THE CITY OF PLEASANTON

HOUSING COMMISSION AGENDA

Thursday, April 17, 2014
7:00 P.M.

City Council Chamber, 200 Old Bernal Avenue

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve Regular Meeting Minutes of March 20, 2014

CONSENT CALENDAR

Items included on the Consent Calendar are routine and discussion by the Commission is not anticipated. Anyone wishing to speak on a Consent Calendar item should step to the rostrum and ask the Chairperson to remove that item from the Consent Calendar.

2. Approval of the March 2014 Financial Reports for Ridge View Commons and Kottinger Place

3. Management Updates for Kottinger Place and Ridge View Commons

4. Quarterly Update Regarding Miscellaneous Housing Projects and Issues (1st Quarter 2014)

5. Quarterly Report of Housing Commission Activities (1st Quarter 2014)

6. Quarterly Inventory of Below-Market Housing in Pleasanton (1st Quarter 2014)

MEETING OPEN TO THE PUBLIC

7. Introductions / Awards / Recognitions

8. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

PUBLIC HEARINGS AND OTHER MATTERS

Members of the audience wishing to address the Commission are requested to step to the rostrum or submit a speaker card to the Chair after the agenda report on a particular item. If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

9. Appointment of Tenant Representatives for Ridge View Commons and Kottinger Place

10. Update Regarding Status of the 2015-23 Housing Element

11. Discussion of Housing Commission Work Plan for 2014

COMMUNICATIONS

MATTERS INITIATED BY MEMBERS OF THE COMMISSION

COMMITTEE REPORTS

DISCUSSION OF FUTURE MEETING AGENDAS

ADJOURNMENT

Notice

Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet are available for public inspection at the Housing Division, 200 Old Bernal Avenue, Pleasanton.

Accessible Public Meetings

The City of Pleasanton will provide special assistance for citizens with disabilities to participate in public meetings upon advance notice. If you need an auxiliary hearing aid or sign language assistance at least two working days advanced notice is necessary. Please contact the Housing Division, PO Box 520, Pleasanton, CA 94566 or (925) 931-5007.

Housing Commission Minutes

[SUBJECT TO APPROVAL]

City Council Chambers, 200 Old Bernal Ave., Pleasanton, CA

March 20, 2014
7:00 p.m.

CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chairperson Welsh called the meeting to order at 7:01 p.m. on Thursday, March 20, 2014, in the City Council Chambers, 200 Old Bernal Avenue, Pleasanton, California.

The Pledge of Allegiance was recited, led by Chairperson Welsh.

Roll call:

Present: Chairperson Ann Welsh, Commissioners John Casey, Colleen Lopez, and Daniel Mermelstein.

Absent: None

Staff: Steven Bocian, Assistant City Manager; Scott Erickson, Housing Specialist; and Edith Caponigro, Recording Secretary

AGENDA AMENDMENTS

Commissioner Casey requested the Commission review Item 7 before Item 6. Commissioners agreed to this change.

MINUTES

1. Approve Regular Meeting Minutes of February 20, 2014

A motion was made by Commissioner Mermelstein, seconded by Commissioner Casey, to approve the meeting minutes of February 20, 2014. **The motion was approved unanimously.**

CONSENT CALENDAR

2. Approval of the February 2014 Financial Reports for Ridge View Commons and Kottinger Place

3. Management Updates for Kottinger Place and Ridge View Commons

A motion was made by Commissioner Mermelstein, seconded by Commissioner Casey, to approve the consent calendar. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

4. Introductions / Awards / Recognitions

There were none.

5. Public Comment from the audience regarding items not listed on the agenda

There were none.

PUBLIC HEARINGS AND OTHER MATTERS

7. Approval of Federal HOME Funds and City Lower Income Housing Funds Related to the Housing and Human Services Grant (HHSG) Program for Fiscal Year 2014-15

Mr. Erickson reviewed with the Commission details of the Housing and Human Service Grant (HHSG) program implemented by the City beginning in Fiscal Year 2010. He advised the HHSG program combined funding from the Community Development Block Grant (CDBG) and HOME (HOME Investment Partnership Program) federal grants together with Lower Income Housing Funds and General Funds.

HHSG applications for FY 2014 funding were solicited from early December 2013 through late January 2014, and were submitted electronically via ZoomGrants. A total of twenty-seven (27) applications were received by the January 28 deadline with a total funding request of $1,127,859. The majority of applications (those not related to housing) were reviewed by the Human Services Commission at its March 5, 2014, meeting. The Housing Commission is requested to review housing-related applications that are proposed to be funded with federal HOME funds and/or City Lower Income Housing Funds (LIHF).

Mr. Erickson further informed the Commission that HUD recently advised the City that its allocation of CDBG funds will be reduced by 2.6% as compared to the last year's allocation. He also advised that the City recently made the last annual payment on the Section 108 loan that was secured by Tri-Valley cities to acquire and rehabilitate the Sojourner House emergency shelter facility.

Chairperson Welsh opened the meeting for agency presentations at 7:16 p.m.

ECHO Housing, Margie Rocha – thanked the Commission for their past support and advised that funds were being requested to enable them to continue their program of providing counseling services to Pleasanton residents regarding complaints received pertaining to discrimination, fair-housing, tenant-landlord issues, and general housing counseling services. Ms. Rocha advised that ECHO also provides help and assistance for the homeless. As of December 2013 the agency has completed 72% of its projected goal for the current fiscal year and has been serving a diverse population.

Chairperson Welsh questioned what effect the agency would feel with the 11% difference in funds they are requesting and the amount recommended by staff. Ms. Rocha advised there

would not be much impact and ECHO would likely be able to achieve its goals.

Abode Services, Vivian Wan – provided information about the Tri-Valley Housing Scholarship Program and the funds they are seeking to continue providing rent subsidies and case management services for the program. The Commission was advised that the program will provide services to six (6) Pleasanton residents on an on-going basis and will help them to achieve their goals by providing rent support that in turn allows them time to improve their education and eventually secure a living wage.

Neighborhood Solutions, Vicki Johnson – advised that the agency is seeking funding that will allow them to provide extremely-low and very-low-income homeowners with small grants and loans to make much needed home improvements. The agency currently has 20 people on a waiting list, many of whom are living in mobile homes.

CRIL (Community Resources for Independent Living), Michael Galvan – informed the Commission that CRIL provides special housing services for residents in Pleasanton with disabilities. Services they provide include independent living, housing assistance and advocacy for the disabled. CRIL has added three (3) new programs during the last year that are helping those being served to become more involved within the community and helping them to use public transportation. Mr. Galvan advised that CRIL tries to ensure a continuum of services and that affordable and accessible housing is a critical need. Workshops are being provided to help clients learn about the services available to them.

MidPen Housing Corporation/Kottinger Gardens, Abby Goldware – provided information about the work MidPen has been doing with the Kottinger Place Task Force, advising that positive feedback was received at a recent session with the Planning Commission. The HHSG funding application will assist them to move forward with the first phase of the project.

Sean Sowell, Pleasanton – provided comments in support of the application from Abode and asked that the Commission consider fully funding this application. He advised that as a former client of Abode he had been extremely impressed with the services they provided. Mr. Sowell discussed the new City of Livermore ordinance regarding homelessness that will affect people in Pleasanton.

Mr. Erickson responded to Mr. Sowell's comments advising that staff has been working with Abode on their funding request and it has been agreed by Abode that the funding level proposed by staff is sufficient to keep the program at full capacity through the year. He noted that the proposal is tied to the need to commit and utilize the City's allocation of federal HOME funds in a timely manner so that they do not revert to the County. He also provided information about health and safety needs that are being met with the Housing Rehabilitation Program administered by Neighborhood Solutions.

Ms. Wan advised that Abode typically over-estimates funding requirements and the City of Pleasanton has always been helpful and supportive. She acknowledged that the amount of funding recommended by staff should be adequate to ensure that the program can run at full capacity for the next fiscal year.

Tri-Valley Housing Opportunity Center – Mr. Erickson advised that Annika Olson, the interim Executive Director for the TVHOC, advised that she is not able to attend tonight's meeting because they just began evening hours for their free tax preparation services. Scott Erickson provided information about this funding application advising that funds will allow for continue to cover a range of housing services.

Commissioner Lopez questioned whether the $118,000 in LIHF could be increased to allow for the full $119,500 requested in funding.

Commissioner Casey indicated that he thought there was approximately $16 million total in the Lower Income Housing Fund at the present time with $10 million of it being earmarked for the Kottinger Gardens project.

Mr. Bocian advised the City typically does not pre-establish a targeted amount from the LIHF to be used to fund HHSG applications but rather the amount is reviewed each year in conjunction with the applications that are received.

Chairperson Welsh was advised by Mr. Erickson that most of the agencies did not receive 100% of their requested amounts in 2013.

Commissioner Casey questioned whether any remaining HOME funds are uncommitted. Mr. Erickson responded that the rationale in staff's overall recommendation is to ensure that all uncommitted HOME funds are committed as quickly as possible so that they do not revert to the County. He further advised that the challenge for the City is that the only a small amount of HOME funds are received each year and it is difficult for the City to accumulate enough funding to put toward a major project while still meeting timeliness guidelines and related requirements.

Chairperson Welsh closed the meeting for agency presentations at 7:45 p.m.

Commissioner Mermelstein had questions pertaining to the impact of utilizing Lower Income Housing Funds.

Commissioner Lopez suggested increasing the CRIL funding to the full amount requested ($14,494).

Mr. Bocian advised Commissioner Casey that it might be possible to use funds from the LIHF to meet some of the funding requests. Commissioner Casey indicated he was thinking of the possibility of agencies asking for a line of credit from the LIHF. Mr. Erickson suggested staff provide information to the Commission at a later meeting and Commissioner Casey agreed he would like staff to bring some recommendations to the Commission for consideration.

Mr. Bocian discussed the City of Pleasanton's current policy on loans and monies going back into the program making more funds available.

A motion was made by Commissioner Lopez, seconded by Commissioner Casey, recommending approval of the staff recommendation with the exception of CRIL being increased to $14,494.

ROLL CALL VOTE:

AYES:	Commissioners Casey, Lopez, Mermelstein, and Chairperson Welsh.
NOES:	None
ABSENT:	None
ABSTAIN:	None

6. Approval of Streamlined Annual Plan for Fiscal Year 2014 for the Pleasanton Housing Authority

Mr. Erickson reviewed with Commissioners the Quality Housing and Work Responsibility Act (QHWRA) that requires Public Housing Authorities (PHA's) to prepare and adopt a five-year Agency Plan and individual Annual Plans. He advised that while the Pleasanton Housing Authority does not have its own Section 8 program, but it does own and administer 50 units of Public Housing at Kottinger Place, which requires the submission of an Agency Plan. The Commission was advised that a new Annual PHA Plan for fiscal year 2014 is now required to be submitted to HUD by mid-April.

Mr. Erickson informed the Commission that staff worked with MidPen Housing last year to incorporate some new language into the plan to indicate the Housing Authority's intent to pursue demolition and disposition of Kottinger Place as part of the planned redevelopment of the complex, together with Pleasanton Gardens, as the future Kottinger Gardens project.

Chairperson Welsh was advised by Mr. Erickson that HUD did not require any additional information on the projected use of Capital Funds other than "site improvement."

Commissioner Casey questioned whether this authority would go away once Kottinger Place was demolished. Mr. Bocian advised that no reporting would be necessary since the Housing Authority would not be active and would not own any assets. However, the Housing Authority would likely remain in place for other purposes.

A motion was made by Commissioner Lopez, seconded by Commissioner Mermelstein, recommending adoption of the draft resolution approving the Annual PHA Plan for fiscal year 2014, and authorizing staff to submit to HUD by the applicable deadline.

ROLL CALL VOTE:
AYES: Commissioners Casey, Lopez, Mermelstein, and Chairperson Welsh.
NOES: None
ABSENT: None
ABSTAIN: None

COMMUNICATIONS

Planning Commission Staff Report – March 12, 2014. Reviewed - no comment.

MATTERS INITIATED BY MEMBERS OF THE COMMISSION

A. Commissioner Casey asked about a review of the Commission's Annual Plan when new Commissioners are on board. He would like staff to provide information so the Commission can begin to consider and move forward.

Mr. Bocian advised that new Commissioners should soon be coming on board and will likely be going to City Council in April to be appointed.

Commissioner Casey felt that with so many projects with affordability already in place, it would be good to have things in line so they could be reviewed with new Commissioners. He felt the Commission also needed to talk about RHNA numbers and the East Pleasanton project.

Mr. Bocian advised that a meeting is planned for April to look at the Housing Element.

B. Chairperson Welsh discussed creating affordable units in existing apartment complexes and described how existing rental units are being reconfigured to create additional affordable units within a project she currently is working on in Foster City. She thought this was something that could be considered in Pleasanton.

Mr. Bocian advised that staff has done some research on this and it is being considered as part of the Housing Element update that will be discussed at the April meeting.

COMMITTEE REPORTS

Kottinger Place Task Force – no report.

East Pleasanton Specific Plan Task Force – no report.

DISCUSSION OF FUTURE MEETING AGENDAS

Mr. Erickson stated that the April meeting is tentatively scheduled to include the following items:

- Update Regarding Status of the 2015-23 Housing Element
- Appointment of Tenant Representatives for Ridge View Commons and Kottinger Place
- Discussion of Housing Commission Work Plan for 2014 (pending new commissioner appointments)

ADJOURNMENT

The meeting was adjourned at 8:15 p.m. by unanimous consent.

DATED: March 20, 2014

_____
Ann Welsh, Chairperson

ATTEST:

_____
Steven Bocian, Assistant City Manager

Housing Commission
Agenda Report

April 17, 2014
Item 02

SUBJECT:	**Approval of the March 2014 Financial Reports for Ridge View Commons and Kottinger Place**
STAFF RECOMMENDATION:	Staff recommends approval of the financial reports for Ridge View Commons and Kottinger Place.
ATTACHMENTS:	**1.** Ridge View Commons Financial Report (March 2014) **2.** Kottinger Place Financial Report (March 2014)

The most recent financial reports for Ridge View Commons and Kottinger Place are attached for the Commission's review and approval. A summary of monthly variances is included as an attachment to each report. Staff recommends approval of the attached financial reports.

Ridge View Commons

Financial Report
March 2014

RIDGE VIEW COMMONS
March 2014 – Variance Report

REVENUE

Actual: $155,580.72 Budget: $155,108.24 Variance: $472.48

Total site revenue is on budget for the month and has a positive variance of $9,835.10 YTD.

ADMINISTRATIVE EXPENSES

Actual: $22,910.87 Budget: $22,840.50 Variance: $(70.37)

Expenses in this category are right on budget for the month and has a positive variance of $1,007.08 YTD.

UTILITIES

Actual: $17,414.15 Budget: $18,965.17 Variance: $1,551.02

Utility costs are right on budget for both the month and YTD. The lower cost for water is not as significant as anticipated, given that most landscape irrigation water has been turned off.

OPERATING & MAINTENANCE EXPENSES

Actual: $39,069.66 Budget: $30,415.41 Variance: $(8,654.25)

The significant negative variance in this month's report is a result of a major repair in front of the South Building to address irrigation leaks and standing water abutting the building. While much of the expenses for Operating and Maintenance is eligible for reimbursement from the Reserve for Replacement account, management will not seek the reimbursement at this time as the site has a healthy Operating Cash balance.

TAXES & INSURANCE

Actual: $13,062.90 Budget: $14,368.59 Variance: $1,305.69

Expenses in this category are under budget due to savings in the Health Insurance line item.

Total Expenses (adjusted by removing Depreciation, Amortization and Interest on City Loan)

Actual: $162,226.50 Budget: $157,021.84 Variance: $(5,204.66)

Net Income for January (adjusted by removing Depreciation, Amortization and Interest on City Loan

Actual: $(6,645.78) Budget: $(1,913.60) Variance: $(4,732.18)

Year-to-Date Adjusted Budget Comparison <u>Net Income</u>

Actual: $6,871.44 Budget: $(5,740.80) Variance: $12,612.24

Water leaks in the irrigation system continue to be of concern as the site has nearly 100 pressure sprinkler valves throughout the property. While leaks are repaired when identified, sub rosa leaks are more difficult to address.''

As the irrigation system has been turned off for the time being, due to the water shortage and wet weather, as the need and permission to use irrigation water increases, we'll have to address this issue on a larger scale.

One suggestion would be to consider re-landscaping the site sooner rather than later so as to replace large expanses of lawn with plants more adaptable to a dry climate and limited irrigation water.

Variance Report completed by Barry Cammer

Monthly Report for Establishing Net Income

RIDGE VIEW COMMONS	***March 31, 2014***

PART I OPERATING ACCOUNT TRANSACTIONS

1.	BEGINNING BALANCE -	Petty Cash	300.00	
		Cash In Bank	137,572.63	
		(1) OPENING CASH		***137,872.63***
2.	AMOUNTS RECEIVED DURING THE MONTH			
	(a) Rent Collections		145,641.00	
	(b) Interest		0.91	
	(c) Cable TV		5,980.00	
	(d) Other Revenue Collected:			
		Forfeited Security Deposits	-	
		Security Deposit Interest	11.51	
		Laundry & Vending	717.70	
		Transfer fees	500.00	
		Back-ground check	-	
		Tenant purchases	-	
		Refund from PG & E	-	
		Total Income Deposited		**152,851.12**
	(e) Commercial rent - Open Heart Kitchen		900.00	
	(f) Transfer from Replacement Reserve account - CalHFA		-	
		Total Booked Income	**153,751.12**	
		(2) AVAILABLE CASH		***153,751.12***
3.	DISBURSEMENTS MADE DURING THE MONTH			
	(a) Current Expenses		79,088.75	
	(b) Other Disbursements			
	(1)	Monthly Mortgage & Impound payment	56,573.69	
	(2)	Monthly Replacement Reserve transfer	11,737.50	
	(3)	NSF checks & bank charges/adjustments	36.63	
		(3) TOTAL DISBURSEMENTS		***147,436.57***
4.	ADJUSTMENTS -			
		Petty Cash	300.00	
		Cash In Bank	143,887.18	
		(4) ENDING BALANCE		***144,187.18***

PART II OTHER FINANCIAL DATA

1.	ACCOUNTS PAYABLE		$ 24,935.32
2.	OUTSTANDING PURCHASE ORDERS		$ -
3.	TENANT SECURITY DEPOSIT LIABILITY		$ 161,274.15
4.	VACANCY LOSS:	Number of Units	$ 317.00
5.	TENANT RECEIVABLE:	Number of Tenants	$ 1,260.00

<60 DAYS -0- <90 DAYS -0- >90 DAYS -0-

6.	SECURITY DEPOSIT ACCOUNT FUNDED		$ 214,787.59

PART III OTHER STATISTICS 200 UNITS

1.	NUMBER OF VACANT UNITS AT END OF MONTH				0
2.	NUMBER OF RENTED UNITS AT END OF MONTH				200
3.	NUMBER OF RENT FREE UNITS				2
4.	RENTAL ACTIVITY:	Move-Ins	4	Move-Outs	4

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = March 2014

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
51000-000	INCOME									
51100-000	RENTAL INCOME									
51200-000	Tenant Rent	147,778.00	147,572.25	205.75	0.14	441,500.00	442,716.75	-1,216.75	-0.27	1,770,867.00
51400-000	Stores & Commercial	900.00	900.00	0.00	0.00	2,700.00	2,700.00	0.00	0.00	10,800.00
52200-000	Vacancy Loss	-317.00	-571.17	254.17	44.50	-2,561.00	-1,713.51	-847.49	-49.46	-6,854.00
52999-000	TOTAL RENTAL INCOME	148,361.00	147,901.08	459.92	0.31	441,639.00	443,703.24	-2,064.24	-0.47	1,774,813.00
54000-000	FINANCIAL REVENUE									
54100-000	Interest Income	22.02	32.83	-10.81	-32.93	66.31	98.49	-32.18	-32.67	394.00
54150-000	Interest-Tax & Ins	0.00	0.00	0.00	N/A	63.28	0.00	63.28	N/A	0.00
54999-000	TOTAL FIN REV-UNRESTRICTED	22.02	32.83	-10.81	-32.93	129.59	98.49	31.10	31.58	394.00
55100-000	RESTRICTED INCOME									
55200-000	Int - Repl Res	0.00	102.75	-102.75	-100.00	362.59	308.25	54.34	17.63	1,233.00
55999-000	TOTAL RESTRICTED INCOME	0.00	102.75	-102.75	-100.00	362.59	308.25	54.34	17.63	1,233.00
59000-000	OTHER REVENUE									
59100-000	Laundry & Vending Revenue	717.70	790.50	-72.80	-9.21	2,483.20	2,371.50	111.70	4.71	9,486.00
59255-000	Cable TV	5,980.00	6,281.08	-301.08	-4.79	17,876.00	18,843.24	-967.24	-5.13	75,373.00
59900-000	Other Revenue (Specify)	500.00	0.00	500.00	N/A	12,669.44	0.00	12,669.44	N/A	0.00
59998-000	TOTAL OTHER REVENUE	7,197.70	7,071.58	126.12	1.78	33,028.64	21,214.74	11,813.90	55.69	84,859.00
59999-000	TOTAL REVENUE	155,580.72	155,108.24	472.48	0.30	475,159.82	465,324.72	9,835.10	2.11	1,861,299.00
60000-000	EXPENSES									
62000-000	ADMINISTRATIVE EXPENSES									
62100-000	Advertising	0.00	125.00	125.00	100.00	0.00	375.00	375.00	100.00	1,500.00
62500-000	Other Renting Expenses	152.40	73.25	-79.15	-108.05	345.95	219.75	-126.20	-57.43	879.00
63100-000	Office Salaries	2,634.60	2,678.58	43.98	1.64	7,935.80	8,035.74	99.94	1.24	32,143.00
63110-000	Office Supplies	180.38	660.00	479.62	72.67	1,394.54	1,980.00	585.46	29.57	7,920.00
63115-000	Postage/Delivery	35.03	80.83	45.80	56.66	54.95	242.49	187.54	77.34	970.00
63200-000	Management Fee	6,300.00	6,300.00	0.00	0.00	18,900.00	18,900.00	0.00	0.00	75,600.00
63300-000	Manager Salary	6,209.97	6,074.75	-135.22	-2.23	18,181.01	18,224.25	43.24	0.24	72,897.00
63310-000	Staff Rent Free Unit	1,920.00	1,920.00	0.00	0.00	5,760.00	5,760.00	0.00	0.00	23,040.00
63400-000	Legal Expense	0.00	125.00	125.00	100.00	0.00	375.00	375.00	100.00	1,500.00
63500-000	Audit/Tax Preparation	710.00	751.67	41.67	5.54	2,130.00	2,255.01	125.01	5.54	9,020.00
63510-000	Accounting Services	1,900.00	1,900.00	0.00	0.00	5,700.00	5,700.00	0.00	0.00	22,800.00
63600-000	Telephone/Answering Service	1,777.79	1,059.00	-718.79	-67.87	3,934.77	3,177.00	-757.77	-23.85	12,708.00
63750-000	Bank Charges	133.55	107.42	-26.13	-24.33	287.57	322.26	34.69	10.76	1,289.00
63760-000	Payroll Costs	702.57	713.83	11.26	1.58	2,028.23	2,141.49	113.26	5.29	8,566.00
63920-000	Computer Support & Equipment	228.51	215.75	-12.76	-5.91	835.53	647.25	-188.28	-29.09	2,589.00
63990-000	Other Miscellaneous	26.07	55.42	29.35	52.96	26.07	166.26	140.19	84.32	665.00
63999-000	TOTAL ADMIN EXPENSE	22,910.87	22,840.50	-70.37	-0.31	67,514.42	68,521.50	1,007.08	1.47	274,086.00
64000-000	UTILITIES EXPENSE									
64500-000	Electricity	1,535.70	2,747.92	1,212.22	44.11	5,281.11	8,243.76	2,962.65	35.94	32,975.00
64510-000	Water	7,000.00	7,978.50	978.50	12.26	23,179.33	23,935.50	756.17	3.16	95,742.00
64520-000	Gas	2,489.29	1,983.75	-505.54	-25.48	7,304.49	5,951.25	-1,353.24	-22.74	23,805.00
64900-000	Cable TV	6,389.16	6,255.00	-134.16	-2.14	19,157.98	18,765.00	-392.98	-2.09	75,060.00
64999-000	TOTAL UTILITIES EXP	17,414.15	18,965.17	1,551.02	8.18	54,922.91	56,895.51	1,972.60	3.47	227,582.00

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = March 2014

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
65000-000	OPERATING & MAINT EXPENSE									
65100-000	Janitor & Cleaning Payroll	2,242.11	2,357.50	115.39	4.89	7,140.44	7,072.50	-67.94	-0.96	28,290.00
65140-000	Janitor & Cleaning Contract	409.00	1,581.08	1,172.08	74.13	1,078.73	4,743.24	3,664.51	77.26	18,973.00
65150-000	Janitor & Cleaning Supplies	509.56	302.83	-206.73	-68.27	1,065.00	908.49	-156.51	-17.23	3,634.00
65190-000	Exterminating Contract	496.00	468.33	-27.67	-5.91	992.00	1,404.99	412.99	29.39	5,620.00
65250-000	Rubbish Removal	4,087.37	4,368.33	280.96	6.43	12,262.11	13,104.99	842.88	6.43	52,420.00
65300-000	Security Payroll/Contract	0.00	503.17	503.17	100.00	4,030.00	1,509.51	-2,520.49	-166.97	6,038.00
65370-000	Grounds Contract	12,333.00	3,914.00	-8,419.00	-215.10	19,516.00	11,742.00	-7,774.00	-66.21	46,968.00
65400-000	Maintenance Payroll	7,491.64	7,512.33	20.69	0.28	23,228.04	22,536.99	-691.05	-3.07	90,148.00
65410-000	Maintenance Supplies	1,401.90	1,714.67	312.77	18.24	3,390.40	5,144.01	1,753.61	34.09	20,576.00
65420-000	Repair Contract	4,661.36	3,326.00	-1,335.36	-40.15	6,946.77	9,978.00	3,031.23	30.38	39,912.00
65450-000	Elevator Maintenance/Contract	900.00	1,060.50	160.50	15.13	3,393.27	3,181.50	-211.77	-6.66	12,726.00
65460-000	HVAC Repairs/Maint	903.00	899.42	-3.58	-0.40	1,899.00	2,698.26	799.26	29.62	10,793.00
65600-000	Decorating Contract	3,310.00	1,928.92	-1,381.08	-71.60	12,825.00	5,786.76	-7,038.24	-121.63	23,147.00
65610-000	Decorating Supplies	324.72	478.33	153.61	32.11	1,349.66	1,434.99	85.33	5.95	5,740.00
65999-000	TOTAL OP & MAINT EXPENSE	39,069.66	30,415.41	-8,654.25	-28.45	99,116.42	91,246.23	-7,870.19	-8.63	364,985.00
67000-000	TAXES & INSURANCE									
67110-000	Payroll Taxes	1,957.65	1,895.00	-62.65	-3.31	7,996.17	5,685.00	-2,311.17	-40.65	22,740.00
67120-000	State Taxes	66.67	66.67	0.00	0.00	200.01	200.01	0.00	0.00	800.00
67200-000	Property & Liability Insurance	4,869.16	5,489.42	620.26	11.30	14,607.49	16,468.26	1,860.77	11.30	65,873.00
67220-000	Workmen's Compensation	2,196.48	1,845.67	-350.81	-19.01	6,693.10	5,537.01	-1,156.09	-20.88	22,148.00
67230-000	Health Insurance	1,580.94	2,789.08	1,208.14	43.32	4,875.32	8,367.24	3,491.92	41.73	33,469.00
67290-000	Other Insurance (Specify)	2,392.00	2,282.75	-109.25	-4.79	7,176.00	6,848.25	-327.75	-4.79	27,393.00
67599-000	TOTAL TAX & INSURANCE	13,062.90	14,368.59	1,305.69	9.09	41,548.09	43,105.77	1,557.68	3.61	172,423.00
68000-000	FINANCIAL ACCOUNTS									
68200-000	Interest on Mortgage Payable	28,005.19	28,005.19	0.00	0.00	84,296.49	84,296.49	0.00	0.00	332,051.50
68245-000	Interest - City Loans	28,010.75	0.00	-28,010.75	N/A	84,032.25	0.00	-84,032.25	N/A	0.00
68599-000	TOTAL FINANCIAL ACCOUNTS	56,015.94	28,005.19	-28,010.75	-100.02	168,328.74	84,296.49	-84,032.25	-99.69	332,051.50
69000-000	SERVICE EXPENSE									
69110-000	SC-Payroll	2,503.16	2,878.67	375.51	13.04	7,673.53	8,636.01	962.48	11.14	34,544.00
69299-000	TOTAL SERVICE EXPENSE	2,503.16	2,878.67	375.51	13.04	7,673.53	8,636.01	962.48	11.14	34,544.00
70000-000	OTHER EXPENSES									
73000-000	REPLACEMENT RESERVE									
73100-000	Floor Coverings	6,267.14	5,062.92	-1,204.22	-23.79	14,278.44	15,188.76	910.32	5.99	60,755.00
73120-000	Kitchen Appliances	700.87	934.08	233.21	24.97	2,341.32	2,802.24	460.92	16.45	11,209.00
73170-000	Large Appliance	0.00	870.75	870.75	100.00	0.00	2,612.25	2,612.25	100.00	10,449.00
73550-000	Furn, Fixtures & Equip (T)	0.00	387.50	387.50	100.00	0.00	1,162.50	1,162.50	100.00	4,650.00
73699-000	TOTAL REPLACEMENT RESERVE	6,968.01	7,255.25	287.24	3.96	16,619.76	21,765.75	5,145.99	23.64	87,063.00
78000-000	DEPRECIATION/AMORTIZATION									
78100-000	Depreciation	36,000.00	0.00	-36,000.00	N/A	108,000.00	0.00	-108,000.00	N/A	0.00
78150-000	Amortization	6,075.25	0.00	-6,075.25	N/A	18,225.75	0.00	-18,225.75	N/A	0.00
78199-000	TOTAL DEPR/AMORTIZATION	42,075.25	0.00	-42,075.25	N/A	126,225.75	0.00	-126,225.75	N/A	0.00

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = March 2014

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
83000-000	OTHER CASH PAYMENTS (T)									
83112-000	Replacement Reserve (T)	11,737.50	11,738.00	0.50	0.00	35,212.50	35,214.00	1.50	0.00	140,856.00
83114-000	Mortgage Principal Pymt (T)	20,555.06	20,555.06	0.00	0.00	61,384.26	61,384.26	0.00	0.00	250,671.50
83299-000	TOTAL CASH PAYMENTS	32,292.56	32,293.06	0.50	0.00	96,596.76	96,598.26	1.50	0.00	391,527.50
89990-000	TOTAL EXPENSES	232,312.50	157,021.84	-75,290.66	-47.95	678,546.38	471,065.52	-207,480.86	-44.04	1,884,262.00
90900-000	NET INCOME	-76,731.78	-1,913.60	-74,818.18	-3,909.81	-203,386.56	-5,740.80	-197,645.76	-3,442.83	-22,963.00

Ridgeview Commons Apartments - (rvc)

Balance Sheet (With Period Change)

Period = March 2014

Book = Accrual

		Balance Mar-14	Balance Feb-14	Net Change
10000-000	ASSET ACCOUNTS			
10100-000	CURRENT ASSETS			
10110-000	Petty Cash	300.00	300.00	0.00
10120-000	Operating Account	143,887.18	137,572.63	6,314.55
10122-000	Payroll Account	20,165.61	17,781.65	2,383.96
10499-000	TOTAL UNRESTRICTED CASH	164,352.79	155,654.28	8,698.51
10600-000	RESTRICTED FUNDS			
10690-000	Security Deposits	114,787.59	111,758.99	3,028.60
10695-000	Security Deposit Acct. (2)	100,000.00	100,000.00	0.00
10699-000	TOTAL RESTRICTED FUNDS	214,787.59	211,758.99	3,028.60
10700-000	IMPOUNDED FUNDS			
10716-000	Hazard Insurance Impound	44,099.71	38,087.40	6,012.31
10718-000	Eathquake Insurance Impound	16,299.12	13,798.91	2,500.21
10730-000	Replacement Reserve	643,178.79	631,441.29	11,737.50
10798-000	TOTAL IMPOUNDED FUNDS	703,577.62	683,327.60	20,250.02
10799-000	TOTAL RESTRICTED FUNDS	918,365.21	895,086.59	23,278.62
10999-000	TOTAL CASH / CASH EQUIVALENTS	1,082,718.00	1,050,740.87	31,977.13
11000-000	RECEIVABLES			
11110-000	A/R - LTD Partners	225,000.00	225,000.00	0.00
13910-000	Tenant Accounts Receivable	1,260.00	1,360.00	-100.00
13999-000	TOTAL RECEIVABLES	226,260.00	226,360.00	-100.00
14500-000	PREPAID EXPENSES			
14515-000	Prepaid Property Insurance	43,822.44	48,691.60	-4,869.16
14525-000	Prepaid Insurance - Other	16,744.66	19,136.66	-2,392.00
14590-000	Miscellaneous Prepaid Expenses	2,512.47	1,370.98	1,141.49
14599-000	TOTAL PREPAID EXPENSES	63,079.57	69,199.24	-6,119.67
15599-000	TOTAL CURRENT ASSETS	1,372,057.57	1,346,300.11	25,757.46
17499-000	LAND AND FIXED ASSETS			
17800-000	Buildings	15,143,478.47	15,143,478.47	0.00
17805-000	Building Improvements	293,956.61	293,956.61	0.00
17820-000	Other Improvements	116,804.50	116,804.50	0.00
17851-000	Carpeting	125,748.68	125,748.68	0.00
17853-000	Furniture, Fixtures & Equipt	315,457.51	315,457.51	0.00
17950-000	Accumulated Depreciation	-9,731,930.74	-9,695,930.74	-36,000.00
17999-000	TOTAL LAND AND FIXED ASSETS	6,263,515.03	6,299,515.03	-36,000.00
18100-000	OTHER ASSETS			
18132-000	Bond Financing	34,170.00	34,680.00	-510.00
18185-000	Perm. Loan Fees	959,120.96	964,686.21	-5,565.25
18300-000	Refundable Deposits	176,951.00	176,951.00	0.00
19900-000	TOTAL OTHER ASSETS	1,170,241.96	1,176,317.21	-6,075.25
19999-000	**TOTAL ASSETS**	**8,805,814.56**	**8,822,132.35**	**-16,317.79**

Ridgeview Commons Apartments - (rvc)

Balance Sheet (With Period Change)

Period = March 2014

Book = Accrual

		Balance Mar-14	Balance Feb-14	Net Change
20000-000	LIABILITY ACCOUNTS			
20010-000	CURRENT LIABILITIES			
20100-000	Accounts Payable	24,935.32	8,380.25	16,555.07
20120-000	Accrued Liabilities	18,000.00	14,648.00	3,352.00
20160-000	Accrued Income Taxes	1,000.01	933.34	66.67
20199-000	TOTAL AC PAYABLE / ACCR LIABILITIES	43,935.33	23,961.59	19,973.74
21900-000	SECURITY DEPOSITS			
21910-000	Tenant Security Deposits	161,274.15	160,582.15	692.00
21999-000	TOTAL SECURITY DEPOSITS	161,274.15	160,582.15	692.00
23700-000	INTEREST PAYABLE-Current			
23710-000	Accrued Mortgage Interest	28,192.33	28,192.33	0.00
23799-000	TOTAL INTEREST PAYABLE-Current	28,192.33	28,192.33	0.00
24999-000	TOTAL CURRENT LIABILITY	233,401.81	212,736.07	20,665.74
25000-000	LONG-TERM LIABILITIES			
25100-000	NOTES AND LOAN PAYABLES			
25120-000	Mortgage Payable	6,089,668.74	6,110,223.80	-20,555.06
25170-000	Loan Payable - City	4,000,000.00	4,000,000.00	0.00
25171-000	Loan Payable-City RDA	225,000.00	225,000.00	0.00
25172-000	Loan Payable - City (II)	2,250,000.00	2,250,000.00	0.00
25499-000	TOTAL NOTES AND LOAN PAYABLES	12,564,668.74	12,585,223.80	-20,555.06
26700-000	INTEREST PAYABLE-LT			
26720-000	Accrued Int - City	6,733,035.25	6,705,024.50	28,010.75
26799-000	TOTAL INTEREST PAYABLE-LT	6,733,035.25	6,705,024.50	28,010.75
29000-000	8000 CONTRA ACCOUNTS (T)			
29112-000	Repl Res-Contra 83112 (T)	35,212.50	23,475.00	11,737.50
29114-000	Mort Prin Pymt-Contra 83114 (T)	61,384.26	40,829.20	20,555.06
29299-000	TOTAL CONTRA ACCTS	96,596.76	64,304.20	32,292.56
29999-000	TOTAL LIABILITIES	19,627,702.56	19,567,288.57	60,413.99
30000-000	EQUITY ACCOUNTS			
30010-000	CAPITAL/FUND BALANCE			
30120-000	Capital Contributions - GP	-10,568,501.44	-10,568,501.44	0.00
30185-000	Syndication Costs	-50,000.00	-50,000.00	0.00
30199-000	TOTAL CAPITAL / FUND BALANCE	-10,618,501.44	-10,618,501.44	0.00
30500-000	EARNINGS			
30510-000	Accumulated Earnings	-203,386.56	-126,654.78	-76,731.78
31199-000	TOTAL EARNINGS	-203,386.56	-126,654.78	-76,731.78
32999-000	**TOTAL EQUITY & LIABILITY**	**8,805,814.56**	**8,822,132.35**	**-16,317.79**

Kottinger Place

Financial Report
March 2014

VARIANCE REPORT
KOTTINGER PLACE – March 2014

PROJECT REVENUE

Actual: $15,179.88 Budget: $23,599.08 Variance: $(8,419.20)

The monthly HUD Operating Funds were not received before the closing of the books for March. We have received $12,976.50 in January and February. We will receive $26,506.00 on 4/4/2014 covering two months of subsidy .

ADMINISTRATIVE EXPENSES

Actual: $7,119.13 Budget: $7,265.67 Variance: $146.54

Administrative expenses are on budget for the month of March.

UTILITIES

Actual: $5,588.47 Budget: $5,629.50 Variance: $41.03

Utilities are on budget for the month of March.

OPERATING & MAINTENANCE

Actual: $6,074.37 Budget: $6,484.23 Variance: $409.86

Expenses for Operating and Maintenance are just under budget due to small savings in a number of maintenance line items.

TOTAL EXPENSES

Actual: $22,526.62 Budget: $22,221.41 Variance: $(305.21)

Month-to-Date Net Income for March is $(7,346.74)

Year-to-Date Net Income is $17,052.94

Cash on Hand at the end of the month: $49,180.50

The negative variance in the net income for the month of March stems from not receiving the HUD Operating Funds before the closing of March.

Variance Report completed by Barry Cammer

OPERATING ACCOUNT

MONTHLY REPORT FOR ESTABLISHING NET INCOME

	KOTTINGER PLACE	
MONTH COVERED March 2014	PREPARED BY Melody Martini	TELEPHONE NUMBER (925) 627-7000

OPER ACCOUNT

	Kottinger	2009 Cap Fund	2010 Cap Fund	Total
1. Cash on Hand and in the Bank Beginning of the Month				
(1) OPENING CASH	$56,653.12	$0.00	$0.00	$56,653.12
2. Amounts Received During the Month				
(a) Tenants Apartment Rent	$15,054.00	$0.00	$0.00	$15,054.00
(b) Cable TV	$0.00	$0.00	$0.00	$0.00
(c) Laundry	$0.00	$0.00	$0.00	$0.00
(d) S/D Deposited to Wrong Acct	$0.00	$0.00	$0.00	$0.00
(e) Transfer of 2009 Cap Fund	$0.00	$0.00	$0.00	$0.00
(f) Operating Funds	$0.00	$0.00	$0.00	$0.00
(2) TOTAL RECEIPTS	$15,054.00	$0.00	$0.00	$15,054.00
3. Disbursements Made During the Month				
(a) Routine Operations	$22,226.39	$141.69	$0.00	$22,368.08
(b) Flooring Replacements	$0.00	$0.00	$0.00	$0.00
(c) Blind Replacements	$0.00	$158.54	$0.00	$158.54
(d) Appliance Replacements	$0.00	$0.00	$0.00	$0.00
(e) Heating, Cooling Replacement	$0.00	$0.00	$0.00	$0.00
(f) Plumbing Replacement	$0.00	$0.00	$0.00	$0.00
(3) TOTAL DISBURSEMENTS	$22,226.39	$300.23	$0.00	$22,526.62
Bank Error	$0.00	$0.00	$0.00	$0.00
4. Cash on Hand and in the Bank, End of Month (Line 1+line 2 - line 3)	$49,480.73	($300.23)	$0.00	$49,180.50

5. Monthly Rent Potential	$15,037.00			Reserve Accounts
6. (a) Accounts Receivable	$49.00			United American Bank
				$55,141.14
				Bay Commercial
7. Accounts Payable				$215,615.19
(a) Routine	$22,386.55			2009 Capital Acct
				Sonoma
				$32,859.74
		MTD	YTD	2010 Capital Acct
8. (a) No. of Units Vacant	0	$0.00	$246.00	Sonoma
(b) No. of Units Occupied	49			$55,405.62
(c) No. of Free Rent Units	1			2011 Capital Acct
				Sonoma
9. Tenants' Security Deposits				$47,723.62
(a) Liability to date	$11,829.00			2012 Capital Acct
(b) S/D Checking Acct.-SB	$3,616.92			Sonoma
(c) S/D CD	$8,504.36			$43,143.95

I hereby certify that this is a true and correct report

SIGNATURE	ASSET MANAGER	DATE

KOTTINGER PLACE

SUMMARY OF CASH ACCOUNTS

March-14

UNRESTRICTED FUNDS

Operating Checking Account	
Sonoma Bank - Sterling	$ 49,180.50
Petty Cash	$ 300.00
TOTAL OF UNRESTRICTED FUNDS	**$ 49,480.50**

RESTRICTED FUNDS

TENANTS' SECURITY DEPOSITS

Security Deposit - Sonoma Bank	$ 3,616.92
Security Deposit - Sonoma Bank .15% 10/22/14	$ 8,504.36
Total	$ 12,121.28

RESERVE ACCOUNTS

Money Market, United American Bank .20%	$ 55,141.14
Money Market- Bay Commercial APY .64%	$ 215,615.19
Total	$ 270,756.33

CAPITAL ACCOUNTS

2009 Money Market - Sonoma Bank .08%	$ 32,859.74
2010 Money Market - Sonoma Bank .08%	$ 55,405.62
2011 Money Market - Sonoma Bank .08%	$ 47,723.62
2012 Money Market - Sonoma Bank .08%	$ 43,143.95
Total	$ 88,265.36

TOTAL OF RESTRICTED FUNDS	$ 371,142.97

TOTAL OF ALL CASH	**$ 420,623.47**

PROPERTY: Kottinger Place

Accounting Month/Year: Mar-14

	Capital Funds 2009	Capital Funds 2010	Capital Funds 2011	Capital Funds 2012
Original Funds Rec'd:	56,405.00	55,201.00	47,694.00	43,118.00
Last Month Balance:	32,857.61	55,402.04	47,720.53	43,141.16

ITEM AND LOCATION			PURCHASE INFORMATION				PAYMENT INFORMATION				CAPITAL FUND INFORMATION		Capital Funds 2009			Capital Funds 2010			Capital Funds 2011			Capital Funds 2012		
Description	Serial Number	Unit Number	Vendor/ Contractor	Invoice Date	Invoice Number	Purchase Price	Check Number	Check Date	Check Amount	General Ledger #	Capital Fund Year	Date Transferred to Operating	Invoice Amount	Interest	Balance Invoice Amount	Invoice Amount	Interest	Balance Invoice Amount	Invoice Amount	Interest	Balance Invoice Amount	Invoice Amount	Interest	Balance Invoice Amount
Fax Machine		office	Staples	3/3/14	9706055447	141.69	5312	03/13/14	186.62	6311	2009	3/31/14	141.69	2.13	32,718.05	0.00	3.58	55,405.62	0.00	3.09	47,723.62	0.00	2.79	43,143.95
Blinds		18	HD Supply Facilities Main	3/11/14	9128354559	50.65	5315	03/19/14	580.25	6562	2009		50.65		32,667.40	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
Blinds		38	HD Supply Facilities Main	2/27/14	9128021319	107.89	5315	03/19/14	580.25	6562	2009		107.89		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
													0.00		32,559.51	0.00		55,405.62	0.00		47,723.62	0.00		43,143.95
Sub-Total (This Page Only)						**300.23**							**300.23**	**2.13**		**0.00**	**3.58**		**0.00**	**3.09**		**0.00**	**2.79**	
Grand Total(all pages)																								

Budget Comparison

March 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
RENT REVENUE									
RENT - APARTMENT	15,037.00	13,599.08	1,437.92	10.57	131,475.00	122,391.72	9,083.28	7.42	163,189.00
PREPAID RENT INCOME	17.00	0.00	17.00	0.00	17.00	0.00	17.00	0.00	0.00
TOTAL RENT REVENUE	**15,054.00**	**13,599.08**	**1,454.92**	**10.70**	**131,492.00**	**122,391.72**	**9,100.28**	**7.44**	**163,189.00**
VACANCIES									
APARTMENT VACANCIES	0.00	-125.00	125.00	-100.00	-227.00	-1,125.00	898.00	-79.82	-1,500.00
TOTAL VACANCIES	**0.00**	**-125.00**	**125.00**	**-100.00**	**-227.00**	**-1,125.00**	**898.00**	**-79.82**	**-1,500.00**
TOTAL RENT REVENUE LESS VAC	**15,054.00**	**13,474.08**	**1,579.92**	**11.73**	**131,265.00**	**121,266.72**	**9,998.28**	**8.24**	**161,689.00**
ELDERLY AND CONG. SVCS INCOME									
FINANCIAL REVENUE									
CAPITAL INTEREST	11.59	8.33	3.26	39.14	114.00	74.97	39.03	52.06	100.00
OPERATING RESERVE INTEREST	114.29	116.67	-2.38	-2.04	829.28	1,050.03	-220.75	-21.02	1,400.00
PROJECT IMPROVEMENT INTEREST	0.00	0.00	0.00	0.00	7.86	0.00	7.86	0.00	0.00
TOTAL FINANCIAL REVENUE	**125.88**	**125.00**	**0.88**	**0.70**	**951.14**	**1,125.00**	**-173.86**	**-15.45**	**1,500.00**
OTHER REVENUE									
LAUNDRY AND VENDING	0.00	0.00	0.00	0.00	1,640.00	0.00	1,640.00	0.00	0.00
HUD OPERATING FUNDS	0.00	10,000.00	-10,000.00	-100.00	96,888.34	90,000.00	6,888.34	7.65	120,000.00
TOTAL OTHER REVENUE	**0.00**	**10,000.00**	**-10,000.00**	**-100.00**	**98,528.34**	**90,000.00**	**8,528.34**	**9.48**	**120,000.00**
TOTAL REVENUE	**15,179.88**	**23,599.08**	**-8,419.20**	**-35.68**	**230,744.48**	**212,391.72**	**18,352.76**	**8.64**	**283,189.00**
PROJECT EXPENSES									
MKTG AND RENTING EXPENSES									
ADVERTISING-SIGNS	0.00	0.00	0.00	0.00	25.05	0.00	-25.05	0.00	0.00
ADVERTISING-INTERNET	80.00	0.00	-80.00	0.00	720.00	0.00	-720.00	0.00	0.00

Budget Comparison

March 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
RESIDENT SCREENING	0.00	12.50	12.50	100.00	23.65	112.50	88.85	78.98	150.00
TOTAL MKTG AND RENTING EXPENSES	**80.00**	**12.50**	**-67.50**	**-540.00**	**768.70**	**112.50**	**-656.20**	**-583.29**	**150.00**
ADMINISTRATIVE EXPENSES									
PAYROLL-PROCESSING FEE	204.92	195.08	-9.84	-5.04	1,890.37	1,755.72	-134.65	-7.67	2,341.00
OFFICE SALARIES	966.62	0.00	-966.62	0.00	8,663.77	0.00	-8,663.77	0.00	0.00
OFFICE SUPPLIES	273.55	116.75	-156.80	-134.30	658.21	1,050.75	392.54	37.36	1,401.00
COPIER CONTRACTS	0.00	0.00	0.00	0.00	109.60	0.00	-109.60	0.00	0.00
COPIER PAPER AND SUPPLIES	28.60	0.00	-28.60	0.00	278.64	0.00	-278.64	0.00	0.00
SITE EXPENSES FOR POSTAGE	0.00	35.17	35.17	100.00	128.80	316.53	187.73	59.31	422.00
MANAGEMENT FEE	2,100.00	2,100.00	0.00	0.00	18,900.00	18,900.00	0.00	0.00	25,200.00
POSTAGE BAMC FEE	0.00	0.00	0.00	0.00	53.49	0.00	-53.49	0.00	0.00
ADMINISTRATOR SALARY	3,059.17	3,817.42	758.25	19.86	28,218.60	34,356.78	6,138.18	17.87	45,809.00
AUDIT EXPENSE	0.00	0.00	0.00	0.00	9,000.00	9,450.00	450.00	4.76	9,450.00
TELEPHONE AND ANSWERING SVC	412.27	386.75	-25.52	-6.60	3,568.49	3,480.75	-87.74	-2.52	4,641.00
BAD DEBT EXPENSE	0.00	166.67	166.67	100.00	0.00	1,500.03	1,500.03	100.00	2,000.00
MISC ADMINISTRATIVE EXP	0.00	214.50	214.50	100.00	308.24	1,930.50	1,622.26	84.03	2,574.00
TRAINING/SEMINAR EXPENSE	0.00	0.00	0.00	0.00	863.00	1,500.00	637.00	42.47	1,500.00
COMPUTER SOFTWARE AND LICENSE	74.00	233.33	159.33	68.29	2,778.87	2,099.97	-678.90	-32.33	2,800.00
DUES/SUBSCRIPTIONS/MEMBERSHIP	0.00	0.00	0.00	0.00	95.00	0.00	-95.00	0.00	110.00
TOTAL ADMINISTRATIVE EXPENSE	**7,119.13**	**7,265.67**	**146.54**	**2.02**	**75,515.08**	**76,341.03**	**825.95**	**1.08**	**98,248.00**
UTILITY EXPENSE									
ELECTRICITY	1,502.69	2,078.00	575.31	27.69	18,649.77	18,702.00	52.23	0.28	24,936.00
WATER	0.00	921.58	921.58	100.00	7,982.91	8,294.22	311.31	3.75	11,059.00
GAS	4,085.78	1,823.17	-2,262.61	-124.10	17,589.94	16,408.53	-1,181.41	-7.20	21,878.00
SEWER	0.00	806.75	806.75	100.00	7,443.50	7,260.75	-182.75	-2.52	9,681.00
TOTAL UTILITIES	**5,588.47**	**5,629.50**	**41.03**	**0.73**	**51,666.12**	**50,665.50**	**-1,000.62**	**-1.97**	**67,554.00**

Budget Comparison

March 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
OPERATING AND MAINTENANCE EXPENS									
CARPET CLEANING CONTRACT	210.00	75.00	-135.00	-180.00	790.00	675.00	-115.00	-17.04	900.00
CUSTODIAL SUPPLIES	0.00	53.67	53.67	100.00	663.66	483.03	-180.63	-37.40	644.00
EXTERMINATING SUPPLIES	0.00	0.00	0.00	0.00	56.60	0.00	-56.60	0.00	0.00
EXTERMINATING CONTRACT	165.00	0.00	-165.00	0.00	1,485.00	0.00	-1,485.00	0.00	0.00
CONTRACTS	0.00	250.00	250.00	100.00	0.00	2,250.00	2,250.00	100.00	3,000.00
GARBAGE AND TRASH REMOVAL	352.33	339.33	-13.00	-3.83	3,292.56	3,053.97	-238.59	-7.81	4,072.00
SECURITY SUPPLIES	10.86	4.58	-6.28	-137.12	82.05	41.22	-40.83	-99.05	55.00
SECURITY - CONTRACTS	0.00	34.33	34.33	100.00	240.04	308.97	68.93	22.31	412.00
GROUNDS SUPPLIES	117.77	222.08	104.31	46.97	628.43	1,998.72	1,370.29	68.56	2,665.00
GROUNDS CONTRACT	1,115.00	1,137.33	22.33	1.96	12,535.00	10,235.97	-2,299.03	-22.46	13,648.00
TOOLS	15.10	0.00	-15.10	0.00	461.79	0.00	-461.79	0.00	0.00
MAINTENANCE PAYROLL	2,210.97	2,708.08	497.11	18.36	20,615.53	24,372.72	3,757.19	15.42	32,497.00
REPAIRS SUPPLIES	408.46	289.25	-119.21	-41.21	1,716.57	2,603.25	886.68	34.06	3,471.00
REPAIRS CONTRACT	0.00	118.67	118.67	100.00	1,197.56	1,068.03	-129.53	-12.13	1,424.00
ELECTRICAL SUPPLIES	187.10	149.50	-37.60	-25.15	784.00	1,345.50	561.50	41.73	1,794.00
ELECTRICAL CONTRACTS	0.00	166.67	166.67	100.00	0.00	1,500.03	1,500.03	100.00	2,000.00
HEATING/COOLING MAINT SUPPLIES	0.00	71.58	71.58	100.00	95.73	644.22	548.49	85.14	859.00
HEATING/COOLING MAINT CONTRACT	0.00	16.67	16.67	100.00	0.00	150.03	150.03	100.00	200.00
APPLIANCE REPAIR SUPPLIES	21.52	15.58	-5.94	-38.13	607.47	140.22	-467.25	-333.23	187.00
APPLIANCE REPAIR CONTRACTS	0.00	0.00	0.00	0.00	142.00	0.00	-142.00	0.00	0.00
PLUMBING SUPPLIES	360.75	190.50	-170.25	-89.37	2,665.72	1,714.50	-951.22	-55.48	2,286.00
PLUMBING CONTRACT	460.00	225.33	-234.67	-104.15	705.00	2,027.97	1,322.97	65.24	2,704.00
DECORATING SUPPLIES	78.56	106.25	27.69	26.06	658.99	956.25	297.26	31.09	1,275.00
DECORATING CONTRACT	0.00	0.00	0.00	0.00	275.00	0.00	-275.00	0.00	0.00
WINDOW COVERING REPLACEMENT	158.54	0.00	-158.54	0.00	567.60	0.00	-567.60	0.00	0.00
FLOORING REPLACEMENT	0.00	0.00	0.00	0.00	1,387.51	0.00	-1,387.51	0.00	0.00
APPLIANCE REPLACEMENT	0.00	0.00	0.00	0.00	1,363.48	0.00	-1,363.48	0.00	0.00

Budget Comparison

March 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
CABINET/COUNTERTOP REPLACEMEN	0.00	0.00	0.00	0.00	272.05	0.00	-272.05	0.00	0.00
GAS OIL AND GREASE	20.00	0.00	-20.00	0.00	130.00	0.00	-130.00	0.00	0.00
MILEAGE REIMBURSEMENT	0.00	113.58	113.58	100.00	131.60	1,022.22	890.62	87.13	1,363.00
MAINTENANCE LAUNDRY SERVICE	117.42	0.00	-117.42	0.00	1,123.44	0.00	-1,123.44	0.00	0.00
MISC OPERATING EXPENSES	0.00	143.17	143.17	100.00	0.00	1,288.53	1,288.53	100.00	1,718.00
CABLE TV	64.99	53.08	-11.91	-22.44	584.91	477.72	-107.19	-22.44	637.00
TOTAL OPERATING AND MAINTENANCE	**6,074.37**	**6,484.23**	**409.86**	**6.32**	**55,259.29**	**58,358.07**	**3,098.78**	**5.31**	**77,811.00**
TAXES AND INSURANCE									
PAYROLL TAXES	853.27	576.75	-276.52	-47.94	6,780.12	5,190.75	-1,589.37	-30.62	6,921.00
MISC. TAX LICENSE AND PERMITS	0.00	0.00	0.00	0.00	60.00	0.00	-60.00	0.00	0.00
WORKER'S COMP. INSURANCE	634.26	753.42	119.16	15.82	6,271.73	6,780.78	509.05	7.51	9,041.00
HEALTH INS/EMPLOYEE BENEFITS	1,284.25	994.92	-289.33	-29.08	9,334.83	8,954.28	-380.55	-4.25	11,939.00
401-K EMPLOYEE BENEFITS	0.00	186.00	186.00	100.00	0.00	558.00	558.00	100.00	744.00
TOTAL TAXES AND INSURANCE	**2,771.78**	**2,511.09**	**-260.69**	**-10.38**	**22,446.68**	**21,483.81**	**-962.87**	**-4.48**	**28,645.00**
ELDERLY AND CONGREGATE SVC									
DIETARY SERVICES									
FOOD AND BEVERAGES	21.97	0.00	-21.97	0.00	789.30	0.00	-789.30	0.00	0.00
FOOD-SPECIAL EVENTS	118.75	0.00	-118.75	0.00	1,289.07	0.00	-1,289.07	0.00	0.00
TOTAL DIETARY SERVICES	**140.72**	**0.00**	**-140.72**	**0.00**	**2,078.37**	**0.00**	**-2,078.37**	**0.00**	**0.00**
SENIOR LIVING SERVICES									
RECREATION/ACTIVITY SERVICES									
RECREATION/ACTIVITY-SUPPLIES	35.97	117.92	81.95	69.50	197.34	1,061.28	863.94	81.41	1,415.00
SERVICE COORDINATOR	716.18	200.50	-515.68	-257.20	5,759.96	1,804.50	-3,955.46	-219.20	2,406.00
TOTAL RECREATION/ACTIVITY SERVICES	**752.15**	**318.42**	**-433.73**	**-136.21**	**5,957.30**	**2,865.78**	**-3,091.52**	**-107.88**	**3,821.00**

Budget Comparison

March 2014

Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
TOTAL ELDERLY AND CONGREGATE SVC	**892.87**	**318.42**	**-574.45**	**-180.41**	**8,035.67**	**2,865.78**	**-5,169.89**	**-180.40**	**3,821.00**
TOTAL PROJECT EXPENSES	**22,526.62**	**22,221.41**	**-305.21**	**-1.37**	**213,691.54**	**209,826.69**	**-3,864.85**	**-1.84**	**276,229.00**
NET PROFIT/LOSS	**-7,346.74**	**1,377.67**	**-8,724.41**	**-633.27**	**17,052.94**	**2,565.03**	**14,487.91**	**564.82**	**6,960.00**
ADJUSTMENTS									
BUILDING EQUIPMENT - FIXED	0.00	0.00	0.00	0.00	-381.49	0.00	-381.49	0.00	0.00
TOTAL FIXED ASSETS	**0.00**	**0.00**	**0.00**	**0.00**	**-381.49**	**0.00**	**-381.49**	**0.00**	**0.00**
TOTAL L/T LIABILITIES	**0.00**	**0.00**	**0.00**	**0.00**	**-381.49**	**0.00**	**-381.49**	**0.00**	**0.00**
TOTAL ADJUSTMENTS	0.00	0.00	0.00	0.00	-381.49	0.00	-381.49	0.00	0.00
CASH FLOW	-7,346.74	1,377.67	-8,724.41	-633.27	16,671.45	2,565.03	14,106.42	549.95	6,960.00

THE CITY OF PLEASANTON

Housing Commission Agenda Report

April 17, 2014
Item 03

SUBJECT: **Management Updates for Ridge View Commons and Kottinger Place**

STAFF RECOMMENDATION: This is an informational item; no action is necessary.

ATTACHMENTS:
1. Ridge View Commons Monthly Update / Newsletter
2. Kottinger Place Monthly Update / Newsletter

Project Update for Ridge View Commons

- The most recent resident meeting took place on Tuesday, April 8. The next regular resident meeting is scheduled for Tuesday, June 10.

- The newsletter for Ridge View Commons is produced bi-monthly by residents in collaboration with Pam and Fred Geiger on alternate (even) months. The newsletter provides an excellent overview of recent happenings at the complex.

- As noted in the newsletter (and noted at the last meeting), Pam and Fred Geiger recently announced that they will officially be retiring from their property management positions at Ridge View Commons at the end of June 2014 after 13 years of service to the property and its residents. Barcelon Associates will be working on a transition plan between now and June with the hope of providing overlapping time for the new manager before the Geiger's leave. Staff will schedule an official tribute for the June Housing Commission agenda.

Project Update for Kottinger Place

- The most recent resident meeting took place on Thursday, March 6. The next regular resident meeting is scheduled for Thursday, May 1.

- The most recent monthly newsletter for Kottinger Place, produced by on-site administrator Brenda Beltran, is attached for your reference. The newsletter provides an excellent overview of recent happenings at the complex.

Ridge View Commons

Attachments:

- *Monthly Management Update*
- *Resident Newsletter [even months only]*

RIDGE VIEW COMMONS UPDATE
APRIL 2014

- **Apartment Turnover**

  We take possession of five (5) apartments in the month of April and lease two of them before month's end. The other three will lease during the first few days of May. Three of the five will require complete rehab including paint and flooring throughout. The other two will require paint and carpet shampoo.

- **Water Conservation**

  The irrigation system continues to be shut down as part of the water conservation measures that were given the property. With the current rain, the lawns and area plantings are surviving quite well.

- **Recertification Interviews Have Begun**

  The interview process associated with annual recertification has begun. There are approximately 192 interviews that must take place in a timely manner to allow for the accounting and reporting to take place before the deadline of June 30th.

- **Tree Maintenance**

  The tree maintenance has recently been completed for this year. On a 5-year maintenance cycle, the trees scheduled for the current year are taken back quite a bit. One lady threatened to hug the tree to prevent the trimming. Fred warned her that the last lady that did that lost a hand to the chainsaw…..just kidding.

- **Irrigation Leaks**

  A condition in the courtyard of the North residential building is currently under review for possible underground leaks.

- **Gutter Cleaning**

  The gutters are currently being cleaned.

- **Resignation Tendered**

  We are counting the days, believe it or not.

APRIL 2014

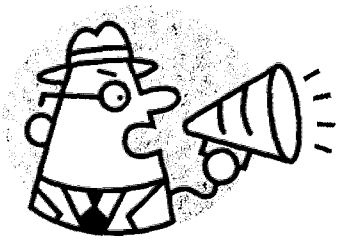
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
D 3/30 Unit available Unit lease Inspections Ridge View work Outside Vendor Need P.O. issued	D 3/31 S-104 Pre Inspect	L 1 RECERTIFICATION	L 2 RECERTIFICATION	D 3 RECERTIFICATION	L 4 RECERTIFICATION	L 5 84
L 6 Breakdown submitted	L 7 C-302 Available RECERTIFICATION	D 8 C-302 Paint Prep Resident's Meeting	D 9 C-302 Paint Prep C-104 Pre Inspect RECERTIFICATION	L 10 C-302 Flooring S-224 Pre Inspect RECERTIFICATION	D 11 C-302 Paint RECERTIFICATION	D 12 77
D 13	D 14 C-302 Clean/Blinds RECERTIFICATION	L 15 C-302 Clean/Blinds RECERTIFICATION	L 16 C-302 Lease S-214 Available RECERTIFICATION	D 17 S-214 Paint Prep RECERTIFICATION HC Meeting	L 18 S-214 Flooring PAM & FRED VAC	L 19 70
L 20	L 21 S-214 Paint RECERTIFICATION	D 22 S-214 Clean/Blinds RECERTIFICATION	D 23 S-214 Lease S-104 Available RECERTIFICATION	L 24 S-104 Carpet repair S-104 Paint Prep RECERTIFICATION	D 25 S-104 Shampoo RECERTIFICATION	D 26 63
D 27	D 28 S-104 Paint RECERTIFICATION	L 29 RENT ROLL TO S. ALSTROM RECERTIFICATION	L 30 S-104 Clean S-224 Available C-104 Available RECERTIFICATION	D 5/1 S-104 Lease S-224 Paint Prep C-104 Paint Prep RECERTIFICATION	L 5/2 S-224 Paint Prep C-104 Shampoo RECERTIFICATION	L 5/3 APR 56

RIDGE VIEW COMMONS

PAM'S NOTE PAD

FEBRUARY 2014—MARCH 2014

If You Haven't Already Heard



As many of you already know, the Geiger management team is resigning, effective Friday, June 27th. Both Fred and I have been agonizing and negotiating about when to stop the long commute and long hours. We notified our management company, along with the City of Pleasanton and Eden Housing, of our plans last July to allow for budget funds for new employee overlap and training. We promised our asset manager, Barry Cammer, a four-month formal notice of our departure. We have attached a copy of the letter that we sent to Mr. Cammer on March 1st.

The sentiments about our years at Ridge View Commons are sincere and heartfelt. We have lots of time ahead of us to reminisce and say our goodbyes, so no tears are allowed by any of us yet. The timing of our leaving was determined mostly by the recertification process that we are getting ready to start. We chose to perform that process with all of you, hoping to make the transition easier for both you, the new incoming staff and the new site manager. As of this writing, we do not know who our replacements might be. I trust that Barcelon, with the City's approval, will make every effort to find qualified and experienced people to assume the responsibilities at Ridge View.

ITEMS TO THINK ABOUT

- On the subject of Re-Certification, please remember to mark your calendars with your appointment date and time. Also, be sure to have your bank statements, benefit letters, stocks/bonds statements and the rest of the required documents copied prior to your interview appointment with me. You may call Judy or Louise at the office (484-5131) to set up a copy appointment. You may also drop off your originals with them and pick up your copies later. If you are mobility impaired and do not have local family to help with your paperwork, you may call Joan Sabol (484-5080) to make an appointment for assistance with completing your forms. If you have someone local to help you with this process, please contact them for assistance. You will make us VERY happy if our final re-certification with you goes smoothly. This will be the 14th time that Fred and I have gone through this process.....I will not miss it.
- Our April Resident's Meeting with Management and the City is scheduled for April 8th at 1:30 in the Dining Room. Our own Judy and Dale will be presenting an example of planting a bonsai and offering other planting advice. Your Ridge View patios and decks are perfect for bonsai-sized plants and right now is a great time to plan your container gardens. So, come prepared with questions and curiosity.
- Resident Representative Dottie Martinez has served her 2-year term, ending this month. I thank her for always being gracious and kind when dealing with the few minor difficulties brought to her by the South campus. Our newly appointed Resident Representative is Marcie Harding, a South building resident for the past 4 years. If you have any issues with management, or the property in general, and do not feel comfortable bringing it to the attention of staff, you may contact Marcie for assistance. If asked, she will keep your name confidential and serve as a go-between to help resolve any issues you may have. Thank you Marcie for volunteering your time.

UPDATE YOUR DIRECTORY

New Residents:

- Irene Wainio, N-117
- Chris Silveira, S-102
- Ernie Rodriguez, N-321
- Cecilia Bae Kim, N-230
- Don Kim, N-230
- Richard Hildebrandt, S-228

Transfers:

- Ben Gieringer, N-117 to C-203

Rest in Peace

Laverne Rogers

1/26/1932 to 2/25/2014

Resident at Ridge View since January of 2001.

****

Richard Skowron

6/24/1933 to 1/14/2014

Resident at Ridge View since November of 2005.

Good-Bye's:

- Bill Steinmetz moved to El Cerrito to be with family.
- Shirley Massez moved to a care facility.
- Frank & Gwen Linhart moved to be with family.
- Connie Evans moved to San Diego to be closer to her family.

GET WELL WISHES

Marie Corsetto

Ben Gieringer

Gerry Harrington

Bill Holden

Dorothy O'Lenic

Helen Yack

THANK YOU FOR YOUR SUPPORT AND FRIENDSHIP

Pam Geiger

ITEMS TO THINK ABOUT (CONT.)

- Open Heart Kitchen has had a very large supply of ORANGE meal tickets turn up missing. As a result, Open Heart Kitchen and I have begun a process of changing out all of the orange meal tickets that are in use and replacing them with another color. If you hold onto your meal ticket and do not leave it at the check-in table, please present it to either the RVC front desk staff or the check-in volunteer in the dining room. You will have any previously punched meal numbers punched on your new yellow ticket and the orange ticket destroyed. We are sorry for this inconvenience, but find it necessary if we are to control the financial aspect of this much needed and appreciated service that we all enjoy here at Ridge View. You need to get your orange tickets exchanged before they are considered VOID and unusable.
- In the February newsletter we wrote about the drought and the challenges that we all are beginning to face. Some suggestions were mentioned on how you can personally help reduce water consumption here at Ridge View. I am pleased that at least two residents have responded with the following suggestions.

Joyce Bovard suggests taking a "Navy" shower....a real water saver. You get wet, turn off the water to soap up and then turn it back on to rinse off. Do any of you remember the big drought several years ago when the saying was "If it is yellow, let it mellow; If it is brown, flush it down?" I know it's disgusting, but it saves a lot of water.

Willa Dawson ran across a newspaper article about 'brown' gardening. This was very timely, given the new plantings and wood chip cover in front of the South building. We have wanted to zero-scape here at RVC for many years, converting to a few drought-resistant plants and very little lawn area. To convert the entire property would take hundreds of thousands of dollars, so it looks like we may have to do it a small parcel at a time.....Thanks Willa

MARK YOUR CALENDAR, OR NOT

- April 1—April Fool's Day
- April 3—NATO founded, 1949
- April 6—US enters WW1, 1917
- April 8—Residents Meeting with Management & City
- April 12—First US space shuttle launched, 1981
- April 13—Palm Sunday
- April 14—Passover begins at sundown
- April 15—Federal income taxes are due
- April 18—Good Friday
- April 20—Easter Sunday
- April 22—Earth Day
- April 25—Arbor Day
- April 30—Vietnam War ends, 1975
- May 8—VE Day, 1945
- May 11—Mother's Day
- May 17—Armed Forces Day
- May 26—Memorial Day, Office Closed

On-going clubs / groups that meet weekly are 'Show & Tell', 'Bridge', 'Rosary Group', 'Blankets for Kids', 'Bible Study' and 'Bingo'. Other groups meet once or twice monthly, such as 'Bunco'. Remember to check your monthly RVC calendar in this newsletter or the large wall calendar located in the main lobby for 'up to date' info on what's happening around campus. Don't miss out on a thing.

HEY, MORE STUFF TO THINK ABOUT

- There is always a 'shake-down cruise' when new residents move to Ridge View from a private home environment. While you may adjust to being in an apartment, it helps to remember that your neighbor noises need to become 'white noise' in your daily life. Conversely, those of you who have lived here for years need to remember to keep your TV volume down to a reasonable level. After 10:00 pm, television and radio volume are to be kept at a very low volume. Disruptive noises need to be avoided between 10pm and 8am the following morning. This is not only being a considerate neighbor, but it is stipulated in your House Rules.
- There were four cars in our parking lot that were recently broken into, although there was no evidence of forced entry in any case. One resident mentioned that they probably left their car unlocked and was happy to report that whoever went through their stuff didn't like their choice of music and left the CD's scattered about. A cell phone was taken from another car and personal items were removed from the other two cars. Please remember.....lock your car and don't leave anything in view that would give someone a reason to break a window. That goes for things like bridge-fare coins or a phone charger.
- Even if you have a Handicap Parking Placard, you are NOT to park in the Ridge View 'Visitor' parking spaces. By ordinance, the property is obligated to provide a designated number of Handicap Visitor parking spaces. I don't know any other way to put it other than to tell you that I will have no choice but to have your vehicle towed if you are found to be using the spaces designated for handicapped visitors. Having a placard does not make you unique at Ridge View. I would guess that there are upwards to 150 residents with placards. Remember, this is private property and parking on Ridge View property is a privilege that has certain limitations. If your car is impounded, you would be able to retrieve it from First Street Tow at your own expense. You have an assigned parking space —use it !!!!!

ARE YOU TIRED OF THINKING YET ??

- The date is coming. Ridge View Commons converted to a Non Smoking campus on June 1, 2012. At that time, residents were given a 2-year period to prepare for the 2014 deadline. For 2 years, you have had access to a designated smoking area that was established in covered parking space #151. That was the only area where smoking on the property was permitted. That option goes away on June 1, 2014. The management company, along with the City of Pleasanton and Eden Housing (property owners), are unanimous in making this a totally non-smoking property at that time. Those few smokers were given a 2-year period to make other housing arrangements or quit smoking. We thank those of you who have complied with the changes and I am proud of those of you who have taken this as an opportunity to quit. You are no longer permitted to smoke in restaurants and other public buildings and you will no longer be permitted to smoke anywhere on this private property. This restriction also applies to any guests you may have visiting you. I know there is a South building resident who permits visitors to smoke near the entrance of the building. Take it seriously and don't let this be a reason for you having to leave Ridge View.
- South building neighbors are convinced there are 3 residents who are allowing family members to either live with them full-time, or stay with them all week long and leaving on weekends (probably long distance commuters). Remember, you have signed a lease that lists only YOU as the approved tenant. If you allow someone to stay with you longer than the 14 days a year specified in your lease, you are in violation of your lease terms. This nullifies your lease and presents the potential of future eviction. An eviction in California makes it extremely difficult to qualify for residency at any property, other than market-rate. You as the tenant and lease signer are responsible for ensuring that you and your guests follow the lease terms. If this scenario sounds like it might be about you, I encourage you to correct the situation before Ridge View has to be the bad guy in your life.

RESIDENT SUBMISSIONS

A SMILE

A smile, costs nothing, but gives much. It enriches those who receive, without making poorer those who give.

It takes but a moment, but memory of it sometimes lasts forever. None is so rich or mighty that he can get along without it. And none is so poor that he can not be made rich by it. A smile creates happiness, fosters goodwill, and friendship. It brings rest to the weary, cheer to the discouraged, sunshine to the sad and is nature's best antidote for trouble.

Yet, it cannot be bought, begged or stolen. For it is something of no value until given away. Some people are too tired to give you a smile, so give them one of yours, as none needs a smile so much as he who has no more to give.

AUTHOR UNKNOWN

Submitted by: LYDIA RICCIO

TYPHOON

The torrential winds divide the palm leaves forcing them in all directions, as if they wished to travel away .....while

The banana tree leaves flap up and down with an urge to drop to the ground to rest from their restlessness.

Tess Bryner

Published in 1990 in "Poetic Voices of America"

SEA SHELL MYSELF

I relate my life to a sea shell that once was tossed around here and there.

At times, quite broken. But through the search (here and there) and one time being no where (still existing and alive with pain) - gradually finding more security and love from others and believing more in myself—I have found a growing family of love and have established stronger roots. This will continue through life—

Now I am stronger and can stand-the stronger waves of the ocean—(It is interesting to realize that sea shells give shelter to small creatures of the sea). **Tess Bryner**

IF YOU BURN FOOD

If you burn food, do NOT open your door into the hallway to air out your apartment....open the doors to your patio or deck. Smelling up the hallway will result in the fire department being called if the origin of the smoke can not be determined. It isn't fair to your neighbors to 'stink' up their hallway. DO NOT LEAVE YOUR APARTMENT OR GET DISTRACTED WHEN YOU HAVE FOOD COOKING ON THE STOVE OR IN THE MICROWAVE.

PROPERTY UPDATES

- Annual gutter cleaning has been ordered and almost completed.
- Annual tree pruning & service has been scheduled.
- Annual fire extinguisher service has been completed.
- Annual Fire Alarm testing is scheduled for April 4th @ 8:00 am
- Annual hydro-flushing of the main drains has been completed.
- Hey, just another day in paradise.

APRIL

4/6– AIDA PORTELA
4/8– ALICE FOX
4/11– LYDIA RICCIO
4/15– BADRI HOSSEINZADEH
4/15– EVA WONG
4/16– BETTY TAYLOR
4/18– MARIA DaSILVA
4/21– EVELYN FURPHY
4/21– ELEANOR MATHIAS
4/21– LINDA RILEY
4/23– RICHARD HILDEBRANDT
4/25– LAURA FIELD
4/25– GERALD HARRINGTON
4/28– BOBBIE ASH
4/28– CHARLOTTE HARGRAVE
4/30– EILEEN FOREST

MAY

5/1– ELLEN GONDER
5/3– FRANCOISE THORNTON
5/6– LOIDA JOSE
5/6– DOROTHY O'LENIC
5/7– LUCY MURILLO
5/11– NITA O'MEARA
5/13– CAROL HAGER
5/14– BEVERLY SIMPKINS
5/19– CLAIRE IGLESIAS
5/19– BIJAN NAFEI
5/20– CHRISTINE SILVEIRA
5/21– SAMI HARRISON
5/22– MARTHA DRAPER
5/23– KEITH KINDER
5/25– MARILYN GRUSH
5/26– MURIEL STUMBORG
5/28– EILEEN HAVENS
5/30– PEGGY JOHNSON

Important Resources and Phone Numbers

- **ADULT PROTECTIVE SERVICES OF ALAMEDA COUNTY**, (510) 577-1900
- **BEAUTY SALON** CELL PHONE: (510) 828-9032, SALON NUMBER: 846-8242
- **COMMUNITY RESOURCES FOR INDEPENDENT LIVING,** (CRIL), (925) 371-1531
- **DEAF OR HEARING-IMPAIRED PHONE LINKS**, SBC (800) 772-3140
- **ELDERCARE AGENCY**, (925) 937-2018
- **E-WASTE RECYCLING** (800) 315-9580 or email info@recycleforbreastcancer.org
- **FAMILY CAREGIVER ALLIANCE**, resource center for Dementia and Alzheimer Disease, (800) 445- 8106
- **HANDYMAN,** Larry Widger (925) 784-4026
- **HANDYMAN,** Patrick Reardon (925) 426-7791
- **LEGAL ASSISTANCE FOR SENIORS**, (510) 832-3040
- **LEGENDS**, for seniors suffering from depression and other issues, (925) 373-8038
- **MEMORY DISORDER CLINIC**, *free* research and diagnostic center, (925) 372-2485
- **NATIONAL DO-NOT-CALL REGISTRY** to stop Telemarketer calls, 1(888) 382-1222
- **NOTARY (resident Melda Telford)** CELL PHONE (925) 789-0233
- **PARA-TRANSIT**, (925) 931-5376
- **PG & E "CARE"** program (866) 743-2273
- **PLEASANTON POLICE DEPT**, "R.U.O.K." (Are you OK ??) program, (925) 931-5100

  Remember: Use the NON-EMERGENCY Pleasanton Police number to report any suspicious activity, 931-5100
- **RESIDENT REPRESENTATIVE – NORTH BLDG & COTTAGE GROUPS 1 & 2**

  Lance Kawaharada
- **RESIDENT REPRESENTATIVE – SOUTH BLDG & COTTAGE GROUPS 3 & 4**

  Dottie Martinez
- **RIDGE VIEW COMMONS OFFICE**, (925) 484-5131 **Fax:** (925) 484-9659
- **RIDGE VIEW SOCIAL SERVICES – JOAN SABOL** (925) 484-5080
- **SENIOR CENTER,** 931-5365
- **SENIOR SUPPORT**, (925) 931-5379
- **TRI-VALLEY FOOD PANTRY**, (925) 449-1664

RIDGE VIEW COMMONS

5200 CASE AVENUE • PLEASANTON, CA 94566
PHONE (925) 484-5131 • FAX (925) 484-9659 • TDD (925) 627-7015
E-mail ridgeview@sbcglobal.net

March 1, 2014

Mr. Barry Cammer
Barcelon Associates Management Corporation
590 Lennon Lane, #110
Walnut Creek, CA 94598

Re: Resignation Letter, Fred and Pam

Dear Barry:

When we met for property budget review last July 2013, we advised you that we would be leaving our positions at Ridge View Commons mid-year 2014, wanting to make sure you had an opportunity to revise the budget to allow for cross-training with our replacements. You asked that we provide a four-month official notice, if at all possible.

Please consider this our official resignation notification. As we advised you last month, our final work day at Ridge View Commons will be Friday, June 27, 2014.

Our 13-plus years at Ridge View have been professionally and personally satisfying. We feel fortunate to have been entrusted with the responsibility and over-sight for all of the residents, facilities, grounds and program regulations. Our opportunity to liaison with City of Pleasanton staff, Eden Housing staff, Section 8 staff, Federal/State/County compliance program staff and Barcelon corporate office staff has been challenging and rewarding! We have always been proud to be affiliated with this property and Barcelon.

This has been on our minds since Fred's major health crisis in January of 2013. He asked that we start planning a "life after Ridge

View." We both started working as 14-year-olds MANY years ago. The ensuing years have been productive and rewarding. However, our future plans started to also focus on how much longer we would feel safe negotiating the commute traffic, what with all of the road rage and texting drivers! It is truly a metal jungle out there on the roads.

Our years of sharing life stories with our residents have been instrumental in our decision process, too. Not one of our Seniors has ever said they did not work enough and had too many years with their spouse! We feel that we need to explore the next phase, whether it involves nesting for a while, then seeking part-time jobs close to home, or simply exploring these United States! We are anticipating spending more time at grandchildren's school sporting and scholastic events, too!

Of special note, I will be eternally grateful to Walt Anderson, of Barcelon Associates, and Scott Erickson, of the City of Pleasanton, for having faith that I would be capable of guiding Ridge View Commons into the future. Walt took it to another level when he asked Fred to come aboard permanently. Fred designed software programs, organized and computerized all facets of the business, as well as designed a working budget system that keeps us on task and well-maintained. You, Barry, have been a firm guide, as well.

Through the years we have forged a bond with our residents, staff, vendors and program advisors. We are proud that residents and visitors alike have commented that we "make it more than it was ever meant to be." That means more than anyone will ever know!

Respectfully submitted,

COPY

COPY

Pam Geiger

Fred Geiger

APRIL 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1-Apr 9:00 *TAI CHI* 10:00 *SHOW 'N' TELL* 1:00 *BRIDGE*	2-Apr 9:00 *EXERCISE* 10:30 *PRAYER MEET* 1:00 *BLANKETS* 1:00 *MAH JONG*	3-Apr 9:00 *TAI CHI* 1:00 *GAME DAY* 1:00 *MAH JONG*	4-Apr 1:00 *POKER* 2:00 *MAH JONG* 6:30 *BUNCO GAME*	5-Apr 1:00 *MAH JONG* 2:00 *BINGO*
6-Apr 1:00 *MAH JONG* 1:00 *DOMINOES*	7-Apr 9:00 *EXERCISE* 1:00 *MAH JONG*	8-Apr 9:00 *TAI CHI* 10:00 *SHOW 'N' TELL* 1:30 *RESIDENT'S MTNG IN DINING RM* 6:30 *GUIDE DOGS*	9-Apr 9:00 *EXERCISE* 10:30 *PRAYER MEET* 11:30 *DOG VISIT* 1:00 *BLANKETS* 1:00 *MAH JONG*	10-Apr 9:00 *TAI CHI* 1:00 *GAME DAY* 1:00 *MAH JONG*	11-Apr 1:00 *POKER* 2:00 *MAH JONG*	12-Apr 1:00 *MAH JONG* 2:00 *BINGO*
13-Apr 1:00 *MAH JONG* 1:00 *DOMINOES*	14-Apr 9:00 *EXERCISE* 1:00 *MAH JONG* 1:30 *CRAFTS*	15-Apr 9:00 *TAI CHI* 9:30 *FOOT CARE* 10:00 *SHOW 'N' TELL* 6:30 *GUIDE DOGS*	16-Apr 9:00 *EXERCISE* 10:30 *PRAYER MEET* 1:00 *BLANKETS* 1:00 *MAH JONG*	17-Apr 9:00 *TAI CHI* 1:00 *GAME DAY* 1:00 *MAH JONG*	18-Apr 1:00 *POKER* 2:00 *MAH JONG* 6:30 *BUNCO GAME*	19-Apr 1:00 *MAH JONG* 2:00 *BINGO*
20-Apr 1:00 *MAH JONG* 1:00 *DOMINOES*	21-Apr 9:00 *EXERCISE* 1:00 *MAH JONG* 1:30 *CRAFTS*	22-Apr 9:00 *TAI CHI* 10:00 *SHOW 'N' TELL* 1:00 *BRIDGE* 6:30 *GUIDE DOGS*	23-Apr 9:00 *EXERCISE* 10:30 *PRAYER MEET* 11:30 *DOG VISIT* 1:00 *BLANKETS* 1:00 *MAH JONG*	24-Apr 9:00 *TAI CHI* 1:00 *GAME DAY* 1:00 *MAH JONG*	25-Apr 1:00 *POKER* 2:00 *MAH JONG*	26-Apr 1:00 *MAH JONG* 2:00 *BINGO*
27-Apr 1:00 *MAH JONG* 1:00 *DOMINOES*	28-Apr 9:00 *EXERCISE* 1:00 *MAH JONG* 1:30 *CRAFTS*	29-Apr 9:00 *TAI CHI* 10:00 *NIFTY 90'S CLUB* 1:00 *BRIDGE* 6:30 *POKER*	30-Apr 9:00 *EXERCISE* 10:30 *PRAYER MEET* 1:00 *BLANKETS* 1:00 *MAH JONG*			

OHK Senior Meal Program is funded, in part, by the Alameda County Area on Aging and the City of Pleasanton

Vitamin A Source *, Vitamin C Source +, High Salt #, Spicy @

SUGGESTED DONATION - $3.00

Ridge View Café Menu-April, 2013
5200 Case Avenue, Pleasanton, Ca

Dinner served from 4:00 to 6:00, Monday thru Friday.

Salad bar, Fruit juice, Whole Grain Breads, butter pat & 1% milk served daily

Salad Bar selection available daily: lettuce, spinach *+, bell peppers *+, carrots *, beets, tomatoes *+, kidney beans, celery, olives, cucumbers and mushrooms.

Open Heart Kitchen
1141 Catalina Dr. #137
Livermore, Ca. 94550
(925) 580-1616

FOR RESERVATIONS CALL:
(925)484-5131

Monday: Chef's Choice	Tuesday: Bean of the Day	Wednesday: Chef's Choice	Thursday: Chef's Choice	Friday: Chef's Choice
MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
	April 1st	April 2nd	April 3rd	April 4th
	French Dip Au Jus on whole Grain Bread, Roasted Sweet Potatoes Fries, Coleslaw, Salad Bar*+Chocolate Chip Cookie	Chicken Pot Pie w/ Potatoes, Carrots, Celery and Peas over Mashed Potatoes, Cornbread, Salad Bar*+,Jell-O with Peaches	Stir-Fried Beef w/ Sugar Snap Peas & Baby Corn over Steamed Rice, Salad Bar*+Melon Cup	Fish Tacos on Whole Wheat Tortilla, Fresh Salsa, Salad Bar*+Baked Potatoes, Baked Apple w/ cinnamon
April 7th	April 8th	April 9th	April 10th	April 11th
Chicken and Veggies Pizza on Whole Grain Pita, Salad Bar*+Steamed Brocolli, Tropical Fruit Coctail	Pork Chop oven Baked w/ Orange Glaze, Rice Pilaf, Salad Bar*+, Cal Blend Veggies Sautéed, Chocolate pudding w/ Banana Slices	Beef Lasagna, Whole Grain Noodles, Whole Grain Garlic Bread, Steamed Mix Veggies, Salad Bar*+, Apple Crisp	Stuffed Peppers, Corn Bread, California Blend Veggies Steamed, Salad Bar*+, Fresh Fruit Cup	Breaded Baked Fish w/ Lemon Sauce, Rice Pilaf, Steamed Brocolli, Salad Bar*+,Carrot Raisin Cake w/ Cream Cheese Frosting
April 14th	April 15th	April 16th	April 17th	April 18th
Chicken Sandwich on Whole Grain Bun w/ Lettuce, Tomatoe, Onion, Baked French Fries, Carrot Raison Salad, Salad Bar*+, Banana Cake	Shepards Pie, Steamed Mix Veggies, Salad Bar*+, Corn Bread, Pineapple Cup	Chicken Florentine w/ Spinach, Enriched Rice, Salad Bar*+, Whole Grain Bread, Fruit Cocktail	Shredded Chicken Taco w/ Diced Tomatoes, Lettuce, Cheese, Mexican Rice, Steamed Broccoli, Salad Bar*+,Apple Sauce	Beef Tips in Gravy, w/ Mashed Potatoes, Salad Bar*+, Sauteed Spinach, Apple Tart
April 21st	April 22nd	April 23rd	April 24th	April 25th
Easter Dinner Oven Baked Spiral Ham Steamed Green Beans, Scallop Potatoes, Salad Bar*+ Apple Sauce Cake	Oven Fried Chicken w/Gravy, Mashed Potatoes, California Blend Veggies Sautéed, Salad Bar*+Sliced Apricots	Pulled BBQ Sandwich on Whole Grain Bun, Baked Beans, Steamed Broccoli, Jell-o w/ sliced Oranges	Beef Pot Roast w/ Gravy and Veggies Mashed Potatoes, Salad Bar*+ Roasted Coined Carrots, Roasted Pineapple	Grilled Lemon Pepper Chicken, Baked Potatoes, Steamed Mix Veggies, Salad Bar*+, Sliced Pears
April 28th	April 29th	April 30th		
Spaghetti w/ Meat Sauce, Steamed Broccoli, Salad Bar*+, Orange Wedges	Sloppy Joes on whole Grain Bun, Baked French Fries, Three Bean Salad, Salad Bar*+, Assorted Cakes	Hot Pastrami on Rye w/ Swiss Cheese, Country Potatoes Salad, Mixed Steamed Veggies, Salad Bar*+, Sliced Peaches		

TAKE OUT FOOD SHOULD BE REFRIGERATED IMMEDIATELY THEN HEATED THOROUGHLY BEFORE EATING

Kottinger Place

Attachments:

- *Monthly Management Update*
- *Resident Newsletter*

Kottinger Place News Letter

April 2014

I want to thank everyone for trying to conserve water. There are many ways to help conserve water. Some of the things that I do at home is I turn off the water while brushing my teeth and when I am washing the dishes. Those are little things that you can do around your home to try to conserve water. Also if you noticed that it has rained; please try not to water your gardens that day since the soil is really wet from all of the rain.

I want to congratulate everyone that attends the English classes. I hear big improvement with the students. English class now meets twice a week Monday's and Friday's at 10am.

I have keys to the garden shed in my office. Please stop by my office to get your key if needed.

Tom and I will be going around checking porches. Only patio furniture is allowed.

The water has been turned on to water plants and gardens.

Tom will be going on vacation from April 21st – 27th. Please see Brenda if you need any assistance.

Thank you for keeping Kottinger looking great.

Housing Commission
Agenda Report

April 17, 2014
Item 04

SUBJECT: **Miscellaneous Project Updates**

STAFF RECOMMENDATION: This is an informational item; no action is necessary.

ATTACHMENTS:

1. Status of On-Going Housing Projects
2. Agenda for April 24 TVAHC Meeting

The attached pages provide a summary of several continuing projects that warrant regular periodic updates. In order to streamline this report, the format has been modified to remove historic/past information and, instead, to focus only on events and activities that have taken place since the previous update.

Staff will provide information on these projects and activities on a quarterly basis as long as each remains active. The attached summary is the primary focus of this informational agenda item.

Status of On-Going Housing Projects and Activities
April 2014

Parkview Assisted Living Facility

- Staff recently met at the Parkview with representatives from BRIDGE Housing and Eskaton to discuss potential enhancements to the affordability program at the facility, which currently includes 31 units for very low (50% AMI) and extremely low (25% AMI) seniors. The regulatory agreements provide that a portion of any surplus revenue be redirected toward creating deeper affordability and/or additional below-market units.

Below-Market Homes / Apartments

- The Anton Hacienda apartment project (5725 W. Las Positas Blvd.; 168 units; approved May 2013) began construction in January. Upon completion, the project will provide a total of 35 BMR units at the very low income level (i.e., 50% of AMI).
- The two BRE apartment projects approved in 2012 (Site 1, Owens Dr. / Willow Rd., 254 units; Site 2, Gibraltar Dr. / Hacienda Dr., 251 units) were recently submitted for building permit plan check. The two projects will provide a total of 76 BMR units (38 each) at the very low income level (i.e., 50% of AMI).
- The AHA for the ES Ring / Auf der Maur project (Stanley Blvd./ Bernal Ave.; 345 units) was approved by the City Council in August 2013. The project may provide 52 BMR units at 50%/80%/100% of AMI or the developer may make a $4.5 million in-lieu payment to the City's Lower Income Housing Fund subject to City approval. Construction has not yet begun.
- The Commons at Gateway project (1600 Valley Ave.; 307 units) was approved by the City Council in September 2013. The project will provide a total of 52 BMR units at three levels (50%, 80%, and 100% of AMI).
- An AHA for the 177-unit project proposed by SummerHill Apartment Communities for 5850 West Las Positas Dr. was reviewed by the Housing Commission on February 20. The project was approved by the City Council on March 18.
- Additional information on these and other projects with BMR units will be provided as they progress through the development process.
- Staff recently processed the first annual invoice from Ponderosa Homes for rent subsidies that are being provided to reduce the rent for six current residents at the Gardens at Ironwood senior apartments. The rent subsidy program is part of the City's agreement with Ponderosa Homes in which funds were set aside in an annuity to generate sufficient revenue to buy down rents for up to six eligible residents on an on-going basis. The rent subsidies allow the complex to address the needs of residents whose need may go beyond the relatively affordable rent levels offered under the broader regulatory agreement for the project.

Pleasanton Homeownership Assistance Program (PHAP)

- Staff recently received notice of intent to sell from the owner of a BMR home in the Carlton Oaks development. The family is moving out of the area for employment reasons. The 1,350 sq. ft., 3 bedroom, 2.5 bath duet home is priced at $226,252 and must be sold to an eligible low income (80% AMI) household. Staff is working with the seller and the Tri-Valley Housing Opportunity Center (TVHOC) on the sale of the home. An eligible buyer (a four-person household) was recently selected after a marketing process, and escrow is scheduled to close at the end of April.

Down Payment Assistance (DPA) Program

- No loans have been issued since 2012, primarily due to low demand and lack of affordable home purchase options. However, three preliminary approvals were issued in 2013, and the prospective buyers are currently looking for homes to purchase. Staff receives 5-10 inquiries per month regarding the DPA program. There is currently sufficient funding in the DPA program for approximately eight (8) additional loans at $20,000 each.

Kottinger Gardens Project

- On July 24, 2013, a neighborhood meeting was held at the Pleasanton Gardens community room. Notices were sent to all properties surrounding the existing Kottinger Place and Pleasanton Gardens sites (240 and 251 Kottinger Drive). MidPen Housing presented the proposed redevelopment site plan, visuals, design approach, and development schedule. The meeting provided a forum for neighbors to ask questions and provide feedback regarding the proposed Kottinger Gardens project.
- The Kottinger Place Redevelopment Task Force met on August 12, September 25, and October 23, 2013. The task force meetings focused on a review of results from resident and neighborhood meetings, input from the Fire Department and tree arborist, refinement of project design components, and agreement on the PUD application submittal package.
- On November 5, 2013, the City Council approved the following items: the proposed project site plan; the Disposition, Development, and Loan Agreement with MidPen Housing Corporation, and a Memorandum of Understanding with Pleasanton Gardens, Inc., concerning the proposed development which is now known as "Kottinger Gardens."
- MidPen has applied for $365,000 in federal HOME funds through the City's Housing and Human Services Grant (HHSG) program as one of the financing components for the Kottinger Gardens project. The grant application is scheduled for review by the Housing Commission at the March 20 meeting and will be considered for final approval by the City Council in April.
- The Kottinger Gardens PUD (Planned Unit Development) is scheduled for final approval by the City Council on May 20. At the same time, the Council will consider authorizing MidPen to submit the demolition/disposition application package to HUD in late May.

Housing Element / Regional Housing Needs Allocation (RHNA) Process

- The Housing Commission will be provided an update on the Housing Element update at the April 17 meeting. The City is working with PMC Planners which is providing professional services for the Housing Element update.
- The City Council reviewed the current Regional Housing Needs Allocation (RHNA) for Pleasanton at its meeting of March 4, 2014. At this time, staff believes that there are sufficient sites currently to meet RHNA targets without the need for additional rezonings.
- A community meeting was held on March 24 at the Operations Service Center (OSC). The meeting was attended by a range of interested parties, and the City and consultant collected feedback which will be incorporated into the update process.
- Two focus group meetings were held on April 7 and 10. The first meeting targeted nonprofit housing developers and service providers while the second meeting was oriented toward for-profit developers and financial professionals. Both meetings were well attended and provided useful feedback.
- The schedule submitted by PMC calls for additional meetings with the Housing Commission and Planning Commission regarding the draft Housing Element in June 2014. Staff will provide additional information on this topic as the project progresses.

Regional Collaborative Housing Efforts

- Pleasanton is acting as lead agency to coordinate an application to HUD for a $1.25 million Section 108 loan to assist the Axis Community Health clinic expansion project. The loan will be repaid through a collaboration involving the three Tri-Valley cities (Pleasanton, Livermore, and Dublin) and the County of Alameda. The City Council is scheduled to review and authorize submission of the application at its upcoming meeting of May 6.

Miscellaneous Issues

- The next meeting of the Tri-Valley Affordable Housing Committee (TVAHC) is scheduled for Thursday, April 24, at the Livermore Public Library. The meeting agenda (attached) includes a discussion regarding the status of area Housing Element submissions. The next TVAHC meeting is scheduled for Thursday, July 31, at 9:00am in Livermore.
- May 9-18, 2014, will be the annual Affordable Housing Week sponsored by East Bay Housing Organizations (EBHO) of which the City of Pleasanton is a member. Events will be held throughout the East Bay during the week.
- The City is partnering with the Rental Housing Association of Southern Alameda County (RHA) to hold a fair housing training seminar for Tri-Valley rental property owners on Monday, April 28. The event will cover issues such as: why fair housing is important, how to avoid the pitfalls of fair housing when selecting tenants, how to properly handle requests for accommodation including service and companion animals, and how to reduce exposure to fair housing law suits. The event follows a successful “rental property owner mixer” that was held in October 2013 in collaboration with Abode Services, Eden Information and Referral, and RHA. More information will be provided as the timing of the event draws closer.
- The Tri-Valley Housing Scholarship Program (TVHSP) held its most recent board meeting on April 10, 2014. One new applicant was reviewed and considered at the most recent board meeting, and Abode Services, which manages the program, is currently working to fill one additional vacancy.

TRI-VALLEY AFFORDABLE HOUSING COMMITTEE

AGENDA

Thursday, April 24, 2014

9:00 a.m. –10:30 a.m.

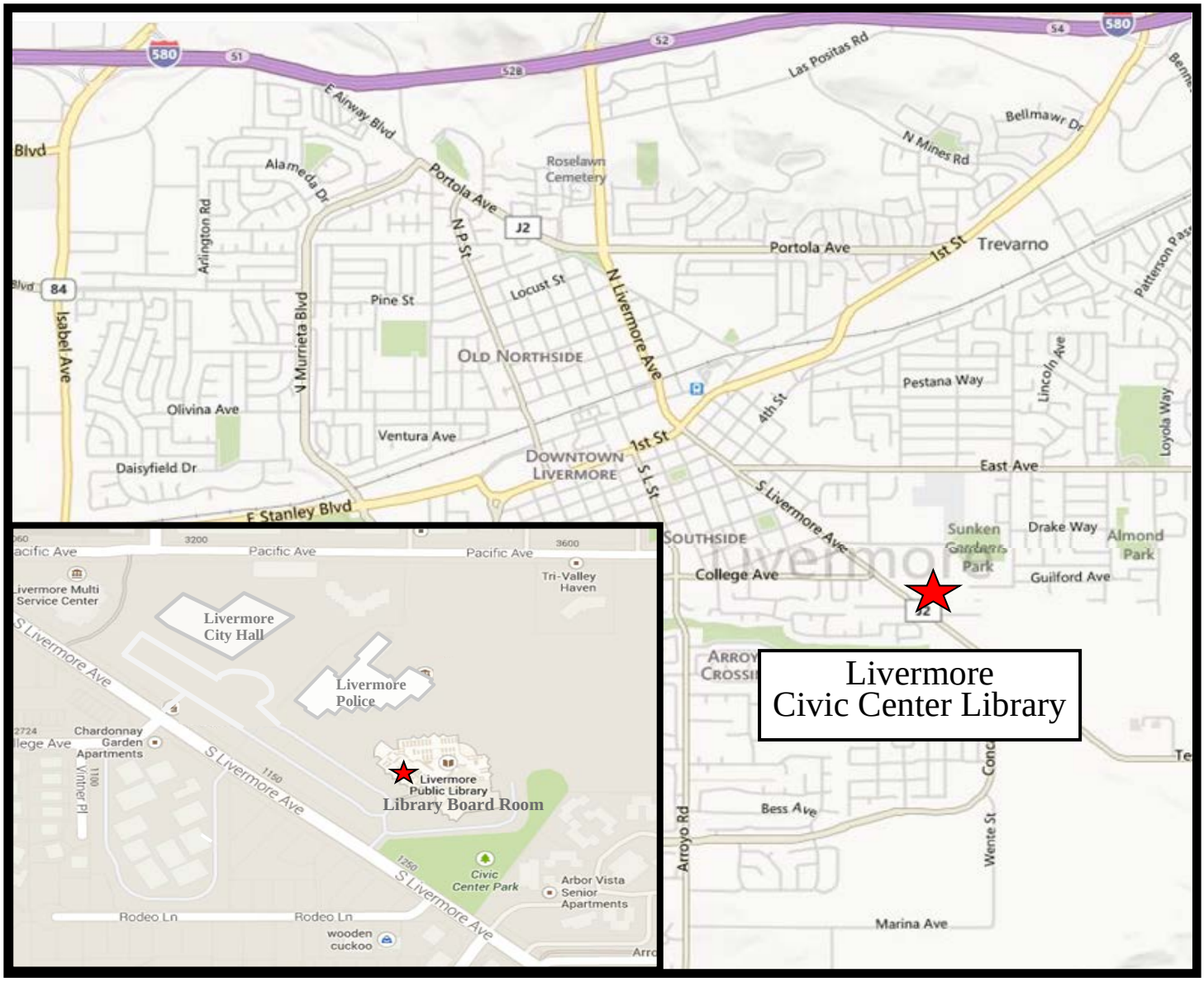
Civic Center Library, Board Room
1188 S. Livermore Avenue, Livermore, CA
(Note: Meeting room has changed. See attached map.)

1. **CALL TO ORDER - INTRODUCTIONS**
2. **DISCUSSION OF PREVIOUS MEETING**
3. **PUBLIC COMMENT**
4. **WRITTEN COMMUNICATIONS**
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
   a. **Housing Element Update Process Among Tri-Valley Cities**
      i) Presentation on 5th Cycle Housing Element Update Process
      Janice Stern & Jennifer Wallis, City of Pleasanton Planning Division
      ii) Roundtable Discussion with All Cities
7. **ITEMS RAISED BY COMMITTEE MEMBERS**
   a. **Reports from Jurisdictions on Current Affordable Housing Activities**
8. **FUTURE TOPICS**
9. **ADJOURNMENT TO NEXT REGULARLY SCHEDULED MEETING IN LIVERMORE**
   (Thursday, July 31, 2014)

LOCATION MAP:

Livermore Civic Center Library

1188 S. Livermore Avenue, Livermore



Housing Commission Agenda Report

April 17, 2014
Item 05

SUBJECT:	**Quarterly Report of Housing Commission Activities (1st Quarter 2014)**
STAFF RECOMMENDATION:	This is an informational item; no action is necessary.
ATTACHMENTS:	**1.** Quarterly Report (1st Quarter)

Attached is a summary report of the Commission's activities for the first quarter of calendar year 2014 (January through March). This report is for the Commission's information only, and no action is necessary at this time. Staff will continue to provide similar updates on a quarterly basis.

Housing Commission
Summary of Major Activities and Accomplishments

1st Quarter, 2014

January 2014

- *[Regular meeting of January 16 cancelled]*

February 2014

- Approved an Affordable Housing Plan for a 177-unit apartment proposed by SummerHill Apartment Communities at 5850 West Las Positas Blvd.
- Received an update from MidPen Housing regarding the status of the Kottinger Gardens senior housing project

March 2014

- Approved the Annual Agency Plan for the Pleasanton Housing Authority for FY 2014-15
- Reviewed applications for Housing and Human Services Grant (HHSG) funds for housing-related projects and formulated a funding recommendation for review by the City Council

Housing Commission
Agenda Report

April 17, 2014
Item 06

SUBJECT: **Quarterly Update of Pleasanton's Below-Market Housing Inventory (1st Quarter 2014)**

STAFF RECOMMENDATION: This is an informational item; no action is necessary.

ATTACHMENTS: **1.** Below-Market Rate Housing Inventory

The attached table represents the City's inventory of below-market housing as of April 2014. Data on new projects (or other changes) will be updated on a regular basis, and the table will be produced quarterly for the Commission's review and information.

The last report was provided to the Commission in February 2014. At that time, the Windstar project was removed from the "Pending Additions" category because the development approval expired several months ago and the site is now planned to be occupied by the new Workday office development. In addition, the "Pending Additions" category was further updated to provide additional detail regarding the status of the new multi-family projects that are currently at various stages of review and/or approval.

Staff will provide an update to this information on a quarterly basis. This item is for the Commission's information and no action is required at this time.

Below-Market Rate (BMR) Housing Inventory

4/7/2014

Existing / Active Projects

Rental		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Archstone Hacienda	5700 Owens Dr.	2001		540	135	25%	0	0	135	0	0	228	228	84	0	City BMR agreement; opened 1999
Civic Square Apts. Addition	4800 Bernal Ave.	2011		36	5	14%	31	0	5	0	0	0	36	0	0	City BMR agreement; completed Dec 2011
Gatewood	3992 Stoneridge Dr.	1986	2026	200	50	25%	0	0	50	0	0	52	148	0	0	City BMR agreement; opened 1986
Kensington [Greenbriar]	1552 East Gate Way	2002		100	31	31%	0	0	20	11	0	25	43	32	0	City BMR agreement; opened 2002
Promenade Apts.	5300 Case Ave.	1996		146	68	47%	0	0	34	34	0	37	94	15	0	Tax credits; City land / loans; 50/60% AMI
					289		31	0	244	45	0	342	549	131	0	

Ownership		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Birch Terrace / Silverstone	3909 Vineyard Ave.	2007		45	5	11%	2	0	5	0						City 1st-time buyer prog w/resale restr; 80/120% AMI
Calif. Somerset I / KB Home	3100-3300 W. Las Positas	1993		152	0	0%	26	0	0	0						Alameda Co. program; 95% AMI; limited resale restrictions
Canyon Oaks / KB Home	Bernal Property (Ph. II + III)	2004		200	26	13%	0	0	26	0						City 1st-time buyer prog w/resale restr; 80% AMI
Carlton Oaks / Greenbriar	Bernal Property (Ph. II + III)	2004		60	10	17%	0	0	10	0						City 1st-time buyer prog w/resale restr; 80% AMI
Nolan Farm / SummerHill	Rose Ave. / Fair St.	2001		36	5	14%	0	0	0	5						City 1st-time buyer prog w/resale restr; 50% AMI
Palomino Place / Callahan	Palomino Dr./Bernal Ave.	1992		24	0	0%	4	0	0	0						City 1st-time buyer prog w/resale restr; 80% AMI
Rotary Commons	Palomino Dr./Concord Wy.	1994		7	7	100%	0	0	7	0						City 1st-time buyer prog w/resale restr; 80% AMI
Sycamore Place	Rheem Dr./Katie Ln.	1994		36	0	0%	6	0	0	0						City 1st-time buyer prog w/resale restr; 120% AMI
Town Square	Ray St./Vineyard Ave.	1998		30	3	10%	0	3	0	0						City 1st-time buyer prog w/resale restr; 100% AMI
Walnut Hills / KB Home	Bernal Property (Ph. I)	2002		131	20	15%	0	0	20	0						City 1st-time buyer prog w/resale restr; 80% AMI
					76		38	3	68	5						

Notes: *This table includes primarily project-based affordable housing. Resident-based programs such as Section 8 rental vouchers and City of Pleasanton Down Payment Assistance loans are not included in the preceding figures.*

Below-Market Rate (BMR) Housing Inventory

4/7/2014

Senior		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Division St. Senior Apts.	443 Division St.	1994		20	20	100%	0	0	3	17	0	20	0	0	0	City BMR agreement; fee waivers; 50/60/80% AMI
Gardens at Ironwood	3431 Cornerstone Ct.	2005		172	138	80%	0	0	69	69	0	150	22	0	0	City BMR agreement; fee waivers; 50/60% AMI + 34 mkt
Kottinger Place	240 Kottinger Dr.	1973		50	50	100%	0	0	0	50	32	18	2	0	0	HUD Public Housing for very low income seniors
Parkview Assisted Living	100 Valley Ave. (@ Sunol B	2007		105	31	30%	0	0	0	31	41	57	7	0	0	Contribution of City land and financial assistance
Pleasanton Gardens	251 Kottinger Dr.	1969		40	40	100%	0	0	0	40	20	19	1	0	0	HUD Sec 236 / Sec 8 housing for very low income seniors
Ridge View Commons	5200 Case Ave.	1989		200	200	100%	0	0	120	80	0	180	20	0	0	Tax credits; City land; HODAG grant; 25/33/50/60% AMI
Stanley Junction	4031 Stanley Blvd.	1996		86	86	100%	0	0	78	8	0	86	0	0	0	City BMR agreement; fee waivers; 50/60/80% AMI
					565		0	0	270	295	93	530	52	0	0	

Disabled / Special Needs		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
BACS (Bay Area Comm. Svcs.)	4344 Railroad St.	1992		6	6	100%	0	0	0	6						Purchased/rehabed w/fed. CDBG funds
REACH (HOUSE, Inc.)	4158 Vineyard Ave.	1994		4	4	100%	0	0	0	4						Purchased/rehabed with federal (CDBG) funds; 4 SRO units
REACH (HOUSE, Inc.)	5608 Hansen Dr.	1997		3	3	100%	0	0	0	3						Purchased/rehabed with federal (HOME) funds; 3 SRO units
REACH (HOUSE, Inc.)	2253 Tanager Dr.	2006		3	3	100%	0	0	0	3						Purchased with federal (HOME) funds; 3 SRO units
REACH (HOUSE, Inc.)	1352 Oak Vista Way	2009		3	3	100%	0	0	0	3						Purchased with federal (HOME) funds; 3 SRO units
REACH (HOUSE, Inc.)	313 Trenton Cir.	2010		3	3	100%	0	0	0	3						Purchased with federal (HOME) funds; 3 SRO units
					22		0	0	0	22						
			Existing / Active Projects		952		69	3	582	367	93	872	601	131	0	

Notes: *This table includes primarily project-based affordable housing. Resident-based programs such as Section 8 rental vouchers and City of Pleasanton Down Payment Assistance loans are not included in the preceding figures.*

Pending Additions

Rental		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Auf der Maur / E&S Ring	SEC Stanley Bl./Bernal Ave			345	52	15%	0	25	17	10	0	167	157	21	0	Appr by City Council Aug 2013; dev may pay $4.5m in-lieu fe
California Ctr. / Pleasant Ptnrs.	4550 Rosewood Dr.			305	46	15%	0	23	15	8	34	139	110	22	0	Appr by City Council Apr 2013
Commons at Gateway	1600 Valley Ave.			307	52	17%	0	25	17	10	0	116	86	70	35	Appr by City Council Sep 2013
Hacienda Site 1 (BRE Prop.)	SEC Owens Dr./Willow Rd.			254	38	15%	0	0	0	38	18	127	104	6	0	Appr by City Council May 2012; bldg permit review Jan 2014
Hacienda Site 2 (BRE Prop.)	NWC Gibraltar Dr./Haciend			251	38	15%	0	0	0	38	22	125	95	9	0	Appr by City Council May 2012; bldg permit review Jan 2014
Hacienda Site 3 (Dev. TBD)	SWC Gibraltar Dr./Haciend			361	58	16%	0	0	0	58						Part of Hacienda TOD Plan; # aff units estimated
Nearon / St. Anton Partners	5725 W. Las Positas Blvd.			168	35	21%	0	0	0	35	0	64	88	16	0	Appr by City Council May 2013; under constr Jan 2014
SummerHill Apt. Communities	5850 W. Las Positas Blvd.			177	27	15%	0	9	12	6	0	88	72	17	0	Preliminary review; affordability based on draft AHA
					346		0	82	61	203	74	826	712	161	35	

Ownership		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Medeiros Gardens / Aminian	5835 Vineyard Ave.			10	1	10%	0	0	1	0						For sale townhome (1 low); approved 2008
Stoneridge Apts. Condo Conv.	6250 Stoneridge Mall Rd.			520	10	2%	25	0	10	0	36	168	316	0	0	For sale condos (10 low; 25 mod); approved 2006
					11		25	0	11	0	36	168	316	0	0	

Senior		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Knuppe / Sunrise property	Foothill Rd./Stoneridge Dr.				0		0	0	0	0						(not yet determined)
Kott. Place/Pls. Gardens Redev.	240/251 Kottinger Dr.			150	150	100%	0	0	60	90						Low and very low income senior apartments
St. Augustine's Church Site	3999 Bernal Ave.				0		0	0	0	0						(not yet determined)
					150		0	0	60	90						
				Pending Additions	507		25	82	132	293	110	994	1,028	161	35	

Notes: *This table includes primarily project-based affordable housing. Resident-based programs such as Section 8 rental vouchers and City of Pleasanton Down Payment Assistance loans are not included in the preceding figures.*

Pending Expirations

Miscellaneous / Other		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
[none currently pending]																

Pending Expirations

Notes: *This table includes primarily project-based affordable housing. Resident-based programs such as Section 8 rental vouchers and City of Pleasanton Down Payment Assistance loans are not included in the preceding figures.*

Expired / Non-Active Projects

Rental		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
4324 Railroad St.	4324 Railroad St.	1986	2001	10	3	30%	0	0	3	0	0	0	10	0	0	Owner unwilling to extend BMR contract; expired 2001
Arroyo Village	Vineyard Ave./Mavis Dr.	1987	2002	19	5	26%	0	0	5	0	0	0	8	11	0	Owner unwilling to extend BMR contract; expired 2002
Civic Square	4800 Bernal Ave.	1987	2007	262	66	25%	0	0	66	0	0	99	163	0	0	Owner unwilling to extend BMR contract; expired 2007
Hacienda Commons	5000 Owens Dr.	1988	2003	212	32	15%	0	0	32	0	0	128	84	0	0	Owner unwilling to extend BMR contract; expired 2003
Hacienda Gardens / Avalon	3650 Andrews Dr.	1988	1998	456	69	15%	0	0	69	0	0	238	218	0	0	Owner unwilling to extend BMR contract; expired 1998
Las Ventanas (Pls. Greens)	3819 Vineyard Ave.	1976	1998	131	131	100%	0	0	0	131	0	30	67	34	0	HUD Sec 236 expired 1998 / residents recd Sec 8 vouchers
Springhouse	5505 Springhouse Dr.	1989	2004	354	53	15%	0	0	53	0	0	156	198	0	0	Owner unwilling to extend BMR contract; expired 2004
Stoneridge Apts.	6250 Stoneridge Mall Rd.	1989	1999	520	78	15%	0	0	78	0	36	168	316	0	0	Owner unwilling to extend BMR contract; expired 1999
Valley Plaza II	4411 Valley Ave.	1986	2006	144	32	22%	0	0	32	0	0	72	72	0	0	Owner unwilling to extend BMR contract; expired 2005
Vineyard Terrace	420-490 Vineyard Ave.	1986	2002	40	10	25%	0	0	10	0	0	0	40	0	0	Owner unwilling to extend BMR contract; expired 2002
Windstar / Stoneridge Station	Stoneridge Mall Rd.			350	70	20%	17	0	0	70	0	213	130	7	0	PUD expired 2013; site to be dev by Workday (office use)
					549		17	0	348	201	36	1,104	1,306	52	0	

Disabled / Special Needs		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
REACH (HOUSE, Inc.)	1898 Harvest Rd.	1998	2006	3	3	100%	0	0	0	3						Condo sold 2003; acquired new prop in 2006; 3 SRO units
					3		0	0	0	3						
				Expired / Non-Active Projects	552		17	0	348	204	36	1,104	1,306	52	0	

Notes: *This table includes primarily project-based affordable housing. Resident-based programs such as Section 8 rental vouchers and City of Pleasanton Down Payment Assistance loans are not included in the preceding figures.*

THE CITY OF PLEASANTON

Housing Commission Agenda Report

April 17, 2014
Item 09

SUBJECT: **Approval of Tenant Representatives for Ridge View Commons and Kottinger Place**

STAFF RECOMMENDATION: Staff recommends that the Commission approve the appointment of two tenant representatives at Ridge View Commons and two tenant representatives at Kottinger Place for two-year terms (with the potential of one two-year extension if applicable).

ATTACHMENTS: **A.** *[None]*

BACKGROUND

As the Commission is aware, there are a total of four residents who serve as tenant representatives at each of the two senior complexes in which the City is involved (Ridge View Commons and Kottinger Place). The tenant representatives serve as liaisons to represent tenant questions and concerns to on-site management staff and City representatives. In addition, the two tenant representatives at Kottinger Place serve on the Housing Authority Board of Commissioners which meets one to two times each year.

Ridge View Commons

Dottie Martinez and Lance Kawaharada have served as tenant representatives at Ridge View Commons for the past two years and both are eligible to serve another two-year term. Mr. Kawaharada would like to continue for another term, while Ms. Martinez has indicated that she is unable to serve for another term. Management staff has recommended one new representative who has volunteered and is interested in serving for the next two years. The recommended tenant representatives at Ridge View Commons for the next two-year term are as follows:

Mr. Lance Kawaharada (North Building)
Ms. Marcie Harding (South Building)

Both Mr. Kawaharada and Ms. Harding are familiar with the complex and are active in tenant issues. Staff believes that both residents will make excellent tenant representatives. This will be Mr. Kawaharada's last term.

Kottinger Place

Ms. Chufen Gan and Mr. Shengbo Lai have served as tenant representatives at Kottinger Place for the past two years (both in their first two-year terms). Mr. Lai is willing to serve an additional two-year term, while Ms. Gan has indicated that she is not interested in serving for another term. Management staff has recommended one new representative who has volunteered and is interested in serving for the next two years. The recommended tenant representatives at Kottinger Place for the next two-year term are as follows:

Mr. Shengbo Lai
Mr. Don Byrd

Both Mr. Lai and Mr. Byrd have been residents for several years and are familiar with the complex and acquainted with many residents. Both are very active in the Kottinger Place community and speak English as well as Mandarin.

STAFF RECOMMENDATION

The current tenant representatives at both complexes have given excellent performance in the volunteer positions during the past several years, and staff extends our sincere thanks to all of them. Staff is pleased with the four individuals who have volunteered to serve for the next two years, and on-site management staff is also looking forward to working with these individuals.

Staff recommends that the Commission approve the appointment of the following new tenant representatives for the next two years (i.e., through April 30, 2014):

- Lance Kawaharada and Marcie Harding at Ridge View Commons
- Shengbo Lai and Don Byrd at Kottinger Place

These four representatives will be eligible for another two-year appointment after 2016 subject to their continued interest and approval by the Housing Commission.

Housing Commission
Staff Report

April 17, 2014
Item 10

SUBJECT: **Update Regarding Status of the 2015-23 Housing Element**

STAFF RECOMMENDATION: Provide feedback as appropriate on the update process, hear community input and provide feedback for any revisions and additions to the Goals, Policies and Programs for the 2015-2023 Housing Element update.

ATTACHMENTS:

1. Goals, Policies, and Programs
2. Community Workshop Summary Report
3. Sites Inventory Maps

BACKGROUND

The Housing Element is part of the City's General Plan and is a comprehensive statement by the community of its current and future housing needs and proposed actions to facilitate the provision of housing to meet those needs at all income levels. The policies contained in this Housing Element are an expression of the statewide housing goal of "attaining decent housing and a suitable living environment for every California family," as well as a reflection of the unique concerns of the community.

The State requires periodic review and update with State Housing and Community Development Department (HCD) certification of the Housing Element update to demonstrate continued development capacity within the City to attain affordable housing goals, as defined by HCD.

The current Housing Element adopted in 2012 covers the period of 2007 to 2014. The City has retained Jennifer Gastelum from PMC to assist in preparing our revised Housing Element for the period of January 31, 2015 to January 31, 2023, which is required to be submitted to the state by January 31, 2015. Periodic update of the Housing Element, including State certification, are required to ensure that City policies continue to reflect the changing community needs, challenges, and opportunities in compliance with State law. Lack of a State-certified Housing Element could also subject the City to penalties as a result of legal challenge. If a court finds that the Housing Element does not comply with State law, the court may suspend City authority to issue building permits or grant zone changes.

As part of the required update, HCD requires each City to demonstrate capacity to meet their assigned affordable housing obligation, known as the "Regional Housing Needs Allocation" (RHNA). Based on State law, our Housing Element update is required to designate specific locations to accommodate our assigned affordable housing obligation for the review period. In order to address this requirement, the updated Housing Element includes an updated site inventory list of parcels within the City that demonstrates the City's capacity to develop sufficient housing to meet our assigned RHNA goals for the period of January 1, 2014 to October 31, 2022.

As required by State law, the updated Housing Element document must address the following:

- Analysis of demographic, employment, and housing trends, including availability, market conditions, infrastructure, and environmental factors;
- Identification of fair share development opportunities for affordable housing and for special needs households;
- Provision of adequate sites to accommodate the City's new assigned RHNA share of the regional affordable housing need, for a total of 2,067 housing units (716 very low income units, 397 low income units, 407 moderate income units, and 553 above moderate income units);
- Identification of governmental constraints to development, preservation, and rehabilitation of affordable housing;
- Inventory of programs and funding resources to address housing goals and identification of sites suitable for affordable housing development;
- Conservation of current affordable housing;
- Promotion of equal housing opportunities; and
- Evaluation of previous Housing Element accomplishments leading to new and revised housing goals, policies, and programs

This agenda report provides the Housing Commission with a summary of the first community and stakeholder meetings, includes a tentative project schedule for the Housing Element Update and seeks input from the Housing Commission, residents, and other stakeholders regarding how we can improve housing opportunities goals, policies and programs for the 2015-2023 Housing Element update.

DISCUSSION

Goals, Policies and Programs: State law requires the Housing Element include quantified objectives for the maximum number of units that can be constructed, rehabilitated or conserved. Policies and programs establish the strategies to achieve these objectives. The City's quantified objectives are described under each program, and represent the City's best effort in implementing each of the programs. Assumptions are based on past program performance and funding availability, construction trends, land availability, and future programs that will enhance program effectiveness and achieve full implementation of the City's housing goals.

Staff is recommending that most of the programs included in the 2007-2014 Housing Element be carried forward with adjustments and refinements where necessary. A copy of the existing programs included in the Housing Element is shown in Exhibit A. Since adoption of the previous Housing Element, the City addressed all legislative mandates that were previously enacted related to reducing barriers to development of housing for special needs groups including the homeless, disabled and agricultural employees. The City also adopted new policies to reduce barriers and restrictions to facilitate the development of second units, and adopted a Density Bonus ordinance. The focus of the

next eight years will be to provide a variety of programs to assist housing development for a diversity of household needs through-out the City and in newer mixed-used use locations.

Other areas where staff believes refinements and additions to programs are needed include:

- Providing more specificity regarding definitive implementation timelines and quantified objects. Government Code 65583 requires that the program is implemented during the planning period and that the number of units or families assisted (or other metric) is estimated.

- New goals, policies and programs to meet Senate Bill (SB) 812 requirements which require the City to include in the special housing needs analysis the needs of individuals with a developmental disability within the community. A "developmental disability" can be defined as a disability that originates before an individual attains age 18 years, continues, or can be expected to continue, indefinitely, and constitutes a substantial disability for that individual which includes mental retardation, cerebral palsy, epilepsy, and autism.

- Review current goals, policies and programs to be consistent with Government Code Section 65583(c)(1),which allows in addition to identifying vacant or underutilized land resources, local governments can meet up to 25 percent of the site requirement to provide adequate sites by making available affordable units through rehabilitation, conversion, and/or preservation.

Staff is seeking the Housing Commission's input regarding other refinements or additions to the Housing Elements Goals, Policies and Programs.

Public Outreach To Date: Housing Element law requires communities to make diligent effort to achieve public participation of all economic segments of the community in the development of the Housing Element. The City's Housing Element update process incorporates a number of opportunities for public input. Events so far have included:

- **Community Workshop:** The first Community Meeting was held on March 24, 2014. The meeting was noticed twice in Tri-Valley times, once in the Community Calendar of the Pleasanton Weekly, as well as on the City's website Community Calendar and Housing Element website. In addition, approximately 1488 notices were mailed out and 175 emails were sent . There were approximately 25 participants at the meeting. A presentation included a summary of Housing Element state law requirements, identification of new laws affecting this Housing Element update, and a timeline for the process for the 5th round Housing Element update. Following the presentation, participants were asked to visit various stations set up throughout the room to discuss the following topics:
  - Housing Program and Services
  - Housing Types
  - Housing Challenges and Opportunities
  - Current Housing Inventory and Potential Changes
  - Other Comments and Ideas

  A complete summery of the meeting is attached as Exhibit B

- **Stakeholder Meetings:** Stakeholder Meetings were held on Monday April 7, 2014 and Thursday April 10, 2014. Notice was provided by email to approximately 175 local agencies, organizations, non-profit and for-profit developers and service providers. The first meeting included non-profit housing developers, local service providers and community organizations. It was attended by approximately 16 housing professionals. The 2nd meeting included for-profit

housing developers and finance professionals. Summaries of the meetings are to follow under separate cover.

Sites: The preparation of an inventory of land suitably zoned to meet the City's housing need, and the rezoning that had to be undertaken by the City to meet our housing need was a large part of the effort for the last Housing Element update. Several of these multifamily sites remain available and can be included in the City's inventory. In addition, staff recently confirmed with the California Department of Housing and Community Development (HCD) that we may count units approved but not occupied prior to the end of 2013 towards our RHNA requirement. Due to the existing residential site inventory, the City does not anticipate having to rezone any properties to meet the City's housing needs during the current Housing Element Update. Although the City is not required to rezone any properties to meet RHNA requirements, the City has been requested to review the potential of rezoning two properties to allow for residential development (Irby-Kaplan-Zia, and Pleasant View Church of Christ sites) as well as to rezone one property, currently zoned for Mixed-Use, to convert it to commercial use only (CM Property 1 site).

NEXT STEPS

At its meeting on April 23, 2014 the Planning Commission will review and receive input from the Community Meeting-, Stakeholder Meetings and the Housing Commission, and provide feedback to staff regarding the drafting of the Housing Element document. Staff hopes to be able to provide a draft Housing Element for review and comments to the Housing and Planning Commissions in June. A tentative schedule of future meetings is as follows:

Upcoming Meetings	Date	Agenda
Planning Commission	April 23, 2014	Receive status report and public input
Housing Commission	June 19, 2014	Review of Preliminary Draft and public input
Planning Commission	June 25, 2014	Review of Preliminary Draft and public input
Community Meeting #2	Early July 2014	Discuss Draft Housing Element
Planning Commission	July 23, 2014	Consideration of Draft Housing Element
City Council	August 19, 2014	Consideration of Draft Housing Element and authorization to submit to HCD
Submit to HCD for review	August / September	
	November	Consideration of HCD and public Comments
Planning Commission	December, 2014/ January, 2015	Adoption hearings
City Council	December, 2014/ January, 2015	Adoption hearings

PUBLIC NOTICE

Notice of this item was posted on the City website. In addition the City sent notification to about 15 interested parties who have provided contact information during the Housing Element update process.

STAFF RECOMMENDATION

Staff recommends that the Commission provide feedback as appropriate on the Housing Element update process, hear community input and provide feedback for any revisions and additions to the Goals, Policies and Programs for the 2015-2023 Housing Element update.

Staff Planner: Jennifer Wallis, (925) 931-5607, jwallis@ci.pleasanton.ca.us

<u>Attachment 1</u>:
Goals, Policies, and Programs

HOUSING ELEMENT PROGRESS REPORT

Housing Element Implementation

Program Implementation Status

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
Program 1.1: Discourage the redesignation of areas designated for High Density Residential development. The objective of this program is to ensure that adequate sites are available to accommodate the City's regional housing need for all income levels.	Policy 1: At a minimum, maintain the amount of high-density residential acreage currently designated on the General Plan Map and permitting high density housing.	On-going	The City continues to discourage any redesignation of areas currently designated for High Density Residential development. Within the last Housing Element planning period the City rezoned nine sites to permit high density residential development. No high density housing sites have been downzoned to lower density.	
Program 2.1: Continue to allow mobile home and factory-built housing projects which have permanent foundations and meet all zoning and design review requirements on any parcel designated Rural, Low, Medium, or High Density Residential.	Policy 2: Permit mobile homes and factory-built housing on appropriately located sites.	On-going	The City continues to allow mobile home and factory-built housing projects in the City though no projects were submitted for review during the last planning period. The City continues to implement this program on an on-going basis.	
Program 6.1: Continue monitoring second units to determine if they are being rented and, if so, determine their rent levels. Include conditions of approval for second unit Administrative Design Review approvals requiring a monitoring program.	Policy 6: Actively promote the creation of second units on single-family residential lots and their maintenance as sources of housing affordable to moderate-, low-, and very-low-income households.	Complete next survey by December 2013	The City continues to monitor second units within the City as required by the following standards for all approved second units: *The owner of the lot on which a second unit is located shall participate in the city's monitoring program to determine rent levels of the second units being rented.* The City assisted in the development of approximately 50 second units since 2007 included within the City database of second units. An updated rent survey was sent out in February 2014.	

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Program 6.2: Create incentives for homeowners to rent their second units to moderate-, low-, and very-low-income households. The City's role would be to develop the program materials including information, criteria for qualifications, and incentives, and to monitor the success of the program. Incentives should include fee reductions or waivers and information/assistance to help homeowners be landlords. Such incentives should be made available to applicants of second units during the Administrative Design Review or Building permit process.		Initiate by end of 2012	The City continues to help assist homeowners of second units by developing a "toolkit" to promote rental of second units by interested owners. In conjunction with the survey update, the City is working with a housing counseling agency to develop a "toolkit" to promote rental of second units by interested owners. Initial discussions took place with ECHO Housing (a non-profit housing counseling agency) in 2012. The toolkit is planned for completion in mid-2014 and implementation in fall 2014.	
Program 6.3: Consider allowing second units without an Administrative Design Review process in new single-family developments, subject to performance standards, and consider reducing the existing Second Unit Ordinance requirements, such as the parking and height limit requirements, to encourage the development of second units, and consider other measures to promote the creation of second units.		Jan-1	The City continues to promote the creation of second units. In 2013 Staff reviewed all existing design and performance standards for second units and concluded that creating an exception to the 15-foot height limit to enable construction of second units above a detached garage would allow greater flexibility for accommodating a second unit with minimal impacts to neighboring properties. On September 17, 2013 the City Council adopted Ordinance No. 2080 amending Pleasanton Municipal Code Chapter 18.84 and Chapter 18.106 to comply with Program 6.3 of the Housing Element.	
Program 7.1: Monitor new multiple-family residential development proposals with respect to housing tenure to ensure that sufficient numbers of rental units are provided to meet the above policy.	Policy 7: Encourage at least 50 percent of multiple-family housing units to be rental apartments.	On-going	The City continues to monitor new multi-family residential developments. From 2007-2013 sixty six percent of the residential building permits issued were for rental housing.	
Program 8.1: Regulate condominium, townhouse, and mobile home conversions and mitigate tenant displacement through the provisions of the City's Condominium Conversion Ordinance, and Government	Policy 8: Minimize displacement of tenants in rental apartments and mobile homes and encourage ownership of lower-cost residential units by prior renters	As Needed	The City continues to regulate condominium conversions. This program is implemented on an on-going basis, although there were no residential rental units converted to ownership units between 2007-2014	

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Code, Section 65863.7 (as to mobile homes).	through the regulation of condominium conversions.			
Program 8.2: Deny conversion of apartment units to condominiums if the percentage of multiple-family units available for rent, city-wide, is below 50 percent.		As Needed	The City continues to monitor the number of for-rent vs for-ownership units in the City. There were no applications to convert residential rental units to ownership units between 2007-2014	
Program 8.3: Review the City's Condominium Conversion Ordinance to identify desirable changes, such as potentially requiring more housing units affordable to low- and very-low-income households and longer tenant noticing requirements, if market conditions are resulting in the displacement of lower-income tenants.		As Needed Based on Market Conditions	The City continues to the Condominium Conversion Ordinance. Between 2007-2014 no tenants were displaced as a result of condominium conversion because there were no rental units converted to ownership units during the year. When market conditions are more favorable to conversions the city will further review the Condominium Conversion Ordinance to identify any desirable changes.	
Program 8.4: Require condominium converters to maintain rental units for households with special needs, such as lifetime leases with rental caps for persons with disabilities, to the extent permitted by State law.		As Needed	The City's Condominium Conversion Ordinance currently requires extended leases and limitations on rent increases for elderly and handicapped tenants. When market conditions are more favorable to conversions the city will review the Condominium Conversion Ordinance to identify any desirable changes.	
Program 9.1: Conduct a review of the Growth Management Program and amend as necessary to assure the rate of residential development is consistent with the City's current and new infrastructure capacities, including roadways, water, sewer, and facilities, etc. The objective of this program is to assure that the City's Growth Management Program is consistent with State law and that there is a procedure for assuring that there is available infrastructure to serve future approved residential development.	Policy 9: Support the development and rehabilitation of housing affordable to extremely low-, low- and very-low-income households and review infrastructure needs.	End of 2012; then annually	The City continues to monitor the Growth Management Program. On November 20, 2012 the City Council adopted Ordinance No. 2054 amending Pleasanton Municipal Code Chapter 17.36 establishing a revised program to ensure that the Growth Management Ordinance does not prevent the City from meeting its share of the regional housing need (per Program 29.2). A Growth Management Report was presented to the City Council on October 15, 2013 determining that the annual unit allocation commencing July 1, 2014 through June 30, 2022 shall be 235 units, consistent with RHNA allocation requirements.	
Program 9.2: Require the duration of extremely low-, low- and very-low-income set-aside units within projects to be in perpetuity.		On-going	The City continues to require all regulatory agreements for below-market rental units have been in perpetuity (or if required due to financing, for 99	

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			years) since 2001.	
Program 9.3: Seek State and Federal assistance for the development of housing to meet the housing needs of households with extremely low-, low- and very-low incomes. Potential sources may include the HUD Section 202 and 811 programs (for senior housing and housing for persons with disabilities), the State HELP and CHFA programs, State/Federal lower-income housing tax credits, and bond financing. The timing of application will depend upon the schedule for specific projects proposed by individual developers in as much as the City does not currently own any land for development of housing affordable to low- and very-low-income households. If the City is successful in securing an open source of funding for housing affordable to low- and very-low-income households, such as State HELP funds, the availability of these funds will be promoted through the City's web site, in local newspapers, and through posting at public places subject to normal procedures. The objective of this program is to secure available funding required to finance new affordable housing development. A timeline would be developed on a project by project basis as affordable development inquiries/applications are submitted to the City.		On-going; Dependent on Specific Development Proposals	The City continues to seek State and Federal assistance to the greatest extent feasible. The City's ability to secure an open source of funding for affordable housing has been hampered by the significant reduction and/or elimination in recent years of many of the traditional programs such as 202, 811, and HELP. The City continues to review available options on a project-specific basis and is considering financing programs related to the potential redevelopment of Kottinger Place and Pleasanton Gardens senior housing complexes. The City continues to monitor the availability of new funding sources for affordable housing and will apply as appropriate (for example, the City successfully secured $2 million in state HELP funds in 2003, 2007, and 2008 to develop a down payment assistance program and an affordable assisted living development).	
Program 9.4: Continue to provide incentives such as reduced development fees, assistance in public improvements, priority in permit processing, increased density, altered site-development standards, mortgage revenue bonds, affordable-housing		Enhanced promotional effort to be completed by June 2012	The City is continuing to provide incentives and assistance to encourage the development of affordable housing. Enhanced promotional efforts were completed in September 2012 and an additional developer workshop was help in February 2013 to further promote the City's newly rezoned residential	

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competition, and other creative incentives to encourage the development of housing affordable to moderate-, low-, extremely low-, and very-low-income households. A priority will be placed on projects that provide the largest number of units at the greatest level of affordability. The availability of incentives is incorporated in the City's Inclusionary Zoning Ordinance, but for specific projects, will also be promoted through the City's web site, in local newspapers, and through posting at public places subject to normal procedures. The objective of this program is to assure that incentives are made available and known to the development community.			properties. The availability of incentives is incorporated in the City's Inclusionary Zoning Ordinance, but for specific projects, was also be promoted through the City's web site, in local newspapers, and through posting at public places subject to normal procedures. This program helped to assure that incentives were made available and known to the development community.	
Program 9.5: Seek creative alternative and non-traditional means, including using available City financial and property resources and working cooperatively with community groups, that will assist in the production of or preserve housing for extremely low-, very-low-, low-, and moderate-income- households.		On-going	The City continues to utilize available Low Income Housing funds to provide loans and grants for special needs housing such as REACH/HOUSE, Inc,. The City has also had meetings with several groups, including Habitat for Humanity, Mid-Pen Housing, and Tri-Valley REACH, which may lead to the development of new affordable housing within the next several years	
Program 9.6: Adopt a density bonus ordinance consistent with State law.		Mid-2013	On September 17, 2013 the City Council adopted Ordinance No. 2082 adding Pleasanton Municipal Code Chapter17.38 a to comply with Program 9.6 of the Housing Element and State Density Bonus Law	
Program 9.7: Adopt Development Standards and Design Guidelines to facilitate the development of high quality multifamily housing and to create more certainty for residential development on Sites 25 through 33 in Appendix B housing Sites Inventory. These standards are intended to be substantially similar to those developed for the Hacienda TOD (sites 22, 23 and 24) and would provide more certainty for multifamily		Sep-12	On August 21, 2012, the City Council adopted Ordinance Nos. 2044-2029 to incorporate the Housing Site Development Standards and Design Guidelines for Multifamily Development for properties 25 through 33.	

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developers during the PUD process.				
Program 11.1: Maintain zoning adequate to accommodate Pleasanton's share of the regional housing need for all income levels. Sites designated High Density Residential or Mixed Use shall be developed at a minimum density of 30 units per acre, and comport with the development standards and design guidelines set forth in Program 9.7.	Policy 11: Strive toward meeting Pleasanton's share of regional housing needs, as defined by the Regional Housing Needs Determination (RHND).	On-going	The City continues to monitor the zoning within the City to accommodate all RHNA needs. This is implemented on an on-going basis.	
Program 11.2: Attempt to rehabilitate five ownership-housing units affordable to extremely low-, low- and very-low-income households identified as having major building code violations each year between 2007 and 2014, and maintain their affordability. Attempt to rehabilitate at least one apartment complex by 2014. Single-family homes will be identified through the City's Housing Rehabilitation Program which already has in place an outreach program. The City will survey existing apartment complexes, including working with local non-profit housing development agencies, to ascertain the need for rehabilitation. Owners of identified complexes will be contacted and made aware of the availability of rehabilitation assistance.		Annually, On-going	The City continues to rehabilitate housing to the greatest extent feasible. A total of six (6) homes received loans for major rehab work in 2012 and 2013 through the City's existing Housing Rehabilitation Program. In addition, 24 homeowners received minor home repair grants through the program. All homes were occupied by low, very low, and extremely low income households. No City-sponsored major rehab work was implemented in apartment complexes; however, the City completed one small project to install accessibility improvements at a privately-owned rental unit occupied by an extremely low income tenant.	
Program 11.3: Strive to construct, rehabilitate, and conserve the City's regional share of housing within the constraints of available infrastructure, traffic, air quality, and financial limits, by the conclusion of the current Regional Housing Needs Determination period – in 2014.		By 2014	Prior to the adoption of the 2007-2014 Housing Element, the City completed the rezoning and General Plan Amendments for nine sites to meet the City's need. These are dispersed, infill sites that are close to transportation and services in areas of available infrastructure. The City continues to strive to construct housing within the constraints of available infrastructure, traffic, air quality, and financial limits. Combined these sites can accommodate approximately 2,326 units.	

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Program 11.4: Work with the Tri-Valley Housing Opportunity Center and employers to develop partnerships for participating in programs to make housing affordable to their workers.		Initiate program by end of 2012.	The City collaborated with the TVHOC and other Tri-Valley cities to hold a forum on employer assisted housing in May 2012 during national Affordable Housing Week. The event was attended by representatives from approx. 50 major employers.	
Program 13.1: Preserve for the longest term feasible, rent restricted assisted projects affordable to extremely low-, low- and very-low-income households, and provide assistance to retain below-market rate rent restrictions.	Policy 13: Preserve for the longest term feasible, restricted units affordable to extremely low-, low- and very-low-income households which are at risk of changing to market-rate housing.	On-going	Since 2001, all regulatory agreements have included a provision that the terms shall apply in perpetuity (or for 99 years if restricted due to financing requirements). The City continues to implement this policy on all new projects, including several new apartments developments currently under review.	
Program 13.2: Structure future rent-restriction contract agreements to allow the City the opportunity to purchase or subsidize assisted units at the conclusion of the rent-restriction period.		As Needed	The City continues to analyze rent-restriction contract agreements as they come in on a case by case basis. In 2012, two BRE projects agreements were executed but they were subject to the terms of a settlement agreement. Several additional projects were approved or under review in 2013 that were structured to be affordable in perpetuity.	
Program 13.3: Structure future rent-restriction contract agreements for all new assisted projects with limited or no time restrictions to minimize the displacement of tenants.		On-going	The City continues to look at creative ways to structure contract agreements. Affordable units during the 2009-2014 planning period were all structured to be affordable in perpetuity.	
Program 13.4: Provide rehabilitation funds where appropriate for apartment complexes in exchange for extended or perpetual assisted-housing time periods.		On-going; dependent on specific proposals	The City continues to attempt to provide apartment rehabilitation loans to the greatest extent feasibly, however, no apartment projects sought City funding for rehabilitation projects in 2012. The City will continue to monitor future opportunities for providing financial assistance to existing apartment complexes in exchange for affordability restrictions.	
Program 13.5: Issue bonds or provide other funding where appropriate to reduce apartment complex mortgage rates in exchange for extended or perpetual assisted-housing time periods.		On-going; dependent on specific proposals	The City continues to issue bonds and provide funding for appropriate projects. One new apartment project requested City assistance for bond issuance in 2012. 2013?? The project is currently going through the development review process, and the City will work with the developer as the project progresses.	

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Program 14.1: Identify a funding mechanism for infrastructure improvements contained in the General Plan to accommodate projected housing growth.	Policy 14:Make appropriate modifications to the Land Use Element of the General Plan, Zoning Ordinance, and other City ordinances, programs, and policies to facilitate the provision of housing, especially housing affordable to moderate-, low-, and very-low-income households.	Annually	The City continues to make Infrastructure improvements on an as-needed basis. Improvements to sewer capacity has been funded through the CIP under existing replacement and expansion funds.	
Program 14.2: Waive City fees for housing developments affordable to extremely low-, low- and very-low-income households.		On-going	The City continues to waive City fees for eligible affordable projects. In 2012 the Lower Income Housing Fee was waived for the two BRE housing projects for which Affordable Housing Agreements were approved with very low-income units. In 2013 the Lower Income Housing Fee was waived for four new apartment developments for which Affordable Housing Agreements were approved with very low, low, and median income rental units (Anton Hacienda, California Center, Commons at Gateway, and Vintage). Three projects submitted for building permits in late 2013. The fees waived for the two projects approved in 2012, would be $653,542 and $645,823. The aggregate fees waived for the four projects approved in 2013 is slightly over $3 million for the four projects (with 1,125 total units).	
Program 14.3: Expedite the development review process for housing proposals affordable to moderate-, low-, extremely low, and very-low-income households.		On-going	The City continues to expedite development review process as shown by two BRE projects approved in 2012 with 505 total units (38 very low-income units in each), four residential projects approved in 2013 with a total of 1,125 units (with 185 units at various affordability rates), and two residential projects in 2014 with a total of 327 units (with a new total of 122 net affordable units at various affordability rates.) All were expedited through development review as priority projects.	
Program 14.4: Advocate changes in Federal and State legislation to provide incentives for		On-going	The City continues to advocate Federal and State legislative changes and provides general support on	

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the development of housing affordable to extremely low-, low- and very-low-income households and to overcome barriers to housing affordable to low- and very-low-income households.			an on-going basis.	
Program 14.5: Support State legislative reform to improve the fair-share housing process and provide financial and other incentives to strengthen local jurisdictions' abilities to meet their fair-share responsibilities.		On-going	The City continues to support State reform and provides general support on an on-going basis.	
Program 14.6: Assess the level of effort to overcome infrastructure constraints to housing affordable to extremely low-, low- and very-low-income households on a periodic basis.		As Needed or in Conjunction with the Housing Element Update	The City continues to assess infrastructure constraints and needs on a periodic basis to be addressed as-needed.	
Program 14.7: Assess future sewer infrastructure needs, including sewer infrastructure upgrades and facilities to accommodate future RHNA cycles in the region.		2011-2012	The City continues to assess sewer infrastructure as new residential projects are reviewed. Sewer capacity was not a deterrent to housing development during the 2007-2014 planning period.	
Program 14.8: Continue to work with non-profit and for-profit housing developers, service providers, Pleasanton employers, the Pleasanton Unified School District, and urban planning specialists to develop new programs and incentives for meeting the full range of Pleasanton's future affordable housing needs.		On-going	As noted above, the City continues to work with non-profit and for-profit developers and collaborated with the TVHOC and other Tri-Valley cities to hold a forum on employer assisted housing in May 2012. In addition, a workshop was held in February 2013 to inform nonprofit housing developers on City programs and resources to promote the development of new affordable housing.	
Program 14.9: As required by State law, the City will review the status of Housing Element programs by April of each year, beginning April 2012. The review will cover consistency with other General Plan programs and community goals, the status of implementing actions, accomplishments, and a review of housing sites identified in the Housing Element. In particular, the annual review will		On-going	On a yearly basis the City continues to review the status of all Housing Element programs as well as evaluate the effectiveness of the City's inclusionary zoning requirements. By April each year, the City has submitted its APR to the State.	

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cover development assumptions and actual development activity on sites by assessing projected development potential compared to actual development approval and construction. This will also include residential units anticipated on mixed use zoned sites. The primary intent of the annual review is to maintain adequate sites during the Housing Element planning period. In addition, the annual review will evaluate the effectiveness of the City's inclusionary zoning requirements (see Programs 16.1 and 16.2) to determine if modifications are needed.				
Program 15.1: Continue housing education programs available on the City's website, at other public venues, through City publications and mailings, and through partnerships with regional organizations.	Policy 15: Educate the public regarding the community, environmental, and economic benefits of Pleasanton's affordable housing program.	On-going	Between 2007-2014 the City continued to maintain updated information in electronic (i.e., web) and printed format to education private citizens, developers, and other interested parties on the range of programs promoting affordable housing. In addition, the City worked with agencies such as TVHOC and ECHO Housing to sponsor specific workshops on issues such as foreclosure prevention, home buyer education, and housing law for tenants and landlords.	
Program 15.2: Continue to coordinate public information with surrounding communities to provide up-to-date listings of opportunities for regional affordable housing and programs for extremely low-, low- and very-low-income households.		On-going	Between 2007-2014 the City continued to provide public information regarding regional affordable housing and programs available. Additionally, in 2012, the City of Pleasanton assumed staffing leadership for the Tri-Valley Affordable Housing Committee and coordinated a comprehensive update of the "Tri-Valley Rental Housing Opportunities Guide," a collaborative regional publication providing information and resource on affordable rental housing in the Tri-Valley area.	
Program 15:3: Develop incentive/revitalization programs for neighborhoods to encourage support for affordable housing opportunities. Such		2011-2014	While no neighborhood incentives/revitalization programs were implemented between 2007-2014 the City adopted standards and guidelines for high density housing to ensure compatibility with existing	

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incentives could include enhanced public amenities or other investment in areas where additional multifamily housing is planned.			high quality neighborhoods. The City continues to analyze and review possible programs for future incentives in coordination with new projects.	
Program 16.1: Monitor the results of the Inclusionary Zoning Ordinance annually to determine if developers are primarily building new housing units affordable to low- and very-low-income households instead of paying in-lieu fees for new developments. If it is determined by the City Council, upon recommendation by the Housing Commission, that the Inclusionary Zoning Ordinance is not producing sufficient housing affordable to low- and very-low-income households, consider modifying the Ordinance so that it can better achieve that objective. As part of the inclusionary ordinance review, conduct meetings with developers to identify specific changes that may be considered by the City.	Policy 16: Ensure compliance with the Inclusionary Zoning Ordinance by requiring each for-sale residential and non-residential development to which the Ordinance applies to include its pro-rata share of housing needs for low- and very-low-income households or, if the Ordinance criteria are met, to contribute to the lower-income housing fund to facilitate the construction of housing affordable to extremely low, low-, very-low, and moderate-income households. Review and modify policies for rental housing to conform with the Costa Hawkins Act. It is strongly encouraged that the Inclusionary Zoning Ordinance requirements be met by building housing affordable to extremely- low, low- and very-low-income households.	Annually/On-going	The City has continued to monitor the inclusionary zoning ordinance. In August 2012, the City circulated a Request for Proposals for consultant services to conduct a comprehensive nexus study to review and potentially update the City's Lower Income Housing Fee. A consultant was selected in December 2012. The consultant presented the Lower Income Housing Fee Study to the City Council and Housing Commission at a joint workshop in October 2013, at which the Council voted to maintain the Lower Income Housing Fee. In addition to considering the true cost of providing affordable housing, the study reviewed the impact of recent court rulings on inclusionary zoning ordinances (e.g., Palmer, Costa-Hawkins).	
Program 16.2: Review the City's Inclusionary Zoning Ordinance and amend if required: • for consistency with the Housing Element and other City affordable housing programs; • to identify incentives for non-profit housing developers and other housing developers to construct projects including three bedroom units for large households; • to determine if it is appropriate to increase the percentage of affordability to support		Annually/on-going.	As noted above, the City circulated a Request for Proposals for consultant services to conduct a comprehensive nexus study to review and potentially update the City's Lower Income Housing Fee. A consultant was selected in December 2012. The consultant presented the Lower Income Housing Fee Study to the City Council and Housing Commission at a joint workshop in October 2013. In addition to considering the true cost of providing affordable housing, the study will review the impact of recent court rulings on inclusionary zoning ordinances (e.g.,	

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Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
housing affordable to low- and very-low-income households; • to be consistent with recent court decisions regarding rental housing; • as a potential constraint to housing.			Palmer, Costa-Hawkins).	
Program 17.1: Review and modify the lower-income-housing fee annually in conformance with AB 1600, and consider changing the basis of the fee to reflect the true cost of providing housing.	Policy 17: Use the lower-income-housing fee to generate funds for the provision of housing affordable to extremely low-, low- and very-low-income households. The low-income housing fund should be used primarily to leverage State and Federal funds in the development of housing affordable to low- and very-low-income households and in-house loan programs, so that the fund may be used most efficiently and maintained over time. When considering allocation of these funds, priority will be given to non-profit housing developers with a project including three bedroom units affordable to large extremely low-, low- and very-low-income households.	Annually	As noted above, the City continues to monitor the inclusionary zoning ordinance and circulated a Request for Proposals for consultant services to conduct a comprehensive nexus study to review and potentially update the City's Lower Income Housing Fee. A consultant was selected in December 2012, and work was progressing at the beginning of 2013 with a mid-2013 completion. In addition to considering the true cost of providing affordable housing, the study will review the impact of recent court rulings on inclusionary zoning ordinances (e.g., Palmer, Costa-Hawkins).	
Program 17.2: Exempt all housing units affordable to low- and very-low-income households from the low-income housing fee.		On-going	The City has continued to exempt all affordable housing units from the low income housing fee between 2007-2014. The two BRE projects approved in 2012 were exempted from the low-income housing fee, as well as the four residential projects approved in 2013. The City is working on several other new projects and the expectation is that all units affordable to low and very low income households will be exempt from payment of the Lower Income Housing Fee in conformance with the City's long-standing policy.	

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
Program 17.3: Use the Lower-Income Housing Fund to help build housing affordable to low- and very-low-income households on City-owned land.		As Needed/On-going	Between 2007-2014 the City has used the Lower-Income Housing Fund to help develop the Kottinger Gardens. The City currently has ownership of one parcel of land at 4138 Vineyard Ave. (acquired in May 2011 using the Lower Income Housing Fund) that will be used to provide new affordable housing in conjunction with redevelopment of the adjacent Kottinger Place senior housing (a Public Housing complex). The City does not presently own any other significant parcels of land that are designated for residential development.	
Program 17.4: Use the Lower-Income Housing Fund to extend rent restriction agreements, purchase land, write down mortgage costs, rehabilitate units, subsidize rents, issue tax-exempt bonds, post loan collateral, pay pre-development costs, and otherwise help produce housing units affordable to lower-income households. The objective of this is to utilize the Lower Income Housing Fund in a manner consistent with City ordinance and to support affordable housing, particularly developments proposed by non-profit developers that include units for large families at very low incomes.		As Needed/On-going	In 2013, the City Council appropriated $10 million from the Lower Income Housing Fund to assist a major project to redevelop Kottinger Place and Pleasanton Gardens, two aging rental complexes that provide housing to extremely low income elderly. In addition, the City worked with Habitat for Humanity on potential funding for a 10-unit project for low income home owners on Vineyard Avenue. Additional LIHF funds were utilized to provide several down payment assistance loans and several grants to nonprofit agencies that provide housing services to primarily low income residents (e.g., TVHOC, ECHO Housing, CRIL / Community Resources for Independent Living).	
Program 17.5: When considering how to utilize the City's Lower-Income Housing Fund, consider whether a proposal with a non-profit housing developer and a for-profit housing developer partnership should be a higher priority project due to its ability to potentially secure better funding and be developed.		On-going	Although this situation did not present itself between 2007-2014, the City will continue to consider non-profit vs for-profit partnerships on a case-by-case basis.	
Program 25.1: Actively assist owners of property zoned or designated High-Density-Residential in soliciting non-profit housing organizations for proposals to develop housing affordable to extremely low-,	Policy 25: Encourage non-profit and joint for-profit housing developments by offering incentives. Non-profit and joint for-profit housing developers of	On-going; information to property owners by August 2012.	The City continues to assist owners of high-density zoned residential properties. Information was made available on the City's website in mid-2012. A targeted e-mail packet was developed in 2012 for dissemination in January 2013 as a follow-up. In	

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
moderate-, low-, and very-low-income households on available sites using lower-income-housing fees. The objective of this program is to assure that owners of HDR properties are informed of City affordable housing programs. The City will notify all property owners of HDR sites of available City housing programs within 6 months of Housing Element adoption.	housing affordable to moderate-, low- , extremely low, and very-low-income households shall have the highest City priority for approval.		addition, a workshop was organized for February 5, 2013, to provide direct information to nonprofit housing developers on specific opportunities and programs.	
Program 25.2: Continue to actively support the activities of non-profit organizations that provide housing affordable to low- and very-low-income households, through technical assistance or other means. The objective of this program is to assure that the City maintains a full range of incentives that are beneficial to assisting non-profit housing developers.		On-going	The City maintained active support (including financial assistance through the City's Housing and Human Services Grant program) for a wide range of nonprofit organizations between 2009-2014, including East Bay Housing Organizations (EBHO), ECHO Housing, CRIL, TVHOC, and Abode Services. In addition, the City worked directly with Mid-Pen Housing and Habitat for Humanity on project-specific activities.	
Program 25.3: When land becomes available to the City, consider reserving those sites for non-profit organizations to build housing affordable to moderate-, low-, extremely low, and very-low-income households that include three bedroom units for large households.		As Needed	As noted above, the City acquired one parcel of land at 4138 Vineyard Ave. in May 2011 with the intent of using the land to provide new affordable housing in conjunction with redevelopment of Kottinger Place by Mid-Pen Housing (a nonprofit). The City will continue to monitor future opportunities to acquire land for affordable housing.	
Program 29.1: Continue to use the Growth Management Report to monitor the numbers and types of units built at all income levels. Use this information to facilitate the issuance of sufficient numbers of permits to meet the regional housing need throughout the planning period.	Policy 29: Encourage substantial private development of housing affordable to extremely low, low, and very low income households through the Growth Management Program.	With Preparation of Growth Management Report	On November 20, 2012 the City Council adopted Ordinance No. 2054 amending Pleasanton Municipal Code Chapter 17.36 establishing a revised Growth Management Program. The revisions include a provision requiring the City Manager to provide a report to the City Council detailing a new annual unit allocation for the upcoming RHNA period within 90 days after it has been adopted by the Association of Bay Area Governments. This report was presented to the City Council on October 15, 2013 determining that the annual unit allocation commencing July 1, 2014 through June 30, 2022 shall be 235 units.	

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
Program 29.2: Review and amend if necessary the Growth Management Ordinance to reflect current housing and infrastructure conditions and current housing needs, and to ensure that the Growth Management Ordinance does not include constraints that would prevent the City from meeting its share of the regional housing need.		End of 2012, then annual review.	The City continues to review and amend the Growth Management Ordinance as necessary. A Growth Management Report was presented to the City Council on October 15, 2013 determining that the annual unit allocation commencing July 1, 2014 through June 30, 2022 shall be 235 units. The report also indicated that as part of the Housing Element Update process that current housing and infrastructure needs would be further analyzed as part of the 2015-2023 Housing Element Update.	
Program 32.1: Enforce the provisions of the City Zoning, Building, and Fire Codes.	Policy 32: Encourage the maintenance of safe, sound, and well-kept housing city-wide.	On-going	The City continues to enforce all provisions of the City Zoning, Building and Fire Codes. This program is implemented on an on-going basis.	
Program 34.1: Maintain building and housing code enforcement programs, and monitor project conditions of approval.	Policy 34: Eliminate all substandard housing conditions within the community.	On-going	The City continues to maintain an active Building and Code Enforcement programs in the City. The City responds to resident complaints related to Building Code and Housing Code violations. Generally, when such complaints are received, a Building Inspector, Code Enforcement Officer, or both, respond and investigate to determine if code violations exist. While this type of case is not tracked separately, it is estimated we investigate approximately 10 cases per year of this type. The most significant, which started in 2010, was a residential home that was so full of junk and was so dilapidated, that the resident was barred from entering the property and the Superior Court ordered the property into receivership. The property was rehabilitated under court order.	
Program 34.2: Continue the Rental Housing Rehabilitation Program to improve rental units affordable to low- , extremely low-, and very-low-income households.		On-going	The City continues to improve affordable rental units through the Rental Housing Rehabilitation program. While the bulk of activity in the Housing Rehab Program involves low income home owners, one grant was provided to extremely low income tenants in 2012 and 2013. Both projects involved accessibility improvements in privately-owned rental housing.	
Program 34.3: Supplement CDBG funds with		On-going	Between 2009-2014, the City continued to	

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the City's Lower-Income Housing Fund for rehabilitation of housing units affordable to extremely low-, low- and very-low-income households.			supplement CDBG funds with other funding sources. The City's Housing Rehab Program was funded through a combination of local (City Lower Income Housing Funds) and federal (CDBG and HOME) funds.	
Program 35.1: Provide and maintain existing sites zoned for multi-family housing, especially in locations near existing and planned transportation and other services, as needed to ensure that the City can meets its share of the regional housing need.	Policy 35: Disperse high-density housing throughout the community, in areas near public transit, major thoroughfares, shopping, and employment centers.	On-going	The City continues to maintain existing residential sites near transportation corridors and services. Prior to the adoption of the 2009-2014 Housing Element, the City completed the rezoning and General Plan Amendments for nine sites to meet the City's need. These are dispersed, infill sites that are close to transportation and services. Combined they can accommodate approximately 2,326 units. Of these nine sites, four large scale apartment and mixed use developments totaling 1,125 units have received approval, one of which has begun construction. In addition three sites were previously rezoned for high density, mixed use development in the Hacienda Business Park as part of a TOD near the BART station. Two of the sites received approval for 506 multi-family units but have yet to commence construction.	
Program 36.1: Maintain existing zoning of infill sites at densities compatible with infrastructure capacity and General Plan Map designations.	Policy 36: Strongly encourage residential infill in areas where public facilities are or can be made to be adequate to support such development.	On-going	The City continues to maintain existing zoning of infill sites with densities consistent with the General Plan. This program is implemented on an on-going basis.	
Program 36.2: Encourage the development of second units and shared housing in R-1 zoning districts to increase the number of housing units while preserving the visual character within existing neighborhoods of single-family detached homes.		On-going	The City continues to help assist homeowners of second units by developing a "toolkit" to promote rental of second units by interested owners. The City continues to promote the creation of second units. In 2013 Staff reviewed all existing design and performance standards for second units and concluded that creating an exception to the 15-foot height limit to enable construction of second units above a detached garage would allow greater flexibility for accommodating a second unit with	

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			minimal impacts to neighboring properties.	
Program 36.3: Adopt incentives and design guidelines for constructing residential uses above-ground-floor commercial establishments. This may be accomplished through the preparation and adoption of multifamily development standards as described in Program 9.8.		2012	Multifamily Development Standards and Guidelines were adopted in August 2012, to guide development on the nine sites rezoned for high density housing and for TOD sites in the Hacienda Business Park. The intent of these standards and guidelines is to promote residential development at densities that support work force housing that are compatible with Pleasanton's existing high-quality neighborhoods. They provide direction to developers and property owners on the key components of use, density, building mass and height, setbacks, architectural features, parking, access, and street character.	
Program 36.4: For those properties designated for high density residential development with existing commercial uses, conduct outreach with property owners and businesses in 2012 to identify specific incentives for business relocation and to encourage property owners to develop their properties with housing. Develop appropriate incentives that would facilitate relocating existing commercial/office/industrial uses in order to enable development with residential uses. Specific incentives may include the following: • Transfer of development rights; • A review of traffic requirements and evaluation measures to facilitate mixed use development; • Development of transit alternatives; • Use of development agreements; • Flexibility of parking standards; and • Expedited processing of development applications.		Initiate by end of 2012.	Of the nine rezoned sites only three have existing commercial uses. The Nearon site is mostly vacant but contains an abandoned car wash. A development proposal was approved and permits for construction of 168 units on the Nearon site have been issued. The CM Capital site includes two properties, each with existing office buildings, a proposal was received to develop half of the CM Capital site with 177 potential future units. The third site occupied with a commercial use is the Sheraton Hotel site adjacent to the West Dublin/Pleasanton BART Station. A targeted e-mail packet was developed in 2012 for dissemination in January 2013 as a follow-up. In addition, a workshop was organized for February 5, 2013, to provide direct information to nonprofit housing developers on specific opportunities and programs.	

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Program 38.1: Acquire and/or assist in the development of one or more sites for housing affordable to low- and very-low-income households.	Policy 38: Reserve suitable sites for subsidized housing affordable to low- and very-low-income households.	Ongoing dependent on specific proposals and opportunities.	The City continues to assist in the development of affordable housing. As noted above, the City acquired one parcel of land at 4138 Vineyard Ave. in 2011 to facilitate redevelopment of Kottinger Place by Mid-Pen Housing (a nonprofit). The City will continue to monitor future opportunities to acquire sites for affordable housing.	
Program 38.2: Utilize tax-exempt bonds, and other financing mechanisms, to finance the construction of housing units affordable to extremely low-, low- and very-low-income households, to purchase land for such a use, and to reduce mortgage rates.		On-going; dependent on specific proposals and opportunities.	The City continues to look for new financing mechanisms to assist in the development of affordable units. The City initiated discussion with one for-profit developer on a potential issuance of tax-exempt bonds for a 168-unit apartment project in Hacienda Business Park that will include a significant component of units for low income households.	
Program 38.3: If the City acquires or obtains control of a potential housing site, in order to facilitate the provision of affordable housing and a mixed-income environment, the City may issue an RFP in conjunction or in partnership with non-profit or for-profit partnerships for development providing at least 20 percent of the units to very low income households and 20 percent of the units to low income households.		As appropriate, based on land availability.	The Vineyard Avenue site described above was committed to the project that was the subject of a prior RFP that was awarded to Mid-Pen Housing in 2011. Any future sites that are acquired by the City for affordable housing will be considered for development through an RFP process on a case-by-case basis similar to past practice (e.g., the Promenade Apartments, Ridge View Commons, the Parkview, etc.).	
Program 40.1: Support State and Federal provisions for enforcing anti-discrimination laws.	Policy 40: Promote fair and equal access to housing for all persons regardless of race, color, religion, gender, disability, sexual orientation, age, national origin, or family status. The City will promote equal housing opportunities through printed housing brochures that are distributed at City Hall, the Senior Center, the Library, and other public places. The City will also maintain up-to-date information on	As Needed	The City continues to support State and Federal provisions for enforcing anti-discrimination laws. This program is implemented on an on-going basis.	

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	housing opportunities affordable to low- and very-low-income households and fair housing issues on its web site.			
Program 41.1: Continue to provide housing opportunities for households with special needs such as studio and one-bedroom apartments for the elderly and single-person households, three-bedroom apartments for large households, specially designed units for persons with disabilities, SRO's, emergency shelter and transitional housing for the homeless, and units affordable to extremely low-, low- and very-low-income households with single-parent heads of households. The City will continue to make available funding from sources such as the City's Lower-Income Housing Fund, and the City's Federal HOME and CDBG grants to assist local non-profit agencies and housing developers. The City will also provide technical support to agencies to seek other sources of funding and to plan and develop housing for persons with special needs.	Policy 41: Provide for the special-housing needs of large households, the elderly, persons with disabilities, extremely low income households, the homeless, farm workers, and families with single-parent heads of households.	On-going	The City continues to provide housing opportunities for households with special needs. In 2012, the City worked with Habitat for Humanity on a potential 10-unit ownership project for families that will include 3- and 4-bedroom homes (this project may involve the commitment of local and/or locally allocated federal funding). In 2013, the City is also working with Mid-Pen Housing on a potential 185-unit project for low and extremely low income elderly on the Kottinger Place site (including the commitment of $8 million in local funds). A total of $107,000 was allocated to several nonprofit agencies (e.g., TVHOC, Abode Services, ECHO Housing, CRIL) to provide housing-related services to low income residents, with a focus on residents with special needs. Additional assistance was provided indirectly through the City's Housing Rehab Program.	
Program 41.2: Require as many low- and very-low-income units as is feasible within large rental projects to utilize Universal Design standards to meet the needs of persons with disabilities and to allow for aging in place.		As Needed	The City continues to require universal design standards on all development projects involving new construction of 10 or more single family dwellings or 15 or more multifamily dwellings, both ownership and rental housing, and must provide a minimum of 10 percent of the total units as universally designed units that meet standard condition requirements.	
Program 41.3: Set aside a portion of the City's CDBG funds each year to developers of extremely low income housing, special needs housing and service providers.		Annually	The City continues to set aside CDBG funds each year for extremely low housing and special needs housing. The City's Human Services Commission included housing in its priority statement for the Housing and Human Services Grant (HHSG) application processes between 2007-2014. Between	

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			2007-2014, the majority of the City's allocation of CDBG funds benefited these groups.	
Program 41.4: Set aside a portion of the City's Lower-Income Housing Fund for housing projects which accommodate the needs of special housing groups such as for persons with physical, mental, and/or developmental disabilities, and persons with extremely low-incomes.		Annually	The City continues to set aside Lower-Income Housing Fund money to assist in projects that accommodate those with special needs. While a specific percentage has not been identified, the City has allocated a significant level of funding each year between 2007-2014 through the HHSG grant program to agencies that address the needs of special housing groups. In 2012, $107,000 in LIHF funds were allocated to these groups.	
Program 41.5: Give priority for the production of housing for persons with disabilities in infill locations, which are accessible to City services.		On-going	The City continues to give priority to housing for persons with disabilities. Sites for new high density housing are located in infill locations and accessible to transit and commercial services.	
Program 41.6: Continue to permit the development of group homes for six persons or fewer (i.e., community care facilities) in appropriate locations throughout the community.		On-going	The City continues to permit the development of group homes for six persons or fewer in appropriate locations in throughout the community. This program is implemented on an on-going basis.	
Program 41.7: Encourage the provision of special-needs housing, such as community care facilities for the elderly, and persons with disabilities in residential and mixed-use areas, especially near transit and other services. The City will provide regulatory incentives such as expedited permit processing in conformance with the Community Care Facilities Act and fee reductions where the development would result in an agreement to provide below-market housing or services. The City will maintain flexibility within the Zoning Ordinance to permit such uses in non-residential zoning districts.		On-going	On March 19, 2013 the City Council adopted Ordinance No. 2060 adding Pleasanton Municipal Code Chapter 18.86 (Reasonable Accommodations) to comply with Program 41.10 of the Housing Element. As approved the ordinance would include a fee waiver on the basis of hardship.	
Program 41.8: Require some units to include Universal Design and visitability features for all new residential projects receiving		On-going	The City continues to require Universal Design for larger new residential projects. Inclusion of universal design elements was required as a condition of	

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
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governmental assistance, including tax credits, land grants, fee waivers, or other financial assistance. Consider requiring some units to include Universal Design and visitability features in all other new residential projects to improve the safety and utility of housing for all people, including home accessibility for people aging in place and for people with disabilities.			approval for two recent multi-family housing projects. Inclusion of universal design elements is now required for development projects involving new construction of 10 or more single family dwellings or 15 or more multifamily dwellings, both ownership and rental housing, and must provide a minimum of 10 percent of the total units as universally designed units that meet standard condition requirements.	
Program 41.9: To ensure that there are adequate sites to accommodate the need for farm worker housing, modify the zoning ordinance as necessary to comply with the requirements of the Health and Safety Code sections 17021.5 and 17021.6 related to farm-worker employee housing.		Sept. 2012	On March 19, 2013 the City Council adopted Ordinance No. 2062 amending various chapters in the Pleasanton Municipal Code Title 18 to comply California Health and Safety Code pertaining to Housing for Agricultural Employees consistent with Program 41.9 of the Housing Element.	
Program 41.10: Adopt a reasonable accommodation ordinance to permit modifications of zoning provisions for housing intended to be occupied by persons with disabilities.		By mid 2013	On March 19, 2013 the City Council adopted Ordinance No. 2060 adding Pleasanton Municipal Code Chapter 18.86 (Reasonable Accommodations) to comply with Program 9.10 of the Housing Element. As approved the ordinance would include a fee waiver on the basis of hardship.	

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Program 44.1: Implement the applicable housing related air quality, climate change, green building, water conservation, energy conservation, and community character programs of the Pleasanton General Plan, including: • Policy 6 and programs 6.1 and 6.3 of the Air Quality and Climate Change Element • Programs 1.5, 1.7, 1.8, 1.12, 1.13, 1.14, and 3.12 of the Water Element • Program 9.1 of the Community Character Element • Policies 2, 3, 4, 6 and 7 and programs 2.1-2.7, 3.1-3.5, 4.1-4.3, 6.1-6.4, 7.1-7.3, and 7.6 of the Energy Element	Policy 44: Preserve and enhance environmental quality in conjunction with the development of housing, including additions and remodels.	On-going	The City continues to implement applicable housing related air quality, climate change, green building, water conservation, energy conservation, and community character programs of the Pleasanton General Plan. This is implemented on an on-going basis through project review.	
Program 44.2: Utilize the City's Lower-Income Housing Fund for low-interest loans to support alternative energy usage and/or significant water conservation systems in exchange for securing new and/or existing rental housing units affordable to low and very-low income households.		On-going	The City continues to utilize the City's Lower-Income Housing Fund. In 2012, the City funded the addition of photovoltaic panels on six (6) price-restricted homes owned by low income first-time home buyers in Pleasanton through a partnership with GRID Alternatives (an ongoing program). The solar systems promote affordability be reducing the monthly housing costs for these residents. Although the program continued to be available in 2013, no home owners sought assistance during that period.	
Program 45.1: Identify the level of need for special needs housing, including housing for low-income-non-senior adults with disabilities, in the community that is not being met in existing housing. The City Council shall consider the appropriate steps to address the identified needs.	Policy 45: Implement Resolution 10-390, requiring enhancements to existing non-discrimination housing policies.	On-going	The Background Report for the Pleasanton Housing Element was finalized in 2012. It includes analyses of housing affordability and special needs housing. Also, The City collaborated with the cities of Livermore and Dublin to conduct a human services needs assessment for the Tri-Valley area. The Eastern Alameda County 2011 Human Services Needs Assessment: Findings Report was approved by the City Council on June 5, 2012. The report includes analysis of affordable housing issues, the service delivery efforts, gaps and barriers, and suggestions	

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			for improvement. (See additional comments under Program 45.4 below on the Consolidated Annual Performance Evaluation Report.)	
Program 45.2: Survey older multi-family residential complexes and consider utilizing the City's Lower-Income Housing Fund, Federal grants, and/or other funds to provide low-interest loans to retrofit existing residential units for the purpose of developing three bedroom rental units affordable to large low and very low income households.		2011 - 2014	The City continues to promote the creation of three bedroom affordable rental units, however no requests for rehabilitation occurred between 2007-2014.	
Program 45.3: The City will coordinate a workshop with non-profit housing developers and owners of sites rezoned to accommodate housing affordable to low- and very-low-income households for the purpose of facilitating discussion regarding potential opportunities, programs, financial support, etc. The City will utilize its Lower-Income Housing Fund, Federal funds, and/or other funds/financial support to assist with the acquisition of a site or to assist with development of a project with three bedroom units affordable to large low- and very-low-income households by a non-profit housing developer. The City will work cooperatively with developers to identify any funding gap in project financing and will make contributions from its Lower Income Housing Fund to help close this gap. A minimum of $1 million will be made available for this purpose.		Schedule workshop by December 2012	The City continues to support the development of new residential projects and coordinated a workshop a February 5, 2013 that was attended by non-profit and for-profit developers as well as owners of current residential sites within the City.	
Program 45.4: As part of the City's Consolidated Annual Performance Evaluation Report approval, or other time deemed appropriate by the City Manager, the City Manager will present a report regarding the City's efforts to fulfill Resolution 10-390, the		Annually or as deemed needed by CM	In August of each year, the CAFER was completed for previous Fiscal Year . The reports were reviewed by the Pleasanton Human Services Commission prior to its submittal to HUD. The reports included demographic information on persons assisted by various programs during the fiscal year, including	

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success of the efforts and the plan and proposals to attract well-designed housing affordable to low and very low income households with children in the future.			income, race, elderly and disabled.	
Program 45.5: The City is committed to work in good faith with non-profit and for-profit developers in the East Pleasanton Specific Plan area during the specific plan process to secure property for the development of family housing affordable to low and very low income households.		During preparation of the East Pleasanton Specific Plan	The East Pleasanton Specific Plan (EPSP) process was started in August 2012. The Task Force guiding the process continues to encourage developers to seek affordable housing solutions within the specific plan area. On February 5, 2013, the Planning and Housing staff conducted a meeting with non-profit housing developers to identify potential opportunities for affordable housing, including the EPSP area.	
Program 46.1: Conduct public outreach and revise the Zoning Title of the Pleasanton Municipal Code within one year of the adoption of the Housing Element to accommodate emergency shelters consistent with SB 2. The zoning district proposed to accommodate this use as a permitted use is the C-S (Service Commercial) zone . The zoning text amendment will also establish objective development standards to encourage and facilitate the use, and will subject shelters to the same development standards that apply to other permitted uses in this district.	Policy 46: Revise the Zoning Title of the Pleasanton Municipal Code to address SB2	Within one year of adoption of HE	On March 19, 2013 the City Council adopted Ordinance No. 2061 amending various chapters in the Pleasanton Municipal Code Title 18 to comply California Government Code pertaining to Emergency Homeless Shelters, Supportive Housing and Transitional Housing consistent with Programs 46.1 and 46.2 of the Housing Element.	
Program 46.2: Conduct public outreach and revise the Zoning Title of the Pleasanton Municipal Code within one year of adoption of the Housing Element to accommodate supportive and transitional housing consistent with SB2. The Zoning Ordinance will be amended to permit transitional and supportive housing as a residential use and subject to the development regulations that apply to other dwellings of the same type in the same zone.		Within one year of adoption of HE	On March 19, 2013 the City Council adopted Ordinance No. 2061 amending various chapters in the Pleasanton Municipal Code Title 18 to comply California Government Code pertaining to Emergency Homeless Shelters, Supportive Housing and Transitional Housing consistent with Programs 46.1 and 46.2 of the Housing Element.	

<u>Attachment 2</u>:
Community Workshop Summary Report

City of Pleasanton Housing Element

Community Workshop Summary – DRAFT

Introduction

The City of Pleasanton held a Housing Element community workshop to kick off the project on Monday March 24, 2013, from 6:30 to 8pm at the Remillard Conference Center, 3333 Busch Road, Pleasanton, CA. The first Community Meeting was noticed twice in Tri-Valley times, once in the Community Calendar of the Pleasanton Weekly, as well as on the City's website Community Calendar and Housing Element website. In addition, approximately 1488 notices were mailed out and 175 emails were sent which included all properties within 1000' of the Irby-Kaplan-Zia property, all properties within 1000' of the CM Capital Site, as well as all people requesting special notification on either of those properties or the Housing Element Update.. There were approximately 25 participants at the meeting, which started with a brief presentation made by staff and the consultant.

Overview

The presentation included a summary of Housing Element state law requirements, identification of new laws affecting this Housing Element update, and a timeline for the process for the 5th round Housing Element update that is due to be adopted by January 31, 2015.

Following the presentation, participants were asked to visit various stations set up throughout the room to discuss the following topics:

- Housing Programs and Services
- Housing Types
- Housing Challenges and Opportunities
- Current Housing Inventory and Potential Changes
    - CM Capital Property
    - Irby-Kaplan-Zia Properties
- Other Comments and Ideas

Following the station activity, the group reconvened and discussed the schedule of upcoming meetings and turned in comment cards, and the meeting was adjourned.

City of Pleasanton Housing Element Community Workshop Summary – DRAFT

Activity Stations

Housing Program and Services

At the Housing Program and Services station, participants were asked to identify: (1) which housing programs and services are important to them and/or their friends and family, and (2) which housing programs and services the City should support. The following table summarizes participant responses.

	This is important to me and/or my friends and family				The City of Pleasanton should support this			
Housing programs and services	**Agree**	**Disagree**	**Neutral**	**N/A**	**Agree**	**Disagree**	**Neutral**	**N/A**
Age in place resources	10	0	0	0	6	0	0	0
Down payment assistance	1	0	0	3	2	1	0	0
Energy efficiency resources	8	0	0	0	4	0	1	0
Fair housing assistance	0	1	1	0	1	1	0	0
Farmworker housing	0	4	1	2	2	1	1	0
Homeownership education	3	0	0	0	4	0	0	0
Home maintenance and rehabilitation	6	0	0	0	4	0	0	0
Services for persons with physical or developmental disabilities	3	0	0	1	7	0	0	0
Traditional and supportive housing	0	0	0	2	4	1	0	0
Emergency shelters and homeless services	0	0	0	1	4	0	1	0
Recovery/treatment services	0	0	1	1	6	0	1	0

Participants were invited to provide additional comments regarding housing programs and services in Pleasanton. The following comments were shared:

Age in place resources:

- Senior housing for middle-class garden homes.
- Senior affordable housing.

Farmworker housing:

- This is a category of workforce housing for lower paid employees that make agriculture in the Tri-Valley sustainable.
- Workforce housing for employees working at the 49.6% of Pleasanton jobs that pay below $40K/year is needed to support business & lower GHG emissions (community).

Services for persons with physical or developmental disabilities:

- Need housing for special needs individuals.

City of Pleasanton Housing Element Community Workshop Summary – DRAFT

Housing Types

At this station, participants were invited to identify which housing type they currently live in (using a red sticky dot) and which housing type the city needs more of (using a blue sticky dot). The following table summarizes participant responses.

Single-family home	Townhouse	Apartment
Currently live in: 13 **Pleasanton needs more:** 3 **Comments:** • More single-story homes	**Currently live in:** 3 **Pleasanton needs more:** 4 **Comments:** none	**Currently live in:** 1 **Pleasanton needs more:** 2 **Comments:** none
Mixed-use building	**Senior housing/Assisted living**	**Within walking distance of shops and services**
Currently live in: **0** **Pleasanton needs more:** **3** **Comments:** none	**Currently live in:** 0 **Pleasanton needs more:** 4 **Comments:** • Moderate priced senior housing (not low – not so expensive) • Single-story senior housing moderate price	**Currently live in:** 0 **Pleasanton needs more:** 9 **Comments:** • Need more major retailers, shops and restaurants downtown. Also more child-friendly places downtown (Cold Stone Ice Cream)
Energy-efficient home	**Affordable housing**	**Mobile home**
Currently live in: 2 **Pleasanton needs more:** 7 **Comments:** none	**Currently live in:** 0 **Pleasanton needs more:** 6 **Comments:** none	**Currently live in:** 0 **Pleasanton needs more:** 1 **Comments:** none

Participants were invited to provide additional comments regarding housing types in Pleasanton. The following comments were shared:

- Special needs housing needed for people with autism or other delays.

City of Pleasanton Housing Element Community Workshop Summary – DRAFT

Housing Challenges and Opportunities

At this station, participants were asked to respond to the question: What stands between you or your friends and family and a new or renovated home? Participants provided the following responses to this question:

- More schools, all levels, elementary/middle.
- Nonprofit workforce housing for younger workers (like our children) that work in retail or food services. Below 50%-80% AMI.
- If I could keep my property tax rate.
- Downtown needs to grow.
- Good infill housing.
- More big parks.
- More walkable neighborhoods.
- Affordability.
- Downtown offer more services/shops/restaurants/specialty stores.
- Downtown housing.
- More senior housing (middle) range.
- More single-story homes.

Current Housing Inventory and Potential Changes

At the Current Housing Inventory station, participants were asked to provide their feedback regarding potential changes to the zoning of the CM Capital property and the Irby-Kaplan-Zia Site. Staff received no comments or feedback on the Irby-Kaplan-Zia Site. Participants provided the following comments and feedback on the CM Capital Site:

- REZONE! CM Properties back to commercial. Pleasanton does NOT need 2 hi-density Project next to each other!!
- Rezone CM Properties from residential to commercial.
- Do not put trail on this side of arroyo. Put on predominately commercial side. Not Parkside Resident side.
- Want CM Capital properties rezones back to commercial and not high density.
- Want the CM Capital properties site rezoned back to commercial from residential.
- Change CM Capital zoning back to ....
- Do not open this side of canal.
- Rezone back to commercial no high density.
- Change CM Capital back to commercial.
- Rezone CM property – it was a mistake to RHNA. Zone the entire parcel. Please correct this mistake. REZONE!
- We do not need this housing. Rezone back to commercial.
- Put trail on the other side of arroyo. The trail is 20' from my bedroom window.

- Rezone. Do not open trail on this side of arroyo – there are no police patrol services and it does not go anywhere.

Other Comments and Ideas

At this station, participants were invited to provide additional comments and ideas for the Housing Element. Participants shared the following:

- Housing for special needs to fulfill SB812.
- Need major stand alone retail shops, more restaurants and child-friendly eateries downtown (i.e. Cold Stone).
- Adult-only eateries or designated hours for such.
- The need for workforce housing is real. Pleasanton must consider partnering with nonprofit housing developers to achieve low income housing.
- As a long-time Pleasanton resident, I'm concerned that our "elected" officials are not always looking out for my quality of life in Pleasanton. All this new pressure for growth is causing a lack of focus on what is important to me.
- More nonprofit work force housing for those earning below 80%-50% AMI.
- Rezone CM Capital to Commercial.
- TBMR.
- No high density 30/ac.
- Infill.

Comment Cards

Participants were provided comment cards to complete with additional questions and feedback. The following comment cards were completed and shared at the end of the workshop.

I understand the RHNA Housing numbers being imposed on us by the State – but Please build these projects in logical locations.

The rezoning of the CM property and the soon to be Summerhill High Density Project being adjacent to each other, with other high density buildings nearby on W. Las Positas, bordering single family homes, across the street from a middle school.

That was VERY poor planning! Who represents Pleasanton citizens? Looks like our city bends their ear to developers, their attorneys and their money.

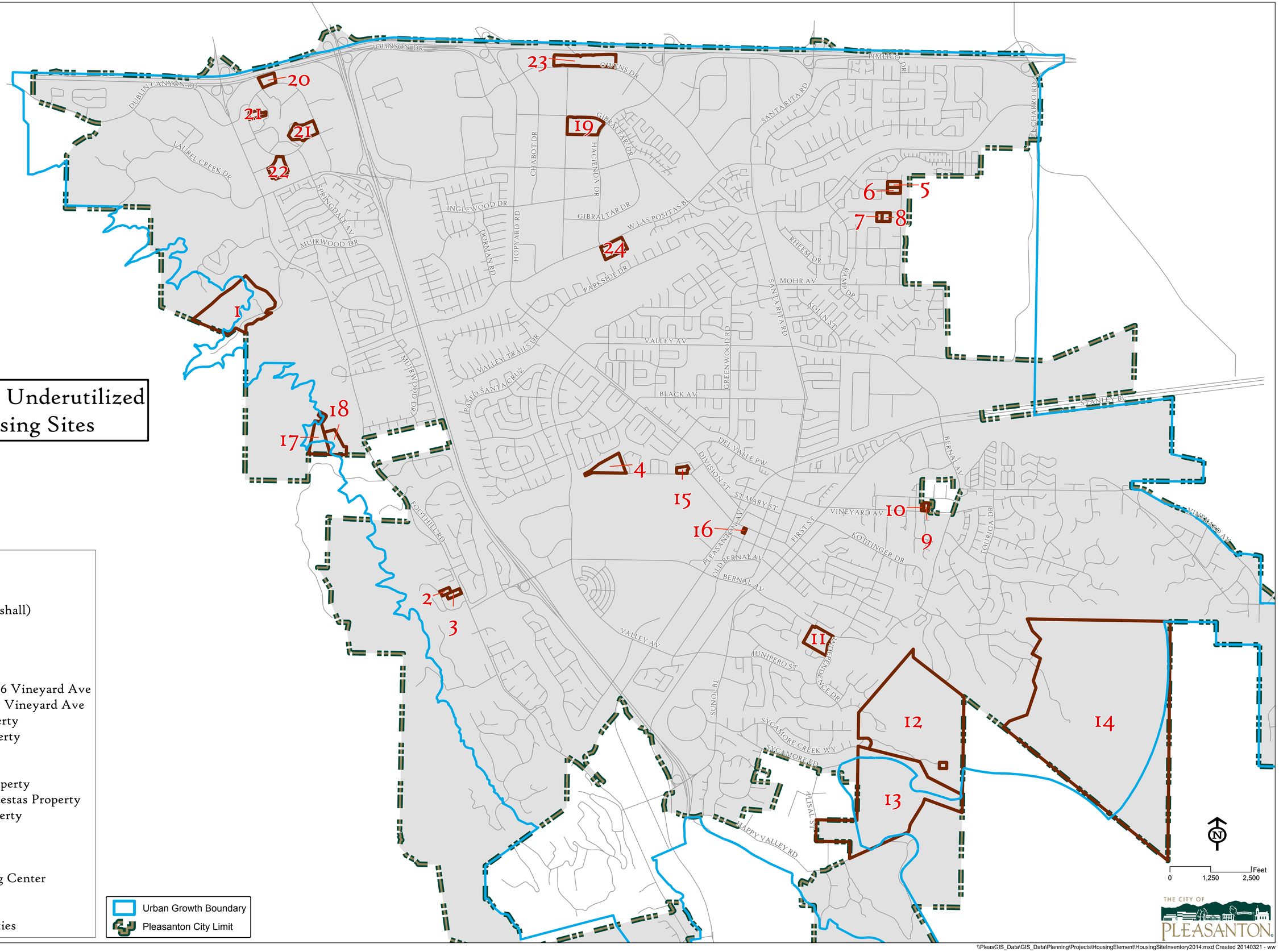
Suggest explanation of "General Plan"

Explain ABAG acronym & how many areas/counties/jurisdictions get assigned housing rent numbers.

Community workshop good way to inform the residences. Keep it going.

Attachment 3:
Sites Inventory Maps

Vacant / Underutilized Housing Sites



1. Joel Property
2. Olesen Property
3. McCarthy Property
4. Hoile (Altiere/Marshall)
5. Singleton Property
6. Gonsalves Property
7. Weimken Property
8. Larson Property
9. Remen Tract @ 3686 Vineyard Ave
10. Remen Tract @ 3731 Vineyard Ave
11. Auf Der Maur Property
12. Lund Ranch II Property
13. Spotorno Property
14. Lin Property
15. Nolan & Dwyer Property
16. Auf Der Maur / Maestas Property
17. Fuller / Frades Property
18. Gywy Property
19. Roche
20. Sheraton
21. Stoneridge Shopping Center
22. Kaiser
23. BART
24. CM Capital Properties

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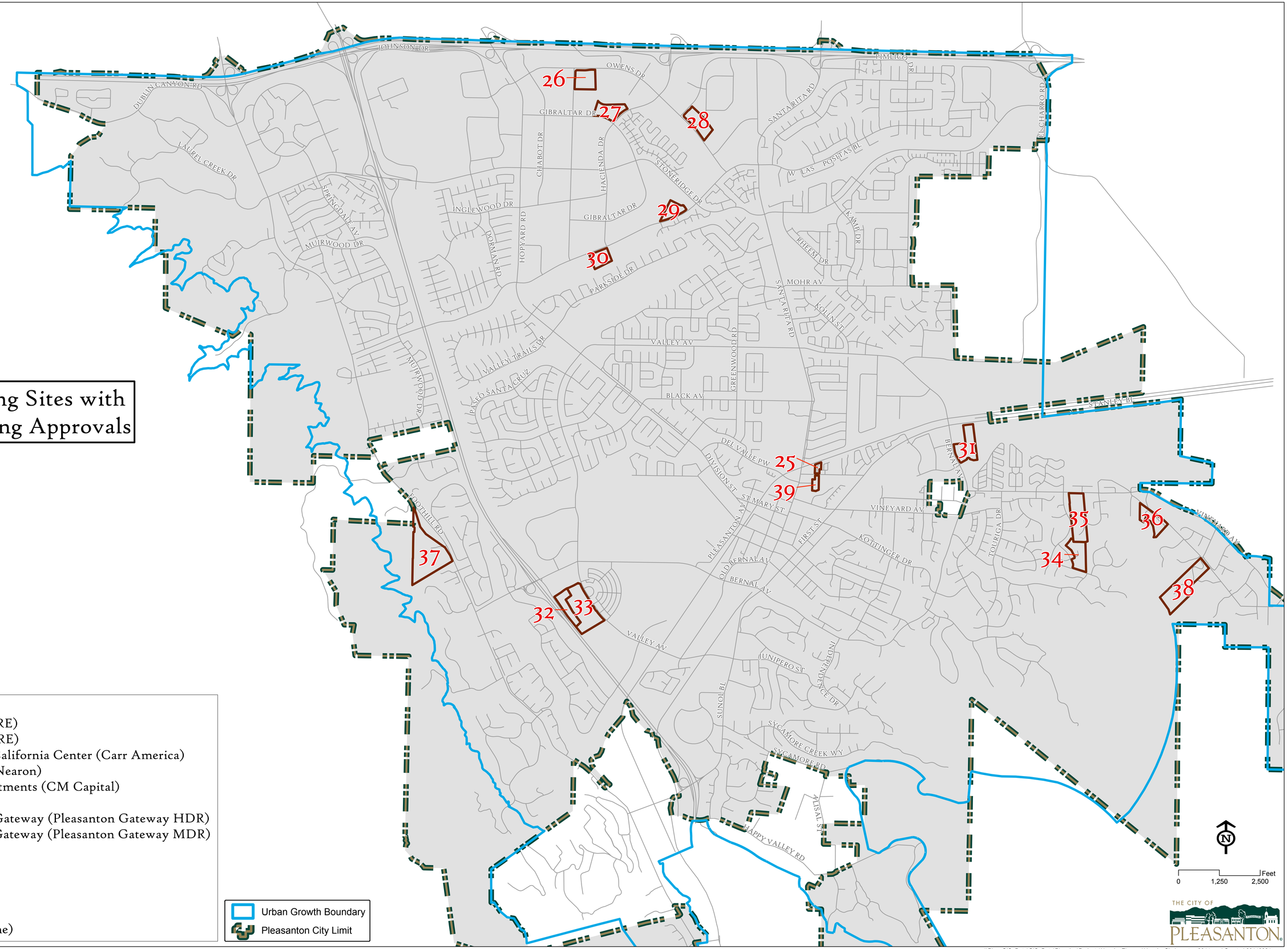
Housing Sites with Planning Approvals



25. Molinaro / Donato
26. Hacienda Site 1 (BRE)
27. Hacienda Site 2 (BRE)
28. The Residence at California Center (Carr America)
29. Anton Hacienda (Nearon)
30. Summer Hill Apartments (CM Capital)
31. Auf Der Maur
32. The Commons at Gateway (Pleasanton Gateway HDR)
33. The Commons at Gateway (Pleasanton Gateway MDR)
34. Beratlis Place
35. Hatsushi Property
36. Apperson Ridge
37. Austin Property
38. Oak Ridge
39. Ponderosa (Ivy Lane)

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Housing Commission Agenda Report

April 17, 2014
Item 11

SUBJECT: **Discussion Regarding Commission Work Plan and Housing Element Project Implementation**

STAFF RECOMMENDATION: Discuss and provide feedback to staff as appropriate

ATTACHMENTS:
1. Pleasanton Municipal Code Chapter 2.38
2. April 3, 2012 Housing Element Implementation Plan
3. Housing Element Goals, Policies and Programs

DISCUSSION

At your March 20, 2014 meeting, the Commission expressed an interest in beginning discussion on a long term work plan with the understanding that it could be finalized once the current Commission vacancies are filled. As such, this item is on the agenda to facilitate that discussion.

As the Commission is aware, its duties and responsibilities are set forth in Section 2.38 of the Pleasanton Municipal Code (PMC) (Attachment 1) and a summary of those are as follows:

- Initiate and pursue opportunities for developing affordable housing within the city
- Cooperate with private housing industry, city commissions and regional agencies to produce new affordable housing and/or to maintain existing affordable housing
- Make recommendations regarding affordable housing policy
- In cooperation with the Human Services Commission, review the annual Community Development Block Grant program (CDBG)
- Coordinate property and financial management of housing developments under control of the Housing Authority of the City of Pleasanton (Housing Authority)
- Review and make recommendations to the City Council regarding uses of the City's Lower Income Housing Fund
- Appoint tenant representatives to the Housing Authority Commission

While not explicit in the above, the Commission is also responsible for reviewing proposed housing development to determine consistency with the City's Inclusionary Zoning Ordinance (IZO) and carrying out items set forth in the City's Housing Element. [Regarding this latter matter, this agenda includes an item regarding the current Housing Element update process.] Finally, the Commission also engages in special projects as determined by the City Council, such as the East Pleasanton Specific Plan and the Kottinger Gardens development, to assure that its perspective is integrated into project planning. Also, recently, the City Council conducted a joint workshop with the Commission to discuss its perspectives on the City's IZO.

Regarding a potential work plan, to some extent, the Commission's work is reactive in that it is asked to advise as matters are presented and therefore the Commission must maintain the capacity to meet this responsibility. This is similar to the Planning Commission's primary charge related to reviewing development applications. Another example of the Commission's work is carrying out duties as directed by the City Council. The most recent example of this involves City Council approved implementation plan for the Housing Element (Attachment 2) which assigns the Commission with a number of projects including:

- Preparing information regarding the potential for renting second units
- Identifying and informing developers of incentives for affordable housing
- Proving ongoing public information on affordable housing opportunities
- Annual reviewing the Inclusionary Zoning Changes
- Reviewing opportunities for high density residential as part of the East Pleasanton Specific Plan
- Review of the City's Lower Income Housing Fee

A third example of Commission duties involve those generated by the Commission and endorsed by the City Council. As an example, the Commission was instrumental in encouraging the City Council to pursue the Kottinger Place redevelopment project.

In addition to the above, the Commission generates Commission-based projects for its and the City's benefit that are focused on specific issues such as regular updates regarding affordable units, legislative updates, and effectiveness of various housing programs.

To help begin the discussion regarding the development of a work plan, staff advises the Commission to consider two approaches. The first approach involves providing an opportunity for each Commissioner to specify his or her goals, interests, and/or expectations without comment from other commissioners. The second approach involves more of a brainstorming approach where ideas flow freely as commissioners work off each other to generate additional thoughts. The purpose of both of these exercises is to generate perspectives, interests, goals, questions, etc., without judgment as they are being stated. The end result would be to collect information which would be presented for a more focused discussion at a subsequent Commission meeting to clarify, organize, expand or contract ideas. Following this, staff could provide information regarding staff effort, project cost factor, time lines, etc., with the goal of presenting information that the Commission could use to begin the final selection and prioritization process that will form the foundation of the work plan.

STAFF RECOMMENDATION

At this time, staff recommends the Commission provide feedback on its concept of developing a work plan or carry-out the concepts identified above. Staff intends to have white boards at the meeting to record commissioner comments should it wish to begin the process.

Attachment 1:

Chapter 2.38 of the Pleasanton Municipal Code

Attachment 2:

City Council Adopted Housing Element Implementation Plan

Attachment 3:

Housing Element Goals, Policies and Programs

Chapter 2.38 HOUSING COMMISSION

Note

* **Prior ordinance history:** Ords. 1674, 1768.

2.38.010 Commission created.

There is created a housing commission (commission). (Ord. 1819 § 1, 2001)

2.38.020 Duties.

A. The commission shall be responsible for advising the city council on both the affordable housing needs of the community and the methods for meeting these needs.

B. The duties of the commission shall include the following:

1. Initiate and pursue opportunities for developing affordable housing within the city.

2. Cooperate with the private housing industry, city commissions and regional agencies to produce new affordable housing and/or to maintain existing affordable housing.

3. Make recommendations to the city council and/or establish policies regarding affordable housing projects affiliated with the city and the housing authority including preference and eligibility criteria for city assisted housing, informational documents, available grant applications, and new affordable housing programs.

4. In cooperation with the human services commission, review and make recommendations to the city council regarding community development block grant applications for capital improvement and rehabilitation projects.

5. Coordinate the property and financial management and tenant related issues at affordable housing projects under the control of the city and/or the housing authority of the city, including Ridge View commons and Kottinger place.

6. Review and make recommendations to the city council regarding the annual operating budget for the city's lower income housing fund.

7. Appoint the resident representatives to the housing authority commission and commission liaisons to affordable housing projects. (Ord. 1819 § 1, 2001)

2.38.030 Membership; appointments; voting.

A. The commission shall have five members, and one alternate, all of whom shall be residents of the city.

B. The five regular commissioners and the one alternate commissioner shall be selected from the community at large. The regular commissioners and alternate commissioner shall be appointed by the mayor subject to the ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.

C. Commissioners are eligible to participate in all discussions of the commission except that the alternate commissioner shall vote only if one of the regular commissioners is absent or has a financial conflict of

interest.

D. The alternate commissioner may serve as a voting member on any subcommittee of the commission and may be designated as the housing commission representative to other boards and commissions.

E. Commissioners shall be compensated as established by city council resolution. (Ord. 1901 § 2, 2004; Ord. 1887 § 7, 2003; Ord. 1819 § 1, 2001)

2.38.040 Term of membership.

A. Regular commissioners shall be eligible to serve a maximum of eight years with two four-year terms.

B. Alternate commissioners shall be eligible to serve four-year terms and are not subject to a limit in the number of years served.

C. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions. (Ord. 1901, 2004; Ord. 1819 § 1, 2001)

2.38.050 Maintenance of membership.

A. Persons appointed to the commission shall continue to serve as members of the commission except when:

1. The commissioner's term of office on the commission expires;

2. The commissioner voluntarily resigns from the commission;

3. The commissioner is absent from one-third of the regular meetings within a six-month period as provided in subsection C of this section;

4. The commissioner fails to maintain a primary residence in the city.

5. The commissioner is employed with the city in a capacity related to the duties of the commission.

B. The secretary of the commission shall inform the council when any of the above occurs.

C. The following procedures shall apply to termination of office as a result of absences from commission meetings:

1. At the end of each six-month period, the secretary of the commission shall report the attendance record of each member of the commission to the city manager, who shall transmit the record to the city council.

2. The city manager shall notify, in writing, any commissioner who has been absent from one-third or more of the regular meetings during the course of a six-month period and request that the commissioner submit, in writing, to the city council the reasons for the absences.

3. The city council shall determine if the commissioner's reasons for the absences were justified. If the city council determines that the reasons for the failure of the member to attend the meetings in question were not justified, the city council shall terminate the term of office of the commissioner and declare the office vacant.

4. If the city council declares such office vacant, the city clerk shall notify the commissioner that the commissioner's term has been officially terminated. (Ord. 1819 § 1, 2001)

2.38.060 Commissioner vacancies.

Vacancies on the commission shall be filled as provided in the city council resolution establishing procedures for appointments to city boards and commissions. (Ord. 1819 § 1, 2001)

2.38.070 Organization.

A. Commissioners shall meet in regular session and elect a chairperson and vice chairperson. The election shall be by a majority vote of the commission, to be held in December of each year. The term of service for these offices shall be one year, beginning in January of each year. No commissioner shall serve more than two consecutive full terms as chairperson of the commission.

B. The commission shall conduct its meetings and business in accordance with the Pleasanton city council's adopted "rules and operating procedures," as said rules and procedures may be amended from time to time.

C. The chairperson shall:

1. Preside at all meetings;

2. Appoint commissioners as needed to serve on subcommittees, ad hoc committees, and as representatives on other boards and commissions; and

3. Call special meetings.

D. The vice chairperson shall preside in the absence of the chairperson.

E. The city manager shall appoint a city employee to serve as staff liaison who shall also serve as secretary to the commission. The staff liaison/secretary to the commission shall keep true and accurate accounts of all action of the commission. (Ord. 1887 § 8, 2003; Ord. 1819 § 1, 2001)

2.38.080 Meetings.

A. Regular meetings shall be held on the third Thursday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.

B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, the staff liaison and/or the city council provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.

C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.

D. Four commissioners need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present. (Ord. 1819 § 1, 2001)

THE CITY OF PLEASANTON

CITY COUNCIL AGENDA REPORT

April 3, 2012
Community Development
Planning Division

TITLE: CONSIDER A WORK PLAN FOR IMPLEMENTATION OF THE GENERAL PLAN HOUSING ELEMENT

SUMMARY

The General Plan Housing Element adopted in February 2012, included 30 new programs, 20 of which are to be initiated or completed in 2012. This report describes and categorizes those programs, and provides information regarding the work and resources required, and the commission review needed to complete these tasks. This report is prepared in response to the City Council's request for information on this matter.

RECOMMENDATION

Receive information and provide input as appropriate regarding prioritizing and accomplishing these tasks.

FINANCIAL STATEMENT

The Planning Division anticipates the need for an additional associate planner for a limited term (two year) contract in addition to existing staff capacity in order to complete this work plan as well as work on planning-related supporting actions in the Climate Action Plan. The primary source for funds for the limited term planner would be the Lower Income Housing Fund.

BACKGROUND

As required by State law, the City's recently adopted Housing Element includes Goals, Policies and Programs aimed at addressing the existing and future housing needs of the Pleasanton community. Although many of the housing programs are continuations of programs already in place, over 30 of the housing programs are new or substantially different from ones already in place. Also as required by Housing Element law, the programs include a timetable for implementation, such that the programs can be effective in addressing the housing need or eliminating the housing constraint prior to the end of the planning period which is July 2014. Twenty of the new housing programs are to be initiated or in effect in 2012. This agenda report includes information about the work needed to implement these programs, which division of the City will be involved, and which Commissions will review this work.

DISCUSSION

The table in Attachment 1 lists the new Housing Element programs that will be initiated in 2012. Several of these programs involve substantial work effort, and some will be discussed in detail with the City Council. For example, the City Council will soon review a work scope and schedule for the East Pleasanton Specific Plan (Program 45.5), and recently discussed objectives for an amended Growth Management Program (Program 29.2). Other programs, such as those related to allowing emergency, supportive and transitional housing (Programs 46.1 and 46.2) will include community outreach to discuss changes to the zoning ordinance and address community questions regarding land use impacts. Adopting development standards and design guidelines for the recently rezoned multifamily housing sites (Program 9.7) will also include two workshops with Pleasanton residents, property owners and potential developers. Changes to second unit development regulations and a program to encourage rental of second units would involve outreach to owners of second units. All of the aforementioned programs would include review and adoption by the Planning Commission and City Council.

Other programs would be completed at a staff level including several outreach and public information efforts involving the Tri-Valley Home Opportunity Center (Programs 11.4 and 15.2) and a workshop and other outreach to property owners and non-profit developers (Programs 25.1 and 45.3).

Submitted by:	Submitted by:	Approved by:
Brian Dolan Community Development Director	Steven Bocian Assistant City Manager	Nelson Fialho City Manager

Attachments:

1. Housing Element Implementation in 2012

ATTACHMENT 1

HOUSING ELEMENT IMPLEMENTATION IN 2012

March 20, 2012

Housing Element Category/Programs	Work needed to Implement	Staff Responsibility	Commission Review (Lead/Secondary)
New Multi-family Housing Development Standards:			
9.7 Development standards	Adopt development standards and design guidelines for multifamily development. Work will include outreach to interested residents, property owners and developers.	Planning Division	Planning
Growth Management Issues:			
9.1 Growth Management	Review Growth Management Program for consistency with infrastructure capacity and State housing law.	Housing Division/OSC/Planning Division	Planning
14.7 Infrastructure needs	Assess future sewer infrastructure needs	Housing Division/OSC/Planning Division	Staff
29.2 Growth Management	Review and amend the GMO to ensure the program reflects current infrastructure conditions and does not constrain the City from meeting its RHNA	Housing Division/Planning	Planning
Inclusionary Zoning and Other Incentives:			
9.4 Incentives for affordable housing	Enhanced promotional effort to potential developers	Housing Division/Planning Division	Housing/Planning
16.2 Inclusionary zoning ordinance	Review and amend if required to increase incentives, for consistency with HE goals, for consistency with court decisions, and as a potential constraint to housing.	Housing Division/Planning Division/City Attorney's Office	Housing/Planning
36.4 High density residential	Develop incentives to encourage	Housing Division/ Planning	Housing/Planning

properties with commercial development	property owners to develop their properties with housing	Division	
Second Units:			
6.2 Renting second units	Develop program materials, criteria for qualification, and incentives to encourage rental of second units.	Housing Division	Housing
6.3 Second unit regulations	Consider reducing/relaxing second unit development standards	Planning Division	Planning/Housing
Outreach and Public Information:			
11.4 Partnership with employers	Assist the Tri-Valley Home Opportunity Center in implementing a program with local employers	Housing Division	Staff
14.9 Annual Review	Assess Housing Element consistency with other General Plan programs and community goals, status of implementing actions, accomplishments, and development compared to numeric goals.	Planning Division/Housing Division	Planning
15.2 Public information on housing opportunities	Coordinate with surrounding communities to provide information on listings and programs.	Housing Division	Housing
25.1 Assist HDR property owners in soliciting non-profits	Information to property owners on City Affordable Housing Programs	Housing Division	Staff
45.3 Workshop and other assistance for non-profit developers	Coordinate a workshop to discuss housing opportunities; work cooperatively with developers to identify any funding gaps and make contribution from the LIHF	Housing Division/ Planning Division	Staff
45.4 Resolution 10-390	Annual report on efforts to fulfill Resolution 10-390	Housing Division	Staff
Special Need Housing:			
41.8 Universal design	Require incorporation of universal design features/units in multifamily development for projects receiving assistance; encourage incorporation	Planning Division/ Housing Division	Planning/ Human Services

	of UD in other instances		
41.9 Farm-worker housing	Modify zoning ordinance to allow farm-worker housing consistent with state law.	Planning Division	Planning
46.1 Emergency housing	Conduct public outreach and amend the C-S (Service Commercial) District to permit emergency shelters consistent with adopted standards consistent with State law	Planning Division	Planning
46.2 Supportive and transitional housing	Conduct public outreach and amend the Zoning code to accommodate supportive and transitional housing in residential districts consistent with State law	Planning Division/ Housing Division	Planning
Identification of Affordable Housing Site:			
45.5 East Pleasanton Specific Plan area	Work with property owners during the EPSP process to secure property for the development of housing affordable to low and very-low income households. The City Council will soon review the work scope and schedule for this Specific Plan project.	Planning Division/Housing Division	Planning/Housing

SUMMARY OF HOUSING ELEMENT PROGRAMS TO BE REVIEWED BY THE HOUSING COMISSION
4/19/2012

HOUSING COMMISSION PRIMARY ROLE

- 6.2 Renting Second Units

Goal 2: Provide residential densities capable of accommodating housing affordable to extremely low-, low- and very-low-income households while taking into account the character and development pattern of the surrounding area.

Policy 6: Actively promote the creation of second units on single-family residential lots and their maintenance as sources of housing affordable to moderate-, low-, and very-low-income households.

Program 6.2: Create incentives for homeowners to rent their second units to moderate-, low-, and very-low-income households. The City's role would be to develop the program materials including information, criteria for qualifications, and incentives, and to monitor the success of the program. Incentives should include fee reductions or waivers and information/assistance to help homeowners be landlords. Such incentives should be made available to applicants of second units during the Administrative Design Review or Building permit process.

Responsible Agency: Housing Division, Housing Commission, Planning Division, Building Division, Planning Commission
Time Period: Initiate by end of 2012
Quantified Objective: Five units per year
Funding Source: Housing Division, Planning Division, Building Division Budgets

- 9.4 Incentives for Affordable Housing

Goal 6: Promote the production of housing affordable to extremely low-, low- and very-low-income households by actively working with and creating incentives for non-profit housing developers.

Policy 9: Support the development and rehabilitation of housing affordable to extremely low-, low- and very-low-income households and review infrastructure needs.

Program 9.4: Continue to provide incentives such as reduced development fees, assistance in public improvements, priority in permit processing, increased density, altered site-development standards, mortgage revenue bonds, affordable-housing competition, and other creative incentives to encourage the development of housing affordable to moderate-, low-, extremely low-, and very-low-income households. A priority will be placed on projects that provide the largest number of units at the greatest level of affordability. The availability of incentives is incorporated in the City's Inclusionary Zoning Ordinance, but for specific projects, will also be promoted through the City's website, in local newspapers, and through posting at public places subject to normal procedures. The objective of this program is to assure that incentives are made available and known to the development community.

Responsible Agency: City Council
Time Period: Enhanced promotional effort to be completed by June 2012
Funding Source: Lower-Income Housing Fund

- 15.2 Public Information on Housing Opportunities

Goal 10: Remove unnecessary governmental constraints to the provision of housing affordable to extremely low-, low- and very-low-income households and associated public services and facilities.

Policy 15: Educate the public regarding the community, environmental, and economic benefits of Pleasanton's affordable housing program.

Program 15.2: Continue to coordinate public information with surrounding communities to provide up-to-date listings of opportunities for regional affordable housing and programs for extremely low-, low- and very-low-income households.

Responsible Agency: Housing Division
Time Period: On-going
Funding Source: Housing Division Budget

-16.2 Inclusionary Zoning Changes

Goal 10: Remove unnecessary governmental constraints to the provision of housing affordable to extremely low-, low- and very-low-income households and associated public services and facilities.

Policy 16: Ensure compliance with the inclusionary Zoning Ordinance by requiring each for-sale residential and non-residential development to which the Ordinance applies to include its pro-rata share of housing needs for low- and very-low-income households or, if the Ordinance criteria are met, to contribute to the lower-income housing fund to facilitate the construction of housing affordable to extremely low-, low- and very-low-income households. Review and modify policies for rental housing to conform with the Costa Hawkins Act. It is strongly encouraged that the Inclusionary Zoning Ordinance requirements be met by building housing affordable to extremely-low, low- and very-low-income households.

Program 16.2: Review the City's Inclusionary Zoning Ordinance and amend if required:

– for consistency with the Housing Element and other City affordable housing programs;
– to identify incentives for non-profit housing developers and other housing developers to construct projects including three bedroom units for large households;
– to determine if it is appropriate to increase the percentage of affordability to support housing affordable to low- and very-low-income households;
– to be consistent with recent court decisions regarding rental housing;
– as a potential constraint to housing

Responsible Agency: Housing Division, Housing Commission, City Council
Time Period: Annually / on-going
Funding Source: Housing Division Budget

- 36.4 High Density Residential

Goal 15: Adopt land use changes from non-residential to residential designations where appropriate

Policy 36: Strongly encourage residential infill in areas where public facilities are or can be made to be adequate to support such development.

Program 36.4: For those properties designed for high density residential development with existing commercial uses, conduct outreach with property owners and businesses in 2012 to identify specific incentives for business relocation and to encourage property owners to develop their properties with housing. Develop appropriate incentives that would facilitate relocating existing commercial/office/industrial uses in order to enable development with residential uses. Specific incentives may include the following:

- Transfer of development rights;
- A review of traffic requirements and evaluation measure to facilitate mixed use development;
- Development of transit alternatives;
- Use of development agreements;
- Flexibility of parking standards; and
- Expedited processing of development applications.

Responsible Agency: Housing Division and Planning Division to Identify Potential Options for Housing Commission, Planning Commission, City Council Review
Time Period: Initiate by end of 2012
Funding Source: Housing Division Budget

HOUSING COMMISSION SECONDARY ROLE

- 6.3 Second Unit Regulation

Goal 2: Provide residential densities capable of housing affordable to extremely low-, lo- and very-low-income households while taking into account the character and development pattern of the surrounding area.

Policy 6: Actively promote the creation of second units on single-family residential lots and their maintenance as sources of housing affordable to moderate-, low-, and very-low-income households.

Program 6.3: Consider allowing second units without an Administrative Design Review process in new single-family developments, subject to performance standards, and consider reducing the existing Second Unit Ordinance requirements, such as the parking and height limit requirements, to encourage the development of second units, and consider other measures to promote the creation of second units.

Responsible Agency: Planning Division, Planning Commission, City Council
Time Period: January 2013
Quantified Objective: 5 percent of new single family homes include a second unit
Funding Source: Planning Division Budget

- 45.5 East Side Specific Plan

Goal 19 : Enhance existing on-discrimination housing policies.

Policy 45: Implement Resolution 10-390, requiring enhancements to existing non-discrimination housing policies.

Program 45.5: The City is committed to work in good faith with non-profit and for-profit developers in the East Pleasanton Specific Plan area during the specific plan process to secure property for the development of family housing affordable to low- and very-low-income households.

Responsible Agency: Housing Division, Planning Division
Time Period: During preparation of the East Pleasanton Specific Plan
Funding Source: Housing Division and Planning Division Budgets

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4. HOUSING ELEMENT

Adopted February 13, 2012

4. HOUSING ELEMENT

PURPOSE

During the past two decades, Pleasanton has experienced a diverse pattern of growth including substantial new residential, commercial, office, and industrial development. As a small suburban city, Pleasanton has developed a reputation as a desirable place in which to live and work, with an excellent school system, fine parks and recreational facilities, a traditional downtown area, and a low crime rate.

The Promenade Apartments located near Downtown

As in other Bay Area communities, providing housing, especially affordable housing, has become a major issue in Pleasanton. The shortage of affordable housing particularly affects lower-income renters and first-time homebuyers, including those residents who have grown up in Pleasanton and would like to establish their own households here. The City has always tried to grow in a balanced manner, providing a variety of land uses, jobs as well as residences, and sufficient public facilities, services, and infrastructure to accommodate its residents and workers. The City has also been active in promoting housing affordability through its support of non-profit providers, creation of housing programs, and participation in and approval of subsidized residential developments. Pleasanton's challenge over the next five years is to continue providing housing affordable to all segments of the community, to preserve the quality of the housing stock, to maintain a balance between employment and housing, and to continue to grow at a rate which allows its public facilities, services, and infrastructure to accommodate its residents, workers, and visitors to the community.

The Housing Element proposes solutions to the housing needs and problems facing the community — while at the same time ensuring that new housing will "fit-in" with Pleasanton's character and appearance, its sense of community, its environmental qualities and resources, and its historic heritage. Overall, the City is committed to working with other agencies and non-profit organizations to maximize affordable housing opportunities, and to ensure a fit of new housing with Pleasanton's long-standing commitment to maintain and enhance the high quality of its residential neighborhoods, commercial areas and its Downtown.

All California cities and counties are required to have a Housing Element included in their General Plan which establishes housing objectives, policies and programs in response to community housing conditions and needs. The Housing Element is a comprehensive statement by the community of its current and future housing needs and proposed actions to facilitate the provision of housing to meet those needs at all income levels. The policies contained in this Housing Element are an expression of the statewide housing goal of "attaining decent housing and a suitable living environment for every California family," as well as a reflection of the unique concerns of the community.

This Housing Element focuses on the 2007-2014 planning period, consistent with the City's Regional Housing Needs Allocation (RHNA) and State law requirements. It builds upon the goals, policies and implementing programs contained in the City's 2003 Housing Element, and contains an updated analysis of existing and projected housing needs, identification of sites for future housing development, in particular, high density housing, a review of potential constraints to housing, identification of adequate sites for all types of housing, and updated policies and implementing programs and objectives to address the existing and projected needs of all economic segments of the community. For detailed information regarding population trends, housing conditions, housing affordability and future housing needs and opportunities, see the Housing Background Report (separate document).

PUBLIC PARTICIPATION

In October 2010, the City Council appointed an 11-member Housing Element Update Task Force comprised of two Council members, two Planning Commissioners, two Housing Commissioners, and five at-large members. The Task force met monthly beginning in November 2010. Each Task Force meeting was open to the public for public comments, and materials for the Housing Element update were posted on the City's website.

In addition to Task Force meetings, the process included outreach to housing experts and representatives of organizations providing services and affordable housing to special needs groups in Pleasanton. Separate meetings were held with non-profit housing developers, housing service providers, and for-profit housing developers to obtain ideas and recommendations for the City's Housing Element. The Task Force and City staff also hosted four community workshops to get comments on identifying potential sites for housing and to obtain other ideas for the Housing Element Update.

Workshops conducted for the Housing Element

Extensive outreach for the Housing Element update has been done to all economic segments of the community. The Pleasanton community was provided advanced information about the community workshops in a variety of ways: the City mailed over 7,000 flyers to owners and occupants of property within 1,000 feet of each potential site for rezoning; a front page article on the Housing Element with information about the workshops was included in "Pleasanton Today," which is delivered inside the Pleasanton Weekly to about 14,500 Pleasanton households; the Pleasanton Weekly and The Valley Times of March 4, 2011 also included information about the workshops; and, information about the workshops was posted on the City's website.

Based on the sign-in sheets, approximately 260 people attended the three workshops. Summaries of all Task Force meetings, the housing expert meetings, and the community workshops were prepared and were made available on the City's website during the review process.. In addition, review and direction was provided at publicly noticed meetings conducted by the City's Housing Commission, Planning Commission and City Council. As described in the Housing BackGround Report, prior to the adoption of the 2007-2014 Housing Element, the City completed the rezoning and General Plan Amendments necessary to accommodate the City's share of the regional housing need.

CONSISTENCY WITH OTHER GENERAL PLAN ELEMENTS

Policies and programs established throughout the General Plan affect housing development in Pleasanton. The 2003 Housing Element contained several policies and programs which were later incorporated in part or full in the 2009 General Plan in other General Plan Elements. Policies and programs in the 2003 Housing Element which were the same or substantially similar to policies and programs in the 2009 General Plan have been removed from the 2007-2014 Housing Element. To provide for consistency, a program has also been added to the 2007-2014 Housing Element stating the following:

- Implement the applicable housing related air quality, climate change, green building, water conservation, energy conservation, and community character programs of the Pleasanton General Plan, including: Policy 6 and programs 6.1 and 6.3 of the Air Quality and Climate Change Element; Programs 1.5, 1.7, 1.8, 1.12, 1.13, 1.14, and 3.12 of the Water Element; Program 9.1 of the Community Character Element; and, Policies 2,3, 4, 6 and 7 and programs 2.1-2.7, 3.1-3.5, 4.1-4.3, 6.1-6.4, 7.1-7.3, and 7.6 of the Energy Element.

All General Plan amendments needed to accommodate the City's full regional housing needs allocation (RHNA) for the fourth Housing Element revision planning period, as assigned to the City by the Association of Bay Area Governments (ABAG) in or about May 2008, either occurred prior to or concurrently with the adoption of this Housing Element update.

QUANTIFIED HOUSING OBJECTIVES

State law requires the Housing Element to include quantified objectives for the maximum number of units that can be constructed, rehabilitated or conserved. Policies and programs establish the strategies to achieve these objectives. The City's quantified objectives are described under each program, and represent the City's best effort in implementing each of the programs. Assumptions are based on past program performance and funding availability, construction trends, land availability, and future programs that will enhance program effectiveness and achieve full implementation of the City's housing goals.

The new construction objectives shown in the table are based on the City's RHNA for the 2007-2014 planning period for very-low, low- and moderate-income housing, historic trends, and expectations for new second units. Rehabilitation and conservation objectives are based on specific program targets, including such programs as use of Section 8 rental housing vouchers.

The table below summarizes the City's quantified objectives for housing during the 2007-2014 planning period.

Income Category	Programs for NEW CONSTRUCTION (Programs 6.1, 9.4, 11.5, 13.5, 16.1, 38.1)	Programs for REHABILITATION (Programs 9.3, 11.2, 34.2)	Programs for CONSERVATION (Programs 8.1, 9.2, 9.6, 13.1, 13.9, 17.4, 34.2)
Extremely Low Income	50	5	5
Very Low Income	931	40	45
Low Income	1,554	45	--
Moderate Income	720	--	--
Above Moderate Income	753	--	--
Total	4,008	90	50

HOUSING GOALS, POLICIES AND PROGRAMS

The Housing Element's intent with respect to housing needs in Pleasanton is expressed in two ways. The first is in the form of a goals and objectives sought by the community. A goal is the ideal we strive for — or the desired state of things. State law requires that the City's housing objectives establish the maximum number of housing units that can be constructed, rehabilitated or conserved between the years 2007 and 2014.

The second, and more specific aspects of the Housing Element, are policy statements and implementation programs. These describe the way citizens, local government, and other involved agencies or organizations can achieve objectives, and move closer to the City's goals. Policies establish a recognized community position on a particular subject. Programs are more detailed actions that the City, or other specific entities, will implement to ensure the attainment of the Housing Element's goal and objectives.

The following goals, policies, and programs will guide the City over the 2007-2014 Housing Element planning period. By identifying the responsible agency, time period, objective, and funding source, the following programs constitute the required quantifiable objectives for the Housing Element. The intent of the Housing Element is to address the housing needs of all income levels. In particular, the housing needs of extremely low, very low, and low-income households are explicitly mentioned because special emphasis on these income groups is needed. Programs relying on the City's Lower Income Housing Fund are intended to specifically address the needs of extremely low income, very low income and low income households.

In some cases programs implement several goals and policies; therefore programs apply to all goals and policies within the applicable section.

GOALS, POLICIES, AND PROGRAMS

Housing Variety, Type, and Density

Goal 1: **Attain a variety of housing sizes, types, densities, designs, and prices which meet the existing and projected needs of all economic segments of the community.**

Goal 2: **Provide residential densities capable of accommodating housing affordable to extremely low-, low- and very-low-income households while taking into account the character and development pattern of the surrounding area.**

Policy 1: At a minimum, maintain the amount of high-density residential acreage currently designated on the General Plan Map and permitting high density housing..

Program 1.1: Discourage the redesignation of areas designated for High Density Residential development. The objective of this program is to ensure that adequate sites are available to accommodate the City's regional housing need for all income levels.

Responsible Agency: City Council
Time Period: On-going
Funding Source: Not Applicable

Policy 2: Permit mobile homes and factory-built housing on appropriately located sites.

Program 2.1: Continue to allow mobile home and factory-built housing projects which have permanent foundations and meet all zoning and design review requirements on any parcel designated Rural, Low, Medium, or High Density Residential.

Responsible Agency: Planning Commission, City Council
Time Period: On-going
Funding Source: Not Applicable

Policy 3:	Encourage developments on sites designated for multiple-family residential uses which are adjacent to commercial districts to be designed at the maximum height allowed for multiple-family residential zoning districts, consistent with neighborhood character; however in the Downtown, multiple-family residential building height should be consistent with the design policies of the Downtown Specific Plan and the Downtown Design Guidelines.

Policy 4:	Give favorable consideration for approval for proposed developments which provide extremely low-, very-low- and low-income units that meet the requirements of the Inclusionary Zoning Ordinance, as long as all other City development standards are met.

Policy 5:	Apply for Federal and State grants offered for mixed-use development near transit centers.

Policy 6:	Actively promote the creation of second units on single-family residential lots and their maintenance as sources of housing affordable to moderate-, low-, and very-low-income households.

Program 6.1: Continue monitoring second units to determine if they are being rented and, if so, determine their rent levels. Include conditions of approval for second unit Administrative Design Review approvals requiring a monitoring program.

Responsible Agency: Housing Division, Housing Commission, Planning Division
Time Period: Complete next survey by December 2013
Funding Source: Housing Division, Planning Division Budgets

Program 6.2: Create incentives for homeowners to rent their second units to moderate-, low-, and very-low-income households. The City's role would be to develop the program materials including information, criteria for qualifications, and incentives, and to monitor the success of the program. Incentives should include fee reductions or waivers and information/assistance to help homeowners be landlords. Such incentives should be made available to applicants of second units during the Administrative Design Review or Building permit process.

Responsible Agency: Housing Division, Housing Commission, Planning Division, Building Division, Planning Commission
Time Period: Initiate by end of 2012
Quantified Objective: Five units per year.

Funding Source: Housing Division, Planning Division, Building Division Budgets

Program 6.3: Consider allowing second units without an Administrative Design Review process in new single-family developments, subject to performance standards, and consider reducing the existing Second Unit Ordinance requirements, such as the parking and height limit requirements, to encourage the development of second units, and consider other measures to promote the creation of second units.

Responsible Agency: Planning Division, Planning Commission, City Council
Time Period: January 2013
Quantified Objective: 5 percent of new single family homes include a second unit.
Funding Source: Planning Division Budget

Housing Tenure

Goal 3: Endeavor to provide and retain a sufficient number of rental housing units to serve Pleasanton residents who choose to rent or who cannot afford ownership housing.

Goal 4: Encourage the production of market-rate moderate-income ownership housing and assisted ownership housing affordable to low- and very-low-income households.

Policy 7: Encourage at least 50 percent of multiple-family housing units to be rental apartments.

Program 7.1: Monitor new multiple-family residential development proposals with respect to housing tenure to ensure that sufficient numbers of rental units are provided to meet the above policy.

Responsible Agency: Housing Division
Time Period: On-going
Funding Source: Housing Division Budget

Policy 8: Minimize displacement of tenants in rental apartments and mobile homes and encourage ownership of lower-cost residential units by prior renters through the regulation of condominium conversions.

Program 8.1: Regulate condominium, townhouse, and mobile home conversions and mitigate tenant displacement

through the provisions of the City's Condominium Conversion Ordinance, and Government Code, Section 65863.7 (as to mobile homes).

Responsible Agency: City Council
Time Period: As Needed
Funding Source: Not Applicable

Program 8.2: Deny conversion of apartment units to condominiums if the percentage of multiple-family units available for rent, city-wide, is below 50 percent.

Responsible Agency: City Council
Time Period: As Needed
Funding Source: Not Applicable

Program 8.3: Review the City's Condominium Conversion Ordinance to identify desirable changes, such as potentially requiring more housing units affordable to low- and very-low-income households and longer tenant noticing requirements, if market conditions are resulting in the displacement of lower-income tenants.

Responsible Agency: City Council
Time Period: As Needed Based on Market Conditions
Funding Source: Housing Division Budget

Program 8.4: Require condominium converters to maintain rental units for households with special needs, such as lifetime leases with rental caps for persons with disabilities, to the extent permitted by State law.

Responsible Agency: City Council
Time Period: As Needed
Funding Source: Condominium Converters

Housing Affordability

Goal 5:	**Produce and retain a sufficient number of housing units affordable to extremely low-, low- and very-low-income households to address the City's responsibility for meeting the needs of Pleasanton's workforce, families, and residents, including those with special needs.**

Goal 6: **Promote the production of housing affordable to extremely low-, low- and very-low-income households by actively working with and creating incentives for non-profit housing developers.**

Policy 9: Support the development and rehabilitation of housing affordable to extremely low-, low- and very-low-income households and review infrastructure needs.

Program 9.1: Conduct a review of the Growth Management Program and amend as necessary to assure the rate of residential development is consistent with the City's current and new infrastructure capacities, including roadways, water, sewer, and facilities, etc. The objective of this program is to assure that the City's Growth Management Program is consistent with State law and that there is a procedure for assuring that there is available infrastructure to serve future approved residential development.

Responsible Agency: City Council
Time Period: End of 2012; then annually
Funding Source: Housing Division, Planning Division Budgets

Program 9.2: Require the duration of extremely low-, low- and very-low-income set-aside units within projects to be in perpetuity.

Responsible Agency: City Council
Time Period: On-going
Funding Source: Not Applicable

Program 9.3: Seek State and Federal assistance for the development of housing to meet the housing needs of households with extremely low-, low- and very-low incomes. Potential sources may include the HUD Section 202 and 811 programs (for senior housing and housing for persons with disabilities), the State HELP and CHFA programs, State/Federal lower-income housing tax credits, and bond financing. The timing of application will depend upon the schedule for specific projects proposed by individual developers in as much as the City does not currently own any land for development of housing affordable to low- and very-low-income households. If the City is successful in securing an open source of funding for housing affordable to low- and very-low-income households, such as State HELP funds, the availability of these funds will be promoted through the City's web site, in local newspapers, and through posting at public places subject to normal procedures. The objective of this program is to

secure available funding required to finance new affordable housing development. A timeline would be developed on a project by project basis as affordable development inquiries/applications are submitted to the City.

Responsible Agency: Housing Division
Time Period: On-going; Dependent on Specific Development Proposals
Funding Source: State and Federal Housing Funds

Program 9.4: Continue to provide incentives such as reduced development fees, assistance in public improvements, priority in permit processing, increased density, altered site-development standards, mortgage revenue bonds, affordable-housing competition, and other creative incentives to encourage the development of housing affordable to moderate-, low-, extremely low-, and very-low-income households. A priority will be placed on projects that provide the largest number of units at the greatest level of affordability. The availability of incentives is incorporated in the City's Inclusionary Zoning Ordinance, but for specific projects, will also be promoted through the City's web site, in local newspapers, and through posting at public places subject to normal procedures. The objective of this program is to assure that incentives are made available and known to the development community.

Responsible Agency: City Council
Time Period: Enhanced promotional effort to be completed by June 2012
Funding Source: Lower-Income Housing Fund

Program 9.5: Seek creative alternative and non-traditional means, including using available City financial and property resources and working cooperatively with community groups, that will assist in the production of or preserve housing for extremely low-, very-low-, low-, and moderate-income- households.,

Responsible Agency: Planning Division, Housing Division
Time Period: On-going
Funding Source: Planning Division, Housing Division Budgets

Program 9.6: Adopt a density bonus ordinance consistent with State law.

Responsible Agency: City Council
Time Period: Mid-2013
Funding Source: Planning Division, Housing Division budgets

Program 9.7: Adopt Development Standards and Design Guidelines to facilitate the development of high quality multifamily housing and to create more certainty for residential development on Sites 25 through 33 in Appendix B Housing Sites Inventory. These standards are intended to be substantially similar to those developed for the Hacienda TOD (sites 22, 23 and 24) and would provide more certainty for multifamily developers during the PUD process.

Responsible Agency: Planning Division, Planning Commission, City Council
Time Period: By end of September 2012
Funding Source: Planning Division, Housing Division budgets

Policy 10:	Give greater priority to providing housing which is affordable to extremely low income households and to households at the low end of the low-income range (50 to 80 percent of median income).

Policy 11:	Strive toward meeting Pleasanton's share of regional housing needs, as defined by the Regional Housing Needs Determination (RHND).

Program 11.1: Maintain zoning adequate to accommodate Pleasanton's share of the regional housing need for all income levels. Sites designated High Density Residential or Mixed Use shall be developed at a minimum density of 30 units per acre, and comport with the development standards and design guidelines set forth in Program 9.7.

Responsible Agency: City Council
Time Period: Ongoing
Funding Source: Planning Division

Program 11.2: Attempt to rehabilitate five ownership-housing units affordable to extremely low-, low- and very-low-income households identified as having major building code violations each year between 2007 and 2014, and maintain their affordability. Attempt to rehabilitate at least one apartment complex by 2014. Single-family homes will be identified through the City's Housing Rehabilitation Program which already has in place an outreach program. The City will survey existing apartment complexes, including working with local non-profit housing development agencies, to ascertain the need for rehabilitation. Owners of identified complexes will be contacted and made aware of the availability of rehabilitation assistance.

Responsible Agency: Housing Division

Time Period: Annually, On-going
Funding Source: Housing Division Budget, CDBG Funds
Quantified Objective: Five ownership units and one apartment complex prior to the end of the Planning Period.

Program 11.3: Strive to construct, rehabilitate, and conserve the City's regional share of housing within the constraints of available infrastructure, traffic, air quality, and financial limits, by the conclusion of the current Regional Housing Needs Determination period – in 2014.

Responsible Agency: City Council
Time Period: By 2014
Funding Source: City, State, Federal, and Private Funds

Program 11.4: Work with the Tri-Valley Housing Opportunity Center and employers to develop partnerships for participating in programs to make housing affordable to their workers.

Responsible Agency: Housing Division
Time Period: Initiate program by end of 2012.
Funding Source: Housing Division Budget

Policy 12: Give priority for housing opportunities to extremely low, low- and very-low-income households with persons that live and work in Pleasanton.

At-Risk Housing Affordable to Low- and Very-Low-Income Households

Goal 7: Preserve and/or replace assisted rental apartment housing which is at risk of changing to market-rate housing.

Goal 8: Assist occupants of at-risk units by either retaining those units as affordable for their income category or by finding new housing for them that is affordable to low- and very-low-income households.

Policy 13: Preserve for the longest term feasible, restricted units affordable to extremely low-, low- and very-low-income households which are at risk of changing to market-rate housing.

Program 13.1: Preserve for the longest term feasible, rent restricted assisted projects affordable to extremely low-, low- and very-low-income households, and provide assistance to retain below-market rate rent restrictions.

Responsible Agency: Housing Division
Time Period: On-going
Funding Source: Housing Division Budget

Program 13.2: Structure future rent-restriction contract agreements to allow the City the opportunity to purchase or subsidize assisted units at the conclusion of the rent-restriction period.

Responsible Agency: Housing Commission, City Council
Time Period: As Needed
Funding Source: General Fund

Program 13.3: Structure future rent-restriction contract agreements for all new assisted projects with limited or no time restrictions to minimize the displacement of tenants.

Responsible Agency: Housing Commission, City Council
Time Period: On-going
Funding Source: General Fund

Program 13.4: Provide rehabilitation funds where appropriate for apartment complexes in exchange for extended or perpetual assisted-housing time periods.

Responsible Agency: City Council
Time Period: On-going; dependent on specific proposals
Funding Source: Lower-Income Housing Fund; CDBG Funds

Program 13.5: Issue bonds or provide other funding where appropriate to reduce apartment complex mortgage rates in exchange for extended or perpetual assisted-housing time periods.

Responsible Agency: City Council, Finance Department
Time Period: On-going; dependent on specific proposals
Funding Source: Lower-Income Housing Fund; Tax-Exempt Bonds

City Government Actions

Goal 9:	**Process housing proposals affordable to extremely low-, low- and very-low-income households and use available City programs and incentives so as to promote and facilitate housing affordability for low- and very-low-income households.**

Goal 10:	**Remove unnecessary governmental constraints to the provision of housing affordable to extremely low-, low- and very-low-income households and associated public services and facilities.**

Policy 14:	Make appropriate modifications to the Land Use Element of the General Plan, Zoning Ordinance, and other City ordinances, programs, and policies to facilitate the provision of housing, especially housing affordable to moderate-, low-, and very-low-income households.

Program 14.1: Identify a funding mechanism for infrastructure improvements contained in the General Plan to accommodate projected housing growth.

Responsible Agency: City Council
Time Period: Annually
Funding Source: Capital Improvement Budget; Developers

Program 14.2: Waive City fees for housing developments affordable to extremely low-, low- and very-low-income households.

Responsible Agency: City Council
Time Period: On-going
Funding Source: Lower-Income Housing Fund

Program 14.3: Expedite the development review process for housing proposals affordable to moderate-, low-, extremely low, and very-low-income households.

Responsible Agency: Planning Division
Time Period: On-going
Funding Source: Planning Division Budget

Program 14.4: Advocate changes in Federal and State legislation to provide incentives for the development of housing affordable to extremely low-, low- and very-low-income households and to overcome barriers to housing affordable to low- and very-low-income households.

Responsible Agency: Housing Commission, City Council
Time Period: On-going
Funding Source: General Fund

Program 14.5: Support State legislative reform to improve the fair-share housing process and provide financial and other incentives to strengthen local jurisdictions' abilities to meet their fair-share responsibilities.

Responsible Agency: Housing Commission, City Council
Time Period: On-going
Funding Source: General Fund

Program 14.6: Assess the level of effort to overcome infrastructure constraints to housing affordable to extremely low-, low- and very-low-income households on a periodic basis.

Responsible Agency: Housing Division
Time Period: As Needed or in Conjunction with the Housing Element Update
Funding Source: Housing Division Budget

Program 14.7: Assess future sewer infrastructure needs, including sewer infrastructure upgrades and facilities to accommodate future RHNA cycles in the region.

Responsible Agency: Operation Services Department, Housing Division, City Council
Time Period: 2011-2012
Funding Source: Sewer Enterprise Fund

Program 14.8: Continue to work with non-profit and for-profit housing developers, service providers, Pleasanton employers, the Pleasanton Unified School District, and urban planning specialists to develop new programs and incentives for meeting the full range of Pleasanton's future affordable housing needs.

Responsible Agency: Housing Division
Time Period: On-going
Funding Source: Housing Division Budget

Program 14.9: As required by State law, the City will review the status of Housing Element programs by April of each year, beginning April 2012. The review will cover consistency with other General Plan programs and community goals, the status of implementing actions, accomplishments, and a review of housing sites identified in the Housing Element. In particular, the annual review will cover development assumptions and actual development activity on sites by assessing projected development potential compared to actual development approval and construction. This will also include residential units anticipated on mixed use zoned sites. The primary intent of the annual review is to maintain adequate sites during the Housing Element planning period. In addition, the annual review will evaluate the effectiveness of the City's inclusionary zoning requirements (see Programs 16.1 and 16.2) to determine if modifications are needed.

Responsible Agency: Housing Division, Housing Commission, Planning Division, Planning Commission, City Council
Time Period: On-going
Funding Source: Housing Division Budget

Policy 15:	Educate the public regarding the community, environmental, and economic benefits of Pleasanton's affordable housing program.

Program 15.1: Continue housing education programs available on the City's website, at other public venues, through City publications and mailings, and through partnerships with regional organizations.

Responsible Agency: Housing Division, Housing Commission
Time Period: On-going
Funding Source: Housing Division Budget; Housing Grants

Program 15.2: Continue to coordinate public information with surrounding communities to provide up-to-date listings of opportunities for regional affordable housing and programs for extremely low-, low- and very-low-income households.

Responsible Agency: Housing Division
Time Period: On-going
Funding Source: Housing Division Budget

Program 15:3: Develop incentive/revitalization programs for neighborhoods to encourage support for affordable housing opportunities. Such incentives could include enhanced public amenities or other investment in areas where additional multifamily housing is planned.

Responsible Agency: Housing Division, Housing Commission, City Council
Time Period: 2011-2014
Funding Source: Housing Division Budget

Policy 16:	Ensure compliance with the Inclusionary Zoning Ordinance by requiring each for-sale residential and non-residential development to which the Ordinance applies to include its pro-rata share of housing needs for low- and very-low-income households or, if the Ordinance criteria are met, to contribute to the lower-income housing fund to facilitate the construction of housing affordable to extremely low, low-, very-low, and moderate-income households. Review and modify policies for rental housing to conform with the Costa Hawkins Act. It is strongly encouraged that the Inclusionary Zoning Ordinance requirements be met by building housing affordable to extremely- low, low- and very-low-income households.

Program 16.1: Monitor the results of the Inclusionary Zoning Ordinance annually to determine if developers are primarily building new housing units affordable to low- and very-low-income households instead of paying in-lieu fees for new developments. If it is determined by the City Council, upon recommendation by the Housing Commission, that the Inclusionary Zoning Ordinance is not producing sufficient housing affordable to low- and very-low-income households, consider modifying the Ordinance so that it can better achieve that objective. As part of the inclusionary ordinance review, conduct meetings with developers to identify specific changes that may be considered by the City.

Responsible Agency: Housing Division, Housing Commission, City Council
Time Period: Annually/On-going
Funding Source: Housing Division Budget

Program 16.2: Review the City's Inclusionary Zoning Ordinance and amend if required:

-for consistency with the Housing Element and other City affordable housing programs;

-to identify incentives for non-profit housing developers and other housing developers to construct projects including three bedroom units for large households;
-to determine if it is appropriate to increase the percentage of affordability to support housing affordable to low- and very-low-income households;
-to be consistent with recent court decisions regarding rental housing;
- as a potential constraint to housing

Responsible Agency: Housing Division, Housing Commission, City Council
Time Period: Annually/on-going.
Funding Source: Housing Division Budget

Policy 17:	Use the lower-income-housing fee to generate funds for the provision of housing affordable to extremely low-, low- and very-low-income households. The low-income housing fund should be used primarily to leverage State and Federal funds in the development of housing affordable to low- and very-low-income households and in-house loan programs, so that the fund may be used most efficiently and maintained over time. When considering allocation of these funds, priority will be given to non-profit housing developers with a project including three bedroom units affordable to large extremely low-, low- and very-low-income households.

Program 17.1: Review and modify the lower-income-housing fee annually in conformance with AB 1600, and consider changing the basis of the fee to reflect the true cost of providing housing.

Responsible Agency: Finance Department, Housing Division, Housing Commission, City Council
Time Period: Annually
Funding Source: General Fund

Program 17.2: Exempt all housing units affordable to low- and very-low-income households from the low-income housing fee.

Responsible Agency: Housing Commission, City Council
Time Period: On-going
Funding Source: Lower-Income Housing Fund

Program 17.3: Use the Lower-Income Housing Fund to help build housing affordable to low- and very-low-income households on City-owned land.

Responsible Agency: City Council
Time Period: As Needed/On-going
Funding Source: Lower-Income Housing Fund

Program 17.4: Use the Lower-Income Housing Fund to extend rent restriction agreements, purchase land, write down mortgage costs, rehabilitate units, subsidize rents, issue tax-exempt bonds, post loan collateral, pay pre-development costs, and otherwise help produce housing units affordable to lower-income households. The objective of this is to utilize the Lower Income Housing Fund in a manner consistent with City ordinance and to support affordable housing, particularly developments proposed by non-profit developers that include units for large families at very low incomes.

Responsible Agency: City Council
Time Period: As Needed/On-going
Quantified Objective: 150 units
Funding Source: Lower-Income Housing Fund

Program 17.5: When considering how to utilize the City's Lower-Income Housing Fund, consider whether a proposal with a non-profit housing developer and a for-profit housing developer partnership should be a higher priority project due to its ability to potentially secure better funding and be developed.

Responsible Agency: Housing Division, Housing Commission, City Council
Time Period: On-going
Funding Source: Lower-Income Housing Fund

Policy 18:	Encourage the use of density bonuses for housing which is affordable to extremely low-, moderate-, low-, and very-low-income households.

Policy 19:	Require owners of rental units who receive financial support from the City to accept Section 8 certificates/vouchers and/or Project Based Section 8 in their developments.

Policy 20:	Work with the Alameda County Housing Authority and other agencies to maintain funding for Section 8 and other Federal subsidy programs.

Policy 21:	Assist in the relocation of persons displaced by public projects.

Policy 22:	Incentivize the development of housing units affordable to extremely low-, low- and very-low-income households when rezoning non-residential properties to high-density residential.

Policy 23:	Use the City's lower-income housing fund as seed money for Federal and State tax credits to promote the construction of housing affordable to extremely low-, low- and very-low-income households.

Policy 24:	Ensure that livability is considered when considering proposals for high-density residential developments, including open space, amenities, and facilities for the intended occupants.

City Priorities for Housing Developments

1. Non-Profit Housing Developers

Policy 25: Encourage non-profit and joint for-profit housing developments by offering incentives. Non-profit and joint for-profit housing developers of housing affordable to moderate-, low- , extremely low, and very-low-income households shall have the highest City priority for approval. Specific City incentives to encourage such housing developments are the following:

- Priority for the Growth Management affordable-housing sub allocation;
- Expedited permit processing;
- Fee waivers;
- Contributions from the lower-income housing fund;
- Use of available City-owned land;
- Density bonuses;
- City assistance in obtaining financing or funding;
- Assistance in providing public improvements;
- Consideration of reduced development standards, such as reducing the number of parking spaces (this consideration does not include reducing the number of required on-site parking spaces in the Downtown Specific Plan Area); and
- Consideration of mortgage revenue bonds.

Program 25.1: Actively assist owners of property zoned or designated High-Density-Residential in soliciting non-profit housing organizations for proposals to develop housing affordable to extremely low-, moderate-, low-, and very-low-income households on available sites using lower-income-housing fees. The objective of this program is to assure that owners of HDR properties are informed of City affordable housing programs. The City will notify all property owners of HDR sites of available City housing programs within 6 months of Housing Element adoption.

Responsible Agency: Housing Division
Time Period: On-going; information to property owners by August 2012.
Funding Source: Housing Division Budget; Lower-Income Housing Fund

Program 25.2: Continue to actively support the activities of non-profit organizations that provide housing affordable to low- and very-low-income households, through technical assistance or other means. The objective of this program

is to assure that the City maintains a full range of incentives that are beneficial to assisting non-profit housing developers.

Responsible Agency: City Council, Housing Commission, Housing Division
Time Period: On-going
Funding Source: Housing Division Budget

Program 25.3: When land becomes available to the City, consider reserving those sites for non-profit organizations to build housing affordable to moderate-, low-, extremely low, and very-low-income households that include three bedroom units for large households.

Responsible Agency: City Council
Time Period: As Needed
Funding Source: Not Applicable

2. For-Profit Housing Developers

Policy 26: Housing developments with at least 25 percent of all units affordable to extremely low-, very-low- and/or low-income households in perpetuity shall be considered to have the second highest priority in terms of City approval. Incentives shall include the following:

- Priority for the Growth Management affordable-housing sub-allocation for the affordable-housing component;
- Expedited permit processing;
- Fee waivers;
- Contributions from the lower-income housing fund;
- Density bonuses;
- Assistance in obtaining financing;
- Assistance in obtaining Federal and State tax credits through use of City resources as seed money when significant numbers of housing units affordable to low- and very-low-income households are provided;
- Assistance in providing public improvements; and
- Consideration of reduced development standards, such as reducing the number of required parking spaces; and Mortgage revenue bonds.

3. Developers of Small Housing Units

Policy 27: Strongly encourage housing developers to build small single-family housing units, including detached second units. Single-family residential developments with units and/or second units less than 1,200 square feet in floor area, which provide housing affordable to moderate-income households, shall have the third highest priority for City approval. To the extent that these developments provide resale restrictions to retain the units as affordable to moderate-income households, they may qualify for incentives at the discretion of the City Council.

Growth Management

Goal 11: Manage residential growth in an orderly fashion while enabling Pleasanton to meet its housing needs.

Goal 12: Retain flexibility in the growth management process in order to accommodate housing affordability.

Policy 28: Retain flexibility in the growth management process in order to accommodate housing affordability.

Policy 29: Encourage substantial private development of housing affordable to extremely low-, low- and very-low-income households through the Growth Management Program.

Program 29.1: Continue to use the Growth Management Report to monitor the numbers and types of units built at all income levels. Use this information to facilitate the issuance of sufficient numbers of permits to meet the regional housing need throughout the planning period.

Responsible Agency: Planning Division; City Council
Time Period: With Preparation of Growth Management Report
Funding Source: Planning Division Budget

Program 29.2: Review and amend if necessary the Growth Management Ordinance to reflect current housing and infrastructure conditions and current housing needs, and to ensure that the Growth Management Ordinance does not include constraints that would prevent the City from meeting its share of the regional housing need.

Responsible Agency: City Council

Time Period: End of 2012, then annual review.
Funding Source: Planning Division Budget

Existing Housing Condition

Goal 13: Encourage the preservation and rehabilitation of the existing housing stock.

Policy 30: Provide incentives to encourage the maintenance of affordability in existing housing that is rehabilitated.

Policy 31: Encourage and support the formation of a Valley Housing Authority to administer the Section 8 Program for the entire Tri-Valley area and also to maintain the public housing units in each city.

Policy 32: Encourage the maintenance of safe, sound, and well-kept housing city-wide.

Program 32.1: Enforce the provisions of the City Zoning, Building, and Fire Codes.

Responsible Agency: Community Development and Fire Departments
Time Period: On-going
Funding Source: Community Development Department and Fire Department Budgets; CDBG Funds

Policy 33: Encourage the preservation of historically and architecturally significant residential structures citywide including in the Downtown area, pursuant to the General Plan and the Downtown Specific Plan.

Policy 34: Eliminate all substandard housing conditions within the community.

Program 34.1: Maintain building and housing code enforcement programs, and monitor project conditions of approval.

Responsible Agency: Community Development Department
Time Period: On-going
Funding Source: Community Development Department Budget

Program 34.2: Continue the Rental Housing Rehabilitation Program to improve rental units affordable to low- , extremely low-, and very-low-income households.

Responsible Agency: Housing Division
Time Period: On-going
Funding Source: CDBG Funds

Program 34.3: Supplement CDBG funds with the City's Lower-Income Housing Fund for rehabilitation of housing units affordable to extremely low-, low- and very-low-income households.

Responsible Agency: Housing Division, City Council
Time Period: On-going
Funding Source: Lower-Income Housing Fund

Housing Location

Goal 14: Provide adequate locations for housing of all types and in sufficient quantities to meet Pleasanton's housing needs.

Goal 15: Adopt land use changes from non-residential to residential designations where appropriate.

Policy 35: Disperse high-density housing throughout the community, in areas near public transit, major thoroughfares, shopping, and employment centers.

Program 35.1: Provide and maintain existing sites zoned for multi-family housing, especially in locations near existing and planned transportation and other services, as needed to ensure that the City can meets its share of the regional housing need.

Responsible Agency: Housing Element Task Force, Planning Division, Planning Commission, City Council
Time Period: On-going.
Funding Source: Planning Division Budget

Policy 36:	Strongly encourage residential infill in areas where public facilities are or can be made to be adequate to support such development.

Program 36.1: Maintain existing zoning of infill sites at densities compatible with infrastructure capacity and General Plan Map designations.

Responsible Agency: Planning Division, Planning Commission, City Council
Time Period: On-going
Funding Source: Planning Division Budget

Program 36.2: Encourage the development of second units and shared housing in R-1 zoning districts to increase the number of housing units while preserving the visual character within existing neighborhoods of single-family detached homes.

Responsible Agency: Planning Division
Time Period: On-going
Funding Source: Planning Division Budget

Program 36.3: Adopt incentives and design guidelines for constructing residential uses above-ground-floor commercial establishments. This may be accomplished through the preparation and adoption of multifamily development standards as described in Program 9.8.

Responsible Agency: Planning Division, Planning Commission, City Council
Time Period: 2012
Funding Source: Planning Division Budget

Program 36.4: For those properties designated for high density residential development with existing commercial uses, conduct outreach with property owners and businesses in 2012 to identify specific incentives for business relocation and to encourage property owners to develop their properties with housing. Develop appropriate incentives that would facilitate relocating existing commercial/office/industrial uses in order to enable development with residential uses. Specific incentives may include the following:

- Transfer of development rights;
- A review of traffic requirements and evaluation measures to facilitate mixed use development;
- Development of transit alternatives;
- Use of development agreements;
- Flexibility of parking standards; and
- Expedited processing of development applications.

Responsible Agency: Housing Division and Planning Division to Identify Potential Options for Housing Commission, Planning Commission, City Council Review
Time Period: Initiate by end of 2012.
Funding Source: Housing Division Budget

Policy 37:	Disperse housing units affordable to extremely-low-, low- and very-low-income households throughout new residential developments consistent with City Resolution No. 10-390, a Resolution of the City Council of the City of Pleasanton Approving Enhancements to Existing Non-Discrimination Housing Policies. For phased developments, ensure that the majority of units affordable to low- and very-low-income households are not postponed until the final stages of development.

Policy 38:	Reserve suitable sites for subsidized housing affordable to low- and very-low-income households.

Program 38.1: Acquire and/or assist in the development of one or more sites for housing affordable to low- and very-low-income households.

Responsible Agency: Housing Division, City Council
Time Period: Ongoing dependent on specific proposals and opportunities.
Funding Source: Lower-Income Housing Fund, Federal and State Housing Programs, Use of City-owned Land, if Available

Program 38.2: Utilize tax-exempt bonds, and other financing mechanisms, to finance the construction of housing units affordable to extremely low-, low- and very-low-income households, to purchase land for such a use, and to reduce mortgage rates.

Responsible Agency: City Council
Time Period: On-going; dependent on specific proposals and opportunities.
Funding Source: Tax-Exempt Bonds

Program 38.3: If the City acquires or obtains control of a potential housing site, in order to facilitate the provision of affordable housing and a mixed-income environment, the City may issue an RFP in conjunction or in partnership with non-profit or for-profit partnerships for development providing at least 20 percent of the units to very-low-income households and 20 percent of the units to low-income households.

Responsible Agency: Housing Division, Housing Commission, City Council
Time Period: As Appropriate (i.e., Based on Land Availability)
Quantified Objective: 150 units
Funding Source: Housing Division Budget

Policy 39:	Increase housing in the commercial portion of the Downtown area by permitting three-story construction in the Downtown area pursuant to the Downtown Specific Plan, with one or two stories of residential over commercial in mixed-use buildings.

Housing Discrimination

Goal 16:	**Continue City policies eliminating discrimination in housing opportunities in Pleasanton.**

Policy 40:	Promote fair and equal access to housing for all persons regardless of race, color, religion, gender, disability, sexual orientation, age, national origin, or family status. The City will promote equal housing opportunities through printed housing brochures that are distributed at City Hall, the Senior Center, the Library, and other public places. The City will also maintain up-to-date information on housing opportunities affordable to low- and very-low-income households and fair housing issues on its web site.

Program 40.1: Support State and Federal provisions for enforcing anti-discrimination laws.

Responsible Agency: City Attorney's Office
Time Period: As Needed

Funding Source: General Fund

Program 40.2: Publicize information on fair housing laws and refer all complaints to the U.S. Department of Housing and Urban Development, ECHO, and the California Department of Fair Employment and Housing.

Responsible Agency: City Attorney's Office
Time Period: On-going/As Needed
Funding Source: General Fund

Special-Needs Housing

Goal 17: Identify and make special provisions for the community's special-housing needs.

Policy 41: Provide for the special-housing needs of large households, the elderly, persons with disabilities, extremely low income households, the homeless, farmworkers, and families with single-parent heads of households.

Program 41.1: Continue to provide housing opportunities for households with special needs such as studio and one-bedroom apartments for the elderly and single-person households, three-bedroom apartments for large households, specially designed units for persons with disabilities, SRO's, emergency shelter and transitional housing for the homeless, and units affordable to extremely low-, low- and very-low-income households with single-parent heads of households. The City will continue to make available funding from sources such as the City's Lower-Income Housing Fund, and the City's Federal HOME and CDBG grants to assist local non-profit agencies and housing developers. The City will also provide technical support to agencies to seek other sources of funding and to plan and develop housing for persons with special needs.

Responsible Agency: Housing Division, City Council
Time Period: On-going
Funding Source: Lower-Income Housing Fund, CDBG Funds, City Grant Program

Program 41.2: Require as many low- and very-low-income units as is feasible within large rental projects to utilize Universal Design standards to meet the needs of persons with disabilities and to allow for aging in place.

Responsible Agency: City Council
Time Period: As Needed

Funding Source: Housing Developers

Program 41.3: Set aside a portion of the City's CDBG funds each year to developers of extremely low income housing, special needs housing and service providers.

Responsible Agency: City Council
Time Period: Annually
Funding Source: CDBG Funds

Program 41.4: Set aside a portion of the City's Lower-Income Housing Fund for housing projects which accommodate the needs of special housing groups such as for persons with physical, mental, and/or developmental disabilities, and persons with extremely low-incomes.

Responsible Agency: City Council
Time Period: Annually
Funding Source: Lower-Income Housing Fund

Program 41.5: Give priority for the production of housing for persons with disabilities in infill locations, which are accessible to City services.

Responsible Agency: Housing Division, City Council
Time Period: On-going
Funding Source: Housing Developers

Program 41.6: Continue to permit the development of group homes for six persons or fewer (i.e., community care facilities) in appropriate locations throughout the community.

Responsible Agency: Housing Division, City Council
Time Period: On-going
Funding Source: CDBG Funds, Lower-Income Housing Fund

Program 41.7: Encourage the provision of special-needs housing, such as community care facilities for the elderly, and persons with disabilities in residential and mixed-use areas, especially near transit and other services. The City will provide regulatory incentives such as expedited permit processing in conformance with the Community Care Facilities

Act and fee reductions where the development would result in an agreement to provide below-market housing or services. The City will maintain flexibility within the Zoning Ordinance to permit such uses in non-residential zoning districts.

Responsible Agency: Housing Division, City Council
Time Period: On-going
Funding Source: Not Applicable

Program 41.8: Require some units to include Universal Design and visitability features for all new residential projects receiving governmental assistance, including tax credits, land grants, fee waivers, or other financial assistance. Consider requiring some units to include Universal Design and visitability features in all other new residential projects to improve the safety and utility of housing for all people, including home accessibility for people aging in place and for people with disabilities.

Responsible Agency: Housing Division, Housing Commission, Planning Division, Planning Commission, City Council
Time Period: On-going
Funding Source: Not Applicable

Program 41.9: To ensure that there are adequate sites to accommodate the need for farmworker housing, modify the zoning ordinance as necessary to comply with the requirements of the Health and Safety Code sections 17021.5 and 17021.6 related to farm-worker employee housing.

Responsible Agency: Housing Division, Housing Commission, Planning Division, Planning Commission and City Council.
Time Period: September 2012
Funding Source: Not Applicable.

Program 41.10: Adopt a reasonable accommodation ordinance to permit modifications of zoning provisions for housing intended to be occupied by persons with disabilities.

Responsible Agency: Planning Division, Building Division, Planning Commission, City Council
Time Period: By mid 2013
Funding Source: Not applicable.

Policy 42:	Investigate and solicit information on senior citizen housing issues so that the senior population of Pleasanton has access to housing which meets their needs as the population ages.

Policy 43:	When considering City funding for housing affordable to low- and very-low-income households, consider the goal of building units affordable to low- and very-low-income households and senior units affordable to low- and very-low-income households in proportion to the need.

Environmental Protection

Goal 18:	**Promote resource conservation and environmental protection for new and existing housing.**

Policy 44:	Preserve and enhance environmental quality in conjunction with the development of housing, including additions and remodels.

Program 44.1: Implement the applicable housing related air quality, climate change, green building, water conservation, energy conservation, and community character programs of the Pleasanton General Plan, including:

- Policy 6 and programs 6.1 and 6.3 of the Air Quality and Climate Change Element
- Programs 1.5, 1.7, 1.8, 1.12, 1.13, 1.14, and 3.12 of the Water Element
- Program 9.1 of the Community Character Element
- Policies 2, 3, 4, 6 and 7 and programs 2.1-2.7, 3.1-3.5, 4.1-4.3, 6.1-6.4, 7.1-7.3, and 7.6 of the Energy Element

Responsible Agency: Planning Division, Planning Commission, City Council
Time Period: On-going
Funding Source: Planning Division Budget

Program 44.2: Utilize the City's Lower-Income Housing Fund for low-interest loans to support alternative energy usage and/or significant water conservation systems in exchange for securing new and/or existing rental housing units affordable to low- and very-low-income households.

Responsible Agency: Housing Division, Housing Commission, City Council

Time Period: On-going; dependent on specific proposals.
Funding Source: Housing Division Budget

City Resolution 10-390—Non-Discrimination

Goal 19: Enhance existing non-discrimination housing policies.

Policy 45: Implement Resolution 10-390, requiring enhancements to existing non-discrimination housing policies.

Program 45.1: Identify the level of need for special needs housing, including housing for low-income-non-senior adults with disabilities, in the community that is not being met in existing housing. The City Council shall consider the appropriate steps to address the identified needs.

Responsible Agency: Housing Division, Human Services Commission, Housing Commission, City Council
Time Period: When Other Programs Are Reviewed, Such as Community Development Block Grant and Home Programs, as Appropriate
Funding Source: Housing Division Budget

Program 45.2: Survey older multi-family residential complexes and consider utilizing the City's Lower-Income Housing Fund, Federal funds, and/or other funds to provide low-interest loans to retrofit existing residential units for the purpose of developing three bedroom rental units affordable to large low- and very-low-income households.

Responsible Agency: Housing Division
Time Period: 2011-2014
Funding Source: Housing Division Budget

Program 45.3: The City will coordinate a workshop with non-profit housing developers and owners of sites rezoned to accommodate housing affordable to low- and very-low-income households for the purpose of facilitating discussion regarding potential opportunities, programs, financial support, etc. The City will utilize its Lower-Income Housing Fund, Federal funds, and/or other funds/financial support to assist with the acquisition of a site or to assist with development of a project with three bedroom units affordable to large low- and very-low-income households by a non-profit housing developer. The City will work cooperatively with developers to identify any funding gap in project financing and will make contributions from its Lower Income Housing Fund to help close this gap. A minimum of $1 million will be made available for this purpose.

Responsible Agency: Housing Division, City Council
Time Period: Schedule workshop by December 2012; other assistance dependent on specific proposals.
Funding Source: Housing Division Budget

Program 45.4: As part of the City's Consolidated Annual Performance Evaluation Report approval, or other time deemed appropriate by the City Manager, the City Manager will present a report regarding the City's efforts to fulfill Resolution 10-390, the success of the efforts and the plan and proposals to attract well-designed housing affordable to low- and very-low-income households with children in the future.

Responsible Agency: Housing Division
Time Period: Annually, or Other Time as Deemed Appropriate by the City Manager
Funding Source: Housing Division Budget

Program 45.5: The City is committed to work in good faith with non-profit and for-profit developers in the East Pleasanton Specific Plan area during the specific plan process to secure property for the development of family housing affordable to low- and very-low-income households.

Responsible Agency: Housing Division, Planning Division
Time Period: During preparation of the East Pleasanton Specific Plan.
Funding Source: Housing Division and Planning Division Budgets

Senate Bill (SB) 2

Goal 20: Satisfy the emergency shelter, supportive housing, and transitional housing requirements of SB 2.

Policy 46: Revise the Zoning Title of the Pleasanton Municipal Code to address SB 2.

Program 46.1: Conduct public outreach and revise the Zoning Title of the Pleasanton Municipal Code within one year of the adoption of the Housing Element to accommodate emergency shelters consistent with SB 2. The zoning district proposed to accommodate this use as a permitted use is the C-S (Service Commercial) zone . The zoning text amendment will also establish objective development standards to encourage and facilitiate the use, and will subject shelters to the same development standards that apply to other permitted uses in this district.

Responsible Agency: Housing Division, Housing Commission, Planning Division, Planning Commission, City Council
Time Period: Within One Year of the Adoption of the Housing Element
Funding Source: Housing Division and Planning Division Budgets

Program 46.2: Conduct public outreach and revise the Zoning Title of the Pleasanton Municipal Code within one year of adoption of the Housing Element to accommodate supportive and transitional housing consistent with SB2. The Zoning Ordinance will be amended to permit transitional and supportive housing as a residential use and subject to the development regulations that apply to other dwellings of the same type in the same zone.

Responsible Agency: Housing Division, Housing Commission, Planning Division, Planning Commission, City Council
Time Period: Within One Year of the Adoption of the Housing Element
Funding Source: Housing Division and Planning Division Budgets