidy, vacancy loss, laundry income, and interest on accounts. This is accounted for on a cash basis.
- Tenant Receivables- Property Management and Resident Services assist



residents with applying for assistance and repayment agreements.

- Operating Expense- Includes marketing, administrative, property management fees, salaries and benefits, utilities, operating and maintenance, taxes and insurance, and resident services. This is accounted for on an accrual basis.
- Net Operating Income (NOI) Operating Revenue minus Operating Expense
- Debt Service Coverage Ratio will be denoted by DSCR. DSCR is calculated by dividing (NOI-Operating Expenses-Replacement Reserves) by Debt Service.
- Total Surplus Cash Flow will be distributed per the waterfall in accordance with the LPA, lender, and regulatory agreements.
- Conservice is a utility management provider that was employed at select properties in Q2 2024.

Breakers at Bayport- 459 Neptune Gardens Avenue

Breakers at Bayport is a 52-unit Low Income Housing Tax Credit (LIHTC) development for families. Resources for Community Development (RCD) is the General Partner (GP) and The Breakers at Bayport L.P. is the Limited Partner (LP). The Housing Authority of the City of Alameda (AHA) owns the land. The Housing Authority of the City of Alameda (AHA) provided an original loan of \$2,015,000 and has a current balance of \$1,408,790, that bears no interest and matures in January 2059. John Stewart Company (JSCo) provides property management services. Operation Dignity provides resident services. The project was placed in service on March 29, 2006.

Unit matrix: 2Bed- 34 units, 3Bed- 18 units (1 Manager Unit)

Section 8 PBV: 15 units

Income and rent limits: 50%-60% AMI

- Operating Revenue is \$571,962, which is 3% (\$19,329) higher than budget.
- Occupancy is 98.6% (averaged less than 1 vacant unit over the first two quarters). As of June 30, 2024 the property was 100% occupied.
- Tenant Revenue is \$303,489 and Subsidy Revenue is \$273,319.
- Tenant Accounts Receivable are \$40,687. No tenants are currently facing termination for nonpayment. This includes residents with balances over 6 months delinquent.
- Operating Expenses are \$310,166, which is 2% (\$4,615) higher than budget due to collection loss being coded as an expense. \$2,030 was written off in the first two quarters.
- Net Operating Income is \$261,796, which is 6% (\$14,714) higher than budget due to occupancy being higher than budget and low turnover.
- Replacement Reserve deposit requirement is \$15,500 annually.
- Mandatory hard debt service is \$139,152 annually.
- Total Net Cash Flow is \$184,470, which is \$14,714 higher than budget.
- Debt to Service Coverage Ratio is 3.64.
- An Asset Management Fee of \$3,460 is paid annually to AHA.

Shinsei Gardens- 401 Willie Stargell Avenue

Shinsei Gardens is a 39-unit Low Income Housing Tax Credit (LIHTC) development for families. RCD is the GP, and ICD is in the LP. AHA owns the land, and has a continuing operating agreement with RCD to manage the property along with AHA.

AHA has closed on the investor Limited Partner buyout in March 2024 and has an option to buyout the GP within the next five years. JSCo provides property management services. Operation Dignity provides resident services. There is a loan of \$2,129,336 from AHA/CIC that bears no interest and matures on March 23, 2063. The project was placed in service on September 03, 2009.

Unit matrix: 1Bed- 6 units, 2Bed- 18 units, 3Bed- 12 units (1 Manager Unit), 4Bed- 3 units

Section 8 PBV: 21 units

Income and rent limits: 20%-60% AMI

- Operating Revenue is \$488,121, which is 6% (\$33,276) lower than budget due to occupancy being lower than budgeted.
- Occupancy averaged 95% (2> vacant units).
- Tenant Revenue is \$206,810 and Subsidy Revenue is \$301,695.
- Tenant Accounts receivable are \$12,723. No tenants are currently facing termination for non-payment.
- Operating Expenses are \$262,150, which is 11% (\$31,948) lower than budget due to low turnover and payroll being allocated correctly.
- Net Operating Income is \$225,971, which is 1% (\$1,328) lower than budget due to lower than budgeted occupancy.
- Replacement Reserve deposit requirement is \$23,400 annually.
- No mandatory hard debt service.
- Total Net Cash Flow is \$214,271, which is \$1,328 under budget.
- Debt to Service Coverage Ratio is \$0 due to no hard loans.

Park Alameda- 2428 Central Avenue

Park Alameda is a 62-unit Low Income Housing Tax Credit (LIHTC) development for families. RCD is the managing Co-GP, AHA is the Co-GP, and Union Bank (UB) is the LP. AHA holds an Option to exercise the Right of First Refusal (ROFR) which can be executed on or after January 2025. AHA will be starting shortly on this and expects to make a similar arrangement as was done at Shinsei. RCD, the GP, owns both the land and the property. There is a loan of \$8,600,000 from AHA/CIC that bears no interest and matures September 2068. JSCo provides property management services.

Operation Dignity provides resident services. The project was placed in service on December 27, 2012.

Unit matrix: 0Bed- 61 units, 2Bed- 1 unit (manager unit)

Section 8 PBV: 15 units

Income and rent limits: 50%-120% AMI

- Operating Revenue is \$410,099, which is 4% (\$17,007) lower than budget as a result of loss to lease being higher than budgeted.
- Occupancy averaged 93% (5 vacant units) during the first two quarters and ended the quarter with only 2 unrented units.
- Tenant Revenue is \$252,488 and Subsidy Revenue is \$188,488.
- Tenant Accounts Receivable are \$127,069. No tenants are currently facing termination for nonpayment.
- Operating Expenses are \$359,049, which is 9% (\$29,867) higher than budget. The primary reasons for expenses being over budget are legal expenses and unplanned plumbing issues.
- Net Operating Income is \$51,050, which is 48% (\$46,874) lower than budget. However, we budgeted aggressively to get this project back on track and this quarter does reflect significant improvements over 2023.
- Replacement Reserve deposit requirement \$31,932 annually.
- There is no Mandatory Hard Debt Service.
- Total Net Cash Flow is \$35,085.

Stargell Commons- 2700 Bette Street

Stargell Commons is a 32-unit Low Income Housing Tax Credit (LIHTC) development for families. RCD is the GP, Wells Fargo Bank (WFB) is the LP, and ICD is the SLP. AHA owns the land and also provided a loan of \$2,000,000 at 3% interest payable through excess and distributable cash with a maturity date of December 2072. As of December 2023, no principal payments have been made and \$238,298 of interest has accrued. AHA holds an Option to exercise the Right of First Refusal (ROFR), which can be exercised on or after December 31, 2031. JSCo provides property management services. Operation Dignity provides resident services. The project was built in May 2017.

Unit matrix: 1Bed- 5 units, 2Bed- 17 units (1 Manager Unit), 3Bed- 10 units

Section 8 PBV: 7 units

Income and rent limits: 30%-60% AMI

- Operating Revenue is \$280,020, which is 11% (\$35,268) lower than budget as a result of higher vacancy.
- Occupancy averaged 91.6% (Less than 3 vacant units) over the quarter. A number of residents chose to move-out instead of agreeing to a payment plan.
- Tenant Revenue is \$212,673 and Subsidy Revenue is \$90,956.
- Tenant Accounts Receivable are \$29,279. No tenants are currently facing termination for nonpayment.
- Operating Expenses are \$225,385, which is 9% (18,508) higher than budget due to higher than budgeted fire protection expenses and HVAC maintenance.

- Net Operating Income is \$54,635 which is 50% (\$53,776) lower than budget due to unanticipated expenses and lower than budgeted occupancy.
- Replacement Reserve deposit requirement is \$19,200 annually.
- Mandatory hard debt service is \$69,156 annually.
- Total Net Cash Flow is \$10,457.
- Debt to Service Coverage Ratio is 1.3.

Jack Capon Villa- 2216 Lincoln Avenue

Jack Capon Villa is a 19-unit Low Income Housing Tax Credit (LIHTC) development for persons with developmental disabilities. Satellite Affordable Housing Associates (SAHA) is the managing Co-GP, AHA is the Co-GP, and Bank of America (BoFA) is the LP. AHA owns the land and also holds an Option to exercise the Right of First Refusal (ROFR), which can be executed on or after December 31, 2028. AHA has 3 current loans secured by the property. The first loan was for \$225,000 with an interest rate of 5% and current balance of \$52,238 with a maturity of November 1, 2024. The second AHA/CIC loan was for \$1,400,000 with an interest rate of 3% and December 2023 balance of \$1,400,000 excluding accrued interest of \$331,285. The third AHA loan was for \$200,000 with an interest rate of 3% and deferred payments until 2070. SAHA Property Management provides property management services. Housing Consortium of East Bay (HCEB) provides resident services. The project was placed in service on January 09, 2014.

Unit matrix: 1Bed- 16 units, 2Bed- 3 units (1 Manager Unit)
 Section 8 PBV: 18 units
 Income and rent limits: 50% AMI

- Operating Revenue is \$272,953 which is 16% (\$37,897) higher than budget due to the property being 100% occupied over the first two quarters.
- Occupancy averaged 100% (0 vacant units) over the first two quarters. Vacancy appears positive due to a reclassification.
- Tenant Revenue is \$53,527 and Subsidy Revenue is \$204,228.
- Tenant Accounts Receivable are \$2,850.
- Operating Expenses are \$172,189, which is 14% (\$29,149) lower than budget due to conservative budgeting.
- Total Net Operating Income is \$100,764, which is 199% (\$67,046) higher than budget.
- Replacement Reserve deposit requirement is \$11,400 annually.
- Mandatory hard debt service is \$28,632 annually.
- Debt to Service Coverage Ratio is 6.64.
- Total Net Cash Flow is \$80,748.
- The property ended 2023 fully occupied and maintained 100% occupancy over the first two quarters. This allowed the property to save on expenses that would normally accompany turning units.

Littlejohn Commons- 1301 Buena Vista Avenue

Littlejohn Commons is a 31-unit Low Income Housing Tax Credit (LIHTC) development for seniors. ICD is the GP and NEF is the LP. ICD also holds an Option/ Right of First Refusal which can be executed on or after August 1, 2030. The Partnership entered a ground lease with the landowner, AHA, which expires December 31, 2115. FPI Management provides property management services. LifeSTEPS provides resident services. The project was placed in service on July 31, 2018.

Unit matrix: 1Bed- 30 units, 2Bed- 1 unit (manager's unit)

Section 8 PBV: 25 units

Income and rent limits: 30%-50% AMI

- Operating Revenue is \$339,276, which is 3% (\$8,639) higher than budget as a result of budgeting for \$38,432 in bad debt, but not writing anything off in the first two quarters.
- Occupancy is 92% (2.3 vacant units) and there were 3 vacant units at the end of the second quarter after 2 evictions.
- Tenant Revenue is \$82,357 and Subsidy Revenue is \$272,810.
- Tenant Accounts receivable are \$55,664. Nonpayment is being actively addressed.
- Operating Expenses are \$165,444, which is 11% (20,016), lower than budget due to lower payroll as we hired two new office staff. Additionally, some large budgeted items, such as auditing expenses, were budgeted in quarter two, but have not been paid yet.
- Net Operating Income is \$173,832, which is 20% (\$28,655) higher than budget due to high occupancy and lower than budgeted expenses.
- Replacement Reserve deposit requirement is \$15,500 annually.
- Mandatory hard debt service is \$236,508 annually.
- Total Net Cash Flow is \$47,828.
- Debt to Service Coverage Ratio is 1.4 and will be monitored closely.

Everett Commons- 2437 Eagle Avenue

Everett Commons is a 20-unit Low Income Housing Tax Credit (LIHTC) development project for families. ICD is the GP and Enterprise is the LP. ICD also holds an Option to exercise the Right of First Refusal (ROFR) which can be executed on or after the end of the compliance period in 2033. The Partnership entered a ground lease with the landowner, AHA, which expires June 1, 2116. FPI Management provides property management services. LifeSTEPS provides resident services. The project was placed in service on December 17, 2018.

Unit matrix: 1Bed- 4 units, 2Bed- 11 units (1 Manager Unit), 3Bed- 5 units

Section 8 PBV: 12 units

VASH PBV: 5 units

Income and rent limits: 30%-60% AMI

- Operating Revenue is \$287,866, which is 0% (\$1,304) higher than budget. This is primarily due to budgeting for \$15,875 of bad debt, but not writing anything off in the first two quarters.
- Occupancy averaged 96.6% (Less than 1 vacant unit) over the first two quarters.
- Tenant Revenue is \$69,242 and Subsidy Revenue is \$227,206.
- Tenant Accounts Receivables are \$18,244 with \$13,509 occurring during the moratorium. Nonpayment is being actively addressed.
- Operating Expenses are \$147,146, which is 2% (\$3,043) lower than budget due to the timing of garbage and sewer being paid. This will largely be addressed with the introduction of Conservice.
- Net Operating Income is \$140,720, which is 3% (\$4,347) higher than budget due to the timing of expenses and bad debt write-offs.
- Replacement Reserve deposit requirement is \$13,506 annually.
- Mandatory hard debt service is \$215,916.
- Total Net Cash Flow is \$26,009.
- Debt to Service Coverage Ratio is 1.24. AHA will continue to monitor this property closely due to the low DSCR.

Rosefield Village – 727 Buena Vista Avenue

Rosefield Village is a 92-unit Low Income Housing Tax Credit (LIHTC) development project for families. ICD also holds an Option to exercise the Right of First Refusal (ROFR) which can be executed on or after the end of the compliance period in 2033.

The Partnership entered a ground lease with the land owner, AHA, which expires December 31, 2115. FPI Management provides property management services .

LifeSTEPS provides resident services. The project was placed in service in 2022.

Please note 2024 is the first full year of operating, so some numbers are skewed by the 2023 conversion to permanent financing.

Unit matrix: Studio- 8 units, 1Bed- 35 units, 2Bed- 26 units (1 Manager Unit), 3Bed- 23 units

Section 8 PBV: 23 units

Income and rent limits: 20%-80% AMI

- Operating Revenue is \$863,911, which is 8% (\$71,639) lower than budget.
- Occupancy averaged 90.5% (9 vacant units) over the first two quarters. Rosefield was affected significantly by the eviction moratorium. While property management could not serve notices during the COVID-19 Eviction Moratorium, residents let their delinquency build-up and many opted to move-out with large outstanding balances instead of going through the court process or working with LifeSTEPS. Staff have payment plans with those who are willing to work with LifeSTEPS and AHA. FPI and AHA are working hard to lease those units that

vacated. Staff are holding weekly meetings with FPI. Leasing is ongoing and is expected to improve in 2024. As of June 30th, 2024, there were 2 unrented vacant units.

- Tenant Revenue is \$611,386 and Subsidy Revenue is \$353,858.
- Tenant Accounts receivable are \$194,882. Nonpayment is being actively addressed.
- Operating Expenses are \$578,762, which is 22% (\$103,827) higher than budget due to a number of invoices incurred in 2023 being paid in the first two quarters. The property has been covered by a regional manager as well as temporary labor that contributed to overages in payroll. Additionally, the property utilized third party cleaners and temporary maintenance to help turn 10 units so they would be ready for move-ins. A new Community Manager started in July and the site will be fully staffed.
- Net Operating Income is \$285,149, which is 38% (\$175,466) lower than budget due to higher than budgeted expenses and an enhanced focus on leasing units back up.
- Replacement Reserve deposit requirement is \$55,200 annually.
- Mandatory hard debt service is \$724,692 annually.
- Total Net Cash Flow is 90,176.
- Debt to Service Coverage Ratio is 1.5. AHA will continue to monitor this property closely due to the low DSCR.

Overall, the portfolio is performing strongly and AHA has established watch lists with FPI and JSCO to address issues stemming from issues with tenant balances from the moratoriums put in place during the pandemic. As these moratoriums are peeled back, AHA is working creatively with LifeSTEPS, legal, and FPI to create payment plans and keep our units occupied and in good standing. All the assets are able to fulfill mandatory hard debt service and deposit reserves with a debt service coverage ratio averaging at 2.62, ranging from 1.24 to 6.64. Also, most assets produce surplus cash/residual receipts for distribution. Reserve balances are attached.

FISCAL IMPACT

None

CEQA

N/A

RECOMMENDATION

Accept the LIHTC Portfolio Asset Management Fiscal Year to Date Financial Report through the Month of June 2024.

ATTACHMENTS

1. AHA LIHTC Q2 2024 Graphs
2. Q2 LIHTC Quarterly Reports Final

Respectfully submitted,
Trevor Jones
Trevor Jones, Asset Manager

LIHTC Q2 2024 REPORT

Income is on an Accrual Basis
Expenses are on an Accrual Basis
Income Variance is calculated Actual-Budget
Expense Variance is calculated Actual-Budget
PUPY refers to Per Unit Per Year to Date

TREVOR JONES
ASSET MANAGER

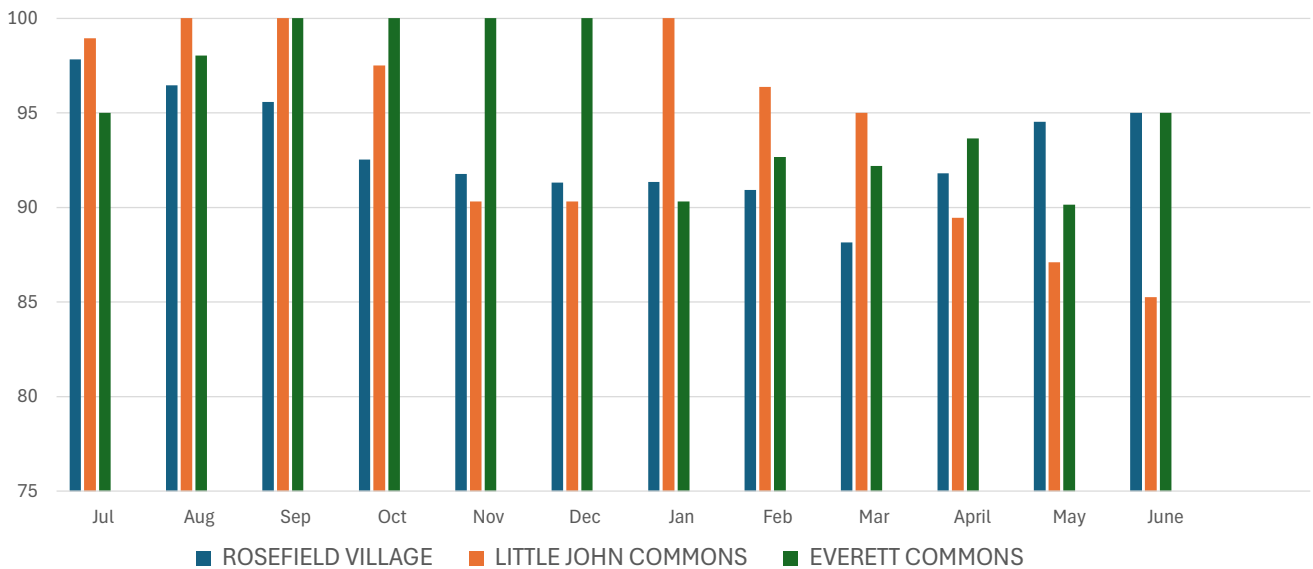


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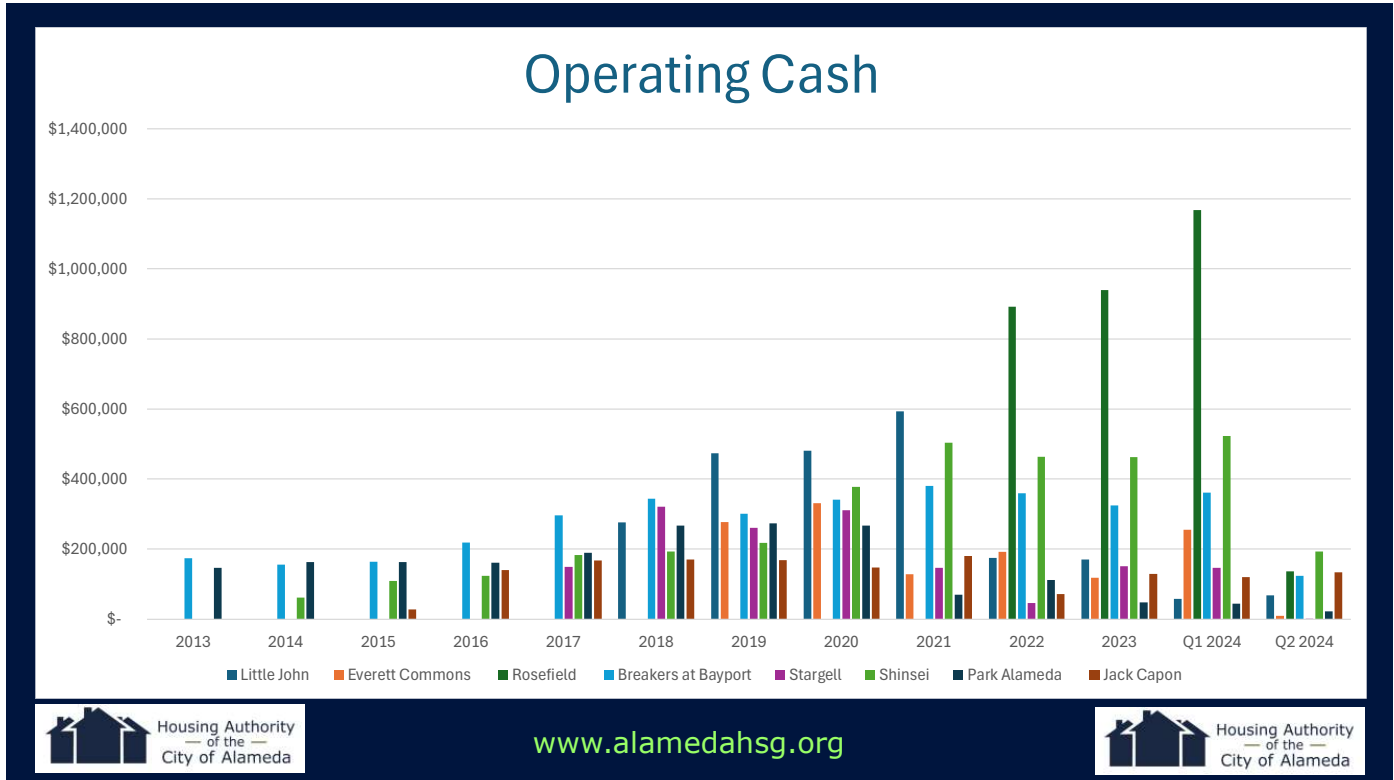
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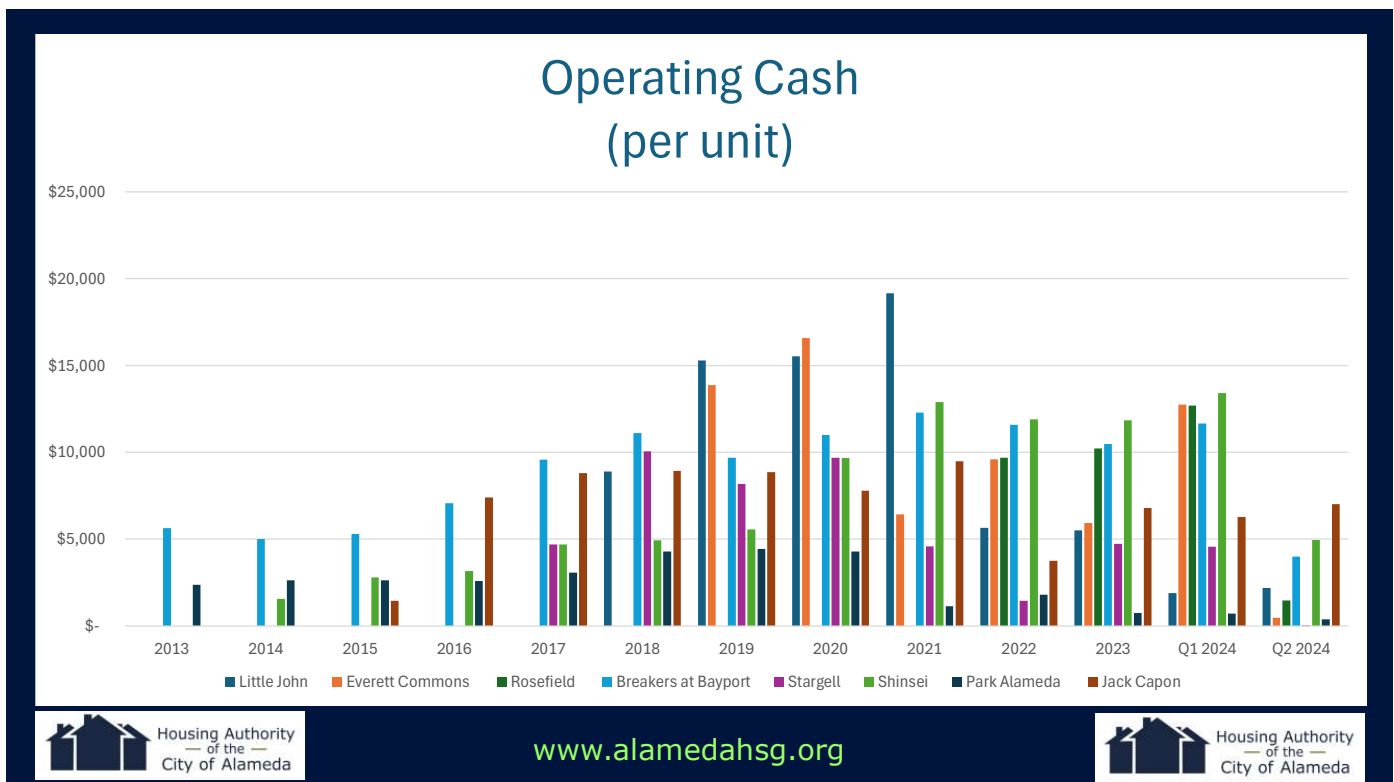
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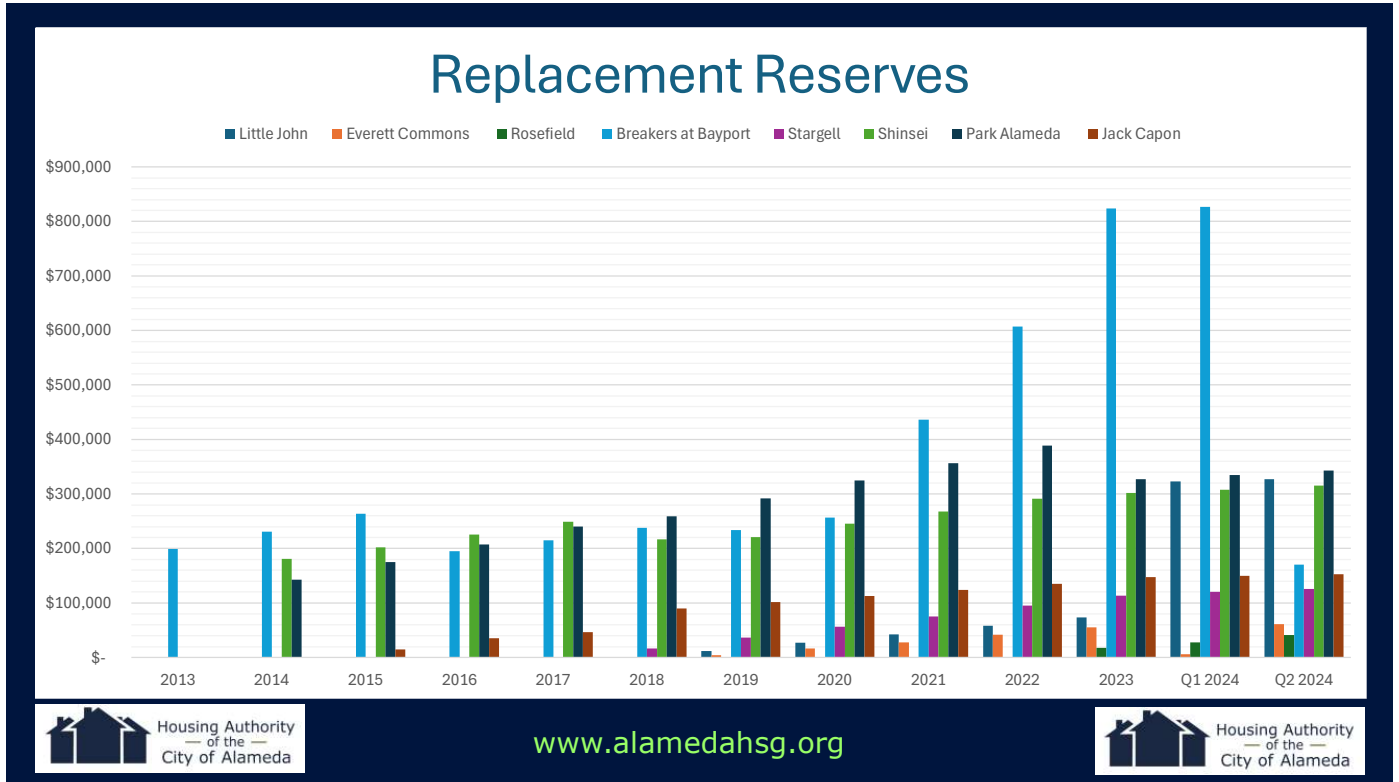
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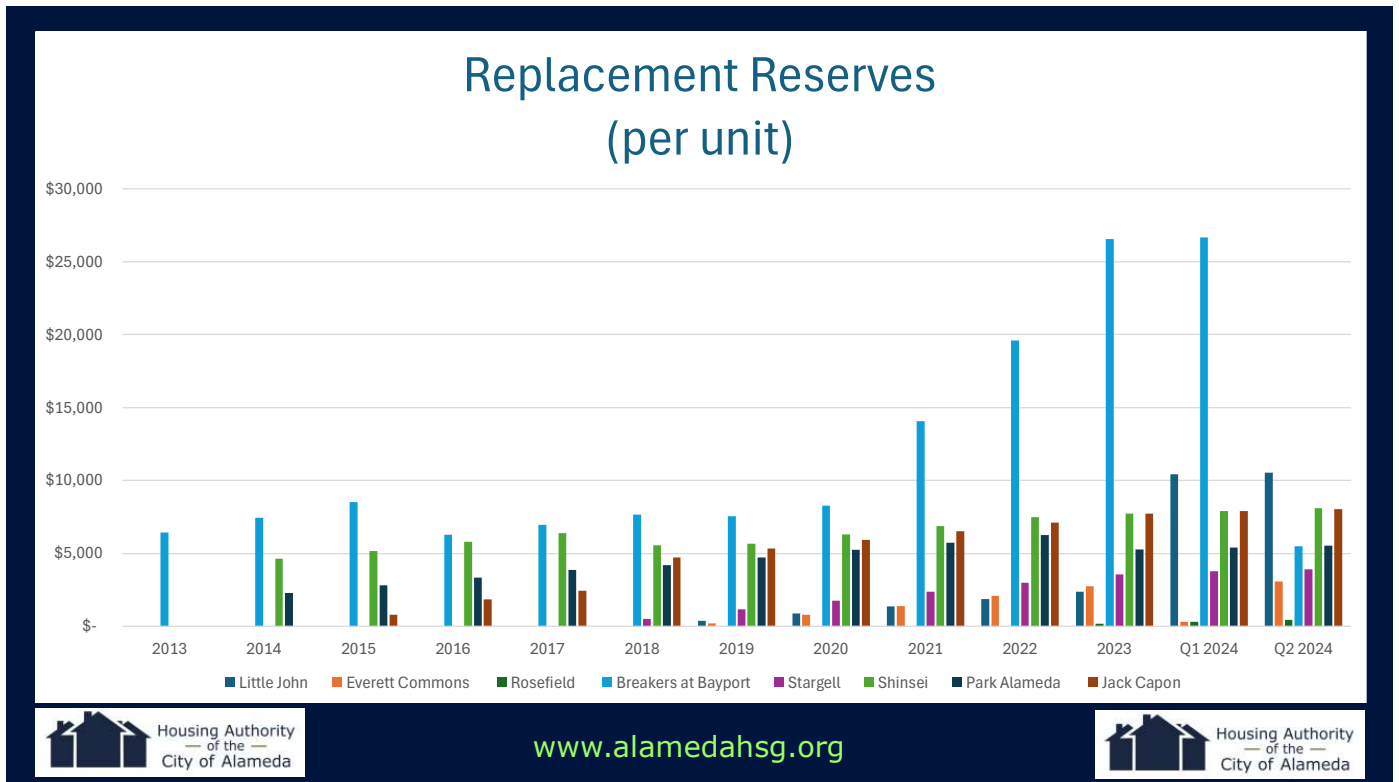
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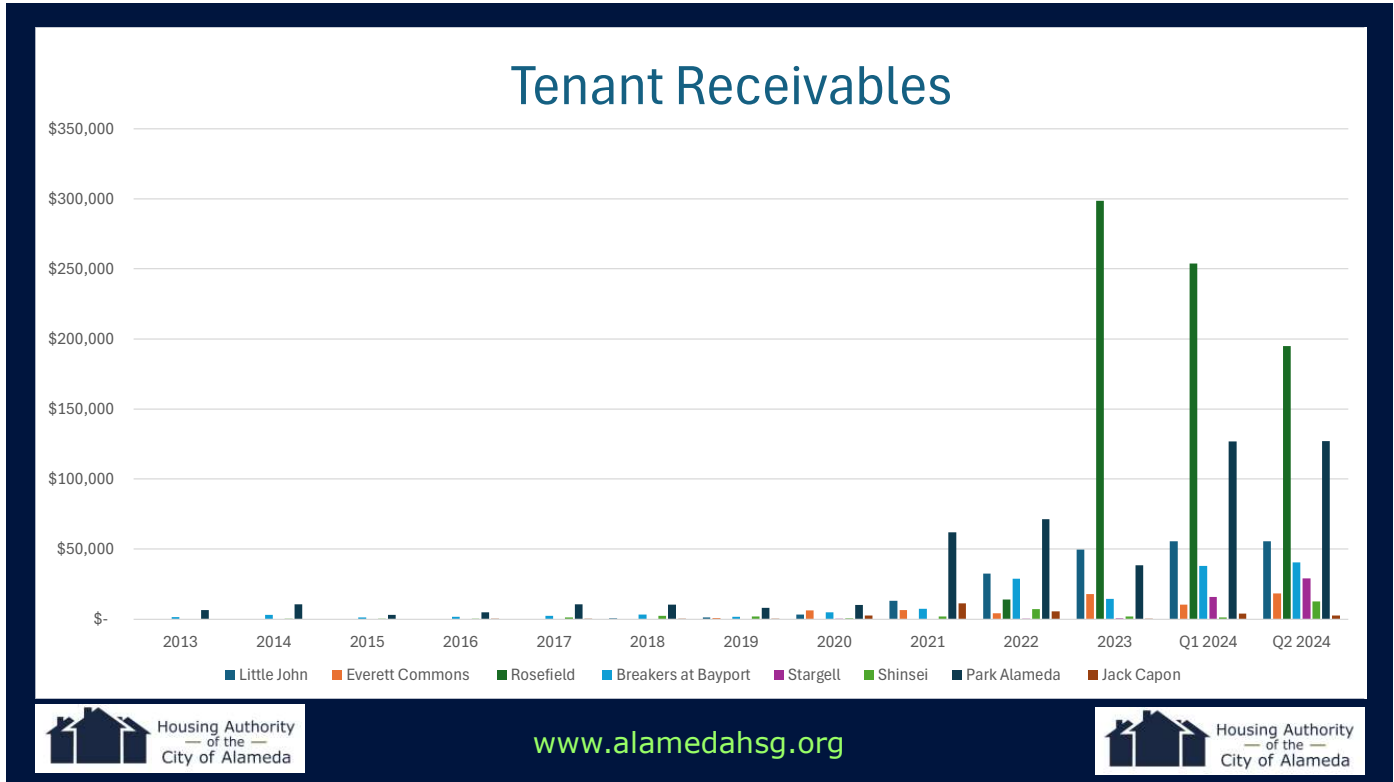
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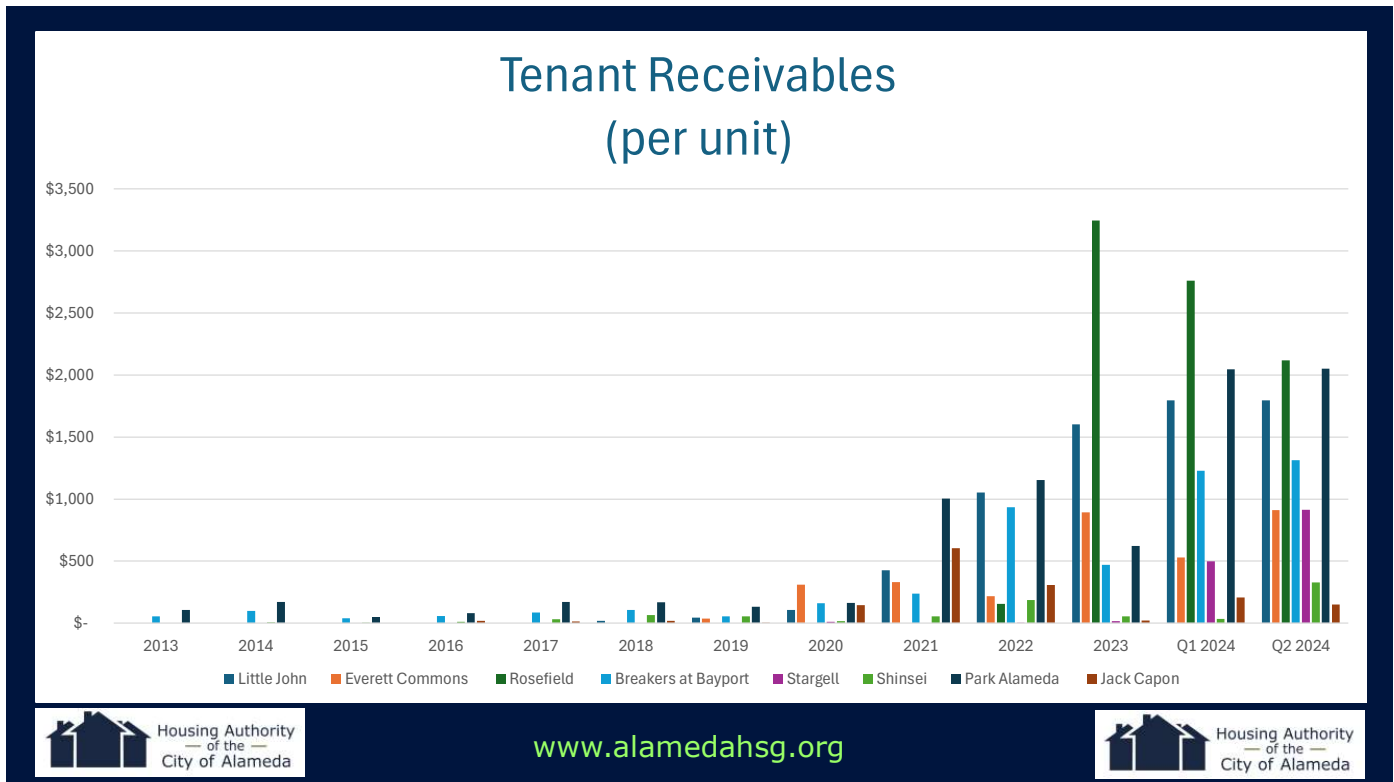
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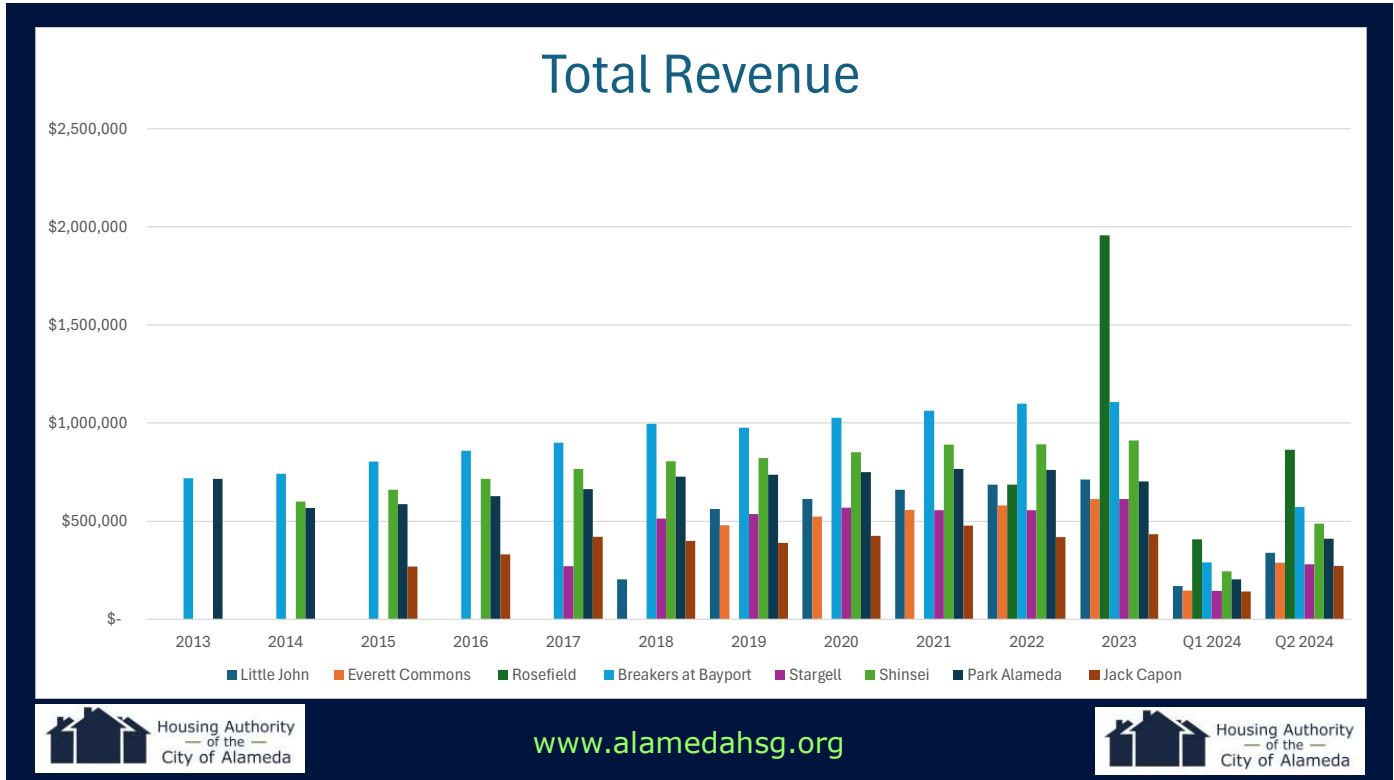
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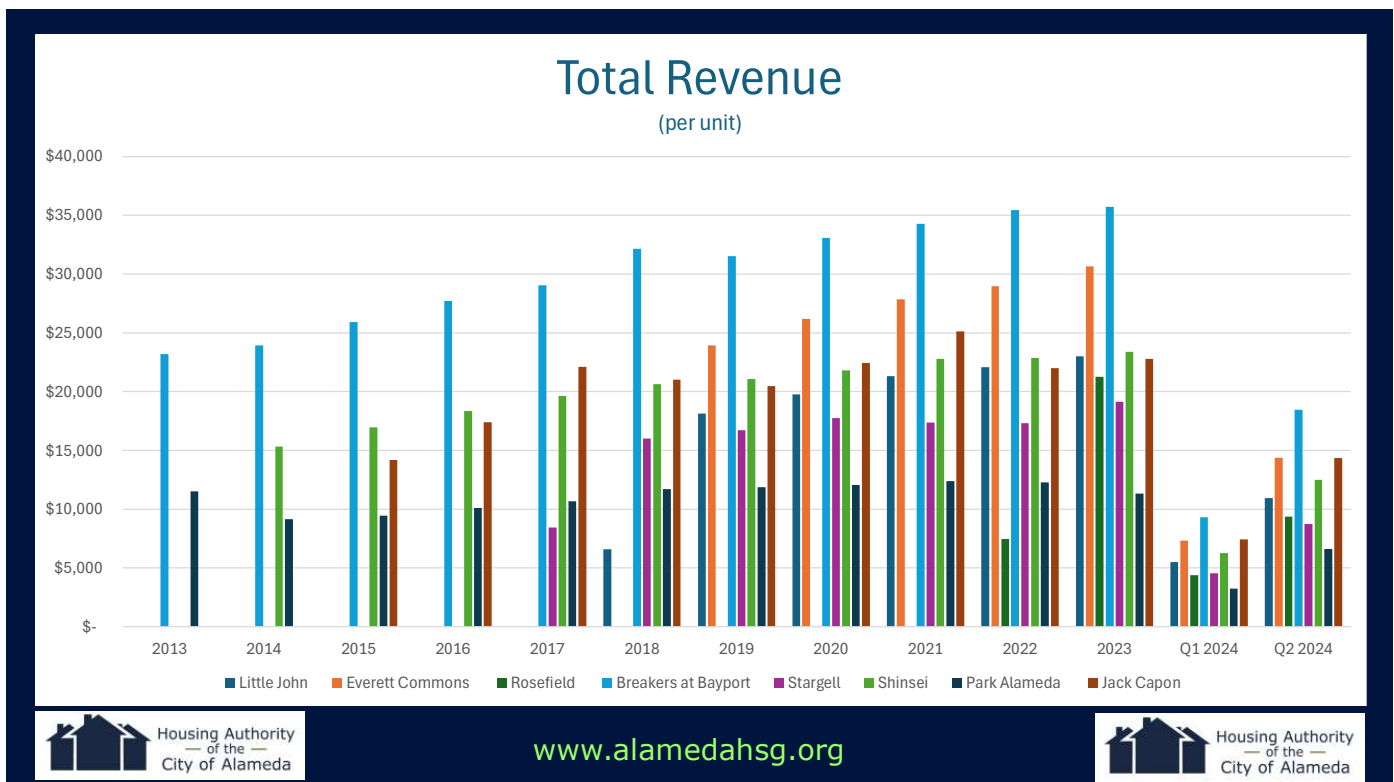
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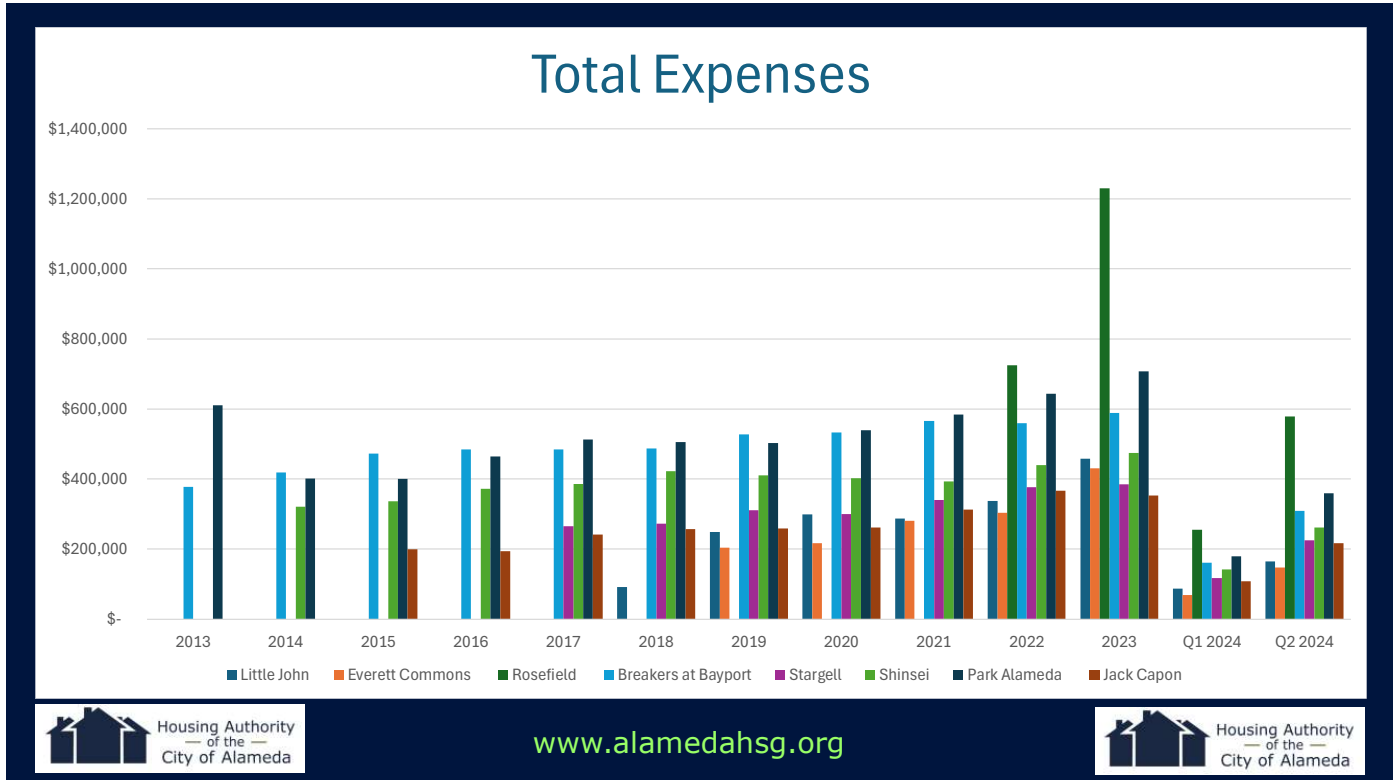
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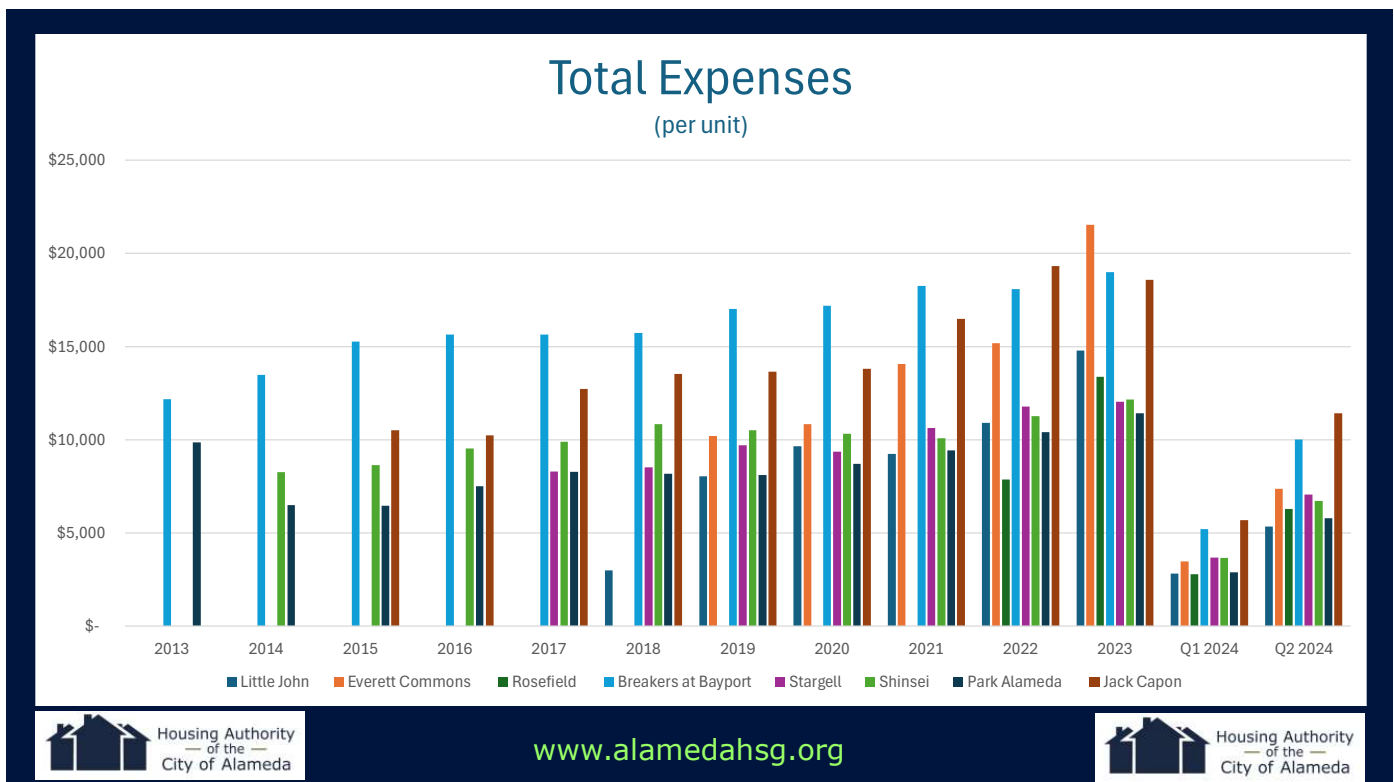
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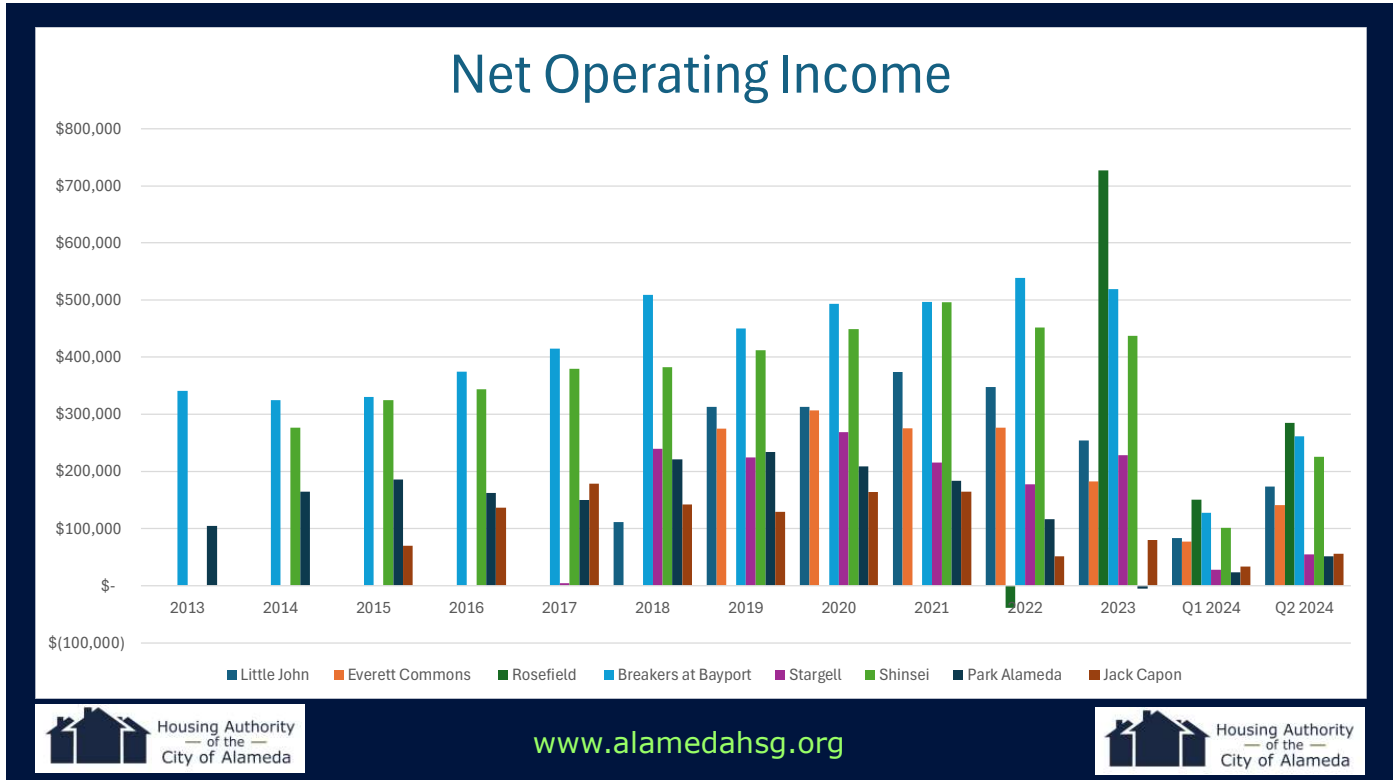
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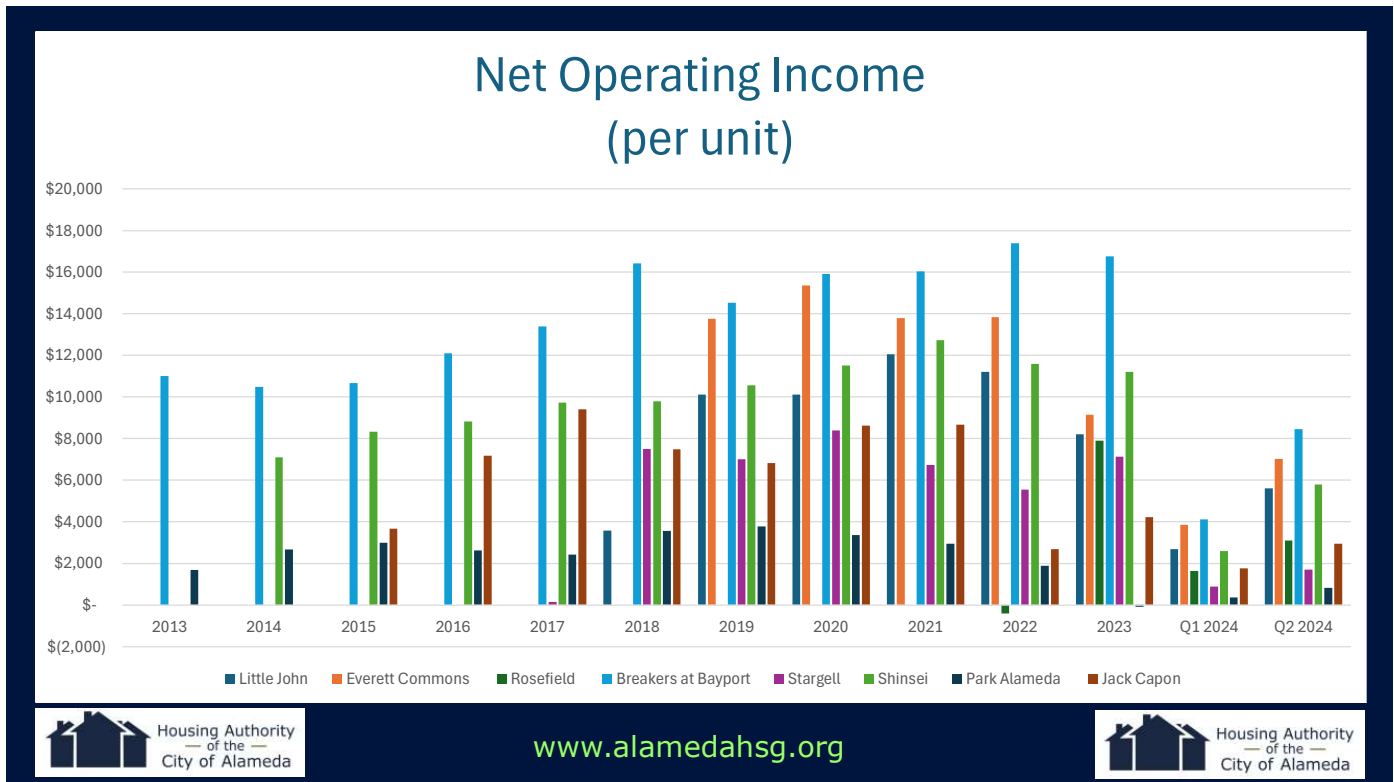
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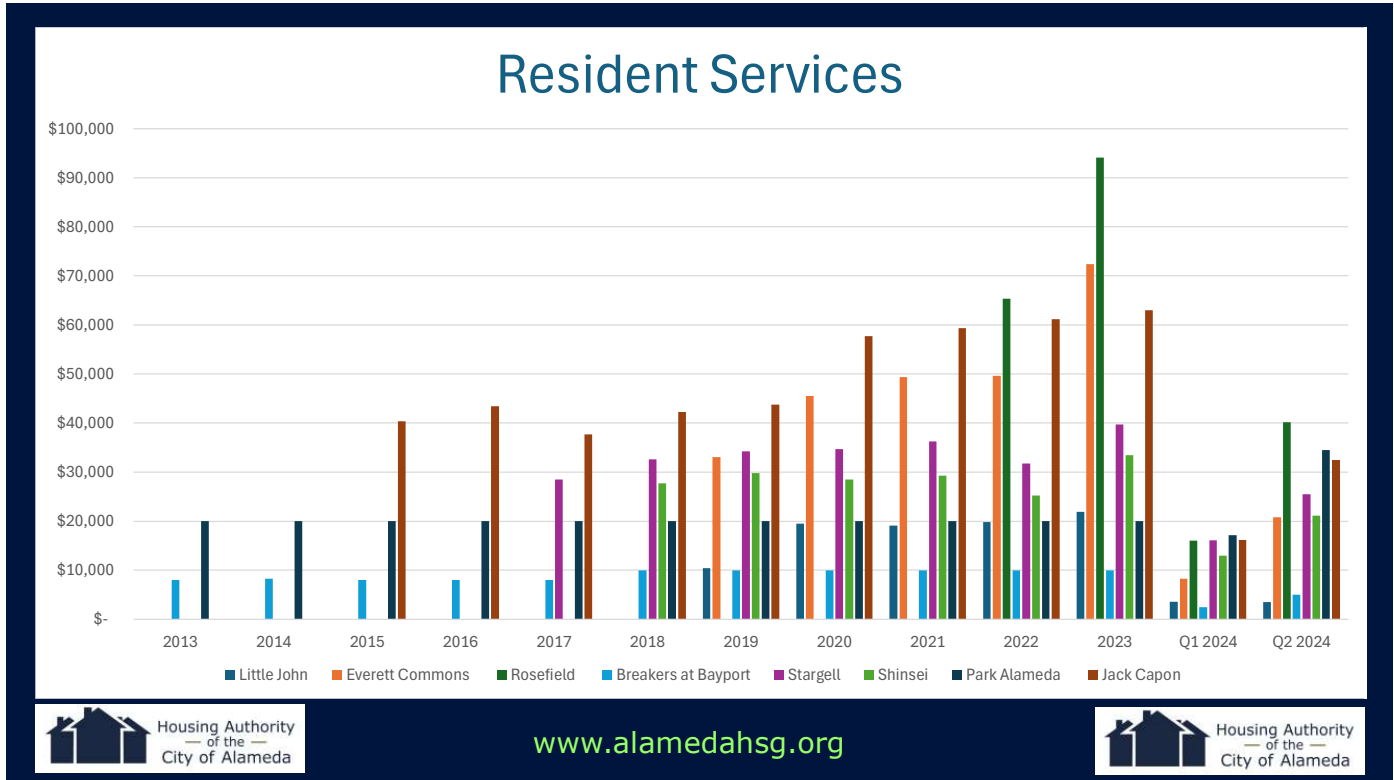
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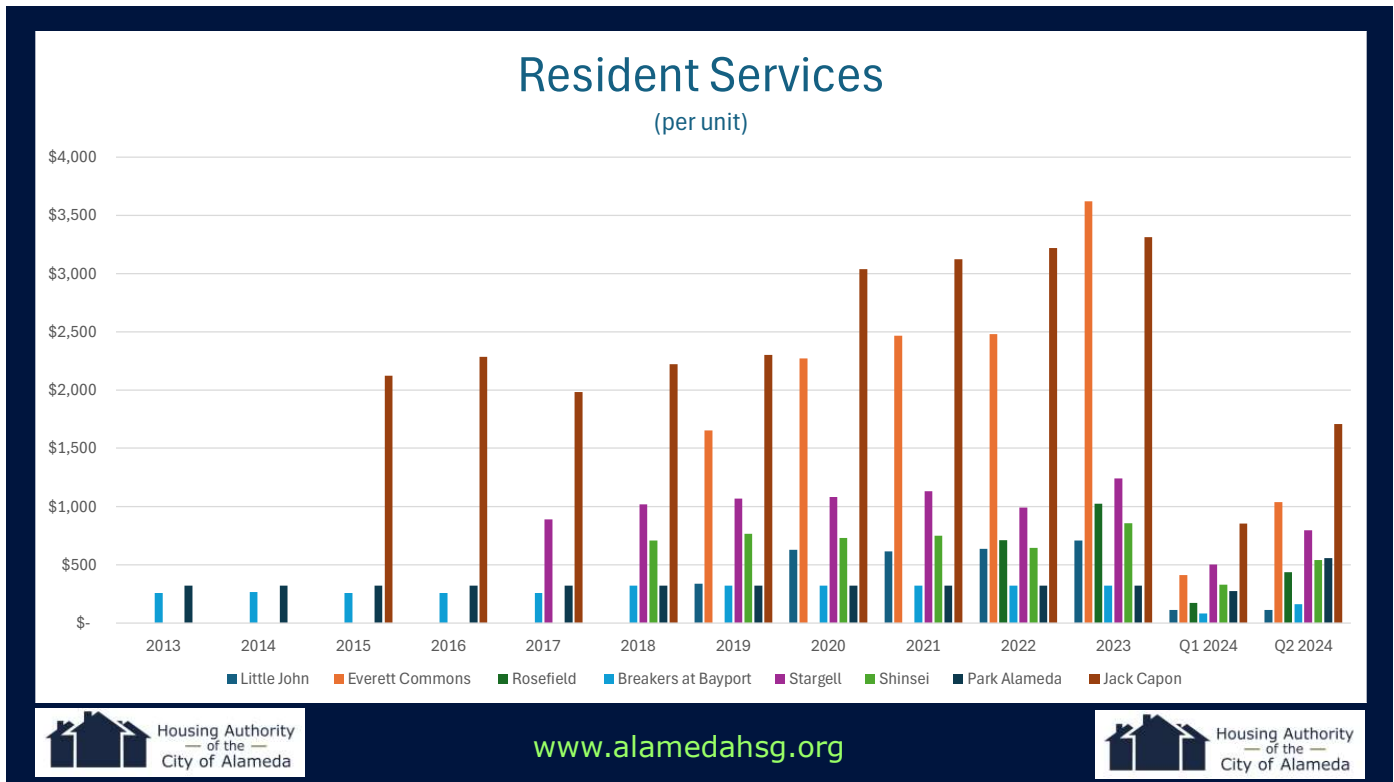
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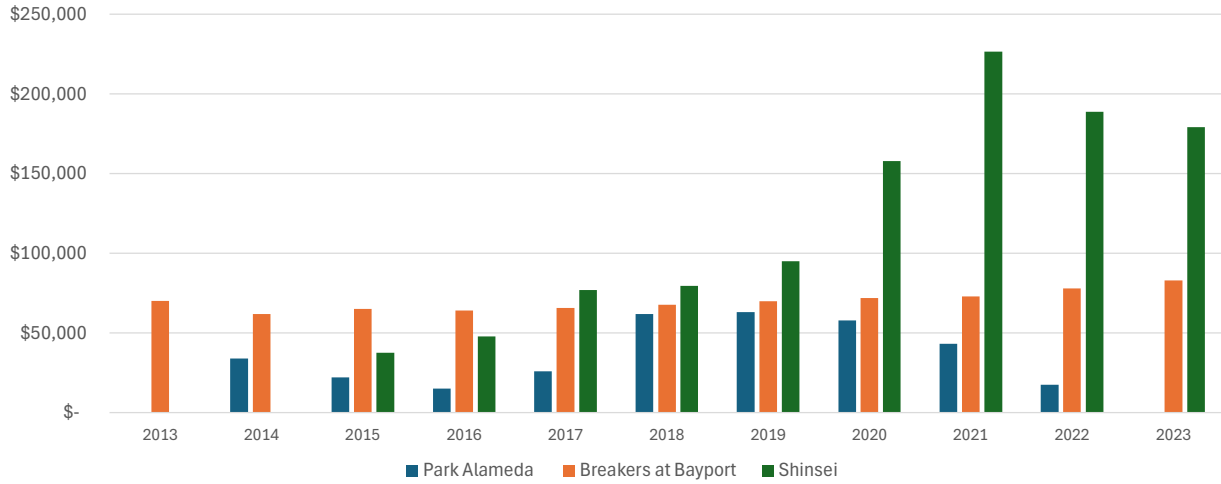


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Incentive Management Fee



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Breakers at Bayport

	Actual	Budget	Actual-Budget (\$)	Actual-Budget (%)	PUPY
Rental Revenue	\$ 303,489	\$ 345,246	\$ (41,757)	-12%	\$ 11,673
Subsidy Revenue	\$ 273,319	\$ 213,360	\$ 59,959	28%	\$ 10,512
Vacancy Loss	\$ (8,265)	\$ (6,043)	\$ (2,222)	37%	\$ (318)
Other Income	\$ 3,419	\$ 70	\$ 3,349	N/A	\$ 132
Total Operating Revenue	\$ 571,962	\$ 552,633	\$ 19,329	3%	\$ 21,999
Administrative Expenses	\$ 106,999	\$ 90,466	\$ 16,533	18%	\$ 4,115
Utilities Expense	\$ 48,445	\$ 47,334	\$ 1,111	2%	\$ 1,863
Operating and Maintenance	\$ 88,364	\$ 102,671	\$ (14,307)	-14%	\$ 3,399
Taxes and Insurance	\$ 61,358	\$ 60,078	\$ 1,280	2%	\$ 2,360
Resident Services	\$ 5,000	\$ 5,002	\$ (2)	0%	\$ 192
Total Operating Expenses	\$ 310,166	\$ 305,551	\$ 4,615	2%	\$ 11,929
Net Operating Income	\$ 261,796	\$ 247,082	\$ 14,714	6%	\$ 10,069
Replacement Reserves	\$ 7,750	\$ 7,750			
Debt Service	\$ 69,576	\$ 69,576			
Net Cash Flow	\$ 184,470	\$ 169,756	\$ 14,714	9%	\$ 7,095
Debt Service Coverage Ratio	3.65	3.44			
Operating Expense PUPY	\$ 11,929	\$ 11,752			
Operating Expense PUPM	\$ 1,988	\$ 1,959			
Number of Units	52				
Months In YTD	6				

Shinsei Gardens

	Actual	Budget	Actual-Budget (\$)	Actual-Budget (%)	PUPY
Rental Revenue	\$ 206,810	\$ 191,608	\$ 15,202	8%	\$ 10,606
Subsidy Revenue	\$ 301,695	\$ 339,595	\$ (37,900)	-11%	\$ 15,472
Vacancy Loss	\$ (24,140)	\$ (12,010)	\$ (12,130)	101%	\$ (1,238)
Other Income	\$ 3,756	\$ 2,204	\$ 1,552	70%	\$ 193
Total Operating Revenue	\$ 488,121	\$ 521,397	\$ (33,276)	-6%	\$ 25,032
Administrative Expenses	\$ 78,861	\$ 71,056	\$ 7,805	11%	\$ 4,044
Utilities Expense	\$ 45,207	\$ 36,361	\$ 8,846	24%	\$ 2,318
Operating and Maintenance	\$ 74,890	\$ 122,476	\$ (47,586)	-39%	\$ 3,841
Taxes and Insurance	\$ 42,080	\$ 46,534	\$ (4,454)	-10%	\$ 2,158
Resident Services	\$ 21,112	\$ 17,671	\$ 3,441	19%	\$ 1,083
Total Operating Expenses	\$ 262,150	\$ 294,098	\$ (31,948)	-11%	\$ 13,444
Net Operating Income	\$ 225,971	\$ 227,299	\$ (1,328)	-1%	\$ 11,588
Replacement Reserves	\$ 11,700	\$ 11,700			
Debt Service	None	None			
Net Cash Flow	\$ 214,271	\$ 215,599	\$ (1,328)	-1%	\$ 10,988
Debt Service Coverage Ratio	None	None			
Operating Expense PUPY	\$ 13,444	\$ 15,082			
Operating Expense PUPM	\$ 2,241	\$ 2,514			
Number of Units	39				
Months In YTD	6				

Park Alameda

	Actual	Budget	Actual-Budget (\$)	Actual-Budget (%)	PUPY
Rental Revenue	\$ 252,488	\$ 292,223	\$ (39,735)	-14%	\$ 8,145
Subsidy Revenue	\$ 188,488	\$ 178,860	\$ 9,628	5%	\$ 6,080
Vacancy Loss	\$ (32,285)	\$ (49,086)	\$ 16,801	-34%	\$ (1,041)
Other Income	\$ 1,408	\$ 5,109	\$ (3,701)	-72%	\$ 45
Total Operating Revenue	\$ 410,099	\$ 427,106	\$ (17,007)	-4%	\$ 13,229
Administrative Expenses	\$ 109,420	\$ 110,625	\$ (1,205)	-1%	\$ 3,530
Utilities Expense	\$ 52,678	\$ 35,594	\$ 17,084	48%	\$ 1,699
Operating and Maintenance	\$ 98,092	\$ 86,557	\$ 11,535	13%	\$ 3,164
Taxes and Insurance	\$ 64,415	\$ 61,307	\$ 3,108	5%	\$ 2,078
Resident Services	\$ 34,444	\$ 35,099	\$ (655)	-2%	\$ 1,111
Total Operating Expenses	\$ 359,049	\$ 329,182	\$ 29,867	9%	\$ 11,582
Net Operating Income	\$ 51,050	\$ 97,924	\$ (46,874)	-48%	\$ 1,647
Replacement Reserves	\$ 15,965	\$ 15,965			
Debt Service	None	None			
Net Cash Flow	\$ 35,085	\$ 81,959	\$ (46,874)	-57%	\$ 1,132
Debt Service Coverage Ratio	None	None			
Operating Expense PUPY	\$ 11,582	\$ 10,619			
Operating Expense PUPM	\$ 1,930	\$ 1,770			
Number of Units	62				
Months In YTD	6				

Stargell Commons

	Actual	Budget	Actual-Budget (\$)	Actual-Budget (%)	PUPY
Rental Revenue	\$ 212,673	\$ 190,010	\$ 22,663	12%	\$ 13,292
Subsidy Revenue	\$ 90,956	\$ 127,655	\$ (36,699)	-29%	\$ 5,685
Vacancy Loss	\$ (25,583)	\$ (4,879)	\$ (20,704)	424%	\$ (1,599)
Other Income	\$ 1,974	\$ 2,502	\$ (528)	-21%	\$ 123
Total Operating Revenue	\$ 280,020	\$ 315,288	\$ (35,268)	-11%	\$ 17,501
Administrative Expenses	\$ 65,162	\$ 61,344	\$ 3,818	6%	\$ 4,073
Utilities Expense	\$ 31,590	\$ 29,373	\$ 2,217	8%	\$ 1,974
Operating and Maintenance	\$ 57,942	\$ 50,610	\$ 7,332	14%	\$ 3,621
Taxes and Insurance	\$ 45,174	\$ 44,745	\$ 429	1%	\$ 2,823
Resident Services	\$ 25,517	\$ 20,805	\$ 4,712	23%	\$ 1,595
Total Operating Expenses	\$ 225,385	\$ 206,877	\$ 18,508	9%	\$ 14,087
Net Operating Income	\$ 54,635	\$ 108,411	\$ (53,776)	-50%	\$ 3,415
Replacement Reserves	\$ 9,600	\$ 9,600			
Debt Service	\$ 34,578	\$ 34,578			
Net Cash Flow	\$ 10,457	\$ 64,233	\$ (53,776)	-84%	\$ 654
Debt Service Coverage Ratio	1.30	2.86			
Operating Expense PUPY	\$ 14,087	\$ 12,930			
Operating Expense PUPM	\$ 2,348	\$ 2,155			
Number of Units	32				
Months In YTD	6				

Jack Capon Villas

	Actual	Budget	Actual-Budget (\$)	Actual-Budget (%)	PUPY
Rental Revenue	\$ 53,527	\$ 48,930	\$ 4,597	9%	\$ 5,634
Subsidy Revenue	\$ 204,228	\$ 210,708	\$ (6,480)	-3%	\$ 21,498
Vacancy Loss	\$ 2,912	\$ (25,964)	\$ 28,876	-111%	\$ 307
Other Income	\$ 12,286	\$ 1,382	\$ 10,904	789%	\$ 1,293
Total Operating Revenue	\$ 272,953	\$ 235,056	\$ 37,897	16%	\$ 28,732
Administrative Expenses	\$ 48,919	\$ 53,523	\$ (4,604)	-9%	\$ 5,149
Utilities Expense	\$ 15,808	\$ 16,264	\$ (456)	-3%	\$ 1,664
Operating and Maintenance	\$ 56,923	\$ 77,744	\$ (20,821)	-27%	\$ 5,992
Taxes and Insurance	\$ 18,104	\$ 21,372	\$ (3,268)	-15%	\$ 1,906
Resident Services	\$ 32,435	\$ 32,435	\$ -	0%	\$ 3,414
Total Operating Expenses	\$ 172,189	\$ 201,338	\$ (29,149)	-14%	\$ 18,125
Net Operating Income	\$ 100,764	\$ 33,718	\$ 67,046	199%	\$ 10,607
Replacement Reserves	\$ 5,700	\$ 5,700			
Debt Service	\$ 14,316	\$ 14,316			
Net Cash Flow	\$ 80,748	\$ 13,702	\$ 67,046	489%	\$ 8,500
Debt Service Coverage Ratio	6.64	1.96			
Operating Expense PUPY	\$ 18,125	\$ 21,193			
Operating Expense PUPM	\$ 3,021	\$ 3,532			
Number of Units	19				
Months In YTD	6				

Littlejohn Commons

	Actual	Budget	Actual-Budget (\$)	Actual-Budget (%)	PUPY
Rental Revenue	\$ 82,357	\$ 62,562	\$ 19,795	32%	\$ 5,313
Subsidy Revenue	\$ 272,810	\$ 328,440	\$ (55,630)	-17%	\$ 17,601
Vacancy Loss	\$ (27,332)	\$ (7,820)	\$ (19,512)	250%	\$ (1,763)
Other Gain/Loss	\$ 14,141	\$ (6,685)	\$ 20,826	NA	\$ 912
Other Income	\$ (2,700)	\$ (45,860)	\$ 43,160	-94%	\$ (174)
Total Operating Revenue	\$ 339,276	\$ 330,637	\$ 8,639	3%	\$ 21,889
Administrative Expenses	\$ 44,654	\$ 61,497	\$ (16,843)	-27%	\$ 2,881
Utilities Expense	\$ 27,153	\$ 27,554	\$ (401)	-1%	\$ 1,752
Operating and Maintenance	\$ 50,745	\$ 47,990	\$ 2,755	6%	\$ 3,274
Taxes and Insurance	\$ 37,607	\$ 37,523	\$ 84	0%	\$ 2,426
Resident Services	\$ 5,285	\$ 10,896	\$ (5,611)	-51%	\$ 341
Total Operating Expenses	\$ 165,444	\$ 185,460	\$ (20,016)	-11%	\$ 10,674
Net Operating Income	\$ 173,832	\$ 145,177	\$ 28,655	20%	\$ 11,215
Replacement Reserves	\$ 7,750	\$ 7,750			
Debt Service	\$ 118,254	\$ 118,254			
Net Cash Flow	\$ 47,828	\$ 19,173	\$ 28,655	149%	\$ 3,086
Debt Service Coverage Ratio	1.40	1.16			
Operating Expense PUPY	\$ 10,674	\$ 11,965			
Operating Expense PUPM	\$ 1,779	\$ 1,994			
Number of Units	31				
Months In YTD	6				

Everett Commons

	Actual	Budget	Actual-Budget (\$)	Actual-Budget (%)	PUPY
Rental Revenue	\$ 69,242	\$ 89,364	\$ (20,122)	-23%	\$ 6,924
Subsidy Revenue	\$ 227,206	\$ 233,826	\$ (6,620)	-3%	\$ 22,721
Vacancy Loss	\$ (10,063)	\$ (6,463)	\$ (3,600)	56%	\$ (1,006)
Other Gain/Loss	\$ 363	\$ (5,678)	\$ 6,041	NA	\$ 36
Other Income	\$ 1,118	\$ (24,487)	\$ 25,605	-105%	\$ 112
Total Operating Revenue	\$ 287,866	\$ 286,562	\$ 1,304	0%	\$ 28,787
Administrative Expenses	\$ 45,449	\$ 39,915	\$ 5,534	14%	\$ 4,545
Utilities Expense	\$ 12,916	\$ 30,850	\$ (17,934)	-58%	\$ 1,292
Operating and Maintenance	\$ 35,879	\$ 28,579	\$ 7,300	26%	\$ 3,588
Taxes and Insurance	\$ 32,154	\$ 26,032	\$ 6,122	24%	\$ 3,215
Resident Services	\$ 20,748	\$ 24,813	\$ (4,065)	-16%	\$ 2,075
Total Operating Expenses	\$ 147,146	\$ 150,189	\$ (3,043)	-2%	\$ 14,715
Net Operating Income	\$ 140,720	\$ 136,373	\$ 4,347	3%	\$ 14,072
Replacement Reserves	\$ 6,753	\$ 6,753			
Debt Service	\$ 107,958	\$ 107,958			
Net Cash Flow	\$ 26,009	\$ 21,662	\$ 4,347	20%	\$ 2,601
Debt Service Coverage Ratio	1.24	1.20			
Operating Expense PUPY	\$ 14,715	\$ 15,019			
Operating Expense PUPM	\$ 2,452	\$ 2,503			
Number of Units	20				
Months In YTD	6				

Rosefield Village

	Actual	Budget	Actual-Budget (\$)	Actual-Budget (%)	PUPY
Rental Revenue	\$ 611,386	\$ 725,694	\$ (114,308)	-16%	\$ 26,582
Subsidy Revenue	\$ 353,858	\$ 355,608	\$ (1,750)	0%	\$ 15,385
Vacancy Loss	\$ (91,466)	\$ (37,845)	\$ (53,621)	142%	\$ (3,977)
Other Gain/Loss	\$ 88,955	\$ (794)	\$ 89,749	NA	\$ 3,868
Other Income	\$ (98,822)	\$ (107,113)	\$ 8,291	-8%	\$ (4,297)
Total Operating Revenue	\$ 863,911	\$ 935,550	\$ (71,639)	-8%	\$ 37,561
Administrative Expenses	\$ 241,091	\$ 154,061	\$ 87,030	56%	\$ 10,482
Utilities Expense	\$ 76,811	\$ 111,020	\$ (34,209)	-31%	\$ 3,340
Operating and Maintenance	\$ 130,504	\$ 68,215	\$ 62,289	91%	\$ 5,674
Taxes and Insurance	\$ 90,193	\$ 94,951	\$ (4,758)	-5%	\$ 3,921
Resident Services	\$ 40,163	\$ 46,688	\$ (6,525)	-14%	\$ 1,746
Total Operating Expenses	\$ 578,762	\$ 474,935	\$ 103,827	22%	\$ 25,164
Net Operating Income	\$ 285,149	\$ 460,615	\$ (175,466)	-38%	\$ 12,398
Replacement Reserves	\$ 13,800	\$ 13,800			
Debt Service	\$ 181,173	\$ 181,173			
Net Cash Flow	\$ 90,176	\$ 265,642	\$ (175,466)	-66%	\$ 3,921
Debt Service Coverage Ratio	1.50	2.47			
Operating Expense PUPY	\$ 25,164	\$ 20,649			
Operating Expense PUPM	\$ 8,388	\$ 6,883			
Number of Units	92				
Months In YTD	3				



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Chief Financial Officer

Date: August 21, 2024

Re: Accept the Quarterly Financial Report for the month ended June 30, 2024.

BACKGROUND

This high-level, Finance and Budget Variance Report covers preliminary unaudited financial operating results from July 1, 2023 through June 30, 2024 compared to the Fiscal Year 2024 budget for the same period. In May 2023, the Housing Authority of the City of Alameda (AHA) Board of Commissioners approved a one-year Fiscal Year 2024 operating budget for the period covering July 1, 2023 through June 30, 2024. Although the audited financial statements are on an accrual basis, the month-to-month financial statements are on a hybrid accrual and cash basis. The numbers presented are subject to change based on the adjustments from the final audited financial statement report by the independent financial auditors, including information that is provided in arrears such as the pension calculation from AHA actuaries and any adjustments proposed by the independent financial auditors.

AHA financial reports incorporate the financial activities of the properties which were transferred to AHA's affiliate, Alameda Affordable Housing Corporation (AAHC). All members of the AHA Board of Commissioners also serve as the Board of Directors of AAHC and, due to this common control, the Department of Housing and Urban Development (HUD) has opined that AAHC is a blended component unit of AHA.

Please note that the activity of AHA's affiliate, Island City Development (ICD), and related low-income housing tax credit partnerships (which owns Rosefield Village, Everett Commons and Littlejohn Commons, and is developing the North Housing site including Estuary I and Linnet Corner, as well as, The Poplar), are not included in this memorandum. Financial activity is presented at a separate ICD Board Meeting. HUD has opined that ICD is a discretely presented component unit of AHA, and presented separately in the audited financial statements of the agency.

DISCUSSION

Overview



The following Financial Snapshot showcases Net Operating Income (Cash Flow of AHA) for the fiscal year to date (July 1, 2023 through June 30, 2024). Further discussions on the cause of these variances are presented below.

Financial Snapshot	PTD Actual	PTD Budget	Variance	% Variance
TOTAL REVENUE	\$64,814,060	\$60,385,365	\$4,428,695	7.33
LESS: OPERATING EXPENSES	-\$59,146,883	-\$60,102,625	\$955,742	-1.59
NET OPERATING INCOME	\$5,667,177	\$282,740	\$5,384,437	2,004

Although projected actual Net Operating Income is substantial higher than budget, a portion of revenue is non-recurring (including California State matching grants and AUSD grants to The Poplar project of \$3,830,800). Additionally, the Independence Plaza Tax Increment of \$2,866,976 is expected to sunset in 2026, although an action plan for the Faircloth to RAD conversion is in process to stabilize the property revenue with additional vouchers and can be found in the memorandum "Accept the Update on the Independence Plaza Faircloth to RAD transaction."

Note that these numbers do not include additional reserves held by HUD (in excess of approximately \$3 Million as of June 30, 2024) and the expenses only provide trending snapshots. Please note that the reserves held by HUD is expected to be drawn by the calendar year-end due to projected HAP shortfall, as previously discussed in Housing Programs Department memorandums.

The following Risk Indicator showcases whether AHA has sufficient cash and investments to meet its near-term obligations. There are currently substantial cost savings as the agency has vacant budgeted positions, but as AHA fills these positions, the expectation is that the "Month Covered" column will be lower as additional funding will be deployed due to commitments to Estuary I, Linnet Corner, The Poplar, and the North Housing parcel.

Performance Indicator	Cash and Investments	YTD Expenses divided by 12 months	Months Covered
Cash and Investments/Total HAP (Actuals divided by 12 Month)	29,892,567	3,397,460	8.80

Cash and Investments/Operating Expense (Actuals divided by 12 months)	29,892,567	1,433,058	20.86
Cash and Investments/HAP and Operating Expense (Actuals divided by 12 Months)	29,892,567	4,830,518	6.19

Furthermore, the leverage ratio of AHA Debt (\$117,352,878) to AHA Assets (\$270,791,418) percentage of 43.34% showcases that AHA is lowly leveraged and does not utilize substantial borrowings to fund AHA/AAHC operations. Additionally, some of the AHA debt is internal debt (e.g. seller note from the AHA to AAHC property transfers which is a mechanism for AAHC properties to repatriate operating cash flow to AHA).

During the fiscal year, AHA received additional redevelopment loan funding from Capital Impact Partners for The Poplar (formerly known as Tilden Commons and AUSD Land) for approximately \$2.4 Million.

Third Party Management

AHA's Finance team and the Accounting team from FPI Management, Inc., (FPI) continues to work closely for reporting, and staff from both parties continue to monitor for critical invoices to be paid on time (mortgages, insurance, vendors etc.). FPI Accounting and FPI Site Management made a substantial push to catch up on late invoice processing for the fiscal year end of June 30, 2024. Additionally, AHA Finance staff have access to view FPI bank account activity online, and FPI Yardi financial statements, and online access to view accounting and ledger transactions in real time. Monthly financial packages are received approximately 15-20 days after the month end of our properties.

Operations Budget – Revenue

Year-to-date - Rental Income (Total Tenant Revenue) of \$17,064,073 is predominantly made up of Housing Assistance Payments (HAP) received for AHA/AAHC units and tenant rents received for these properties. Please note that the tax increment subsidy for Independence Plaza (which will sunset in 2026) is received as two lump sums from the City of Alameda and recognized on a monthly prorated basis on the financial statements for budget purposes (accrual basis). This tax increment was received in January 2024. The tenant portion of rents received is higher than budget by \$674,436 (14.58%), with vacancies higher than budget by \$290,931 (67.82%), offset by a lower HAP subsidy received of \$151,711 (1.59%). Staff will continue to monitor tenant and HAP income closely, and a reconciliation effort continues to be in progress for all properties under FPI's management. Additional tenant funding from the emergency rental assistance payment program was also received for the properties.

Other Grants (7080000) is higher than budgeted as AHA received the Alameda Unified School District Recognized Obligation Payments of The Poplar and matching State Grants to Alameda Affordable Housing Trust Fund for the North Housing properties. Again, these types of revenue are non-recurring.

Total Other Income and Restricted Income is slightly higher than budget. Although interest income is higher than budget due to a higher cash and investment reserves balance and driven by higher interest rates from AHA's bank, LAIF and CAMP, it is expected that interest income will continue to be lower in the upcoming months due to planned deployment of reserves as well as lower interest rates expected.

Expenses

Total operating expenses, including HAP, are substantially lower period-to-date by \$955,742. Aside from HAP (discussed in the following paragraph), this is mainly due to lower paid out salary and benefit expenses, which are under budget due to vacant positions (e.g. unfilled openings, resignation, retirement or long-term leaves), and includes cost savings due to budgeted travel not heavily utilized during the fiscal year, offset by higher maintenance costs in the properties due to deferred maintenance and certain costs that were planned for to be reclassified as capital costs on the balance sheet but paid out of operating funds. Please see Monthly Overview Report Executive Department for an overview of active recruitment. Staff expects these operating expenses to increase as AHA becomes more staffed, with multiple positions filled, including the Director of Asset Management and Asset Manager in the month of November 2023, and various staff joining AHA in calendar year 2024 (Director of Property Operations, Associate Asset Manager, Program Assistants, etc.). Additional temporary staff have been on-boarded to back-fill various vacant positions in the first calendar year quarter of 2024, including the intern cohort.

Housing Assistance Payments (HAP) Pass-through

The Housing Assistance Payments (HAP) pass-through includes all the Housing Choice Voucher/Section 8, Shelter Plus, and Bessie Coleman ("SRO") programs. Year-to-date HAP revenue (8010000 HUD Operating Grants) is higher than budgeted by \$1,977,037.

HUD provided an accelerated disbursement in May 2024 from HUD held reserves, as HUD has informed AHA that they are monitoring a projected HAP shortfall by the end of the calendar year. Finance staff continues to make progress on \$699,340 (Account 9700800 Port-In AR Billings) for Port-In billings from other public housing authorities.

This amount is subject to change due to net Port-Outs. Port-In billing collections were not budgeted in the Fiscal Year 2024 budget process as it's dependent on other housing authorities and participant portability.

Statement of Net Position

AHA and its legal affiliates have adequate cash resources for operations and reserves.

As of June 30, 2024, AHA, AAHC, and its affiliates have \$12.5 Million in cash, and \$17.4 Million held in Local Area Investment Trust Fund ("LAIF") and California Asset Management Program ("CAMP") investments. Please see below to showcase a

breakdown of AHA’s cash position and restricted and unrestricted cash breakout. Please refer to the separate Investment Memorandum which showcases the statements of the June 2024 LAIF and CAMP investments presented to the Board of Commissioners in a separate memorandum this month which showcases withdrawal of investment to cash.

I) Cash and Cash Equivalents Position	
Cash	\$12,505,374
LAIF (Local Area Investment Fund)	\$12,333,180
CAMP (California Asset Management Program)	\$5,054,013
Total Cash and Cash Equivalents	\$29,892,567
II) Restricted and Unrestricted Cash and Equivalents Breakout	
Restricted Property Funds (Security Deposit, Replacement Reserve, Escrow Deposits, etc.)	\$1,927,429
Restricted Federalized Funds (Section 8, Family Self Sufficiency, etc.)	\$1,419,229
Cash - Subject to the Reserves Policy	\$26,545,909
Total Cash and Cash Equivalents	\$29,892,567

In May 2022, the Reserves Policy was approved by the Board of Commissioners on the medium term plan to maintain adequate operating and HAP reserves and also for acquisition and development purposes. This Reserves Policy has been expanded since then (with the latest presented in May 2024) and it is expected that additional changes will be needed in the second half of calendar year 2024.

It is planned to rebalance the operating bank, LAIF and CAMP funds in the Summer of 2024.

OTHER ISSUES IMPACTING FINANCE DEPARTMENT

Administrative and Staffing

The satellite office's lease has been extended through 2027 (with an extension to 2029), which currently houses the finance and asset management departments. The Board of Commissioners approved the extension in the month of April 2024.

The Finance Department is fully staffed with non-turnover since 2019, with added members since 2023. Nan McKay and Associates, AHA's PHA Financial Consultants, continues to provide limited consulting services, including HUD's monthly Voucher Management System ("VMS") report submittal and support of the annual unaudited Financial Data Schedule ("FDS"). A part-time financial consultant is providing assistance with reconciliation efforts and financial review support. Staff will attend the Yardi Conference with other members of AHA in late August 2024.

Alameda Housing Authority Audit and Tax

Novogradac and Company (AHA's CPA firm) finalized AHA's Fiscal Year 2023 audited financial statement in March 2024. The draft audited financial statements and footnotes were brought to the Board of Commissioners at the March 2024 meeting and approved, showcasing no findings and an unqualified audit opinion. AHA is not required to file an entity tax return.

AHA Finance staff have started work on the Fiscal Year 2024 audited financial statement with the same planned finalization date of March 2025.

Alameda Affordable Housing Corporation Tax

AAHC's financial information is consolidated with AHA, and therefore there are no separate audited financial statements. The AAHC Board of Directors approved the draft tax return in April 2024. The AAHC tax return was filed in May 2024 by the extended tax filing deadline. As the fiscal year-end of AAHC is June 30, 2024, a federal tax extension is required to be filed no later than November 2024 for a final filing date of May 2025.

Island City Development Audit and Tax

AHA is working with the CPA firm Holthouse, Carlin & Van Tright LLP ("HCVT") for audit work of Island City Development and the three stabilized low-income housing tax credit (LIHTC) project partnerships (Sherman and Buena Vista, L.P. and Everett and Eagle, L.P., and Constitution & Eagle, L.P. the "LPs"). The 3 LPs have finalized their audited financial statements and HCVT have no findings. The Island City Development audit is slated to start in the summer of 2024.

ICD is under a separate contract with Novogradac & Company LLP (San Francisco Office) as it relates to North Housing Block A. This includes 3 low-income housing tax credit partnerships (two in active construction including Estuary I and Linnet Corner), including agreed-upon procedures reports, audited financial statements, tax returns and cost certifications.

Department of Housing and Urban Development (HUD)

HUD has informed AHA in 2024 that it is expected that AHA will fall under HAP shortfall by the end of the calendar year. AHA staff have been in discussions with HUD's shortfall team, HUD's local field office and HUD's financial analyst to monitor and take action on specific programmatic items.

AHA is also in active discussions with HUD on the HUD Held Reserves and withdrawals. In early May 2024, a \$939,000 disbursement was received by AHA from HUD. AHA submitted an extension request in August 2024 to extend the unaudited financial data summary ("FDS") by HUD with a request date to calendar year third quarter 2024.

Unfunded Pension Liabilities

Although it is expected that the unfunded accrued pension liability will be fully paid within the next 15 years as projected by the soft fresh start mechanism previously presented to the Board of Commissioners by AHA's actuary, Nicolay, this is based on the assumption that the investment assets held at CalPERS as well as funding of the liabilities continue as projected.

In July 2024, CalPERS has stated that there is a preliminary positive 9.3% net return on investments for the 12-month period that ended June 30, 2024, Finance staff included actuarial reporting in the audited financial statements presented in March 2024.

Finance staff funded the annual accrued unfunded liability principal payment in the Summer 2024. The next report will be the annual audited financial statements no later than the first calendar year quarter of 2025. As previously presented to the Board of Commissioners, this will be reviewed on an annual basis within a 90%-110% guardrail and any substantial deviation will be reviewed and presented. AHA Finance requested a withdrawal from the CalPERS Other Post-Employment Benefit Section 115 Trust of approximately \$50k to pay back direct and implicit costs of retirees.

AHA Finance staff will visit the CalPERS field office to discuss pension issues in the month of August 2024.

Budget

A detailed budget for the fiscal year July 1, 2024 through June 30, 2025 was brought to the Board of Commissioners at the June 2024 Board of Commissioners meeting and was approved by both AHA and AAHC boards.

Banking Activities

New bank accounts for new legal entities (e.g. limited liability companies controlled through an affiliate of AHA) and other investor required reserve accounts were created with our main operating bank partner.

FISCAL IMPACT

None. This is for reporting purposes only.

CEQA

N/A

RECOMMENDATION

Accept the Quarterly Financial Report for the month ended June 30, 2024.

ATTACHMENTS

1. 01 AHA + AAHC (Fiscal YTD 6.30.2024 Budget Versus Actuals)
2. 02 AHA + AAHC (6.30.2024 Versus 7.1.2023 Financial Position)

Respectfully submitted,

Louie So

Louie So, Chief Financial Officer

Budget Comparison (with PTD)

Period = Jul 2023-Jun 2024

Book = Accrual

***NOTE: These Financial Statements are draft and not final until the audited financial statement completion - Target March 2025**

	PTD Actual	PTD Budget	Variance	% Var
6999990 INCOME				
7000000 REVENUE				
7030000 TENANT REVENUE			674,436	14.58
Tenant Rental Revenue	5,301,502	4,627,066		N/A
Maintenance Charges	513	0	513	N/A
Late Charges	21,501	0	21,501	N/A
Miscellaneous Other Charges	9,786	0	9,786	N/A
Tax Increment Payments from the City of Alameda	2,886,976	2,886,976	0	0.00
2026)				
Tenant HAP Subsidy	9,678,290	9,526,579	151,711	1.59
Vacancy Loss	-719,880	-428,949	-290,931	-67.82
Rent Free Unit	-217,975	0	-217,975	N/A
Commercial Rents	42,408	34,188	8,220	24.04
Other Tenant Revenue	60,951	37,564	23,387	62.26
TOTAL TENANT REVENUE	17,064,073	16,683,425	380,648	2.28
FEDERAL GRANTS	452,845	460,186	-7,341	-1.60
Shelter Plus Care Revenue	452,845	460,186	-7,341	-1.60
TOTAL FEDERAL GRANTS				
OTHER GRANTS				
Other Government Grants (One Time Grants, including State Matching	3,830,800	1,580,800	2,250,000	142.33
Funds for Linnet Corner and Estuary I and Poplar AUSD Funding) - NON-RECURRING				
TOTAL OTHER GRANTS	3,830,800	1,580,800	2,250,000	142.33
OTHER INCOME				
Investment Income - Unrestricted (Higher than expected due to	447,922	200,000	247,922	123.96
later deployment of funds than expected)				
Interest Income	551,995	325,000	226,995	69.84
Interest on Equip. Reserve	5,294	0	5,294	N/A
Interest - Replacement Reserve	45,651	0	45,651	N/A
Other - Income	8,480	95,578	-87,098	-91.13
Laundry Commission	-35	14,846	-14,881	-100.24
Land Fee/Ground Lease	223,339	231,166	-7,827	-3.39
Other Miscellaneous Revenue	2,300	0	2,300	N/A
Professional Service Revenue (Delay in Rosefield Village Final Equity	300,000	400,000	-100,000	-25.00
Pay-in for Developer Fee - Pending TCAC Form 8609)				
Fraud Recovery	29	0	29	N/A
Miscellaneous Other Revenue	5,352	0	5,352	N/A
Gain/Loss on Sale of Fixed Assets	24,791	0	24,791	N/A
Administrative Fee	7,363	0	7,363	N/A
TOTAL OTHER INCOME	1,622,481	1,266,590	355,891	28.10

Budget Comparison (with PTD)

Period = Jul 2023-Jun 2024

Book = Accrual

***NOTE: These Financial Statements are draft and not final until the audited financial statement completion - Target March 2025**

	PTD Actual	PTD Budget	Variance	% Var
9160120 Training/Conferences and Travel	88,488	321,245	232,757	72.45
9160130 Membership Dues and Fees	15,932	26,270	10,338	39.35
9160131 Taxes & Government Fees	118,109	162,034	43,926	27.11
9160160 Contracts - Accounting Services (Next 4 Accounts on a net basis, budget to actuals is on par year over year)	42,200	200,000	157,800	78.90
9160170 Contracts - Administrative Services/Consultant	388,885	56,250	-332,635	-591.35
9160180 Contracts - Application Service Provider - Yardi	43,701	843,506	799,805	94.82
9160190 Contracts - Computer/Telephone Maintenance/Email	636,587	0	-636,587	N/A
9160210 Contracts - Housing Program Services	7,472	3,250	-4,222	-129.91
9160220 Contracts - Human Resource Services	76,807	11,004	-65,803	-598.00
9160230 Contracts - Housing Inspection Services	85,047	99,999	14,952	14.95
9160260 Contracts - Office Machine Lease	22,279	0	-22,279	N/A
9160270 Contracts - Web Hosting/Maintenance/Web Ads	4,042	0	-4,042	N/A
9160290 Contracts - HR Recruitment (Recruiting Fee for new placements at higher levels)	227,648	99,999	-127,649	-127.65
9160510 Association Dues	147,617	163,946	16,329	9.96
9169000 TOTAL ADMINISTRATIVE	10,516,626	15,207,830	4,691,205	30.85
9200000 TENANT/SOCIAL SERVICES/POLICE				
9219000 TOTAL TENANT/SOCIAL SERVICES/POLICE	645,541	414,584	-230,957	-55.71
9219990 RELOCATION				
9220000 Tenant-Relocation Costs	385	14,007	13,622	97.25
9229000 TOTAL RELOCATION	385	14,007	13,622	97.25
9230005 TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE				
9230010 Tenant Svcs Employee Benefits - Medical/Dental	950	98,699	97,749	99.04
9230020 Tenant Svcs Employee Benefits - PERS/PARS	1,497	32,172	30,675	95.35
9230030 Tenant Svcs Employee Benefits - FICA	0	6,011	6,011	100.00
9230040 Tenant Svcs Employee Benefits - SUI	0	966	966	100.00
9230050 Tenant Svcs Employee Benefits - Life/LTD	326	2,435	2,110	86.62
9230080 Tenant Svcs Employee Benefits - Other	1,826	0	-1,826	N/A
9230090 Tenant Svcs Employee Benefit - WC	0	6,968	6,968	100.00
9239000 TOTAL TENANT SERVICES EMPLOYEE BENEFITS AND INSURANCE	4,600	147,252	142,652	96.88
9240005 TENANT SERVICES				
9240020 Tenant Service Activities - Contracts and O/S Services	276,178	286,808	10,630	3.71
9240050 Tenant/Social Services - Other	6,508	0	-6,508	N/A
9249000 TOTAL TENANT SERVICES	282,686	286,808	4,122	1.44
9300000 UTILITIES				
9310000 Water	301,631	323,493	21,862	6.76
9320000 Electricity	177,736	120,465	-57,271	-47.54
9330000 Gas	90,495	63,770	-26,725	-41.91
9380010 Sewer	226,962	181,728	-45,234	-24.89
9380020 Garbage	528,749	508,835	-19,914	-3.91

Budget Comparison (with PTD)

Period = Jul 2023-Jun 2024

Book = Accrual

***NOTE: These Financial Statements are draft and not final until the audited financial statement completion - Target March 2025**

	PTD Actual	PTD Budget	Variance	% Var
9399000 TOTAL UTILITIES	1,325,573	1,198,292	-127,281	-10.62
9399990 MAINTENANCE				
9499000 TOTAL MAINTENANCE (Sufficient Operating Costs to pay for additional Deferred Maintenance from FY 2024 Capital Improvement Plan)	3,142,186	1,586,538	-1,555,648	-98.05
9500000 GENERAL EXPENSES				
9500100 Interest Expense	1,061,296	1,030,372	-30,925	-3.00
9500200 Other Expense	35,971	165,899	129,929	78.32
9500300 Claim's Settlement Cost	-15,947	0	15,947	N/A
9520000 Protective Services - Contract Costs	19,357	0	-19,357	N/A
9610010 Insurance - Workers Compensation	48,276	0	-48,276	N/A
9610030 Insurance - Property	483,526	483,643	118	0.02
9610040 Insurance - Vehicle	3,660	4,827	1,167	24.17
9610060 Insurance - Other	125,480	71,594	-53,886	-75.27
9620010 Other General Expenses	15,147	30,000	14,853	49.51
9640010 Bad Debt - Tenant A/R	211,573	28,630	-182,943	-639.00
9698000 TOTAL GENERAL EXPENSES	1,988,339	1,814,964	-173,375	-9.55
9699000 TOTAL OPERATING EXPENSES	17,905,935	20,670,275	2,764,340	13.37
9700000 MOD REHAB AND SPC EXPENSES				
9700500 Rent to Owners - Shelter Plus Care	14,637	0	-14,637	N/A
9700570 Rent to Owners - Bessie Coleman	229,072	0	-229,072	N/A
9700800 PORT-In (A/R Billings) Portability is incoming funds from other PHA - (Negative = Income)	-699,340	0	699,340	N/A
9700900 TOTAL MOD REHAB AND SPC EXPENSES	-455,631	0	455,631	N/A
9710000 EXTRAORDINARY EXPENSES				
9730001 HOUSING ASSISTANCE PAYMENTS (VOUCHER)				
9730010 Housing Assistance Payments - Landlords	40,184,769	38,251,685	-1,933,084	-5.05
9730020 Housing Assistance Payments - FSS	54,835	0	-54,835	N/A
9730070 Utility Allowance to Tenants	74,281	0	-74,281	N/A
9739000 TOTAL HOUSING ASSISTANCE PAYMENTS (VOUCHER)	40,313,885	38,251,685	-2,062,200	-5.39
9739500 OTHER EXPENSES				
9740000 Depreciation Expense	1,713,000	1,713,000	0	0.00
9780000 Landlord Incentives	158,000	0	-158,000	N/A
9850002 EHV - Placement/Issuance Reporting Fee Expenses	2,105	0	-2,105	N/A
9850005 EHV - Services Fee - Owner Incentive	8,000	0	-8,000	N/A
9850006 EHV - Services Fee - Other Expenses	3,740	0	-3,740	N/A
9850007 EHV-Ongoing Administrative Fee Expenses	30,183	0	-30,183	N/A
9859999 TOTAL OTHER EXPENSES	1,915,028	1,713,000	-202,028	-11.79
9990000 OTHER FINANCING				
9996000 TOTAL EXPENSES	59,679,218	60,634,960	955,742	1.58

Budget Comparison (with PTD)

Period = Jul 2023-Jun 2024

Book = Accrual

***NOTE: These Financial Statements are draft and not final until the audited financial statement completion - Target March 2025**

	PTD Actual	PTD Budget	Variance	% Var
9998000 NET INCOME	5,134,842	-249,595	5,384,437	-2,157.27
ADD: DEPRECIATION EXPENSE (NON-CASH ITEM)	1,713,000	1,713,000	0	0
LESS: MUST PAY MORTGAGE PRINCIPAL (Independence Plaza, Esperanza, Eagle Village, Parrot Village)	-1,180,665	-1,180,665	0	0
CASH FLOW (HIGHER THAN BUDGETED YEAR TO DATE)	5,667,177	282,740	5,384,437	1,904.38

Balance Sheet (With Period Change)

Period = Jul 2023-Jun 2024

Book = Accrual

	Balance Current Period	Beginning Balance	Net Change
1000000 ASSETS			
1100000 CURRENT ASSETS			
1101000 CASH			
1110010 Cash - Unrestricted	10,006,095	7,647,942	2,358,154
1110012 Cash - Reserve for Building	244,412	0	244,412
1110018 Cash - Operating Checking with 3rd Party	454,360	1,208,147	-753,787
1110019 Petty Cash with 3rd Party	3,500	750	2,750
1110020 Cash - Petty cash	1,250	1,250	0
1110021 Cash - Benefit Account	10,276	67,101	-56,825
1110030 Cash - FSS	102,464	127,574	-25,110
1110040 Cash - Replacement Reserve Bldg	220,206	220,000	206
1130010 Cash - Restricted Other	37,096	37,096	0
1130030 Cash - Restricted Sec Dep	22	206,660	-206,638
1140050 Cash - Tenant Security Deposits with 3rd Party	491,385	451,183	40,203
1199000 TOTAL CASH	11,571,068	9,967,703	1,603,365
1200000 ACCOUNTS RECEIVABLE			
1240010 Accounts Receivable - Government	208,087	193,555	14,532
1240050 HAP Rent Receivable	0	8,695	-8,695
1240070 Accounts Receivable- HUD	8,318	176,539	-168,221
1250010 Accounts Receivable - Other	205,337	572,438	-367,101
1250020 Accounts Receivable - Owners	295,416	319,904	-24,488
1250050 Accounts Receivable - 3rd Party Management	36,147	69,853	-33,706
1255000 Subsidy Suspense Receivable	23,695	0	23,695
1260000 Accounts Receivable - Tenant	357,796	387,308	-29,512
1260050 Accounts Receivable - Tenant Rent with 3rd Party	576,111	638,242	-62,132
1261000 Allowance for Doubtful Accounts -Dwelling Rent	-558,616	-454,125	-104,491
1280000 Fraud Recovery	59,387	59,387	0
1281000 Allowance for Doubtful Accounts - Fraud	-58,661	-58,661	0
1290000 Accrued Interest Receivable	139,151	93,273	45,878
1299000 TOTAL ACCOUNTS RECEIVABLE	1,292,166	2,006,408	-714,242

Balance Sheet (With Period Change)

Period = Jul 2023-Jun 2024

Book = Accrual

	Balance	Beginning	Net
	Current Period	Balance	Change
1300000 INVESTMENTS AND OTHER CURRENT NOTES			
1310000 Investments(LAIF)- Unrestricted	11,071,856	10,665,182	406,675
1320010 Investments - Other	302	202	100
1320020 Investments(LAIF) (Restricted) - FSS Escrow	94	91	3
1320030 Investments(LAIF)- Building Reserve	1,128,561	1,087,109	41,453
1320040 Investments(LAIF) - Equipment Reserve	130,876	126,069	4,807
1350000 Investments - Restricted	0	0	0
1350010 Investment(LAIF)-Restricted (Jack Capon Villa Trust)	1,489	1,434	55
1350031 Investments - CAMP	5,054,013	14,052,842	-8,998,829
1350100 Mortgage Receivable (Related Party Loans)	117,268,266	108,396,362	8,871,904
1350103 Mortgage Receivable-Jack Capon L. P.	11,609	38,913	-27,303
1350105 Loan Receivable-Security Deposit Loan	19,147	105,236	-86,089
1350106 Loan Receivable - ICD (Related Party Loans)	27,056,690	20,163,568	6,893,122
1350107 Loan Receivable-RCD/Stargell/Tri Pointe	2,000,000	2,000,000	0
1350109 Loan Receivable - Section 8 (Reclassified to Intercompany)	1,790,000	5,715,791	-3,925,791
1360000 TOTAL INVESTMENTS AND OTHER CURRENT NOTES	165,532,904	162,352,799	3,180,106
1400000 PREPAID EXPENSES			
1420040 Prepaid Insurance - Worker Comp	28,361	11,186	17,175
1420050 Prepaid - Other	-1,265	28,757	-30,022
1420051 Prepaid Rent	5,813	5,813	0
1420070 Escrow Deposits - Property	18,350	245,000	-226,650
1420095 Prepaid Expense - Management Company	31,779	40,817	-9,038
1430010 Replacement Reserve-NorthMarq Loan	915,956	820,556	95,401
1440099 TOTAL PREPAID EXPENSES	998,994	1,152,129	-153,135
1440105 INTERPROGRAM			
1440110 Interprogram (Due From) (Reclassified from Section 8)	4,621,801	311,146	4,310,654
1440111 Interprogram Due From Sherman St FACSA	-628	0	-628
1440899 TOTAL INTERPROGRAM	4,621,173	311,146	4,310,026
1500000 TOTAL CURRENT ASSETS	184,016,305	175,790,185	8,226,120
1590000 LONG TERM ASSETS			
1600000 FIXED ASSETS			
1609999 LAND AND BUILDINGS			
1610000 Land	60,726,239	60,726,239	0
1620030 Buildings	36,317,895	36,317,895	0
1620031 Buildings Improvements	3,056,471	265,752	2,790,719

Balance Sheet (With Period Change)

Period = Jul 2023-Jun 2024

Book = Accrual

	Balance Current Period	Beginning Balance	Net Change
1620060 Construction In Progress	2,500	2,500	0
1629000 TOTAL LAND AND BUILDINGS	100,103,105	97,312,386	2,790,719
1630040 Furniture and Equipment - Dwelling	280,977	327,296	-46,319
1630041 Furniture and Equipment - Other	150,762	150,762	0
1650000 Leasehold Improvements	14,941,851	14,941,851	0
1660030 Accumulated Depreciation	-35,199,346	-34,395,334	-804,012
1660041 Accumulated Depreciation - Furn Equip	0	64,807	-64,807
1660060 Accumulated Depreciation - 3rd Party	0	6,029	-6,029
1699000 TOTAL FIXED ASSETS	80,277,349	78,407,798	1,869,551
1700000 ALL OTHER ASSETS			
1740000 Other Asset	295,246	230,850	64,396
1770000 TOTAL ALL OTHER ASSETS	295,246	230,850	64,396
1800000 DEFERRED OUTFLOW			
1800200 Deferred Outflow of Resources	3,788,376	3,788,376	0
1890000 TOTAL DEFERRED OUTFLOW	3,788,376	3,788,376	0
1900000 CONSTRUCTION IN PROGRESS			
1900020 CIP - Building Improvements	499,704	1,959,687	-1,459,983
1900030 CIP - Land Improvements	94,428	3,599	90,829
1900040 CIP - Acquisition-Legal	61,021	47,363	13,658
1900045 CIP - Acquisition-Title & Escrow Fee	8,062	180	7,883
1900050 CIP - Appraisal (Land or Property)	8,000	11,000	-3,000
1900060 CIP - Demolition & Remediation	3,000	3,000	0
1900070 CIP - Others Acquisition Costs	1,463	828	635
1900100 CIP - On Site Improvement	471,836	438,607	33,229
1900101 CIP - GC Gen Requirements/OH/Profit	687,239	0	687,239
1900110 CIP - Offsite Improvement	127,407	0	127,407
1900120 CIP - Relocation cost-Perm	918	918	0
1900125 CIP - Relocation cost-Temp	0	1,456	-1,456
1900200 CIP - Admin Expenses(including postage & advertising)	1,085	1,092	-7
1900210 CIP - Architectural & Engineering Fees	86,370	109,095	-22,725
1900216 CIP - Survey Fees	34,628	52,268	-17,640
1900217 CIP - Engineering Fees	10,569	0	10,569
1900220 CIP - Audit, Cost Cert & Tax Prep Fee	1,600	0	1,600
1900230 CIP - Professional Services (Other)	52,877	41,409	11,468
1900235 CIP - Project Administration	96	0	96

(E.G. Balconies Placed-in-Service)

Balance Sheet (With Period Change)

Period = Jul 2023-Jun 2024

Book = Accrual

	Balance Current Period	Beginning Balance	Net Change
1900250 CIP - Costs of Insurance	46,072	11,119	34,954
1900270 CIP - Financing Cost-Inspection Fees	89,951	0	89,951
1900280 CIP - Insurance Costs During Construction	26,901	25,954	946
1900290 CIP - Organization - Legal	5,015	6,133	-1,118
1900300 CIP - Construction Loan-Legal	0	10,898	-10,898
1900315 CIP - Construction Loan - Fees	0	10,000	-10,000
1900350 CIP - Loan Interest - Soft	22,548	0	22,548
1900370 CIP - Syndication-Consultant	1,225	5,843	-4,618
1900400 CIP - TCAC Fee (Application,Reservation,Admin Fee, Deposit)	0	1,220	-1,220
1900409 CIP - Bond Other Fees	0	2,500	-2,500
1900410 CIP - Environmental Testing & Reports	41,032	48,725	-7,693
1900420 CIP - Permit & Fees (plan'g,build'g,public work,school dist)	12,783	41,471	-28,689
1900430 CIP - Utilities Fees	7,215	0	7,215
1900440 CIP - Marketing Cost	11,096	596	10,500
1900460 CIP - Market Study	0	6,000	-6,000
1919999 TOTAL CONSTRUCTION IN PROGRESS	2,414,142	2,840,961	-426,819
1929999 TOTAL LONG TERM ASSETS	86,775,113	85,267,985	1,507,128
1999999 TOTAL ASSETS	270,791,418	261,058,169	9,733,248
3000000 LIABILITIES AND EQUITY			
3005000 LIABILITIES			
3100000 CURRENT LIABILITIES			
3100500 ACCOUNTS PAYABLE			
3120010 Accounts Payable<= 90 Days	278,872	454,450	-175,579
3120011 Accounts Payable -CALPERS (employee portion)	18,425	549	17,876
3120014 Accounts Payable-Garnishment (employee portion)	-129	-129	0
3120015 Accounts Payable-Vision Insurance (employee portion)	891	678	213
3120016 Accounts Payable-Life Insurance (employee portion)	-43	-47	4
3120018 Accounts Payable-PARS retirement (employee portion)	-1,048	-164	-884
3120019 Accounts Payable-Flexible Spending Account(employee portion)	3,274	1,462	1,812
3120021 Employees Cobra	-262	0	-262
3120022 Accounts Payable-PERS 1959 Surv(Employee Portion)	80	41	39
3120023 Accounts Payable-FSA Transit Plan	396	705	-310
3120024 Accounts Payable FSS	96,560	121,666	-25,106
3120029 Accounts Payable - 3rd Party Management Company	148,095	5,051	143,044
3120030 Accrued Wage/Payroll Taxes Payable	0	207,411	-207,411

Balance Sheet (With Period Change)

Period = Jul 2023-Jun 2024

Book = Accrual

	Balance Current Period	Beginning Balance	Net Change
3120040 Accrued Compensated Absences - Current Portion	204,488	172,149	32,340
3120070 Accrued Payables	173,229	250,215	-76,986
3120075 Accrued Accounts Payable - 3rd Party Management	54,736	664,333	-609,596
3330020 Account Payable - HUD	0	21,013	-21,013
3330100 Tenants- Rents Payable	9,500	9,500	0
3339000 TOTAL ACCOUNT PAYABLE	987,063	1,908,885	-921,821
3400000 SECURITY DEPOSITS HELD			
3410010 Tenant Security Deposits	0	46,792	-46,792
3410015 Tenant Security Deposits - held with 3rd Party Management	484,203	417,863	66,340
3410999 Security Deposit Refund	0	-1,221	1,221
3419000 TOTAL SECURITY DEPOSITS HELD	484,203	463,435	20,768
3419900 OTHER LIABILITIES			
3420000 Prepay Tenant Rent	45,395	44,174	1,221
3421000 Prepay Tenant Rent - 3rd Party Management	43,638	37,918	5,720
3423000 Subsidy Suspense Clearing	0	1,312	-1,312
3425000 Unearned Revenue	78,799	36,664	42,135
3430000 Current Portion of Long Term Debt - Capital Projects	1,299,182	1,229,998	69,184
3440000 Current Portion of Long Term Debt - Operating Borrowing	220,024	147,557	72,467
3449000 TOTAL OTHER LIABILITIES	1,687,038	1,497,623	189,414
3470000 INTERPROGRAM			
3470050 Interprogram (Due to) (Reclassified from Intercompany)	4,579,935	262,574	4,317,361
3471000 Due To/Due From Suspense Account	-6,017	-5,978	-39
3480000 TOTAL INTERPROGRAM	4,573,918	256,596	4,317,322
3499000 TOTAL CURRENT LIABILITIES	7,732,223	4,126,539	3,605,684
3500000 NON-CURRENT LIABILITIES			
3510100 Mortgage Loan Payable	24,141,031	22,793,962	1,347,068
3510130 Interest Payable - City of Alameda Loan	1,196,185	1,151,593	44,592
3510140 Home Fund Loan #1	209,461	209,461	0
3510143 \$3.6M Housing Authority Loan Payable	77,604,721	78,851,473	-1,246,752
3510150 Housing Community Dev. Loan	916,400	916,400	0
3510154 Housing Comm.- LEAD loan	660,000	0	660,000
3510157 Loan Payable - Esperanza (Reclassified to Intercompany)	1,790,000	5,715,791	-3,925,791
3510160 Home Fund Loan #2	282,700	282,700	0
3540000 Accrued Compensated Absences - Noncurrent	151,636	127,239	24,397
3570000 OPEB Liability	-128,123	-128,123	0

Balance Sheet (With Period Change)

Period = Jul 2023-Jun 2024

Book = Accrual

	Balance	Beginning	Net
	Current Period	Balance	Change
3580000 Pension Liability	2,796,644	2,880,336	-83,692
3599000 TOTAL NON-CURRENT LIABILITIES	109,620,655	112,800,833	-3,180,178
3999000 TOTAL LIABILITIES	117,352,878	116,927,372	425,506
4000000 Equity/Net Assets			
4000001 EQUITY			
4000100 DEFERRED INFLOW			
4001000 Deferred Inflow of Resources	20,887,565	17,534,363	3,353,202
4900000 TOTAL DEFERRED INFLOW	20,887,565	17,534,363	3,353,202
4999999 CONTRIBUTED CAPITAL			
5010000 Net Investment in Capital Assets	24,337,632	24,337,632	0
5090000 Unrestricted	105,946,046	99,991,506	5,954,540
5120000 Unrestricted	2,265,986	2,265,986	0
5120010 Net Restricted Assets	1,311	1,311	0
5950000 TOTAL CONTRIBUTED CAPITAL	132,550,975	126,596,435	5,954,540
5999900 TOTAL EQUITY	153,438,540	144,130,798	9,307,742
6000000 TOTAL LIABILITIES AND EQUITY	270,791,418	261,058,169	9,733,248



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Janet Lee, Asst. Director of Finance

Date: August 21, 2024

Re: Accept the Quarterly Investment Report for the Period Ending June 30, 2024.

BACKGROUND

California Government Code Sections 53600 and 53646 requires that the Housing Authority Finance Director or 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. 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

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 2024 through June 2024 earned will be presented in the July 2024 LAIF statement.

CAMP funds are on-demand and can be used for immediate needs. Interest is posted monthly to the account by CAMP.

\$3,000,000 was withdrawn from CAMP primarily to grant \$2,438,000 to AAHC's Trust Fund for Linnet Corner. The remaining funds are being utilized for operations.

Investment funds in LAIF and CAMP will be rebalanced in the following quarter.



Investment changes for the quarter ending June 30, 2024 are:

Activity	AHA-LAIF	AHA-CAMP	ICD-CAMP
Beg. Balance - March 31, 2024	\$12,202,497	\$7,948,345	\$15
Interest Income	130,380	105,668	-
Withdrawals - Grant to AAHC Trust for Linnet Corner		(3,000,000)	
Ending Balance - June 30, 2024	\$12,332,877	\$5,054,013	\$15

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 2024. The Executive Director 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, 2024.

ATTACHMENTS

1. LAIF Statement for quarter ending June 30, 2024 - AHA
2. CAMP Statement for month ending June 30, 2024 - AHA
3. CAMP Statement for month ending June 30, 2024 - 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) 633-3001

July 02, 2024

LAIIF Home
PMIA Average Monthly Yields

ALAMEDA HOUSING AUTHORITY

EXECUTIVE DIRECTOR
701 ATLANTIC AVENUE
ALAMEDA, CA 94501

[Print Type Definitions](#)

June 2024 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	12,332,877.25
Total Withdrawal:	0.00	Ending Balance:	12,332,877.25



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

ACCOUNT STATEMENT

For the Month Ending
June 30, 2024

Housing Authority of the City of Alameda (AHA)

Client Management Team

Monique Spyke
Managing Director
1 California Street Ste. 1000
San Francisco, CA 94111-5411
415-393-7270
spykem@pfmam.com

Rachael Miller
Client Consultant
213 Market Street
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 07/04/2024 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

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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 Refinitiv or Bloomberg. For certain short-term investments or where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated.

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.

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

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Rating Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

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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 ratable 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 LLC
Attn: Service Operations
213 Market Street
Harrisburg, PA 17101

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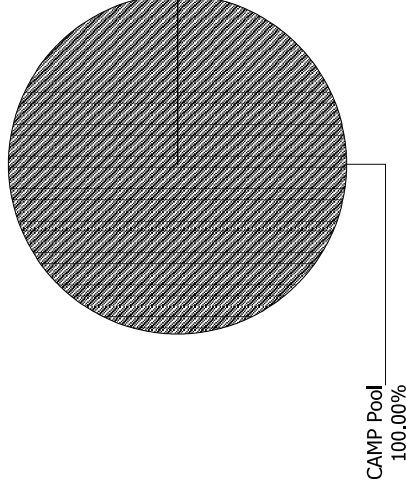
Account Statement - Transaction Summary

For the Month Ending **June 30, 2024**

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

CAMP Pool	
Opening Market Value	8,020,541.03
Purchases	33,472.07
Redemptions	(3,000,000.00)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$5,054,013.10
Cash Dividends and Income	33,472.07

Asset Summary			
	June 30, 2024	May 31, 2024	
CAMP Pool	5,054,013.10	8,020,541.03	
Total	\$5,054,013.10	\$8,020,541.03	
Asset Allocation			





Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

Island City Development

ACCOUNT STATEMENT

For the Month Ending
June 30, 2024

Client Management Team

Jeremy King
Key Account Manager
213 Market Street
Harrisburg, PA 17101-2141
717-232-2723
kingj@pfmam.com

Rachael Miller
Client Consultant
213 Market Street
Harrisburg, PA 17101-2141
1-855-678-5447 (1-855-OST-LGIP)
millerr@pfmam.com

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Cover/Disclosures
Summary Statement
Individual Accounts

Accounts included in Statement

Island City Development

Important Messages

CAMP will be closed on 07/04/2024 for Independence Day.

ISLAND CITY DEVELOPMENT
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 LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and 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 Refinitiv or Bloomberg. For certain short-term investments or where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated.

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.

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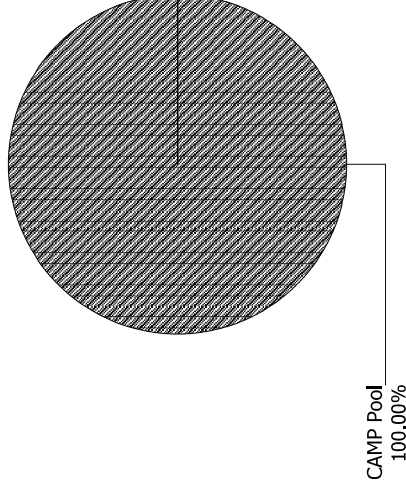
Account Statement - Transaction Summary

For the Month Ending **June 30, 2024**

Island City Development - Island City Development

CAMP Pool	
Opening Market Value	15.11
Purchases	0.07
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$15.18
Cash Dividends and Income	0.07

Asset Summary		
	June 30, 2024	May 31, 2024
CAMP Pool	15.18	15.11
Total	\$15.18	\$15.11
Asset Allocation		





Account Statement

For the Month Ending **June 30, 2024**

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					
06/28/24	07/01/24	Accrual Income Div Reinvestment - Distributions	1.00	0.07	15.11
Closing Balance					
Opening Balance					
Purchases					
			15.11	14.77	15.18
			0.07	0.41	15.12
Redemptions (Excl. Checks)			0.00	0.00	5.43%
Check Disbursements			0.00	0.00	
Closing Balance			15.18	15.18	15.18
Cash Dividends and Income			0.07	0.41	



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Director of Data and Policy, Sylvia Martinez, Director of Housing Development

Date: August 21, 2024

Re: Accept the Update on the Independence Plaza Faircloth to RAD transaction.

BACKGROUND

Independence Plaza (IP) is currently owned by Alameda Affordable Housing Corporation (AAHC), a non-profit instrumentality of the Housing Authority of the City of Alameda (AHA). The property was originally developed by AHA in 1990 and has been continuously owned and operated in good condition. In 2019, the AHA transferred the property (including both the land and improvements) to AAHC because of a federal requirement and provided a \$34,200,000 seller carryback loan to cover the market value of the property.

IP consists of five (5), four-story multifamily residential buildings situated between Atlantic and Constitution Avenues. The project has a total of 186 units - 159 one bedroom, one-bathroom units and 27 two-bedroom, one-bathroom units. Ten units are accessible, and four units have sight/hearing features; twenty other units were upgraded recently for accessibility features. The site contains a community room, laundry, elevators, property management and social service offices and parking. The property currently has a project-based voucher (PBV) contract for 25 units with an expiration date in 2040. This HAP contract covers non-Faircloth to RAD units and will remain in place. A small number of Veterans Affairs Supportive Housing (VASH) PBV units are also in the process of being added to this contract at this site.

In May 2024, the Board approved an application and up to a \$3 million grant to this project through the Alameda Affordable Housing Trust Fund (AAHTF) and State of California Local Housing Trust Fund (LHTF) application. Staff is preparing the LHTF application for the deadline of September 17, 2024.

As discussed in previous Board updates, the Independence Plaza Faircloth to RAD transaction is a refinancing of IP, without rehabilitation, that is proposed to financially restructure its operations to deal with an expiring operating subsidy and permanent loan. In June 2024, the Board approved the submittal of a Mixed Finance Development



Proposal (MFDP) to HUD to initiate this transaction. The MFDP was submitted on July 11, 2024.

DISCUSSION

Staff wishes to update the Board on additional details regarding the MFDP application to HUD and other refinements.

1. Addition of VASH units – In July 2023, the Board voted to approve the transfer of Veteran Affairs Supportive Housing (VASH) vouchers from the Housing Authority of Alameda County and the Oakland Housing Authority. It is possible that some of these VASH vouchers will be utilized at IP to strengthen its ability to serve low-income seniors with support in paying the cost of rent. These vouchers will be in addition to the Faircloth vouchers (120 units) and the existing 25 Project-Based Vouchers at this site. The total number is not likely to be more than 10 VASH vouchers in total.
2. Addition of PBV units - Once AHA is out of HUD shortfall, it is intended to add 15 more PBV to this site. This is permitted under the HOTMA regulations.
3. Feedback from HUD on the MFDP – AHA received initial feedback on the MFDP. AHA is requested to seek a preference for seniors, so that this development can remain dedicated to households who are 62 years of age or older. As this is a preference change to the PBV program, this rises to a Significant Amendment to the Annual Plan for the AHA. As such, the Data and Policy department prepared the significant amendment and posted it on August 1, 2024 with a 45-day comment period. The Public Hearing on this Significant Amendment will be held at the September 18, 2024 Board of Commissioners meeting. This preference will require a change to the Administration Plan followed by HUD's required 75 days to review. Staff is targeting a September 18 submittal date, as this will allow HUD to approve by December 2, 2024 at the latest. This will be a small delay in the conversion timing, which had been expected in November 2024.
4. Potential additional costs for the IP Faircloth transaction – For the first year of operations, AHA will be required to pay all or part of the rental subsidy. The tenants will pay 30% of their income as rent, an amount that is likely to be less than 1/3 of the contract rent. The amount the AHA needs to supplement the rents is estimated to be between \$2 million and \$2.3 million dollars. The ongoing subsidy from the City of Alameda Recognized Obligations Project Schedule (ROPS) could help pay for these costs if approved by the City and the State Department of Finance for the Fiscal Year 2025-2026. The Fiscal Year 2024-25 budget which has already been approved will support IP through June 2025. Staff is discussing the best approach with HUD and ways to identify a source to cover these required costs and will bring back a recommendation at the September 2024 Board of Commissioners meeting.

It is anticipated that AHA will receive HUD approval in September 2024 to begin the Faircloth to RAD conversion, which staff is pushing to occur before the end of 2024. To meet this goal, staff has begun income certifications for existing residents to pre-qualify

them for the vouchers. Existing households who do not qualify for the Project-Based Voucher program or who choose to opt-out will be allowed to remain in their unit without subsidy and continuing to pay the current rents which will be increased at the state maximum until they reach 80% tax credit rent levels. The AHA does not expect to have 120 qualified households at the initial conversion but it is possible to obtain the contract with HUD for 120 vouchers and to lease up units under the PBV program over time. Staff estimates that lease up may be extended over 2025. Staff will inform the tenants and Board on options to prioritize households and fill these voucher opportunities at a later date, but it is likely to be done via a lottery of all qualified households as was done prior for the 25 PBV units currently in place.

FISCAL IMPACT

AHA has already been approved for up to \$3 million for this transaction, which may increase by up to \$2.3 million in rental subsidy. However, the AHA does have the opportunity to apply for LHTF funds in September, which could provide up to \$1 million in matching funds. Also, the income from the IP property will increase significantly once the additional vouchers are added. Repayment is anticipated in less than 5 years for the new loan amounts.

CEQA

Not applicable

RECOMMENDATION

Accept the Update on the Independence Plaza Faircloth to RAD transaction.

ATTACHMENTS

None

Respectfully submitted,



Tonya Schuler-Cummins, Director of Data and Policy, Sylvia Martinez, Director of Housing Development



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: Nancy Gerardin, Director of Property Operations

Date: August 21, 2024

Re: Approve the Quarterly Write-off to June 30, 2024 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), writes-off uncollectible rent and miscellaneous charges from its resident ledgers. The term "write-off" indicates a procedure where past due amounts from residents, who are no longer residents in 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 the 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, or were evicted and had outstanding balances due to 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 \$74,153.56 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 AAHC of \$5,900.56 and ICD of \$68,253.00.

CEQA

N/A

RECOMMENDATION

Approve to write-off uncollectible accounts receivable from former residents.



ATTACHMENTS

1. BOC Attachment Item 10.S Q2 2024 Write Off08082024v2

Respectfully submitted,
Nancy Gerardin
Nancy Gerardin, Director of Property Operations

Legal Entity	Property Name	Reason for Move Out	Move Out Date	Amount of Bad Debt per reconciliation
AAHC	Esperanza Apartments	Eviction	4/16/2024	\$5,767.56
AAHC	Independence Plaza	Assisted Living	6/21/2024	\$133.00
			TOTAL AAHC	\$5,900.56
ICD	Little John Commons	Eviction	4/23/2024	\$14,485.00
ICD	Little John Commons	Eviction	3/26/2024	\$40,729.00
ICD	Everett Commons	Relocating	2/4/2024	\$975.00
ICD	Rosefield Village	Eviction	5/15/2024	\$12,064.00
			TOTAL ICD	\$68,253.00
			TOTAL	\$74,153.56



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: August 21, 2024

Re: Approve the 2025 AHA Operations (Holiday and Office Closure) Calendar.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) provides a comprehensive calendar each year for the next 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.-3:00 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 Independence Day (July 4, 2025) holiday will be observed on Thursday, July 3, 2025, as July 4, 2025, is a "flex-Friday" for AHA staff. 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, 2025, 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 have 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 2025 calendar also includes planned dates for Board of Commissioners meetings. 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.

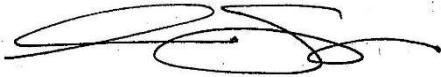
RECOMMENDATION

Approve the 2025 AHA Operations (Holiday and Office Closure) Calendar.

ATTACHMENTS

- 1. 2025 Holiday Closure Calendar

Respectfully submitted,



Alicia Southern, Director of Human Resources

2025 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	31					

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 = 1/2 day Office Closed to the Public (Jun 30-Jul 2, Nov 24-26, Dec 22-24) / Blue = Alt Holiday for flex staff./Lavender = Board of Commissioner's Meeting Dates. NOTE: AHA is closed to the public every Friday.

AHA Holidays 2025

Jan 1	New Year's Day 2025	Feb 17	Presidents' Day	July 4	Independence Day	Nov 27	Thanksgiving Day
Jan 20	Martin Luther King Day	May 26	Memorial Day	Sept 1	Labor Day	Nov 28	Day After Thanksgiving
	June 19	Juneteenth		Nov 11	Veteran's Day	Dec 25	Christmas Day



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: Sepideh Kiumarsi, Management Analyst

Date: August 21, 2024

Re: Accept Intern Presentations.

BACKGROUND

In May 2024 and June 2024, the Housing Authority of the City of Alameda (AHA) welcomed the following five interns as part of its annual summer internship program: Faith Vega who worked in both the Human Resources and Data and Policy departments, Juliana Ramirez who worked in the Housing Programs department, Angelo Frisina who worked in the Asset Management department, Ellie Lee who works in the Housing Development department, and Maya Lindenau who works in the Administrative Services department. The interns assisted their respective departments with a variety of projects and were asked to select one project to draft presentation slides for and ultimately present to AHA or its Board of Commissioners.

Interns Faith, Juliana, and Angelo finished their terms on August 1, 2024, and presented their work on the Human Resources survey, Family Self-Sufficiency (FSS) program, Turner Center Policy review respectively, as well as, other projects at the July staff meeting. Please see attachments A, B, and C for a copy of their presentations.

Interns Ellie and Maya will finish their terms on August 22, 2024, and will be presenting their work on the Photovoltaic (PV) & Domestic Solar Water Heater (DSWH) Systems at AHA and the Landline Retirement project, respectively, during tonight's Board of Commissioners' meeting. Please see attachments D and E for a copy of their presentations.

DISCUSSION

One of AHA's Strategic and 5-year Plan goals is to maintain its high standards in energy efficiency in order to use its resources efficiently. As part of this effort, the AHA has implemented and monitored solar systems at its various properties to provide sustainable, renewable energy that benefits both the environment and residents. As part of her project, Ellie gathered information including the age of solar systems (years), size of solar systems (kW), warranties, maintenance plans, estimated annual output (kWh), and estimated annual savings (\$) for the AHA's tax credit properties and new



developments.

The AHA properties and the AHA office currently use landlines for phone operations and specialty lines like fax machines, fire alarms, and emergency elevator phones. AT&T, which is the largest landline provider in California, including Alameda County, has begun to retire the traditional landline system and replace this system with more modern technology. This transition would eventually affect the following AHA properties: AHA Office, Anne B. Diament, Bay 37 at Pulte Homes, China Clipper, Eagle Village, Esperanza, Everett Commons, Independence Plaza, Lincoln Willow, Littlejohn Commons, Parrot Gardens, Parrot Village, Rosefield Village, Sherman House, and Stanford House. Therefore, it is crucial to understand the timeline for decommissioning these systems and explore alternative solutions. As part of her project, Maya analyzed AT&T's intended transition plan, determined the impact on AHA, and proposed several options that AHA could take.

FISCAL IMPACT

Not Applicable.

CEQA

Not Applicable.

RECOMMENDATION

Accept intern presentations.

ATTACHMENTS

1. Attachment A - Human Resources Survey Presentation
2. Attachment B - Family Self-Sufficiency (FSS) Program Presentation
3. Attachment C - Turner Center Review Presentation
4. Attachment D - Solar Project Presentation
5. Attachment E - Landline Presentation

Respectfully submitted,

Sepideh Kiumarsi

Sepideh Kiumarsi, Management Analyst

Human Resources (HR) Presentation



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Prepared By: Faith Vega (she/her)
Human Resources and Data and Policy Intern
July 24, 2024
All Staff Meeting

Agenda

1. About Me
2. HR Survey Purpose/Background
3. Employee Handbook Revisions
4. Recruitment and Onboarding
5. Planning Staff Socials
6. Reflections
7. Closing

About Me

- Rising Senior at UC Berkeley: Degree in Sociology
- On Campus Involvement: Community and Housing Partnership Director at Alternative Breaks and Peer Advocate Lead at the Transfer Student Center
- First Generation College Student!
 - Graduated from Fresno City College with an Associates Degree in Sociology
- Why I applied to AHA Internship: To gain work experience in affordable housing and human resources!



HR Survey

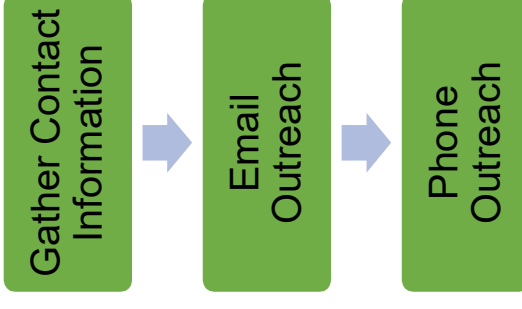
What is the Purpose of an HR Survey is to:

- Gather information on employee benefits and compensation from other government agencies and provide to HR for in-depth analysis

Survey participants

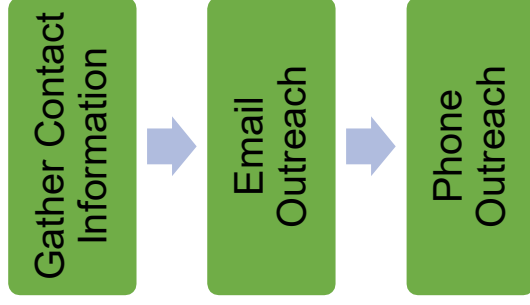
- City government, County government, and Public Housing Authorities across the Bay Area
- Responded (9): Santa Clara County Housing Authority, Oakland Housing Authority, Housing Authority of the County of Alameda, Contra Costa Housing Authority, City and County of San Francisco, County of San Mateo, County of Alameda, City of San Jose, and City of San Mateo
- Didn't Respond (3): City of Alameda, City of Oakland, and San Francisco Housing Authority

Outreach Methodology:



HR Survey (continued)

Outreach Methodology:



Topics Covered:

- Tuition reimbursement for: Conferences, Workshops, Certifications, Tuition, Registration Fees, Memberships, and Licenses
- Employee Vacation/Floating Holiday Amounts
- Employee Schedules
- Deferred compensation
- Sick leave/Administrative leave
- Employee training programs
- Employee retention strategies

Employee Handbook Revisions

Timeline:

1. Human Resources reviews and updates the employee handbook when there are new HR-related policies
2. HR presents the employee handbook to the Board of Commissioners for approval
3. Once revisions are approved, the employee handbook training must be updated in Aspire (online learning platform)
4. Staff must take the online employee handbook training when being onboarded and when there are any new changes

Newest Revision:

1. Received BOC approval on April 17, 2024 and was effective April 18, 2024
2. Changes included:
 - Section added for workplace relationships, reproductive loss leave, and no remote access for nonexempt employees
 - Changes to language to be less gendered-based

Recruitment and Onboarding

Projects I worked on:

1. Learned how to create Laserfiche forms for onboarding – create the form and setting up the workflow for approvals
2. Reviewing applications - what are we looking for as an employer
3. Reviewing and updating job postings across a variety of different online platforms (Government Jobs, LinkedIn, CalOpps, Indeed, etc.)
4. Analyzing AHA's online presence and search engine hit rate – when looking for a job opening, which filters would show AHA's job openings
5. Shadowed the onboarding process and was able to understand the different benefits, steps, and requirements
6. Gathered information on what other public agencies do for recruitment

Planning Staff Socials

International Self-Care and World Chocolate Day

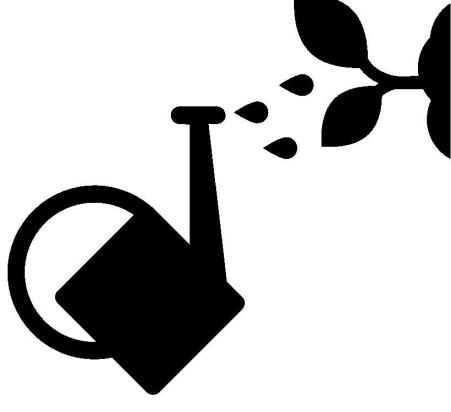
- Promoting the importance of self-care for mental and physical well-being, emphasizing how self-care practices vary across cultures

Tips for self-care at work:

1. Remembering to take your breaks
2. Eat a good lunch
3. Stay hydrated throughout the day

Upcoming event to look forward to:

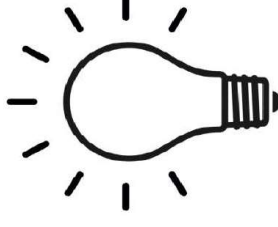
- Return of the Walk-a-thon!



Reflections

Key Skills that I learned:

- Employee Relations and Benefits
- HR Policy & Practice
- Shadowed how to do invoices, procurement, and Laserfiche forms
- More about affordable housing
- Found a passion for HR!



Thank You! Any Questions?



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Family Self-Sufficiency (FSS) Program



PREPARED BY JULIANA RAMIREZ (she/her/hers)

HOUSING PROGRAMS INTERN

JULY 2024



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AGENDA

1. Introduction
2. FSS Overview
3. Methods of Support
 - I. Program Enrollment
 - II. PCC Board
4. My Recommendations and Take Aways
5. Questions

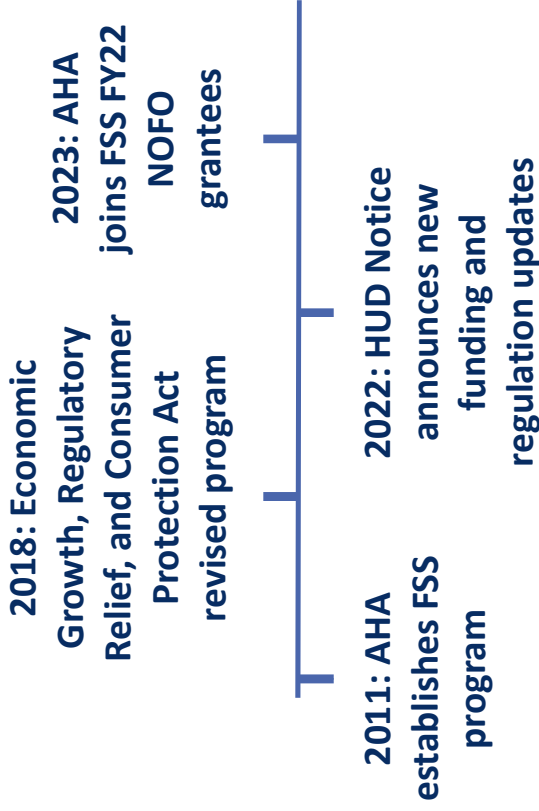
INTRODUCTION

- Fourth Year at University of California, Berkeley, double majoring in Social Welfare and Sociology
- Work on campus at the Bancroft Library and Residential Halls
- Volunteer with the UC Berkeley Underground Scholars Program
- Career Goal: Work in Public Service, focusing on relieving the impacts of poverty
- Why intern with the AHA?
 - Aligns with my educational and professional interests
 - Personal growth and fulfillment



What is the Family Self-Sufficiency Program (FSS)?

FSS is a program offered through HUD intended to provide Voucher Recipients with resources, guidance, and community to achieve a long-term goal of financial independence.



FSS Programs are not mandatory for PHA's

- **20 graduates from AHA's program**
- **18 participants enrolled at the start of June**

HUD No. 23-017: Announcing new budget for funding FSS programs (ex. FY22 NOFO) and the ability to declare a Head of Household for the FSS program that is separate from the Head of Household for the voucher program.

FSS Fiscal Year 2022 Notice of Funding Opportunity (FY22 FSS NOFO):

HUD grant that funds salary of permanent FSS Coordinator(s), amount based on number of program participants

- **25-49 participants is funding for one salary and was our goal**



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How does FSS work?

Program Coordinating Committee (PCC)

Board of Local Non-profits and Organizations that contribute services and resources for participants

Individual Training and Services Plan (ITSP)

- 5-year contract that maps out the road to financial independence
 - Completing Education
 - Finding Sustainable Income
 - Homeownership
 - Small Business Development

Escrow Savings Account

- Account for every participant increase of tenant rent portion
- Funds granted upon successful completion of program
 - Success = completion of goals in ITSP, ending program with fulltime employment or in a position that has opportunity for fulltime employment (part time job, fellowship, etc.)
- Escrow amounts range from \$3K - \$40k

FSS Coordination

- One-on-one meetings with participants for ITSP development
 - Develop timelines for goals and steps to achieve them
- Monitoring participant progression toward goals
- Identify community resources (PCC)
- Coordinate services for participants to utilize



Example ITSP

FSS Participant Submits Application



Coordinator receives application and schedules ITSP one on one



ITSP Goals:

Completing Undergraduate and Begin Homeownership Journey

- Pay tuition debt for re-enrollment
- Find affordable childcare
- Apply for grants and scholarships
- Repair credit



Next Steps

- Connect participant with LifeSTEPS for help finding childcare
- Financial Education Classes for the first year to assist with budgeting in the repair of credit and education costs
- Set a timeline for credit repair/debt payment
 - 1-2 years to raise credit score
 - 6 months – 1 year to pay tuition debt
- Re-Enroll after tuition debt
 - Connect with education counselors

End of ITSP

- Education Complete 3-4 year
- Homeownership education and planning services
- Job Assistance year 4-5
 - Income increases and reflects in escrow
- End of 5 years
 - Earned Degree
 - New Job
 - Better Credit for home investments
 - Earned escrow



Methods of Program Support: Participant Outreach

FSS Enrollment Fair: **June 18th and June 20th**

Purpose:

- Meet the participant quota for NOFO grant (25-49 Participants)

Fair Agenda:

- In person presentation of FSS program information
- Q&A with Housing Program Directors
- Applications available for interested attendees with staff available to assist

Outreach Methods

- Fair is a new method of interactive outreach
 - I designed the FSS presentation we showed and distributed to attendees
- Flyers sent via physical mail and e-mail
 - Program information and access to online application
- Contacting recent graduates to share their FSS journey
- Logged attendance and the applications we received

Methods of Support: FSS Enrollment

Results of Enrollment Fair

- 20 attendees at Enrollment Fair
- 40 Applications From June → July
 - 20 undergoing enrollment
 - 20 will remain on the waitlist
 - 26 applications submitted after the fair
- 18 Participants → 38 Participants once applicants are all processed

Currently

- Shadowing one on one meetings and ITSP drafting
 - Scheduled meetings for 20 participants and set up the waitlist
 - Meetings won't be complete until early August



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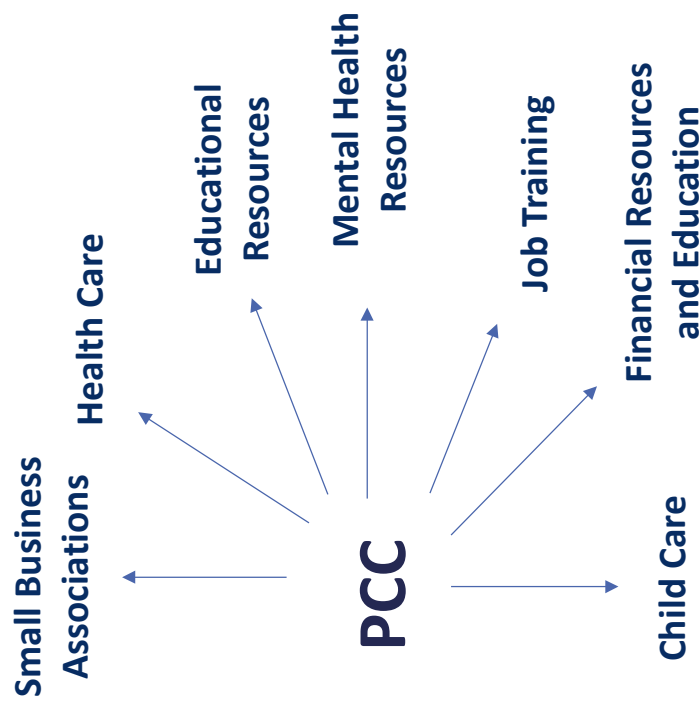
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Methods of Support: Program Coordinating Committee

Program Coordinating Committee (PCC)

- PCC Organization for 2024
 - Updating list of partners
 - Outreach via email and phone calls
 - Updating contact information
 - Reaching out to new potential partners
 - 3 Organizations Confirmed
 - Partners: **LifeSTEPS**, Alameda Chamber and Economic Alliance, Operation Dignity
 - Pending: Legal Groups, Local Business Associations, Job Trainings, Mental Health Support, Educational Assistance



Key Take Aways and Recommendations

Recommendations

FSS Participation Retention:

- Continue outreach via mail, email, and in-person informational events
- E-mail and mail got the most applications sent in (i.e., the FSS flyer)
- In-Person is great for informative sessions and preventing hesitation

PCC Recommendations

- Continue outreach with partners consistently until permanent coordinator is designated
- Involve PCC in future program enrollment events to speak, learn about program, or provide their own flyers, pamphlets, etc.

MTW FSS Innovations from other PHAs:

<https://www.hud.gov/sites/dfiles/PIH/documents/MTWFSSInnovationsJan2020.pdf>

Moving to Work (MTW)

- Putting MTW-FSS in the 5 Year Plan to grant more program flexibility
- Tenant Rent Portion In Escrow vs Financial Incentives
- Putting Forfeited Funds In An Emergency Grant Fund
- Modifying the FSS Participation Contract
 - Ex. Mandatory ITSP Objectives like financial education, training, credit repair, etc.



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Other Projects:

- Assisted with developing community garden at Independence Plaza with Raquel at LifeSTEPS
- Opens July 29! Please attend grand opening if you're able to 😊

Personal Take Aways and What's Next

- Thank you AHA staff for the opportunity!
- Leaving with a lot more confidence and direction in my career path.
 - I love what I've been doing, and I love working with people who are passionate about their work.
- Graduating in Spring 2025 and finishing my second major in Fall 2025
- Continue learning about affordable housing and understanding how organizations like the AHA make positive impacts on communities

Thank you for listening!

Any Questions?



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Turner Center Review



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Prepared by: Angelo Frisina (he/him)
Asset Management Intern – 07/2024

Prepared for: The Housing Authority of the City of Alameda



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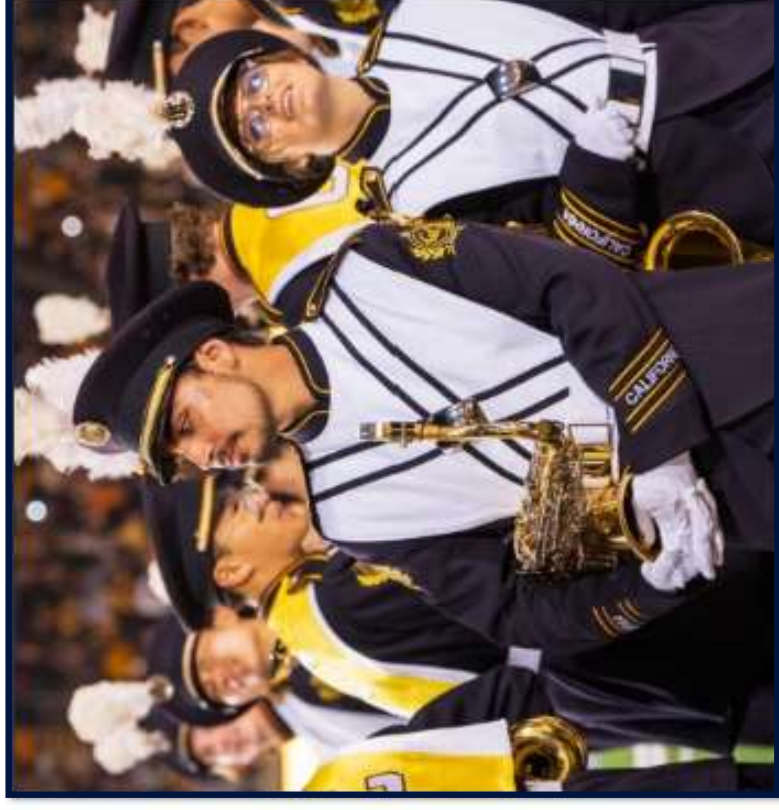
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Agenda

1. Introduction
2. Background
3. Main Deliverable
4. Findings
5. Key Takeaways
6. Recommended Action
7. Personal Takeaways
8. Questions

Introduction

- University of California, Berkeley – Bachelor of Arts in Economics, with Minors in Public Policy, Spanish and Music
 - Career Goals: To promote social and racial equity and achieve climate justice by overhauling the U.S. economy.
- On-campus involvement
 - University of California Marching Band, UC Jazz, University Wind Ensemble
- Why the Alameda Housing Authority (AHA)?
 - Passion for housing as a basic need
 - Hoped to learn what a career in affordable housing would look like



Background

UC Berkeley Turner Center for Housing Innovation

- Leading housing research center founded in 2015
- Provides data-driven research for policymakers and other officials to support innovative housing and policy practices
- Research staff comprised of PhDs, Masters, Professors, graduate student researchers, and seasoned veterans of policy and legislative work
- 175 reports that center around the past, present and future of California's housing market, development practices, financing strategies, climate mitigation, and more

Key Takeaway

There are at least 25 reports that could greatly expand AHA's understanding of:

- *Current and past housing policies and land use regulations*
- *Development practices employed in the past, the present, and recommended for the future*
- *The future of the California housing market as predicted by comprehensive modeling*

Main Deliverable

A review of the Turner Center's 175 reports as of July 2024 and their applicability to the Alameda Housing Authority

Methodology:

1. Read all reports dated 2015 to July 2024
2. Catalog in the Turner Center Review Excel Workbook
3. Determine applicability and key insights learned

Data Collected:

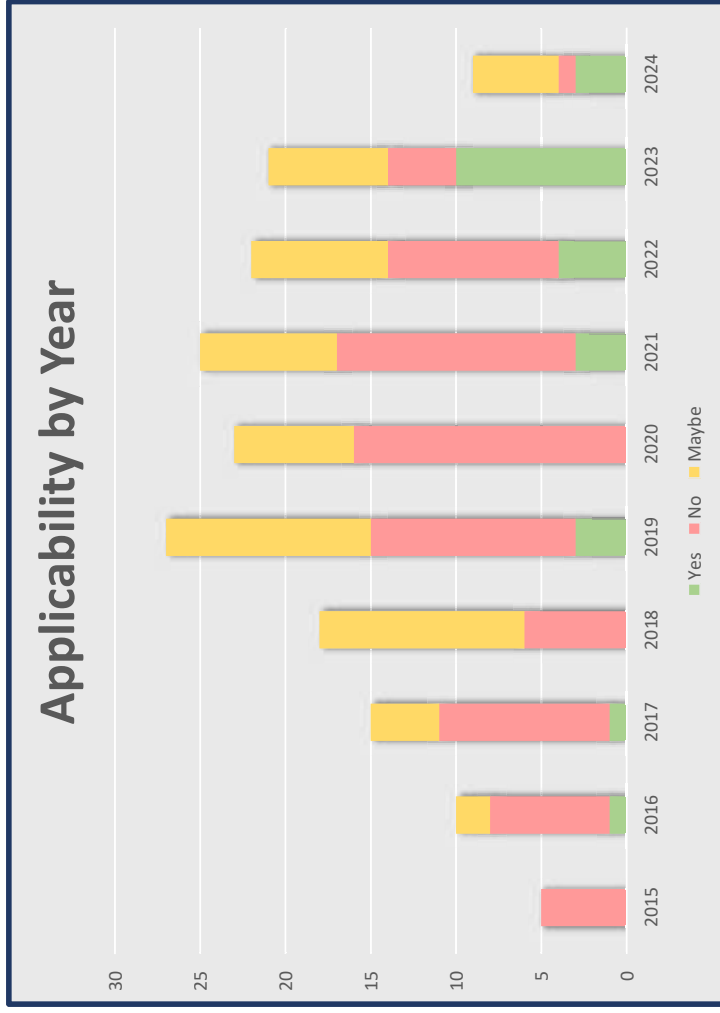
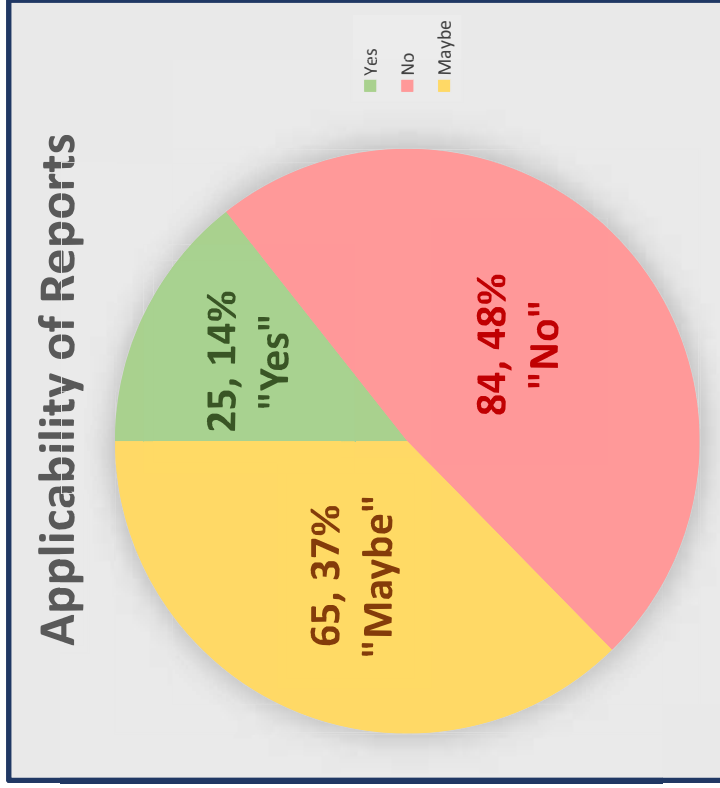
- Title, Author/s, Date, Length of Report (in pages)
- Link to Report / Executive Summary
- 3-4 bullet points summarizing paper
- Category
- Applicability to AHA
- Justification for Conclusion

Applicability Metrics:

Guided by AHA mission statement and strategic plan, a report was deemed applicable (“Yes”) if:

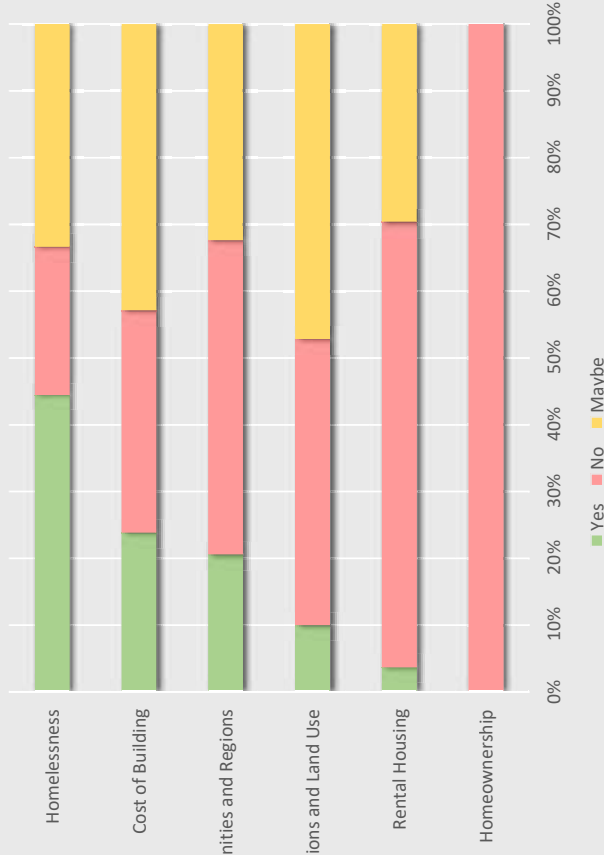
- Content aligns with past, present and future of AHA’s goals
- Information in report was not obsolete as of July 2024
- Information was geographically relevant to Alameda and/or California
- Information is not redundant relative to another report

Quantitative Findings



Quantitative Findings (contd)

Applicability by Report Category



Why Category affects Applicability:

Homelessness (44% applicable):

- Provides detailed statistics and solutions centered around homelessness in California

Communities and Regions (21%):

- Provides analyses of state housing laws and ways community members like Public Housing Authorities (PHAs) can get involved

Homeownership (0%):

- Reports center around issues concerning single-family homeowners (e.g. mortgages)

Qualitative Findings

Top 25 reports hold a wealth of knowledge in:

- **Climate and Equity Goals**
 - Affordability for Whom? web-based tool to predict housing affordability for different demographics
 - Infill housing a solution to the growing climate crisis
- **Addressing Homelessness**
 - Comprehensive statistical reports on service providers and four distinct homeless demographics
 - Hotel conversions to address homelessness
- **Financing Strategies**
 - Case studies around the nation of Faircloth-to-RAD (Rental Assistance Demonstration) and Moving To Work (MTW) mixed financing strategies
- **Legislation and Regulations**
 - Summaries and uses of recent California housing legislation
 - Largest database of 144 state pro-housing laws from around the nation

Qualitative Findings (contd)

Top 25 reports hold a wealth of knowledge in:

- Housing Development
 - Adaptive Reuse of underutilized commercial buildings into housing
 - Housing Development Dashboard interactive web-based tool to assess impact of development policies
 - Accessory Dwelling Units as a solution to expanding supply into high-cost areas
 - Infill Development, how to use Senate Bill 35 to make development easier, and models to show its success by 2030
- Industrialized construction and what we can learn from Southern California and the United Kingdom
- Housing Shortfall and what local agencies can do to address the missing middle-income housing

Recommended Action

AHA management should:

- Review the potentially applicable (“Maybe”) reports cataloged on the Turner Center Review and determine which are worth exploring further.
- Disseminate to each department any reports relevant to their work.
 - This can include all applicable (“Yes”) reports, as well as any selected potentially applicable (“Maybe”) reports.
- Continue monitoring the [Turner Center for Housing Innovation](#) for new publications that could be of use to the Housing Authority.

Personal Takeaways

Throughout this summer internship, I have:

- Gained an understanding of asset management and compliance work for real estate
- Written 2 comprehensive memos and hope to finish 2 more
- Produced and delivered 2 presentations
- Learned about Bay Area utilities and energy saving programs
- Developed and refined skills in research, formal writing, Microsoft 365, etc.
- Gained insights into a potential future career path

Plans moving into the future:

- Graduate in Spring 2025!
- Work and THEN determine whether grad school is a right fit or not
- Hope to work after college in a similar position, either in housing or food security
- Consider pursuing a fellowship like Rona!



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Questions?

For any questions, feel free to email
Angelo Frisina at temp9@alamedahsg.org



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Thank You!



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Photovoltaic (PV) & Domestic Solar Water Heater (DSWH) Systems at AHA

By: Ellie Lee | Pronouns: she/her
Intern, Housing Development Department



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Agenda

- About me
- What PV and DSWH Systems are
- Background
- My project
- Tax Credit AHA Properties
- Maintenance
- Monitoring
- Estimated Annual Savings
- Recommendations
- Personal takeaways



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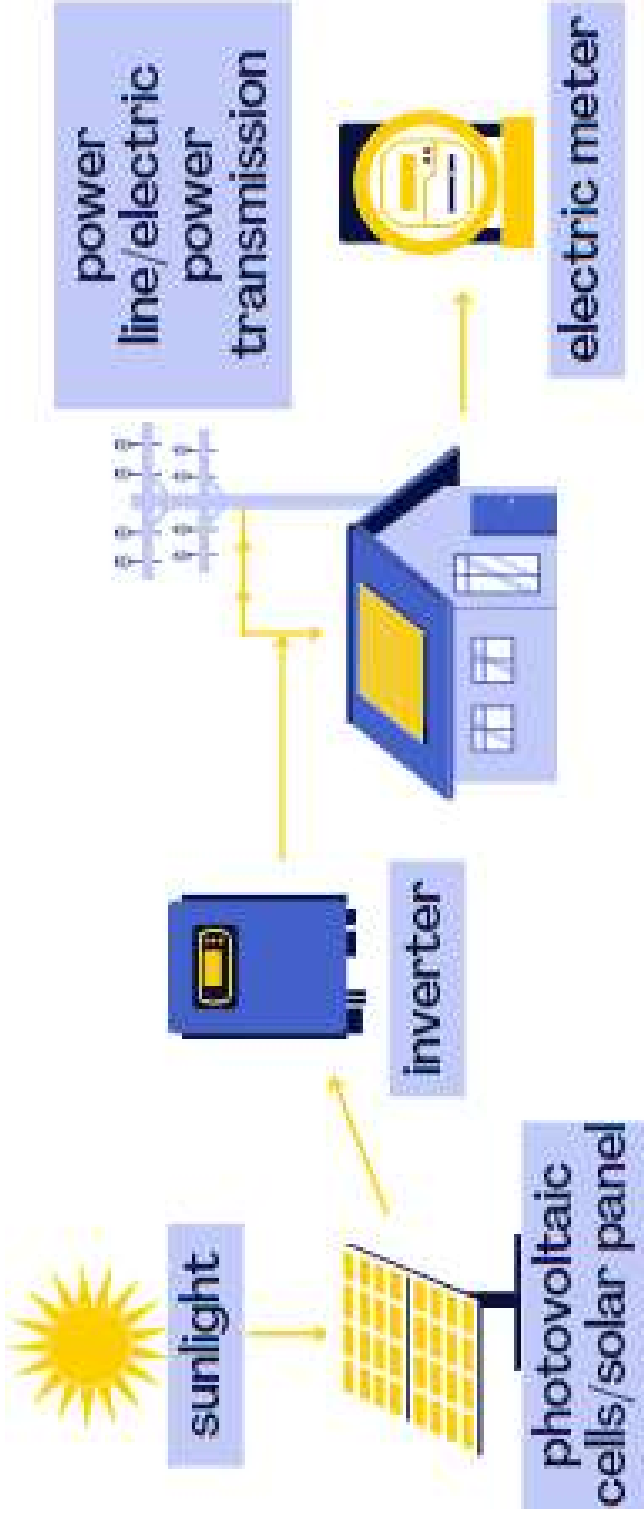
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About me

- First generation. Attending UC Davis.
- Major: Sociology | Minor: Community Nutrition
- Intern at the UC Davis Basic Needs Center
- Student researcher. "Promoting Engagement with Food Access Resources through Culturally Relevant Recipes"
- Joining AHA
 - Interest in food and housing insecurity
 - Interest in learning about affordable housing

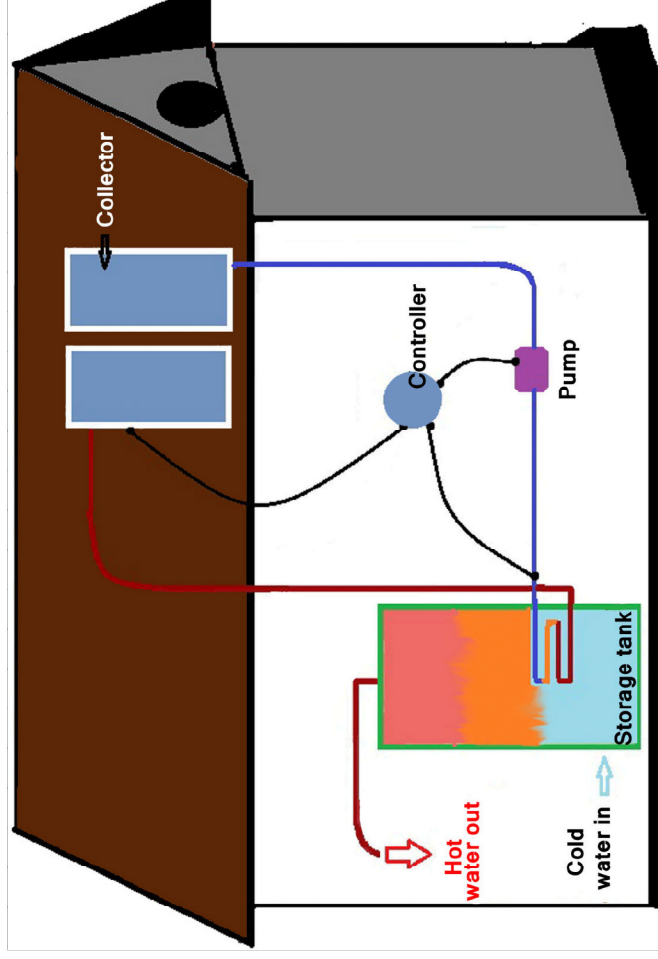


What are Photovoltaic (PV) Systems?



Takeaway: PV systems are typical solar panels that absorb sunlight and convert solar energy to electricity.

What are Domestic Solar Water Heater (DSWH) Systems?



Takeaway: Solar water heaters do NOT produce electricity. Sunlight's heat is used to heat up water.

Background

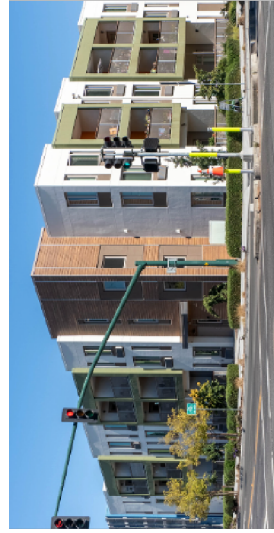
- Before solar systems were implemented, properties had electric and gas energy sources.
- Anne B. Diament Plaza, an older property, does have DSWH systems. Cheaper gas was bought through Association of Bay Area Governments (ABAG).
- Alameda Municipal Power (AMP) is the provider of electricity, and rates are lower than how much PG&E charges its customers. Therefore, cost savings for solar panels at AHA properties would not be as high. However, AHA is moving towards all-electric homes, offsetting electric costs for common areas and to get tax credit points.

My Project

- Researched and compiled solar information of tax-credit AHA properties in excel sheet
 - **General Information:** Project name, address, year built, age of system (years), size of system (kW), warranty info, AMP meter numbers
 - **Maintenance**
 - Maintaining panels properly may provide better performance of solar systems
 - **Monitoring**
 - Allows AHA to monitor solar systems' performance
 - **Estimated annual savings (\$ and kWh)**
 - Cost savings from solar systems allows AHA to prioritize its spendings on providing quality services and maintain its properties
 - Using sustainable energy, we are saving carbon emissions.

Tax-Credit AHA Properties

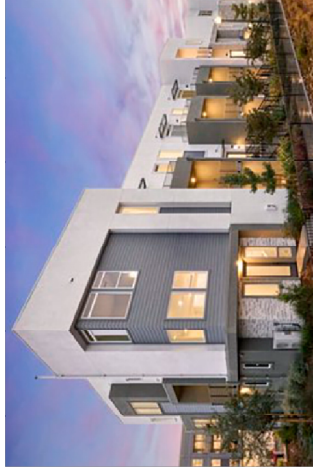
Littlejohn Commons
PV systems



Mulberry Townhomes
PV systems



Pulte Condos
PV systems



Everett Commons
PV systems



Rosefield Village
PV and DSWH systems



Estuary 1
Will have PV systems



Linnet Corner
Will have PV systems



Maintenance

- AHA has agreements with solar installers for repairs to panels and systems, also called maintenance plans.

Property	Maintenance Plan Status
Littlejohn Commons	Created
Pulte Condos	Created
Estuary 1	Created
Linnet Corner	Created
Rosefield (PV)	Created
Mulberry Townhomes	Could be created in near future
Everett Commons	Could be created in near future
Rosefield (DSWH)	Could be created in near future

- Solar Cleaning:
 - AHA plans to repetitively clean solar panels, annually. FPI and HOA will coordinate roof access for solar cleaning at each Pulte location.



Panel repair



Panel cleaning

Monitoring

- Typically, monitoring for PV solar systems would be connected to a device, which would show data, like the system's performance.
- Monitors for DSWH systems would show collector and storage temperatures

Property	Monitoring Status
Littlejohn Commons	Could be connected in future
Everett Commons	Could be connected in future
Mulberry Townhomes	Contacted SunPower to confirm if monitoring is set up completely
Pulte Condos	Contacted SunPower to confirm if monitoring is set up completely
Rosefield (PV)	Connected
Rosefield (DSWH)	Connected
Estuary 1	Will be connected
Linnet Corner	Will be connected

Estimated Annual Savings

Annual savings in kWh

- The estimated annual output is the same as the annual savings (in kWh).
- Amount of electricity being generated from the solar panels = the amount of electricity being saved

Annual savings in \$

How to calculate the cost that is being saved in the property:

AMP per kW charge x estimated annual output (how much electricity generated from solar panels).

Per kW charge for Residential (single family) homes: \$0.12430
 Per kW charge for General Service (multi-family) homes: \$0.20113

Property	Annual Savings (kWh) or (therms)	Annual Savings (\$)
Rosefield (DSWH)	2,916 therms	\$7,291
Pulte Condos	3,408 kWh	\$423.61
Littlejohn Commons	56,757 kWh	\$11,415.54
Everett Commons	62,319 kWh	\$12,534.22
Rosefield (PV)	68,594 kWh	\$13,146
Linnet Corner	72,800 kWh	\$14,642.26
Estuary 1	73,119 kWh	\$14,706.42
Mulberry Townhomes	Unable to locate annual output	Unable to locate annual output

The more solar power is generated in a property, the more costs are being saved!

Recommended Action

1. Move forward with solar cleaning at the Pulte properties and expand this project to other properties.
2. Asset Management to create maintenance plan for properties without one yet.
3. When building new properties in the future, consider working with GRID Alternatives to design and administer solar programs.
 - GRID alternatives work with state and local governments across California to implement no-cost solar installations for low-income households.

Personal Takeaways

Potential next steps after undergrad:

- 1 year fellowship
- Grad school in public health or urban studies

Key learnings

- The process of developing affordable housing
- Holistic understanding of PV and DSWH systems
- What affordable housing is & departments involved

Thank you, AHA Staff!

for...

- Taking time to explain concepts
- Advice on post grad
- Inclusion in meetings
- A wonderful internship experience!



Any Questions?

email: temp1@alamedahsg.org



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Housing Authority
of the
City of Alameda
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Landline Retirement Timeline and Alternatives



Prepared by: Maya Lindenau (she/her)
Administrative Services Intern - 08/2024

Prepared for: Honorable Chair and Members of the Board of
Commissioners

Agenda

1. About Me
2. Background
3. Purpose
4. AT&T's Intended Transition
5. Options for AHA
6. Recommendations
7. Reflection
8. Questions



About Me



- Rising Senior at the University of California, Davis
- Pursuing a Bachelor of Arts in Sociology with a minor in Education
- Extracurriculars: Case Management Director at UC Davis Aggie House (a transitional housing shelter), UC Davis Orientation Team Lead, Museum Visitor Services Assistant
- Professional Goal: to further basic needs access through social services.
- This internship appealed to me as AHA works to solve the homelessness problem throughout the Bay Area and I was interested in learning more about their programs and outreach as a government agency versus the shelter-level I have been volunteering in.

Background: Landlines vs. VoIP

What are Landlines?

- Telephone lines that transmit signals over physical copper wires.
- Phones, emergency alarms, elevator phones, fax machines, etc. use landlines.

What is VoIP (Voice over Internet Protocol)?

- An alternative to landlines!
- A communication technology that transmits signals over the internet instead of using physical copper wires.
- VoIP creates back-end changes to the connection, so hardware can mainly stay the same.
 - Think of the connection being like Wi-Fi!

Background: Decommissioning Landlines

Landlines are Becoming Less Popular:

- AT&T stands as one of the largest landline providers in California, but from 2000 to 2021, landline demand dropped 89%.
- Currently, less than 5% of households in AT&T California's territory use copper-based landlines and AT&T spends over \$1 billion a year to maintain them.
- Therefore, AT&T has begun to retire the traditional landline system and replace it with more modern technologies, inevitably affecting customers and business-critical services.

Purpose

AHA needs to understand AT&T's timeline for decommissioning landlines as it could affect:

- The AHA office
- AHA properties
- AHA's new and ongoing construction projects

These properties rely on landlines for:

- Phone communications
- Specialty lines:
 - Fire and security alarms
 - Elevator emergency phones
 - Fax machines
 - Intercoms

*The AHA office and Anne B. Diamant use RingCentral, a form of VoIP (Voice over Internet Protocol), as an alternative to landlines for main phone communications.

AT&T's Intended Transition (1)

(1) Carrier of Last Resort (COLR):

- AT&T is the largest COLR in California spanning many parts of the state (including Alameda County).
- **COLR** - a telecommunications service provider who must provide telephone service over any technology (landline, cable, wireless, VoIP, etc.) to customers in their service area that request it.
- AT&T can transition their customers to more modern technologies as long as they don't disconnect anyone from basic service and break COLR rules.

March 2023:
AT&T submitted a request to the California Public Utilities Commission (CPUC) to withdraw from COLR status in certain areas.

June 2024:
CPUC denied AT&T's request as no alternative carrier volunteered to take over AT&T's COLR status.

June 2024:
The CPUC initiated an OIR (Order Instituting Rulemaking) proceeding to consider adjustments to the COLR rules.

AT&T's Intended Transition (2)

AT&T states that their CPUC application was the first step in a multi-year process to phase out copper-based landline phone service as demand for it continues to decline.

(2) State Assembly Bill (AB) 2797:

- **AB 2797** - legislative action supported by AT&T that aimed to end COLR obligations in urban areas, like Alameda County, if two or more service providers offer alternative voice services. This would have created a route around CPUC rules (June 2024).
- AT&T ended up pulling the bill from the Senate Energy, Utilities, and Communications Committee due to public backlash (July 2024).
- AT&T will continue to rework the bill and modernize their network, pursuing CPUC grants to further expand broadband in California.

Options for AHA – VoIP

(1) Fully Transition to VoIP (Voice over Internet Protocol):

- VoIP - a communication technology that allows you to make phone calls over the internet instead of using traditional copper phone lines.
- Landline to VoIP Converters are sufficient alternatives for AHA as these devices work for both phone and specialty lines.

Pros:

- VoIP is technologically innovative.
- Switching now ensures AHA has time to adjust as copper landlines will eventually be phased out.
- Suggested devices are easy to install.

Cons:

- VoIP converters have an expensive upfront cost and accrue higher monthly costs than landlines for AHA.
- Landlines can be more dependable in power outages, as VoIP requires service to function.

Options for AHA – Wait It Out

(2) Wait It Out:

- Work with stakeholders (AT&T, fire department, elevator company, etc.) to create case-by-case modernization plans for the property sites.
- Remain in communication with service providers until alternative options become more accessible.
- Be prepared for an eventual transition based on AT&T's modernization efforts.

Pros:

- Specialty lines are less expensive through landlines than VoIP services.
- No abrupt cancellation of services – AT&T will work with consumers who use traditional landline services to upgrade to newer technologies.

Cons:

- Based on monthly expenses, landline costs for AHA have steadily been going up (small amount overall).
- Delaying an eventual transition away from copper landlines.

Recommendations

1. **Review potential changes to the COLR requirements with the rulemaking (OIR).**
 - A decision is expected in December of 2025 at the latest.
2. **Monitor AT&T's modernization efforts and COLR status.**
 - If they choose to do so, AT&T can legally file another application for COLR relief one year after the CPUC issues a final decision closing the OIR.
 - Stay updated on if AT&T revises and pursues proposal AB 2797 again.
3. **AHA should continue to familiarize itself with the suggested landline alternatives and their accessibility** in anticipation of AT&T's goal to transition to more modern technologies.
4. Based on affordability, it is suggested AHA continue with landline services for the moment, but it is crucial to start talking to stakeholders about an eventual transition.

Reflections

Other Projects:

- LifeSteps Monthly Program Reports - Excel workbook and trends
- Creating a spreadsheet of environmental grants and their deadlines for AHA
- Linnet Corner Marketing Flyer
- Implementing the Workplace Violence Prevention Plan (WVPP) into an employee training in Aspire (our e-learning platform)

Key Skills I Gained:

- Learned more about affordable housing and housing programs
- Improved Microsoft 365 and research skills
- Memo writing

Takeaways:

- A new interest to study communications/marketing in college
- A career in affordable housing at a government level is a viable career path for me!

Questions?

Thank you!



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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: August 21, 2024

Re: Adopt the Resolution to: 1) to Provide a 3.2 % Cost of Living Adjustment for All Eligible Employees; 2) Authorize the Executive Director or designee to revise the Employer's Contributions for Eligible Employees' Health by up to 15% and Dental/Vision Care by up to 7% over 2024 rates; and 3) to Adopt the Corresponding Pay Schedule and Salary Schedule to be effective August 25, 2024.

BACKGROUND

The last Cost of Living Adjustment (COLA) for Housing Authority of the City of Alameda (AHA) line staff and managers was 2.9% effective August 17, 2023.

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 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

Cost of Living Adjustment

The Bay Area Consumer Price Index (CPI) for all consumers increased 3.2% for the period from June 2023 to June 2024 (the same month-to-month period used when determining prior years' increases). The June 2023 rate was 2.9%. The increase in the 2024 CPI was due primarily to higher prices for electricity and some consumer goods, while gasoline costs declined.



AHA management generally believes we should provide a 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 budget that was approved in June 2024. Historical information on COLA increases was presented to the Board for consideration in July 2023, along with a proposed approach for setting COLA increases. Based on the discussion at the July meeting, management is bringing just one option to the Board for consideration: a 3.2% COLA, matching the CPI data.

If a COLA is granted by the Board, AHA management proposes that it be effective August 25, 2024, the start of the next pay period following the August Board meeting. This is the approach that has been used, starting in 2020, to streamline administrative processing of the COLA.

All regular (either full or part-time) employees and contract employees would be eligible for the COLA. Temporary staff directly contracted with AHA are also eligible for COLA. Temporary staff through a temp agency are not. Y-Rated employees are also not eligible for a COLA increase. However, no current AHA employees are Y-Rated.

Exhibits #1 and #2 include wage figures with a 3.2% 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 have any 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 Executive Director's salary is not assigned a range, as other regular positions are. This salary is shown on the Pay Schedules 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.

Medical Insurance Employer Contributions

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 has been:

YEAR ACTUAL

2020	\$139
2021	\$143
2022	\$149
2023	\$151
2024	\$157

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 7% increase beginning January 1, 2025, in the employer contribution (over the 2024 Kaiser premium, which has been used as the benchmark plan) for all regular employees for health insurance, and a 7% increase in the employer contribution (over the 2024 dental premium) for dental insurance.

PERS approved the 2025 health plan numbers at their June 2024 meeting, but has not yet posted the plans and rates. PERS has indicated they will post these numbers by September 5, 2024. The approved PERS health insurance premiums for 2025, and the Kaiser Employee only premium increased by 8.41%, which was higher 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%	Numbers anticipated in September 2024

The approved budgeted amount is adequate to cover this higher than expected increase and to provide up to the Employee+ 2 or more premium, estimated at \$2,879 per month beginning in January 2025, as not all employees elect coverage for Employee+2 or more dependents, and some have opted for the in-lieu payment of \$230/month.

For the ease of administration and out of an abundance of caution, as CalPERS has not yet posted the Employee+2 or more rates, we request that the Board authorize the Executive Director or designee to approve and implement the new medical benefits employer contribution for 2024-25 budget for up to a maximum of a 15% percent increase on the 2023-24 maximum employer contribution of \$2,655.67 as set in August 2023 and to inform the Board retroactively of the actual increase. The increase will be the lower of the posted family rate Kaiser premiums for 2025 or 15% over 2024 premium,

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 cost 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 10.75% this year, compared to last year's increase of 10.95%, 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 rates for dental and vision will also not be available until September. The current 2024 rate is \$248. Management is recommending authorization for an employer contribution equal to the employee plus two premium, not to exceed, a 7% (\$266) increase in dental premiums.

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%	Numbers anticipated in September 2024

A 7% increase has been budgeted for within the approved budget. Additionally, as in past years, if actual 2025 premiums are less than the approved amount, the employer contribution is capped at the actual 2025 Employee+2 or more dependent rate.

For ease of administration and out of an abundance of caution, as dental and vision rates have not yet been posted, the AHA requests that the Board authorize the Executive Director or designee to approve and implement the new medical benefits employer contribution for 2024-25 budget for up to a maximum of a 7% percent increase on the 2023-24 maximum employer contribution of \$248 as set in August 2023 and to inform the Board retroactively of the actual increase.

The accompanying Resolution outlines the 2025 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 2024. No change in the cash back alternative health coverage payment of \$230/month is proposed for the 2025 calendar year.

FISCAL IMPACT

An overall COLA for all eligible staff and managers of 3.2% would cost approximately \$303,528 in salary costs for the fiscal year, plus an additional approximately \$12,748 in CalPERS employer retirement contributions, for a total cost of \$316,276. This amount is

covered by the FY 2024/2025 budget approved in June.

For the medical, at the 15% increase, the maximum fiscal impact would be \$2,066,102. However, this assumes all staff take the full employer and 2 dependents coverage, which they do not. Of this, only a 7% increase is budgeted, so \$122,470 is un-budgeted. However, there will be sufficient funds due to unfilled positions to cover this.

For dental and vision, the maximum fiscal impact would be \$181,733. This amount is already budgeted for.

CEQA

Not applicable to this item.

RECOMMENDATION

Adopt the Resolution to: 1) to Provide a 3.2 % Cost of Living Adjustment for All Eligible Employees; 2) Authorize the Executive Director or designee to revise the Employer's Contributions for Eligible Employees' Health by up to 15% and Dental/Vision Care by up to 7% over 2024 rates; and 3) to Adopt the Corresponding Pay Schedule and Salary Schedule to be effective August 25, 2024.

ATTACHMENTS

1. Exhibit 1 Salary Schedule FY2025 - COLA 3.2% 08-22-2024
2. Exhibit 2 Salary Schedule FY2025- COLA 3.2% 08-22-2024
3. Exhibit 3 Reso-Amend Wage Health Increase

Respectfully submitted,
Alicia Southern, Director of Human Resources

Scenario - % COST OF LIVING ADJUSTMENT - FISCAL YEAR PROPOSAL

Range	Monthly					Biweekly					Hourly (40)					Hourly (37.5)				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1	\$ 4,369.96	\$ 4,589.25	\$ 4,818.56	\$ 5,059.35	\$ 5,311.60	\$ 2,016.90	\$ 2,116.11	\$ 2,223.95	\$ 2,335.08	\$ 2,451.51	\$ 2,066.52	\$ 2,169.71	\$ 2,278.20	\$ 2,391.97	\$ 2,511.70	\$ 25.21	\$ 26.48	\$ 27.80	\$ 29.19	\$ 30.64
2	\$ 4,477.45	\$ 4,701.04	\$ 4,936.09	\$ 5,182.61	\$ 5,442.03	\$ 2,066.52	\$ 2,169.71	\$ 2,278.20	\$ 2,391.97	\$ 2,511.70	\$ 2,116.11	\$ 2,223.95	\$ 2,335.08	\$ 2,451.51	\$ 2,574.55	\$ 25.83	\$ 27.12	\$ 28.48	\$ 29.90	\$ 31.40
3	\$ 4,599.25	\$ 4,818.56	\$ 5,059.35	\$ 5,311.60	\$ 5,578.18	\$ 2,116.11	\$ 2,223.95	\$ 2,335.08	\$ 2,451.51	\$ 2,574.55	\$ 2,169.71	\$ 2,278.20	\$ 2,391.97	\$ 2,511.70	\$ 2,637.39	\$ 27.12	\$ 28.48	\$ 29.90	\$ 31.40	\$ 32.97
4	\$ 4,701.04	\$ 4,936.09	\$ 5,182.61	\$ 5,442.03	\$ 5,714.34	\$ 2,169.71	\$ 2,278.20	\$ 2,391.97	\$ 2,511.70	\$ 2,637.39	\$ 2,223.95	\$ 2,335.08	\$ 2,451.51	\$ 2,574.55	\$ 2,702.88	\$ 27.80	\$ 29.19	\$ 30.64	\$ 32.18	\$ 33.79
5	\$ 4,818.56	\$ 5,059.35	\$ 5,311.60	\$ 5,578.18	\$ 5,856.23	\$ 2,223.95	\$ 2,335.08	\$ 2,451.51	\$ 2,574.55	\$ 2,702.88	\$ 2,278.20	\$ 2,391.97	\$ 2,511.70	\$ 2,637.39	\$ 2,769.03	\$ 28.48	\$ 29.90	\$ 31.40	\$ 32.97	\$ 34.61
6	\$ 4,936.09	\$ 5,182.61	\$ 5,442.03	\$ 5,714.34	\$ 5,999.56	\$ 2,335.08	\$ 2,451.51	\$ 2,574.55	\$ 2,702.88	\$ 2,838.48	\$ 2,391.97	\$ 2,511.70	\$ 2,637.39	\$ 2,769.03	\$ 2,907.28	\$ 29.19	\$ 30.64	\$ 32.18	\$ 33.79	\$ 35.48
7	\$ 5,059.35	\$ 5,311.60	\$ 5,578.18	\$ 5,856.23	\$ 6,150.05	\$ 2,451.51	\$ 2,574.55	\$ 2,702.88	\$ 2,838.48	\$ 2,980.04	\$ 2,451.51	\$ 2,574.55	\$ 2,702.88	\$ 2,838.48	\$ 2,980.04	\$ 30.64	\$ 32.18	\$ 33.79	\$ 35.48	\$ 37.25
8	\$ 5,182.61	\$ 5,442.03	\$ 5,714.34	\$ 5,999.56	\$ 6,299.11	\$ 2,511.70	\$ 2,637.39	\$ 2,769.03	\$ 2,907.28	\$ 3,052.81	\$ 2,511.70	\$ 2,637.39	\$ 2,769.03	\$ 2,907.28	\$ 3,052.81	\$ 31.40	\$ 32.97	\$ 34.61	\$ 36.34	\$ 38.16
9	\$ 5,311.60	\$ 5,578.18	\$ 5,856.23	\$ 6,150.05	\$ 6,456.76	\$ 2,574.55	\$ 2,702.88	\$ 2,838.48	\$ 2,980.04	\$ 3,128.88	\$ 2,574.55	\$ 2,702.88	\$ 2,838.48	\$ 2,980.04	\$ 3,128.88	\$ 32.18	\$ 33.79	\$ 35.48	\$ 37.25	\$ 39.11
10	\$ 5,442.03	\$ 5,714.34	\$ 5,999.56	\$ 6,299.11	\$ 6,614.42	\$ 2,637.39	\$ 2,769.03	\$ 2,907.28	\$ 3,052.81	\$ 3,205.61	\$ 2,637.39	\$ 2,769.03	\$ 2,907.28	\$ 3,052.81	\$ 3,205.61	\$ 32.97	\$ 34.61	\$ 36.34	\$ 38.16	\$ 40.07
11	\$ 5,578.18	\$ 5,856.23	\$ 6,150.05	\$ 6,456.76	\$ 6,779.24	\$ 2,702.88	\$ 2,838.48	\$ 2,980.04	\$ 3,128.88	\$ 3,285.66	\$ 2,702.88	\$ 2,838.48	\$ 2,980.04	\$ 3,128.88	\$ 3,285.66	\$ 33.79	\$ 35.48	\$ 37.25	\$ 39.11	\$ 41.07
12	\$ 5,714.34	\$ 5,999.56	\$ 6,299.11	\$ 6,614.42	\$ 6,945.50	\$ 2,769.03	\$ 2,907.28	\$ 3,052.81	\$ 3,205.61	\$ 3,365.70	\$ 2,769.03	\$ 2,907.28	\$ 3,052.81	\$ 3,205.61	\$ 3,365.70	\$ 34.61	\$ 36.34	\$ 38.16	\$ 40.07	\$ 42.07
13	\$ 5,856.23	\$ 6,150.05	\$ 6,456.76	\$ 6,779.24	\$ 7,118.92	\$ 2,838.48	\$ 2,980.04	\$ 3,128.88	\$ 3,285.66	\$ 3,449.71	\$ 2,838.48	\$ 2,980.04	\$ 3,128.88	\$ 3,285.66	\$ 3,449.71	\$ 35.48	\$ 37.25	\$ 39.11	\$ 41.07	\$ 43.12
14	\$ 5,999.56	\$ 6,299.11	\$ 6,614.42	\$ 6,945.50	\$ 7,292.34	\$ 2,907.28	\$ 3,052.81	\$ 3,205.61	\$ 3,365.70	\$ 3,533.72	\$ 2,907.28	\$ 3,052.81	\$ 3,205.61	\$ 3,365.70	\$ 3,533.72	\$ 36.34	\$ 38.16	\$ 40.07	\$ 42.07	\$ 44.17
15	\$ 6,150.05	\$ 6,456.76	\$ 6,779.24	\$ 7,118.92	\$ 7,474.36	\$ 2,980.04	\$ 3,128.88	\$ 3,285.66	\$ 3,449.71	\$ 3,622.36	\$ 2,980.04	\$ 3,128.88	\$ 3,285.66	\$ 3,449.71	\$ 3,622.36	\$ 37.25	\$ 39.11	\$ 41.07	\$ 43.12	\$ 45.28
16	\$ 6,299.11	\$ 6,614.42	\$ 6,945.50	\$ 7,292.34	\$ 7,656.39	\$ 3,052.81	\$ 3,205.61	\$ 3,365.70	\$ 3,533.72	\$ 3,711.00	\$ 3,052.81	\$ 3,205.61	\$ 3,365.70	\$ 3,533.72	\$ 3,711.00	\$ 38.16	\$ 40.07	\$ 42.07	\$ 44.17	\$ 46.39
17	\$ 6,456.76	\$ 6,779.24	\$ 7,118.92	\$ 7,474.36	\$ 7,848.44	\$ 3,128.88	\$ 3,285.66	\$ 3,449.71	\$ 3,622.36	\$ 3,803.61	\$ 3,128.88	\$ 3,285.66	\$ 3,449.71	\$ 3,622.36	\$ 3,803.61	\$ 39.11	\$ 41.07	\$ 43.12	\$ 45.28	\$ 47.55
18	\$ 6,614.42	\$ 6,945.50	\$ 7,292.34	\$ 7,656.39	\$ 8,040.50	\$ 3,205.61	\$ 3,365.70	\$ 3,533.72	\$ 3,711.00	\$ 3,896.22	\$ 3,205.61	\$ 3,365.70	\$ 3,533.72	\$ 3,711.00	\$ 3,896.22	\$ 40.07	\$ 42.07	\$ 44.17	\$ 46.39	\$ 48.70
19	\$ 6,779.24	\$ 7,118.92	\$ 7,474.36	\$ 7,848.44	\$ 8,241.15	\$ 3,285.66	\$ 3,449.71	\$ 3,622.36	\$ 3,803.61	\$ 3,993.46	\$ 3,285.66	\$ 3,449.71	\$ 3,622.36	\$ 3,803.61	\$ 3,993.46	\$ 41.07	\$ 43.12	\$ 45.28	\$ 47.55	\$ 49.92
20	\$ 6,945.50	\$ 7,292.34	\$ 7,656.39	\$ 8,040.50	\$ 8,441.80	\$ 3,365.70	\$ 3,533.72	\$ 3,711.00	\$ 3,896.22	\$ 4,091.36	\$ 3,365.70	\$ 3,533.72	\$ 3,711.00	\$ 3,896.22	\$ 4,091.36	\$ 42.07	\$ 44.17	\$ 46.39	\$ 48.70	\$ 51.14
21	\$ 7,118.92	\$ 7,474.36	\$ 7,848.44	\$ 8,241.15	\$ 8,652.49	\$ 3,449.71	\$ 3,622.36	\$ 3,803.61	\$ 3,993.46	\$ 4,193.23	\$ 3,449.71	\$ 3,622.36	\$ 3,803.61	\$ 3,993.46	\$ 4,193.23	\$ 43.12	\$ 45.28	\$ 47.55	\$ 49.92	\$ 53.70
22	\$ 7,292.34	\$ 7,656.39	\$ 8,040.50	\$ 8,441.80	\$ 8,864.61	\$ 3,533.72	\$ 3,711.00	\$ 3,896.22	\$ 4,091.36	\$ 4,295.76	\$ 3,533.72	\$ 3,711.00	\$ 3,896.22	\$ 4,091.36	\$ 4,295.76	\$ 44.17	\$ 46.39	\$ 48.70	\$ 51.14	\$ 55.04
23	\$ 7,474.36	\$ 7,848.44	\$ 8,241.15	\$ 8,652.49	\$ 9,085.33	\$ 3,622.36	\$ 3,803.61	\$ 3,993.46	\$ 4,193.23	\$ 4,402.92	\$ 3,622.36	\$ 3,803.61	\$ 3,993.46	\$ 4,193.23	\$ 4,402.92	\$ 45.28	\$ 47.55	\$ 49.92	\$ 52.42	\$ 56.38
24	\$ 7,656.39	\$ 8,040.50	\$ 8,441.80	\$ 8,864.61	\$ 9,307.48	\$ 3,711.00	\$ 3,896.22	\$ 4,091.36	\$ 4,295.76	\$ 4,510.75	\$ 3,711.00	\$ 3,896.22	\$ 4,091.36	\$ 4,295.76	\$ 4,510.75	\$ 46.39	\$ 48.70	\$ 51.14	\$ 53.70	\$ 57.79
25	\$ 7,848.44	\$ 8,241.15	\$ 8,652.49	\$ 9,085.33	\$ 9,539.67	\$ 3,803.61	\$ 3,993.46	\$ 4,193.23	\$ 4,402.92	\$ 4,623.20	\$ 3,803.61	\$ 3,993.46	\$ 4,193.23	\$ 4,402.92	\$ 4,623.20	\$ 47.55	\$ 49.92	\$ 52.42	\$ 55.04	\$ 59.20
26	\$ 8,040.50	\$ 8,441.80	\$ 8,864.61	\$ 9,307.48	\$ 9,773.29	\$ 3,896.22	\$ 4,091.36	\$ 4,295.76	\$ 4,510.75	\$ 4,735.66	\$ 3,896.22	\$ 4,091.36	\$ 4,295.76	\$ 4,510.75	\$ 4,735.66	\$ 48.70	\$ 51.14	\$ 53.70	\$ 56.38	\$ 60.68
27	\$ 8,241.15	\$ 8,652.49	\$ 9,085.33	\$ 9,539.67	\$ 10,016.94	\$ 4,091.36	\$ 4,295.76	\$ 4,510.75	\$ 4,735.66	\$ 4,972.47	\$ 4,091.36	\$ 4,295.76	\$ 4,510.75	\$ 4,735.66	\$ 4,972.47	\$ 49.92	\$ 52.42	\$ 55.04	\$ 57.79	\$ 62.16
28	\$ 8,441.80	\$ 8,864.61	\$ 9,307.48	\$ 9,773.29	\$ 10,260.59	\$ 4,193.23	\$ 4,402.92	\$ 4,623.20	\$ 4,854.06	\$ 5,096.83	\$ 4,193.23	\$ 4,402.92	\$ 4,623.20	\$ 4,854.06	\$ 5,096.83	\$ 51.14	\$ 53.70	\$ 56.38	\$ 59.20	\$ 63.71
29	\$ 8,652.49	\$ 9,085.33	\$ 9,539.67	\$ 10,016.94	\$ 10,517.14	\$ 4,295.76	\$ 4,510.75	\$ 4,735.66	\$ 4,972.47	\$ 5,221.20	\$ 4,295.76	\$ 4,510.75	\$ 4,735.66	\$ 4,972.47	\$ 5,221.20	\$ 52.42	\$ 55.04	\$ 57.79	\$ 60.68	\$ 65.26
30	\$ 8,864.61	\$ 9,307.48	\$ 9,773.29	\$ 10,260.59	\$ 10,773.69	\$ 4,402.92	\$ 4,623.20	\$ 4,854.06	\$ 5,096.83	\$ 5,352.17	\$ 4,402.92	\$ 4,623.20	\$ 4,854.06	\$ 5,096.83	\$ 5,352.17	\$ 54.28	\$ 56.92	\$ 59.56	\$ 62.44	\$ 67.16
31	\$ 9,085.33	\$ 9,539.67	\$ 10,016.94	\$ 10,517.14	\$ 11,043.14	\$ 4,510.75	\$ 4,735.66	\$ 4,972.47	\$ 5,221.20	\$ 5,482.49	\$ 4,510.75	\$ 4,735.66	\$ 4,972.47	\$ 5,221.20	\$ 5,482.49	\$ 55.04	\$ 57.79	\$ 60.68	\$ 63.71	\$ 68.53
32	\$ 9,307.48	\$ 9,773.29	\$ 10,260.59	\$ 10,773.69	\$ 11,312.59	\$ 4,623.20	\$ 4,854.06	\$ 5,096.83	\$ 5,352.17	\$ 5,619.42	\$ 4,623.20	\$ 4,854.06	\$ 5,096.83	\$ 5,352.17	\$ 5,619.42	\$ 56.38	\$ 59.20	\$ 62.16	\$ 65.26	\$ 70.24
33	\$ 9,539.67	\$ 10,016.94	\$ 10,517.14	\$ 11,043.14	\$ 11,596.37	\$ 4,735.66	\$ 4,972.47	\$ 5,221.20	\$ 5,482.49	\$ 5,756.35	\$ 4,735.66	\$ 4,972.47	\$ 5,221.20	\$ 5,482.49	\$ 5,756.35	\$ 57.79	\$ 60.68	\$ 63.71	\$ 66.90	\$ 72.16
34	\$ 9,773.29	\$ 10,260.59	\$ 10,773.69	\$ 11,312.59	\$ 11,878.72	\$ 4,854.06	\$ 5,096.83	\$ 5,352.17	\$ 5,619.42	\$ 5,900.55	\$ 4,854.06	\$ 5,096.83	\$ 5,352.17	\$ 5,619.42	\$ 5,900.55	\$ 59.20	\$ 62.16	\$ 65.26	\$ 68.53	\$ 74.16
35	\$ 10,016.94	\$ 10,517.14	\$ 11,043.14	\$ 11,596.37	\$ 12,175.40	\$ 4,972.47	\$ 5,221.20	\$ 5,482.49	\$ 5,756.35	\$ 6,044.10	\$ 4,972.47	\$ 5,221.20	\$ 5,482.49	\$ 5,756.35	\$ 6,044.10	\$ 60.68	\$ 63.71	\$ 66.90	\$ 70.24	\$ 76.16
36	\$ 10,260.59	\$ 10,773.69	\$ 11,312.59	\$ 11,878.72	\$ 12,472.08	\$ 5,096.83	\$ 5,352.17	\$ 5,619.42	\$ 5,900.55	\$ 6,195.58	\$ 5,096.83	\$ 5,352.17	\$ 5,619.42	\$ 5,900.55	\$ 6,195.58	\$ 62.16	\$ 65.26	\$ 68.53	\$ 71.95	\$ 78.16
37	\$ 10,517.14	\$ 11,043.14	\$ 11,596.37	\$ 12,175.40	\$ 12,784.53	\$ 5,221.20	\$ 5,482.49	\$ 5,756.35	\$ 6,044.10	\$ 6,343.76	\$ 5,221.20	\$ 5,482.49	\$ 5,756.35	\$ 6,044.10	\$ 6,343.76	\$ 63.71	\$ 66.90	\$ 70.24	\$ 73.76	\$ 80.16
38	\$ 10,773.69	\$ 11,312.59	\$ 11,878.72	\$ 12,472.08	\$ 13,096.55	\$ 5,352.17	\$ 5,619.42	\$ 5,900.55	\$ 6,195.58	\$ 6,505.83	\$ 5,352.17	\$ 5,619.42	\$ 5,900.55	\$ 6,195.58	\$ 6,505.83	\$ 65.26	\$ 68.53	\$ 71.95	\$ 75.55	\$ 82.61
39	\$ 11,043.14	\$ 11,596.37	\$ 12,175.40	\$ 12,784.53	\$ 13,423.76	\$ 5,482.49	\$ 5,756.35	\$ 6,044.10	\$ 6,343.76	\$ 6,658.83	\$ 5,482.49	\$ 5,756.35	\$ 6,044.10	\$ 6,343.76	\$ 6,658.83	\$ 67.16	\$ 70.24	\$ 73.76	\$ 77.44	\$ 84.81

Scenario - % COST OF LIVING ADJUSTMENT - FISCAL YEAR PROPOSAL

Range	Monthly					Biweekly					Hourly (40)					Hourly (37.5)				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
40	\$ 11,312.59	\$ 11,878.72	\$ 12,472.08	\$ 13,095.55	\$ 13,750.54	\$ 5,221.20	\$ 5,482.49	\$ 5,756.35	\$ 6,044.10	\$ 6,346.40	\$ 65.26	\$ 68.53	\$ 71.95	\$ 75.55	\$ 79.33	\$ 69.62	\$ 73.10	\$ 76.75	\$ 80.59	\$ 84.62
41	\$ 11,596.37	\$ 12,175.40	\$ 12,784.53	\$ 13,423.76	\$ 14,094.52	\$ 5,352.17	\$ 5,619.42	\$ 5,900.55	\$ 6,195.58	\$ 6,505.16	\$ 66.90	\$ 70.24	\$ 73.76	\$ 77.44	\$ 81.31	\$ 71.36	\$ 74.93	\$ 78.67	\$ 82.61	\$ 86.74
42	\$ 11,878.72	\$ 12,472.08	\$ 13,095.55	\$ 14,438.49	\$ 14,799.67	\$ 5,482.49	\$ 5,756.35	\$ 6,044.10	\$ 6,346.40	\$ 6,663.92	\$ 68.53	\$ 71.95	\$ 75.55	\$ 79.33	\$ 83.30	\$ 73.10	\$ 76.75	\$ 80.59	\$ 84.62	\$ 88.85
43	\$ 12,175.40	\$ 12,784.53	\$ 13,423.76	\$ 14,094.52	\$ 14,799.67	\$ 5,619.42	\$ 5,900.55	\$ 6,195.58	\$ 6,505.16	\$ 6,830.62	\$ 70.24	\$ 73.76	\$ 77.44	\$ 81.31	\$ 85.38	\$ 74.93	\$ 78.67	\$ 82.61	\$ 86.74	\$ 91.07
44	\$ 12,472.08	\$ 13,095.55	\$ 13,750.54	\$ 14,438.49	\$ 15,160.85	\$ 5,756.35	\$ 6,044.10	\$ 6,346.40	\$ 6,663.92	\$ 6,997.32	\$ 71.95	\$ 75.55	\$ 79.33	\$ 83.30	\$ 87.47	\$ 76.75	\$ 80.59	\$ 84.62	\$ 88.85	\$ 93.30
45	\$ 12,784.53	\$ 13,423.76	\$ 14,094.52	\$ 14,799.67	\$ 15,539.23	\$ 5,900.55	\$ 6,195.58	\$ 6,505.16	\$ 6,830.62	\$ 7,171.95	\$ 73.76	\$ 77.44	\$ 81.31	\$ 85.38	\$ 89.65	\$ 78.67	\$ 82.61	\$ 86.74	\$ 91.07	\$ 95.63
46	\$ 13,095.55	\$ 13,750.54	\$ 14,438.49	\$ 15,160.85	\$ 15,919.04	\$ 6,044.10	\$ 6,346.40	\$ 6,663.92	\$ 6,997.32	\$ 7,347.25	\$ 75.55	\$ 79.33	\$ 83.30	\$ 87.47	\$ 91.84	\$ 80.59	\$ 84.62	\$ 88.85	\$ 93.30	\$ 97.96
47	\$ 13,423.76	\$ 14,094.52	\$ 14,799.67	\$ 15,539.23	\$ 16,316.04	\$ 6,195.58	\$ 6,505.16	\$ 6,830.62	\$ 7,171.95	\$ 7,530.48	\$ 77.44	\$ 81.31	\$ 85.38	\$ 89.65	\$ 94.13	\$ 82.61	\$ 86.74	\$ 91.07	\$ 95.63	\$ 100.41
48	\$ 13,750.54	\$ 14,438.49	\$ 15,160.85	\$ 15,919.04	\$ 16,714.49	\$ 6,346.40	\$ 6,663.92	\$ 6,997.32	\$ 7,347.25	\$ 7,714.38	\$ 79.33	\$ 83.30	\$ 87.47	\$ 91.84	\$ 96.43	\$ 84.62	\$ 88.85	\$ 93.30	\$ 97.96	\$ 102.86
49	\$ 14,094.52	\$ 14,799.67	\$ 15,539.23	\$ 16,316.04	\$ 17,132.99	\$ 6,505.16	\$ 6,830.62	\$ 7,171.95	\$ 7,530.48	\$ 7,907.53	\$ 81.31	\$ 85.38	\$ 89.65	\$ 94.13	\$ 98.84	\$ 86.74	\$ 91.07	\$ 95.63	\$ 100.41	\$ 105.43
50	\$ 14,438.49	\$ 15,160.85	\$ 15,919.04	\$ 16,714.49	\$ 17,550.07	\$ 6,663.92	\$ 6,997.32	\$ 7,347.25	\$ 7,714.38	\$ 8,100.03	\$ 83.30	\$ 87.47	\$ 91.84	\$ 96.43	\$ 101.25	\$ 88.85	\$ 93.30	\$ 97.96	\$ 102.86	\$ 108.00
51	\$ 14,799.67	\$ 15,539.23	\$ 16,316.04	\$ 17,132.99	\$ 17,988.64	\$ 6,830.62	\$ 7,171.95	\$ 7,530.48	\$ 7,907.53	\$ 8,302.45	\$ 85.38	\$ 89.65	\$ 94.13	\$ 98.84	\$ 103.78	\$ 91.07	\$ 95.63	\$ 100.41	\$ 105.43	\$ 110.70
52	\$ 15,160.85	\$ 15,919.04	\$ 16,714.49	\$ 17,550.07	\$ 18,427.21	\$ 6,997.32	\$ 7,347.25	\$ 7,714.38	\$ 8,100.03	\$ 8,504.87	\$ 87.47	\$ 91.84	\$ 96.43	\$ 101.25	\$ 106.31	\$ 93.30	\$ 97.96	\$ 102.86	\$ 108.00	\$ 113.40
53	\$ 15,539.23	\$ 16,316.04	\$ 17,132.99	\$ 17,988.64	\$ 18,888.72	\$ 7,171.95	\$ 7,530.48	\$ 7,907.53	\$ 8,302.45	\$ 8,717.87	\$ 89.65	\$ 94.13	\$ 98.84	\$ 103.78	\$ 108.97	\$ 95.63	\$ 100.41	\$ 105.43	\$ 110.70	\$ 116.24
54	\$ 15,919.04	\$ 16,714.49	\$ 17,550.07	\$ 18,427.21	\$ 19,348.79	\$ 7,347.25	\$ 7,714.38	\$ 8,100.03	\$ 8,504.87	\$ 8,930.21	\$ 91.84	\$ 96.43	\$ 101.25	\$ 106.31	\$ 111.63	\$ 97.96	\$ 102.86	\$ 108.00	\$ 113.40	\$ 119.07
55	\$ 16,316.04	\$ 17,132.99	\$ 17,988.64	\$ 18,888.72	\$ 19,833.22	\$ 7,530.48	\$ 7,907.53	\$ 8,302.45	\$ 8,717.87	\$ 9,153.80	\$ 94.13	\$ 98.84	\$ 103.78	\$ 108.97	\$ 114.42	\$ 100.41	\$ 105.43	\$ 110.70	\$ 116.24	\$ 122.05
56	\$ 16,714.49	\$ 17,550.07	\$ 18,427.21	\$ 19,348.79	\$ 20,316.23	\$ 7,714.38	\$ 8,100.03	\$ 8,504.87	\$ 8,930.21	\$ 9,376.72	\$ 96.43	\$ 101.25	\$ 106.31	\$ 111.63	\$ 117.21	\$ 102.86	\$ 108.00	\$ 113.40	\$ 119.07	\$ 125.02
57	\$ 17,132.99	\$ 17,988.64	\$ 18,888.72	\$ 19,833.22	\$ 20,825.03	\$ 7,907.53	\$ 8,302.45	\$ 8,717.87	\$ 9,153.80	\$ 9,611.55	\$ 98.84	\$ 103.78	\$ 108.97	\$ 114.42	\$ 120.14	\$ 105.43	\$ 110.70	\$ 116.24	\$ 122.05	\$ 128.15
58	\$ 17,550.07	\$ 18,427.21	\$ 19,348.79	\$ 20,316.23	\$ 21,332.40	\$ 8,100.03	\$ 8,504.87	\$ 8,930.21	\$ 9,376.72	\$ 9,845.72	\$ 101.25	\$ 106.31	\$ 111.63	\$ 117.21	\$ 123.07	\$ 108.00	\$ 113.40	\$ 119.07	\$ 125.02	\$ 131.28
59	\$ 17,988.64	\$ 18,888.72	\$ 19,833.22	\$ 20,825.03	\$ 21,865.56	\$ 8,302.45	\$ 8,717.87	\$ 9,153.80	\$ 9,611.55	\$ 10,091.80	\$ 103.78	\$ 108.97	\$ 114.42	\$ 120.14	\$ 126.15	\$ 110.70	\$ 116.24	\$ 122.05	\$ 128.15	\$ 134.56
60	\$ 18,427.21	\$ 19,348.79	\$ 20,316.23	\$ 21,332.40	\$ 22,398.73	\$ 8,504.87	\$ 8,930.21	\$ 9,376.72	\$ 9,845.72	\$ 10,337.87	\$ 106.31	\$ 111.63	\$ 117.21	\$ 123.07	\$ 129.22	\$ 113.40	\$ 119.07	\$ 125.02	\$ 131.28	\$ 137.84
61	\$ 18,887.89	\$ 19,833.29	\$ 20,823.90	\$ 21,865.10	\$ 22,958.35	\$ 8,714.49	\$ 9,153.36	\$ 9,611.03	\$ 10,091.58	\$ 10,596.16	\$ 108.97	\$ 114.42	\$ 120.14	\$ 126.14	\$ 132.45	\$ 116.23	\$ 122.04	\$ 128.15	\$ 134.55	\$ 141.28
62	\$ 19,348.57	\$ 20,316.00	\$ 21,331.80	\$ 22,398.39	\$ 23,518.31	\$ 8,930.11	\$ 9,376.62	\$ 9,845.45	\$ 10,337.72	\$ 10,854.60	\$ 111.63	\$ 117.21	\$ 123.07	\$ 129.22	\$ 135.68	\$ 119.07	\$ 125.02	\$ 131.27	\$ 137.84	\$ 144.73
63	\$ 19,832.29	\$ 20,823.90	\$ 21,865.10	\$ 22,958.35	\$ 24,106.27	\$ 9,153.36	\$ 9,611.03	\$ 10,091.58	\$ 10,596.16	\$ 11,125.97	\$ 114.42	\$ 120.14	\$ 126.14	\$ 132.45	\$ 139.07	\$ 122.04	\$ 128.15	\$ 134.55	\$ 141.28	\$ 148.35
64	\$ 20,316.00	\$ 21,331.80	\$ 22,398.39	\$ 23,518.31	\$ 24,694.23	\$ 9,376.62	\$ 9,845.45	\$ 10,337.72	\$ 10,854.60	\$ 11,397.33	\$ 117.21	\$ 123.07	\$ 129.22	\$ 135.68	\$ 142.47	\$ 125.02	\$ 131.27	\$ 137.84	\$ 144.73	\$ 151.96
65	\$ 20,823.90	\$ 21,865.10	\$ 22,958.35	\$ 24,106.27	\$ 25,311.58	\$ 9,611.03	\$ 10,091.58	\$ 10,596.16	\$ 11,125.97	\$ 11,682.27	\$ 120.14	\$ 126.14	\$ 132.45	\$ 139.07	\$ 146.03	\$ 128.15	\$ 134.55	\$ 141.28	\$ 148.35	\$ 155.76

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PAY SCHEDULE FY 2024-2025, Eff. August 22, 2024**

Position Title	Salary Range	Effective Date	MONTHLY SALARY				
			Step 1	Step 2	Step 3	Step 4	Step 5
Housing Assistant	10	8/25/2024	\$ 5,442	\$ 5,714	\$ 6,000	\$ 6,299	\$ 6,614
Program Assistant	15	8/25/2024	\$ 6,150	\$ 6,457	\$ 6,779	\$ 7,119	\$ 7,474
Maintenance Technician I****	16	8/25/2024	\$ 6,299	\$ 6,614	\$ 6,945	\$ 7,292	\$ 7,656
Housing Specialist I	19	8/25/2024	\$ 6,779	\$ 7,119	\$ 7,474	\$ 7,848	\$ 8,241
Accounting Specialist I	19	8/25/2024	\$ 6,779	\$ 7,119	\$ 7,474	\$ 7,848	\$ 8,241
Maintenance Technician II****	22	8/25/2024	\$ 7,292	\$ 7,656	\$ 8,040	\$ 8,442	\$ 8,865
Accounting Specialist II	23	8/25/2024	\$ 7,474	\$ 7,848	\$ 8,241	\$ 8,652	\$ 9,085
Asset Management Specialist	23	8/25/2024	\$ 7,474	\$ 7,848	\$ 8,241	\$ 8,652	\$ 9,085
Housing Development Specialist	23	8/25/2024	\$ 7,474	\$ 7,848	\$ 8,241	\$ 8,652	\$ 9,085
Housing Specialist II	23	8/25/2024	\$ 7,474	\$ 7,848	\$ 8,241	\$ 8,652	\$ 9,085
Executive Assistant	26	8/25/2024	\$ 8,040	\$ 8,442	\$ 8,865	\$ 9,307	\$ 9,773
Housing Specialist III	27	8/25/2024	\$ 8,241	\$ 8,652	\$ 9,085	\$ 9,540	\$ 10,017
Associate Asset Manager (prior title Assistant Asset Manager)	31	8/25/2024	\$ 9,085	\$ 9,540	\$ 10,017	\$ 10,517	\$ 11,043
Associate Project Manager (prior title Assistant Project Manager)	31	8/25/2024	\$ 9,085	\$ 9,540	\$ 10,017	\$ 10,517	\$ 11,043
Development Accounting Officer	33	8/25/2024	\$ 9,540	\$ 10,017	\$ 10,517	\$ 11,043	\$ 11,596
Housing Programs Supervisor	33	8/25/2024	\$ 9,540	\$ 10,017	\$ 10,517	\$ 11,043	\$ 11,596
Management Analyst	33	8/25/2024	\$ 9,540	\$ 10,017	\$ 10,517	\$ 11,043	\$ 11,596
Property Management Supervisor	33	8/25/2024	\$ 9,540	\$ 10,017	\$ 10,517	\$ 11,043	\$ 11,596
Senior Executive Assistant	33	8/25/2024	\$ 9,540	\$ 10,017	\$ 10,517	\$ 11,043	\$ 11,596
Asset Manager	36	8/25/2024	\$ 10,261	\$ 10,774	\$ 11,313	\$ 11,879	\$ 12,472
Construction Project Manager	36	8/25/2024	\$ 10,261	\$ 10,774	\$ 11,313	\$ 11,879	\$ 12,472
Project Manager	36	8/25/2024	\$ 10,261	\$ 10,774	\$ 11,313	\$ 11,879	\$ 12,472
Community Relations Manager	45	8/25/2024	\$ 12,785	\$ 13,424	\$ 14,095	\$ 14,800	\$ 15,539
Human Resources Manager	45	8/25/2024	\$ 12,785	\$ 13,424	\$ 14,095	\$ 14,800	\$ 15,539
Risk Control Manager	45	8/25/2024	\$ 12,785	\$ 13,424	\$ 14,095	\$ 14,800	\$ 15,539
Senior Asset Manager	45	8/25/2024	\$ 12,785	\$ 13,424	\$ 14,095	\$ 14,800	\$ 15,539
Senior Construction Project Manager	45	8/25/2024	\$ 12,785	\$ 13,424	\$ 14,095	\$ 14,800	\$ 15,539
Senior Management Analyst	45	8/25/2024	\$ 12,785	\$ 13,424	\$ 14,095	\$ 14,800	\$ 15,539
Senior Project Manager	45	8/25/2024	\$ 12,785	\$ 13,424	\$ 14,095	\$ 14,800	\$ 15,539
Assistant Director of Administrative Services	46	8/25/2024	\$ 13,096	\$ 13,751	\$ 14,438	\$ 15,161	\$ 15,919
Assistant Director of Finance	46	8/25/2024	\$ 13,096	\$ 13,751	\$ 14,438	\$ 15,161	\$ 15,919
Assistant Director of Housing Development	46	8/25/2024	\$ 13,096	\$ 13,751	\$ 14,438	\$ 15,161	\$ 15,919
Assistant Director of Housing Programs	46	8/25/2024	\$ 13,096	\$ 13,751	\$ 14,438	\$ 15,161	\$ 15,919
Principal Management Analyst	49	8/25/2024	\$ 14,095	\$ 14,800	\$ 15,539	\$ 16,316	\$ 17,133
Director of Administrative Services	54	8/25/2024	\$ 15,919	\$ 16,714	\$ 17,550	\$ 18,427	\$ 19,349
Director of Data and Policy	54	8/25/2024	\$ 15,919	\$ 16,714	\$ 17,550	\$ 18,427	\$ 19,349
Director of Housing Programs	54	8/25/2024	\$ 15,919	\$ 16,714	\$ 17,550	\$ 18,427	\$ 19,349
Director of Property Operations	54	8/25/2024	\$ 15,919	\$ 16,714	\$ 17,550	\$ 18,427	\$ 19,349
Director of Asset Management	56	8/25/2024	\$ 16,714	\$ 17,550	\$ 18,427	\$ 19,349	\$ 20,316
Director of Human Resources	56	8/25/2024	\$ 16,714	\$ 17,550	\$ 18,427	\$ 19,349	\$ 20,316
Director of Housing Development	60	8/25/2024	\$ 18,427	\$ 19,349	\$ 20,316	\$ 21,332	\$ 22,399
Director of Finance/Chief Financial Officer	60	8/25/2024	\$ 18,427	\$ 19,349	\$ 20,316	\$ 21,332	\$ 22,399
Deputy Executive Director	65	8/25/2024	\$ 20,824	\$ 21,865	\$ 22,958	\$ 24,106	\$ 25,312
Executive Director**	N/A	8/25/2024	\$ 29,438	\$ 30,910			

**Salary authorized by Board of Commissioners per Employment Agreement

****Indicates classification with 40 hour work week; other positions are based on 37-1/2 hour work week

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

Resolution No. _____

TO REVISE THE EMPLOYER CONTRIBUTION FOR
HOUSING AUTHORITY EMPLOYEES' HEALTH CARE BENEFIT
EFFECTIVE JANUARY 1, 2025, AND
THE EMPLOYER CONTRIBUTION FOR EMPLOYEES' DENTAL/VISION BENEFIT
EFFECTIVE JANUARY 1, 2025, AND
PROVIDE A COST OF LIVING WAGE INCREASE EFFECTIVE AUGUST 25, 2024,
AND
ADOPT THE CORRESPONDING PAY AND SALARY SCHEDULES

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 Consumer Price Index for San Francisco Bay Area has increased by 3.2 percent;

WHEREAS, the AHA budget for 2024-2025 included a 4.0% cost of living adjustment;

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

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2025, the Housing Authority will contribute a monthly dollar amount towards employees' health care as follows for all enrolled employees and annuitants, the 2025 PEMHCA minimum contribution of \$158.00.

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

- a) for general, management and confidential employees receive 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 \$3054.02.

- 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 his/her 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.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that effective January 1, 2025, the Housing Authority will contribute a maximum monthly dollar amount to the Agency Cafeteria Plan for general, management and confidential employees of up to \$265.69.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that effective August 25, 2024, all Housing Authority regular employees (positions) and eligible contracted employees (positions) will receive 3.2 percent wage increase as outlined on the attached pay and salary schedules.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that on August 21, 2024, the Housing Authority will adopt the revised Pay Schedule and Salary Schedule, both effective August 25, 2023 that incorporate the COLA increase above.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board allow the Executive Director, or designee, to 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, not to exceed \$3,054.02 for health insurance and that the Board allow the Executive Director, or designee, to approve a flat amount of up to \$265.69 regardless of dependent enrollment status for dental and/or vision insurance, or the actual 2025 dental premium for Employee+2 or more dependents coverage, whichever is less.

ATTEST:

Vanessa M. Cooper
Secretary

Carly Grob, Chair
Board of Commissioners



Housing Authority
of the
City of Alameda

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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Jenny Wong, Senior Project Manager

Date: August 21, 2024

Re: Adopt a Resolution for the Option Agreement to Ground Lease to Island City Development for the Property at 2615 Eagle Avenue (The Poplar).

BACKGROUND

The Housing Authority of the City of Alameda (AHA) purchased the property at 2615 Eagle Avenue for \$2,500,000 in March 2022 to develop the site as affordable housing. AHA anticipates that the site will serve 40 to 50 families, with up to 25% supportive housing units if required by funding sources. The development will have a preference for Alameda Unified School District (AUSD) staff, as well as a live and work preference for Alamedans.

In May 2022, the Board approved an option to ground lease to Island City Development (ICD) which expired in December 2023. In March 2024, the Board approved a new option to ground lease, but the Resolution was not previously published with the Board memo. Please refer to the March 2024 Board memo for additional details.

DISCUSSION

The March 2024 Board memo related to this item included a redlined Option Agreement, but did not include the associated Resolution in the agenda packet. This item is to retroactively share the Resolution for public record and request the Board to reapprove the Resolution. Please refer to Attachment 1 for the Resolution and Attachment 2 for the final Option Agreement.

FISCAL IMPACT

None.

CEQA

Not applicable.

RECOMMENDATION



Adopt a Resolution for the Option Agreement to Ground Lease to Island City Development for the Property at 2615 Eagle Avenue (The Poplar).

ATTACHMENTS

1. Att1_The Poplar_Resolution Ground Lease
2. Att2_The Poplar_Option Agreement

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jenny Wong', written in a cursive style.

Jenny Wong, Senior Project Manager

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

*Resolution No.*_____

THE POPLAR

WHEREAS, the Housing Authority of the City of Alameda (the “**Housing Authority**”) is the owner of that certain real property located at 2615 Eagle Avenue in the City of Alameda (the “**Property**”);

WHEREAS, the Housing Authority and Island City Development, a California nonprofit public benefit corporation (“**ICD**”), are parties to that certain Option Agreement, dated effective as of March 20, 2024 (the “**Option Agreement**”), pursuant to which the Housing Authority has granted an option to ICD to ground lease the Property in connection with the development and construction of an affordable housing development with up to fifty (50) units, including one (1) unrestricted manager’s unit, on the Property to be commonly known as The Poplar (the “**Project**”);

WHEREAS, pursuant to the terms of the Option Agreement, the Housing Authority desires to enter into a ground lease with Island City Development with respect to the Land for a term of 99 years and upon such other terms and conditions, including rent, as deemed necessary or appropriate by the Executive Director or the Director of Housing Development of the Housing Authority (the “**Ground Lease**”);

WHEREAS, the Housing Authority has provided a pre-development loan to ICD in the amount of \$2,100,000 (the “**Housing Authority Loan**”), which will be repaid at the time of the construction loan closing and evidenced by a Promissory Note;

WHEREAS, the Board of Commissioners of the Housing Authority (the “**Board**”) deemed it to be in the best interest of the Housing Authority to provide the Housing Authority Loan to ICD;

WHEREAS, the Housing Authority desires to act as the developer of the Project, and desires to enter into a Development Services Agreement with ICD (the “**Development Agreement**”);

WHEREAS, the Board deems it to be in the best interests of the Housing Authority to assist in the acquisition, construction and development of the Project;

WHEREAS, in connection with the construction and development of the Project, the Housing Authority entered into several service contracts and agreements for professional services with various vendors and professionals and intends to assign its right, title and interest in and obligations under the various service contracts and agreements to the Partnership pursuant to an assignment and assumption of service contracts (the “**Assignment of Contracts**”);

WHEREAS, the Board deems it to be in the best interest of the Housing Authority to execute such documents (including, without limitation, any indemnities and guaranties) and to perform such actions as may be required in order to obtain all necessary and appropriate title insurance in connection with the Housing Authority's fee interest in the Property and the Housing Authority Loan (owner and lender policies) for the Project and for any waiver of entitlement or similar fees (collectively, the "**Title Documents**"); and

WHEREAS, the Board deems it to be in the best interests of the Housing Authority to execute and deliver, and to perform its obligations under, any and all documents or agreements necessary or advisable in furtherance of ICD's acquisition, development, financing, construction, operation, management and maintenance of the Project, including, but not limited to, the Option Agreement, the Ground Lease, all grant deeds and any other document required to transfer the leasehold interest in the Property and the fee interest in the Improvements to ICD, the Housing Authority Loan Documents, and any and all other agreements, documents or instruments, necessary to allow ICD to consummate the Housing Authority Loan, the Development Agreement, the Title Documents, and any resolution required by any lender or Investor, with the advice counsel, deemed to be consistent with the resolutions contained herein (collectively, the "**Project Documents**").

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves and is authorized to enter into the following transactions and documents, as applicable:

1. Project Documents; and
2. Such other agreements, certificates, contracts, documents, and instruments deemed necessary or advisable by an officer of the Housing Authority in furtherance of these resolutions and/or to assist in the development of the Project (collectively, the "**Transaction Documents**"), using its own independent judgment.

BE IT FURTHER RESOLVED, that the Board hereby authorizes each of (a) the Executive Director, (b) the Director of Housing Development, or (c) any designee of the foregoing to accept the Transaction Documents subject to any minor conforming, technical or clarifying changes approved by the Executive Director or her designee and Housing Authority counsel. The Executive Director, the Director of Housing Development, any designee of the foregoing and the Secretary of the Housing Authority are hereby further authorized and directed to take such further actions and execute and record such documents as are necessary to accept the Transaction Documents.

BE IT FURTHER RESOLVED, that all actions previously taken by the Housing Authority, or its employees, officers and agents in connection with the Project or the transactions described herein are hereby ratified and approved.

ATTEST:

Vanessa M. Cooper
Executive Director

Carly Grob, Chair
Board of Commissioners

Adopted:

Date

OPTION AGREEMENT

THIS OPTION AGREEMENT (this “**Agreement**”) is effective as of March 20, 2024, by and between Housing Authority of the City of Alameda (“**Seller**”) and Island City Development, a California nonprofit public benefit corporation, or its assigns (“**Purchaser**” or “**ICD**”).

RECITALS

A. Seller is the owner of the land located in the City of Alameda, CA 94501, and described as 2615 Eagle Avenue further described in Exhibit A attached hereto and incorporated herein by reference (the “**Land**”). The site currently includes improvements (the “**Improvements**”) situated on the Land.

B. Purchaser desires to procure, and Seller desires to grant, an option to enter into a ground lease with respect to the Land upon the terms and provisions as hereinafter set forth. The leasehold interest in the Land and the fee interest in any Improvements to be developed on the Land are referred to collectively herein as the “**Property**”.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, the parties hereto agree as follows:

AGREEMENT

1. Grant of Option. For One Dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, Seller does hereby grant to Purchaser the exclusive right and option to acquire the Property (the “**Option**”).

2. Exercise of Option. Purchaser may exercise its Option at any time during the period commencing on the date hereof and expiring on December 31, 2044 (the “**Option Term**”), by giving written notice thereof to Seller. In the event the Purchaser does not exercise its Option during the Option Term, this Agreement shall become null and void and neither party hereto shall have any other liability, obligation or duty hereunder.

3. Contract For Ground Lease. In the event that the Purchaser exercises the Option, unless otherwise mutually agreed, both parties agree to execute a contract in accordance with the following terms and conditions:

(a) Ground Lease. The ground lease for the Land shall have the following terms: (a) have a term of no less than 99 years; (b) have base rent equal to the appraised fair market value of the Land, and (c) such other terms and conditions agreed upon by Seller and Purchaser.

(b) Financing. Seller agrees to provide seller takeback financing for up to 100% of the ground lease base rent; bearing interest at the applicable federal rate; with a term of 55 years (or a lesser term if elected by Purchaser); secured by a mortgage against the Property; subordinate to a senior construction to permanent bank loan and any other loans from governmental agencies; repaid from residual receipts (after payment of developer fee, general partner management fee of

\$25,000 per year with an annual increase of 3%, and an investor asset management fee of \$5,000 per year with an annual increase of 3%); and subject to commercially reasonable terms, including those in favor of an investor, for low income housing tax credit projects.

(c) Closing Date. The closing date shall be on any date during the Option Term as may be selected by Purchaser, provided that Purchaser shall make good faith efforts to provide 30 days prior notice of the closing date.

(d) Closing Costs. The Purchaser and Seller shall each pay their respective costs of closing the purchase in accordance with custom in the city in which the Property is located.

(e) As Is. Except as specifically provided in writing by Seller, Purchaser shall acquire the Property in an "as-is" condition with an ALTA owner's title policy with such endorsements as Purchaser shall reasonably require, subject only to those monetary encumbrances recorded against the Property as agreed to in writing by Purchaser.

(f) Subdivision. Seller and Purchaser shall cooperate in causing the Land to be a separate legal parcel under applicable law, which shall be a condition precedent to closing under this Agreement. At the election of Purchaser, Purchaser may cause the Land to be further subdivided into 2 separate legal parcels or converted to a condominium with 2 condo units, in which case (1) Seller shall reasonably cooperate with such subdivision or conversion efforts, and (2) this Agreement shall be replaced with 2 separate option agreements for the 2 parcels or units, each with the same terms and conditions as in this Agreement.

(g) Representations, Warranties and Covenants. Seller hereby represents, warrants and covenants as follows:

(i) Except as otherwise permitted by Purchaser in writing in its sole discretion, Seller shall (A) maintain and operate the Property in its current condition and operation; (B) not enter into any lease, agreement or contract or a modification thereof (including existing loans or liens on the Property) affecting the Property unless such lease, agreement or contract shall terminate upon transfer of the Property or is approved by Purchaser in its sole discretion; (C) comply with all material contracts, agreements and obligations with respect to the Property; (D) maintain current amounts of fire, extended coverage, hazard and other insurance for the Property; and (E) not sell, assign, dispose of or further encumber the Property.

(ii) Seller shall not commit or permit any act that would diminish or devalue the Property or Purchaser's rights under this Agreement.

(iii) Seller shall within 20 days of the date hereof provide to Purchaser all documents, contracts, agreements and other information regarding the Property that is within the possession or control of Seller.

(iv) During the Option Term, Purchaser and its agents shall have the right, upon reasonable notice and during reasonable times and without unreasonably interfering with the normal operation of the Property, to enter upon the Property to conduct inspections and testing (including surveying and environmental assessments), and to inspect and copy Seller's books and records with respect to the Property. Seller shall reasonably cooperate with Purchaser

in inspecting and evaluating the Property, applying for or obtaining financing for the Property and obtaining entitlements or permits with respect to the Property.

4. General Provisions.

(a) Predevelopment Progress. The Purchaser shall provide a proposed development schedule to the Seller within one month of the effective date of this agreement. Furthermore, the Purchaser shall provide an update and progress report biannually and shall show sufficient progress on the entitlement, design, and financing applications for the development. If the Seller does not believe sufficient progress is being made, the option will be reviewed by the Board of Commissioners and may be rescinded. However, if sufficient progress is made and the bylaws of the Purchaser have not changed, the Seller will agree to annual extensions, such that the option can show site control for 20 years on an ongoing basis.

(b) Entire Agreement. This Agreement contains the entire agreement between the parties, and supersedes all prior negotiations, drafts, and other understandings which the parties may have had concerning the subject matter hereof.

(c) Time. Time is of the essence of this Agreement.

(d) Successors. The provisions of this Agreement shall inure to the benefit of, and shall be binding upon, the heirs, successors, executors, administrators and assigns of the parties hereto. Seller agrees that Purchaser shall have the right to assign this Agreement to an ICD-controlled entity or to nominate another ICD-controlled person (including, without limitation, a limited partnership controlled by Purchaser) to take title to the Property without Seller's consent.

(e) Amendments. This Agreement may not be amended or modified except by written documents signed by all parties hereto.

(f) Severability. Whenever possible, each provision of this Agreement shall be interpreted so as to be effective and valid under applicable law. If any provision of this Agreement is held to be prohibited by, or invalid under, applicable law, the remainder of this Agreement and any other application of such provision shall not be affected thereby.

(g) Counterparts. This Agreement may be executed in any number of counterparts, and each such counterpart shall be deemed to be an original instrument. All such counterparts together shall constitute one and the same Agreement.

(h) Notice. Any notice, demand, request, consent or other communication which either party desires or is required to give to any other party shall be in writing and shall be deemed to have been given when either: (a) delivered in person or by facsimile transfer, or (b) sent by overnight courier or first-class registered or certified mail, postage pre-paid, return receipt requested, addressed to such party at the address set forth following each party's signature to this Agreement. Either party may designate another address for itself at any time upon written notice to the other party.

Att 2 Final Draft Option Agreement

(i) Headings. The titles and headings of the various sections of this Agreement have been inserted only for convenience of reference. They are not part of this Agreement and may not be used to construe or interpret any of the terms hereof.

(j) Governing Law. This Agreement shall be governed by, and construed in accordance with, the law of the State of California.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

SELLER:

Housing Authority of the City of Alameda,
a public body corporate and politic

By: _____
Vanessa Cooper
Executive Director

Address:

Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, CA 94501
Attn: Executive Director

PURCHASER:

Island City Development,
a California nonprofit public benefit corporation

By: _____
Vanessa Cooper
President

Address:

Island City Development
c/o Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, CA 94501
Attn: Executive Director

EXHIBIT A

Legal Description

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF ALAMEDA, IN THE COUNTY OF ALAMEDA, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

PARCEL 1:

Commencing at a point on the Northeasterly line of Eagle Avenue, distant thereon Southeasterly 140 feet, 3 inches from the point of intersection thereof with the Southeasterly line of Broadway, said point being the intersection of said line of Eagle Avenue, with the Northwesterly line of land conveyed by Charles D. Bates to Mary Tregloam, wife of John Tregloan, by Deed Dated August 2nd, 1880, and Recorded August 10th, 1880 in Liber 206 of Deeds, at Page 65, Alameda County Records, running thence Southeasterly along said line of Eagle Avenue, 126.57 feet; more or less, to the Northwesterly line of land conveyed by Julia Frothingham to Elisa Kelly, by Deed dated December 28th, 1906, and recorded July 27th, 1908, in Liber 1476 of Deeds, at Page 411, Alameda County Records; thence Northeasterly along said last named line 294 feet more or less, to the Southerly line of land conveyed by John R. Tregloan to Southern Pacific Company, a corporation, by Deed dated October 1st, 1909 and Recorded October 2nd 1909, in Liber 1616 of Deeds, at Page 459, Alameda County Records, thence Westerly along said last named line, 164 feet, 2 in more or less, to a point on the Northwesterly line of land conveyed by Charles D. Bates to Mary Tregloan as aforesaid, distant 192.35 feet Northeasterly measured at right angle from the Northeasterly line of Eagle Avenue, through the point of beginning. Thence Southwesterly along said Northwesterly line of land conveyed to Mary Tregloan, 192.35 feet, to the point of commencement,

PARCEL 2:

Commencing at the intersection of the Northeasterly line of Eagle Avenue with the Southeasterly line of the Pancoast Tract as said line and avenue are shown on "Plat of the Pancoast Tract, Alameda", Recorded May 13, 1876 at Page 2, in Map Book 4 of Official Records of Alameda County, said intersection being also the most Southerly corner of the parcel of land described in Deed from Lovinah B. Jones and George C. Jones, her husband, to the Southern Pacific Company, Recorded February 23, 1907 at Page 17, in Book 1340 of Deeds, Alameda County Records;

Thence along the Southeasterly of last said parcel of land North 34° 23' 02" East 192.50 feet to a point on the South line of Tilden Way, 70 feet in width, as said way is shown on Drawing 3939, Case 51, Sheet 4, Alameda City Engineer's Files, said point having coordinates of y-466,107.33 feet and x-1,499,005.93 feet based on the California Coordinate System, Zone III, as are all bearings, distances and coordinates in this description, said point being the True Point of Beginning;

Thence along said South line of Tilden Way North 76 ° 29' 26" East 144.57 feet to the direct extension Northwesterly of the Southwesterly line of the parcel of land described in deed from the Southern Pacific Company to Sidney Traver, recorded August 27, 1941 at Page 150, in Book 4115, of Official Records of Alameda County;

Thence along said direct extension and said Southwesterly line South 55° 38' 17" East 29.63 feet;

Thence South 34° 23' 02" West 6.02 feet to the Southeasterly corner of the parcel of land described in deed from John Tregloan to the Southern Pacific Company, recorded October , 1909, at Page 459 in book 1616 of Deeds, Alameda County Records;

Thence along the Southerly line of last said parcel of land South 85° 41' 08" West 162.17 feet to said Southeasterly line of the parcel of land described in deed from Lovinah B. Jones, et vir, to the Southern Pacific Company;

Thence along last said Southeasterly line North 34° 23' 02" East 0.15 feet to the true point of beginning,

Excepting therefrom all oil, gas, minerals and other hydrocarbon substances as reserved in the Deed from Central Pacific Railway Company, et al, Recorded July 11, 1957, in Book 8412, Page 501, of Official Records,

PARCEL 3:

Beginning at a point on the exterior line of the parcel of land described as Parcel 5 in the deed from Central Pacific Railway Company, et al., to City of Alameda, dated January 3, 1957, recorded July 11, 1957 in Book 8412 of Official Records of Alameda County, Page 501, (AM-68327), said point being the most Eastern corner of the parcel of land described in the deed from Southern Pacific Company to Daniel G. Becknell et ux., dated October 3, 1940, recorded October 30, 1940 in Book 3965, of Official Records of Alameda County, Page 378 (MM-59014); running thence along the exterior boundary line of the parcel of land described as Parcel 5 in said first mentioned deed the two following courses and distances; North 55° 38' 17" West 115.27 feet and North 76° 29' 26" East 171.92 feet to a line drawn North 34° 23' 02" East from the point of beginning; and thence along said line so drawn South 34° 23' 02" West 127.50 feet to the point of beginning.

Excepting therefrom all oil, gas, minerals and other hydrocarbon substances as reserved in the Deed from Central Pacific Railway Company et al, Recorded July 11, 1957, in Book 8412, Page 501, of Official Records,

APN: 070-0161-055-02



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: Trevor Jones, Asset Manager

Date: August 21, 2024

Re: Authorize the Creation of ICD Central Avenue LLC, a California limited liability company to enter The Alameda Islander, L.P. as a Substitute Limited Partner, authorized to accept the assignment of the withdrawing Limited Partner's 69.99% limited partner interest and subsequently accept the assignment of the withdrawing Special Limited Partner's 0.01% interest in the partnership; Authorize the Executive Director, or her designee to Negotiate and Execute a Revised Limited Partnership Agreement with a Side Letter outlining Resources for Community Development's continued operations role, effective no earlier than January 1, 2025. Approve transaction as the lender to The Alameda Islander, L.P.

BACKGROUND

Park Alameda is a 62-unit housing development for adults with disabilities, which was a motel that was redeveloped. The development is owned by The Alameda Islander, L.P. (Limited Partnership). The Housing Authority of the City of Alameda (AHA) is a co-General Partner (29.995% ownership). Resources for Community Development (RCD) is the developer and RCD's affiliate is the Managing General Partner (0.005% ownership). U.S. Bank is the Limited Partner (69.999% ownership), and Operation Dignity is the Special Limited Partner (0.001% ownership) and the resident services provider. Property Management is contracted by RCD to the John Stewart Company. RCD is also the asset manager in this case.

The property is a converted motel with 61 studios and 1 two-bedroom one-bathroom manager's unit. It has 15 Project Based Vouchers, the contract for which expires on December 26th, 2027. The project serves adults with disabilities whose incomes are at 30%-50% AMI. The project is funded by low-income housing tax credits (LIHTC) and loans from City HOME loan (balance \$1,420,000), County HOME loan (balance \$732,733 and requires lender approval), a HOPWA loan (balance \$556,925 and requires lender approval) and a loan from AHA (balance \$8,600,000 and requires lender approval). RCD will lead the efforts for required approvals from investors. All units that



are for rent are studios and the Limited Partnership owns the land. This affordable housing project features an array of amenities, including green design elements and on-site property management. These spacious studio apartments are tastefully appointed and include built-in kitchen islands, Energy Star appliances and efficient hydronic heating.

In 2023, Park Alameda posted a net loss in Net Operating Income (NOI) of \$5,020 as a result of a number of contributing factors that have since been addressed. The most significant factor was that the property operated at 82% occupancy for the year. Through a close working relationship between RCD and AHA, the property is currently occupied at 97% and stabilized. Another significant contributor to the negative NOI in 2023 were overages in payroll as a result of high vacancy. The property was booking large overtime balances and utilizing leasing specialists. Additionally, the maintenance payroll was not being allocated properly to another sister property RCD manages.

These issues have been retroactively addressed and an action plan has been created for the future. RCD began a payment plan program for tenants to address the industry-wide delinquency issue that is improving cash flow as the property moves further away from the eviction moratorium. The culminating result of AHA and RCD's efforts is a net positive NOI of \$51,050 from January to June 2024 and a projected year-end NOI of \$102,100. The property does not have any hard loans, but a portion of the distributable cash this year will go toward refilling the cash reserves that were drawn on in 2023.

AHA was granted a purchase option and a right of first refusal by the Partnership pursuant to a Purchase Option and Right of First Refusal Agreement dated as of December 14, 2011. The option for the Alameda Housing Authority commences on January 1, 2025, and expires on December 31st, 2028.

DISCUSSION

AHA has the right to acquire Park Alameda Apartments, which is owned by the legal entity The Alameda Islander, L.P. (Limited Partnership). Staff is seeking authorization to form the ICD Central Avenue LLC to act as an affiliate of Island City Development to acquire all the partnership interests of The Alameda Islander, L.P. Once formed, ICD Central Avenue LLC will execute an amendment to the Limited Partnership Agreement (LPA) to enter the Limited Partnership.

First, ICD Central Avenue LLC will accept the interests and execute withdrawal agreements with the Limited Partnership. Then the Special Limited Partner withdrawal will occur.

The LPA amendments and withdrawal agreements are expected to be executed in January 2025 and take effect as early as December 31, 2024. After ICD Central Avenue LLC acquires the Limited Partner and Special Limited Partner interest, the Continuing Property Operations Agreement (CPOA) between AHA and the co-General Partner outlines the terms for the General Partner to continue to operate the property until ICD Central Avenue LLC chooses to acquire the GP requests to withdraw from the Limited

Partnership. After ICD Central Avenue LLC acquires the Limited Partner and Special Limited Partner interest, the CPOA between AHA and the GP outlines the terms for the General Partner to continue to operate the Park Alameda property until ICD Central Avenue LLC chooses to acquire the General Partner's interest or the General Partner requests to withdraw from the Limited Partnership. This arrangement will be for a maximum of 5 years, starting from January 1, 2025.

FISCAL IMPACT

The Acquisition Plan for Park Alameda was designed to minimize the partnership interest acquisition costs that AHA needs to fund and uses project reserves, cash in the operating account and owner's surplus to address deferred maintenance. Ownership of the property at any level (General Partner, Limited Partner, co-ownership) offers all the financial benefits and liabilities of ownership. In general, this is a stable, well-performing property that is in good condition and thus should be a financial asset, as well as an opportunity to continue providing stable, quality housing for the community. The co-General Partner RCD will receive a \$25,000 Partnership Management Fee but no added distributions.

CEQA

Not Applicable

RECOMMENDATION

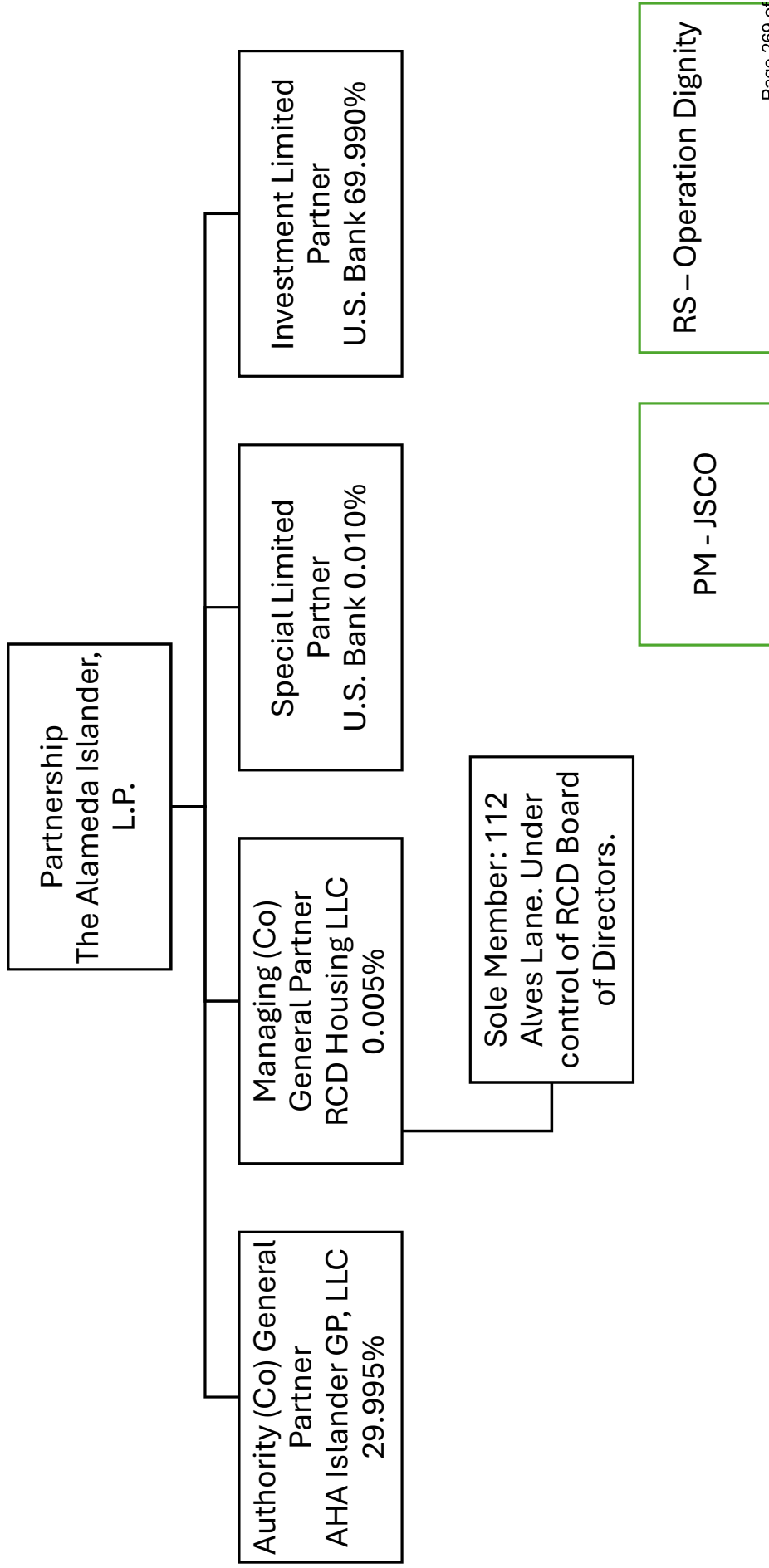
Authorize the Creation of ICD Central Avenue LLC, a California limited liability company to enter The Alameda Islander, L.P. as a Substitute Limited Partner, authorized to accept the assignment of the withdrawing Limited Partner's 69.999% limited partner interest and subsequently accept the assignment of the withdrawing Special Limited Partner's 0.001% interest in the partnership; Authorize the Executive Director, or her designee to Negotiate and Execute a Revised Limited Partnership Agreement with a Side Letter outlining Resources for Community Development's continued operations role, effective no earlier than January 1, 2025. Approve transaction as the lender to The Alameda Islander, L.P.

ATTACHMENTS

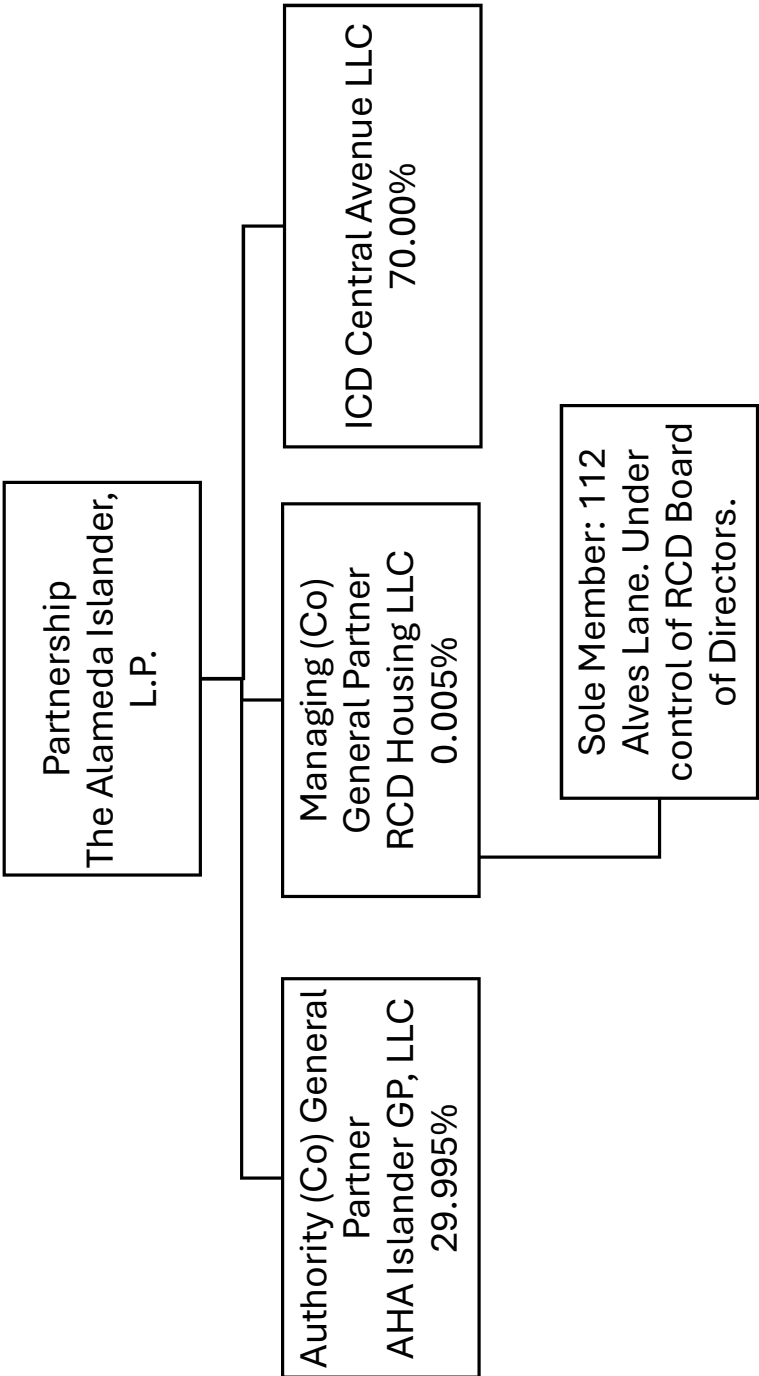
- 1. Park Alameda Partnership Structure

Respectfully submitted,
Trevor Jones
Trevor Jones, Asset Manager

The Park Alameda



Park Alameda After Year 15





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: Trevor Jones, Asset Manager

Date: August 21, 2024

Re: Authorize the Executive Director or Designee to take steps necessary to facilitate the purchase of Park Alameda including but not limited to notifying the limited partner of the intent to exercise the option to purchase the limited partnership, conducting due diligence on the property and negotiating and signing an Operating Agreement for up to 5 years with Resources for Community Development.

BACKGROUND

Park Alameda is a 62-unit housing development for adults with disabilities and was a motel that has since been redeveloped. The development is owned by The Alameda Islander, L.P. (Partnership). The Housing Authority of the City of Alameda (AHA) is a (Co) General Partner (29.995% ownership), Resources for Community Development (RCD) is the developer and RCD's affiliate is the Managing General Partner (0.005% ownership), U.S. Bank is the Limited Partner (69.999% ownership), and Operation Dignity is the Special Limited Partner (0.001% ownership) and the resident services provider. Property Management is contracted by RCD to the John Stewart Company. RCD is the asset manager in this case.

The property is a converted motel with 62 studio units, one of which is a manager's unit. It has 19 Project-Based Vouchers, the contract for which expires on December 26, 2027, and serves adults with disabilities whose incomes are at 30% - 50% AMI. The project is funded by LIHTC tax credits and several loans including: City HOME Loan, County HOME Loan (requires lender approval), a HOPWA loan (requires lender approval), and a loan from AHA (requires lender approval). RCD will lead the efforts for the required approvals from investors. All units are studios and the Limited Partnership owns the land. This affordable housing project features an array of amenities, including green design elements and on-site property management. These spacious studio apartments are tastefully appointed and include built-in kitchen islands, Energy Star appliances, and efficient hydronic heating.

AHA was granted a purchase option and a right of first refusal by the Partnership



pursuant to a Purchase Option and Right of First Refusal Agreement dated as of December 14, 2011.

DISCUSSION

Staff proposes to negotiate the purchase of Park Alameda with the Co-General Partner (GP), Special Limited Partner (SLP), Investment Limited Partner (ILP), other lenders and partners. As part of these activities, staff will conduct due diligence on the property and negotiate an operating agreement for up to 5 years with the GP, Resources for Community Development. The goal is to allow for smooth and swift processing with the investor partner. The proposed steps are as follows:

- By August 31, 2024, AHA would inform U.S. Bank of the desire to purchase the LP interest at a nominal cost. This purchase would be complete by December 31, 2024. AHA or its affiliate would create a new LP or LLC to assume this role.
- By August 31, 2024, AHA and RCD will start negotiations for an Operating Agreement to result in RCD remaining as the Co-GP and/or asset manager for up to 5 years. The negotiation would include discussion of the asset management role, development of a capital improvement plan, negotiation of the incentive management fee and the right for AHA or an affiliate to exercise the final purchase of the GP's interest for a nominal price with 180 to 360 days written notice (Acquisition and Operation Agreement).
- By August 31, 2024, AHA will contact the special limited partner and investment limited partner to discuss options.
- By August 31, 2024, AHA will commence its due diligence activities, including a full site visit and 100% unit inspection.
- By October 31, 2024, AHA will enter into an Acquisition and Operating Agreement with RCD implementing Co-GP interest acquisition and governing future operations.
- By December 31, 2024, AHA or an affiliate acquires the LP interest from National Equity Fund (NEF).
- Between January 1, 2025 and January 1, 2029, AHA is to exercise and complete the final purchase of the GP interest and own 100% of the property.

AHA has met twice with RCD staff, and will continue to meet with them after the August 2024 Board meeting. Staff is also prepared to engage consultants for financial and legal review, and to initiate conversations with the investor and lenders.

FISCAL IMPACT

Staff expects the cost of due diligence to be less than \$100,000 for legal and financial consulting, studies, and reports.

CEQA

Not Applicable

RECOMMENDATION

Authorize the Executive Director or Designee to take steps necessary to facilitate the purchase of Park Alameda including but not limited to notifying the limited partner of the intent to exercise the option to purchase the limited partnership, conducting due diligence on the property and negotiating and signing an Operating Agreement for up to 5 years with Resources for Community Development.

ATTACHMENTS

None

Respectfully submitted,
Trevor Jones
Trevor Jones, Asset Manager



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

701 Atlantic Avenue • Alameda, California 94501-2161

To: Honorable Chair and Members of the Board of Commissioners

From: Tonya Schuler-Cummins, Director of Data and Policy

Date: August 21, 2024

Re: Approve Opening of Various Wait Lists and a Budget of up to \$70,000 for Outreach and Creation of Wait Lists.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) provides rental assistance to families through the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) programs. To manage and organize the large number of applications received, the AHA maintains multiple wait lists. The last wait list opening was in 2021 and over 22,000 applications were received during the 10-day opening. The AHA aims to place enough families on wait lists to last between three (3) to five (5) years.

With the implementation of Rent Café, for updates and the lease-up of Rosefield Village, the AHA has housed or removed a large number of families since 2021. For updates, applicant families are sent e-mails to respond online and, if the applicant does not respond, they are then sent a letter through the U.S. Postal Service. The AHA is seeing a response rate of 33% for each outreach to wait list applicants.

DISCUSSION

With the anticipated lease-up in 2025 of Linnet Corner, AHA anticipates needing more applicants on its PBV list. Therefore, AHA is proposing to open multiple wait lists before December 31, 2024. A second opening of the PBV Faircloth wait list may go into early 2025 as a significant amendment to the Agency's Annual Plan is required to be completed to create this wait list.

AHA is proposing to open the following wait lists:

- Housing Choice Voucher wait list
- Project-Based Wait list for Senior-designated units
- Project-Based Wait list for family studio to 2-bedroom units
- Project-Based Wait list for family 3- to 5-bedrom units
- Project-Based Wait list for Alameda Point Collaborative units (2- to 4-bedrooms)



- Project-Based Wait list for Park Alameda units (0-bedroom)

Announcements for the wait list openings will include the dates of the openings and the number of families that will be randomly selected for placement on each wait list. Staff anticipate adding more names to the wait lists than in the past since the implementation of Rent Cafe allows easier purging of the wait lists and reduces the costs of mailings to only those being removed from the wait list for non-response. Staff will do extensive outreach and provide assistance at various locations throughout the City for applicants to complete the online pre-application through the Yardi system. All materials are being prepared in five languages: Chinese, English, Filipino, Spanish, and Vietnamese, as required under the Limited English Proficiency regulations. This includes all newspaper ads and press releases.

FISCAL IMPACT

Wait list openings typically cost around \$50,000 with translation costs. Since AHA is using Rent Cafe, which is part of Yardi, for the opening, there will not be additional software costs. As there will be two wait list openings, due to the creation of the Faircloth wait list, staff is requesting a budget of \$70,000.

CEQA

Not applicable.

RECOMMENDATION

Approve opening of various wait lists and a budget of up to \$70,000 for outreach and creation of wait lists.

ATTACHMENTS

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tonya Schuler-Cummins', written in a cursive style.

Tonya Schuler-Cummins, Director of Data and Policy

To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Date: August 21, 2024

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

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 and an Ad-Hoc Committee was created. The Committee will provide recommendations for the following positions:

- Chair - TBD
- Vice Chair - TBD

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

FISCAL IMPACT

Not applicable.

CEQA

Not applicable.

RECOMMENDATION

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

ATTACHMENTS

None



Respectfully submitted,



Vanessa Cooper, Executive Director