



Housing Authority  
of the  
City of Alameda

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

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701 Atlantic Avenue • Alameda, California 94501-2161

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**AGENDA**                    **SPEICAL MEETING OF THE BOARD OF COMMISSIONERS**

**DATE & TIME**            **Wednesday, September 25, 2024 - 5:00 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/88991732837?pwd=zW9QyL1YpfPbdOe9uub951VjShLvsl.1>

Meeting ID: 889 9173 2837

Passcode: 782028

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](mailto:jpolar@alamedahsg.org) and [vcooper@alamedahsg.org](mailto: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](mailto: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. AGENDA
- 5.A. Approve a revised Schedule of Authorized Positions effective immediately and a revised Pay Schedule effective September 26, 2024. **Page 4**
6. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
7. 2024 BOARD OF COMMISSIONERS RETREAT
8. DISCUSSION AGENDA NOTE: THIS STUDY SESSION IS FOR DISCUSSION ONLY. NO ACTION WILL BE TAKEN AND ANY ITEMS THAT NEED ACTION WILL RETURN TO A LATER BOARD MEETING.
- 8.A. Overview and Discussion of AHA's 2025-2030 Strategic Plan and 5-Year Plan. **Page 13**
9. EXECUTIVE DIRECTOR'S COMMUNICATIONS
10. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)
11. 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.





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To: Honorable Chair and Members of the Board of Commissioners

From: Alicia Southern, Director of Human Resources

Date: September 25, 2024

Re: Approve a revised Schedule of Authorized Positions effective immediately and a revised Pay Schedule effective September 26, 2024.

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### **BACKGROUND**

The Housing Authority of the City of Alameda (AHA) desires to remain competitive in the marketplace, and periodically conducts reviews of compensation (salary and benefits) to ensure that it is able to do so. Over the past 12 years, since separation from the City of Alameda, AHA has conducted regular salary surveys, approximately every three years. When the compensation data was brought to the Board in July 2023, it was decided by the Board that AHA would complete compensation studies every three years at a minimum over the next 5-10 years.

### **DISCUSSION**

Competitive compensation plans, including both salary and benefits, should ensure that salaries/benefits remain competitive in the marketplace and support the Agency in attracting and retaining high-performing, well-qualified employees, as well as providing a defensible and rational basis for compensating employees that is consistent with public practices. Studies that AHA have completed found that while AHA salaries were generally at market levels, AHA's benefits lag behind, primarily due to other agencies offering more robust retirement formulas, contributions, individual or family post-employment health benefits, or especially in the case of exempt positions, management or administrative leave in addition to vacation leave. Additionally, the majority of public agencies participate in social security, while AHA does not. In addition, some comparator agencies pay the full CalPERS employee contribution for some positions and/or offer additional management level benefits. For background purposes, a summary of AHA's current employee benefits package is attached as Exhibit 3.

AHA vacation leave gradually increases beginning in year 5, with the highest amount of vacation earned by employees who have reached 25 or more years of service. There are two exceptions to this that have been made to partially address the lack of management/administrative leave in AHA's benefits package: 1) exempt-level staff



typically start at 3 weeks of vacation per year, and 2) Director-level staff start at 3 weeks and increase to 4 weeks of vacation at the end of the first year. The Executive Director’s salary and contract terms are set separately by the Board. In addition to vacation accrual, AHA offers a 72 hour pay period, typically providing every other Friday off to most employees as a flex day, where most agencies require an 80 hour pay period.

**Current Review of Director Positions**

An internal equity review of the Director compensation was conducted in September 2024, due to positions being created or modified and difficulty attracting qualified candidates for positions while they were vacant. The same methodology used for the prior studies was employed for the current study. Director positions were compared internally using criteria such as core functional duties, education/skills requirements, level of duties, and the scope of supervisory and management duties, and an analysis of internal relationships, including maintaining a minimum of a 10-15% differential between supervisor and subordinate classes.

Title	Current range	Recommended range
Director of Administrative Services	54	56
Director of Data and Policy	54	56
Director of Housing Programs	54	56
Director of Property Operations	54	56
Director of Asset Management	56	56
Director of Human Resources	56	56
Director of Housing Development	60	60
Director of Finance/Chief Financial Officer	60	60

Management recommends that the salary levels of individual existing staff be adjusted to the new wage range at the beginning of the next pay period (beginning October 6, 2024), but that those adjustments be made to a step in the new range that ensures at least of a 5% increase to current salary. This approach allows for more moderate increases at the present time and addresses those positions that are the lowest compared to the market rate while allowing for salary growth in the wage range over the next several years for staff not yet at the top step in their assigned range who perform satisfactorily. In addition, the Executive Director may occasionally move staff up in the steps in their specific range to ensure equity.

## **Schedule of Authorized Positions**

An updated Schedule of Authorized Positions is also being brought to the Board this month, primarily to clean up the schedule after a number of internal promotions and hiring of 10 new staff in the past 12 months. Total proposed positions (FTE's) has not changed from 59 FTEs; AHA is recommending that the Executive Assistant position be deleted, as the Senior Executive Assistant was filled internally; both the Principal Management Analyst and the Risk Control Manager positions are being deleted, as they have been under filled with a Senior Management Analyst and Management Analyst, respectively. The Assistant Director of Property Operations position has been open since December 2023. A Senior Property Manager at range 45 is being added to the Property Operations Department, to allow AHA the flexibility to hire at a lower level, more in line with a Senior Management Analyst. However, we only expect to fill either the Assistant Director or the Senior Property Manager level. A Senior Program Director is being added to assist internally with possible oversight of multiple departments, as needed, and will be funded from the budgeted but unfilled Deputy Executive Director. Additionally, a title change from Director of Administrative Services to Director of Administration and Services and from Maintenance Technician I and II to Facilities and Maintenance Technician I and II is proposed, to better align with current job duties.

## **FISCAL IMPACT**

The cost to grant the recommended changes to existing Director salaries was already included in the budget approved June 2024, including AHA's pension contributions. All other changes noted above will fit within the current budget.

## **CEQA**

N/A

## **RECOMMENDATION**

Approve a revised Schedule of Authorized Positions effective immediately and a revised Pay Schedule effective September 26, 2024.

## **ATTACHMENTS**

1. Exhibit 1 HR Pay Schedule 08-22-2024 REV 10.2024
2. Exhibit 2 Schedule of Authorized Positions FY 2024-2025 Revised 09.2024
3. Exhibit 3 Employee Benefits Package 2024
4. Exhibit 4 Reso Amend Pay Schedule and Schedule of Authorized Positions

Respectfully submitted,  
Alicia Southern, Director of Human Resources

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA  
PAY SCHEDULE FY 2024-2025, Eff. September 26, 2024**

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

\*\*Salary authorized by Board of Commissioners per Employment Agreement

**Housing Authority of the City of Alameda**  
**Fiscal Year 2024-2025 Schedule of Authorized Positions**

Department/Position Title	2023-2024 approved	Proposed change	Year on Year
Department/Position Title	FTE 2023-2024	FTE 2024 - 2025	Difference
<b>Executive Department</b>			
1 Executive Director	1.00	1.00	
Deputy Executive Director/Chief Administrative Officer	1.00	1.00	
<b>Senior Program Director</b>	<b>0.00</b>	<b>1.00</b>	
Executive Assistant	1.00	0.00	
Senior Executive Assistant (See Note B)	1.00	1.00	
Director of Data and Policy	1.00	1.00	
Principal Management Analyst (See Note B)	1.00	0.00	
Senior Management Analyst (See Note B)	0.00	1.00	
Management Analyst (Data and Policy) (See Note D)	2.00	2.00	
Program Assistant	1.00	1.00	
Sub-Total	9.00	9.00	0.00
<b>Administration and Services Department</b>			
<b>Director of Administration and Services</b>	1.00	1.00	
Assistant Director of Administrative Services	1.00	1.00	
Risk Control Manager (See Note B)	1.00	0.00	
Community Relations Manager	1.00	1.00	
Administrative Manager	0.00	0.00	
Senior Management Analyst (General) (See Note B)	1.00	0.00	
Management Analyst (See Note D)	1.00	3.00	
Facilities and Maintenance Technician I & II (See Note A)	1.00	1.00	
Program Assistant	1.00	1.00	
Sub-Total	8.00	8.00	0.00
<b>Human Resources Department</b>			
Director of Human Resources	1.00	1.00	
HR Manager (See Note B)	1.00	1.00	
Program Assistant	1.00	1.00	
Sub-total	3.00	3.00	0.00
<b>Finance Department</b>			
Director of Finance/Chief Financial Officer	1.00	1.00	
Assistant Director of Finance/Controller	1.00	1.00	
Development Accounting Officer	1.00	1.00	
Management Analyst (Finance) (See note B)	1.00	1.00	
Accounting Specialist I & II (See Note A)	3.00	3.00	
Program Assistant	1.00	1.00	
Sub-total	8.00	8.00	0.00
<b>Housing Programs Department</b>			
Director of Housing Programs	1.00	1.00	
Assistant Director of Housing Programs	1.00	1.00	
Housing Programs Supervisor	1.00	1.00	
Management Analyst (Housing Programs) (See Note D)	1.00	1.00	
Housing Specialist III (See Note B)	2.00	2.00	
Housing Specialist I & II (See Note A)	5.00	5.00	
Program Assistant	2.00	2.00	
Sub-total	13.00	13.00	0.00
<b>Property Operations Department</b>			
Director of Property Operations (See Note B)	1.00	1.00	
Assistant Director of Permanent Supportive Housing (See Note B)	1.00	1.00	
<b>Senior Property Manager (See Note B)</b>	<b>0.00</b>	<b>0.00</b>	
Management Analyst (Property Operations) (See note B)	1.00	1.00	
Housing Specialist I (See Note B)	1.00	1.00	
Program Assistant	1.00	1.00	
Sub-total	5.00	5.00	0.00
<b>Housing Development Department</b>			
Director of Housing Development	1.00	1.00	
Assistant Director of Housing Development (See Note C)	1.00	1.00	
Senior Project Manager (See note B)	2.00	2.00	
Project Manager (See note B)	1.00	1.00	
Senior Construction Project Manager (See note B)	1.00	1.00	
Construction Project Manager	1.00	1.00	
Associate Project Manager	0.00	0.00	
Housing Development Specialist	2.00	2.00	
Sub-total	9.00	9.00	0.00
<b>Asset Management Department (note the Director and Asset Manager were in Property Operations prior)</b>			
Director of Asset Management	1.00	1.00	
Senior Asset Manager (See Note B)	1.00	1.00	
Asset Manager (See Note B)	2.00	2.00	
Associate Asset Manager (See note B)	0.00	0.00	
Sub-total	4.00	4.00	0.00



Housing Authority of the City of Alameda  
Fiscal Year 2024-2025 Schedule of Authorized Positions

<b>Total</b>	59.00	59.00	0.00
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**Additional Comments**

Note A: Positions at the I and II levels are combined as a total count to allow for flexibility in staffing.

Note B: Position may be renamed or filled at a lower level

Note C: If position is filled with an internal candidate, the vacant position may not be backfilled.

Note D: May be filled at the Senior level

Note E: Temporary staff are not included in the Schedule of Authorized Positions



<b>2024 Employee Benefits Package</b>	
<b>VACATION LEAVE</b>	
Varies depending on years of service	10 to 25 days per year
<b>SICK LEAVE</b>	
Employees on an 8-hour workday	8 hours per month
Employees on a 7.5-hour work day	7.5 hours per month
<b>BEREAVEMENT LEAVE</b>	
For death of specified family members	Up to 4 days paid; max 8 days paid per calendar year; additional unpaid leave may be available
<b>HOLIDAYS</b>	
Regular / Floating	11 / 3.5 days
<b>BILINGUAL PAY</b>	
Employees certified to perform bilingual services	\$50 per month for basic; \$100 per month for advanced
<b>PENSION</b>	
2% @ 55 Plan or	<b>CALPERS</b> Existing members pay 7%
2% @ 62 for members after 12/31/12	New member rate after 12/31/12 is 50% of normal cost, currently 8.25%.
<b>HEALTH INSURANCE</b>	
Coverage varies with plan chosen by the employee	<b>CALPERS</b> 2024 - Employer pays up to 100 % of the Kaiser Employee + 2 rate which is \$2,655.67 (\$157 PEMHCA contribution plus additional contribution to Cafeteria plan)  AHA's retirement health insurance contribution for qualified retirees is made at the PEMCHA minimum payment, currently \$157 per month.
*CalPERS medical plan options and rates: <a href="https://www.calpers.ca.gov/page/active-members/health-benefits/plans-and-rates">https://www.calpers.ca.gov/page/active-members/health-benefits/plans-and-rates</a> ->Public Agency & School Members *Please note that Alameda County is under the Region 1 rates.	
<b>DENTAL AND VISION CONTRIBUTION:</b> AHA contributes up to the premium for Employee + 2 dental coverage; contributions may be used towards dental and/or vision insurance; any additional premium cost is borne by the employee	
<b>DENTAL INSURANCE</b>	<b>MetLife Dental</b>
Deductibles: Individual/Family	\$50 / \$150
Annual Maximum	\$2,500
Co-Insurance: Preventative / Basic / Major	100 % / 80% / 50%
Orthodontia	Child and Adult



Co-insurance	50%
Lifetime maximum	\$2,500
<b>VISION INSURANCE</b>	<b>VSP Vision Care</b>
Eye exam	Every calendar year, \$10 copay
Prescriptions eyeglasses	\$25 copay, lenses every calendar year, \$130 allowance for frames, every other calendar year
Contact lenses (instead of glasses)	\$130 allowance every 12 months, up to \$60 copay
<b>LIFE / ACCIDENTAL DEATH &amp; DISMEMBERMENT</b>	<b>Lincoln Financial</b>
Life Insurance coverage	1.5 X Annual Salary, \$100,000 max.
<b>LONG-TERM DISABILITY COVERAGE</b>	<b>Lincoln Financial</b>
Benefit Level / Monthly Benefit	66.67% / \$7,000 max.
<b>EMPLOYEE ASSISTANCE PROGRAM</b>	<b>Lincoln Financial</b>
Face to face meetings / phone or web access	6 / Unlimited
<b>SHORT-TERM DISABILITY INSURANCE</b>	<b>State of California</b>
Premium is deducted from employee's wages	Approximately 60-70% of earnings for up to 52 weeks
<b>EDUCATIONAL REIMBURSEMENT PLAN</b>	
Reimbursement of expenses for pre-approved course	\$1,500 maximum annually (if budget permits)
<b>BOOT / SHOE ALLOWANCE</b>	
Employees required to wear safety shoes / boots	\$220 max. reimbursement
<b>ADDITIONAL BENEFITS</b>	
Employees have the option to participate in other benefits at their own cost, including Flexible Spending Accounts, Mission Square 457 (Deferred Compensation) and Roth IRA Plans, VSP Vision Care, Lincoln Financial Voluntary Life and AD&D insurance, etc. AHA makes these plans available but does not contribute to the cost (with the exception of VSP if contribution \$ available).	

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

*Resolution No. \_\_\_\_\_*

ADOPT THE REVISED SCHEDULE OF AUTHORIZED POSITIONS AND PAY  
SCHEDULE FOR FISCAL YEAR 2024-2025

**WHEREAS**, the Housing Authority of the City of Alameda maintains a Schedule of Authorized Positions; and

**WHEREAS**, the Housing Authority of the City of Alameda has identified the need for modifications to positions included in the schedule; and

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

**WHEREAS**, the Housing Authority of the City of Alameda conducted an internal comparison study of Director positions which resulted in recommended revisions to wage ranges assigned to positions;

**NOW, THEREFORE, BE IT RESOLVED**, that effective immediately, the Housing Authority will adopt the revised Schedule of Authorized Positions for Fiscal Year 2024-2025, and effective September 26, 2024, the Housing Authority will adopt the revised Pay Schedule for Fiscal Year 2024-2025.

ATTEST:

\_\_\_\_\_  
Vanessa M. Cooper  
Secretary

\_\_\_\_\_  
Carly Grob, Chair  
Board of Commissioners

Adopted: \_\_\_\_\_



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

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Greg Kats, Director of Administrative Services

Date: September 25, 2024

Re: Overview and Discussion of AHA's 2025-2030 Strategic Plan and 5-Year Plan.

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## **BACKGROUND**

The Housing Authority of the City of Alameda (AHA) is a Public Housing Agency, whose work is governed by multiple internal plans, which ensure that AHA operates its programs effectively and in accordance with regulations and sound business practices. This Strategic Plan supplements the AHA Administrative Plan and departmental work plans. Additionally, AHA sets out its operating policies and procedures in its Administrative Plan. The Strategic Plan does not replace any of the other plans, rather it is intended to set out overarching goals that guide AHA's work.

As a Public Housing Authority (PHA), AHA is also required to submit a Five-Year Plan and an Annual Plan which provide interested parties with access to basic PHA policies, rules, and requirements regarding the PHA's operations, programs, and services. It also provides HUD, families served by the PHA, and members of the public with key information about the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families. The Five-Year Plan sets the PHA's goals and objectives for the next five years and the Annual Plan is published every year to provide status on the progress made towards the goals and objectives presented in the Five-Year Plan. As part of the Five-Year Plan process, AHA is also required to undergo a public comment process, receive approval from its Board, and submit the Five-Year Plan to HUD for approval.

## **DISCUSSION**

AHA undertook a strategic planning process to develop a roadmap with measurable objectives and outcomes to sustain AHA's current operations in a challenging operational environment. As part of the process, staff has received or is in the process of receiving feedback from each department within AHA, as well as, from community partners such as LifeSTEPS, FPI, the City of Alameda, and Alameda Point Collaborative. Information gathered about AHA's strengths, challenges, and opportunities will be used to inform the direction of the upcoming Strategic Plan and



Five-Year Plan.

Staff is now asking the Board of Commissioners to review, discuss, and provide input on the upcoming Strategic Plan and Five-Year Plan, which will help shape AHA's role in meeting the growing need for affordable housing in the City over the next five years (2025-2030).

Please note that as part of the Five-Year Plan process, AHA is also required to undergo a public comment process. Staff expect to begin that process before the end of this year and return to the Board in Spring 2025 for a public hearing and Resolution.

**FISCAL IMPACT**

There is no fiscal impact from the strategic planning review process itself.

**CEQA**

N/A

**RECOMMENDATION**

Overview and Discussion of AHA's 2025-2030 Strategic Plan and 5-Year Plan.

**ATTACHMENTS**

None

Respectfully submitted,

*Greg Kats*

Greg Kats, Director of Administrative Services