THE CITY OF PLEASANTON

# *HOUSING COMMISSION AGENDA*

## *Thursday, June 19, 2014*
## *7:00 P.M.*

***City Council Chamber, 200 Old Bernal Avenue***

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**CALL TO ORDER**

- Pledge of Allegiance
- Roll Call

**AGENDA AMENDMENTS**

**MINUTES**

1. Approve Regular Meeting Minutes of April 17, 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 April and May 2014 Financial Reports for Ridge View Commons and Kottinger Place

3. Management Updates for Kottinger Place and Ridge View Commons

**MEETING OPEN TO THE PUBLIC**

4. Introductions / Awards / Recognitions

    a. Introduce New Housing Commission Members
    b. Approve commendation for Pam and Fred Geiger for service to Ridge View Commons

5. 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.

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

7. Approval of Annual Operating Budget for Kottinger Place for Fiscal Year 2014-15

8. Review Draft 2015-23 Housing Element Update Preliminary Draft

## COMMUNICATIONS

## MATTERS INITIATED BY MEMBERS OF THE COMMISSION

## COMMITTEE REPORTS

## DISCUSSION OF FUTURE MEETING AGENDAS

## ADJOURNMENT

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**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.

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# Housing Commission Minutes

*[SUBJECT TO APPROVAL]*

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

## April 17, 2014
## 7:00 p.m.

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Chairperson Ann Welsh called the meeting to order at 7:00 p.m. on Thursday, April 17, 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, Vice Chairperson Daniel Mermelstein, and Commissioner John Casey.

Absent: Commissioner Colleen Lopez.

Staff: Steven Bocian, Assistant City Manager; Scott Erickson, Housing Specialist; Janice Stern, Planning Manager; Jennifer Wallis, Associate Planner; and Edith Caponigro, Recording Secretary

**AGENDA AMENDMENTS**

There were none.

**MINUTES**

**1. Approve Regular Meeting Minutes of March 20, 2014**

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

**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)**

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

**7. Introductions / Awards / Recognitions**

There were none.

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

There were none.

## PUBLIC HEARINGS AND OTHER MATTERS

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

Mr. Erickson advised that a total of four (4) residents serve as tenant representatives for Ridge View Commons and Kottinger Place, the two senior complexes that the City is involved in. These tenant representatives serve as liaisons and present questions and concerns of tenants to the on-site management staff and City representatives.

The Commission was informed that Dottie Martinez and Lance Kawaharada have been serving as the tenant representatives at Ridge View Commission and are both eligible to serve another two-years. However, since Ms. Martinez has indicated that she is not able to serve another term, management staff has recommended that her position be filled by Ms. Marcie Harding, who has volunteered to serve in the position for the next two years.

Ms. Harding informed the Commission that she was honored to have been selected to fill the position as tenant representative for Ridge View Commons.

Mr. Erickson advised that similarly at Kottinger Place Mr. Shengbo Lai has agreed to serve another two-year term as tenant representative at Kottinger Place, while Ms. Chufen Gan's position will be filled by Mr. Don Byrd.

A motion was made by Commissioner Casey, seconded by Commissioner Mermelstein, to approve the two-year appointments of Mr. Lance Kawaharada and Ms. Marcie Harding as tenant representatives for Ridge View Commons, and Mr. Shengbo Lai and Mr. Don Byrd as tenant representatives for Kottinger Place.

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

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

Mr. Erickson noted that the Housing Element is a 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 that will meet needs at all income levels.

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

Ms. Wallis provided the Commission with a PowerPoint presentation which included an overview of the Housing Element Update with information pertaining to Regional Housing Needs Allocation (RHNA); public outreach to date; goals, policies, and programs; and upcoming meetings. The presentation addressed the following areas:

- Requirements:
  - Mandated General Plan elements
  - Existing and projected housing needs of economic segments of the community
  - Reviews required by HCD
  - State set schedule for Housing Element updates.
- New for this Planning Period:
  - SB 812 – Planning of housing needs for persons with development disabilities
  - SB 375 - Timing of the planning cycle
  - Streamlined Review - for more efficient review of housing elements
- Regional Housing Needs Allocation (RHNA):
  - State law requiring HCD to determine total regional housing needs
  - ABAG allocates regional number among jurisdictions
  - Allocation distribution among income categories
- 2013-2022 RHNA
- Community Meeting Summary:
  - Ideas and Input
  - Summary of received input
- Stakeholder Meeting Summary
  - Strengths, Weaknesses, and Opportunities of City housing and services
  - programs
- Goals, Policies, and Programs:
  - State Law requirements of the Housing Element
  - New mandates and areas to be refined
- Schedule:
  - Draft to be reviewed by Commissions; Community Workshop, City Council
  - Authorization to HCD, Adoption by City Council, Submit Adopted Housing Element to HCD, and Certified Housing Element.

**Chairperson Welsh opened the meeting for public comment at 7:25 p.m.**

Jocelyn Combs, 5165 Greentree Court – indicated that she supported the information provided in a letter dated April 16, 2014, from Becky Dennis of Citizens for a Caring Community that had been forwarded to the Commission with analysis information pertaining to demographic, employment, and housing trends, including availability, market conditions, infrastructure, and environmental factors.

Kay Ayala, 4515 Gatetree Circle - discussed the Housing Element and holding capacity in Pleasanton. She provided information from documents available for public review at the Pleasanton Library indicating that 29,000 housing units would be made available at the end of the Housing Element, and the fact citizens of Pleasanton had voted on the 29,000 cap, a number that is alive and well still with residents in the community.

Ms. Ayala discussed the RHNA numbers and noted that no additional sites need to be rezoned at this time. She appealed to the Commission to read through the Land Use position of the Housing Element and keep in mind RHNA numbers when considering any rezoning.

**Chairperson Welsh closed the meeting for public comment at 7:30 p.m.**

Commissioner Casey questioned if the Commission should be reviewing process when considering this item, since staff was asking for feedback. He asked if the Commission should be going over the elements and providing a narrative. Ms. Stern and Ms. Wallis indicated that staff wanted to make sure the different elements are all considered.

Chairperson Welsh suggested the Commission make comments with staff providing feedback and then the public be allowed to comment again if necessary.

Commissioner Casey commented on Program 1.1 as referenced by Citizens for a Caring Community in Attachment 1, with regard to the redesignation to “commercial/office” of the former Windstar apartment development site adjacent to the West Dublin BART station. Ms. Stern provided information about a proposal from WorkDay to develop this site, advising that staff needs to consider what impact this will have on the RHNA targets.

Commissioner Casey discussed Programs 9.5 and 11.2 and questioned whether the City could use funds for rehabbing existing properties rather than building new housing. Ms. Stern provided some information on how this might be addressed, and Mr. Bocian noted that staff has been supportive of this idea and has been considering how it related to the RHNA numbers. Commissioner Casey felt this was something that members of the community would embrace.

Chairperson Welsh had questions regarding Program 6.1 and wondered whether it applied to new units only. Staff advised that it applied half to new units and half to existing units. Chairperson Welsh questioned what incentive the City provided to encourage people to add second units to existing properties and Ms. Stern provided information. Chairperson Welsh feels there is a lot of under-utilized square footage in Pleasanton where City incentives would be helpful and should be encouraged.

Commissioner Casey discussed SB812 and indicated he would like to see more “aging in place” housing opportunities to be made available.

Chairperson Welsh discussed below-market rate housing and wondered if property owners could be approached about reconsidering and extending the term of existing BMR contracts. Mr. Bocian advised that much had been done when Mayor Pico was in office and a wide range of incentives had been offered. It was also noted that all BMR regulatory agreements since the early 2000’s have been required to remain in effect in perpetuity. Chairperson Welsh provided information on what is being done with a development she is working on Foster City and how under-utilized space in the units is being allocated. Staff confirmed that they understood the concept that Chairperson Welsh was discussing.

Commissioner Casey wondered whether there would be enough funds in the Lower Income

Housing Fund to consider his earlier recommendation, taking into consideration the upcoming Kottinger Gardens project. Mr. Bocian indicated that staff would need to take this into consideration as part of the budget process.

Commissioner Casey asked about new RHNA numbers for the East Pleasanton Specific Plan and whether staff would be proposing any change to that Program. He noted that City Council has stated they wish to continue the Task Force. Ms. Stern advised that no sites needed to be rezoned to meet RHNA requirements and Council wishes to continue with the East Pleasanton plan. Staff is working on feasibility and unit numbers and has been given no direction to make changes. Commissioner Casey indicated that he did not want to see East Pleasanton be a focus for lower income units and encouraged diversity in Program 45.5.

**Chairperson Welsh reopened the meeting for public comment at 8:03 p.m.**

Ms. Ayala indicated it was refreshing to hear all of the creative ideas for affordance housing. She commented on City Council indicating that they wanted to continue the process for the East Pleasanton Plan, but also being open to look at all new options. Ms. Stern noted the plan for East Pleasanton had been put together as creatively as possible.

Ms. Combs discussed RHNA numbers and the need to consider whether it is now about responsibility to the community and if it there was a need to continue moving forward. She further discussed:

1. The issue of second units and the need to look at parking requirements and hook-up fees;
2. Aging-in-place, citing the example of what is being done in Portland, Oregon, with foster families and seniors;
3. Lower Income Housing Fee increases; and
4. State and Federal funding for affording housing.

Mr. Bocian provided information on how staff works with developers on specific projects.

**Chairperson Welsh closed the meeting for public comment at 8:08 pm.**

**11. Discussion of Housing Commission Work Plan for 2014**

Mr. Bocian reviewed with the Commission a Commission Goal Setting Plan that included:

<u>Primary Duties</u>

- Initiating and pursuing opportunities for developing affordable housing within the City of Pleasanton.
- Cooperating with the private housing industry, City Commissions and regional agencies to produce affordable housing and/or maintain existing affordable housing.
- Make recommendations regarding affordable housing policy.
- Cooperating with the Human Services Commission in the annual allocation of Community Development Block Grant (CDBG) funds.
- Coordinate property and financial management of housing developments under the City's Housing Authority.
- Review and make recommendations to City Council regarding use of City's Lower Income Housing Fund (LIHF).
- Appoint tenant representatives to the Housing Authority Board of Commissioners.
- Review affordable housing proposals for new residential/commercial developments for

consistency with the IZO.
- Participate in special projects, i.e. Kottinger Gardens, East Side Plan.

Three Elements Defining Scope
- Reactive – e.g., proposed new housing developments.
- City Council Assigned – e.g., Housing Element
- Self-Initiated – e.g., Kottinger Gardens project review

Housing Element Duties
- Prepare information regarding the potential for renting second units (ongoing).
- Identify and inform developers of incentives for affordable housing (ongoing).
- Provide ongoing public information on affordable housing opportunities (ongoing).
- Annual review of the Inclusionary Zoning Ordinance (completed).

Housing Element Duties
- Review opportunities for high density residential as part of the East Pleasanton Specific Plan (ongoing).
- Review of the City's Lower Income Housing Fee (completed).

Work Plan Goal Setting – Options
- Roundtable discussion.
- Free-flow brainstorming.
- Submit ideas to staff via email.

Next Step – Process
- Collect ideas.
- Present material at a subsequent meeting.
- Organize and finalize.
- Adoption.

**Chairperson Welsh opened the meeting for public comment at 8:18 p.m.**

Jocelyn Combs indicated she had looked at the duties and accountability of the Housing Commission and compared them to what other Housing Commissions were responsible for. She discussed workable policies and suggested members of the Commission meet with representatives from other local Commissions to determine if what they are doing would work for the City of Pleasanton. She felt possibilities were endless and it would be beneficial to be able to bring people who work in Pleasanton to live in Pleasanton.

**Chairperson Welsh closed the meeting for public comment at 8:22 p.m.**

Commissioner Casey was informed by Mr. Bocian that new Commissioners would likely be joining the Commission at the June meeting. Commissioner Casey felt it was important for the Commission to be up-to-speed when new Commissioners join and hoped there would be an opportunity for information to be given new Commissioners on all of the requirements, so they get a sense of the overall program. He felt the information should also include maps, so the new Commissioners get some insight of what is required being a member of the Housing Commission.

Commissioner Casey suggested a primary responsibility at the May or June meeting be an opportunity for the Housing Commissioners to discuss topics with new Commissioners. He also thought it would be easier if the Housing Commission Goal Setting was broken up into

segments of quarterly goals.

Commissioner Mermelstein liked the idea of the Commission having a brainstorming session so ideas can be tossed around. He suggested this be done in a workshop setting. Mr. Bocian agreed that a workshop meeting in June could be a good time. Commissioners agreed.

Chairperson Welsh stated she had difficulty working with a "laundry list" of things at one time and would like to come up with a couple of things for the Commission to move forward on in 2014. She suggested:

1. Understanding obstacles for people who want to develop second units, issues they have to deal with, and available incentives.
2. Identifying locations for potential apartment rehab opportunities. She would like to see a list that includes number of units and acreage and the possibility to reconfigure existing buildings to attain more units (including affordability).

Commissioner Casey indicated he would like to better understand staff's criteria before jumping into these issues. He felt the second unit issue was complex because of its financial aspect. He suggested the Commission conduct information gathering meetings before getting involved in detailed discussions.

Chairperson Welsh felt that both of her suggestions dealt with housing in under-utilized space with a goal of obtaining additional units.

Mr. Bocian advised that staff would provide information at the next meeting so the Commission could discuss this and the idea of pursuing a workshop meeting.

**COMMUNICATIONS**

Planning Commission Staff Report – April 9, 2014 (reviewed; no comment).

**MATTERS INITIATED BY MEMBERS OF THE COMMISSION**

There were none.

**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 May meeting is tentatively scheduled to include the following items:

- Continue discussion topics from this meeting.
- Recognizing the Geiger's on their retirement from Ridge View Commons. The Commission was reminded of the open house to be held on Friday, June 20, 2014, and encouraged Commissioners to attend if available.

**ADJOURNMENT**

The meeting was adjourned at 8:42 p.m. by unanimous consent.

DATED: April 17, 2014

_____
Ann Welsh, Chairperson

ATTEST:

_____
Steven Bocian, Assistant City Manager

THE CITY OF PLEASANTON

# Housing Commission Agenda Report

June 19, 2014
Item 02

**SUBJECT**: **Approval of the April and May 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 (April / May 2014)
2. Kottinger Place Financial Report (April / May 2014)

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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
April 2014

# RIDGE VIEW COMMONS
# April 2014 – Variance Report

**REVENUE**

Actual: $154,823.77 Budget: $155,108.24 Variance: $(284.47)

Total site revenue is almost at budget for the month and has a positive variance of $9,550.63 YTD.

**ADMINISTRATIVE EXPENSES**

Actual: $22,411.13 Budget: $22,840.50 Variance: $429.37

Expenses in this category are right on budget for the month and there is a positive variance of $1,436.45 YTD.

**UTILITIES**

Actual: $14,380.69 Budget: $18,965.17 Variance: $4,584.48

Utility costs are under budget for both the month and YTD the site enjoys a positive variance of $6,557.08. As a result of the drought and the cut back on watering the landscaping and lawns, water expenses are $3,648.37 below budget for the month.

**OPERATING & MAINTENANCE EXPENSES**

Actual: $30,058.72 Budget: $30,415.41 Variance: $356.69

Expenses for this category are right on budget for the month. The category has a negative variance of $7,513.50 YTD, however, most of this variance comes from Decorator Contract covering the painting of apartments at turnover. This has been a year of a significant number of turnovers.

**TAXES & INSURANCE**

Actual: $13,000.56 Budget: $14,368.59 Variance: $1,368.03

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: $149,428.44 Budget: $157,021.84 Variance: $7,593.40

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

Actual: $5,395.33 Budget: $(1,913.60) Variance: $7,308.93

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

**Actual: $12,266.77 Budget: $(5,740.80) Variance: $18,077.57**

With the retirement of Pam and Fred Geiger as Administrator and Assistant Administrator for RVC, we have chosen Erin Hosey as the new administrator and Dan Towne as the new assistant administrator. Dan started on 6/9. Erin will start on 6/23.

Variance Report completed by Barry Cammer

# Monthly Report for Establishing Net Income

| ***RIDGE VIEW COMMONS*** | ***April 30, 2014*** |
|---|---|

**PART I OPERATING ACCOUNT TRANSACTIONS**

| | | | | |
|---|---|---|---|---|
| 1. | BEGINNING BALANCE - | Petty Cash | 300.00 | |
| | | Cash In Bank | 143,887.18 | |
| | | ***(1) OPENING CASH*** | | ***144,187.18*** |
| 2. | AMOUNTS RECEIVED DURING THE MONTH | | | |
| | *(a) Rent Collections* | | 145,710.00 | |
| | *(b) Interest* | | 0.88 | |
| | *(c) Cable TV* | | 5,841.00 | |
| | *(d) Other Revenue Collected:* | | | |
| | | Forfeited Security Deposits | - | |
| | | Security Deposit Interest | 12.74 | |
| | | Laundry & Vending | 736.70 | |
| | | Transfer fees | - | |
| | | Back-ground check | - | |
| | | Tenant purchases | - | |
| | | Refund from PG & E | - | |
| | | **Total Income Deposited** | | **152,301.32** |
| | *(e) Commercial rent - Open Heart Kitchen* | | 900.00 | |
| | *(f) Transfer from Replacement Reserve account - CalHFA* | | - | |
| | | **Total Booked Income** | **153,201.32** | |
| | | ***(2) AVAILABLE CASH*** | | ***153,201.32*** |
| 3. | DISBURSEMENTS MADE DURING THE MONTH | | | |
| | *(a) Current Expenses* | | 99,618.91 | |
| | *(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 | 192.96 | |
| | | ***(3) TOTAL DISBURSEMENTS*** | | ***168,123.06*** |
| 4. | ADJUSTMENTS - | | | |
| | | Petty Cash | 300.00 | |
| | | Cash In Bank | 128,965.44 | |
| | | ***(4) ENDING BALANCE*** | | ***129,265.44*** |

**PART II OTHER FINANCIAL DATA**

| | | | |
|---|---|---|---|
| 1. | ACCOUNTS PAYABLE | | $ 19,532.62 |
| 2. | OUTSTANDING PURCHASE ORDERS | | $ - |
| 3. | TENANT SECURITY DEPOSIT LIABILITY | | $ 161,988.15 |
| 4. | VACANCY LOSS: | Number of Units | $ 416.00 |
| 5. | TENANT RECEIVABLE: | Number of Tenants | $ 953.00 |

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

| | | | |
|---|---|---|---|
| 6. | SECURITY DEPOSIT ACCOUNT FUNDED | | $ 216,561.89 |

**PART III OTHER STATISTICS 200 UNITS**

| | | | | | |
|---|---|---|---|---|---|
| 1. | NUMBER OF VACANT UNITS AT END OF MONTH | | | | 1 |
| 2. | NUMBER OF RENTED UNITS AT END OF MONTH | | | | 199 |
| 3. | NUMBER OF RENT FREE UNITS | | | | 2 |
| 4. | RENTAL ACTIVITY: | Move-Ins | 2 | Move-Outs | 3 |

Ridgeview Commons Apartments - (rvc)

# Budget Comparison

Period = April 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 | 147,739.00 | 147,572.25 | 166.75 | 0.11 | 589,239.00 | 590,289.00 | -1,050.00 | -0.18 | 1,770,867.00 |
| 51400-000 | Stores & Commercial | 900.00 | 900.00 | 0.00 | 0.00 | 3,600.00 | 3,600.00 | 0.00 | 0.00 | 10,800.00 |
| 52200-000 | Vacancy Loss | -416.00 | -571.17 | 155.17 | 27.17 | -2,977.00 | -2,284.68 | -692.32 | -30.30 | -6,854.00 |
| 52999-000 | TOTAL RENTAL INCOME | 148,223.00 | 147,901.08 | 321.92 | 0.22 | 589,862.00 | 591,604.32 | -1,742.32 | -0.29 | 1,774,813.00 |
| | | | | | | | | | | |
| 54000-000 | FINANCIAL REVENUE | | | | | | | | | |
| 54100-000 | Interest Income | 23.07 | 32.83 | -9.76 | -29.73 | 89.38 | 131.32 | -41.94 | -31.94 | 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 | 23.07 | 32.83 | -9.76 | -29.73 | 152.66 | 131.32 | 21.34 | 16.25 | 394.00 |
| | | | | | | | | | | |
| 55100-000 | RESTRICTED INCOME | | | | | | | | | |
| 55200-000 | Int - Repl Res | 0.00 | 102.75 | -102.75 | -100.00 | 362.59 | 411.00 | -48.41 | -11.78 | 1,233.00 |
| 55999-000 | TOTAL RESTRICTED INCOME | 0.00 | 102.75 | -102.75 | -100.00 | 362.59 | 411.00 | -48.41 | -11.78 | 1,233.00 |
| | | | | | | | | | | |
| 59000-000 | OTHER REVENUE | | | | | | | | | |
| 59100-000 | Laundry & Vending Revenue | 736.70 | 790.50 | -53.80 | -6.81 | 3,219.90 | 3,162.00 | 57.90 | 1.83 | 9,486.00 |
| 59255-000 | Cable TV | 5,841.00 | 6,281.08 | -440.08 | -7.01 | 23,717.00 | 25,124.32 | -1,407.32 | -5.60 | 75,373.00 |
| 59900-000 | Other Revenue (Specify) | 0.00 | 0.00 | 0.00 | N/A | 12,669.44 | 0.00 | 12,669.44 | N/A | 0.00 |
| 59998-000 | TOTAL OTHER REVENUE | 6,577.70 | 7,071.58 | -493.88 | -6.98 | 39,606.34 | 28,286.32 | 11,320.02 | 40.02 | 84,859.00 |
| | | | | | | | | | | |
| 59999-000 | TOTAL REVENUE | 154,823.77 | 155,108.24 | -284.47 | -0.18 | 629,983.59 | 620,432.96 | 9,550.63 | 1.54 | 1,861,299.00 |
| | | | | | | | | | | |
| 60000-000 | EXPENSES | | | | | | | | | |
| 62000-000 | ADMINISTRATIVE EXPENSES | | | | | | | | | |
| 62100-000 | Advertising | 0.00 | 125.00 | 125.00 | 100.00 | 0.00 | 500.00 | 500.00 | 100.00 | 1,500.00 |
| 62500-000 | Other Renting Expenses | 97.10 | 73.25 | -23.85 | -32.56 | 443.05 | 293.00 | -150.05 | -51.21 | 879.00 |
| 63100-000 | Office Salaries | 2,718.88 | 2,678.58 | -40.30 | -1.50 | 10,654.68 | 10,714.32 | 59.64 | 0.56 | 32,143.00 |
| 63110-000 | Office Supplies | 510.24 | 660.00 | 149.76 | 22.69 | 1,904.78 | 2,640.00 | 735.22 | 27.85 | 7,920.00 |
| 63115-000 | Postage/Delivery | 0.00 | 80.83 | 80.83 | 100.00 | 54.95 | 323.32 | 268.37 | 83.00 | 970.00 |
| 63200-000 | Management Fee | 6,300.00 | 6,300.00 | 0.00 | 0.00 | 25,200.00 | 25,200.00 | 0.00 | 0.00 | 75,600.00 |
| 63300-000 | Manager Salary | 6,075.30 | 6,074.75 | -0.55 | -0.01 | 24,256.31 | 24,299.00 | 42.69 | 0.18 | 72,897.00 |
| 63310-000 | Staff Rent Free Unit | 1,920.00 | 1,920.00 | 0.00 | 0.00 | 7,680.00 | 7,680.00 | 0.00 | 0.00 | 23,040.00 |
| 63400-000 | Legal Expense | 0.00 | 125.00 | 125.00 | 100.00 | 0.00 | 500.00 | 500.00 | 100.00 | 1,500.00 |
| 63500-000 | Audit/Tax Preparation | 710.00 | 751.67 | 41.67 | 5.54 | 2,840.00 | 3,006.68 | 166.68 | 5.54 | 9,020.00 |
| 63510-000 | Accounting Services | 1,900.00 | 1,900.00 | 0.00 | 0.00 | 7,600.00 | 7,600.00 | 0.00 | 0.00 | 22,800.00 |
| 63600-000 | Telephone/Answering Service | 1,171.42 | 1,059.00 | -112.42 | -10.62 | 5,106.19 | 4,236.00 | -870.19 | -20.54 | 12,708.00 |
| 63750-000 | Bank Charges | 135.21 | 107.42 | -27.79 | -25.87 | 422.78 | 429.68 | 6.90 | 1.61 | 1,289.00 |
| 63760-000 | Payroll Costs | 644.47 | 713.83 | 69.36 | 9.72 | 2,672.70 | 2,855.32 | 182.62 | 6.40 | 8,566.00 |
| 63920-000 | Computer Support & Equipment | 228.51 | 215.75 | -12.76 | -5.91 | 1,064.04 | 863.00 | -201.04 | -23.30 | 2,589.00 |
| 63990-000 | Other Miscellaneous | 0.00 | 55.42 | 55.42 | 100.00 | 26.07 | 221.68 | 195.61 | 88.24 | 665.00 |
| 63999-000 | TOTAL ADMIN EXPENSE | 22,411.13 | 22,840.50 | 429.37 | 1.88 | 89,925.55 | 91,362.00 | 1,436.45 | 1.57 | 274,086.00 |

Ridgeview Commons Apartments - (rvc)

# Budget Comparison

Period = April 2014

Book = Accrual

| | | PTD Actual | PTD Budget | Variance | % Var | YTD Actual | YTD Budget | Variance | % Var | Annual |
|---|---|---|---|---|---|---|---|---|---|---|
| 64000-000 | UTILITIES EXPENSE | | | | | | | | | |
| 64500-000 | Electricity | 1,619.84 | 2,747.92 | 1,128.08 | 41.05 | 6,900.95 | 10,991.68 | 4,090.73 | 37.22 | 32,975.00 |
| 64510-000 | Water | 4,330.13 | 7,978.50 | 3,648.37 | 45.73 | 27,509.46 | 31,914.00 | 4,404.54 | 13.80 | 95,742.00 |
| 64520-000 | Gas | 2,041.56 | 1,983.75 | -57.81 | -2.91 | 9,346.05 | 7,935.00 | -1,411.05 | -17.78 | 23,805.00 |
| 64900-000 | Cable TV | 6,389.16 | 6,255.00 | -134.16 | -2.14 | 25,547.14 | 25,020.00 | -527.14 | -2.11 | 75,060.00 |
| 64999-000 | TOTAL UTILITIES EXPENSE | 14,380.69 | 18,965.17 | 4,584.48 | 24.17 | 69,303.60 | 75,860.68 | 6,557.08 | 8.64 | 227,582.00 |
| | | | | | | | | | | |
| 65000-000 | OPERATING & MAINT EXPENSE | | | | | | | | | |
| 65100-000 | Janitor & Cleaning Payroll | 2,418.96 | 2,357.50 | -61.46 | -2.61 | 9,559.40 | 9,430.00 | -129.40 | -1.37 | 28,290.00 |
| 65140-000 | Janitor & Cleaning Contract | 209.00 | 1,581.08 | 1,372.08 | 86.78 | 1,287.73 | 6,324.32 | 5,036.59 | 79.64 | 18,973.00 |
| 65150-000 | Janitor & Cleaning Supplies | 1,129.76 | 302.83 | -826.93 | -273.07 | 2,194.76 | 1,211.32 | -983.44 | -81.19 | 3,634.00 |
| 65190-000 | Exterminating Contract | 496.00 | 468.33 | -27.67 | -5.91 | 1,488.00 | 1,873.32 | 385.32 | 20.57 | 5,620.00 |
| 65250-000 | Rubbish Removal | 4,406.46 | 4,368.33 | -38.13 | -0.87 | 16,668.57 | 17,473.32 | 804.75 | 4.61 | 52,420.00 |
| 65300-000 | Security Payroll/Contract | 1,014.50 | 503.17 | -511.33 | -101.62 | 5,044.50 | 2,012.68 | -3,031.82 | -150.64 | 6,038.00 |
| 65370-000 | Grounds Contract | 7,963.00 | 3,914.00 | -4,049.00 | -103.45 | 27,479.00 | 15,656.00 | -11,823.00 | -75.52 | 46,968.00 |
| 65400-000 | Maintenance Payroll | 8,035.01 | 7,512.33 | -522.68 | -6.96 | 31,263.05 | 30,049.32 | -1,213.73 | -4.04 | 90,148.00 |
| 65410-000 | Maintenance Supplies | 406.67 | 1,714.67 | 1,308.00 | 76.28 | 3,797.07 | 6,858.68 | 3,061.61 | 44.64 | 20,576.00 |
| 65420-000 | Repair Contract | 135.00 | 3,326.00 | 3,191.00 | 95.94 | 7,081.77 | 13,304.00 | 6,222.23 | 46.77 | 39,912.00 |
| 65450-000 | Elevator Maintenance/Contract | 0.00 | 1,060.50 | 1,060.50 | 100.00 | 3,393.27 | 4,242.00 | 848.73 | 20.01 | 12,726.00 |
| 65460-000 | HVAC Repairs/Maint | 849.17 | 899.42 | 50.25 | 5.59 | 2,748.17 | 3,597.68 | 849.51 | 23.61 | 10,793.00 |
| 65600-000 | Decorating Contract | 1,685.00 | 1,928.92 | 243.92 | 12.65 | 14,510.00 | 7,715.68 | -6,794.32 | -88.06 | 23,147.00 |
| 65610-000 | Decorating Supplies | 1,310.19 | 478.33 | -831.86 | -173.91 | 2,659.85 | 1,913.32 | -746.53 | -39.02 | 5,740.00 |
| 65999-000 | TOTAL OP & MAINT EXPENSE | 30,058.72 | 30,415.41 | 356.69 | 1.17 | 129,175.14 | 121,661.64 | -7,513.50 | -6.18 | 364,985.00 |
| | | | | | | | | | | |
| 67000-000 | TAXES & INSURANCE | | | | | | | | | |
| 67110-000 | Payroll Taxes | 1,778.54 | 1,895.00 | 116.46 | 6.15 | 9,774.71 | 7,580.00 | -2,194.71 | -28.95 | 22,740.00 |
| 67120-000 | State Taxes | 66.67 | 66.67 | 0.00 | 0.00 | 266.68 | 266.68 | 0.00 | 0.00 | 800.00 |
| 67200-000 | Property & Liability Insurance | 4,869.16 | 5,489.42 | 620.26 | 11.30 | 19,476.65 | 21,957.68 | 2,481.03 | 11.30 | 65,873.00 |
| 67220-000 | Workmen's Compensation | 2,286.83 | 1,845.67 | -441.16 | -23.90 | 8,979.93 | 7,382.68 | -1,597.25 | -21.64 | 22,148.00 |
| 67230-000 | Health Insurance | 1,607.36 | 2,789.08 | 1,181.72 | 42.37 | 6,482.68 | 11,156.32 | 4,673.64 | 41.89 | 33,469.00 |
| 67290-000 | Other Insurance (Specify) | 2,392.00 | 2,282.75 | -109.25 | -4.79 | 9,568.00 | 9,131.00 | -437.00 | -4.79 | 27,393.00 |
| 67599-000 | TOTAL TAX & INSURANCE | 13,000.56 | 14,368.59 | 1,368.03 | 9.52 | 54,548.65 | 57,474.36 | 2,925.71 | 5.09 | 172,423.00 |
| | | | | | | | | | | |
| 68000-000 | FINANCIAL ACCOUNTS | | | | | | | | | |
| 68200-000 | Interest on Mortgage Payable | 27,910.98 | 27,910.98 | 0.00 | 0.00 | 112,207.47 | 112,207.47 | 0.00 | 0.00 | 332,051.50 |
| 68245-000 | Interest - City Loans | 28,010.75 | 0.00 | -28,010.75 | N/A | 112,043.00 | 0.00 | -112,043.00 | N/A | 0.00 |
| 68599-000 | TOTAL FINANCIAL ACCOUNTS | 55,921.73 | 27,910.98 | -28,010.75 | -100.36 | 224,250.47 | 112,207.47 | -112,043.00 | -99.85 | 332,051.50 |
| | | | | | | | | | | |
| 69000-000 | SERVICE EXPENSE | | | | | | | | | |
| 69110-000 | SC-Payroll | 2,761.21 | 2,878.67 | 117.46 | 4.08 | 10,434.74 | 11,514.68 | 1,079.94 | 9.38 | 34,544.00 |
| 69299-000 | TOTAL SERVICE EXPENSE | 2,761.21 | 2,878.67 | 117.46 | 4.08 | 10,434.74 | 11,514.68 | 1,079.94 | 9.38 | 34,544.00 |

Ridgeview Commons Apartments - (rvc)

# Budget Comparison

Period = April 2014

Book = Accrual

| | | PTD Actual | PTD Budget | Variance | % Var | YTD Actual | YTD Budget | Variance | % Var | Annual |
|---|---|---|---|---|---|---|---|---|---|---|
| 70000-000 | OTHER EXPENSES | | | | | | | | | |
| 73000-000 | REPLACEMENT RESERVE | | | | | | | | | |
| 73100-000 | Floor Coverings | 4,214.12 | 5,062.92 | 848.80 | 16.76 | 18,492.56 | 20,251.68 | 1,759.12 | 8.69 | 60,755.00 |
| 73120-000 | Kitchen Appliances | 2,304.26 | 934.08 | -1,370.18 | -146.69 | 4,645.58 | 3,736.32 | -909.26 | -24.34 | 11,209.00 |
| 73170-000 | Large Appliance | 0.00 | 870.75 | 870.75 | 100.00 | 0.00 | 3,483.00 | 3,483.00 | 100.00 | 10,449.00 |
| 73550-000 | Furn, Fixtures & Equip (T) | 0.00 | 387.50 | 387.50 | 100.00 | 0.00 | 1,550.00 | 1,550.00 | 100.00 | 4,650.00 |
| 73699-000 | TOTAL REPLACEMENT RESERVE | 6,518.38 | 7,255.25 | 736.87 | 10.16 | 23,138.14 | 29,021.00 | 5,882.86 | 20.27 | 87,063.00 |
| 78000-000 | DEPRECIATION/AMORTIZATION | | | | | | | | | |
| 78100-000 | Depreciation | 36,000.00 | 0.00 | -36,000.00 | N/A | 144,000.00 | 0.00 | -144,000.00 | N/A | 0.00 |
| 78150-000 | Amortization | 6,075.25 | 0.00 | -6,075.25 | N/A | 24,301.00 | 0.00 | -24,301.00 | N/A | 0.00 |
| 78199-000 | TOTAL DEPR/AMORTIZATION | 42,075.25 | 0.00 | -42,075.25 | N/A | 168,301.00 | 0.00 | -168,301.00 | N/A | 0.00 |
| 83000-000 | OTHER CASH PAYMENTS (T) | | | | | | | | | |
| 83112-000 | Replacement Reserve (T) | 11,737.50 | 11,738.00 | 0.50 | 0.00 | 46,950.00 | 46,952.00 | 2.00 | 0.00 | 140,856.00 |
| 83114-000 | Mortgage Principal Pymt (T) | 20,649.27 | 20,649.27 | 0.00 | 0.00 | 82,033.53 | 82,033.53 | 0.00 | 0.00 | 250,671.50 |
| 83299-000 | TOTAL CASH PAYMENTS | 32,386.77 | 32,387.27 | 0.50 | 0.00 | 128,983.53 | 128,985.53 | 2.00 | 0.00 | 391,527.50 |
| 89990-000 | TOTAL EXPENSES | 219,514.44 | 157,021.84 | -62,492.60 | -39.80 | 898,060.82 | 628,087.36 | -269,973.46 | -42.98 | 1,884,262.00 |
| 90900-000 | NET INCOME | -64,690.67 | -1,913.60 | -62,777.07 | -3,280.57 | -268,077.23 | -7,654.40 | -260,422.83 | -3,402.26 | -22,963.00 |

Ridgeview Commons Apartments - (rvc)

# Balance Sheet (With Period Change)

Period = April 2014

Book = Accrual

| | | Balance Apr-14 | Balance Mar-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 | 128,965.44 | 143,887.18 | -14,921.74 |
| 10122-000 | Payroll Account | 21,780.50 | 20,165.61 | 1,614.89 |
| 10499-000 | TOTAL UNRESTRICTED CASH | 151,045.94 | 164,352.79 | -13,306.85 |
| | | | | |
| 10600-000 | RESTRICTED FUNDS | | | |
| 10690-000 | Security Deposits | 116,561.89 | 114,787.59 | 1,774.30 |
| 10695-000 | Security Deposit Acct. (2) | 100,000.00 | 100,000.00 | 0.00 |
| 10699-000 | TOTAL RESTRICTED FUNDS | 216,561.89 | 214,787.59 | 1,774.30 |
| | | | | |
| 10700-000 | IMPOUNDED FUNDS | | | |
| 10716-000 | Hazard Insurance Impound | 50,112.02 | 44,099.71 | 6,012.31 |
| 10718-000 | Eathquake Insurance Impound | 18,799.33 | 16,299.12 | 2,500.21 |
| 10730-000 | Replacement Reserve | 654,916.29 | 643,178.79 | 11,737.50 |
| 10798-000 | TOTAL IMPOUNDED FUNDS | 723,827.64 | 703,577.62 | 20,250.02 |
| | | | | |
| 10799-000 | TOTAL RESTRICTED FUNDS | 940,389.53 | 918,365.21 | 22,024.32 |
| | | | | |
| 10999-000 | TOTAL CASH / CASH EQUIVALENTS | 1,091,435.47 | 1,082,718.00 | 8,717.47 |
| | | | | |
| 11000-000 | RECEIVABLES | | | |
| 11110-000 | A/R - LTD Partners | 225,000.00 | 225,000.00 | 0.00 |
| 13910-000 | Tenant Accounts Receivable | 953.00 | 1,260.00 | -307.00 |
| 13999-000 | TOTAL RECEIVABLES | 225,953.00 | 226,260.00 | -307.00 |
| | | | | |
| 14500-000 | PREPAID EXPENSES | | | |
| 14515-000 | Prepaid Property Insurance | 38,953.28 | 43,822.44 | -4,869.16 |
| 14525-000 | Prepaid Insurance - Other | 14,352.66 | 16,744.66 | -2,392.00 |
| 14590-000 | Miscellaneous Prepaid Expenses | 6,073.96 | 2,512.47 | 3,561.49 |
| 14599-000 | TOTAL PREPAID EXPENSES | 59,379.90 | 63,079.57 | -3,699.67 |
| | | | | |
| 15599-000 | TOTAL CURRENT ASSETS | 1,376,768.37 | 1,372,057.57 | 4,710.80 |
| | | | | |
| 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 | -9,767,930.74 | -9,731,930.74 | -36,000.00 |
| 17999-000 | TOTAL LAND AND FIXED ASSETS | 6,227,515.03 | 6,263,515.03 | -36,000.00 |
| | | | | |
| 18100-000 | OTHER ASSETS | | | |
| 18132-000 | Bond Financing | 33,660.00 | 34,170.00 | -510.00 |
| 18185-000 | Perm. Loan Fees | 953,555.71 | 959,120.96 | -5,565.25 |
| 18300-000 | Refundable Deposits | 176,951.00 | 176,951.00 | 0.00 |
| 19900-000 | TOTAL OTHER ASSETS | 1,164,166.71 | 1,170,241.96 | -6,075.25 |
| | | | | |
| **19999-000** | **TOTAL ASSETS** | **8,768,450.11** | **8,805,814.56** | **-37,364.45** |

Ridgeview Commons Apartments - (rvc)

# Balance Sheet (With Period Change)

Period = April 2014

Book = Accrual

| | | Balance Apr-14 | Balance Mar-14 | Net Change |
|---|---|---|---|---|
| 20000-000 | LIABILITY ACCOUNTS | | | |
| 20010-000 | CURRENT LIABILITIES | | | |
| 20100-000 | Accounts Payable | 19,532.62 | 24,935.32 | -5,402.70 |
| 20120-000 | Accrued Liabilities | 11,000.00 | 18,000.00 | -7,000.00 |
| 20160-000 | Accrued Income Taxes | 266.68 | 1,000.01 | -733.33 |
| 20199-000 | TOTAL AC PAYABLE / ACCR LIABILITIES | 30,799.30 | 43,935.33 | -13,136.03 |
| | | | | |
| 21900-000 | SECURITY DEPOSITS | | | |
| 21910-000 | Tenant Security Deposits | 161,988.15 | 161,274.15 | 714.00 |
| 21999-000 | TOTAL SECURITY DEPOSITS | 161,988.15 | 161,274.15 | 714.00 |
| | | | | |
| 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 | 220,979.78 | 233,401.81 | -12,422.03 |
| | | | | |
| 25000-000 | LONG-TERM LIABILITIES | | | |
| 25100-000 | NOTES AND LOAN PAYABLES | | | |
| 25120-000 | Mortgage Payable | 6,069,019.47 | 6,089,668.74 | -20,649.27 |
| 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 | 12,544,019.47 | 12,564,668.74 | -20,649.27 |
| | | | | |
| 26700-000 | INTEREST PAYABLE-LT | | | |
| 26720-000 | Accrued Int - City | 6,761,046.00 | 6,733,035.25 | 28,010.75 |
| 26799-000 | TOTAL INTEREST PAYABLE-LT | 6,761,046.00 | 6,733,035.25 | 28,010.75 |
| | | | | |
| 29000-000 | 8000 CONTRA ACCOUNTS (T) | | | |
| 29112-000 | Repl Res-Contra 83112 (T) | 46,950.00 | 35,212.50 | 11,737.50 |
| 29114-000 | Mort Prin Pymt-Contra 83114 (T) | 82,033.53 | 61,384.26 | 20,649.27 |
| 29299-000 | TOTAL CONTRA ACCTS | 128,983.53 | 96,596.76 | 32,386.77 |
| | | | | |
| 29999-000 | TOTAL LIABILITIES | 19,655,028.78 | 19,627,702.56 | 27,326.22 |
| | | | | |
| 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 | -268,077.23 | -203,386.56 | -64,690.67 |
| 31199-000 | TOTAL EARNINGS | -268,077.23 | -203,386.56 | -64,690.67 |
| | | | | |
| **32999-000** | **TOTAL EQUITY & LIABILITY** | **8,768,450.11** | **8,805,814.56** | **-37,364.45** |

# Ridge View Commons

Financial Report
May 2014

# RIDGE VIEW COMMONS
# May 2014 – Variance Report

**REVENUE**

Actual: $155,196.96 Budget: $155,108.24 Variance: $88.72

Total site revenue is almost at budget for the month and has a positive variance of $9,639.35 YTD.

**ADMINISTRATIVE EXPENSES**

Actual: $22,814.21 Budget: $22,840.50 Variance: $26.29

Expenses in this category are right on budget for the month and there is a positive variance of $1,462.74 YTD.

**UTILITIES**

Actual: $14,993.73 Budget: $18,965.17 Variance: $3,971.44

Utility costs are under budget for both the month and YTD the site enjoys a positive variance of $9,542.41.

**OPERATING & MAINTENANCE EXPENSES**

Actual: $33,319.14 Budget: $30,415.41 Variance: $(2,903.73

Expenses for this category are over budget for the month is a similar manner as April. The site spent significantly more for Decorator Contract than budgeted.

**TAXES & INSURANCE**

Actual: $12,965.03 Budget: $14,368.59 Variance: $1,403.56

Expenses in this category are under budget due to savings in the Health Insurance line item. As a reminder, the budget reflects an amount for this expense line representing the cost if all eligible employees opted for health insurance. This is a prudent budgeting method. There are savings when an employee chooses not to accept health insurance.

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

Actual: $160,833.35 Budget: $157,021.84 Variance: $(3,811.51)

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

Actual: $(5,536.39) Budget: $(1,913.60) Variance: $(7,549.99)

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

**Actual: $12,266.77 Budget: $(5,740.80) Variance: $5,644.27**

Variance Report completed by Barry Cammer

# Monthly Report for Establishing Net Income

| ***RIDGE VIEW COMMONS*** | ***May 31, 2014*** |
|---|---|

**PART I OPERATING ACCOUNT TRANSACTIONS**

| | | | | |
|---|---|---|---|---|
| 1. | BEGINNING BALANCE - | Petty Cash | 300.00 | |
| | | Cash In Bank | 128,965.44 | |
| | | ***(1) OPENING CASH*** | | ***129,265.44*** |
| 2. | AMOUNTS RECEIVED DURING THE MONTH | | | |
| | *(a) Rent Collections* | | 144,965.00 | |
| | *(b) Interest* | | 0.91 | |
| | *(c) Cable TV* | | 5,931.00 | |
| | *(d) Other Revenue Collected:* | | | |
| | | Forfeited Security Deposits | - | |
| | | Security Deposit Interest | 12.33 | |
| | | Laundry & Vending | 863.62 | |
| | | Transfer fees | - | |
| | | Back-ground check | - | |
| | | Tenant purchases | - | |
| | | Hazard Impound refund from CalHFA | 16,297.20 | |
| | | **Total Income Deposited** | | **168,070.06** |
| | *(e) Commercial rent - Open Heart Kitchen* | | 900.00 | |
| | *(f) Transfer from Replacement Reserve account - CalHFA* | | - | |
| | | **Total Booked Income** | **168,970.06** | |
| | | ***(2) AVAILABLE CASH*** | | ***168,970.06*** |
| 3. | DISBURSEMENTS MADE DURING THE MONTH | | | |
| | *(a) Current Expenses* | | 94,925.96 | |
| | *(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 | 39.04 | |
| | | ***(3) TOTAL DISBURSEMENTS*** | | ***163,276.19*** |
| 4. | ADJUSTMENTS - | | | |
| | | Petty Cash | 300.00 | |
| | | Cash In Bank | 134,659.31 | |
| | | ***(4) ENDING BALANCE*** | | ***134,959.31*** |

**PART II OTHER FINANCIAL DATA**

| | | | |
|---|---|---|---|
| 1. | ACCOUNTS PAYABLE | | $ 11,162.82 |
| 2. | OUTSTANDING PURCHASE ORDERS | | $ - |
| 3. | TENANT SECURITY DEPOSIT LIABILITY | | $ 162,215.15 |
| 4. | VACANCY LOSS: | Number of Units | $ 1,061.00 |
| 5. | TENANT RECEIVABLE: | Number of Tenants | $ 1,169.00 |

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

| | | | |
|---|---|---|---|
| 6. | SECURITY DEPOSIT ACCOUNT FUNDED | | $ 220,771.98 |

**PART III OTHER STATISTICS 200 UNITS**

| | | | | | |
|---|---|---|---|---|---|
| 1. | NUMBER OF VACANT UNITS AT END OF MONTH | | | | 2 |
| 2. | NUMBER OF RENTED UNITS AT END OF MONTH | | | | 198 |
| 3. | NUMBER OF RENT FREE UNITS | | | | 2 |
| 4. | RENTAL ACTIVITY: | Move-Ins | 4 | Move-Outs | 6 |

Ridgeview Commons Apartments - (rvc)

# Budget Comparison

Period = May 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 | 148,162.00 | 147,572.25 | 589.75 | 0.40 | 737,401.00 | 737,861.25 | -460.25 | -0.06 | 1,770,867.00 |
| 51400-000 | Stores & Commercial | 900.00 | 900.00 | 0.00 | 0.00 | 4,500.00 | 4,500.00 | 0.00 | 0.00 | 10,800.00 |
| 52200-000 | Vacancy Loss | -1,061.00 | -571.17 | -489.83 | -85.76 | -4,038.00 | -2,855.85 | -1,182.15 | -41.39 | -6,854.00 |
| 52999-000 | TOTAL RENTAL INCOME | 148,001.00 | 147,901.08 | 99.92 | 0.07 | 737,863.00 | 739,505.40 | -1,642.40 | -0.22 | 1,774,813.00 |
| | | | | | | | | | | |
| 54000-000 | FINANCIAL REVENUE | | | | | | | | | |
| 54100-000 | Interest Income | 23.33 | 32.83 | -9.50 | -28.94 | 112.71 | 164.15 | -51.44 | -31.34 | 394.00 |
| 54150-000 | Interest-Tax & Ins | 40.49 | 0.00 | 40.49 | N/A | 103.77 | 0.00 | 103.77 | N/A | 0.00 |
| 54999-000 | TOTAL FIN REV-UNRESTRICTED | 63.82 | 32.83 | 30.99 | 94.40 | 216.48 | 164.15 | 52.33 | 31.88 | 394.00 |
| | | | | | | | | | | |
| 55100-000 | RESTRICTED INCOME | | | | | | | | | |
| 55200-000 | Int - Repl Res | 337.52 | 102.75 | 234.77 | 228.49 | 700.11 | 513.75 | 186.36 | 36.27 | 1,233.00 |
| 55999-000 | TOTAL RESTRICTED INCOME | 337.52 | 102.75 | 234.77 | 228.49 | 700.11 | 513.75 | 186.36 | 36.27 | 1,233.00 |
| | | | | | | | | | | |
| 59000-000 | OTHER REVENUE | | | | | | | | | |
| 59100-000 | Laundry & Vending Revenue | 863.62 | 790.50 | 73.12 | 9.25 | 4,083.52 | 3,952.50 | 131.02 | 3.31 | 9,486.00 |
| 59255-000 | Cable TV | 5,931.00 | 6,281.08 | -350.08 | -5.57 | 29,648.00 | 31,405.40 | -1,757.40 | -5.60 | 75,373.00 |
| 59900-000 | Other Revenue (Specify) | 0.00 | 0.00 | 0.00 | N/A | 12,669.44 | 0.00 | 12,669.44 | N/A | 0.00 |
| 59998-000 | TOTAL OTHER REVENUE | 6,794.62 | 7,071.58 | -276.96 | -3.92 | 46,400.96 | 35,357.90 | 11,043.06 | 31.23 | 84,859.00 |
| | | | | | | | | | | |
| 59999-000 | TOTAL REVENUE | 155,196.96 | 155,108.24 | 88.72 | 0.06 | 785,180.55 | 775,541.20 | 9,639.35 | 1.24 | 1,861,299.00 |
| | | | | | | | | | | |
| 60000-000 | EXPENSES | | | | | | | | | |
| 62000-000 | ADMINISTRATIVE EXPENSES | | | | | | | | | |
| 62100-000 | Advertising | 0.00 | 125.00 | 125.00 | 100.00 | 0.00 | 625.00 | 625.00 | 100.00 | 1,500.00 |
| 62500-000 | Other Renting Expenses | 82.95 | 73.25 | -9.70 | -13.24 | 526.00 | 366.25 | -159.75 | -43.62 | 879.00 |
| 63100-000 | Office Salaries | 2,754.19 | 2,678.58 | -75.61 | -2.82 | 13,408.87 | 13,392.90 | -15.97 | -0.12 | 32,143.00 |
| 63110-000 | Office Supplies | 690.04 | 660.00 | -30.04 | -4.55 | 2,594.82 | 3,300.00 | 705.18 | 21.37 | 7,920.00 |
| 63115-000 | Postage/Delivery | 12.25 | 80.83 | 68.58 | 84.84 | 67.20 | 404.15 | 336.95 | 83.37 | 970.00 |
| 63200-000 | Management Fee | 6,300.00 | 6,300.00 | 0.00 | 0.00 | 31,500.00 | 31,500.00 | 0.00 | 0.00 | 75,600.00 |
| 63300-000 | Manager Salary | 6,075.30 | 6,074.75 | -0.55 | -0.01 | 30,331.61 | 30,373.75 | 42.14 | 0.14 | 72,897.00 |
| 63310-000 | Staff Rent Free Unit | 1,920.00 | 1,920.00 | 0.00 | 0.00 | 9,600.00 | 9,600.00 | 0.00 | 0.00 | 23,040.00 |
| 63400-000 | Legal Expense | 0.00 | 125.00 | 125.00 | 100.00 | 0.00 | 625.00 | 625.00 | 100.00 | 1,500.00 |
| 63500-000 | Audit/Tax Preparation | 710.00 | 751.67 | 41.67 | 5.54 | 3,550.00 | 3,758.35 | 208.35 | 5.54 | 9,020.00 |
| 63510-000 | Accounting Services | 1,900.00 | 1,900.00 | 0.00 | 0.00 | 9,500.00 | 9,500.00 | 0.00 | 0.00 | 22,800.00 |
| 63600-000 | Telephone/Answering Service | 1,201.24 | 1,059.00 | -142.24 | -13.43 | 6,307.43 | 5,295.00 | -1,012.43 | -19.12 | 12,708.00 |
| 63750-000 | Bank Charges | 129.14 | 107.42 | -21.72 | -20.22 | 551.92 | 537.10 | -14.82 | -2.76 | 1,289.00 |
| 63760-000 | Payroll Costs | 810.59 | 713.83 | -96.76 | -13.56 | 3,483.29 | 3,569.15 | 85.86 | 2.41 | 8,566.00 |
| 63920-000 | Computer Support & Equipment | 228.51 | 215.75 | -12.76 | -5.91 | 1,292.55 | 1,078.75 | -213.80 | -19.82 | 2,589.00 |
| 63990-000 | Other Miscellaneous | 0.00 | 55.42 | 55.42 | 100.00 | 26.07 | 277.10 | 251.03 | 90.59 | 665.00 |
| 63999-000 | TOTAL ADMIN EXPENSE | 22,814.21 | 22,840.50 | 26.29 | 0.12 | 112,739.76 | 114,202.50 | 1,462.74 | 1.28 | 274,086.00 |

Ridgeview Commons Apartments - (rvc)

# Budget Comparison

Period = May 2014

Book = Accrual

| | | PTD Actual | PTD Budget | Variance | % Var | YTD Actual | YTD Budget | Variance | % Var | Annual |
|---|---|---|---|---|---|---|---|---|---|---|
| 64000-000 | UTILITIES EXPENSE | | | | | | | | | |
| 64500-000 | Electricity | 1,024.74 | 2,747.92 | 1,723.18 | 62.71 | 7,966.01 | 13,739.60 | 5,773.59 | 42.02 | 32,975.00 |
| 64510-000 | Water | 6,500.00 | 7,978.50 | 1,478.50 | 18.53 | 34,009.46 | 39,892.50 | 5,883.04 | 14.75 | 95,742.00 |
| 64520-000 | Gas | 1,083.71 | 1,983.75 | 900.04 | 45.37 | 11,375.55 | 9,918.75 | -1,456.80 | -14.69 | 23,805.00 |
| 64900-000 | Cable TV | 6,385.28 | 6,255.00 | -130.28 | -2.08 | 31,932.42 | 31,275.00 | -657.42 | -2.10 | 75,060.00 |
| 64999-000 | TOTAL UTILITIES EXPENSE | 14,993.73 | 18,965.17 | 3,971.44 | 20.94 | 85,283.44 | 94,825.85 | 9,542.41 | 10.06 | 227,582.00 |
| 65000-000 | OPERATING & MAINT EXPENSE | | | | | | | | | |
| 65100-000 | Janitor & Cleaning Payroll | 2,431.65 | 2,357.50 | -74.15 | -3.15 | 11,991.05 | 11,787.50 | -203.55 | -1.73 | 28,290.00 |
| 65140-000 | Janitor & Cleaning Contract | 3,532.85 | 1,581.08 | -1,951.77 | -123.45 | 4,820.58 | 7,905.40 | 3,084.82 | 39.02 | 18,973.00 |
| 65150-000 | Janitor & Cleaning Supplies | 890.04 | 302.83 | -587.21 | -193.91 | 3,084.80 | 1,514.15 | -1,570.65 | -103.73 | 3,634.00 |
| 65190-000 | Exterminating Contract | 496.00 | 468.33 | -27.67 | -5.91 | 1,984.00 | 2,341.65 | 357.65 | 15.27 | 5,620.00 |
| 65250-000 | Rubbish Removal | 4,400.00 | 4,368.33 | -31.67 | -0.72 | 21,068.57 | 21,841.65 | 773.08 | 3.54 | 52,420.00 |
| 65300-000 | Security Payroll/Contract | 230.00 | 503.17 | 273.17 | 54.29 | 5,274.50 | 2,515.85 | -2,758.65 | -109.65 | 6,038.00 |
| 65370-000 | Grounds Contract | 2,708.00 | 3,914.00 | 1,206.00 | 30.81 | 30,187.00 | 19,570.00 | -10,617.00 | -54.25 | 46,968.00 |
| 65400-000 | Maintenance Payroll | 7,834.81 | 7,512.33 | -322.48 | -4.29 | 39,097.86 | 37,561.65 | -1,536.21 | -4.09 | 90,148.00 |
| 65410-000 | Maintenance Supplies | 1,217.33 | 1,714.67 | 497.34 | 29.00 | 5,014.40 | 8,573.35 | 3,558.95 | 41.51 | 20,576.00 |
| 65420-000 | Repair Contract | 810.03 | 3,326.00 | 2,515.97 | 75.65 | 7,891.80 | 16,630.00 | 8,738.20 | 52.54 | 39,912.00 |
| 65450-000 | Elevator Maintenance/Contract | 2,905.27 | 1,060.50 | -1,844.77 | -173.95 | 6,298.54 | 5,302.50 | -996.04 | -18.78 | 12,726.00 |
| 65460-000 | HVAC Repairs/Maint | 508.00 | 899.42 | 391.42 | 43.52 | 3,256.17 | 4,497.10 | 1,240.93 | 27.59 | 10,793.00 |
| 65600-000 | Decorating Contract | 5,110.00 | 1,928.92 | -3,181.08 | -164.92 | 19,620.00 | 9,644.60 | -9,975.40 | -103.43 | 23,147.00 |
| 65610-000 | Decorating Supplies | 245.16 | 478.33 | 233.17 | 48.75 | 2,905.01 | 2,391.65 | -513.36 | -21.46 | 5,740.00 |
| 65999-000 | TOTAL OP & MAINT EXPENSE | 33,319.14 | 30,415.41 | -2,903.73 | -9.55 | 162,494.28 | 152,077.05 | -10,417.23 | -6.85 | 364,985.00 |
| 67000-000 | TAXES & INSURANCE | | | | | | | | | |
| 67110-000 | Payroll Taxes | 1,757.81 | 1,895.00 | 137.19 | 7.24 | 11,532.52 | 9,475.00 | -2,057.52 | -21.72 | 22,740.00 |
| 67120-000 | State Taxes | 66.67 | 66.67 | 0.00 | 0.00 | 333.35 | 333.35 | 0.00 | 0.00 | 800.00 |
| 67200-000 | Property & Liability Insurance | 4,869.16 | 5,489.42 | 620.26 | 11.30 | 24,345.81 | 27,447.10 | 3,101.29 | 11.30 | 65,873.00 |
| 67220-000 | Workmen's Compensation | 2,272.03 | 1,845.67 | -426.36 | -23.10 | 11,251.96 | 9,228.35 | -2,023.61 | -21.93 | 22,148.00 |
| 67230-000 | Health Insurance | 1,607.36 | 2,789.08 | 1,181.72 | 42.37 | 8,090.04 | 13,945.40 | 5,855.36 | 41.99 | 33,469.00 |
| 67290-000 | Other Insurance (Specify) | 2,392.00 | 2,282.75 | -109.25 | -4.79 | 11,960.00 | 11,413.75 | -546.25 | -4.79 | 27,393.00 |
| 67599-000 | TOTAL TAX & INSURANCE | 12,965.03 | 14,368.59 | 1,403.56 | 9.77 | 67,513.68 | 71,842.95 | 4,329.27 | 6.03 | 172,423.00 |
| 68000-000 | FINANCIAL ACCOUNTS | | | | | | | | | |
| 68200-000 | Interest on Mortgage Payable | 27,816.34 | 27,816.34 | 0.00 | 0.00 | 140,023.81 | 140,023.81 | 0.00 | 0.00 | 332,051.50 |
| 68245-000 | Interest - City Loans | 28,010.75 | 0.00 | -28,010.75 | N/A | 140,053.75 | 0.00 | -140,053.75 | N/A | 0.00 |
| 68599-000 | TOTAL FINANCIAL ACCTS | 55,827.09 | 27,816.34 | -28,010.75 | -100.70 | 280,077.56 | 140,023.81 | -140,053.75 | -100.02 | 332,051.50 |
| 69000-000 | SERVICE EXPENSE | | | | | | | | | |
| 69110-000 | SC-Payroll | 2,710.03 | 2,878.67 | 168.64 | 5.86 | 13,144.77 | 14,393.35 | 1,248.58 | 8.67 | 34,544.00 |
| 69299-000 | TOTAL SERVICE EXPENSE | 2,710.03 | 2,878.67 | 168.64 | 5.86 | 13,144.77 | 14,393.35 | 1,248.58 | 8.67 | 34,544.00 |
| 70000-000 | OTHER EXPENSES | | | | | | | | | |
| 73000-000 | REPLACEMENT RESERVE | | | | | | | | | |
| 73100-000 | Floor Coverings | 10,865.35 | 5,062.92 | -5,802.43 | -114.61 | 29,357.91 | 25,314.60 | -4,043.31 | -15.97 | 60,755.00 |
| 73120-000 | Kitchen Appliances | 2,868.11 | 934.08 | -1,934.03 | -207.05 | 7,513.69 | 4,670.40 | -2,843.29 | -60.88 | 11,209.00 |
| 73170-000 | Large Appliance | 0.00 | 870.75 | 870.75 | 100.00 | 0.00 | 4,353.75 | 4,353.75 | 100.00 | 10,449.00 |
| 73550-000 | Furn, Fixtures & Equip (T) | 0.00 | 387.50 | 387.50 | 100.00 | 0.00 | 1,937.50 | 1,937.50 | 100.00 | 4,650.00 |
| 73699-000 | TOTAL REPLACEMENT RESERVE | 13,733.46 | 7,255.25 | -6,478.21 | -89.29 | 36,871.60 | 36,276.25 | -595.35 | -1.64 | 87,063.00 |

Ridgeview Commons Apartments - (rvc)

## Budget Comparison

Period = May 2014

Book = Accrual

| | | PTD Actual | PTD Budget | Variance | % Var | YTD Actual | YTD Budget | Variance | % Var | Annual |
|---|---|---|---|---|---|---|---|---|---|---|
| 78000-000 | DEPRECIATION/AMORTIZATION | | | | | | | | | |
| 78100-000 | Depreciation | 36,000.00 | 0.00 | -36,000.00 | N/A | 180,000.00 | 0.00 | -180,000.00 | N/A | 0.00 |
| 78150-000 | Amortization | 6,075.25 | 0.00 | -6,075.25 | N/A | 30,376.25 | 0.00 | -30,376.25 | N/A | 0.00 |
| 78199-000 | TOTAL DEPR/AMORTIZATION | 42,075.25 | 0.00 | -42,075.25 | N/A | 210,376.25 | 0.00 | -210,376.25 | N/A | 0.00 |
| 83000-000 | OTHER CASH PAYMENTS (T) | | | | | | | | | |
| 83112-000 | Replacement Reserve (T) | 11,737.50 | 11,738.00 | 0.50 | 0.00 | 58,687.50 | 58,690.00 | 2.50 | 0.00 | 140,856.00 |
| 83114-000 | Mortgage Principal Pymt (T) | 20,743.91 | 20,743.91 | 0.00 | 0.00 | 102,777.44 | 102,777.44 | 0.00 | 0.00 | 250,671.50 |
| 83299-000 | TOTAL CASH PAYMENTS | 32,481.41 | 32,481.91 | 0.50 | 0.00 | 161,464.94 | 161,467.44 | 2.50 | 0.00 | 391,527.50 |
| 89990-000 | TOTAL EXPENSES | 230,919.35 | 157,021.84 | -73,897.51 | -47.06 | 1,129,966.28 | 785,109.20 | -344,857.08 | -43.92 | 1,884,262.00 |
| 90900-000 | NET INCOME | -75,722.39 | -1,913.60 | -73,808.79 | -3,857.06 | -344,785.73 | -9,568.00 | -335,217.73 | -3,503.53 | -22,963.00 |

Ridgeview Commons Apartments - (rvc)

# Balance Sheet (With Period Change)

Period = May 2014

Book = Accrual

| | | Balance May-14 | Balance Apr-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 | 134,659.31 | 128,965.44 | 5,693.87 |
| 10122-000 | Payroll Account | 23,468.25 | 21,780.50 | 1,687.75 |
| 10499-000 | TOTAL UNRESTRICTED CASH | 158,427.56 | 151,045.94 | 7,381.62 |
| | | | | |
| 10600-000 | RESTRICTED FUNDS | | | |
| 10690-000 | Security Deposits | 120,771.98 | 116,561.89 | 4,210.09 |
| 10695-000 | Security Deposit Acct. (2) | 100,000.00 | 100,000.00 | 0.00 |
| 10699-000 | TOTAL RESTRICTED FUNDS | 220,771.98 | 216,561.89 | 4,210.09 |
| | | | | |
| 10700-000 | IMPOUNDED FUNDS | | | |
| 10716-000 | Hazard Insurance Impound | 39,160.20 | 50,112.02 | -10,951.82 |
| 10718-000 | Eathquake Insurance Impound | 22,006.96 | 18,799.33 | 3,207.63 |
| 10730-000 | Replacement Reserve | 666,991.31 | 654,916.29 | 12,075.02 |
| 10798-000 | TOTAL IMPOUNDED FUNDS | 728,158.47 | 723,827.64 | 4,330.83 |
| | | | | |
| 10799-000 | TOTAL RESTRICTED FUNDS | 948,930.45 | 940,389.53 | 8,540.92 |
| | | | | |
| 10999-000 | TOTAL CASH / CASH EQUIVALENTS | 1,107,358.01 | 1,091,435.47 | 15,922.54 |
| | | | | |
| 11000-000 | RECEIVABLES | | | |
| 11110-000 | A/R - LTD Partners | 225,000.00 | 225,000.00 | 0.00 |
| 13910-000 | Tenant Accounts Receivable | 1,169.00 | 953.00 | 216.00 |
| 13999-000 | TOTAL RECEIVABLES | 226,169.00 | 225,953.00 | 216.00 |
| | | | | |
| 14500-000 | PREPAID EXPENSES | | | |
| 14515-000 | Prepaid Property Insurance | 34,084.12 | 38,953.28 | -4,869.16 |
| 14525-000 | Prepaid Insurance - Other | 11,960.66 | 14,352.66 | -2,392.00 |
| 14590-000 | Miscellaneous Prepaid Expenses | 5,135.45 | 6,073.96 | -938.51 |
| 14599-000 | TOTAL PREPAID EXPENSES | 51,180.23 | 59,379.90 | -8,199.67 |
| | | | | |
| 15599-000 | TOTAL CURRENT ASSETS | 1,384,707.24 | 1,376,768.37 | 7,938.87 |
| | | | | |
| 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 | -9,803,930.74 | -9,767,930.74 | -36,000.00 |
| 17999-000 | TOTAL LAND AND FIXED ASSETS | 6,191,515.03 | 6,227,515.03 | -36,000.00 |
| | | | | |
| 18100-000 | OTHER ASSETS | | | |
| 18132-000 | Bond Financing | 33,150.00 | 33,660.00 | -510.00 |
| 18185-000 | Perm. Loan Fees | 947,990.46 | 953,555.71 | -5,565.25 |
| 18300-000 | Refundable Deposits | 176,951.00 | 176,951.00 | 0.00 |
| 19900-000 | TOTAL OTHER ASSETS | 1,158,091.46 | 1,164,166.71 | -6,075.25 |
| | | | | |
| **19999-000** | **TOTAL ASSETS** | **8,734,313.73** | **8,768,450.11** | **-34,136.38** |

Ridgeview Commons Apartments - (rvc)

# Balance Sheet (With Period Change)

Period = May 2014

Book = Accrual

| | | Balance May-14 | Balance Apr-14 | Net Change |
|---|---|---|---|---|
| 20000-000 | LIABILITY ACCOUNTS | | | |
| 20010-000 | CURRENT LIABILITIES | | | |
| 20100-000 | Accounts Payable | 11,162.82 | 20,518.73 | -9,355.91 |
| 20120-000 | Accrued Liabilities | 21,900.00 | 11,000.00 | 10,900.00 |
| 20160-000 | Accrued Income Taxes | 333.35 | 266.68 | 66.67 |
| 20199-000 | TOTAL AC PAYABLE / ACCR LIABILITIES | 33,396.17 | 31,785.41 | 1,610.76 |
| 21900-000 | SECURITY DEPOSITS | | | |
| 21910-000 | Tenant Security Deposits | 162,215.15 | 161,988.15 | 227.00 |
| 21999-000 | TOTAL SECURITY DEPOSITS | 162,215.15 | 161,988.15 | 227.00 |
| 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 | 223,803.65 | 221,965.89 | 1,837.76 |
| 25000-000 | LONG-TERM LIABILITIES | | | |
| 25100-000 | NOTES AND LOAN PAYABLES | | | |
| 25120-000 | Mortgage Payable | 6,048,275.56 | 6,069,019.47 | -20,743.91 |
| 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 | 12,523,275.56 | 12,544,019.47 | -20,743.91 |
| 26700-000 | INTEREST PAYABLE-LT | | | |
| 26720-000 | Accrued Int - City | 6,789,056.75 | 6,761,046.00 | 28,010.75 |
| 26799-000 | TOTAL INTEREST PAYABLE-LT | 6,789,056.75 | 6,761,046.00 | 28,010.75 |
| 29000-000 | 8000 CONTRA ACCOUNTS (T) | | | |
| 29112-000 | Repl Res-Contra 83112 (T) | 58,687.50 | 46,950.00 | 11,737.50 |
| 29114-000 | Mort Prin Pymt-Contra 83114 (T) | 102,777.44 | 82,033.53 | 20,743.91 |
| 29299-000 | TOTAL CONTRA ACCTS | 161,464.94 | 128,983.53 | 32,481.41 |
| 29999-000 | TOTAL LIABILITIES | 19,697,600.90 | 19,656,014.89 | 41,586.01 |
| 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 | -344,785.73 | -269,063.34 | -75,722.39 |
| 31199-000 | TOTAL EARNINGS | -344,785.73 | -269,063.34 | -75,722.39 |
| **32999-000** | **TOTAL EQUITY & LIABILITY** | **8,734,313.73** | **8,768,450.11** | **-34,136.38** |

# Kottinger Place

Financial Report
April 2014

# VARIANCE REPORT
# KOTTINGER PLACE – April 2014

**PROJECT REVENUE**

Actual: $41,940.74 Budget: $23,599.08 Variance: $18,341.66

We received 2 months of subsidy payments this month totaling $26,506, in addition to no vacancy.

**ADMINISTRATIVE EXPENSES**

Actual: $6,607.49 Budget: $7,265.67 Variance: $658.18

Administrative expenses are on budget for the month of March.

**UTILITIES**

Actual: $7,058.78 Budget: $5,629.50 Variance: $(1,429.28)

The Sewer bill for Kottinger Place is nearly double the budgeted amount for April. We are investigating why the bill is excessively high.

**OPERATING & MAINTENANCE**

Actual: $9,524.89 Budget: $6,484.23 Variance: $(3,040.66)

We replaced the main domestic backflow device for $1,810 and $2,755 for roofing repairs. Nearly all other maintenance expenses are at or below budget.

**TOTAL EXPENSES**

Actual: $26,409.89 Budget: $22,221.41 Variance: $(4,374.48)

**Month-to-Date Net Income for April is $15,530.85**

**Year-to-Date Net Income is $32,583.79**

**Cash on Hand at the end of the month: $66,682.84**

12345

Variance Report completed by Sean Barcelon

**OPERATING ACCOUNT**

# MONTHLY REPORT FOR ESTABLISHING NET INCOME

| | | |
|---|---|---|
| | **KOTTINGER PLACE** | |
| MONTH COVERED<br>**April 2014** | PREPARED BY<br>Melody Martini | TELEPHONE NUMBER<br>(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 | $49,480.73 | ($300.23) | $0.00 | $49,180.50 |
| 2. Amounts Received During the Month | | | | |
| (a) Tenants Apartment Rent | $15,086.00 | $0.00 | $0.00 | $15,086.00 |
| (b) Cable TV | $0.00 | $0.00 | $0.00 | $0.00 |
| (c) Laundry | $210.00 | $0.00 | $0.00 | $210.00 |
| (d) S/D Deposited to Wrong Acct | $0.00 | $0.00 | $0.00 | $0.00 |
| (e) Transfer of 2009 Cap Fund | $0.00 | $2,110.23 | $0.00 | $2,110.23 |
| (f) Operating Funds | $26,506.00 | $0.00 | $0.00 | $26,506.00 |
| (2) TOTAL RECEIPTS | $41,802.00 | $2,110.23 | $0.00 | $43,912.23 |
| 3. Disbursements Made During the Month | | | | |
| (a) Routine Operations | $24,599.89 | $0.00 | $0.00 | $24,599.89 |
| (b) Flooring Replacements | $0.00 | $0.00 | $0.00 | $0.00 |
| (c) Blind Replacements | $0.00 | $0.00 | $0.00 | $0.00 |
| (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 | $1,810.00 | $0.00 | $1,810.00 |
| (3) TOTAL DISBURSEMENTS | $24,599.89 | $1,810.00 | $0.00 | $26,409.89 |
| 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) | $66,682.84 | $0.00 | $0.00 | $66,682.84 |

| | | | | |
|---|---|---|---|---|
| 5. Monthly Rent Potential | $15,066.00 | | | Reserve Accounts |
| 6. (a) Accounts Receivable | $11.00 | | | United American Bank |
| | | | | $55,150.51 |
| | | | | Bay Commercial |
| 7. Accounts Payable | | | | $215,732.42 |
| (a) Routine | $18,017.39 | | | 2009 Capital Acct |
| | | | | Sonoma |
| | | | | $30,751.71 |
| | | MTD | YTD | 2010 Capital Acct |
| 8. (a) No. of Units Vacant | 0 | $0.00 | $246.00 | Sonoma |
| (b) No. of Units Occupied | 49 | | | $55,409.39 |
| (c) No. of Free Rent Units | 1 | | | 2011 Capital Acct |
| | | | | Sonoma |
| 9. Tenants' Security Deposits | | | | $47,726.86 |
| (a) Liability to date | $11,839.00 | | | 2012 Capital Acct |
| (b) S/D Checking Acct.-SB | $3,626.92 | | | Sonoma |
| (c) S/D CD | $8,505.44 | | | $43,146.88 |

I hereby certify that this is a true and correct report

| SIGNATURE | ASSET MANAGER | DATE |
|---|---|---|

# KOTTINGER PLACE

## SUMMARY OF CASH ACCOUNTS

## April-14

### UNRESTRICTED FUNDS

| | | |
|---|---|---|
| Operating Checking Account | | |
| Sonoma Bank - Sterling | $ | 66,682.84 |
| Petty Cash | $ | 300.00 |
| **TOTAL OF UNRESTRICTED FUNDS** | $ | **66,982.84** |

### RESTRICTED FUNDS

#### TENANTS' SECURITY DEPOSITS

| | | |
|---|---|---|
| Security Deposit - Sonoma Bank | $ | 3,626.92 |
| Security Deposit - Sonoma Bank .15% 10/22/14 | $ | 8,505.44 |
| Total | $ | 12,132.36 |

#### RESERVE ACCOUNTS

| | | |
|---|---|---|
| Money Market, United American Bank .20% | $ | 55,150.51 |
| Money Market- Bay Commercial APY .64% | $ | 215,732.42 |
| Total | $ | 270,882.93 |

#### CAPITAL ACCOUNTS

| | | |
|---|---|---|
| 2009 Money Market - Sonoma Bank .08% | $ | 30,751.71 |
| 2010 Money Market - Sonoma Bank .08% | $ | 55,409.39 |
| 2011 Money Market - Sonoma Bank .08% | $ | 47,726.86 |
| 2012 Money Market - Sonoma Bank .08% | $ | 43,146.88 |
| Total | $ | 86,161.10 |

| | | |
|---|---|---|
| **TOTAL OF RESTRICTED FUNDS** | $ | 369,176.39 |

| | | |
|---|---|---|
| **TOTAL OF ALL CASH** | **$** | **436,159.23** |

**PROPERTY: Kottinger Place**

**Accounting Month/Year:** Apr-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: | 32,559.51 | 55,405.62 | 47,723.62 | 43,143.95 |

| 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 |
| Backflow Device | | | Above All Plumbing | 3/27/14 | 66971 | 1,810.00 | 5320 | 04/08/14 | 1,810.00 | 6555 | 2009 | 4/17/14 | 1,810.00 | 2.20 | 30,751.71 | 0.00 | 3.77 | 55,409.39 | 0.00 | 3.24 | 47,726.86 | 0.00 | 2.93 | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| | | | | | | | | | | | | | 0.00 | | 30,751.71 | 0.00 | | 55,409.39 | 0.00 | | 47,726.86 | 0.00 | | 43,146.88 |
| **Sub-Total (This Page Only)** | | | | | | **1,810.00** | | | | | | | **1,810.00** | **2.20** | | **0.00** | **3.77** | | **0.00** | **3.24** | | **0.00** | **2.93** | |
| **Grand Total(all pages)** | | | | | | | | | | | | | | | | | | | | | | | | |

kots-02 REV - 12/02/02

# Budget Comparison

April 2014

Books = Cash

| | MTD Actual | MTD Budget | Variance | % Variance | YTD Actual | YTD Budget | Variance | % Variance | Annual Budget |
|---|---|---|---|---|---|---|---|---|---|
| **RENT REVENUE** | | | | | | | | | |
| RENT - APARTMENT | 15,066.00 | 13,599.08 | 1,466.92 | 10.79 | 146,541.00 | 135,990.80 | 10,550.20 | 7.76 | 163,189.00 |
| PREPAID RENT INCOME | 20.00 | 0.00 | 20.00 | 0.00 | 37.00 | 0.00 | 37.00 | 0.00 | 0.00 |
| **TOTAL RENT REVENUE** | **15,086.00** | **13,599.08** | **1,486.92** | **10.93** | **146,578.00** | **135,990.80** | **10,587.20** | **7.79** | **163,189.00** |
| **VACANCIES** | | | | | | | | | |
| APARTMENT VACANCIES | 0.00 | -125.00 | 125.00 | -100.00 | -227.00 | -1,250.00 | 1,023.00 | -81.84 | -1,500.00 |
| **TOTAL VACANCIES** | **0.00** | **-125.00** | **125.00** | **-100.00** | **-227.00** | **-1,250.00** | **1,023.00** | **-81.84** | **-1,500.00** |
| **TOTAL RENT REVENUE LESS VAC** | **15,086.00** | **13,474.08** | **1,611.92** | **11.96** | **146,351.00** | **134,740.80** | **11,610.20** | **8.62** | **161,689.00** |
| **ELDERLY AND CONG. SVCS INCOME** | | | | | | | | | |
| **FINANCIAL REVENUE** | | | | | | | | | |
| CAPITAL INTEREST | 12.14 | 8.33 | 3.81 | 45.74 | 126.14 | 83.30 | 42.84 | 51.43 | 100.00 |
| OPERATING RESERVE INTEREST | 126.60 | 116.67 | 9.93 | 8.51 | 955.88 | 1,166.70 | -210.82 | -18.07 | 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** | **138.74** | **125.00** | **13.74** | **10.99** | **1,089.88** | **1,250.00** | **-160.12** | **-12.81** | **1,500.00** |
| **OTHER REVENUE** | | | | | | | | | |
| LAUNDRY AND VENDING | 210.00 | 0.00 | 210.00 | 0.00 | 1,850.00 | 0.00 | 1,850.00 | 0.00 | 0.00 |
| HUD OPERATING FUNDS | 26,506.00 | 10,000.00 | 16,506.00 | 165.06 | 123,394.34 | 100,000.00 | 23,394.34 | 23.39 | 120,000.00 |
| **TOTAL OTHER REVENUE** | **26,716.00** | **10,000.00** | **16,716.00** | **167.16** | **125,244.34** | **100,000.00** | **25,244.34** | **25.24** | **120,000.00** |
| **TOTAL REVENUE** | **41,940.74** | **23,599.08** | **18,341.66** | **77.72** | **272,685.22** | **235,990.80** | **36,694.42** | **15.55** | **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 | 800.00 | 0.00 | -800.00 | 0.00 | 0.00 |

# Budget Comparison

April 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 | 125.00 | 101.35 | 81.08 | 150.00 |
| **TOTAL MKTG AND RENTING EXPENSES** | **80.00** | **12.50** | **-67.50** | **-540.00** | **848.70** | **125.00** | **-723.70** | **-578.96** | **150.00** |
| **ADMINISTRATIVE EXPENSES** | | | | | | | | | |
| PAYROLL-PROCESSING FEE | 197.35 | 195.08 | -2.27 | -1.16 | 2,087.72 | 1,950.80 | -136.92 | -7.02 | 2,341.00 |
| OFFICE SALARIES | 976.62 | 0.00 | -976.62 | 0.00 | 9,640.39 | 0.00 | -9,640.39 | 0.00 | 0.00 |
| OFFICE SUPPLIES | 157.94 | 116.75 | -41.19 | -35.28 | 816.15 | 1,167.50 | 351.35 | 30.09 | 1,401.00 |
| COPIER CONTRACTS | 147.50 | 0.00 | -147.50 | 0.00 | 257.10 | 0.00 | -257.10 | 0.00 | 0.00 |
| COPIER PAPER AND SUPPLIES | 0.00 | 0.00 | 0.00 | 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 | 351.70 | 222.90 | 63.38 | 422.00 |
| MANAGEMENT FEE | 2,100.01 | 2,100.00 | -0.01 | 0.00 | 21,000.01 | 21,000.00 | -0.01 | 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 | 2,439.59 | 3,817.42 | 1,377.83 | 36.09 | 30,658.19 | 38,174.20 | 7,516.01 | 19.69 | 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 | 394.13 | 386.75 | -7.38 | -1.91 | 3,962.62 | 3,867.50 | -95.12 | -2.46 | 4,641.00 |
| BAD DEBT EXPENSE | 0.00 | 166.67 | 166.67 | 100.00 | 0.00 | 1,666.70 | 1,666.70 | 100.00 | 2,000.00 |
| MISC ADMINISTRATIVE EXP | 37.85 | 214.50 | 176.65 | 82.35 | 346.09 | 2,145.00 | 1,798.91 | 83.87 | 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 | 2,852.87 | 2,333.30 | -519.57 | -22.27 | 2,800.00 |
| DUES/SUBSCRIPTIONS/MEMBERSHIP | 82.50 | 0.00 | -82.50 | 0.00 | 177.50 | 0.00 | -177.50 | 0.00 | 110.00 |
| **TOTAL ADMINISTRATIVE EXPENSE** | **6,607.49** | **7,265.67** | **658.18** | **9.06** | **82,122.57** | **83,606.70** | **1,484.13** | **1.78** | **98,248.00** |
| **UTILITY EXPENSE** | | | | | | | | | |
| ELECTRICITY | 1,664.17 | 2,078.00 | 413.83 | 19.91 | 20,313.94 | 20,780.00 | 466.06 | 2.24 | 24,936.00 |
| WATER | 999.10 | 921.58 | -77.52 | -8.41 | 8,982.01 | 9,215.80 | 233.79 | 2.54 | 11,059.00 |
| GAS | 2,528.51 | 1,823.17 | -705.34 | -38.69 | 20,118.45 | 18,231.70 | -1,886.75 | -10.35 | 21,878.00 |
| SEWER | 1,867.00 | 806.75 | -1,060.25 | -131.42 | 9,310.50 | 8,067.50 | -1,243.00 | -15.41 | 9,681.00 |
| **TOTAL UTILITIES** | **7,058.78** | **5,629.50** | **-1,429.28** | **-25.39** | **58,724.90** | **56,295.00** | **-2,429.90** | **-4.32** | **67,554.00** |

# Budget Comparison

April 2014

Books = Cash

| | MTD Actual | MTD Budget | Variance | % Variance | YTD Actual | YTD Budget | Variance | % Variance | Annual Budget |
|---|---|---|---|---|---|---|---|---|---|
| **OPERATING AND MAINTENANCE EXPENS** | | | | | | | | | |
| CARPET CLEANING CONTRACT | 0.00 | 75.00 | 75.00 | 100.00 | 790.00 | 750.00 | -40.00 | -5.33 | 900.00 |
| CUSTODIAL SUPPLIES | 11.41 | 53.67 | 42.26 | 78.74 | 675.07 | 536.70 | -138.37 | -25.78 | 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 | 1,650.00 | 0.00 | -1,650.00 | 0.00 | 0.00 |
| CONTRACTS | 0.00 | 250.00 | 250.00 | 100.00 | 0.00 | 2,500.00 | 2,500.00 | 100.00 | 3,000.00 |
| GARBAGE AND TRASH REMOVAL | 352.33 | 339.33 | -13.00 | -3.83 | 3,644.89 | 3,393.30 | -251.59 | -7.41 | 4,072.00 |
| SECURITY SUPPLIES | 0.00 | 4.58 | 4.58 | 100.00 | 82.05 | 45.80 | -36.25 | -79.15 | 55.00 |
| SECURITY - CONTRACTS | 0.00 | 34.33 | 34.33 | 100.00 | 240.04 | 343.30 | 103.26 | 30.08 | 412.00 |
| GROUNDS SUPPLIES | 129.49 | 222.08 | 92.59 | 41.69 | 757.92 | 2,220.80 | 1,462.88 | 65.87 | 2,665.00 |
| GROUNDS CONTRACT | 1,115.00 | 1,137.33 | 22.33 | 1.96 | 13,650.00 | 11,373.30 | -2,276.70 | -20.02 | 13,648.00 |
| TOOLS | 0.00 | 0.00 | 0.00 | 0.00 | 461.79 | 0.00 | -461.79 | 0.00 | 0.00 |
| MAINTENANCE PAYROLL | 2,552.74 | 2,708.08 | 155.34 | 5.74 | 23,168.27 | 27,080.80 | 3,912.53 | 14.45 | 32,497.00 |
| REPAIRS SUPPLIES | 125.76 | 289.25 | 163.49 | 56.52 | 1,842.33 | 2,892.50 | 1,050.17 | 36.31 | 3,471.00 |
| REPAIRS CONTRACT | 2,755.00 | 118.67 | -2,636.33 | -2,221.56 | 3,952.56 | 1,186.70 | -2,765.86 | -233.07 | 1,424.00 |
| ELECTRICAL SUPPLIES | 71.38 | 149.50 | 78.12 | 52.25 | 855.38 | 1,495.00 | 639.62 | 42.78 | 1,794.00 |
| ELECTRICAL CONTRACTS | 0.00 | 166.67 | 166.67 | 100.00 | 0.00 | 1,666.70 | 1,666.70 | 100.00 | 2,000.00 |
| HEATING/COOLING MAINT SUPPLIES | 0.00 | 71.58 | 71.58 | 100.00 | 95.73 | 715.80 | 620.07 | 86.63 | 859.00 |
| HEATING/COOLING MAINT CONTRACT | 0.00 | 16.67 | 16.67 | 100.00 | 0.00 | 166.70 | 166.70 | 100.00 | 200.00 |
| APPLIANCE REPAIR SUPPLIES | 0.00 | 15.58 | 15.58 | 100.00 | 607.47 | 155.80 | -451.67 | -289.90 | 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 | 299.36 | 190.50 | -108.86 | -57.14 | 2,965.08 | 1,905.00 | -1,060.08 | -55.65 | 2,286.00 |
| PLUMBING CONTRACT | 1,810.00 | 225.33 | -1,584.67 | -703.27 | 2,515.00 | 2,253.30 | -261.70 | -11.61 | 2,704.00 |
| DECORATING SUPPLIES | 0.00 | 106.25 | 106.25 | 100.00 | 658.99 | 1,062.50 | 403.51 | 37.98 | 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 | 0.00 | 0.00 | 0.00 | 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

April 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 | 150.00 | 0.00 | -150.00 | 0.00 | 0.00 |
| MILEAGE REIMBURSEMENT | 0.00 | 113.58 | 113.58 | 100.00 | 131.60 | 1,135.80 | 1,004.20 | 88.41 | 1,363.00 |
| MAINTENANCE LAUNDRY SERVICE | 117.42 | 0.00 | -117.42 | 0.00 | 1,240.86 | 0.00 | -1,240.86 | 0.00 | 0.00 |
| MISC OPERATING EXPENSES | 0.00 | 143.17 | 143.17 | 100.00 | 0.00 | 1,431.70 | 1,431.70 | 100.00 | 1,718.00 |
| CABLE TV | 0.00 | 53.08 | 53.08 | 100.00 | 584.91 | 530.80 | -54.11 | -10.19 | 637.00 |
| **TOTAL OPERATING AND MAINTENANCE** | **9,524.89** | **6,484.23** | **-3,040.66** | **-46.89** | **64,784.18** | **64,842.30** | **58.12** | **0.09** | **77,811.00** |
| **TAXES AND INSURANCE** | | | | | | | | | |
| PAYROLL TAXES | 614.71 | 576.75 | -37.96 | -6.58 | 7,394.83 | 5,767.50 | -1,627.33 | -28.22 | 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 | 658.21 | 753.42 | 95.21 | 12.64 | 6,929.94 | 7,534.20 | 604.26 | 8.02 | 9,041.00 |
| HEALTH INS/EMPLOYEE BENEFITS | 1,126.33 | 994.92 | -131.41 | -13.21 | 10,461.16 | 9,949.20 | -511.96 | -5.15 | 11,939.00 |
| 401-K EMPLOYEE BENEFITS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 558.00 | 558.00 | 100.00 | 744.00 |
| **TOTAL TAXES AND INSURANCE** | **2,399.25** | **2,325.09** | **-74.16** | **-3.19** | **24,845.93** | **23,808.90** | **-1,037.03** | **-4.36** | **28,645.00** |
| **ELDERLY AND CONGREGATE SVC** | | | | | | | | | |
| **DIETARY SERVICES** | | | | | | | | | |
| FOOD AND BEVERAGES | 0.00 | 0.00 | 0.00 | 0.00 | 789.30 | 0.00 | -789.30 | 0.00 | 0.00 |
| FOOD-SPECIAL EVENTS | 0.00 | 0.00 | 0.00 | 0.00 | 1,289.07 | 0.00 | -1,289.07 | 0.00 | 0.00 |
| **TOTAL DIETARY SERVICES** | **0.00** | **0.00** | **0.00** | **0.00** | **2,078.37** | **0.00** | **-2,078.37** | **0.00** | **0.00** |
| **SENIOR LIVING SERVICES** | | | | | | | | | |
| **RECREATION/ACTIVITY SERVICES** | | | | | | | | | |
| RECREATION/ACTIVITY-SUPPLIES | 58.22 | 117.92 | 59.70 | 50.63 | 255.56 | 1,179.20 | 923.64 | 78.33 | 1,415.00 |
| SERVICE COORDINATOR | 681.26 | 200.50 | -480.76 | -239.78 | 6,441.22 | 2,005.00 | -4,436.22 | -221.26 | 2,406.00 |
| **TOTAL RECREATION/ACTIVITY SERVICES** | **739.48** | **318.42** | **-421.06** | **-132.23** | **6,696.78** | **3,184.20** | **-3,512.58** | **-110.31** | **3,821.00** |

# Budget Comparison

April 2014

Books = Cash

| | MTD Actual | MTD Budget | Variance | % Variance | YTD Actual | YTD Budget | Variance | % Variance | Annual Budget |
|---|---|---|---|---|---|---|---|---|---|
| **TOTAL ELDERLY AND CONGREGATE SVC** | **739.48** | **318.42** | **-421.06** | **-132.23** | **8,775.15** | **3,184.20** | **-5,590.95** | **-175.58** | **3,821.00** |
| **TOTAL PROJECT EXPENSES** | **26,409.89** | **22,035.41** | **-4,374.48** | **-19.85** | **240,101.43** | **231,862.10** | **-8,239.33** | **-3.55** | **276,229.00** |
| **NET PROFIT/LOSS** | **15,530.85** | **1,563.67** | **13,967.18** | **893.23** | **32,583.79** | **4,128.70** | **28,455.09** | **689.20** | **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 | 15,530.85 | 1,563.67 | 13,967.18 | 893.23 | 32,202.30 | 4,128.70 | 28,073.60 | 679.96 | 6,960.00 |

# Kottinger Place

Financial Report
May 2014

# VARIANCE REPORT
# KOTTINGER PLACE – May 2014

**PROJECT REVENUE**

Actual: $15,254.79 Budget: $23,599.08 Variance: $(8,344.29)

The drawdown from Operating Subsidy was not completed during May. A draw down of $26,446 was completed in early June and will be reflected on the June financial statement with a significant positive variance.

**ADMINISTRATIVE EXPENSES**

Actual: $8,334.98 Budget: $7,375.67 Variance: $(959.31)

The negative variance is the result of an oversight in budgeting, regarding on-call staff salary and corporate occupancy assistance. This oversight can be seen in the line item Office Salaries.

**UTILITIES**

Actual: $2,361.74 Budget: $5,629.50 Variance: $3,267.76

The Electrical bill was not paid before the end of May. YTD all utilities are just under budget.

**OPERATING & MAINTENANCE**

Actual: $5,450.92 Budget: $6,484.23 Variance: $1,033.31

Maintenance is running smoothly at Kottinger Place and few maintenance expenses were incurred during May.

**TOTAL EXPENSES**

Actual: $19,333.34 Budget: $22,145.41 Variance: $2,812.07

**Month-to-Date Net Income for May is $(4,078.55)**
Note: Adjusted by the regular Operating Subsidy of $13,223, the Net income would have been $9,145.

**Year-to-Date Net Income is $28,505.24**

**Cash on Hand at the end of the month: $62,475.50**

Variance Report completed by Sean Barcelon

## OPERATING ACCOUNT
# MONTHLY REPORT FOR ESTABLISHING NET INCOME

| | | KOTTINGER PLACE |
|---|---|---|
| MONTH COVERED<br>**May 2014** | PREPARED BY<br>Melody Martini | TELEPHONE NUMBER<br>(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 | $66,682.84 | $0.00 | $0.00 | $66,682.84 |
| 2. Amounts Received During the Month | | | | |
| (a) Tenants Apartment Rent | $15,126.00 | $0.00 | $0.00 | $15,126.00 |
| (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 | $15,126.00 | $0.00 | $0.00 | $15,126.00 |
| 3. Disbursements Made During the Month | | | | |
| (a) Routine Operations | $18,919.14 | $0.00 | $0.00 | $18,919.14 |
| (b) Flooring Replacements | $0.00 | $0.00 | $0.00 | $0.00 |
| (c) Blind Replacements | $0.00 | $0.00 | $0.00 | $0.00 |
| (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 | $414.20 | $0.00 | $414.20 |
| (3) TOTAL DISBURSEMENTS | $18,919.14 | $414.20 | $0.00 | $19,333.34 |
| 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) | $62,889.70 | ($414.20) | $0.00 | $62,475.50 |

| | | | | |
|---|---|---|---|---|
| 5. Monthly Rent Potential | $15,115.00 | | | Reserve Accounts |
| 6. (a) Accounts Receivable | ($10.00) | | | United American Bank |
| | | | | $55,159.88 |
| | | | | Bay Commercial |
| 7. Accounts Payable | | | | $215,845.93 |
| (a) Routine | $20,768.65 | | | 2009 Capital Acct |
| | | | | Sonoma |
| | | | | $30,752.60 |
| | | MTD | YTD | 2010 Capital Acct |
| 8. (a) No. of Units Vacant | 0 | $0.00 | $246.00 | Sonoma |
| (b) No. of Units Occupied | 49 | | | $55,411.80 |
| (c) No. of Free Rent Units | 1 | | | 2011 Capital Acct |
| | | | | Sonoma |
| 9. Tenants' Security Deposits | | | | $47,728.23 |
| (a) Liability to date | $11,849.00 | | | 2012 Capital Acct |
| (b) S/D Checking Acct.-SB | $3,636.92 | | | Sonoma |
| (c) S/D CD | $8,506.49 | | | $43,148.12 |

I hereby certify that this is a true and correct report

| SIGNATURE | ASSET MANAGER | DATE |
|---|---|---|

# KOTTINGER PLACE

## SUMMARY OF CASH ACCOUNTS

## May-14

### UNRESTRICTED FUNDS

| | | |
|---|---|---|
| Operating Checking Account | | |
| Sonoma Bank - Sterling | $ | 62,475.50 |
| Petty Cash | $ | 300.00 |
| **TOTAL OF UNRESTRICTED FUNDS** | $ | **62,775.50** |

### RESTRICTED FUNDS

#### TENANTS' SECURITY DEPOSITS

| | | |
|---|---|---|
| Security Deposit - Sonoma Bank | $ | 3,636.92 |
| Security Deposit - Sonoma Bank .15% 10/22/14 | $ | 8,506.49 |
| Total | $ | 12,143.41 |

#### RESERVE ACCOUNTS

| | | |
|---|---|---|
| Money Market, United American Bank .20% | $ | 55,159.88 |
| Money Market- Bay Commercial APY .64% | $ | 215,845.93 |
| Total | $ | 271,005.81 |

#### CAPITAL ACCOUNTS

| | | |
|---|---|---|
| 2009 Money Market - Sonoma Bank .08% | $ | 30,752.60 |
| 2010 Money Market - Sonoma Bank .08% | $ | 55,411.80 |
| 2011 Money Market - Sonoma Bank .08% | $ | 47,728.23 |
| 2012 Money Market - Sonoma Bank .08% | $ | 43,148.12 |
| Total | $ | 86,164.40 |
| **TOTAL OF RESTRICTED FUNDS** | $ | 369,313.62 |

| | | |
|---|---|---|
| **TOTAL OF ALL CASH** | **$** | **432,089.12** |

**PROPERTY: Kottinger Place**

**Accounting Month/Year:** May-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: | 30,751.71 | 55,409.39 | 47,726.86 | 43,146.88 |

| 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 |
| Toilet | | 48 | HD Supply Facilities Main | 4/30/14 | 9129377329 | 414.20 | 5350 | 05/15/14 | 435.95 | 6555 | 2009 | 6/3/14 | 414.20 | 0.89 | 30,338.40 | 0.00 | 2.41 | 55,411.80 | 0.00 | 1.37 | 47,728.23 | 0.00 | 1.24 | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| | | | | | | | | | | | | | 0.00 | | 30,338.40 | 0.00 | | 55,411.80 | 0.00 | | 47,728.23 | 0.00 | | 43,148.12 |
| **Sub-Total (This Page Only)** | | | | | | **414.20** | | | | | | | **414.20** | **0.89** | | **0.00** | **2.41** | | **0.00** | **1.37** | | **0.00** | **1.24** | |
| **Grand Total(all pages)** | | | | | | | | | | | | | | | | | | | | | | | | |

kots-02 REV - 12/02/02

# Budget Comparison

May 2014

Books = Cash

| | MTD Actual | MTD Budget | Variance | % Variance | YTD Actual | YTD Budget | Variance | % Variance | Annual Budget |
|---|---|---|---|---|---|---|---|---|---|
| **RENT REVENUE** | | | | | | | | | |
| RENT - APARTMENT | 15,109.00 | 13,599.08 | 1,509.92 | 11.10 | 161,650.00 | 149,589.88 | 12,060.12 | 8.06 | 163,189.00 |
| PREPAID RENT INCOME | 17.00 | 0.00 | 17.00 | 0.00 | 54.00 | 0.00 | 54.00 | 0.00 | 0.00 |
| **TOTAL RENT REVENUE** | **15,126.00** | **13,599.08** | **1,526.92** | **11.23** | **161,704.00** | **149,589.88** | **12,114.12** | **8.10** | **163,189.00** |
| **VACANCIES** | | | | | | | | | |
| APARTMENT VACANCIES | 0.00 | -125.00 | 125.00 | -100.00 | -227.00 | -1,375.00 | 1,148.00 | -83.49 | -1,500.00 |
| **TOTAL VACANCIES** | **0.00** | **-125.00** | **125.00** | **-100.00** | **-227.00** | **-1,375.00** | **1,148.00** | **-83.49** | **-1,500.00** |
| **TOTAL RENT REVENUE LESS VAC** | **15,126.00** | **13,474.08** | **1,651.92** | **12.26** | **161,477.00** | **148,214.88** | **13,262.12** | **8.95** | **161,689.00** |
| **ELDERLY AND CONG. SVCS INCOME** | | | | | | | | | |
| **FINANCIAL REVENUE** | | | | | | | | | |
| CAPITAL INTEREST | 5.91 | 8.33 | -2.42 | -29.05 | 132.05 | 91.63 | 40.42 | 44.11 | 100.00 |
| OPERATING RESERVE INTEREST | 122.88 | 116.67 | 6.21 | 5.32 | 1,078.76 | 1,283.37 | -204.61 | -15.94 | 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** | **128.79** | **125.00** | **3.79** | **3.03** | **1,218.67** | **1,375.00** | **-156.33** | **-11.37** | **1,500.00** |
| **OTHER REVENUE** | | | | | | | | | |
| LAUNDRY AND VENDING | 0.00 | 0.00 | 0.00 | 0.00 | 1,850.00 | 0.00 | 1,850.00 | 0.00 | 0.00 |
| HUD OPERATING FUNDS | 0.00 | 10,000.00 | -10,000.00 | -100.00 | 123,394.34 | 110,000.00 | 13,394.34 | 12.18 | 120,000.00 |
| **TOTAL OTHER REVENUE** | **0.00** | **10,000.00** | **-10,000.00** | **-100.00** | **125,244.34** | **110,000.00** | **15,244.34** | **13.86** | **120,000.00** |
| **TOTAL REVENUE** | **15,254.79** | **23,599.08** | **-8,344.29** | **-35.36** | **287,940.01** | **259,589.88** | **28,350.13** | **10.92** | **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 | 880.00 | 0.00 | -880.00 | 0.00 | 0.00 |

# Budget Comparison

May 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 | 137.50 | 113.85 | 82.80 | 150.00 |
| **TOTAL MKTG AND RENTING EXPENSES** | **80.00** | **12.50** | **-67.50** | **-540.00** | **928.70** | **137.50** | **-791.20** | **-575.42** | **150.00** |
| **ADMINISTRATIVE EXPENSES** | | | | | | | | | |
| PAYROLL-PROCESSING FEE | 223.21 | 195.08 | -28.13 | -14.42 | 2,310.93 | 2,145.88 | -165.05 | -7.69 | 2,341.00 |
| OFFICE SALARIES | 992.87 | 0.00 | -992.87 | 0.00 | 10,633.26 | 0.00 | -10,633.26 | 0.00 | 0.00 |
| OFFICE SUPPLIES | 462.87 | 116.75 | -346.12 | -296.46 | 1,279.02 | 1,284.25 | 5.23 | 0.41 | 1,401.00 |
| COPIER CONTRACTS | 0.00 | 0.00 | 0.00 | 0.00 | 257.10 | 0.00 | -257.10 | 0.00 | 0.00 |
| COPIER PAPER AND SUPPLIES | 0.00 | 0.00 | 0.00 | 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 | 386.87 | 258.07 | 66.71 | 422.00 |
| MANAGEMENT FEE | 2,100.00 | 2,100.00 | 0.00 | 0.00 | 23,100.01 | 23,100.00 | -0.01 | 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 | 3,629.66 | 3,817.42 | 187.76 | 4.92 | 34,287.85 | 41,991.62 | 7,703.77 | 18.35 | 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 | 302.37 | 386.75 | 84.38 | 21.82 | 4,264.99 | 4,254.25 | -10.74 | -0.25 | 4,641.00 |
| BAD DEBT EXPENSE | 0.00 | 166.67 | 166.67 | 100.00 | 0.00 | 1,833.37 | 1,833.37 | 100.00 | 2,000.00 |
| MISC ADMINISTRATIVE EXP | 0.00 | 214.50 | 214.50 | 100.00 | 346.09 | 2,359.50 | 2,013.41 | 85.33 | 2,574.00 |
| TRAINING/SEMINAR EXPENSE | 550.00 | 0.00 | -550.00 | 0.00 | 1,413.00 | 1,500.00 | 87.00 | 5.80 | 1,500.00 |
| COMPUTER SOFTWARE AND LICENSE | 74.00 | 233.33 | 159.33 | 68.29 | 2,926.87 | 2,566.63 | -360.24 | -14.04 | 2,800.00 |
| DUES/SUBSCRIPTIONS/MEMBERSHIP | 0.00 | 110.00 | 110.00 | 100.00 | 177.50 | 110.00 | -67.50 | -61.36 | 110.00 |
| **TOTAL ADMINISTRATIVE EXPENSE** | **8,334.98** | **7,375.67** | **-959.31** | **-13.01** | **90,457.55** | **90,982.37** | **524.82** | **0.58** | **98,248.00** |
| **UTILITY EXPENSE** | | | | | | | | | |
| ELECTRICITY | 4.07 | 2,078.00 | 2,073.93 | 99.80 | 20,318.01 | 22,858.00 | 2,539.99 | 11.11 | 24,936.00 |
| WATER | 0.00 | 921.58 | 921.58 | 100.00 | 8,982.01 | 10,137.38 | 1,155.37 | 11.40 | 11,059.00 |
| GAS | 2,357.67 | 1,823.17 | -534.50 | -29.32 | 22,476.12 | 20,054.87 | -2,421.25 | -12.07 | 21,878.00 |
| SEWER | 0.00 | 806.75 | 806.75 | 100.00 | 9,310.50 | 8,874.25 | -436.25 | -4.92 | 9,681.00 |
| **TOTAL UTILITIES** | **2,361.74** | **5,629.50** | **3,267.76** | **58.05** | **61,086.64** | **61,924.50** | **837.86** | **1.35** | **67,554.00** |

# Budget Comparison

May 2014
Books = Cash

| | MTD Actual | MTD Budget | Variance | % Variance | YTD Actual | YTD Budget | Variance | % Variance | Annual Budget |
|---|---|---|---|---|---|---|---|---|---|
| **OPERATING AND MAINTENANCE EXPENS** | | | | | | | | | |
| CARPET CLEANING CONTRACT | 0.00 | 75.00 | 75.00 | 100.00 | 790.00 | 825.00 | 35.00 | 4.24 | 900.00 |
| CUSTODIAL SUPPLIES | 21.75 | 53.67 | 31.92 | 59.47 | 696.82 | 590.37 | -106.45 | -18.03 | 644.00 |
| EXTERMINATING SUPPLIES | 37.56 | 0.00 | -37.56 | 0.00 | 94.16 | 0.00 | -94.16 | 0.00 | 0.00 |
| EXTERMINATING CONTRACT | 165.00 | 0.00 | -165.00 | 0.00 | 1,815.00 | 0.00 | -1,815.00 | 0.00 | 0.00 |
| CONTRACTS | 0.00 | 250.00 | 250.00 | 100.00 | 0.00 | 2,750.00 | 2,750.00 | 100.00 | 3,000.00 |
| GARBAGE AND TRASH REMOVAL | 379.71 | 339.33 | -40.38 | -11.90 | 4,024.60 | 3,732.63 | -291.97 | -7.82 | 4,072.00 |
| SECURITY SUPPLIES | 0.00 | 4.58 | 4.58 | 100.00 | 82.05 | 50.38 | -31.67 | -62.86 | 55.00 |
| SECURITY - CONTRACTS | 0.00 | 34.33 | 34.33 | 100.00 | 240.04 | 377.63 | 137.59 | 36.44 | 412.00 |
| GROUNDS SUPPLIES | 128.77 | 222.08 | 93.31 | 42.02 | 886.69 | 2,442.88 | 1,556.19 | 63.70 | 2,665.00 |
| GROUNDS CONTRACT | 1,115.00 | 1,137.33 | 22.33 | 1.96 | 14,765.00 | 12,510.63 | -2,254.37 | -18.02 | 13,648.00 |
| TOOLS | 16.31 | 0.00 | -16.31 | 0.00 | 478.10 | 0.00 | -478.10 | 0.00 | 0.00 |
| MAINTENANCE PAYROLL | 2,640.00 | 2,708.08 | 68.08 | 2.51 | 25,808.27 | 29,788.88 | 3,980.61 | 13.36 | 32,497.00 |
| REPAIRS SUPPLIES | 105.12 | 289.25 | 184.13 | 63.66 | 1,947.45 | 3,181.75 | 1,234.30 | 38.79 | 3,471.00 |
| REPAIRS CONTRACT | 0.00 | 118.67 | 118.67 | 100.00 | 3,952.56 | 1,305.37 | -2,647.19 | -202.79 | 1,424.00 |
| ELECTRICAL SUPPLIES | 73.91 | 149.50 | 75.59 | 50.56 | 929.29 | 1,644.50 | 715.21 | 43.49 | 1,794.00 |
| ELECTRICAL CONTRACTS | 0.00 | 166.67 | 166.67 | 100.00 | 0.00 | 1,833.37 | 1,833.37 | 100.00 | 2,000.00 |
| HEATING/COOLING MAINT SUPPLIES | 65.37 | 71.58 | 6.21 | 8.68 | 161.10 | 787.38 | 626.28 | 79.54 | 859.00 |
| HEATING/COOLING MAINT CONTRACT | 0.00 | 16.67 | 16.67 | 100.00 | 0.00 | 183.37 | 183.37 | 100.00 | 200.00 |
| APPLIANCE REPAIR SUPPLIES | 12.26 | 15.58 | 3.32 | 21.31 | 619.73 | 171.38 | -448.35 | -261.61 | 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 | 487.75 | 190.50 | -297.25 | -156.04 | 3,452.83 | 2,095.50 | -1,357.33 | -64.77 | 2,286.00 |
| PLUMBING CONTRACT | 0.00 | 225.33 | 225.33 | 100.00 | 2,515.00 | 2,478.63 | -36.37 | -1.47 | 2,704.00 |
| DECORATING SUPPLIES | 0.00 | 106.25 | 106.25 | 100.00 | 658.99 | 1,168.75 | 509.76 | 43.62 | 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 | 0.00 | 0.00 | 0.00 | 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

May 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 | 170.00 | 0.00 | -170.00 | 0.00 | 0.00 |
| MILEAGE REIMBURSEMENT | 0.00 | 113.58 | 113.58 | 100.00 | 131.60 | 1,249.38 | 1,117.78 | 89.47 | 1,363.00 |
| MAINTENANCE LAUNDRY SERVICE | 117.42 | 0.00 | -117.42 | 0.00 | 1,358.28 | 0.00 | -1,358.28 | 0.00 | 0.00 |
| MISC OPERATING EXPENSES | 0.00 | 143.17 | 143.17 | 100.00 | 0.00 | 1,574.87 | 1,574.87 | 100.00 | 1,718.00 |
| CABLE TV | 64.99 | 53.08 | -11.91 | -22.44 | 649.90 | 583.88 | -66.02 | -11.31 | 637.00 |
| **TOTAL OPERATING AND MAINTENANCE** | **5,450.92** | **6,484.23** | **1,033.31** | **15.94** | **70,235.10** | **71,326.53** | **1,091.43** | **1.53** | **77,811.00** |
| **TAXES AND INSURANCE** | | | | | | | | | |
| PAYROLL TAXES | 679.65 | 576.75 | -102.90 | -17.84 | 8,074.48 | 6,344.25 | -1,730.23 | -27.27 | 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 | 708.11 | 753.42 | 45.31 | 6.01 | 7,638.05 | 8,287.62 | 649.57 | 7.84 | 9,041.00 |
| HEALTH INS/EMPLOYEE BENEFITS | 1,011.84 | 994.92 | -16.92 | -1.70 | 11,473.00 | 10,944.12 | -528.88 | -4.83 | 11,939.00 |
| 401-K EMPLOYEE BENEFITS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 558.00 | 558.00 | 100.00 | 744.00 |
| **TOTAL TAXES AND INSURANCE** | **2,399.60** | **2,325.09** | **-74.51** | **-3.20** | **27,245.53** | **26,133.99** | **-1,111.54** | **-4.25** | **28,645.00** |
| **ELDERLY AND CONGREGATE SVC** | | | | | | | | | |
| **DIETARY SERVICES** | | | | | | | | | |
| FOOD AND BEVERAGES | 0.00 | 0.00 | 0.00 | 0.00 | 789.30 | 0.00 | -789.30 | 0.00 | 0.00 |
| FOOD-SPECIAL EVENTS | 0.00 | 0.00 | 0.00 | 0.00 | 1,289.07 | 0.00 | -1,289.07 | 0.00 | 0.00 |
| **TOTAL DIETARY SERVICES** | **0.00** | **0.00** | **0.00** | **0.00** | **2,078.37** | **0.00** | **-2,078.37** | **0.00** | **0.00** |
| **SENIOR LIVING SERVICES** | | | | | | | | | |
| **RECREATION/ACTIVITY SERVICES** | | | | | | | | | |
| RECREATION/ACTIVITY-SUPPLIES | 108.27 | 117.92 | 9.65 | 8.18 | 363.83 | 1,297.12 | 933.29 | 71.95 | 1,415.00 |
| SERVICE COORDINATOR | 597.83 | 200.50 | -397.33 | -198.17 | 7,039.05 | 2,205.50 | -4,833.55 | -219.16 | 2,406.00 |
| **TOTAL RECREATION/ACTIVITY SERVICES** | **706.10** | **318.42** | **-387.68** | **-121.75** | **7,402.88** | **3,502.62** | **-3,900.26** | **-111.35** | **3,821.00** |

# Budget Comparison

May 2014
Books = Cash

| | MTD Actual | MTD Budget | Variance | % Variance | YTD Actual | YTD Budget | Variance | % Variance | Annual Budget |
|---|---|---|---|---|---|---|---|---|---|
| **TOTAL ELDERLY AND CONGREGATE SVC** | **706.10** | **318.42** | **-387.68** | **-121.75** | **9,481.25** | **3,502.62** | **-5,978.63** | **-170.69** | **3,821.00** |
| **TOTAL PROJECT EXPENSES** | **19,333.34** | **22,145.41** | **2,812.07** | **12.70** | **259,434.77** | **254,007.51** | **-5,427.26** | **-2.14** | **276,229.00** |
| **NET PROFIT/LOSS** | **-4,078.55** | **1,453.67** | **-5,532.22** | **-380.57** | **28,505.24** | **5,582.37** | **22,922.87** | **410.63** | **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 | -4,078.55 | 1,453.67 | -5,532.22 | -380.57 | 28,123.75 | 5,582.37 | 22,541.38 | 403.80 | 6,960.00 |

THE CITY OF PLEASANTON

# Housing Commission Agenda Report

June 19, 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

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Project Update for Ridge View Commons

- The most recent resident meeting took place on Tuesday, June 10. The next regular resident meeting is scheduled for Tuesday, August 12.

- 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, Pam and Fred Geiger will officially be retiring from their property management positions at Ridge View Commons at the end of June 2014 after 14 years of service to the property and its residents. [The Geiger's will be honored by a Housing Commission commendation under agenda item 4.b.] Barcelon Associates has tentatively hired a new administrator and a new assistant administrator who will be shadowing Pam and Fred for their last weeks on the property. Barcelon will introduce the new administrators to the Housing Commission as soon as their appointment is official.

Project Update for Kottinger Place

- The most recent resident meeting took place on Thursday, May 1. The next regular resident meeting is scheduled for Thursday, July 3.

- 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
# MAY / JUNE 2014

- **Apartment Turnover**

  In May, we had 6 apartments turn over. Five of them required full paint and flooring replacement. One unit required carpet cleaning and full paint. In June, four units are scheduled for turnover. Three of the units will be requiring full paint, carpet and vinyl replacement in addition to the vertical blinds. Three lease signers canceled at the very last minute, after several weeks of the pre-qualification process and unit prep. This added to the vacancy loss figures. July is shaping up to be a very busy month. We received four (4) 30-day notices on the same day. The new administrator will take possession of three units on June 30th and another unit on July 2nd. Four leases will need to sign the week of July 7th.

- **Water Conservation**

  The five (5) zones that include the lawns have been programmed to run for only 10 minutes once each week. The zones that include all ground cover and planting beds have been turned off until further notice. Water conservation has been addressed in the newsletter and posters placed all over campus. Residents have come forward to volunteer their time and expertise to help others keep their houseplants alive during this drought. We are confident that these efforts will result in more than the 25% reduction in usage as mandated by the City and Zone 7.

- **Recertification is almost over**

  The final step left in the recertification process is to update the CalHFA website with the current resident financial profile information. This step cannot begin before June 1. This step will take approximately 6 days of input to complete.

- **Annual CalHFA Inspection**

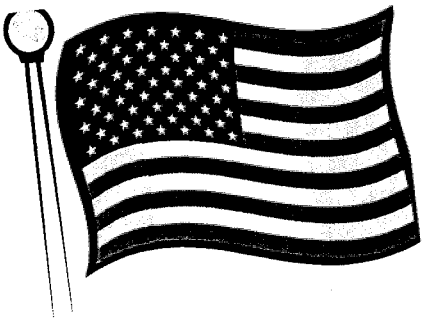
  This annual inspection has been rescheduled to begin at 10am on Thursday, June 12th.

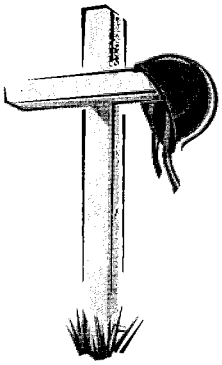
- **Final Days**

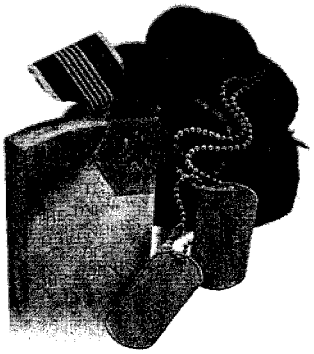
  As most of you already know, Fred and I notified Barcelon last July of our leaving and then tendered our formal resignations on March 1st of this year. The 4-month official notice that was given states that Friday, June 27th will be our final day. I would like to take this opportunity to thank Steve Bocian, Scott Erickson and each of the housing commissioners, both past and present, for your kind help and support throughout the years.

# RIDGE VIEW COMMONS

## NEWSLETTER







JUNE & JULY, 2014

# JUNE 2014

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 1-Jun<br>1:00 MAH JONG<br>1:00 DOMINOES | 2-Jun<br>9:00 EXERCISE<br>1:00 MAH JONG | 3-Jun<br>9:00 TAI CHI<br>10:00 SHOW 'N' TELL | 4-Jun<br>9:00 EXERCISE<br>10:30 PRAYER MEET<br>1:00 BLANKETS<br>1:00 MAH JONG | 5-Jun<br>9:00 TAI CHI<br>10:00 ANNUAL CALHFA INSPECTION<br>1:00 GAME DAY<br>6:30 BIBLE STUDY | 6-Jun<br>1:00 POKER<br>2:00 MAH JONG<br>6:30 BUNCO GAME | 7-Jun<br>1:00 MAH JONG<br>2:00 BINGO |
| 8-Jun<br>1:00 MAH JONG<br>1:00 DOMINOES | 9-Jun<br>9:00 EXERCISE<br>1:00 MAH JONG<br>1:30 CRAFTS | 10-Jun<br>9:00 TAI CHI<br>10:00 SHOW 'N' TELL<br>1:30 RESIDENT'S MTNG IN DINING RM<br>6:30 POKER<br>6:30 GUIDE DOGS | 11-Jun<br>9:00 EXERCISE<br>10:30 PRAYER MEET<br>11:15 DOG VISIT<br>1:00 BLANKETS<br>1:00 MAH JONG | 12-Jun<br>9:00 TAI CHI<br>1:00 GAME DAY<br>6:30 BIBLE STUDY | 13-Jun<br>1:00 POKER<br>2:00 MAH JONG | 14-Jun<br>1:00 MAH JONG<br>2:00 BINGO |
| 15-Jun<br>1:00 DOMINOES<br>1:00 MAH JONG<br>HAPPY FATHER'S DAY | 16-Jun<br>9:00 EXERCISE<br>1:00 MAH JONG | 17-Jun<br>9:00 TAI CHI<br>10:00 SHOW 'N' TELL<br>1:00 BRIDGE<br>6:30 GUIDE DOGS | 18-Jun<br>9:00 EXERCISE<br>10:30 PRAYER MEET<br>1:00 BLANKETS<br>1:00 MAH JONG | 19-Jun<br>9:00 TAI CHI<br>1:00 GAME DAY<br>6:30 BIBLE STUDY | 20-Jun<br>1:00 POKER<br>2:00 MAH JONG<br>6:30 BUNCO GAME | 21-Jun<br>1:00 MAH JONG<br>2:00 BINGO |
| 22-Jun<br>1:00 MAH JONG<br>1:00 DOMINOES | 23-Jun<br>9:00 EXERCISE<br>1:00 MAH JONG | 24-Jun<br>9:00 TAI CHI<br>10:00 SHOW 'N' TELL<br>1:00 BRIDGE<br>6:30 POKER<br>6:30 GUIDE DOGS | 25-Jun<br>9:00 EXERCISE<br>10:30 PRAYER MEET<br>11:15 DOG VISIT<br>1:00 BLANKETS<br>1:00 MAH JONG | 26-Jun<br>1:00 GAME DAY<br>6:30 BIBLE STUDY | 27-Jun<br>9:00 TAI CHI<br>2:00 MAH JONG<br>PAM & FRED'S LAST DAY AT RIDGEVIEW | 28-Jun<br>1:00 MAH JONG<br>2:00 BINGO |
| 29-Jun<br>1:00 MAH JONG<br>1:00 DOMINOES | 30-Jun<br>9:00 EXERCISE<br>1:00 MAH JONG | | | | | |

RIDGE VIEW COMMONS

PAM'S FINAL NOTES

JUNE—JULY 2014

# They Never Showed Me That !!

Dearest Residents,

This is a very difficult newsletter to write! This is our last edition, my last "Pam's Notepad." This is a very exciting time for both of us, but it is also laced with sadness. We have felt so welcomed, so loved and so happy working here at Ridge View Commons. There have been aspects of our jobs that have been challenging and difficult...coping with the death of beloved friends, processing Re-Certification and all of the paper blizzard associated with it, dealing with elder & financial abuse cases, processing 30-day notices and filling those vacancies, solving staffing difficulties through the years, budgeting just enough money to keep the place looking great and NOT raising rents too high for residents to remain here, liaising with all of the 6(!!!) entities involved with the property programs, as well as surviving commuting and working and living with each other during all these years. Despite those, and many more challenges, we have had a great time getting to know all of the residents and most of the families. You have all belonged to us. It has been fun to seek out new activities, creating an environment where the Marthas, Remes, and Lydias at Ridge View are encouraged to bring new and exciting parties and functions to the lucky residents. "Blankets for Kids" director, Jo Molz, has been with us for 8 years now, along with Mah Jong, Tai Chi, crafts, poker and loads of other activities that help make us THE premier Senior Apartment complex in the Valley.

When we arrived on scene, over 13 years ago, there were still dozens of original residents from 1989—when the property was built. I have processed 430 Thirty-Day Notices, pre-inspections, move out inspections, pre-qualifications, lease signings and move-in inspections. As of May, 2014 we have only 5 original residents on campus: Martha Morse, Alicia Valdez, Joe Hernandez, Elsie Fonseca and Margaret Patterson.

We have parted with so many loving friends through the years. There have been dozens of valiant warrior residents who have battled and lost against formidable health issues, but also many who have come out the other side, brave and battle scared. There have been others who lost their battle against Alzheimer's....truly one the saddest of diseases. Their courage has been humbling. We are proud to have known them.

Who remembers sweet Maddie Marker and the loving Isabelle Chisholm, who never let a resident go the hospital without a bedside visit ? We loved watching Jane Lofthouse and her family organize the Scooter Brigade for downtown trips....Jane, Bonnie Goodrich, Janice Hennig, little Cleo Goslin and Darlene Burke riding their electric scooters to Friday night concerts in the park, museum functions or just going out for lunch or dinner. Those ladies were up for anything.

Orville Nightingale is still alive and well. He'll turn 110 this year. He left Ridge View barely a year ago. Bessie Johnson was a young 102, when her family moved her into their home. Genevieve Gully was 103 when she moved to Assisted Living. Jenny Petersen was 106 when she moved to Skilled Nursing. Maybe it can be said that RVC is good for your longevity.

Jean Schultz made the very best date bars and shared them generously. Some fabulous couples have graced our halls: stylish and classy Irene and Harry Loos, sweet late-life loves Ray and Walli Cuddy, Howard and Gladine Barnhill (we attended their 75th Wedding Anniversary party in the dining room and watched them, with their walkers, dance with each other). Do you remember Vern and Bea Engebretson ?? Our flagpole in the center circle is due to the generosity of the Engebretson family in honor of their parents. Vern would scratch-bake cookies every morning and bring them to the coffee room for anyone to enjoy.

How many remember the cabaret atmosphere that prevailed in our dining room every Tuesday and Friday evening for over 8 years. Our professional pianist, Ken Logsdon, was a local musician who volunteered his time every week; playing the music we all loved from the 40's, 50's and 60's. He and Fred spent hours sitting by the piano.

→

They would take requests and often share the mic with visitors and residents. Ken and Fred closed each session performing God Bless America. It was so very special. We would still welcome any volunteer willing to play the baby grand during the occasional dinner hour.

Fred and I attended 3 residents' weddings during our years here, and congratulated several more as they married and left campus to make their new lives. Love is in the air at Ridge View, just ask Ken and Jeanne Anderson.

Your happiness makes us so very glad to have shared such examples of "a life well lived." Through the years, we have been taking Life Notes. We know which residents we want to be when we grow up (Elba Cruse, Vern Engebretson and Clara Papp come immediately to mind, with a long list of lovelies who know who you are), and the bad examples shall remain nameless. Two shining examples of residents who will do anything for any other resident remain Carol Hager and Claire Iglesias. Most of our RVC family exercises grace and kindness, but there have been some cranky folks who were hard to please or just did not think the rules applied to them. They will not direct our memories of this lovely place!

We have lived to see RVC residents become published authors. We are privileged to have read Mara Geine's World War II harrowing story, before it was even sent to the publisher. Mimi Amemiya's WW II memoir, from a totally different perspective, was fascinating. Fred Pool wrote of his love story with his first wife in England during the 2nd World War. Sadhana Hangal wrote of her young life with her family and husband in India, stating that the USA is the best place to be a Senior! We have known some very talented people.

I cannot say good-bye without walking down memory lane with a few more of the names from our precious memory list;Joe Kadluboski, Wayne Feldman, Bud McElwain, Helen Shedlock, Jay Sedlak, Bobbie Geer, Maggie Bader, Johnny Tavares, Adam Skoczowski, Betty Vespi, Bea Loundagin, Martha Crockrell, Wylie Roberts, Josephine Vaquera, Gert Castelluccio, Vera Dho and dozens more. We still see Bob Juniper and Janice Hennig on a regular basis when they come over from Parkview.

It goes without saying that we could not have achieved any level of success in our jobs without the major support of Pleasanton Housing Specialist, Scott Erickson and Assistant City Manager, Steve Bocian. They have been very knowledgeable and helpful friends. They were responsible for the grant funding that made our new back patio possible. My gratitude also goes out to Pam and Raymond at the Senior Center, who embraced us and made us feel a part of the City family. The owner group at Eden Housing has been supportive and positive for all of our years, working with us to fund and maintain the property and buildings. A special thanks to our account specialist, Garfield Downer and Asset Manager, Lucy Pineda. Their involvement will continue through the coming years. People from our Corporate offices, who have been very helpful, are Barry Cammer, Sandy Sposito in Benefits, Connie in payroll, Nancy Carey in Social Services and Fatemeh Winans in Compliance. Thanks to all of them for their support through the years.

Fred and I will miss our OHK lunches, which have been the previous night's dinner soup and salad saved for the next day. We have felt well-fed and pampered by Kira and her crew in the kitchen. It has been wonderful dealing with Linda McKeever and Hildie Neumann, who are amazing organizers and fundraisers.

Some of the major projects that have been placed on hold for the past few years will be left to our successors. You will probably see our parking lots re-surfaced and re-striped later this year or early next year. The old gal needs a few face-lifts: exterior painting for all the building and interior paint for the North and South building common areas will be needed soon. The Community Center interior is suffering from 1989 fashion and design, as is the landscaping. I would also expect that the issues with the 2nd and 3rd floor decks will be finally addressed. We hope this very expensive project will finally be addressed.

"They never showed me that." You will probably hear that a lot. As the calendar days continue to count down to our last day, we are still waiting for our replacements to arrive for some overlap training. Ridge View is the only 'tax-credit' property that Barcelon has, so the possibility of bringing someone from another property who is trained in Tax

Credit laws and policies is highly unlikely. We are hoping to have a least a few days to show them what to look for in the files and on the computer. I'm sure you will hear our replacements say "they never told me that", or, "they never showed me that." Please exercise patience and kindness when approaching the new Administrator or Operations Supervisor. I ask that you be respectful of their time and make an appointment if you have issues to discuss. They will need every consideration. I am stating flat out to them that I have made no promises to any residents regarding covered parking, rent reduction, transfer priority, meal tickets or apartment refurbishment. Refurbishing apartments has been a Pam & Fred program initiated for existing residents. It may or may not be continued. No commitments or "special deals" have been made to any applicant on the waiting list or any existing resident.

I have been keeping a Day Planner for the last 12 months, identifying all of our time-sensitive projects, appointments for move-outs and leases, as well as noting when and what to process for Re-Certification. If nothing else, the replacements will be able to contact the corporate office and ask how to perform specific functions, as needed. I'm sure they will receive as much help as possible following the limited training that will have taken place.

Our continuing staff will need your support and encouragement also. Judy and Louise will be on the firing line each day, fielding questions from the new management team as well as assisting residents with their questions and concerns. Dale will be making repair/replacement decisions, along with helping to schedule vendor work and placing equipment and supply orders, all while assisting the new management team in learning the ways of Ridge View. Laura will continue to be responsible for keeping the common areas clean and preparing apartments for turnover. Joan will be busy reassuring all of you the "this too will pass." It has been very stressful for our loyal staff. Be kind and gentle with them; make this your parting gift to me.

**God bless all of you and thank you for the many years of joy, tears, work and rewards. What a way to cap our working careers. It has been marvelous.**

# MARK YOUR CALENDAR, OR NOT

- June 1-Iron Curtain isolates West Berlin, 1952
- June 4-Battle of Midway begins, 1942
- June 5-CalHFA property and apartment annual inspection
- June 6– D Day, 1944
- June 10-Resident's Meeting with Barcelon Management & City Staff
- June 14-Flag Day
- June 14– US Army established, 1975
- June 15-Father's Day
- June 21-First Day of Summer
- June 22– Pledge of Allegiance recognized by Congress, 1942
- June 22-GI Bill signed into law, 1944
- June 25-North Korea invades South Korea, 1950
- June 27-Pam & Fred's last day at Ridge View, retiring
- July 2-US Army Air Corps established, 1926
- July 4-Independence Day Celebration
- July 21-Moon Landing by Neil Armstrong & Buzz Aldrin, 1969
- July 27-Armistice signed in Korea, 1953

**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.**

# UPDATE YOUR DIRECTORY

## *New Residents:*

- Han Chung & May Lee, S-130
- Chuck & Diane Cox, C-302
- Alex Fraser, S-214
- Lil Guesnon, C-104
- Diane Orsolini, S-104
- Chris Palmer, S-224
- Stella Parlante, S-221
- Irene Wainio, N-117

## *Transfers:*

- Sandi Sundius, S-130 to S-122
- Marty Yack, C-209 to C-404

## GET WELL WISHES

Herb Arnold

Marlous Barthelemy

Jay Harris

Bill Holden

## *Good-Bye's:*

- Bill Steinmetz moved to El Cerrito to be with family.
- Shirley Massey moved to a lovely board and care facility for some TLC.
- Frank & Gwen Linhart moved to be closer to their daughter.
- Connie Evans moved to San Diego to be near her family.

## *Rest in Peace*

### Ernest 'Ernie' Khoury

Born: March 20, 1929

Died: May 6, 2014

Ernie and Lu moved to Ridge View in March of 2000. For many, many years they were very active in many of the daily resident functions that took place. Ernie's failing health in recent years made his participation more and more difficult. Those of you who knew Ernie will miss that big smile that he always had. Our thoughts go out to the entire Khoury family at this very difficult time.

# ITEMS OF NOTE.....

- The grace period for the 'no smoking' policy, that was adopted two years ago, has expired. As of June 1, 2014 there is no smoking allowed anywhere on this City property. The covered parking space that was designated as a temporary smoking area has been assigned as a parking space. It is the responsibility of each resident to insure that visitors and family members do NOT smoke on Ridge View property. Guests and residents MUST go off the property to have a cigarette, cigar or pipe. This policy will be very strictly enforced going forward. Those few of you who might be sneaking a cigarette in your apartment must remember that it is your lease-mandated requirement to remove any and all traces of cigarette smell in your apartment. It is, as I am sure you know, very easy to detect "fresh" cigarette, cigar or pipe smoke. Failing to adhere to this policy will immediately void your lease with Ridge View and will result in immediate action to evict.
- On June 5th, beginning at 10am, the State of California Housing Finance Authority inspector will begin performing his annual site inspection of Ridge View Commons. You will receive a formal 'Notice of Inspection' memo at least 72 hours prior to the inspection date. The inspector will not identify the apartments for inspection prior to his arrival the morning of the 5th, so everyone needs to be prepared. Remember, this is not a housekeeping inspection. The inspection team will be looking for items in your apartment that might be in need of repair that have not been previously reported to management. Previous citations have been issued for obstruction of doorways and window areas. Make sure you have removed electric carts, walkers, file cabinets, furniture and any other type of obstruction from in front of your sliding glass door and all windows. Your doors and windows are designed and intended for use by emergency personnel to enter and exit your apartment in the event of an emergency.

# MORE ITEMS OF NOTE.....

- The Senior Center will be closed from June 23rd through July 6th, reopening on July 7th. Please remember to stock up on your ParaTransit bus tickets before they close. These tickets are NOT available for sale at Ridge View.
- Open Heart Kitchen has been awarded the contract to serve the lunch meals at the Senior Center Snappy Café beginning on July 8th. Congratulations to the Senior Center Director, Pam Deaton, as well as the Area Agency on Aging. They both encouraged Open Heart to pursue the contract to provide the lunch service to everyone at the Senior Center during those hours. I have made no secret of my endorsement of Open Heart Kitchen, mostly due to the quality of food, service restaurant-style and fund-raising skills to make those meals possible for such an affordable price. It is obvious that the meals served at Ridge View can not be produced for a mere $3.00 each. Those of you looking for someone to shop, cook and serve you both lunch and dinner, have no need to look further than the short walk to the Senior Center for lunch and a stop into the Ridge View Dining Room for a lovely dinner with your friends.
- Our June Resident's Meeting with Barcelon Management and the City is scheduled for June 10th at 1:30 in the Dining Room. Joan Sabol has scheduled a very unique speaker, who will provide information and instructions on how to help each other de-stress and relax. Come to the meeting and find out what the secret is. Refreshments will be served after the presentation.
- Jay Harris would like to thank everyone at Ridge View for the thoughts, prayers and good wishes while he was receiving treatment recently. He is recuperating very well, but has the post-treatment raspy voice. Please be assured that he is NOT contagious. It just sounds like he has a severe sore throat. We are hoping and praying that Jay has a full recovery.

# THE DROUGHT & TAI CHI CLASSES

- In the February and April Newsletters, you were advised about the drought conditions that we are facing at Ridge View. These conditions have been address by Zone 7 Water District and also by the City of Pleasanton in the form of 'mandatory' restrictions and reductions. As I'm sure you have already noticed, severe restrictions have been placed on the use of irrigation water. We are trying to use reduction in irrigation water usage to represent the overall reduction required, so the impact on individual residents and their daily activities is minimized. Some suggestions have been put forth by residents as to how you can personally help reduce water consumption at RVC. There is a flyer posted in each elevator and also on the bulletin boards around campus. The posting has recommendations on keeping your plants alive with less water. For specific assistance with distressed plants, Willa Dawson, in the 3rd cottage group, has some great ideas and is willing to share them with anyone who calls her. I am also sure that Judy, at the front desk, will be happy to share her knowledge about plant care.
- Residents, who have been attending Tai Chi classes with the Senior Support instructors on Tuesday and Thursday mornings, will be happy to hear that two of our newest residents have volunteered to continue with the Tai Chi classes after the current grant expires on June 19th. Jack and Marlene Wei, new residents in the South building, are eager and willing to help you continue on your Tai Chi journey. They will be happy to have everyone come and continue with them on Tuesday and FRIDAY mornings, beginning at 9:00am. Jack and Marlene will be holding classes outside on the patio behind the Community Center. Come and enjoy the cool summer mornings and experience Tai Chi.

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-June ,2014
# 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** |
| June 2nd | June 3rd | June 4th | June 5th | June 6th |
| Pulled Chicken Tacos Hard Shell w/ Diced Tomotaoes, Cheese, Lettuce, Onions, Refried Beans, Salad Bar*+, Apple Sauce Cake | Pepper Steak over Rice Pilaf, Roasted Sweet Potatoes, Salad Bar*+, Fresh Fruit Cup | Chicken Cacciatore w/ Mashed Potatoes, Salad Bar*+,California Blend Veggie Sautéed, Salad Bar*+, Roasted Pineapple | Kosher Low Sodium Beef Hot Dog w Sauerkraut, on Whole Grain Bun, Carrot Raisin Salad, Baked Beans, Salad Bar*+, Berry Cobbler | Pork Roast w/ Gravy, Sweet Mashed Potatoes, Steamed Broccoli, Salad Bar*+, Melon Cup |
| June 9th | June 10th | June 11th | June 12th | June 13th |
| Chicken and Broccoli Stir Fry, Over Enriched Rice, Asian Blend Steamed Veggies, Salad Bar*+ Tropical Fruit Cocktail | Brunswick Pork Stew Over Mashed Potatoes, , Salad Bar*+, Corn Bread, Butterscoth Pudding w/ Sliced Bananas | Chicken Pasta Primavera Over Whole Grain Pasta, w/Bacon, Peas & Broccoli, Salad Bar*+, Whole Grain Garlic Bread, Sliced Pears | Beef Fajitas w/ Beans and Cheese Peppers and Onions, Fresh Salsa, Salad Bar*+, Mexican Rice, Cantaloupe Cup | Beef Lasagna, Whole Grain Garlic Bread, Sautéed California Blend Veggies, Salad Bar*+, Baked Apples w/ Cinnamon |
| June 16th | June 17th | June 18th | June 19th | June 20th |
| **Father's Day Dinner** Baked Pork Chops w/orange sauce, Baked Potatoes, Broccoli, Banana Cake w/ Cream Cheese Frosting | Lemon Butter Grilled Fish, w/Whole Grain Rice, Salad Bar*+ Corn w/ Peppers and Onions, Apple Sauce | Whole Grain Spaghetti w/ Meat Sauce, Salad Bar*+, California Blend Veggies Steamed, Whole Grain Garlic Bread, Jell-O w/ | Turkey and Dumplings w/Celery Carrots,Peas, Over Enriched Noodles, Salad Bar*+, Sliced Oranges | **Pre Fisrt Day of Summer BBQ** Grilled Cheese Burgers w/ Lettuce, Tomatoe, Onion, Three Beans Salad, Baked Fries, Ice Cream w/ |
| June 23rd | June 24th | June 25th | June 26th | June 27th |
| Chicken Veggie Pizza w/ Peppers, Onions, Olives, on Whole Grain Pita Bread, Salad Bar*+, Oatmeal Chocolate Chip Cookie | Chunky White Bean Chicken Chile over Mashed Potatoes, Corn Bread, Salad Bar*+Pineapple Cup | Oven Fried Chicken w/ Gravy,Roasted Sweet Potatoes, Steamed Green Beans, Salad Bar*+, Apricot Cobbler | Fish Tacos on Whole Grain Tortilla w/ Cabbage and Salsa, Baked French Fries, Salad Bar+, Tapioca Pudding w/ Sliced Bananas | Dijon Ham w/ Au Gratin Potatoes, Steamed Broccoli, Salad Bar*+Pineapple Up Side Down Cake |
| June 30th | | | | |
| Open Face Turkey Meatloaf Sandwich w/ Mashed Sweet Potatoes and Gravy, Salad Bar*+, Berry Tart | | | | |

# *USE OF YOUR GARBAGE DISPOSAL*

*The ONLY purpose of your garbage disposal is to grind the soft food particles that are left on your dishes AFTER you scrape them into the garbage can. Your disposal is not your garbage can. The following is a list of things that are NOT to be put into your garbage disposal.*

- *Anything that is not biodegradable food]*
- *Anything combustible*
- *Anything plastic or metal*
- *Cigarettes or cigarette butts*
- *Meat of any kind (cooked or raw)*
- *Grease or cooking oil*
- *Egg shells*
- *Potato skins, husks, lettuce, asparagus or other fibrous fruits or vegetables*
- *Pasta or rice (cooked or uncooked)*

*Just remember, whatever you wash down the sink must make it all the way to the city pipe lines underneath Case Avenue. If it is doubtful that a piece of food will get that far without causing a problem, don't put it down your sink. Anytime you put anything into your disposal, make sure you run water for at least 30 seconds. Remember, the only things that should go into your disposal are the things that are left over AFTER you scrape your plate into the garbage can. Occasionally, you can run ice cubes down your disposal to help keep it clean. The grinding of the ice will help knock down the scum layers that build up below the seal and in the grinder wheel.*

*If you are not sure....put it in the garbage can!!!!!*

# GET THE MOST OUT OF YOUR "COOLER"

First of all, let's have a little lesson. What you have in your apartment is NOT an air-conditioner, it is a HEAT PUMP. They work quite differently than air conditioners because there is no cold source for cool air or heat source to generate warm air. On the "cool" setting, the heat pump takes air from the apartment and removes the heat utilizing an "exchanger" and returns what is left back into the apartment. With some of the heat removed, the return air feels cooler in comparison to what is still in the apartment. On the "heat" setting, it works in the reverse. Because of this method of heating and cooling, there are some limitations and also some very important points to remember:

- Nothing should be within 30 inches of the front grill. Blocking the front of the unit will cause "short cycling" which forces the cooler air from the exhaust back into the unit's intake at the floor. This causes condensation on the exchanger which quickly turns into frost and freezes up the unit.

- Ideally, the operation of the unit will generate exhaust air that is about 22 to 24 degrees cooler than the outside air intake mix. Setting the thermostat below 74 degrees when it is over 95 degrees outside will cause condensation on the exchanger which, again, quickly turns to frost and freezes the unit. Consider setting the thermostat at 74 and leaving it there. Turning the system off at night and then back on again in the heat of the day and adjusting the thermostat to a low temperature setting is just inviting a system failure. A frozen unit will put out very little air and sound as though it is laboring in its operation.

- If your unit freezes, the easiest way to thaw it out is to put the system switch to the "off" position and the fan switch to the "on" position. Let it run this way for about an hour. This pulls air from the apartment and the outside across the exchanger to thaw the ice and frost. During this thaw cycle, you may hear ice breaking loose and falling into the fan. Don't be alarmed, this is a normal occurrence. After about an hour, put the fan switch back to the "auto" position and the system switch back to the "cool" position. Your unit should begin running normal. If it is still not working properly, call the office for a work order.

I hope these tips will help you avoid some discomfort during the hot days and weeks ahead.

# HOUSEKEEPERS / CARE-GIVERS

(Updated – June 2014)

The following people have submitted to the recommended credit and criminal background checks and have been cleared by this office to work at Ridge View Commons.

| | | |
|---|---|---|
| 1. Maniela Anayat | 939-8580 | |
| 2. Florentina Andrade | 719-4650 | |
| 3. Georgina Aguilar (limited availability) | 398-8312 | |
| 4. Florence Alcantara | 449-1505 | |
| 5. Karen Clifton-Smithey | 243-1717 | |
| 6. Yeshimebet Demissie (caregiver only) | 408-410-8404 | |
| 7. Christina Fisher | 484-4996 | |
| 8. Lilian Gaitan | 931-1029 | |
| 9. Leila Ghorbanalishaw | 249-1308 | |
| 10. Terrie Lanphear | 336-9361 | |
| 11. Ann Montgomery | 872-9141 | cell |
| 12. Laverne Nourse | 462-2376 | |
| 13. Parwiza Popal | 922-3918 | |
| 14. Tammy Regevig | 510-460-0462 | |
| 15. Patricia Wilks | 699-9613 | |
| 16. Martina Wilson | 789-0695 | |
| 17. Gwen Winkler | 321-6675 | cell |
| 18. Drew Wyatt (caregiver only) | 413-2790 | cell |

If your housekeeper would like to have their name added to this list, please have them contact the office regarding their background check.

*Pam Geiger*

**Site Administrator**

# 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

Hi! My name is Jo and I lead a group of beautiful ladies in making NO SEW fleece blankets. These blankets are for the abused and neglected children in our area. We give these blankets to our police departments, the 2 women shelters, Alameda County foster care, Calico and many, many others. We start in our own area to service the children here. There are over 350,000 children, (that we know of) nationwide who fall into the neglected and abused category.

We meet every Wednesday at 1pm in the lunch room. Won't you join us???? We will teach you our VERY EASY steps to making a blanket and you will be giving a child some thing cozy they may not have.

**COUNT FOR**
**RIDGE VIEW COMMONS**

Jan 1, 2014 to Mar 31, 2014

BLANKETS – 212
BLANKETS & PILLOWS – 54 For a Total of 15,174 blankets

Pillows – 25
D/O – 107
Stuffed –34
Odd Items –12

We have distributed a total of over 42,000 blankets to abused & neglected children

Activities Committee Report

Finding the chairmanship of the Activity Committee takes more of a time commitment than I had thought, I can no longer Chair this group. Please know I will continue to support, in what ever way possible the Activities here at Ridge View.

The newly revitalized Activities Committee had our first meeting. Lydia Riccio, Shirley Maltby, Joyce Greenleaf, Carolyn Kotch, Barbara Pifer, Chris Silveria met on May 16 to discuss some activity ideas. We also went over the Activity Committee By-Laws last updated on April 6, 2010. The By-Laws were prepared & signed by the Activity Committee on that date. There are several points we need to work with in committee to present to the membership. Meeting to be announced. We are asking for your patience as we try to develop our committee and suggested activities. New things do not happen over night. Since our May 16 meeting Mary Law has asked to join. My thanks & gratitude to our committee, to Martha Morse, Peggy Johnson, Mara Geine, Virgina Roberts & Pam who have all been so very helpful in sharing past fliers & activities.

Thank you all so much for making RVC such a wonderful place to live.

Lydia Riccio

# FLEA MARKET

THE DATE OF THE FLEA MARKET HAS BEEN SET FOR SATURDAY, SEPTEMBER 20TH, FROM 9:00am TO 3:00pm. THIS IS THE MAIN ANNUAL FUND RAISER FOR THE ACTIVITIY COMMITTEE.

WE HAVE STORAGE ROOMS AND PEOPLE WILLING TO PICK UP YOUR ITEMS. (NO CLOTHES OR LARGE FURNITURE ITEMS.) WE ALREADY HAVE A GOOD START, BUT WE NEED MANY MORE DONATIONS TO MAKE THIS FUND RAISER A SUCCESS. IN THE PAST, WE HAVE RAISED OVER A THOUSAND DOLLARS FOR OUR ACTIVITIES.

FOR MORE INFORMATION, OR TO ARRANGE FOR A PICK-UP, CALL MARTHA MORSE IN THE COTTAGES AT 484-2528 OR JOAN STELLMAN IN THE SOUTH BUILDING AT 417-5969.

# RETIREMENT TRIBUTE

Please join us for an Open House in honor of

**Pam and Fred Geiger**

who are retiring from

Ridgeview Commons after 14 years of service to our Seniors and community

Ridgeview Commons Dining Room

5200 Case Avenue

Friday, June 20th, 12:00pm to 3:00pm

Drop in and wish them well!

Light snacks will be provided

Questions – please call

Judy or Louise at (925) 484-5131

In the beginning, God created the Heavens and the Earth and populated the Earth with broccoli, cauliflower and spinach, green and yellow and red vegetables of all kinds, so Man and Woman would live long and healthy lives.

Then using God's great gifts, Satan created Ben and Jerry's Ice Cream and Krispy Creme Donuts. And Satan said, "You want chocolate with that?" And Man said, "Yes!" and Woman said, " as long as you're at it, add some sprinkles." And they gained 10 pounds. And Satan smiled. And God created the healthful yogurt that Woman might keep the figure that Man found so fair. And Satan brought forth white flour from the wheat, and sugar from the cane and combined them. And Woman went from size 6 to size 14.

So God said, "Try my fresh green salad." And Satan presented Thousand-Island Dressing, buttery croutons and garlic toast on the side. And Man and Woman unfastened their belts following the repast.

God then said, "I have sent you heart healthy vegetables and olive oil in which to cook them." And Satan brought forth deep fried fish and chicken-fried steak so big it needed its own platter. And Man gained more weight and his cholesterol went through the roof.

God then created a light, fluffy white cake, named it "Angel Food Cake," and said, "It is good." Satan then created chocolate cake and named it "Devil's Food."

God then brought forth running shoes so that His children might lose those extra pounds. And Satan gave cable TV with a remote control so Man would not have to toil changing the channels. And Man and Woman laughed and cried before the flickering blue light and gained pounds.

Then God brought forth the potato, naturally low in fat and brimming with nutrition. And Satan peeled off the healthful skin and sliced the starchy center into chips and deep-fried them. And Man gained pounds.

God then gave lean beef so that Man might consume fewer calories and still satisfy his appetite. And Satan created McDonald's and its 99-cent double cheeseburger. Then said, "You want fries with that?" And Man replied, "Yes! And super size them!" And Satan said, "It is good." And Man went into cardiac arrest.

God sighed and created quadruple bypass surgery.

Then Satan created HMOs

# Kottinger Place

Attachments:

- *Monthly Management Update*
- *Resident Newsletter*

# KOTTINGER PLACE UPDATE

**June 2014**

**Property**

Kottinger Place continues to work hard with their residents on trying to conserve water.

Watering of gardens will be allowed Monday and Wednesday's from 7pm to 9am and Friday's from 7pm to 10pm.

Kottinger Staff is working on a list for indoor water conservation. Together Kottinger will be able to reduce water usage by 25%.

Tom and Brenda finished Kottinger Place annual inspections. The units are in great shape.

Tom, Brenda and residents continue to work hard to maintain Kottinger Place looking its best.

**Staff**

Brenda and Tom continue work hard to keep Kottinger Place running smoothly.

**Events**

Kottinger will have a breakfast get together for the residents on Friday, June 6, 2014.

Kottinger will also have a BBQ on July 3, 2014 celebrating Independence Day.

# Kottinger Place News Letter

June 2014

As you may know we are now required to reduce water usage by 25%.

We will start off by cutting down on outdoor watering. We will turn on the water on Monday, Wednesday and Friday. Watering times will be from 7pm to 9am. Friday's will be from 7pm to 10pm.

You are no longer able to wash your vehicles here at Kottinger Place. It is suggested that you go to a car wash facility.

These are two major cut backs that we are going to do. Tom and I are currently working on a list of suggestions that will help you conserve water indoors.

I want to thank Bill and Gloria for donating a carpet cleaner. Tom has used it a few times and it works really well. If anyone is interested in using it, please stop by the office.

We are also working on cleaning 5 carpets a month. We are going off a carpet cleaning schedule.

I want to remind you that we have a recycling bin for used batteries. It is located in the mail room by the piano. Thanks to Bill who takes the recycled batteries down to the senior center. If you have any used batteries that you need to throw out please bring them to the battery recycling bin.

I want to ask all bike riders not to ride your bikes on site. It is dangerous riding your bike on site because you can run into a resident that might not be able to move quickly. For your safety and the safety of others, please do not ride your bike on site.

I want to thank everyone for keeping Kottinger Place looking its best. I love that everyone keeps up with their gardens. Porches are looking good.

## Upcoming events

**We will have a fourth of July BBQ on Thursday, July 3, 2014 at 12pm.**

**Kottinger Place will provide the food and drinks. I hope you can all make it.**

# Housing Commission Agenda Report

June 19, 2014
Item 06

**SUBJECT**: **Approval of Minor Modification to Streamlined Annual Plan for Fiscal Year 2014 for the Pleasanton Housing Authority**

**STAFF RECOMMENDATION:** Adopt the attached draft resolution approving a minor modification to the approved Annual PHA Plan for fiscal year 2014 to incorporate required language related to the Violence Against Women Act (VAWA).

**ATTACHMENTS**:

1. Draft Resolution
2. March 2014 Agenda Report and Minutes
3. Revised Annual PHA Plan for Fiscal Year 2014 for the Housing Authority of the City of Pleasanton

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## Background

At the March 2014 meeting, the Commission approved the streamlined Annual Plan for fiscal year 2014 for the Pleasanton Housing Authority. Please refer to the attached agenda report and minutes from the meeting.

Staff was recently alerted by HUD that the Annual Plan is required to include specific text addressing compliance with the Violence Against Women Act (VAWA) of 2005. Under VAWA, housing authorities have obligations to address the housing needs of survivors of domestic violence, dating violence, stalking, and sexual assault. In the Annual and 5-Year Plans, PHAs must include a statement of the goals, objectives, policies, or programs that will enable the PHA to serve the needs of victims of domestic violence, dating violence, sexual assault, or stalking.

## Discussion

The Pleasanton Housing Authority (PHA) is already in compliance with VAWA in terms of implementation. PHA provides an addendum with information about VAWA as part of the move-in/lease packet for any new Public Housing resident (male or female). New residents must sign the addendum along with the Lease and the House Rules. Residents receive a copy of the signed document along with their lease. If staff ever perceived an instance of domestic violence involving a tenant or applicant, staff would refer them to agencies and services that provide applicable services in the Tri-Valley.

The deficiency identified by HUD relates to incorporating required text into the Annual Plan. Since this matter was brought to the City's attention after the Commission reviewed the draft plan back in March, an amendment must now be approved.

The amended annual plan is attached for the Commission's reference. The changes (as compared to the version that was approved by the Commission in March) are highlighted in the document and are summarized below:

| Page | Section | Description of Change |
|---|---|---|
| 1 | 6.0 | Sentence added to reference new VAWA text in Section 10.0 |
| 3 | 10.0 | Paragraph referring to new Exhibit K |
| 17 | Exh. K | New two-page description of PHA's implementation of VAWA requirements |

The primary addition to the Annual Plan is the new Exhibit K which describes in detail the procedures, programs and services that are in place to meet VAWA requirements. With the exception of the pages and sections described above, the Annual Plan is the same as approved by the Commission in March.

**Staff Recommendation**

Staff recommends that the Board adopt the attached draft resolution approving the minor modification to the Annual PHA Plan for fiscal year 2014 as described in this report and included in the attached revised document.

**HOUSING AUTHORITY OF THE CITY OF PLEASANTON**
**ALAMEDA COUNTY, CALIFORNIA**

**RESOLUTION NO. HA-2014-4**

**RESOLUTION APPROVING A MINOR MODIFICATION TO THE ANNUAL PHA PLAN FOR FISCAL YEAR 2014 FOR THE HOUSING AUTHORITY OF THE CITY OF PLEASANTON**

WHEREAS, The Housing Authority of the City of Pleasanton approved the Annual PHA Plan for fiscal year 2014 at its meeting of March 20, 2014; and

WHEREAS, The Department of Housing and Urban Development (HUD) has advised that certain changes are needed in order to comply with the requirements of the Violence Against Women Act of 2005 (VAWA); and

WHEREAS, The Housing Authority Board of Commissioners reviewed a report proposing modifications to the Annual PHA Plan at its meeting of June 19, 2014;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF PLEASANTON RESOLVES AS FOLLOWS:

Section 1: Approves the minor modification to the Annual PHA Plan for fiscal year 2014 for the Housing Authority of the City of Pleasanton and authorizes staff to resubmit the revised Plan to HUD.

Section 2: This resolution shall become effective immediately upon its passage and adoption.

THIS RESOLUTION ADOPTED JUNE 19, 2014.

APPROVED:

_____
Ann Welsh, Chairperson
Housing Authority Board of Commissioners

ATTEST:

_____
Steven R. Bocian
Executive Director

THE CITY OF PLEASANTON

# Housing Commission Agenda Report

March 20, 2014
Item 06

**SUBJECT:** **Approval of Streamlined Annual Plan for Fiscal Year 2014 for the Pleasanton Housing Authority**

**STAFF RECOMMENDATION:**

1) Adopt the attached draft resolution approving the Annual PHA Plan for fiscal year 2014; and
2) Authorize staff to submit to HUD by the applicable deadline.

**ATTACHMENTS:**

1. Draft Resolution
2. Draft Annual PHA Plan for Fiscal Year 2014 for the Housing Authority of the City of Pleasanton

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## Background

In October 1998, President Clinton signed into law the Quality Housing and Work Responsibility Act (QHWRA), also referred to as the "Public Housing Reform Act." The QHWRA established various reforms aimed at revitalizing and improving HUD's Public Housing and Section 8 rental assistance programs. One of the most significant changes resulting from the QHWRA was the requirement that public housing authorities (PHA's) throughout the country prepare and adopt a five-year Agency Plan (including individual one-year Annual Plans). The Agency Plan was intended to provide a framework for local accountability and an easily identifiable source by which public housing residents, Section 8 participants, and members of the public can locate basic PHA policies, rules, and requirements concerning operations, programs and services.

The Pleasanton Housing Authority does not have its own Section 8 program. However, it does own and administer 50 units of Public Housing at Kottinger Place. Therefore, the Housing Authority was required to submit its first Agency Plan in 2000. The first submission (which was prepared using consultant services) included a five-year plan for fiscal years 2000 through 2004 and the first annual plan for fiscal year 2000. The Plans were approved by HUD in November 2000. Annual Plan updates have been submitted to HUD each year for the past six years, and a third five-year plan for fiscal years 2010 through 2014 was submitted two years ago (in 2010).

## Discussion

A new Annual PHA Plan for fiscal year 2014 is required to be submitted to HUD by mid-April. HUD recently developed a new "streamlined" template for the plan. The format is similar to a "check list" that is required to include attachments of pertinent housing authority documents (e.g., Admissions and Continued Occupancy Policy, waiting list policy, plans for utilizing Capital Grant funds, etc.). The

individual attachments are not included with this report due to the size of the overall document. However, these documents have all been previously approved by the Housing Authority Board and will be made part of the final document that will be on file at the Housing Authority / City offices, at Kottinger Place, and at other locations accessible to the public such as the Pleasanton Library and the City of Pleasanton web site.

No major changes to the content or general requirements for the Annual PHA Plan have been implemented by HUD, with the exception of the introduction last year of a new streamlined format as discussed above. The attached Annual PHA Plan is consistent with the prior plans and reflects minor changes that have been made and approved by the Board in the past:

| Date Approved: | Description of Change: |
|---|---|
| March 2005 | Amendments to the Waiting List Policy and the Admissions and Continued Occupancy Policy |
| June 2008 | Expiration of Designated Housing Plan (all-elderly designation) |
| February 2010 | Updated Procurement Policy |
| October 2011 | Adoption of No-Smoking Policy |

As noted above, the plan also includes a statement (added several years ago) that the prior all-elderly designation that the PHA received in 2003 (through HUD's approval of a Designated Housing Plan, or DHP) expired in 2008 and is no longer in effect. However, the waiting list policy will continue to include a priority for elderly applicants aged 62 and older. Since the current waiting list is expected to be sufficient to fill vacancies for the next several years, this written policy change is not anticipated to have a significant impact on the continued operation of Kottinger Place as elderly housing.

Last year, staff worked with MidPen Housing to incorporate new language in 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 (in conjunction with Pleasanton Gardens) as the future Kottinger Gardens project. In meetings with HUD's regional Public Housing Office staff, the City was advised that it is important to include this language as a precursor to initiating the disposition process which is expected to take place later this year. The new language (which was added last year) has been retained and is found primarily in Sections 6.0 and 7.0 of the attached plan.

Conclusion

A Resident Advisory Board (RAB) was established at Kottinger Place in conjunction with the preparation of the first plan in 2000, as required by HUD. The RAB has been involved on an on-going basis in the discussion of policies and other information related to preparation of the annual Agency Plans for the Housing Authority. In addition, there have recently been several resident meetings that have been focused specifically on the Kottinger Gardens process and have solicited significant resident input. Any additional comments provided at the March 20 meeting can be incorporated into the plan.

The Annual PHA Plan is required by HUD for all housing authorities throughout the U.S. The attached Annual PHA Plan must be adopted in order to ensure that the Housing Authority remains in compliance with all applicable HUD requirements. This will preserve the Housing Authority's continued good standing and will ensure eligibility for benefits such as the annual Capital Fund Program (the Housing Authority receives approximately $45,000 per year) and Operating Subsidy (approximately $100,000 per year).

**Staff Recommendation**

Staff recommends that the Board adopt the attached draft resolution approving the Annual PHA Plan for fiscal year 2014 and authorize staff to submit the documents to HUD by the applicable deadline.

THE CITY OF PLEASANTON

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# Housing Commission Minutes

***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

| PHA 5-Year and Annual Plan | U.S. Department of Housing and Urban Development<br>Office of Public and Indian Housing | OMB No. 2577-0226<br>Expires 8/30/2011 |
|---|---|---|

**1.0 PHA Information**

PHA Name: Pleasanton Housing Authority PHA Code: CA 081

PHA Type: ☒ Small ☐ High Performing ☐ Standard ☐ HCV (Section 8)

PHA Fiscal Year Beginning: (MM/YYYY): 07/2014

**2.0 Inventory** (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: 50 Number of HCV units: 0

**3.0 Submission Type**

☐ 5-Year and Annual Plan ☒ Annual Plan Only ☐ 5-Year Plan Only

**4.0 PHA Consortia** ☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

| Participating PHAs | PHA Code | Program(s) Included in the Consortia | Programs Not in the Consortia | No. of Units in Each Program | |
|---|---|---|---|---|---|
| | | | | PH | HCV |
| PHA 1: | | | | | |
| PHA 2: | | | | | |
| PHA 3: | | | | | |

**5.0 5-Year Plan.** Complete items 5.1 and 5.2 only at 5-Year Plan update. [n/a]

**5.1 Mission.** State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:

**5.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

**6.0 PHA Plan Update**

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

NEW

- Section 7.0 of the Annual Plan was previously updated in 2013 to reflect the Pleasanton Housing Authority's intent to apply for Demolition and Disposition of its Kottinger Place Site under 24 CFR 970. Section 10.0 has been updated to provide language related to the Violence Against Women Act (VAWA) as required by HUD.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

- Main administrative office of the PHA (123 Main St., P.O. Box 520, Pleasanton, CA 94566)
- PHA development management offices (Kottinger Place, 240 Kottinger Dr., Pleasanton, CA 94566)
- Pleasanton Library (400 Old Bernal Ave., Pleasanton, CA 94566)
- Copies will be made available to PHA (Kottinger Place) residents upon request.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.*

The Pleasanton Housing Authority is pursuing Demolition and Disposition of Kottinger Place and plans to submit a Demolition and Disposition Application consistent with 24 CFR 970 in 2014.

The PHA has identified this property for Demolition and Disposition pursuant to a thorough investigation, including:

a) Extensive outreach to the Kottinger Place residents, including group meetings, individual in-home visits and interviews, and publicly-noticed community meetings.

b) Thorough site analysis guided by the City's Kottinger Place Redevelopment Task Force, in which a Kottinger Place resident serves as one of the 14 members and represents the Kottinger Place residents' interests.

c) Extensive physical inspections of the Kottinger Place units, which uncovered a general condition of obsolescence and the PHA's inability to undertake any cost-effective program of modification that would return the project to its useful life.

More specifically, the physical inspections confirmed necessary rehabilitation costs are at least 57.14% of HUD's Total Development Costs for replacement units. The project's usefulness is seriously inhibited by units that do not meet local and State building codes for accessibility and energy-efficiency. Additionally, the inaccessible units prohibit residents from aging in place and achieving their desire to live independently.

d) Extensive collaboration with the City of Pleasanton Housing Authority Board, Housing Commission, City Council, affordable housing advocates, neighbors, and other interested community members.

e) The pending Demolition and Disposition Application was discussed at the PHA's annual public hearing on March 21, 2013, and at a meeting of the City of Pleasanton Housing Commission on February 20, 2014.

The timetable for the disposition request is as follows:

| | |
|---|---|
| *Apr 2012-Apr 2014* | Resident Outreach (ongoing) |
| *Mar-Jun 2013* | Prepare NEPA |
| *Aug-Sep 2013* | NEPA Review and Approval |
| *Sep 2013* | Resident Relocation Plan finalized |
| *Jan 2014* | Physical Needs Assessment and Appraisal finalized |
| *Feb 2014* | Technical assistance application for demolition and disposition approval submitted |
| *Apr 2014* | Pleasanton Housing Authority Board approves Certification of Compliance |
| *Apr 2014* | Application submitted for demolition and disposition approval under Section 18 of the 1937 Act (42 U.S.C 1437p) |

**8.0** **Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable.

**8.1** **Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report,* form HUD-50075.1, for each current and open CFP grant and CFFP financing.

A copy of form HUD-50075.1 is attached for the current CFP grant.

**8.2** **Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan,* form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.

A copy of form HUD-50075.2 is attached for the current year Action Plan.

**8.3** **Capital Fund Financing Program (CFFP).**
☐ Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

**9.0** **Housing Needs**. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

- The waiting list type is Public Housing and is solely for persons seeking residency at Kottinger Place (the only property owned by the PHA).
- There are a total of 41 families on the waiting list as of January 2014.
- The annual turnover rate is approximately 6 families per year.
- The waiting list does not include information on the income levels of prospective applicants.
- There are no (0) families with children on the waiting list.
- There are 41 (100%) elderly families on the waiting list.
- There are no (0) non-elderly disabled families on the waiting list.
- The waiting list does not include information on the race/ethnicity of prospective applicants.
- There are 3 families on the waiting list for studio units, 16 for one-bedroom units, and 22 for either unit type.
- The waiting list is currently closed as of April 2014. It was last opened in April 2007 (seven years ago). The PHA does not expect to reopen the list in the coming PHA Plan year (2014).
- The waiting list includes preferences for elderly persons aged 62 and older, Pleasanton residents and relatives of Pleasanton residents, applicants who meet disabled criteria, and certified veterans of the U.S. Armed Forces.
- The Property Administrator at Kottinger Place receives approximately 20 calls daily from households looking for housing.
- The waitlist for Pleasanton Gardens, a privately-owned affordable senior housing property located across the street from Kottinger Place, was opened in October 2011, and during a one-month period, the property received over 60 interested applicants for 40 units.
- The population of seniors living in Alameda County doubled between 2000 and 2010, and is projected to continue growing.

**9.1** **Strategy for Addressing Housing Needs**. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

**10.0** **Additional Information**. Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

The Housing Authority's goal as described in the 5-Year Plan is to ensure Kottinger Place remains high quality housing best serving residents' physical and social needs. Although progress in the form of energy-efficient upgrades was made toward this goal during the previous 5-Year Plan period, the units remain inaccessible and do not meet modern building standards, prohibiting the residents from continuing to live independently and age-in-place. Achieving this goal will require the provision of safe, accessible units meeting modern building standards dictated by local and State building codes.

Pursuant to investigations described above in Section 7.0, the Housing Authority has determined that it is in the best interests of the residents and Housing Authority to apply for Demolition and Disposition approval from HUD. The new construction of modern units will allow the Housing Authority to address the ongoing physical challenges for residents to live safely and age-in-place.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

**a. Substantial Deviation from the 5-Year Plan**

A "substantial deviation" from the PHA's 5-Year Plan is defined as:

- A change to the PHA's overall mission, or
- A complete change or abandonment of the PHA's identified goals that significantly affect services to residents.

A "substantial deviation" does not relate to meeting identified objectives or delays in implementation of an objective due to the PHA's business needs, emergencies, or circumstances beyond the PHA's control.

**b. Significant Amendment or Modification to the Annual Plan**

A "significant amendment or modification" to the PHA's 5-Year Plan and Annual Plan is defined as:

- A significant change to the PHA's strategies for meeting the housing needs of families in its jurisdictions, or
- A significant change in the planned use of financial resources.

A "significant amendment or modification" does not relate to identified goals/objectives that are later refined through coordination with the local jurisdictions, city/county planning departments, or local jurisdictions' Consolidated Plan proposals/programs.

As described above in Section 7.0, the Housing Authority has determined the best strategy to meet the needs of the current residents and others in its jurisdiction is to apply for Demolition and Disposition approval from HUD. It is more cost effective to build new, safe, accessible units than to rehabilitate the existing obsolete units.

NEW

**c. Violence Against Women Act (VAWA)**

Exhibit K includes a description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**11.0** **Required Submission for HUD Field Office Review**. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
(b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
(c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
(d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
(e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
(g) Challenged Elements
(h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

# Instructions form HUD-50075

**Applicability**. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

**1.0 PHA Information**
Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

**2.0 Inventory**
Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

**3.0 Submission Type**
Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

**4.0 PHA Consortia**
Check box if submitting a Joint PHA Plan and complete the table.

**5.0 Five-Year Plan**
Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission**. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan**.**

**5.2 Goals and Objectives**. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

**(a)** Identify specifically which plan elements have been revised since the PHA's prior plan submission.

**(b)** Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central off ice of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

**PHA Plan Elements**. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1**) development name and number; **2**) designation type; **3**) application status; **4**) date the designation was approved, submitted, or planned for submission, and; **5**) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (**1**) Any programs relating to services and amenities provided or offered to assisted families; (**2**) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

**(a) Hope VI or Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm

**(b) Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
**Note:** This statement must be submitted to the extent **that approved and/or pending** demolition and/or disposition has changed.

**(c) Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/conversion.cfm

**(d) Homeownership**. A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

**(e) Project-based Vouchers**. If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

**(a)** To submit the initial budget for a new grant or CFFP;

**(b)** To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and

**(c)** To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;

2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and

3. Upon completion or termination of the activities funded in a specific capital fund program year.

**8.2 Capital Fund Program Five-Year Action Plan**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

**(a) Progress in Meeting Mission and Goals. P**HAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan**. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**(b) Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

**(c)** PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

**(a)** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*

**(b) F**orm HUD-50070, *Certification for a Drug-Free Workplace* **(PHAs receiving CFP grants only)**

**(c)** Form HUD-50071, *Certification of Payments to Influence Federal Transactions* **(PHAs receiving CFP grants only)**

**(d)** Form SF-LLL, *Disclosure of Lobbying Activities* **(PHAs receiving CFP grants only)**

**(e)** Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* **(PHAs receiving CFP grants only)**

**(f)** Resident Advisory Board (RAB) comments.

**(g)** Challenged Elements. Include any element(s) of the PHA Plan that is challenged.

**(h)** Form HUD-50075.1**, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.1.

**(i)** Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* **(Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.2.

NEW

**Exhibit K:**
**Implementation of Violence Against Women Act (VAWA)**

*The Pleasanton Housing Authority (PHA) has prepared a policy for the implementation of the Violence Against Women Act (VAWA) of 2005. It has notified its tenants (the majority of whom are elderly) and owners of the new law and how it impacts Public Housing tenants and owners. PHA includes information about VAWA in its Public Housing application briefing packets. PHA has amended its Administrative Plan to incorporate the requirements under VAWA and to state the policies and procedures it will utilize to implement VAWA.*

*Due to its population, the City of Pleasanton is not a direct recipient of Emergency Shelter Grant (ESG) funds. These funds are typically allocated to the County of Alameda but are made available to nonprofit agencies that provide housing and services to victims of domestic violence in Pleasanton and other cities throughout the County. The ESG Program improves the quality of existing emergency and transitional shelters, and increases the number of shelters for the homeless. Funds are distributed to nonprofit organizations to carry out these activities. Funds can be used for rehabilitation, essential services, homeless prevention activities, operating costs, and staff operating costs.*

*The City of Pleasanton supplements ESG funds with local funds to local nonprofits to enhance the scope and level of service available in the City of Pleasanton to victims of abuse and violence (including some agencies that focus specifically on the needs of the elderly). In the current fiscal year (FY 2013-14), the following programs have been awarded City and/or ESG funds:*

> *Tri-Valley Haven (TVH) is the main provider of shelter and services to women and children victims of domestic violence in the Tri-Valley area, which includes Pleasanton, Livermore, and Dublin. Their core services include 1) emergency crisis hotline counseling 24 hours a day, seven days a week; 2) individual counseling sessions to domestic violence victims and their children; 3) group counseling sessions to domestic violence victims and their children; and 4) emergency and transitional shelter to domestic violence victims and their children. Their services are offered in multiple languages.*
>
> *Shiloh Domestic Violence Shelter is a shelter for Tri-Valley women and children victims of domestic violence operated by TVH. This 30-bed program enables participants to stay for a maximum of 105 days. Shiloh accepts single women and women with children. The TVH 24-hour Crisis Line is the main point of entry for women seeking shelter. Potential residents are also referred via the TVH website, the National Hotline, law enforcement, 211, community referrals and outreach events. Callers requesting shelter undergo a screening process where staff evaluates the safety and appropriateness of the program. Once at the Shelter, clients attend the Newcomers group where they can meet with staff to learn about the program, meet other women, and begin the healing process. TVH recognizes that this is a critical time for a woman fleeing violence and this is when she most likely to return to her abuser. In response to this, staff checks in with clients daily to help them with safety planning and respond to their concerns. Each adult client attends counseling on a weekly basis, and participates in the following groups each week: Domestic Violence Support, CalWORKS Job Readiness, Life Skills (such as Personal Finance) etc. Children's individual counseling and support group are also available. A CalWORKS Specialist provides advocacy and information regarding public benefits program and employment preparation and job search assistance. Shiloh also participates in Linkages, a subsidized housing program with case management. The Domestic Violence Services Program promotes family and community safety, through collaboration with law enforcement and public sources available.*
>
> *211 Alameda County is a 24/7, multilingual communication system that connects individuals and families (particularly low-income, at-risk people) with, and provides free and easy access to, city and countywide health, housing & human service resources. 211 is operated by Eden Information and Referral (Eden I+R), a nonprofit agency designated by the California Public Utilities Commission to be the 211 provider in Alameda County. The 211 program was established several years ago as a free, accessible, 3-digit telephone number that enables all Alameda County residents easy access to customized multilingual health, housing and human services information 24 hours a day, 7 days a week and 365 days a year. Although available to everyone, 211 is especially critical for vulnerable populations such as single parent and very low-income families, victims of domestic violence, frail elders, people with disabilities, caregivers, and non-English speakers who are in need of such vital resources as emergency housing, food, financial aid, healthcare, and legal assistance. 211 has also proven to be a critical public communications tool during recovery efforts after a disaster. 211 provides callers with information about and referrals to human services for every day needs and in times of crisis including domestic violence issues.*
>
> *CALICO (Child Abuse Listening, Interviewing and Coordination) Center is an established and effective nonprofit child advocacy center that achieves justice and healing for abused children. The agency is known for its best practices and for the sensitive collaboration that is necessary to investigate child abuse allegations. CALICO personifies the mission of the child advocacy movement to reduce trauma to and promote the healing of the children and families involved in difficult child abuse cases. Since 1997, CALICO has served as a multidisciplinary hub for child welfare workers, detectives, prosecutors and*

*other professionals to respond collaboratively to abuse allegations, hear victims' testimonies, and link child, adolescent and adult victims and families with vital therapeutic, medical and legal support services. Its mission is to create a supportive environment to interview children and facilitate a collaborative response to child abuse in which the needs of victims take precedence.*

*Legal Assistance for Seniors (LAS) provides free legal representation and advice, health insurance counseling, and community education to qualified Alameda County residents. The mission of LAS is to ensure the independence and dignity of seniors by protecting their legal rights through education, counseling, and advocacy. The agency's vision is that all seniors will be able to live with safety, dignity, and the greatest possible independence regardless of their economic, social, or health circumstances. While the main LAS office is located in downtown Oakland, LAS provides on-site hours at the Pleasanton Senior Center and Pleasanton Library several times monthly, and counselors are also available to visit seniors in their homes as needed.*

*Senior Support Program of the Tri-Valley (SSPTV) is an independent, non-profit agency serving seniors over 60 in the cities of Pleasanton, Livermore, Dublin, and Sunol. SSPTV was established in 1981 with a Friendly Visitor volunteer program serving 35 seniors. It has since grown to include programs which annually serve approximately 1,600 seniors in the Tri-Valley area, as well as about 5,000 information and referral calls and visits. A core of about 100 volunteers provides over 4,000 visits and 5,000 phone visits a year to seniors, as well. SSPTV prides itself in listening to the needs of area senior citizens and their families to create programs to fit those needs. SSPTV works collaborative with a range of other service agencies and can assist with domestic violence and elder abuse situations as needed.*

*PHA provides an addendum with information about VAWA as part of the move-in/lease packet for any new Public Housing resident (male or female). New residents must sign the addendum along with the Lease and the House Rules. Residents receive a copy of the signed document along with their lease.*

*If applicable, PHA staff refers applicants/tenants experiencing domestic violence and abuse to the above referenced organizations. The shelters encourage their clients to apply for a range of applicable programs (e.g., the Section 8 Housing Choice Voucher Program, etc.) so that when their shelter stay is over, they have access to decent, safe, and affordable housing for themselves and their children.*

THE CITY OF PLEASANTON

# Housing Commission Agenda Report

June 19, 2014
Item 07

**SUBJECT**: **Approval of Annual Operating Budget for Kottinger Place for Fiscal Year 2014/15**

**STAFF RECOMMENDATION:**

**1)** Adopt the attached draft resolution approving the annual Operating Budget for Kottinger Place for fiscal year 2013/14; and,

**2)** Recommend that the City Council, acting as the Housing Authority Board of Directors, approve the Operating Budget at its meeting of July 8, 2014.

**ATTACHMENTS**:

**1.** Draft Resolution
**2.** Proposed Operating Budget for FY 2014/15 (With Footnotes)

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## Background

Attached is the proposed Operating Budget for fiscal year 2014/15 (July 1, 2014, to June 30, 2015) for Kottinger Place. The document has been prepared by Barcelon Associates based on a format recommended by HUD. As per the Commission's past direction, Barcelon has submitted a budget which it feels to be realistic. A summary of income and expenditures ("Budget Footnotes") is included as an attachment. The budget also includes columns for the original and projected/actual budget for the current year for each line item to provide a comparison with proposed budget line item amounts.

As the Commission is aware, an Operating Budget must be adopted each year and is used as the overall financial plan for the project during the coming fiscal year. The Operating Budget must receive final approval from the Housing Authority Board of Directors (the City Council) prior to submittal to HUD. The Council is tentatively scheduled to review and take action on the budget at its meeting of July 8, 2014.

## Discussion

Staff is projecting that the annual operating expenses at Kottinger Place will be $315,158. This represents an increase of 14% over FY 2013/14 annualized expenses of $276,227. This increase is due primarily to increases in expenses related to administration and taxes and insurance. However, it is offset by a 22% increase in revenue primarily due to increased Operating Subsidy (OFND) grant revenue expected from HUD. The Operating Budget includes $156,000 in anticipated HUD grant revenue from OFND which has been a significant positive factor in supporting staffing and administration at desired levels deemed appropriate for a complex of this size and age.

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The Operating Budget does not reflect the additional availability of HUD Capital Fund Program (CFP) funding which has been approximately $45,000 per year over the past several years. The CFP funds further assist the project by funding necessary capital projects that help offset continued inflationary costs for landscape maintenance and utilities.

The table below summarizes changes in the main budget line items for 2014-15 as compared to last year's approved budget (2013-14):

| DESCRIPTION | ACCT. | 2013-14 | 2014-15 | *Diff ($)* | *Diff (%)* |
|---|---|---|---|---|---|
| RENTAL INCOME | 5100 | 163,189 | 189,809 | *26,620* | *16.3%* |
| GRANT REVENUE (OFND) | 5130 | 120,000 | 156,000 | *36,000* | *30.0%* |
| VACANCY LOSS | 5152N | -1,500 | -1,500 | *0* | --- |
| INCOME | 5300 | 0 | 0 | *0* | --- |
| FINANCIAL REVENUE | 5400T | 0 | 0 | *0* | --- |
| OTHER REVENUE | 5900T | 0 | 2,018 | *2,018* | --- |
| TOTAL REVENUE | 5000T | 281,869 | 346,328 | *64,459* | *22.9%* |
| ADMIN EXPENSES | 6263T | 98,396 | 121,530 | *23,134* | *23.5%* |
| UTILITIES | 6400T | 67,554 | 63,147 | *(4,407)* | *-6.5%* |
| OPER + MAINT EXP | 6500T | 77,810 | 83,113 | *5,303* | *6.8%* |
| TAXES + INSUR | 6700T | 28,645 | 35,968 | *7,323* | *25.6%* |
| FINANCIAL EXP | 6800T | 0 | 0 | *0* | --- |
| EXPENSES | 6900 | 3,821 | 11,400 | *7,579* | *198.4%* |
| TOTAL EXPENSES | 6000T | 276,227 | 315,158 | *38,931* | *14.1%* |
| Total Cash Requirements | | 276,227 | 315,158 | *38,931* | *14.1%* |
| Less Total Revenue | | 281,689 | 346,328 | *64,639* | *22.9%* |
| Net Surplus Cash / Deficiency | | 5,462 | 31,170 | *25,708* | *470.7%* |

Income

As in the past, approximately 60% of the $315,158 in operating costs will be met through rents, which are forecast to remain relatively stable at approximately $189,809 (as observed over the past several years, any increases in overall tenant rents are anticipated to be offset by new tenants with "zero-income"). Note that under the terms of our annual operating contract with HUD, the rents at Kottinger are fixed at 30% of the tenant's annual income, and this formula cannot be changed. As a result, if lower income tenants move into the development, the total rental revenue will decrease. Conversely, if higher income tenants move in, rental revenue will increase. Applicant selection may be based on tenant income provided that an applicant does not exceed the maximum amount which is 50% of the Area Median Income (currently $31,000 for a household of one person).

The difference between total operating expenses and total income leaves an overall surplus to the project of $31,170. In the past, Kottinger Place routinely experienced a deficit of $30,000 or more in its annual operating budget. The deficit was typically covered through the Kottinger Place investment account or by the City. Since the availability of the CFP grant by HUD in 1995, the additional funds for capital improvements have helped to offset the budget deficit and eliminate or reduce reliance on project reserves or City assistance. In addition, the Housing Authority has received annual OFND grants since 2006 ranging from approximately $100,000 to $150,000 per year. These funds are generally transferred to the Housing Authority account in monthly or quarterly disbursements.

Expenses

*Administration/Services*

The administrative expenses are projected to increase by approximately 23% as compared to last year. The increase is due primarily to a proposed increase in the management fee (which would increase from $25,200 to $34,200, or from $42 to $57 PUPM / per unit per month) as well as normal minor cost variations associated with the various administrative categories. Barcelon has traditionally charged a below-market management fee for Kottinger but would like to increase the fee closer to market standards given that the increase can be supported by the budget for the coming year. The proposed management fee is consistent with HUD's published fee schedule of management fees.

On-site staff would receive a 2% salary increase (for cost of living and based on performance). A portion of the manager's salary will be covered by the CFP (Administration) as in prior years. The budget also reflects the addition of a small amount of funding to account for additional work performed for Kottinger throughout the year (as needed) by Barcelon support staff such as the Occupancy Specialist. The budget for tenant services (i.e., recreation supplies) was increased several years ago to promote a continued enhanced level of resident activities in conjunction with the new management. The service coordinator has been budgeted for 22 hours per month (approximately the same as the current year) with a 2% hourly rate increase.

*Utilities*

After experiencing major increases several years ago, utility costs have remained relatively stable and are forecast to decrease slightly by 6.8% from last year's budget based on 2013-14 actual figures annualized with an assumed 10% rate increase. The higher increases observed several years ago were offset by savings in gas costs realized through rate cuts and a change in supplier. In addition, energy efficient windows and appliances were recently installed in many of the units. The estimates shown in the draft budget are based on the most current information available and on management's analysis of costs over the past few months. The availability of OFND funds continues to help alleviate the impact to the budget of incremental increases in utility costs.

*Maintenance*

Maintenance expenses (both ordinary and extraordinary) are projected to increase slightly as compared to last year. This is due to a general reduction in repair and contract costs for several smaller line items. As in the past, a small percentage of the salary for the maintenance technician will be covered through CFP funds. As in prior years, some of the activities normally associated with facility maintenance will also be addressed as part of projects funded with CFP funds.

As discussed above, the Housing Authority receives approximately $45,000 to $50,000 per year through the Capital Fund Program (CFP). These funds are drawn down throughout the year based on a plan filed annually with HUD through the Annual Agency Plan. While not included in the Operating Budget, staff forecasts a similar level of CFP funding for FY 2013/14 (the allocation for calendar year 2014 is $50,668). These funds, combined with carry-over funds from prior year grants, will be allocated toward various "extraordinary maintenance" activities such as exterior and interior replacements and non-recurring replacement and maintenance items (appliances, plumbing, HVAC, and interior replacements, and a related portion of maintenance salaries).

Conclusion

The proposed Operating Budget represents the realistic costs and revenues expected during the coming year. In addition, it also includes the anticipated annual allocation of CFP funds for FY 2014/15 for extraordinary maintenance items as well as the anticipated operating subsidy (OFND). The budget presented includes a projected surplus of $31,170 which is modest but an improvement from last year. Because of limited income and generally fixed expenditures, the Operating Budget for Kottinger Place is generally always "tight," with either a small surplus (ideally) or occasionally a modest deficit that must potentially be covered through a transfer from project reserves (the Housing Authority currently has a reserve balance of approximately $270,000). Should it become necessary to cover a budget deficit through project reserves (which is not anticipated), staff would bring the matter back to the Commission for consideration.

As the Commission is aware, the City continues to move forward with the Kottinger Gardens project which involves the eventual replacement of Kottinger Place. At the present time, construction of the first phase of the new development is not forecast to begin before late 2015. Therefore, the proposed budget for FY 2014/15 should not be affected by progress on the redevelopment project.

**Staff Recommendation**

In accordance with Section 2.36.032 of the Municipal Code, the Housing Authority of the City of Pleasanton Board of Directors is required to formally adopt the annual Operating Budget. Therefore, staff is recommending that the Commission:

1) Adopt the attached draft resolution approving the annual Operating Budget for Kottinger Place for fiscal year 2014/15; and,

2) Recommend that the City Council, acting as the Housing Authority Board of Directors, approve the Operating Budget at its meeting of July 8, 2014.

**HOUSING AUTHORITY OF THE CITY OF PLEASANTON**
**ALAMEDA COUNTY, CALIFORNIA**

**RESOLUTION NO. HA-2014-2**

**RESOLUTION ADOPTING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2014/15 FOR THE HOUSING AUTHORITY OF THE CITY OF PLEASANTON FOR KOTTINGER PLACE**

WHEREAS, The Housing Authority of the City of Pleasanton has reviewed the proposed Low-Rent Housing Program Operating Budget for Kottinger Place, covering the Fiscal Year 2014/15; and

WHEREAS, The Housing Authority Board of Commissioners approved the proposed Low-Rent Housing Program Operating Budget at its meeting of June 19, 2014;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF PLEASANTON RESOLVES AS FOLLOWS:

Section 1: Approves the Operating Budget for Fiscal Year 2014/15 for Kottinger Place.

Section 2: This resolution shall become effective immediately upon its passage and adoption.

THIS RESOLUTION ADOPTED JUNE 19, 2014.

APPROVED:

_____
Ann Welsh, Chairperson
Housing Authority Board of Commissioners

ATTEST:

_____
Steven R. Bocian
Executive Director

BUDGET WORKSHEET
INCOME AND EXPENSE
PROJECTIONS

| Project Number: | | Name of Project: KOTTINGER PLACE | | | |
|---|---|---|---|---|---|
| DESCRIPTION OF ACCOUNT | | ACCT. NO. | Statement of Profit/Loss FY July 12 to June 13 | Current FY (11 months) July 13 to May 14 | Budget From July 14 to June 15 |
| **RENTAL INCOME** | Rent - Apartment | 5120 | 163,515 | 161,650 | 176,345 |
| **5100** | Rent - Subsidized | 5121 | | | |
| | Lease Penalty | 5125 | | | |
| | Rent - Employee | 5126 | 13,464 | 12,342 | 13,464 |
| | Miscellaneous Grant Revenue | 5130 | 124,630 | 123,394 | 156,000 |
| | Rent - Furniture and Equipment | 5131 | | | |
| | Rent - Beauty Salon | 5135 | | | |
| | Stores / Commercial | 5140 | | | |
| | Garage / Parking Spaces | 5170 | | | |
| | Flexible subsidy Income | 5180 | | | |
| | Rent Revenue Miscellaneous (Specify) | 5190 | | | |
| | Excess Rent | 5191 | | | |
| | Rent Revenue/Insurance | 5192 | | | |
| | Special Claims Revenue | 5193 | | | |
| | Retained Excess Income | 5194 | | | |
| | **TOTAL RENT REVENUE POTENTIAL AT 100% OCCUP/** | **5100T** | 301,609 | 297,386 | 345,809 |
| **VACANCIES** | Apartments | 5220 | | 227 | 1,500 |
| **5200** | Stores / Commercial | 5240 | | | |
| | Concessions/Rent Credits | 5250 | | | |
| | Garage / Parking Spaces | 5270 | | | |
| | Miscellaneous (Specify) | 5290 | | | |
| | **TOTAL VACANCIES** | **5200T** | 0 | 227 | 1,500 |
| | **NET RENTAL REVENUE (Rent Revenue Less Vacancie** | **5152N** | 301,609 | 297,159 | 344,309 |
| **ELDERLY &** | Food Service | 5310 | | | |
| **CONGREGATE** | Tray Delivery Service | 5311 | | | |
| **SERVICES** | Guest Meals Food Service | 5312 | | | |
| **INCOME** | Guest Meals Special Events | 5313 | | | |
| **5300** | Cable TV | 5320 | | | 0 |
| | **TOTAL SERVICE INCOME** | **5300T** | 0 | 0 | 0 |
| **FINANCIAL** | Operating Interest | 5410 | | | |
| **REVENUE** | Capital Interest | 5411 | 119 | 132 | 144 |
| **5400** | Impound Interest | 5415 | | | |
| | Operating Reserve | 5420 | 1,724 | 1,079 | 1,177 |
| | Residual Receipts Interest | 5430 | | | |
| | Replacement Reserve Interest | 5440 | | | |
| | Board Fund Interest | 5450 | | | |
| | Project Improvement Interest | 5460 | | 8 | 0 |
| | Miscellaneous (Specify) | 5490 | | | |
| | Minus Money Deposited into Impound Accounts | | (1,843) | (1,219) | (1,321) |
| | **TOTAL FINANCIAL REVENUE** | **5400T** | 0 | 0 | 0 |

| | | | | | |
|---|---|---|---|---|---|
| **OTHER** | Laundry / Vending | 5910 | 900 | 1,850 | 2,018 |
| **REVENUE** | Late Charges | 5920 | | | |
| **5900** | Legal Fees | 5921 | | | |
| | NSF Fees | 5925 | | | |
| | Damages / Cleaning Fees | 5930 | | | |
| | Forfeited Tenant Security Deposits | 5940 | | | |
| | Insurance Refund | 5941 | | | |
| | Utility Refunds | 5943 | | | |
| | Interest Reduction Payment | 5945 | | | |
| | Credit Checks | 5955 | | | |
| | Donations/Fundraisers | 5970 | | | |
| | Miscellaneous Revenue | 5990 | 100 | 0 | 0 |
| | Insurance Recovery - Lost Rent | 5991 | | | |
| | TOTAL OTHER REVENUE | **5900T** | 1,000 | 1,850 | 2,018 |
| | **TOTAL REVENUE** | **5000T** | 302,609 | 299,009 | 346,328 |
| **PREOPENING** | Start-up Expenses | 6160 | | | |
| **EXPENSES** | Start-up Expenses - Fees Reg. | 6161 | | | |
| **6100** | Start-up Expenses - Supplies | 6162 | | | |
| | Start-up Expenses - Miscellaneous | 6163 | | | |
| | Pre-Opening - Legal | 6167 | | | |
| | Pre-Opening - Furniture | 6170 | | | |
| | Pre-Opening - Equipment | 6173 | | | |
| | Pre-Opening - Janitorial | 6176 | | | |
| | Pre-Opening - Maintenance | 6179 | | | |
| | Pre-Opening - Decorating | 6182 | | | |
| | Pre-Opening - Miscellaneous | 6190 | | | |
| | **TOTAL PREOPENING EXPENSES** | **6100T** | 0 | 0 | 0 |
| **MARKETING &** | Advertising - Creative | 6201 | | | |
| **RENTING** | Advertising - Direct Mail | 6202 | | | |
| **EXPENSES** | Advertising - Flyers | 6203 | | | |
| **6200** | Advertising - Magazines | 6204 | | | |
| | Advertising - Newspapers | 6205 | | | |
| | Advertising - Signs | 6207 | | | |
| | Advertising - Internet | 6208 | 240 | 880 | 960 |
| | Advertising - Brochures | 6209 | | | |
| | Advertising - Personnel | 6210 | | | |
| | Advertising - Yellow Pages | 6211 | | | |
| | Advertising - Collateral | 6216 | | | |
| | Payroll - Marketing Director | 6230 | | | |
| | Marketing - Other Renting Expense | 6250 | | | |
| | Resident Screening | 6251 | | 24 | 150 |
| | Marketing - Promotional Events | 6255 | | | |
| | Marketing Office Supplies | 6260 | | | |
| | Miscellaenous Marketing and Renting Expense | 6290 | | | |
| | **Total Marketing Expenses** | **6200T** | 240 | 904 | 1,110 |

| | | | | | |
|---|---|---|---|---|---|
| **ADMINISTRATIVE** | Payroll Processing Fee | 6306 | 2,805 | 2,311 | 2,906 |
| **EXPENSES** | Office Salaries | 6310 | 8,640 | 10,633 | 11,760 |
| **6300** | Office Supplies | 6311 | 1,488 | 1,279 | 1,437 |
| | Copier Contract | 6312 | | | |
| | Copier Paper and Supplies | 6313 | | 279 | 304 |
| | Site Postage | 6315 | 389 | 182 | 205 |
| | Managment Fee | 6320 | 25,200 | 23,100 | 34,200 |
| | Owner Rep Fee | 6321 | | | |
| | Owner Supervisor Fee | 6322 | | | |
| | Manager or Superintendent Wages | 6330 | 55,229 | 34,288 | 46,506 |
| | Administrative Rent Free Unit | 6331 | | | |
| | Legal Expenses - Project | 6340 | | | 1,700 |
| | Audit Expenses | 6350 | 5,400 | 9,000 | 9,450 |
| | Bookkeeping Fees/Accounting Services | 6351 | | | |
| | Professional Consulting Fees | 6352 | | | |
| | Telephone / Answering Services | 6360 | 4,420 | 4,265 | 4,885 |
| | Telephone - Pagers/Cell Phones | 6361 | | | |
| | Telephone - Equipment Service | 6362 | | | |
| | Bad debts | 6370 | | | 2,000 |
| | Miscellaneous Administrative Expenses. (specify) | 6390 | 2,142 | 346 | 389 |
| | Training/Seminars | 6391 | 755 | 1,413 | 1,500 |
| | Computer Software and License | 6392 | 3,531 | 2,927 | 3,000 |
| | Contributions/Donations | 6393 | | | |
| | Parking | 6394 | | | |
| | Dues/Subscriptions/Memberships | 6395 | 178 | 178 | 178 |
| | Associations/Board Meetings-Plaques | 6396 | | | |
| | **TOTAL ADMINISTRATIVE EXPENSES** | **6263T** | 110,175 | 90,200 | 120,420 |
| **UTILITIES** | Fuel Oil / Coal | 6420 | | | |
| **6400** | Electricity | 6450 | 23,295 | 20,318 | 24,382 |
| | Water | 6451 | 11,463 | 8,982 | 10,778 |
| | Gas | 6452 | 20,772 | 22,476 | 26,971 |
| | Sewer | 6453 | 10,966 | 9,311 | 1,016 |
| | **TOTAL UTILITIES EXPENSE** | **6400T** | 66,496 | 61,087 | 63,147 |
| **OPERATING &** | Custodial Payroll | 6510 | | | |
| **MAINTENANCE** | Window Washing | 6511 | | | |
| **EXPENSES** | Drapery Cleaning | 6512 | | | |
| **6500** | Carpet Cleaning Supplies | 6513 | | | |
| | Carpet Cleaning Contract | 6514 | 850 | 790 | 900 |
| | Custodial Supplies | 6515 | 863 | 697 | 783 |
| | Custodial Contract | 6517 | | | |
| | Exterminating Supplies | 6519 | 138 | 94 | 95 |
| | Exterminating Contract | 6520 | 2,707 | 1,815 | 2,480 |
| | Operating and Maintenance Rent Free Unit | 6521 | | | |
| | Cogen Supplies | 6522 | | | |
| | Cogen Contract | 6523 | | | |

| | | | | | |
|---|---|---|---|---|---|
| **OPERATING &** | Garbage/Trash Removal | 6525 | 4,283 | 4,025 | 4,610 |
| **MAINTENANCE** | Security Payroll | 6528 | | | |
| **EXPENSES** | Secuity Supplies | 6529 | 41 | 82 | 90 |
| **6500** | Security Contract | 6530 | 315 | 240 | 270 |
| | Security Rent Free Unit | 6531 | | | |
| | Grounds Payroll | 6535 | | | |
| | Grounds Supplies | 6536 | 2,829 | 887 | 996 |
| | Grounds Contract | 6537 | 13,380 | 14,765 | 16,429 |
| | Tools | 6539 | | 478 | 400 |
| | Repair Payroll | 6540 | 32,015 | 25,808 | 33,194 |
| | Repair Supplies | 6541 | 3,229 | 1,947 | 2,188 |
| | Repair Contract | 6542 | 698 | 3,953 | 4,398 |
| | Electrical Supplies | 6543 | 2,571 | 929 | 1,044 |
| | Electrical Contract | 6544 | | | 2,000 |
| | Elevator Maintenance Contract | 6545 | | | |
| | Heating Cooling Maint. Supplies | 6546 | 31 | 161 | 181 |
| | Heating Cooling Maint. Contract | 6547 | 190 | 0 | 200 |
| | Appliance Repair Supplies | 6548 | 457 | 620 | 696 |
| | Appliance Repair Contract | 6549 | | 142 | 158 |
| | Parking Lot Supplies | 6550 | | | |
| | Parking Lot Contract | 6551 | 2,790 | | |
| | Plumbing Supplies | 6554 | 2,020 | 3,453 | 3,880 |
| | Plumbing Contract | 6555 | 3,078 | 2,515 | 2,799 |
| | Decorating Payroll | 6559 | | | |
| | Decorating Supplies | 6560 | 760 | 659 | 733 |
| | Decorating Contract | 6561 | | 275 | 1,000 |
| | Window Covering Replacement | 6562 | | | 0 |
| | Flooring Replacement | 6563 | | | 0 |
| | Appliance Replacement | 6564 | | | 0 |
| | Cabinet/Countertop Replacement | 6565 | | | 0 |
| | Vehicle/Equip Rep and Maintenance Supplies | 6569 | | | |
| | Vehicle/Equip Rep and Maintenance Contract | 6570 | | | |
| | Gas, Oil, Grease | 6571 | | 170 | 185 |
| | Mileage Reimbursement | 6572 | 0 | 132 | 148 |
| | Van Licensing & Permits | 6573 | | | |
| | Storage - Offsite | 6575 | | | |
| | Satellite Fees | 6580 | | | |
| | Maintenance Uniforms | 6585 | | | |
| | Maintenance Laundry Service | 6586 | 1,632 | 1,358 | 1,511 |
| | Misc. Op./Maint. Exp.(Specify) | 6590 | 0 | 0 | 1,000 |
| | Cable Service | 6591 | 682 | 650 | 744 |
| | Rehab Supplies | 6595 | | | |
| | Rehab Contract | 6596 | | | |
| | Minus Funds that Should Be Listed as an Asset | 6562-6565 | 0 | 0 | 0 |
| | **TOTAL OPER. & MAINTENANCE EXP** | **6500T** | 75,558 | 66,644 | 83,113 |

| | | | | | |
|---|---|---|---|---|---|
| **TAXES AND** | Real estate Taxes | 6710 | | | |
| **INSURANCE** | Payroll Taxes | 6711 | 9,092 | 8,074 | 8,942 |
| **6700** | Misc. Taxes, Lic. & Permits | 6719 | | 60 | 0 |
| | Property & Liability Insurance (Hazard) | 6720 | | | |
| | Vehicle Insurance | 6721 | | | |
| | Worker's Compensation | 6722 | 7,194 | 7,638 | 13,136 |
| | Health Ins. / Benefits | 6723 | 11,654 | 11,473 | 13,146 |
| | 401K Employee Benefits | 6724 | | | 744 |
| | Other Insurance (Specify) - | 6729 | | | |
| | Earthquake Insurance | 6731 | | | |
| | D & O Insurance | 6733 | | | |
| | **TOTAL TAXES & INSURANCE** | **6700T** | 27,940 | 27,246 | 35,968 |
| **FINANCIAL** | Interest Expenses | 6810 | | | |
| **EXPENSES** | Interest on Mortgage Payable | 6820 | | | |
| **6800** | Interest on Notes Payable (Long Term) | 6830 | | | |
| | Interest on Notes Payable (Short Term) | 6840 | | | |
| | Mortgage Insurance Premium/Service Charge | 6850 | | | |
| | Refinance Loan Fees | 6860 | | | |
| | Miscellaneous Financial Expenses | 6890 | | | |
| | Amortization Fees | 6891 | | | |
| | Loan Fees | 6892 | | | |
| | **TOTAL FINANCIAL EXPENSES** | **6800T** | 0 | 0 | 0 |
| **ELDERLY &** | Food and Beverage | 6911 | | 789 | 861 |
| **CONGREGATE** | Food - Special Events | 6913 | | 1,289 | 1,406 |
| **SERVICES** | Dietary Supplies Miscellaneous | 6914 | | | |
| **EXPENSES** | Dietary Supplies - China | 6920 | | | |
| **6900** | Dietary Supplies - Linens | 6921 | | | |
| | Dietary Supplies - Uniforms | 6922 | | | |
| | Dietary Supplies - Florists | 6923 | | | |
| | Dietary Supplies - Paper | 6924 | | | |
| | Dietary Supplies - Chemicals | 6925 | | | |
| | Dietary Supplies - Equipment | 6926 | | | |
| | Dietary Supplies - Other | 6927 | | | |
| | Dietary Maintenance and Repairs | 6928 | | | |
| | Dietary Laundry Service | 6929 | | | |
| | Dietary Contract | 6932 | | | |
| | Food Trays | 6934 | | | |
| | Board Meals | 6936 | | | |
| | Recreation/Activity - Payroll | 6980 | | | |
| | Recreation/Activity - Supplies | 6981 | 1,637 | 364 | 397 |
| | Recreation/Activity - Contracts | 6982 | | | |
| | Service Coordinator | 6983 | 8,205 | 7,039 | 8,736 |
| | Recreation/Actiity - Miscelleneous | 6990 | | | |
| | Transportation Payroll | 6991 | | | 0 |
| | Transporation Contract | 6992 | | | |
| | **Nursing Homes/Assisted Living Board and Care Other Elderly Care/Coop/ Other Revenues** | **6900T** | 9,842 | 9,481 | 11,400 |
| | | | | | |
| | Reserve for Replacements Dep Required | 1320 | | | |
| | Principal Payments Required | 2320 | | | |
| | Debit Service for other approved loans | 1340 | | | |
| | Debt Service Reserve if required | 1340 | | | |
| | General Operating Reserve (Coops) | 1365 | | | |
| | **Total Cash Requirements** | | 290,252 | 255,562 | 315,158 |
| | **Less Total Revenue** | | 302,609 | 299,009 | 346,328 |
| | **Net Cash Surplus (Deficiency)** | | 12,357 | 43,447 | 31,170 |

# BUDGET FOOTNOTES

## INCOME

**Total Rent Revenue:**

Budget is based on YTD Rental Income annualized.

Grant revenue represents the HUD Operating Subsidy. Anticipated revenue from the OFND subsidy is $13,000 per month.

**Employee Rent:**

This expense is based on the estimated market rate rent for the employee unit of $1,122/month.

**Total Vacancies:**

Although the site has enjoyed nearly 100% occupancy for the current fiscal year, management thinks it prudent to budget for $1,500 of vacancy loss, in the event that a future turnover of a long-term resident takes more than a few

**Total Other Revenue:**

Budgeted investment income assumes a somewhat flat prognosis to interest rates and thus interest income.

## EXPENSES

**Total Marketing Expenses:**

Budgeted expenses for marketing consists of required Credit/Criminal background checks that are performed for applicants just prior to admission and a monthly fee of $80 to G5 for internet marketing. We would not anticipate for than 5 turnovers for the year at a cost of $30 each.

**Total Administrative Expenses:**

**Payroll Processing:**

Based on 2.9% of total payroll.

**Office Salaries:**

Office Salaries are a combination of Corporate Occupancy expense and On-Call employee wages.

**Office Supplies:**

Based on year to date expenses annualized with a 3% increase.

**Management Fee:**

Proposed Management Fee of $57 Per Unit Per Month (PUPM). This comes out to $2850/month

**Manager Wages:**

Budget allows for up to a 2% performance and cost of living increase.

**Legal Expenses:**

Based on the cost of 1 evictions and related expenses.

**Audit expense:**

Based on a 5% increase over 2013-2014 costs.

**Telephone:**

Based on year to date amount annualized with a 5% increase.

**Bad Debt:**

Although no bad debt was written off in 2014, management feels, that it would not be prudent to plan for $0.

**Training/Seminars:**

Estimated amount for staff training, including mandated training for occupancy and Service Coordinator, as well as maintenance and Fair Housing training.

**Computer:**

This line item includes monthly expenses for computer security and maintenance, as well as annual costs for the accounting software licensing, etc.

**Dues and Subscriptions:**

Based on estimates for AHMA membership, etc.. This membership allows for a "member" discount on most major training classes and the annual conference with intensive training sessions for occupancy, maintenance and HUD-related information. (AHMA = Affordable Housing Management Association)

**Total Utility Expenses (The cost of this category is based on the following assumptions):**

**Electricity:** Based on 2013-2014 figures annualized with a 10%.

**Water:** Based on 2013-2014 figures annualized with a 10% increase. Even though water is being conserved, as possible, it is wise to anticipate high costs with the drought.

**Gas:** Based on 2013-2014 figures annualized with a 10% increase.

**Sewer:** Based on 2013-2014 figures annualized with a 10% increase

Total Operating and Maintenance Expenses:

**Carpet Cleaning Contract:**
This line item includes the cleaning of resident carpets on a rotational basis, as well as common area carpets.
**Custodial Supplies:**
This is based on YTD expenses annualized with a 3% increase.
**Exterminating Contract:**
Based on monthly fee of $165 for spraying, with an additional $500 for unforseen exerminations.
**Garbage/Trash Removal:**
Based on YTD figures annualized with a 5% increase.
**Security Supplies:**
This line item includes locks, keys, etc. Projected budget is derived from YTD expenses annualized.
**Security Contract**:
This line item includes lock and door repair, etc. Projected budget for this line item is derived from YTD expenses annualized with a 3% increase.
**Grounds Supplies:**
This line is based on YTD expenses annualized plus 3%. The expenses include occasional material used by onsite
**Grounds Contract:**
This is based on YTD amounts annualized plus a 2% increase.
**Tools:**
This line includes costs of new tools for maintenance staff.
**Repair Payroll:**
This amount is based on payroll for 1 FTE Maintenance tech with an allowed 2% increase over the previous fiscal
**Repair Supplies:**
This is based on YTD expenses annualized with a 3% increase due to increased cost of materials.
**Repair Contract:**
This is based on YTD expenses annualized with a 2% increase.
**Electrical Supplies:**
This is based on YTD expenses annualized with a 3% increase due to increased cost of materials.
**Electrical Contract:**
This is based on the possibility of having to make additional repairs to the pull cord system.
**Heating Cooling Supplies:**
This is based on YTD expenses annualized with a 3% increase.
**Heating Cooling Contract:**
As the site had no expenses in this line item for the current year. This amount is a placeholder for the possible need for a vendor to repair an air conditioner or wall heater.
**Appliance Repair Supplies:**
This is based on YTD expense annualized with a 3% increase.
**Plumbing Supplies:**
This is based on YTD expense annualized with a 3% increase.
**Plumbing Contract:**
This is based on YTD expense annualized with a 2% increase.
**Decorating Supplies:**
This is based on YTD expenses annualized with a 2% increase.
**Decorating Contract:**
This expense is based on the estimated cost to repaint two units on turns.
**Maintenance and Laundry Service**
This is based on the YTD expense annualized with a 2% increase.
**Cable Service:**
This is based on YTD expenses annualized with a 5% increase.

Taxes and Insurance

**Real Estate Taxes:**

**Payroll Taxes:**
This amount is based on a rate of $14.45% for the first $7,000 for each employee, and a rate of 7.65% thereafter.
**Worker's Compensation Insurance:**
The current rate for Workers Compensation for Kottinger is $10.05 per $100 of payroll, however we have budgeted for a 15% increase in the Workers Compensation Rate bringing the budgeted rate to $11.56 per $100 of payroll. With more payroll budgeted, and the increase in Workers Compensation rate, a significant raise from the prior fiscal year is
**Health Insurance/Benefits:**
This amount is based on the employer portion of insurance for employees, who work more than 30 hours per week. Current rates for this are $545 per employee per month.
**Other Insurance(specify):**

**Financial Expenses**

**Elderly & Congregate Services Expenses**

**Food and Beverage:**
This Line Item consists of food and beverage costss for resident meetings and events such as bingo.
**Food- Special Events**
This Line Item consists of food and beverage costs for Holiday parties such as Thanksgiving, Chinese New Year, Valentine's Day, etc…
**Service Coordinator:**
The expenses for a service coordinator. The service coordinator works approximately 22 hours per month. Also included is a small fee for Corporate Service Coordinator Supervisor.

**Other Expenses**

THE CITY OF PLEASANTON

# Housing Commission Agenda Report

June 19, 2014
Item 08

**SUBJECT**: **Review Draft 2015-23 Housing Element Update Preliminary Draft**

**STAFF RECOMMENDATION:** Review the Housing Element Preliminary Draft, hear community input, and provide feedback for any revisions and additions to the 2015-23 Housing Element update.

**ATTACHMENTS**: (*)

1. Draft Housing Element – Goals, Policies, and Programs
2. Draft Housing Element – Background Report
3. Draft Appendix A (Review and Assessment of 2007 Housing Element)
4. Draft Appendix B (Housing Sites Inventory)

(*) All Exhibits can be found in electronic format (pdf) on the City's web site at: http://www.cityofpleasantonca.gov/business/planning/HousingElement/housingelementupdate.html

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## 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 the 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 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 a 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 updates 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 a site inventory of parcels within the City that demonstrates the City's capacity to accommodate sufficient housing to meet our assigned RHNA goals.

Public participation by all economic segments in preparation of the element is important and is required by state law. To meet this requirement, several opportunities have been provided to review and comment on the City's Housing Element and to recommend strategies.

The City of Pleasanton hosted a community workshop and stakeholder meetings to obtain community feedback and assistance in reviewing existing sites for housing and to obtain ideas and suggestions for the Housing Element update. The first three workshop/stakeholder meetings were conducted in March/April 2014. Additional input was provided by the Housing Commission and Planning Commission at study sessions in April to help guide the process.

Recommendations from the Housing Commission included consideration of additional programs for affordability and encouraging second unit construction. Specifically, the Housing Commission provided the following comments:

- Consider additional programs to create incentives to rehabilitate apartments in exchange for affordability units using incentives such as a density bonus for additional units.
- Consider additional programs and incentives to encourage second unit construction. Incentives may include waiving fees or development standard variances.
- Consider additional programs for aging-in-place development.
- Continue to encourage a variety of housing types and densities within the East Pleasanton Specific Plan.

The Planning Commission also provided comments on housing programs, including the following:

- Reevaluate condominium conversion ordinance and programs.
- Reevaluate the Inclusionary Zoning Program and initiate discussions regarding program effectiveness.
- Continue to encourage a Master Plan for East Pleasanton.

In addition to reviewing the current Housing Element and housing programs, the Planning Commission also reviewed requests by several property owners to review the potential of rezoning multiple properties to allow for residential development (Irby-Kaplan-Zia, Pleasant View Church of Christ, Lester, Shriners, Merritt and CenterPoint Church sites). Residential neighbors of the CM Capital Properties site on West Las Positas also requested the City consider the rezoning of the property, currently zoned for Mixed-Use, to convert it to commercial use only (CM Property 1 site). The owner of the property requested that the option for residential be retained on the property.

At the conclusion of the Planning Commission hearing, the Commission recommended further consideration of rezoning only the Irby-Kaplan-Zia property since the property was reviewed and analyzed previously and no additional environmental work would be required. In response to the CM Capital request, the Commission had concerns regarding changing the zoning of a property without the property owners consent but indicated that further discussion of the rezoning is warranted and should continue to be discussed as part of the Housing Element update. The remaining property owners have been notified that although their requests would not be considered as part of the Housing Element update, that if they wish to pursue further development of their sites, the may apply and be considered through the usual development review process.

**DISCUSSION**

Following comments received from interested parties, community members, stakeholders and Commissioners, the Housing Element Preliminary Draft has been prepared for review. The draft Housing Element is comprised of four parts:

1. Draft Housing Element - Goals, Policies and Programs;
2. Draft Housing Element - Background Report;
3. Draft Appendix A (Review and Assessment of 2007 Housing Element); and
4. Draft Appendix B (Housing Sites Inventory).

Changes made to the Housing Element reflect changes that have occurred within the City and through State Law since the adoption of the previous Housing Element in 2012. A summary of the four sections is as follows.

**Draft Housing Element - 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 summary of the changes include the following:

- Modified "Time Period" objectives to meet requirements of Government Code 65583;

- Clarify programs to include assistance to those with disabilities (including developmental disabilities) to meet objectives of Senate Bill (SB) 812;

- Consolidate Condominium Conversion Programs to reevaluate the City Conversion Ordinance and regulations;

- Add incentives such as a density bonus to utilize rehabilitation funds in exchange for affordable housing;

- Delete all programs addressed within the previous planning period.

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

**Draft Housing Element – Background Report:**

As required by State law, the Housing Element Background Report describes the current status of housing in the City and reviews progress in meeting housing objectives of the 2007-2014 Housing Element. The updated Background Report contains overview of the City housing market for the various economic segments of the community and household trends, assesses existing and future housing needs and identifies governmental and non-governmental constraints in meeting housing needs. The updated Background Report describes City goals, policies, and programs for the planning period of 2015-2023, emphasizing capacity for providing adequate housing for persons of all economic segments, as well as policies and programs to address housing needs of existing and future residents. The Background Report also provides analysis to demonstrate the City's capacity to meet their assigned affordable housing obligation.

Staff believes that the majority of the Background Report and comprehensive housing analysis continue to meet the objectives required for certification by HCD with only updates to the housing and population data needed. A summary of the changes include the following:

- Incorporation of amendments to zoning regulations that were approved since the adoption of the previous Housing Element to achieve compliance with state laws regarding emergency homeless shelters and supportive and transitional housing, agricultural employee housing, and requests for reasonable accommodation for the disabled.

- Updated housing and population data provided by the 2000 and 2010 U.S. Census and ABAG Data Profiles for Housing Elements, 2013. The majority of the tables and charts have been updated as part of the update.

The Housing Element Background Report is the main document within the Housing Element. Staff is seeking the Housing Commission's input regarding other refinements or clarification to the Housing Elements Background Report.

**Draft Appendix A (Review and Assessment of 2007 Housing Element):**

State law requires the Housing Element include a comprehensive Review and Assessment of the 2007-2014 Housing Element. Section 65400 of the California Government Code requires the City to file an annual report addressing the status of the Housing Element and progress made toward implementing its goals and policies. Appendix A's comprehensive assessment incorporates all yearly reports that have been made since the Housing Element original adoption.

Staff is seeking the Housing Commission's input regarding other refinements or clarification to the Review and Assessment of the 2007-2014 Housing Element.

**Draft Appendix B (Housing Sites Inventory):**

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 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 2015 -2023.

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 previous housing need was a large part of the effort for the last Housing Element update. All of the multifamily sites previously rezoned continue to remain available and can be included in the City's current inventory as either Vacant/Underutilized Residential Sites or Housing Sites with Planning Approval. Due to the existing residential site inventory within these two categories, the City does not anticipate having to rezone any properties to meet the City's housing needs during the current Housing Element Update.

**Estimated Current Capacity Table**

| Income Levels | **Very Low Income** | **Low Income** | **Moderate Income** | **Above Moderate Income** | **Total** |
|---|---|---|---|---|---|
| 2014-2022 RHNA | 716 | 391 | 407 | 553 | 2,067 |
| Estimated Capacity | **1,482** | | **1,515** | **362** | **3,359** |
| RHNA surplus/shortfall | **+375** | | **+1,108** | **-191** | **+1,292** |

## NEXT STEPS

At its meeting on June 25, 2014, the Planning Commission will review the Housing Element Preliminary Draft, receive input from the Community, and provide feedback to staff regarding the Housing Element Preliminary Draft document. With the Housing Commission, Planning Commission and community input, Staff hopes to be able to provide a Final Draft Housing Element for review at a Community Meeting schedule for July 16th and to the Planning Commission and City Council in August or September for authorization to submit to HCD.

## PUBLIC NOTICE

Notice of this item was posted on the City website and within the Pleasanton Weekly. In addition the City sent notification to about 65 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 Preliminary Draft, hear community input and provide feedback for any revisions and additions to the 2015-2023 Housing Element update.

***Staff Planner: Jennifer Wallis, (925) 931-5607, jwallis@cityofpleasantonca.gov***

# 4. HOUSING ELEMENT

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## 4. HOUSING ELEMENT

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### BACKGROUND

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# 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 2015–2023 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 2007-2014 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).

## CONSISTENCY WITH OTHER GENERAL PLAN ELEMENTS

Policies and programs established throughout the General Plan affect housing development in Pleasanton. To provide for consistency, a program will continue to be included within the 2015-2023 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) have occurred.

## 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 2015–2023 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 2015–2023 planning period.

| Income Category | Programs for NEW CONSTRUCTION (Programs 6.2, 17.4, and Regional Housing Need) | Programs for REHABILITATION (Program 11.2) | Programs for CONSERVATION[1] |
|---|---|---|---|
| Extremely Low Income | 358 | 5 | -- |
| Very Low Income | 358 | 40 | -- |
| Low Income | 391 | -- | -- |
| Moderate Income | 407 | -- | -- |
| Above Moderate Income | 553 | -- | -- |
| Total | 2,067 | 45 | 0 |

*Note 1: No affordable housing units are anticipated to need preservation or conservation during the Housing Element planning period.*

## 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 2015 and 2023.

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 2015–2023 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: As General Plan Amendments are proposed and ongoing
Funding Source: General Fund

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

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.

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| 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. |

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

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| 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 surveys annually beginning in May 2015
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 as well as those with disabilities (including developmental disabilities). 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: Complete by the end of 2016
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: May 2016
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: As multiple-family residential development proposals are received.
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). This includes requiring condominium converters to maintain rental units for households with special needs including those with developmental disabilities, such as lifetime leases with rental caps for persons with disabilities, to the extent permitted by State law and denying 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 when any applications for conversion are received.
Funding Source: Not Applicable

Program 8.2: 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: Complete the review by the end of 2016.
Funding Source: Housing Division Budget

*Housing Affordability*

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| **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.** |

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| **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.** |

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| 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: Early 2016; 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: As Housing Agreements are put in place for lower-income projects.
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 as well as those with disabilities (including developmental disabilities). 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 and those with disabilities. 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: Seek funding annually and when specific development proposals are brought forward.
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 and households with special needs. 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: Ongoing and enhanced promotional efforts at least once by May 2017.
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 as well as special needs housing including housing for those with disabilities.

Responsible Agency: Planning Division, Housing Division
Time Period: Ongoing and meet with community groups every two years.
Funding Source: Planning Division, Housing Division Budgets

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| 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). |

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| 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 adopted Housing Site Development Standards and Design Guidelines for Multifamily Development.

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 2015 and 2023, and maintain their affordability. Attempt to rehabilitate at least one apartment complex by 2020. 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/ongoing.
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 2023.

Responsible Agency: City Council
Time Period: By 2023.
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: Meet annually with groups mentioned in the program.
Funding Source: Housing Division Budget

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| 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*

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

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| **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.** |

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| 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: Ongoing and when units become at risk of converting to market rate.
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: Ongoing and when units become at risk of converting to market rate.
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: When new assisted projects are approved.
Funding Source: General Fund

Program 13.4: Provide rehabilitation funds or other incentives such as a density bonus where appropriate for apartment complexes in exchange for extended or perpetual assisted-housing time periods.

Responsible Agency: City Council
Time Period: Ongoing; 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: Ongoing; 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 for those with disabilities (including developmental disabilities), and housing affordable to moderate-, low-, and very low-income households.

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

Responsible Agency: City Council
Time Period: Research currently available funding mechanisms 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: As applications are received for projects containing units for lower-income households.
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: As applications are received for projects containing units for moderate- and lower-income households.
Funding Source: Planning Division Budget

Program 14.4: Advocate changes in Federal and State legislation to provide incentives for the development of housing for special needs and 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: Ongoing.
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: Ongoing.
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 next 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: 2014–2015.
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: Ongoing and meet annually with groups mentioned in the program.
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: Annually.
Funding Source: Housing Division Budget

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| 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: Ongoing and update information annually or as needed.
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: Ongoing and update information annually or as needed.
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: As applications are received for projects containing affordable housing opportunities.
Funding Source: Housing Division Budget

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| 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 recent court decisions. 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/ongoing.
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/ongoing.
Funding Source: Housing Division Budget

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| 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: Continue to 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: Ongoing.
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/ongoing.
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: Explore ways to use the fund for the list of activities in the program annually and as needed.
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: Consider prioritization by January 2016.
Funding Source: Lower-Income Housing Fund

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

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| 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. |

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

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

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| 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. |

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| 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. |

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| 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: Ongoing; information to property owners within six months of Housing Element adoption and at least two additional times during the planning period.
Funding Source: Housing Division Budget; Lower-Income Housing Fund

Program 25.2: Continue to actively support the activities of non-profit organizations that provide special needs housing as well as 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: Meet with nonprofit housing providers annually and ongoing.
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: When land becomes available to the City.
Funding Source: Not Applicable

2. For-Profit Housing Developers

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| 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:<br>• Priority for the Growth Management affordable-housing sub-allocation for the affordable-housing component;<br>• Expedited permit processing;<br>• Fee waivers;<br>• Contributions from the lower-income housing fund;<br>• Density bonuses;<br>• Assistance in obtaining financing;<br>• 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;<br>• Assistance in providing public improvements; and<br>• Consideration of reduced development standards, such as reducing the number of required parking spaces; and Mortgage revenue bonds. |

3. Developers of Small Housing Units

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| 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*

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| **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 annual preparation of growth management report.
Funding Source: Planning Division Budget

Program 29.2: Review and amend if necessary the Growth Management Program 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: May 2015 for review and amendments if necessary and continue 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.

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| 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. |

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

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| 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. |

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| 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: Ongoing.
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: Apply for funding annually and ongoing.
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: Ongoing.
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: Monitor as part of annual report to HCD and ongoing.
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: Ongoing.
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: Ongoing.
Funding Source: Planning Division Budget

Program 36.3: For those properties designated for high density residential development with existing commercial uses, conduct outreach with property owners and businesses 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: Annually.
Funding Source: Housing Division Budget

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| 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. |

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| 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: Convene City staff meeting annually to discuss potential opportunities and 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: Ongoing; 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

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| 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 US Department of Housing and Urban Development, ECHO, and the California Department of Fair Employment and Housing.

Responsible Agency: City Attorney's Office
Time Period: Ongoing/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 including developmental 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, SROs, 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 or those with disabilities (including developmental disabilities). 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: Seek funding annually and ongoing.
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 projects with low- and very low-income units come forward.
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: As applications for housing projects in infill locations are received.
Funding Source: Housing Developers

Program 41.6: Encourage the provision of special-needs housing, such as community care facilities for the elderly, and persons with disabilities (including developmental 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 provides fee reductions per Pleasanton Municipal Code Chapter 18.86 (Reasonable Accommodations) on the basis of hardship. 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: Ongoing.
Funding Source: Not Applicable

Program 41.7: 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: Ongoing.
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.

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| 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*

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

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| 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: Ongoing.
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: Ongoing; 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: By December 2015.
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 January 2016; 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 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: Revise the Zoning Ordinance to permit transitional and supportive housing in all zones allowing residential uses and define transitional and supportive housing as residential uses allowed in the same way and subject to the same 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

# Housing Element

# BACKGROUND

## 2015–2023 UPDATE

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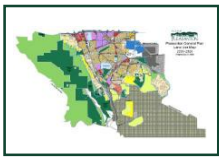

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Section I

# INTRODUCTION

## A STATE LAW REQUIREMENTS FOR HOUSING ELEMENTS

State law requires each city and county to adopt a General Plan containing at least seven elements including a Housing Element. Regulations regarding Housing Elements are found in the California Government Code Sections 65580–65589. Although the Housing Element must follow state law, it is by nature a local document. The focus of the Pleasanton Housing Element is on the needs, desires, and vision of Pleasanton residents as it relates to housing in the community. Within these parameters, the intent of the element is also to comply with state law requirements.

Unlike the other mandatory General Plan elements, the Housing Element must be updated every four to eight years, and is subject to detailed statutory requirements and mandatory review by the California Department of Housing and Community Development (HCD). The City's current Housing Element planning period is eight years in length. According to state law, the Housing Element must:

- Provide goals, policies, quantified objectives, and scheduled programs to preserve, improve, and develop housing.
- Identify and analyze existing and projected housing needs for all economic segments of the community.
- Identify adequate sites that will be zoned and available (prior to Housing Element adoption) within the eight-year housing cycle to meet the city's fair share of regional housing needs at all income levels.
- Be internally consistent with other parts of the General Plan (and is critical to having a legally adequate General Plan).
- Be submitted to HCD to determine if the agency will certify the Housing Element as being in compliance with state law.

State law establishes detailed content requirements for Housing Elements and requires a regional "fair share" approach to distributing housing needs. State Housing Element law recognizes that in order for the private sector to address housing needs and demand, local governments must adopt land use plans and implementing regulations that provide opportunities for, and do not unduly constrain, housing development.

In accordance with state law, the Housing Element must be consistent and compatible with other General Plan elements. Additionally, the Housing Element should provide clear policy and direction for making decisions pertaining to zoning, subdivision approval, housing allocations, and capital improvements. The housing action program must also identify adequate residential sites available for a variety of housing types for all income levels; assist in developing adequate housing to meet the needs of low- and

moderate-income households; address governmental constraints to housing maintenance, improvement, and development; conserve and improve the condition of the existing affordable housing stock; and promote housing opportunities for all persons.

## B DEFINITIONS OF KEY HOUSING TERMS

**Above Moderate-Income Households:** Defined as households earning over 120 percent of the median household income. A family of four earning more than $112,200 per year in 2014 is considered above moderate income.

**Accessible Housing:** Units accessible and adaptable to the needs of persons with physical disabilities.

**Affordable Housing:** There is no single definition of affordable housing. What is considered "affordable" by a family earning $100,000 a year will likely be out of reach for another family that earns only $25,000 a year, depending on the housing market and location. Rules of thumb often are used to determine affordability. In the context of Housing Elements, and for this Housing Element, “affordable housing” is defined as housing with rent restrictions or price restrictions to maintain affordability for extremely low-, very low-, low-, and moderate-income households.

**Aging in Place:** Aging in place is the ability to live in one's own home for as long as confidently and comfortably possible. Livability can be extended through universal design principles and assistive technologies. Technology can support interpersonal communication, health and wellness, home safety and security, learning, and other social interaction.

**Association of Bay Area Governments (ABAG):** The Bay Area’s regional planning agency that, among other duties, establishes the regional housing needs allocation for each city and county within the Bay Area region. ABAG also prepares biennial projections for jobs, households, and population for the Bay Area as a whole and each jurisdiction.

**California Department of Housing and Community Development (HCD):** An office of the state government that, among other things, must review each jurisdiction’s Housing Element for compliance with state law and, if it determines compliance, certifies the Housing Element as substantially complying with state law. HCD has 60 days to review a jurisdiction’s draft Housing Element and provide written comments back to the jurisdiction. HCD has 90 days to review a jurisdiction’s adopted Housing Element before sending a letter of certification.

**Emergency Shelter:** Emergency shelter means housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay.

**Extremely Low-Income Households:** Government Code Section 65583(a)(1) now requires local Housing Elements to provide “documentation of projections and a quantification of the locality's existing and projected housing needs for all income levels, including extremely low income households.” Extremely low income is a subset of the very low-income regional housing needs allocation and is defined as households earning less than 30 percent of the median household income. A family of four earning less than $28,050 per year in 2014 is considered extremely low income.

**Housing Affordability:** The federal government considers housing to be affordable if a family spends no more than 30 percent of its income on its housing costs, including utilities. For example, a teacher earning $60,000 per year can afford $1,500 per month for housing. A police officer or firefighter earning $75,000 can afford up to $1,875 per month. In the private sector, lenders underwriting home purchases typically require that families spend no more than some set percentage of income (such as 28 percent) for mortgage payments, taxes, and insurance.

**Housing Density:** The number of dwelling units per acre of land. Gross density includes all the land within the boundaries of a particular area and excludes nothing. Net density excludes certain areas such as streets, open space, easements, etc.

**Housing Element:** A mandatory section of the General Plan which addresses a city's housing needs, analyzes the housing stock and community demographics, and proposes goals, objectives, policies, and programs to meet the identified needs for all economic segments of the community.

**Inclusionary Zoning:** A mechanism that requires that each approved residential development must set aside a minimum percentage of the development for affordable housing. Pleasanton has adopted an Inclusionary Zoning Ordinance to implement this program, which emphasizes providing affordable units but which also provides for payment of fees, dedication of land, or use of alternate methods to comply with inclusionary requirements.

**Income Limits:** Income limits are updated annually by the US Department of Housing and Urban Development (HUD) for Alameda County and are posted on the California Department of Housing and Community Development (HCD) website along with income limits established annually for state Community Development Block Grant and HOME Investment Partnerships programs. HCD income limits regulations are similar to those used by HUD. The 2014 income limits for Alameda County are shown in **Table 1** below. For additional information, see the HUD website at www.huduser.org/datasets/il.html and the City of Pleasanton Affordable Housing programs website at http://www.ci.pleasanton.ca.us/community/housing/.

**Table 1: Alameda County 2014 Income Limits**

| Family Size | Extremely Low 30% | Very Low 50% | Low 80% | Median 100% | Moderate 120% | Above Moderate |
|---|---|---|---|---|---|---|
| 1 | $19,650 | $32,750 | $47,350 | $65,450 | $78,550 | > $78,550 |
| 2 | $22,450 | $37,400 | $54,100 | $74,800 | $89,750 | > $89,750 |
| 3 | $25,250 | $42,100 | $60,850 | $84,150 | $101,000 | > $101,000 |
| 4 | $28,050 | $46,750 | $67,600 | $93,500 | $112,200 | > $112,200 |
| 5 | $30,300 | $50,500 | $73,050 | $101,000 | $121,200 | > $121,200 |
| 6 | $32,550 | $54,250 | $78,450 | $108,450 | $130,150 | > $130,150 |

*Source: Department of Housing and Community Development 2014. http://www.hcd.ca.gov/hpd/hrc/rep/state/inc2k14.pdf*

**Jobs/Housing Balance:** The relationship of the number and types of jobs in a community with the amount and affordability of housing. An appropriate balance is commonly thought to be 1.5 jobs for every 1 housing unit.

**Lower-Income Housing:** In general, the term "lower-income housing" refers to housing affordable to extremely low-, very low-, and low-income households. For the purposes of the Pleasanton Housing Element, extremely low-income households are also included in this definition. The City's Lower Income Housing Fund is intended to address the needs of extremely low-income, very low-income, and low-income households.

**Low-Income Households:** California Health and Safety Code Section 50079.5 provides that the low-income limits established by the US Department of Housing and Urban Development (HUD) are the state limit for low-income households. HUD limits for low-income household are households earning 50-80 percent of the median household income, adjusted for family size, with some adjustment for areas with

unusually high or low incomes relative to housing costs. According to the 2014 State Income Limits, a family of four earning between $46,750 and $67,600 per year is considered very low or low income.

**Median Household Income:** The middle point at which half of the City's households earn more and half earn less. The median household income, according to the 2007–2011 ACS for Alameda County, is $70,821. By way of comparison, the 2000 Census Median Family Income for Alameda County was $68,902. The median household income in the City of Pleasanton is $118,713 (2007–2011 ACS (5-year estimates) from the 2013 ABAG Housing Element Data Profiles).

**Moderate-Income Households:** Defined by Section 50093 of the California Health and Safety Code as households earning 80-120 percent of the median household income. A family of four in Alameda County earning between $67,600and $112,200 per year in 2014 is considered moderate income (HCD State Income Limits for 2014).

**Persons per Household:** Average number of persons in each household.

**Planned Unit Development (PUD):** A type of development review process which is based directly on the General Plan instead of on a specific zoning district and which is intended to encourage variety and diversity of development and to provide flexibility to the City and developer.

**Regional Housing Needs Allocation (RHNA):** The number of housing units determined by the Association of Bay Area Governments to be each jurisdiction's "fair share" of the regional housing need for the next Housing Element planning period which must be included in each jurisdiction's Housing Element. These numbers of units are broken down into income categories of "above moderate," "moderate," "low," and "very low."

**Second Unit:** An attached or a detached residential dwelling unit on the same site as a single-family dwelling which provides complete independent living facilities and which is not considered to increase the density of the lot on which it is located.

**Senior Housing:** Defined by California Housing Element law as projects developed for, and put to use as, housing for senior citizens. Senior citizens are defined as persons at least 62 years of age.

**Supportive Housing:** Defined by California Government Code Section 65582(f) as housing with no limit on length of stay, that is occupied by the target population, and that is linked to an on-site or off-site service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

**Target Population:** Defined by California Government Code Section 65582(g) as persons with low incomes who have one or more disabilities, including mental illness, HIV or AIDS, substance abuse, or other chronic health condition, or individuals eligible for services provided pursuant to the Lanterman Developmental Disabilities Services Act (Division 4.5 (commencing with Section 4500) of the Welfare and Institutions Code) and may include, among other populations, adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people.

**Transitional Housing:** Defined by California Government Code Section 65582(h) as buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time that shall be no less than six months from the beginning of the assistance.

**Very Low-Income Households:** California Health and Safety Code Section 50079.5 provides that very low-income limits established by the US Department of Housing and Urban Development establish the state limit for very low-income households, which are households earning less than 50 percent of the

median household income (adjusted as described for low-income households above). A family of four earning less than $46,750 per year in 2014 is considered very low income, according the HCD State Income Limits for 2014.

**Workforce Affordable Housing:** Housing that is affordable to the workforce in the community. Workforce housing is housing for the occupations needed in every community, including teachers, nurses, police officers, firefighters, and many other critical workers. The families in need of workforce housing do not fall neatly into a single narrow income category. Employees in some industries (e.g., retail sales, food service, tourism) are likely to be in the lower income ranges. Seasoned workforce jobs with education or training requirements, such as teachers, police officers, or nurses, may fall into the middle income brackets but still find it difficult to afford homes in the community where they work.

## C 2007–2014 HOUSING ELEMENT REVIEW

Summary of Key Accomplishments

State law (California Government Code Section 65588(a)) requires each jurisdiction to review its Housing Element as frequently as appropriate and evaluate:

- The appropriateness of the housing goals, objectives, and policies in contributing to the attainment of the state housing goal.
- The effectiveness of the Housing Element in attainment of the community's housing goals and objectives.
- The progress in implementation of the Housing Element.

The evaluation provides valuable information on the extent to which programs have been successful in achieving stated objectives and addressing local needs, and to which these programs continue to be relevant to addressing current and future housing needs in Pleasanton. The evaluation provides the basis for recommended modifications to policies and programs and the establishment of new objectives in the Housing Element.

This section summarizes the City's accomplishments in implementing the 2007–2014 Housing Element. Later sections in this document summarize the quantified objectives contained in the City's 2007–2014 Housing Element, and compares the City's progress in fulfilling these objectives. A program-by-program review is contained in Appendix A. The City's 2007–2014 Housing Element has supported implementation of a number of programs providing affordable housing. One of the objectives of the Housing Element update is to build upon the City's successes. Below are some of the key accomplishments of the City:

The Pleasanton General Plan Housing Element was adopted on October 12, 2012, and certified by HCD on October 29, 2012.

BMR Apartments. Over 1,000 below-market rental (BMR) apartment units have been built in Pleasanton since the mid-1980s. The City has encouraged the construction of affordable rental housing by allowing special consideration for projects that provide units at BMR levels. Four of the largest apartment complexes in Pleasanton include some units in which rents are lower than market rents due to a regulatory agreement between the City and the apartment owner. As an example, three projects that occupy the City's former 14-acre corporation yard site (The Promenade, Ridge View Commons, and The Parkview) demonstrate a variety of housing types and also the City's willingness to contribute land and other assistance for affordable housing. (See Appendix F: History of Fee Waivers and other Financial Assistance). Whereas the earliest BMR apartment projects had 15-year expiration terms, the most recent projects will remain affordable in perpetuity. Appendix G includes a listing of the BMR units in Pleasanton.

- Building permits were issued for 1,025 dwelling units between 2007–2014. Of these 173 units or 16.8 percent of the total units will be affordable to very low-, low-, and moderate-income househlds.

- Planning approvals were awarded to seven high density/mixed-use projects with a combined total of 1,711 rental apartments ( two BRE projects in Hacienda, Auf de Maur site, Carr America site, Pleasanton Gateway, Nearon site and half of the CM Capital site). Affordable housing agreements designated 15 percent of the BRE units (38 units in each project, or 76 total units) for rental by very low-income households and 10 percent of the units (120 units) within the remaining projects

- The City's Growth Management Program was amended to ensure that it does not prevent the City from meeting its share of the regional housing need.

- The City circulated a Request for Proposal and selected a consultant to conduct a comprehensive nexus study to review and potentially update the City's Lower Income Housing Fee. 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 current Lower Income Housing Fee.

- Multifamily Development Standards and Guidelines were adopted for high density housing. These standards and guidelines promote residential development at densities that support work force housing and are compatible with Pleasanton's existing high-quality neighborhoods.

- City Housing Programs. The City of Pleasanton operates a number of housing programs to support affordable housing, including the City's BMR Rental Program, temporary rental assistance (in coordination with the City of Livermore and Abode Services through the Tri-Valley Housing Scholarship Program), Section 8 vouchers in coordination with the Alameda County Housing Authority, the Pleasanton Homeownership Assistance Program (PHAP) for first-time homebuyers, the Down Payment Assistance (DPA) program, the Housing and Human Services Grant (HHSG) program (which uses Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and local funds), the Housing Rehabilitation Program for low-income homeowners and mobile home owners, a Lower Income Housing Fund, and inclusionary zoning requirements for new development.

- Staff outreach in support of affordable housing included promotion of the City's affordable housing incentives, meetings with several nonprofit developers regarding potential projects, and preparation for a workshop for nonprofit developers held in February 2013. Additional outreach was hosted in February and March 2014.

- The City maintained active support for a wide range of nonprofit organizations and worked directly with MidPen Housing and Habitat for Humanity on project-specific activities.

- Homeownership Assistance. In addition to the PHAP, which makes available homes for sale at below-market prices, the City established the DPA program in 2004 using local funds combined with an allocation of state HELP (Housing Enabled by Local Partnership) funds from the California Housing Finance Agency (CalHFA). HELP funds were depleted in 2007, and since then the program has been funded 100 percent locally. The DPA program currently provides up to $20,000 in down payment assistance for low- and moderate-income buyers. Assistance is in the form of a low interest (3.5%) loan that is amortized over 20 years.

- Housing for Persons with Disabilities. Through programs such as HHSG, the City has assisted the development of specific housing units in Pleasanton that are reserved for persons with disabilities using federal and local funds. Rental opportunities in these developments are administered either by the on-site management or by a supporting agency. For example, the City worked with East Bay Innovations and HCD to reserve four BMR apartments at The Promenade for very low-income

persons with developmental disabilities who are able to live independently. The City also provided deferred zero-interest loans to Tri-Valley REACH to acquire and rehabilitate several group homes for adults with developmental disabilities.

- Housing Data Collection and Preservation of At-Risk Affordable Housing. The City conducts an annual survey of rents and vacancy rates in order to monitor affordability in the local rental housing stock. The City has also worked to ensure the preservation of existing affordable housing, such as the redevelopment of Kottinger Place and Pleasanton Gardens, two aging complexes that provide housing for extremely low-income seniors. This project exemplifies the City's efforts to be creative in solving housing problems using infill and existing subsidies. Kottinger Place is shown in the photos below.

- The City approved a MidPen Housing proposal, Kottinger Gardens, which was appropriated $10 million from the Lower Income Housing Fund to assist in the redevelopment of Kottinger Place and Pleasanton Gardens, two aging rental complexes that provide housing to extremely low-income elderly. The project proposal consists of demolishing all 90 existing units and constructing a new 185-unit senior rental housing project with 100 percent of the units designated as affordable. This project is described in further detail later in this document as part of the City's available land inventory.

Reuse options are being explored for Kottinger Place, shown above, which currently provides housing for extremely low-income seniors

- Senior Affordable Housing. Presently, over 400 apartments in Pleasanton are for rental exclusively by low- and very low-income seniors. These apartments are in seven separate complexes located throughout Pleasanton. With the exception of The Parkview, all of the complexes are for "independent living" and generally do not include services such as meals, housekeeping, or personal care. Because these apartments are often significantly below local market rents, leasing is highly competitive and, for complexes with the lowest rents, eligible applicants must often wait a year or more for an available apartment.

- Persons with Developmental Disabilities. The City has contributed significant funding through its federal CDBG and HOME grants to REACH (Resources Education Activities Community and Housing for Special Adults of the Tri-Valley, formerly HOUSE, Inc.), a local nonprofit agency, to purchase and remodel several homes in Pleasanton. These homes provide BMR housing for low-income adults with developmental disabilities who are able to live independently with supportive services, fostering community integration, dignity, and independence. The City also provided funding through its federal CDBG grant to Bay Area Community Services (BACS) to purchase and rehabilitate a six-unit apartment complex in downtown Pleasanton to provide BMR housing for low-income individuals with mental disabilities who are able to live independently. Through its Valley Creative Living Center,

BACS provides supportive services including activity and employment programs that promote independence and community integration.

- Housing Rehabilitation. The Housing Rehabilitation Program has become an increasingly significant component of the City's housing and community development efforts. As Pleasanton's housing stock has continued to age (along with its population), home maintenance and repair have increased in importance. An active housing rehabilitation program is a necessary element of Pleasanton's affordable housing policies in that it addresses preservation of existing housing which is very affordable to the present occupants. Beneficiaries of the program have included a large number of elderly residents and single-parent households. An eligible household must live in and hold title to the home, and the household income cannot exceed 80 percent of the median income for the area. The program is also available to rehabilitate rental apartments where a large percentage of the occupants are low income.

- Efforts to Reduce Discrimination and Ensure Fair Housing Opportunities. The City of Pleasanton contracts with ECHO Housing (Eden Council for Hope and Opportunity, Inc.) to provide housing counseling and fair housing programs and services to Pleasanton residents. ECHO provides services in the Tri-Valley area through the Livermore Multi-Service Center. ECHO conducts site investigations in response to reports of housing discrimination complaints, does informational surveys to determine degrees of housing discrimination existing in designated areas, and holds educational seminars for property managers, owners, realtors, and others. ECHO also helps to disseminate information on the City's affordable housing programs and services.

- Collaboration on Special Needs Housing with Adjacent Jurisdictions. The City of Pleasanton contributed funds from its federal HOME allocation to assist several housing projects that have a regional benefit and/or address a specialized housing need. For example, the City provided financial assistance to Affordable Housing Associates (AHA) to assist the development of the Carmen Avenue Apartments in Livermore for persons with disabilities and special needs and formerly homeless victims of domestic violence. The City also provided funding to Allied Housing to assist the development of the Lorenzo Creek apartments in Castro Valley for homeless and persons with chronic disabilities and to the Fremont Oak Gardens complex in Fremont for deaf senior citizens. The City has also assisted with funding for homeless programs and support for regional homeless organizations such as EveryOne Home.

- Addressing Needs of the Homeless. The City of Pleasanton has endorsed the EveryOne Home plan which is Alameda County's road map for ending homelessness. The plan aims to end homelessness in Alameda County by emphasizing a coordinated, efficient regional response to a regional problem. EveryOne Home envisions a housing and services system that partners with consumers, families, and advocates; provides appropriate services in a timely fashion to all who need them; and ensures that individuals and families are safely, supportively, and permanently housed. In addition, Pleasanton has participated in East County collaborative which received $900,000 through the federal Homelessness Prevention and Rapid Re-Housing Program (HPRP). The HPRP provides housing relocation and stabilization services to individuals and families in Pleasanton and the Tri-Valley who are homeless or at risk of becoming homeless. Access to the HPRP is through the 211 program which is a free, accessible, three-digit telephone number (funded in part by the City of Pleasanton) that enables all Alameda County residents easy access to customized multilingual health, housing, and human services information 24 hours a day, year-round. The 211 resource is especially critical for vulnerable populations such as single parent and very low-income families, frail elders, people with disabilities, caregivers, and non-English speakers who are in need of such vital resources as emergency housing, food, financial aid, healthcare, and legal assistance. 211 has also proven to be a critical public communications tool during recovery efforts after a disaster.

- Amendments to the zoning regulations were approved to achieve compliance with state laws regarding emergency homeless shelters and supportive and transitional housing, agricultural

employee housing, and requests for reasonable accommodation for the disabled. Program 46.1 in this Housing Element requires an amendment to the Zoning Ordinance to permit transitional and supportive housing as a residential use in all zones allowing residential uses and define transitional and supportive housing as residential uses allowed in the same way and subject to the development regulations that apply to other dwellings of the same type in the same zone.

## D PUBLIC PARTICIPATION IN THE PREPARATION OF THE HOUSING ELEMENT

Public participation by all economic segments in preparation of the element is important and is required by state law. To meet this requirement, several opportunities have been provided to review and comment on the City's Housing Element and to recommend strategies.

The City of Pleasanton hosted a community workshop and stakeholder meetings to obtain community feedback and assistance in reviewing existing sites for housing and to obtain ideas and suggestions for the Housing Element update. The first three workshop/stakeholder meetings were conducted in March/April 2014. Additional input was provided by the Housing Commission and Planning Commission at a study session to help guide the process.

Throughout the process the City has made a special effort to notify and involve all economic segments of the community. Outreach and noticing efforts are described in further detail below.

Pictures from the community workshop that the City of Pleasanton hosted on March 24, 2014 to obtain feedback and direction for the Housing Element update.

### Community Workshop #1, March 24, 2014

The City of Pleasanton held a Housing Element community workshop to kick off the project on Monday, March 24, 2014, from 6:30 to 8 p.m. at the Remillard Conference Center, 3333 Busch Road, Pleasanton, Calif. The first community meeting was noticed twice in *Tri-Valley Times* and 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 1,488 notices were mailed out and 175 emails were sent which included all properties within 1000 feet of the Irby-Kaplan-Zia property, all properties within 1000 feet of the CM Capital Site, and all people requesting special notification on either of those properties or the Housing Element update. Approximately 25 participants attended the meeting, which started with a brief presentation made by staff and the consultant.

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 housing programs, challenges, opportunities, and the City's housing inventory.

Several themes and priorities were identified by the residents during this workshop. There was consensus with the residents in attendance that Pleasanton needs more housing within walking distance of shops and services, more energy-efficient homes, and more housing for special needs households including housing for persons with developmental disabilities. In terms of priorities for housing services that the City should support, residents felt strongly that the City should partner with developers that provide housing for residents to age in place and energy-efficient housing. The City should also support housing rehabilitation programs for existing homeowners and work with advocate groups to support programs for persons with developmental disabilities. Lastly, residents in attendance provided numerous responses to the CM Capital property rezoning and were not in support of maintaining zoning for this property to allow for high density housing.

### Stakeholder Meeting #1, April 7, 2014: Nonprofit Housing Developers, Local Service Providers, and Community Organizations

The City of Pleasanton held a Housing Element stakeholder meeting on Monday, April 7, 2014, from 3 to 5 p.m. at the Remillard Conference Center, 3333 Busch Road, Pleasanton, Calif. A letter was sent, inviting the nonprofit housing developers, local service providers, and community organizations in the region. Approximately 16 participants attended the meeting. Representatives from the following groups were in attendance:

- Citizens for a Caring Community
- Sunflower Hill
- Community Resources for Independent Living (CRIL)
- Open Heart Kitchen
- Bay Area Community Services
- MidPen Housing
- Local community housing developments
- One Step Forward

- Housing Consortium of the East Bay (HCEB)
- SAHA Housing
- Neighborhood Solutions

The meeting started with introductions and a brief presentation made by staff and the consultant. Participants were asked a series of questions and asked to write responses down on sticky note cards. The note cards were then placed up on the wall. Following each set of questions and responses was a group discussion. Similar to the community workshop, several themes and priorities were echoed by the stakeholders. There was consensus that the City has been very successful with senior housing projects throughout the community and now it is time to tackle other housing groups like special needs households, including housing for persons with developmental disabilities and the City's current workforce. In terms of opportunities and priorities, the City should provide as many incentives as possible to partner with developers who provide housing for residents to age in place as well as housing for persons with developmental disabilities.

### Stakeholder Meeting #2, April 10, 2014: For-Profit Housing Developers and Finance Professionals

The City of Pleasanton held a second stakeholder meeting on Thursday, April 10, 2014, from 3 to 5 p.m. at 157 Main Street, Conference Room 3, Pleasanton, Calif. The City sent out approximately 120 letters inviting developers and finance professionals in the region. There were approximately 13 participants at the meeting. Representatives from the following groups were in attendance:

- Citizens for a Caring Community
- Ponderosa Homes
- Sunflower Hill
- Equity Enterprises
- Habitat for Humanity
- ROEM Development
- MAS Real Estate

The meeting started with introductions and a brief presentation made by staff and the consultant. Similar to the first stakeholder meeting, participants were asked a series of questions; their responses were written on sticky note cards and placed up on the wall, which led to a group discussion. The stakeholder group at this meeting varied widely, ranging from developers who have built housing in Pleasanton and developers who would like to pursue housing projects in the city to interested residents and affordable housing advocates. The consensus at this meeting was that Pleasanton's housing market is highly desirable. Some of the for-profit developers in attendance would like to see more development certainty in their projects and a more streamlined review process in terms of concurrent reviews. In terms of opportunities, the City should continue to provide as many incentives as possible to entice affordable housing developers and bank what little funding the City has into housing for the City's workforce through rental and some ownership opportunities.

### Commission Meetings, April 2014

The City also conducted outreach with the Housing Commission (April 17, 2014) and the Planning Commission (April 23, 2014). Recommendations from the Housing Commission included consideration of additional programs for affordability and encouraging second unit construction. Specifically, the Housing Commission provided the following comments:

- Consider additional programs to create incentives to rehabilitate apartments in exchange for affordability units using incentives such as a density bonus for additional units.
- Consider additional programs and incentives to encourage second unit construction. Incentives may include waiving fees or development standard variances.
- Consider additional programs for aging-in-place development.
- Continue to encourage a variety of housing types and densities within the East Pleasanton Specific Plan.

The Planning Commission also provided comments on housing programs, including the following:

- Reevaluate condominium conversion ordinance and programs.
- Reevaluate the Inclusionary Zoning Program and initiate discussions regarding program effectiveness.
- Continue to encourage a Master Plan for East Pleasanton.

SECTION II

# HOUSING CONDITIONS AND TRENDS

## A POPULATION, HOUSING AND JOBS TRENDS

### Overview

The housing crisis in the Bay Area has been an evolving phenomenon over the past 30 years as high demand (and need) has continually exceeded supply (and affordability). Despite recent economic conditions, all projections indicate that it is likely to remain a major regional issue for many years to come, with long-term economic repercussions and significant impacts on our quality of life. Workers are traveling increasingly long distances to get to work, and many young families, long-time residents, and other members of the community find it difficult to afford housing where they want to live.

This section of the Background presents information for housing planning purposes for the Pleasanton Housing Element. The implications of this analysis can help to inform decision-makers and the community about the types of housing needed, desired affordability levels, possible location considerations for various types of housing, and specialized housing needs in the community. Assessing housing needs helps to support the overall goals of the recently adopted City of Pleasanton General Plan as they relate to sustainability and creating attractive and well-kept neighborhoods, abundant and well-maintained public facilities, a strong economic base, and a high quality of life for residents.

The analysis in this section primarily utilizes data compiled by the Association of Bay Area Governments (ABAG) in the Data Profiles for Housing Elements, released in January 2014. The profiles include population, housing stock, and economics data from the 2000 and 2010 US Census, the California Department of Finance (DOF), 2013 ABAG projections, the US Department of Housing and Urban Development's (HUD) Comprehensive Housing Affordability Strategy (CHAS) database, and the US Census American Community Survey (ACS). The ABAG Data Profiles for Housing Elements uses a combination of both 2006–2010 ACS data and 2007–2011 ACS data. Where the ABAG Data Profile presents ACS data, this Housing Element is consistent and uses the ACS data set that is included in the ABAG Data Profile. ACS figures are estimates based on samples; reported figures may be subject to large margins of error. Relying on data that was vetted by ABAG and included in the ABAG Data Profile for Housing Elements helps minimize the risk of using erroneous data. Data that was not included in the ABAG Data Profiles for Housing Elements packet was obtained from the US Census, the US ACS, and direct contact with public agencies, city staff, or other publicly available data sources.

### Population Growth

Population growth closely parallels the development of housing. In Pleasanton, population tripled during the 1960s, doubled during the 1970s, and increased by 44 percent in the 1980s. Due to poor economic conditions and the limited supply of easily developable land, population growth slowed during the first half of the 1990s to roughly 3 percent annually. The end of the 1990s and beginning of the 2000s showed population growth growing to almost 5 percent annually for most years, reflecting a strong economy which fueled job growth and housing production. The 2000 Census showed Pleasanton's population as 63,654,

up from 50,553 in 1990; as of January 1, 2013, the population in Pleasanton was 70,285 according to the 2010 Census. Population growth from 2000 to 2010 is summarized in **Table 2**. The number of workers in Pleasanton increased from 29,580 in 1990, to 33,608 in 2000, and to an estimated 33,765 between 2007 and 2011.

**Table 2: City of Pleasanton Population Growth, 2000–2010**

| 2000 | 2010 | Absolute Change | Percent Change |
|---|---|---|---|
| 63,654 | 70,285 | 6,631 | 10% |

*Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)*

In comparison to other jurisdictions in Alameda County, Pleasanton's 10.4 percent population growth from 2000 to 2010 was average. The cities of Oakland and Piedmont experienced population declines of 2 percent and 3 percent from 2000 to 2010, respectively. In comparison, both the cities of Emeryville and Fremont experienced high growth of 54 percent and 46 percent from 2000 to 2010, respectively. Although in 2010 the City of Pleasanton was just 5 percent of total population in Alameda County, population growth in Pleasanton from 2000–2010 accounted for 3 percent of countywide growth. **Table 3** summarizes changes in population from 2000 to 2010 for all jurisdictions in Alameda County.

**Table 3: Population Change in Alameda County, 2000–2010**

| Jurisdiction | 2000 | 2010 | Absolute Change | Percentage Change |
|---|---|---|---|---|
| Alameda County Total | 1,443,741 | 1,510,271 | 66,530 | 5% |
| Alameda | 72,259 | 73,812 | 1,553 | 2% |
| Albany | 16,444 | 18,539 | 2,095 | 13% |
| Berkeley | 102,743 | 112,580 | 9,837 | 10% |
| Dublin | 29,973 | 46,036 | 16,063 | 54% |
| Emeryville | 6,882 | 10,080 | 3,198 | 46% |
| Fremont | 203,413 | 214,089 | 10,676 | 5% |
| Hayward | 140,030 | 144,186 | 4,156 | 3% |
| Livermore | 73,345 | 80,968 | 7,623 | 10% |
| Newark | 42,471 | 42,573 | 102 | 0% |
| Oakland | 399,484 | 390,724 | -8,760 | -2% |
| Piedmont | 10,952 | 10,667 | -285 | -3% |
| **Pleasanton** | **63,654** | **70,285** | **6,631** | **10%** |
| San Leandro | 79,452 | 84,950 | 5,498 | 7% |
| Union City | 66,869 | 69,516 | 2,647 | 4% |
| Unincorporated Alameda County | 135,770 | 141,266 | 5,496 | 4% |

*Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)*

**Table 4** shows the existing and projected population, households, and jobs numbers for the City of Pleasanton. ABAG forecasts a 31 percent growth in population from 2010 to 2040 to 91,800 residents, an increase of 21,515 people. As shown in **Table 4**, both households and jobs are anticipated to grow 28 percent by 2040. The number of local jobs is expected to increase by 15,300, from 54,340 jobs in 2010 to 69,640 jobs in 2040.

**Table 4: Projections for Population, Households and Total Jobs (2000-2025)**

| City of Pleasanton | 2010 | 2020 | 2030 | 2040 | 2010–2040 Change | 2010–2040 Percentage Change |
|---|---|---|---|---|---|---|
| Population | 70,285 | 76,800 | 83,900 | 91,800 | 21,515 | 31% |
| Households | 25,245 | 27,590 | 29,940 | 32,300 | 7,055 | 28% |
| Persons Per Household | 2.78 | 2.78 | 2.80 | 2.84 | 0.06 | 2% |
| Jobs | 54,340 | 63,050 | 65,620 | 69,640 | 15,300 | 28% |

*Source: ABAG Data Profiles for Housing Elements 2013*

## Jobs/Housing Balance

Commute distance and time is an important factor in housing availability and affordability and is also an indicator of jobs/housing balance. Communities with extended commutes generally have a poor jobs/housing balance, while communities with short average commutes tend to have a strong jobs/housing balance. The burden of the additional costs associated with extended commuting disproportionately affects lower-income households who must spend a larger portion of their overall income on fuel. This, in turn, affects a household's ability to occupy decent housing without being overburdened by cost.

As shown in **Table 5**, 56 percent of local workers commute less than 30 minutes to work, 31 percent commute 30–59 minutes, and 13 percent commute more than 60 minutes. .

**Table 5: 2010 Commute Time to Work**

| Travel Time to Work | Number | Percentage |
|---|---|---|
| Less than 30 minutes | 18,078 | 56% |
| 30 to 59 minutes | 10,209 | 31% |
| 60 or more minutes | 4,194 | 13% |
| **Total** | **32,514** | **100%** |

*Source: 2006–2010 US Census American Communities Survey*

Pleasanton's transformation from a bedroom community to a regional job center has resulted in a demand by workers for housing within commute distance to Pleasanton. A certain percentage of workers employed in Pleasanton will seek housing in Pleasanton, and a certain percentage of workers employed outside of Pleasanton will also seek housing here. The key to accommodating employment-generated housing need is to recognize that these various commute behaviors occur within an area much larger than Pleasanton itself and to provide housing opportunities within a reasonable commute distance of local jobs..

**Table 6** indicates that the majority of Pleasanton residents work outside of the city, with just 15 percent of residents working in the city (4,647 residents). Other common work locations for Pleasanton residents include the cities of San Jose (primary jobs for 2,306 Pleasanton residents) and San Francisco (primary jobs for 1,835 Pleasanton residents). The City of San Jose is approximately 30 miles from Pleasanton, while the City of San Francisco is approximately 40 miles away. Other common work locations for Pleasanton residents include the cities of Oakland (approximately 30 miles from Pleasanton) and Fremont (approximately 15 miles from Pleasanton).

**Table 6: City of Employment for Pleasanton Residents**

| Place | Number | Percent* |
|---|---|---|
| Pleasanton city | 4,647 | 15% |
| San Jose city | 2,306 | 8% |
| San Francisco city | 1,835 | 6% |
| Fremont city | 1,647 | 5% |
| Oakland city | 1,617 | 5% |
| Livermore city | 1,361 | 4% |
| San Ramon city | 1,049 | 3% |
| Hayward city | 980 | 3% |
| Dublin city | 887 | 3% |
| Santa Clara city | 825 | 3% |
| All Other Locations | 13,457 | 44% |
| **Total** | **30,611** | **100%** |

**Percent of total primary jobs of residents who live in Pleasanton*

*Source: US Census Bureau, Longitudinal Employer-Household Dynamics, OnTheMap application. July 2013. http://onthemap.ces.census.gov/*

Pleasanton's successful transition to an employment center is reflected in the community's high ratio of jobs to employed residents. In 2010, Pleasanton had a jobs-to-employed-residents ratio of 1.72 (54,340 jobs/31,630 employed residents). This ratio shows that there were more workers commuting into Pleasanton than there were employed residents. The ratio of jobs to employed residents is projected to decline slightly through 2040. T**able 7** shows the estimated and projected jobs/housing balance for the years 2010 through 2040.

**Table 7:Jobs/Housing Balance, 2010–2040**

| Year | Number of Jobs | Number of Employed Residents | Ratio of Jobs to Employed Residents |
|---|---|---|---|
| 2010 | 54,340 | 31,630 | 1.72 |
| 2015* | 58,520 | 34,580 | 1.69 |
| 2020* | 63,050 | 37,780 | 1.67 |
| 2025* | 64,320 | 38,950 | 1.65 |
| 2030* | 65,620 | 40,170 | 1.63 |
| 2035* | 67,600 | 41,830 | 1.62 |
| 2040* | 69,640 | 43,530 | 1.60 |

*Sources: Association of Bay Area Governments, 2013*

** ABAG projection*

Since employment projections are based on projected annual absorption of new commercial, office, and industrial development, employment growth is more directly tied to economic factors than to City control. Thus, employment growth is difficult to project. Employment projections have declined somewhat from previous years due to the recent downturn in the economy. Less job growth will mean less housing demand, which could reduce housing prices.

The construction of new commercial, office, and industrial space in Pleasanton has occurred generally in parallel with the growth of the city's housing stock. Commercial, office, and industrial growth affects

residential growth in two ways: (1) it contributes to housing demand through local employment growth, and (2) it contributes to the demand for infrastructure and services which, to a certain extent, results in competition with new residential development for infrastructure capacity and services.

For planning purposes, the potential economic considerations for businesses as they relate to workforce housing include: (1) the cost of recruitment and retention of employees; (2) loss of experienced personnel; (3) lost investment in staff training; and (4) money earned locally that is spent elsewhere. The economic vitality of smaller businesses and very low wage jobs may also be disproportionately impacted. Public agencies, school districts, social services, and child and elder care can have a difficult time attracting people to work in the community as affordable housing becomes more difficult to find.

The construction of several thousand housing units during the early 1970s led to an overburdened sewage treatment system and a resulting slowdown of housing growth during the late 1970s. The City adopted a Growth Management Program (GMP) in 1978 which has limited the residential growth rate according to infrastructure and environmental quality constraints. Since the time the GMP was adopted, the City has made substantial progress in reducing these constraints and has modified the procedures accordingly. The City has maintained its GMP in order to continue to phase residential growth according to the availability of infrastructure, to ensure environmental sensitivity, to manage the supply of buildable residential sites to meet continued future demand, and to encourage affordable housing. The GMP was updated since adoption of the 2007–2014 Housing Element to ensure it does not prevent the City from meeting its regional housing need.

### Ethnic and Social Diversity

Pleasanton's population is generally less racially mixed than Alameda County as a whole. However, between 2000 and 2010, the City's population became more racially diverse. As shown in **Table 8**, Pleasanton's population declined from 76 percent White in 2000 to 61 percent White in 2010. As of 2010, Pleasanton's population was also 23 percent Asian, 2 percent Black or African-American, less than 1 percent American Indian or Alaskan Native, less than 1 percent "Other," less than 1 percent Native Hawaiian and other Pacific Islander, and 4 percent two or more races. The chart below shows the change in the racial composition of Pleasanton between 2000 and 2010 based on the US Census. Since 2010, the number of Black or African Americans increased to 2 percent of total population, while the number of Asians increased to 23 percent of total population.

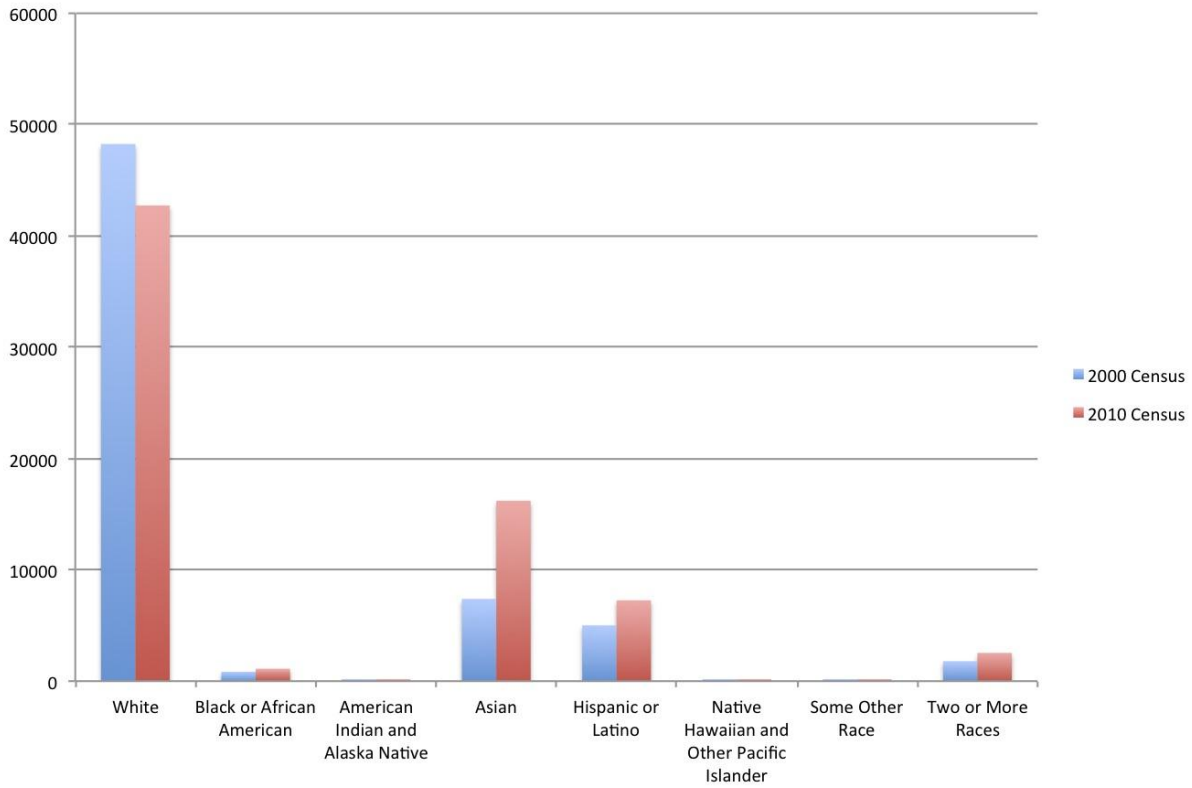



**Table 8: Population by Race/Ethnicity**

| | 2000 | | 2010 | |
|---|---|---|---|---|
| | **Population** | **Percentage** | **Population** | **Percentage** |
| White | 48,253 | 76% | 42,738 | 61% |
| Black or African American | 845 | 1% | 1,116 | 2% |
| American Indian and Alaska Native | 147 | 0% | 143 | 0.2% |
| Asian | 7,387 | 12% | 16,209 | 23% |
| Hispanic or Latino | 5,011 | 8% | 7,264 | 10% |
| Native Hawaiian and Other Pacific Islander | 74 | 0% | 125 | 0.2% |
| Some Other Race | 143 | 0% | 153 | 0.2% |
| Two or More Races | 1,794 | 3% | 2,537 | 3.6% |
| **Total** | **63,654** | **100%** | **70,285** | **100%** |

*Source: 2000 US Census; 2010 US Census (ABAG Data Profiles for Housing Elements 2013)*

## Population Trends

In 1990, Pleasanton's median age was lower than it was for California as a whole. As of 2000, Pleasanton's median age was 37 years compared to 33 for the state and 35 for the county. According to the 2010 US Census, Pleasanton's median age is now 41 years, which is a significant increase in just 10 years. The gradual increase of the median age from 26 years in 1970 to 41 years in 2010 indicates a significant aging of the population. This is occurring despite the increases in school enrollment, indicating that the aging of the existing population is more than compensating for the increase of school-age children. The 2010 median age in Pleasanton is higher than the median age for both the county (37 years) and the state (35 years).

The distribution of Pleasanton's population by age group is shown in **Table 9**. As individuals age, their lifestyles, household composition, living preferences, and income levels tend to change as well. For example, young adults (18–34) typically move more frequently and earn less than older adults. As a result, younger adults generally are not ready, or cannot afford, to purchase homes, and instead look for rental units to meet their housing needs. In contrast, middle-aged residents (35–54) typically have higher earning potential and higher homeownership rates. Residents approaching retirement age or recently retired (early 60s to mid-70s) tend to have the highest rates of homeownership. After individuals retire, many look for smaller homes on properties that are easier to maintain, or for residential communities that cater specifically to their lifestyles, needs, and preferences.

The age distribution of the City's population has shifted between 2000 and 2010. The number of residents between the ages of 55 and 64 increased by approximately 48 percent, while the number of residents 65 years and older increased by approximately 58 percent. The City experienced a simultaneous decline in residents less than 5 years old (10% decline), between 25 to 34 years old (21% decline), and 35 to 44 (18% decline). In general, shifts in age distribution likely reflect aging demographics within the community of Pleasanton.

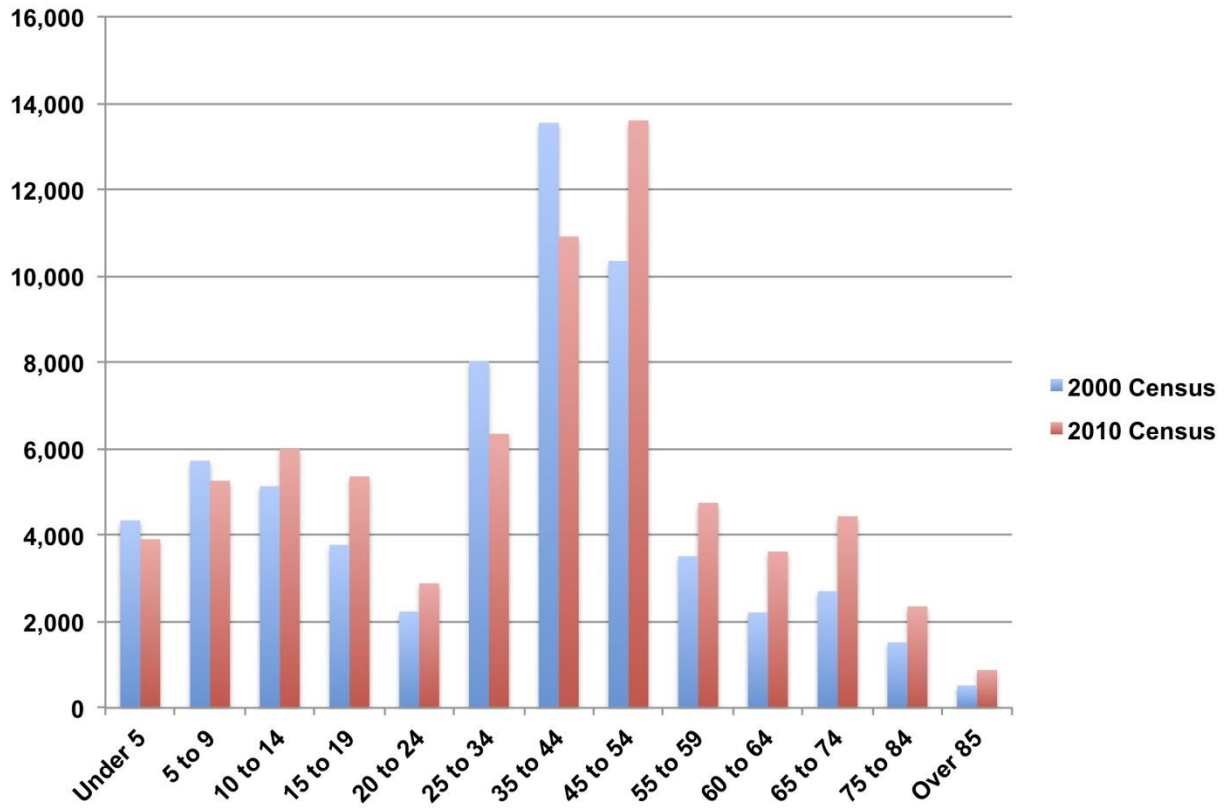
**Table 9: Population by Age, 2000–2010**

| Age (years) | 2000 | | 2010 | | Percent Change |
|---|---|---|---|---|---|
| | Persons | Percent | Persons | Percent | |
| < 5 | 4,359 | 7% | 3,904 | 6% | -10% |
| 5 to 14 | 10,807 | 17% | 11,256 | 16% | 4% |
| 15 to 24 | 6,288 | 10% | 8,242 | 12% | 31% |
| 25 to 34 | 7,988 | 13% | 6,345 | 9% | -21% |
| 35 to 44 | 13,251 | 21% | 10,912 | 16% | -18% |
| 45 to 54 | 10,487 | 16% | 13,599 | 19% | 30% |
| 55 to 64 | 5,636 | 9% | 8,366 | 12% | 48% |
| 65+ | 4,838 | 8% | 7,661 | 11% | 58% |
| **Total** | **63,654** | **100%** | **70,285** | **100%** | **10%** |

*Source: 2000 and 2010 U.S. Census (ABAG Data Profiles for Housing Elements 2013)*

A more detailed comparison of age cohorts in Pleasanton in 2000 and 2010 is shown in the graph below. The graph shows the significant increase in the number of teens and adults under 25, seniors, and those nearing senior age in Pleasanton over the past 10 years. The most significant decline has been in the number of young adults in the 25 through 44 years of age cohorts. Some of this decline may be due to

the availability of lower cost housing in the community, as young adults seek more affordable housing elsewhere.




Another trend relates to the significant increase in single-person households. Nationwide, about one in every three new households created during the 1990s was a single-person household. In Pleasanton in 2010, according to the 2006–2010 ACS, it is estimated there are a total of 25,245 households, with approximately 82 percent (18,670) considered family households (10,411 with children) and 5,552 considered non-family households. Single-person households comprise an estimated 4,417 households in Pleasanton in 2010 (18% of households). Persons living in group quarters are counted separately and are considered to be non-family households. According to the 2010 Census estimates, there are 456 people living in group quarters in Pleasanton in 2010.1

1 As defined in the US Census, “Group Quarters” are a place where people live or stay, in a group living arrangement, that is owned or managed by an entity or organization providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other. Examples of group quarters include correctional

According to US Census and California DOF data, the average household size in Pleasanton over the past 10 years has only risen slightly from 2.72 persons in 2000 to 2.79 persons per household in 2010 and to 2.85 according to the 2007–2011 US American Communities Survey. The average household size in Pleasanton is similar to Alameda County as a whole (2.52 persons per household, according to the ACS).

According to the 2007–2011 ACS, nearly 20 percent of residents were single persons living alone. For future planning purposes, it should be anticipated that about one-fifth of new households in Pleasanton will comprise one adult. There is now a clear consensus among medical researchers that social connection for people has powerful effects on their health. Socially connected people live longer, respond better to stress, use fewer resources, have more robust immune systems, and do better at fighting a variety of specific illnesses. In terms of housing, these studies underscore the importance of creating quality living environments for single persons, including common areas, gathering places, and areas for people to interact. In addition, the importance of supporting communal types of housing choices, such as co-housing and other 'non-traditional' forms of housing, should be considered.

**Housing Types and Condition**

The City's existing housing stock reflects its varied history in terms of its mix of types, tenure, age, and condition. Most of the City's 26,174 dwelling units (as of January 2013 DOF estimates) consist of detached single-family housing. As shown in **Table 10,** from 2000 to 2010, multi-family housing with five or more units increased to 18 percent of total housing units, from 4,045 units to 4,723 units. The total number of single-family housing units increased from 2000 to 2010, while the respective percentage of each declined, with detached single-family housing dropping to 64 percent of total housing units and attached single-family housing dropping to 10 percent of total housing units.

**Table 10: Housing Units by Type, 2000 and 2010**

| | 2000 | | 2010 | |
|---|---|---|---|---|
| | **Units** | **Percentage** | **Units** | **Percentage** |
| **Single-Family** | | | | |
| Detached | 15,641 | 65% | 16,736 | 64% |
| Attached | 2,706 | 11% | 2,615 | 10% |
| **Multi-Family** | | | | |
| 2-4 units | 1,139 | 5% | 1,599 | 6% |
| 5 or more | 4,045 | 17% | 4,723 | 18% |
| Mobile Homes | 433 | 2% | 380 | 1% |
| **Total Units** | **23,964** | **100%** | **26,053** | **100%** |

*Sources: 2000 US Census; California Department of Finance, E-5 Population and Housing Estimates for Cities, Counties, and the State, 2011-2013 with 2010 Census Benchmark (ABAG Data Profiles for Housing Elements 2013)*

The City's oldest housing, including several heritage homes as well as a number of apartment buildings constructed between the 1960s through the 1980s, is found in the downtown area. Also, although Pleasanton's housing stock has always been predominately single-family detached, the proportion of

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facilities; juvenile facilities; nursing homes; hospitals with long-term care facilities; college or university dormitories, fraternities, sororities; dormitories for workers; religious group quarters; shelters; and group homes.

multiple-family and single-family attached housing has been increasing in recent years. Small-lot single-family housing became very popular as a means of increasing affordability while providing a single-family detached product. At the same time, development of large-lot single-family housing in the hill areas of Pleasanton has seen the construction of a number of homes over 4,000 square feet on one-acre-plus lots.

According to the ABAG Data Packet for Housing Elements (2013), more than half (56%) of the City's housing stock was constructed after 1979. Only 651 units were built prior to 1950. As noted in the ABAG Data Packet for Housing Elements, only 136 units, or half a percent of the total housing stock, were found to be lacking complete plumbing facilities, and only 191 units lacked complete kitchen facilities.

The City's Building and Safety Division estimates that, citywide, no more than 100 units require major rehabilitation and no more than 10 require replacement. Through the City's housing rehabilitation program (targeted toward lower-income households), approximately 77 dwellings received minor home repair assistance and 17 homes have received major rehabilitation assistance between 2006 and 2013. In addition, many property owners conducted their own rehabilitation work independent of the City's program; there are several hundred older buildings in the downtown area which have been privately restored and/or which have been well maintained through the years.

Pleasanton has historically been a city of predominantly single-family detached homes in traditional subdivisions of three to five units per acre. However, recent increases in other housing types have decreased the proportion of detached single-family homes, which have declined from 74 percent in 1985 to 64 percent of the total housing stock in 2013. The lack of vacant land for large developments in urban portions of the Bay Area, including Pleasanton, has led in part to an escalation of land values. This has resulted in an acceptance of smaller houses on smaller lots which are more affordable to middle-income households. According to the 2007–2011 ACS, 28 percent of units in Pleasanton (6,789 units) were constructed after 1990. **Table 11** presents the age of housing units in the City of Pleasanton. Less than 10 percent of the total housing units were constructed before 1960 (1,438 units).

**Table 11: Age of Housing Units**

| Year Built | Housing Units | Percentage |
|---|---|---|
| 1939 or earlier | 445 | 2% |
| 1940 to 1949 | 206 | 1% |
| 1950 to 1959 | 787 | 3% |
| 1960 to 1969 | 3,845 | 15% |
| 1970 to 1979 | 5,696 | 23% |
| 1980 to 1989 | 7,156 | 29% |
| 1990 to 1999 | 4,727 | 19% |
| 2000 or later | 2,152 | 9% |
| **Total** | **25,014** | **100%** |

*Source: 2007-2011 ACS 5-year estimates (ABAG Data Profiles for Housing Elements 2013)*

According to the California DOF, as of January 2013, there were 16,829 detached single-family homes (64.3%), 2,615 attached single-family homes (10%), 1,612 units in structures of two to four units (6.2%), 4,738 units in structures of five or more units (18.1%), and 380 mobile homes (1.5%). In 2013 the DOF estimated that 3 percent of the units were vacant, and the average number of persons per household (occupied housing unit) was 2.82 persons.

In the future, the proportion of multiple-family housing is projected to continue to increase on multi-family sites zoned at higher densities required for the previous Housing Element as they continue to develop.

## Housing Tenure and Overcrowding

Housing tenure refers to the status of the occupant, that is, whether he/she owns or rents the unit. Housing tenure tends to conform to the type of housing unit. For example, multiple-family units tend to be renter-occupied, and single-family units tend to be owner-occupied, although condominiums are examples of owned multiple-family housing, and some single-family homes are rentals. As shown in **Table 12**, in 2010, owner-occupied units comprised approximately 71 percent of the housing stock while rental units comprised the remaining 29 percent. The City experienced a slight increase in renter-occupied units since 2000, from 27 percent to 29 percent of total households, with a growth of 1,142 units.

**Table 12: Households by Tenure**

| Household Type | 2000 | | 2010 | |
|---|---|---|---|---|
| | Number | Percentage | Number | Percentage |
| Owner Occupied | 17,099 | 73% | 17,891 | 71% |
| Renter Occupied | 6,212 | 27% | 7,354 | 29% |
| **Total** | **23,311** | **100%** | **25,245** | **100%** |

*Source: 2000 US Census; 2010 US Census (ABAG Data Profiles for Housing Elements 2013)*

In the 2007–2011 ACS, dwellings had an average of 6.1 rooms per unit. Over time, the trends in new home construction have favored larger units. Consequently, very few examples of overcrowding exist in the City of Pleasanton. The state of California defines an overcrowded unit as one occupied by more than 1.01 people per room excluding bathrooms and kitchens. A unit with more than 1.50 people per room is considered severely overcrowded. In 2000, a total of 239 units were severely overcrowded (35 owner-occupied and 204 renter-occupied). In Pleasanton, according to the 2006–2010 CHAS database (based on ACS data), between 2006 and 2010, 110 households in owner-occupied housing units were overcrowded and about 30 households were severely overcrowded. In renter-occupied units, 350 households were also overcrowded, and 65 households were severely overcrowded. Data on overcrowding is provided in **Table 13** below. Accounting for both owner- and renter-occupied housing units, overcrowded units between 2006 and 2010 were just 2 percent of total occupied housing units.

**Table 13: Overcrowded Housing Units**

| | Owner Occupied | Renter Occupied | Total |
|---|---|---|---|
| Overcrowded | 110 | 350 | 460 |
| Severely Overcrowded | 30 | 65 | 95 |
| **Total Occupied Units** | | **23,715** | |

*Source: CHAS, based on 2006-2010 ACS 5-year estimates (ABAG Housing Element Data Profiles)*

# B Housing Affordability

### Distribution of Households in Pleasanton by Type and Income

In 2010, 19 percent of the City's households were considered lower income (earning less than 80% of median income). The exact income category of a household is dependent upon the size and overall income of the household. According to ABAG and the 2006–2010 ACS for the year 2010, 11 percent of households in Pleasanton are estimated to be very low income (< 50% of AMI), 9 percent are estimated to be low income (50–80% of AMI), 16 percent are estimated to be moderate income (80–120% AMI), and the remaining 66 percent are estimated to be above moderate income (above 120% of median income).

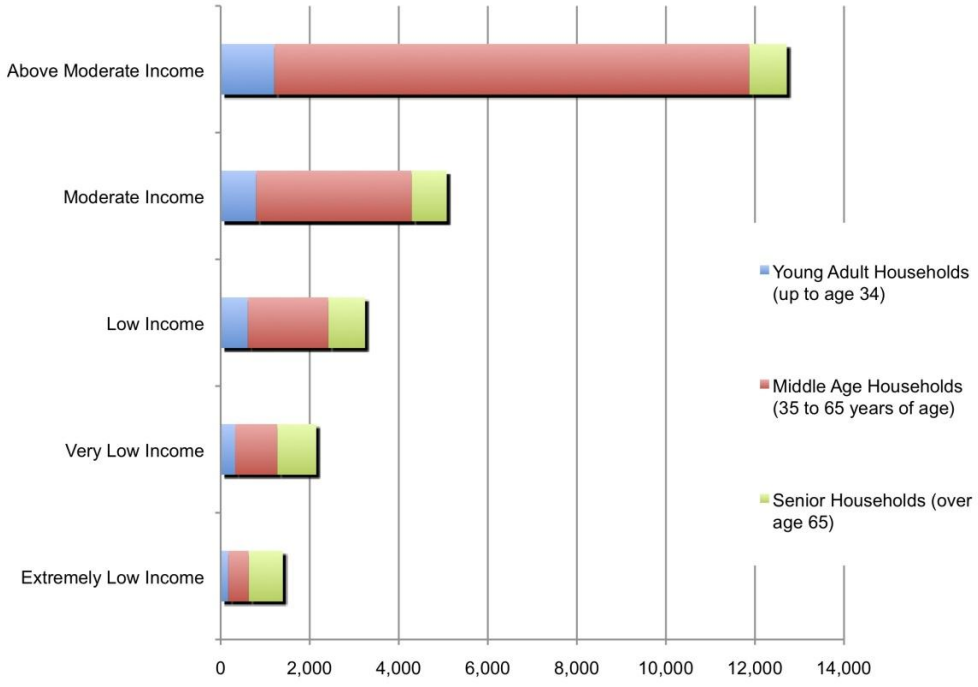
The City of Pleasanton had a median household income of $118,713 in 2010. Table 15 presents household income by tenure. This table organized income ranges estimated by the US ACS into the income categories defined by HCD. As shown in **Table 14,** owner-occupied and renter-occupied households comprised a similar proportion of very low and low-income households. The very low-income category in 2010 comprised approximately 940 renter-occupied units and 1,230 owner-occupied units. The ABAG Data Packet for Housing Elements (2013) does not include extremely low-income household tenure data.

**Table 14: Household Income by Tenure, 2010**

| Income Category | Number | Percentage of Occupied Units |
|---|---|---|
| **Owner Occupied** | | |
| Very Low Income (<50% AMI) | 1,230 | 5% |
| Low Income (50–80% AMI) | 1,095 | 5% |
| Moderate (80–120% AMI) | 1,890 | 8% |
| Above Moderate (>120% AMI) | 12,305 | 52% |
| Total Owner Occupied | 16,520 | 70% |
| **Renter Occupied** | | |
| Very Low Income (<50% AMI) | 1,305 | 6% |
| Low Income (50–80% AMI) | 940 | 4% |
| Moderate (80–120% AMI) | 1,645 | 7% |
| Above Moderate (>120% AMI) | 3,305 | 14% |
| Total Renter Occupied | 7,195 | 30% |
| Total Occupied Units | 23,715 | 100% |

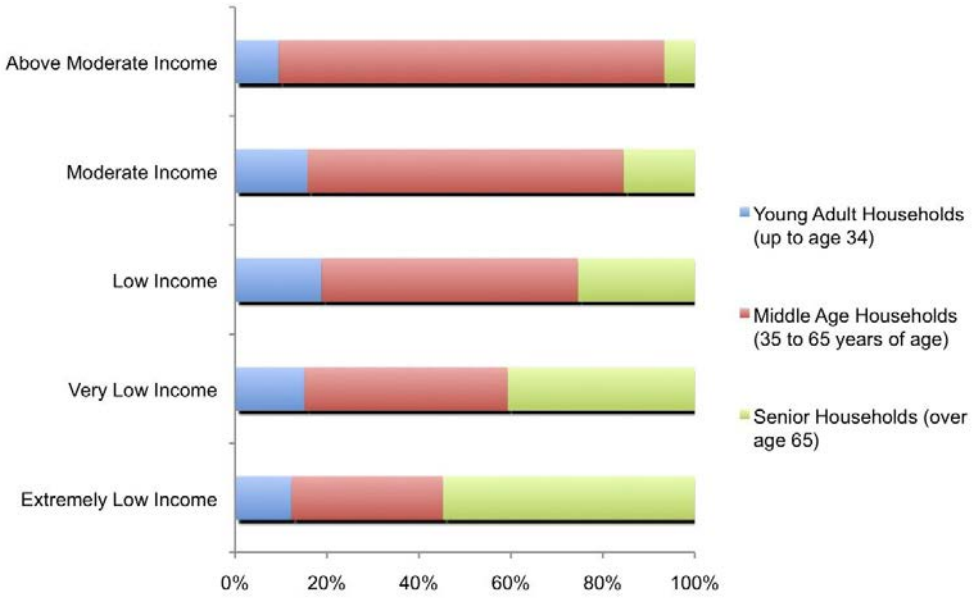
*Source: CHAS, based on 2006–2010 ACS (5-year estimates) (ABAG Data Profiles for Housing Elements 2013)*
*Note: ABAG Data Profiles for Housing Elements does not include extremely low income as a category for this topic*

**Figure 1: Estimated Distribution of Total Households by Income and Age of Householder in Pleasanton (2010)**



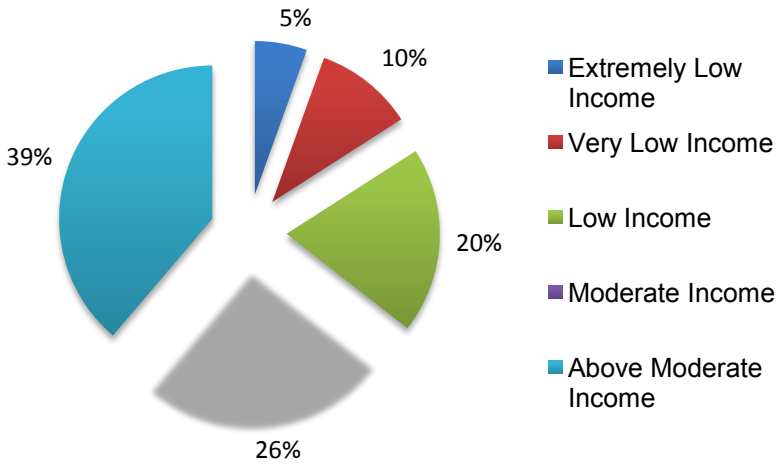

*Source: US Census Bureau, 2010 Decennial Census Counts*

**Figure 2: Estimated Distribution of Total Households by Income and Age of Householder in Pleasanton (2010)**



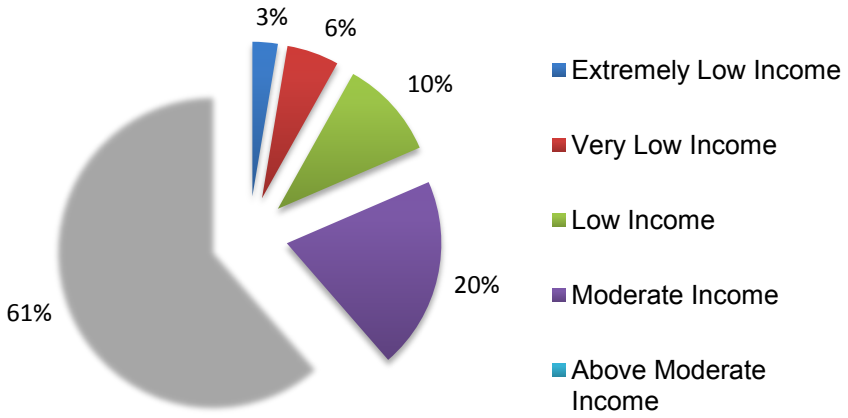

*Source: US Census Bureau, 2010 Decennial Census Counts*

**Figure 3: Estimated Distribution of Young Adult Households by Income in Pleasanton (2010)**




*Source: US Census Bureau, 2010 Decennial Census Counts*

**Figure 4: Estimated Distribution of Middle Age Households by Income in Pleasanton (2010)**




*Source: US Census Bureau, 2010 Decennial Census Counts*

State law defines extremely low-income households as those households earning less than 30 percent of the County's area median income (AMI). For Alameda County in 2014, HCD identifies a range of income limits. According to the State Income Limits for 2014, an extremely low-income four-person household earns less than $28,050 per year. The extremely low-income ranges vary based on household size; a household of one person earning less than $19,650 per year would be considered extremely low income, as is a six-person household earning less than $32,550 per year. A very low-income four-person household earns less than $46,750 per year, while a low-income four-person household earns less than $67,600 per year.

**Table 15** shows the distribution of extremely low-income households by tenure, overpayment for housing, and overcrowding in Pleasanton according to the 2006–2010 CHAS database (based on ACS data). As shown, approximately 8,617 households (36% of occupied housing units) in the City of Pleasanton experienced household cost burden, paying 30 percent or more of income for housing. Nearly 40 percent of households paying 30 percent or more for housing consisted of very low- and low-income households (3,385 households). Of the City's total occupied housing units, 3,929 owner-occupied units experienced 30 percent to 50 percent cost burden for housing (17% of total occupied housing units), while approximately 2,279 renter-occupied units experienced 30 percent to 50 percent cost burden (10% of total occupied housing units). Although ABAG data does not analyze cost burden for extremely low-income households, approximately 1,485 very low-income households experienced greater than 50 percent cost burden for housing (680 owner-occupied units, and 805 renter-occupied units). Very low-income households paying greater than 50 percent of their income for housing constituted 6 percent of the City's total occupied housing units.

**Table 15: Households Overpaying for Housing**

| Household Income Category | 30% to 50% Cost Burden | | 50%+ Cost Burden | | 30%+ Cost Burden (Total Overpaying) | |
|---|---|---|---|---|---|---|
| | Units | Percentage of Occupied Units | Units | Percentage of Occupied Units | Units | Percentage of Occupied Units |
| **Total Owner Occupied** | **3,929** | **17%** | **2,279** | **10%** | **6,208** | **26%** |
| Very Low Income (≤50% of AMI) | 160 | **1%** | 680 | **3%** | 840 | **4%** |
| Income (50–80%) | 235 | **1%** | 425 | **2%** | 660 | **3%** |
| Moderate (80–120%) | 444 | **2%** | 580 | **2%** | 1024 | **4%** |
| Above Moderate (120%+) | 3,090 | **13%** | 594 | **3%** | 3684 | **16%** |
| **Total Renter Occupied** | **1,364** | **6%** | **1,045** | **4%** | **2409** | **10%** |
| Very Low Income (≤50% of AMI) | 320 | **1%** | 805 | **3%** | 1125 | **5%** |
| Low Income (50– 80%) | 520 | **2%** | 240 | **1%** | 760 | **3%** |
| Moderate (80–120%) | 450 | **2%** | 0 | **0%** | 450 | **2%** |
| Above Moderate (120%+) | 74 | **0%** | 0 | **0%** | 74 | **0%** |
| **Total Overpaying Occupied Units** | **5,293** | **22%** | **3,324** | **14%** | **8,617** | **36%** |
| **Total Occupied Units** | | | **23,715** | | | |

*Source: CHAS, based on 2006-2010 ACS 5-year estimates (ABAG Housing Element Data Profiles)*

*Note: ABAG Data Profiles for Housing Elements does not include extremely low income as a category for this topic.*

Lower-income households are more severely impacted by higher housing prices and rents because there is limited choice in the number of housing units affordable to lower-income households and the impact of spending so much of a household budget on housing reduces the amount available for other necessities. 2006–2010 CHAS database data (based on ACS data) indicate 840 lower-income renter households and 395 lower-income owner households paid between 30 to 50 percent of their income on housing. Additionally, 1,045 lower-income renter households and 1,105 lower-income owner households paid more than 50 percent of their income on housing. The total 3,385 lower-income households overpaying for housing comprised 14 percent of the total households in the city. This information underscores the importance of enacting and implementing City policies and programs to assist in the development of housing affordable to lower-income households.

**Housing Affordability and the Ability to Pay for Housing**

Housing affordability refers to the financial ability of a household to rent or buy a housing unit. Government agencies, lenders, and landlords generally consider a household eligible to rent or buy if monthly payments do not exceed 30 percent of total household income. Given this guideline, the monthly rent or mortgage rate that can be afforded is easy to calculate, although ownership costs will vary with interest rates, down payments, and the type of financing instrument. Using recent rates, the amount of income needed to rent or buy can be calculated for various income groups.

Following are tables illustrating in a generalized way the "ability to pay for housing" for ownership and rental housing for households at various income levels. Sales prices are from the DQ News, "California Home Sale Activity City," 2013, which provides median home sale prices in Pleasanton; rental rates are from the City's 2013 Annual Survey of Apartment Rents and Vacancies. Market rate ownership housing is unaffordable for all income categories. As shown in **Table 16**, generally, the median priced home in Pleasanton in 2013 sold for significantly more than maximum affordable home prices for all income categories. The 2013 median detached home price was $684,472 higher than the maximum affordable home price for an extremely low-income single-person household. Similarly, the median home price was $377,086 higher than the maximum affordable home price for a high end moderate-income household of four persons. The median costs for attached housing such as townhomes and condos were also unaffordable across income categories. The 2013–2014 average median cost for attached housing was $479,350, approximately $416,822 higher than the maximum affordable price for extremely low-income single-person households, and $106,436 higher than the maximum affordable price for high end moderate-income households.

In 2010, the Census estimated that 71 percent of the occupied homes in Pleasanton were owner-occupied and 29 percent renter occupied. Homeownership is up slightly from 2000. Since 1992, the City has had a program to assist first-time homebuyers in overcoming the obstacle of high local housing costs to be able to purchase homes in Pleasanton. The affordable homes, part of new subdivisions, have been achieved through negotiation and collaboration between the City and various home builders. The purchase of these affordable homes has generally been restricted to owner-occupied, first-time homebuyers. The homes have been designed to be affordable to households at varying income levels ranging from 50 to 120 percent AMI. The most recent developments have been targeted at 80 percent AMI (approximately $72,250 maximum annual income for a household of four persons in 2010 adjusted annually).

**Table 16: Estimated Ability to Pay for Sale Housing in Pleasanton**

| | Monthly Income | Annual Income | Maximum Affordable Home Price[1] | 2013 Median Priced Single Family Detached Home | Gap between Maximum Affordable Home Price and Median Sales Price Detached Single- Family Home | 2013 Median Priced Single-Family Detached Home[2] | Gap Between Maximum Affordable Home Price and Median Sales Price Detached Single-Family Home |
|---|---|---|---|---|---|---|---|
| **Single Person** | | | | | | | |
| High End Extremely Low Income | $1,638 | $19,650 | $65,528 | $750,000 | -$684,472 | $479,350 | -$413,822 |
| High End Very Low Income | $2,729 | $32,750 | $109,078 | $750,000 | -$640,922 | $479,350 | -$370,272 |
| High End Low Income | $3,946 | $47,350 | $157,510 | $750,000 | -$592,490 | $479,350 | -$321,840 |
| Median Income | $5,454 | $65,450 | $218,008 | $750,000 | -$531,992 | $479,350 | -$261,342 |
| High End Moderate Income | $6,546 | $78,550 | $261,151 | $750,000 | -$488,849 | $479,350 | -$218,199 |
| **Two Person Household** | | | | | | | |
| High End Extremely Low Income | $1,871 | $22,450 | $74,694 | $750,000 | -$675,306 | $479,350 | -$404,656 |
| High End Very Low Income | $3,117 | $37,400 | $124,576 | $750,000 | -$625,424 | $479,350 | -$354,774 |
| High End Low Income | $4,508 | $54,100 | $180,084 | $750,000 | -$569,916 | $479,350 | -$299,266 |
| Median Income | $6,233 | $74,800 | $249,152 | $750,000 | -$500,848 | $479,350 | -$230,198 |
| High End Moderate Income | $7,479 | $89,750 | $298,627 | $750,000 | -$451,373 | $479,350 | -$180,723 |
| **Four Person Household** | | | | | | | |
| High End Extremely Low Income | $2,338 | $28,055 | $93,447 | $750,000 | -$656,553 | $479,350 | -$385,903 |
| High End Very Low Income | $3,896 | $46,750 | $155,720 | $750,000 | -$594,280 | $479,350 | -$323,630 |
| High End Low Income | $5,633 | $67,600 | $224,828 | $750,000 | -$525,172 | $479,350 | -$254,522 |
| Median Income | $7,792 | $93,500 | $310,626 | $750,000 | -$439,374 | $479,350 | -$168,724 |
| High End Moderate Income | $9,350 | $112,200 | $372,914 | $750,000 | -$377,086 | $479,350 | -$106,436 |

*Source: 2014 Income Limits, Department of Housing and Community Development, monthly mortgage calculation: http://www.realtor.com/home-finance/financial-calculators/home-affordability-calculator.aspx?source=web; DQ News, "California Home Sale Activity City," 2013; 2013 Bay Association of Realtors*

*1. Affordable housing sales prices are based on the following assumed variables: approximately 10% down payment, 30-year fixed rate mortgage at 5.625% annual interest rate.*

*2. In lieu of annual median attached housing costs, reflects the average annual median cost for attached condo, duet, and townhomes in Pleasanton from March 2013–March 2014.*

**Table 17** shows available apartments and houses for rent during a survey taken in April 2014. At the time of the survey, two-bedroom apartments comprised the majority of available rentals in the City (14 units). By comparison, fewer four- and five-bedroom rentals were available.

**Table 17: Apartment and House Rentals, 2014**

| Bedroom Type | Number of Units Surveyed | Price Range | Median Cost |
|---|---|---|---|
| Studio | 3 | $1,000-$1,595 | $1,200 |
| 1 | 11 | $1,372-$1,994 | $1,665 |
| 2 | 14 | $1,525-$2,668 | $2,049 |
| 3 | 7 | $2,625-$3,090 | $2,800 |
| 4 | 4 | $2,195-$7,000 | $2,725 |
| 5 | 3 | $3,500-$6,500 | $5,950 |

*Sources: www.craigslist.org, http://re.mercurynews.com/rentals/pleasanton-ca-usa; April 28, 2014*
*Note: Surveyed costs are generally for the combined Pleasanton, Dublin, Livermore area.*

As shown in **Table 18**, surveyed rental costs are generally unaffordable for several household income categories in Pleasanton. The gap between maximum affordable rental costs and actual rental costs for single-person extremely low-income households ranges from $881 to $1,503. Similarly, surveyed rental costs are unaffordable for extremely low-income two-person households and four-person households, with the gap between the maximum affordable rental costs and actual rental costs ranging from $964 for low-end priced units to as high as $2,389 for high-end units. Monthly rental costs for high-end moderate-income households are generally within the range of affordability

.

**Table 18: Estimated Ability to Pay for Rental Housing in Pleasanton**

| Household Size and Income Category | Monthly Income | Annual Income | Rent @ 30% of Monthly Income | Expected Unit Size | Low End Rent (2014) | Ability to Pay "Gap" for Low End Unit | High End Rent (2014) | Ability to Pay "Gap" for High End Unit |
|---|---|---|---|---|---|---|---|---|
| **Single Person** | | | | | | | | |
| High End Extremely Low Income | $1,638 | $19,650 | $491 | 1 BR | $1,372 | -$881 | $1,994 | -$1,503 |
| High End Very Low Income | $2,729 | $32,750 | $819 | 1 BR | $1,372 | -$553 | $1,994 | -$1,175 |
| High End Low Income | $3,946 | $47,350 | $1,184 | 1 BR | $1,372 | -$188 | $1,994 | -$810 |
| Median Income | $5,454 | $65,450 | $1,636 | 1 BR | $1,372 | $264 | $1,994 | -$358 |
| High End Moderate Income | $6,546 | $78,550 | $1,964 | 1 BR | $1,372 | $592 | $1,994 | -$30 |
| **Two-Person Household** | | | | | | | | |
| High End Extremely Low Income | $1,871 | $22,450 | $561 | 2 BR | $1,525 | -$964 | $2,668 | -$2,107 |
| High End Very Low Income | $3,117 | $37,400 | $935 | 2 BR | $1,525 | -$590 | $2,668 | -$1,733 |
| High End Low Income | $4,508 | $54,100 | $1,352 | 2 BR | $1,525 | -$173 | $2,668 | -$1,316 |
| Median Income | $6,233 | $74,800 | $1,870 | 2 BR | $1,525 | $345 | $2,668 | -$798 |
| High End Moderate Income | $7,479 | $89,750 | $2,244 | 2 BR | $1,525 | $719 | $2,668 | -$424 |
| **Four-Person Household** | | | | | | | | |
| High End Extremely Low Income | $2,338 | $28,055 | $701 | 3 BR | $2,625 | -$1,924 | $3,090 | -$2,389 |
| High End Very Low Income | $3,896 | $46,750 | $1,169 | 3 BR | $2,625 | -$1,456 | $3,090 | -$1,921 |
| High End Low Income | $5,633 | $67,600 | $1,690 | 3 BR | $2,625 | -$935 | $3,090 | -$1,400 |
| Median Income | $7,792 | $93,500 | $2,338 | 3 BR | $2,625 | -$287 | $3,090 | -$752 |
| High End Moderate Income | $9,350 | $112,200 | $2,805 | 3 BR | $2,625 | $180 | $3,090 | -$285 |

*Source: 2014 Income Limits, Department of Housing and Community Development; www.craigslist.org, http://re.mercurynews.com/rentals/pleasanton-ca-usa; April 28, 2014*

The City has adopted an Inclusionary Zoning Ordinance in an effort to create additional affordable housing. The ordinance requires that at least 15 percent of new multiple-family housing units and 20 percent of new single-family housing units be set aside for very low-, low-, and/or moderate-income households and use incentives to facilitate affordable housing development. Such incentives are as follows:

- Fee waivers or deferrals.
- Reduced parking requirements.
- Reduced setback requirements.
- Reduced open space requirements.
- Reduced landscaping requirements.
- Reduced infrastructure requirements.
- Use of the City's lower-income housing fund for second mortgages.
- Priority City processing.

Many factors determine the housing price which a household can afford, including interest rates, mortgage instruments, down payment, and personal assets above and beyond income. The information above suggests that there is a significant gap between the household ability to pay and actual housing costs in Pleasanton, as there is throughout California. The problem of affordability affects a substantial number of Pleasanton households, including very low-, low-, and moderate-income households, which comprised 34 percent of all households in Pleasanton in 2010. In the future, the affordability gap will affect increasing numbers of first-time homebuyers, workers employed in Pleasanton trying to find an affordable home within commuting distance, and elderly individuals seeking affordable rental housing.

The City has established an affordable housing specialist staff position to coordinate the City's affordable housing programs. The creation of this position fulfilled a program of the 2007–2014 Housing Element. In addition, the City has established an in-lieu affordable housing fee for commercial, office, and industrial development. This fee, similar to the Lower Income Housing Fee for new residential development, has helped fund affordable housing for the employees of Pleasanton businesses.

## C Special Housing Needs

### Housing for Persons Living with Special Needs

In addition to overall housing needs, cities and counties must plan for the special housing needs of certain groups. State law (65583(a)(6)) requires that several populations with special needs be addressed: homeless people, seniors, people living with disabilities (including developmental disabilities), large families, and female-headed households. The Housing Element should take into account any local factors that create an extraordinary need for housing, and should quantify those needs to the extent possible. "Special needs" groups include many persons in the community, from the homeless and those with substance abuse or

domestic violence problems, to lower-income families who face economic challenges in finding housing. While many persons in this broad group need permanent lower cost housing, others require more supportive environments and assistance.

It is difficult to determine how many individuals may have special housing needs. Special needs relate primarily to access and safety considerations, although given the limited income potential for many persons with disabilities, housing affordability is also a primary concern. Individuals with disabilities may require financial assistance to meet their housing needs because a higher percentage tend to be lower income and their special housing needs are often more costly than conventional housing. Special needs may include, but are not limited to the following:

- Mobility difficulties (such as those confined to wheelchairs) may require special accommodations or modifications to homes to allow for continued independent living.

- Self-care limitations (which can include persons with mobility difficulties) may require residential environments that include in-home or on-site support services, ranging from congregate to convalescent care. Support services can include medical therapy, daily living assistance, congregate dining, and related services.

- Developmental disabilities and other physical and mental conditions that prevent them from functioning independently may require assisted care or group home environments.

Some people with mobility and/or self-care limitations are able to live with their families, who can assist in meeting housing and daily living needs. A segment of the population with disabilities, particularly low-income and retired individuals, may not have the financial capacity to pay for needed accommodations or modifications to their homes. Even those able to pay for special housing accommodations may find them unavailable in Pleasanton.

Overall, the greatest special housing needs in Pleasanton are housing for large families, the elderly, and single-parent households. In 2010, 11 percent households in Pleasanton consisted of female-headed households, 18 percent consisted of senior households, and 10 percent households consisted of large families. Large families with lower incomes typically need larger housing units with more bedrooms than are usually constructed within market-rate projects, such as three-bedroom apartments. The elderly require smaller, easy-to-maintain housing units which are accessible to medical care and social facilities, such as the Senior Center constructed by the City on Sunol Boulevard. Some seniors require additional care such as that provided in assisted living facilities. Single-parent households often require lower-income or subsidized housing which is accessible to child-care facilities. Households with a person with disabilities typically require special design features such as wheelchair ramps and large bathrooms to be included within the housing unit.

Certain groups have greater difficulty in finding decent, affordable housing due to their special needs and/or circumstances. Special circumstances may be related to one's employment, age, family characteristics, and physical condition, among others. As a result, certain segments of Pleasanton's

population may experience a prevalence of insufficient income, overpayment, overcrowding, or other housing problems.

State Housing Element law identifies the following special needs groups: elderly persons, persons with disabilities, large families, female-headed households, families and persons in need of emergency shelter, and farmworkers. The City has historically had fewer households with special needs such as households with a person with disabilities (including developmental disabilities), single-parent or farmworker households, and homeless than other cities in California. As of 2010, Pleasanton was home to 2,024 households (11% of total families) headed by single females, (1,274 with children under 18) and approximately 4,513 senior households (18%), some of which had special housing needs. The number of households with seniors has increased significantly from 1990, when there were 1,600 such households. The following section provides additional information on special needs households in the City of Pleasanton.

### Senior Housing Needs

Senior households can be defined, in part, by the age distribution and demographic projections of a community's population. This identifies the maximum need for senior housing. Particular needs, such as the need for smaller and more efficient housing, for barrier-free and accessible housing, and for a wide variety of housing with healthcare and/or personal services should be addressed, as should providing a continuum of care as elderly households become less self-reliant.

The senior population in Alameda County (age 65+) is projected to double between 2000 and 2030, and the population of those over 85 will increase even more according to the California DOF, ABAG, and other sources. The median age in Alameda County is projected to increase from 34.5 years in 2000 to 39.1 years in 2030. Most seniors, upwards of 90 percent, prefer to age in their home and community, and a number of services can make this possible. However, it is important to have a variety of housing options in the community for seniors to move to when they are ready. Many seniors will be mobility impaired at some point in their life and most seniors would prefer to walk more and drive less (Surface Transportation Policy Partnership. Attitudes toward Walking, 2003). If communities are not set up for pedestrians and public transportation, seniors can become trapped in their homes.

The City of Pleasanton has experienced an increase in senior residents. Between 2000 and 2010, the number of senior residents grew by 58 percent, from 4,838 total seniors in 2000 (about 8 percent of the the total population) to 7,661 seniors in 2010 (about 11 percent). **Table 19** reports senior residents by age for 2000 and 2010.

**Table 19: Senior Population, 2000 and 2010**

| Age | 2000 | | 2010 | |
|---|---|---|---|---|
| | Number | % of Total Population | Number | % of Total Population |
| 65 to 69 | 1,521 | 2% | 2,609 | 4% |
| 70 to 74 | 1,202 | 2% | 1,828 | 3% |
| 75 to 79 | 941 | 1% | 1,340 | 2% |
| 80 to 84 | 619 | 1% | 1,009 | 1% |
| 85 to 89 | 362 | 1% | 577 | 1% |
| 90 and older | 193 | 0% | 298 | 0% |
| **Total Population 65+** | **4,838** | **8%** | **7,661** | **11%** |
| **Total Population** | **63,654** | **100%** | **70,285** | **100%** |

*Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)*

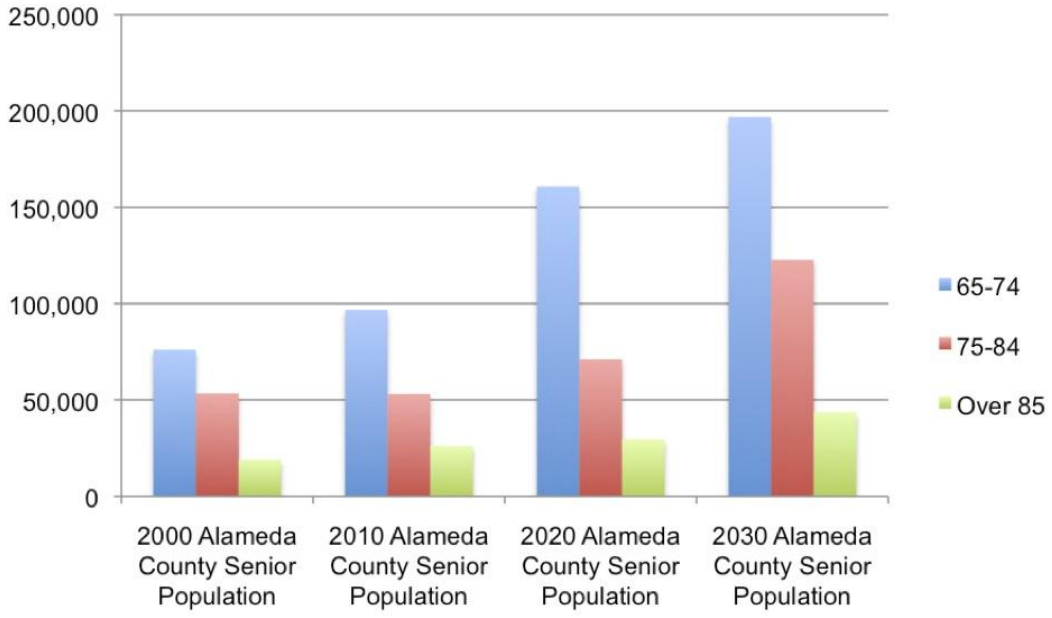
Senior households are defined as households with one or more persons over the age of 65 years. **Table 20** shows information from the 2000 and 2010 Census on the number of households in which a person over the age of 65 resides. The number of senior households increased from 2000 to 2010 by 1,569 households, from 2,944 senior households to 4,513 senior households. In 2010, approximately 18 percent of all households in Pleasanton included one or more senior individuals. Of these households, the vast majority (nearly 76%) are owner-occupied.

**Table 20: Senior Households by Age and Tenure**

| | 2000 | | 2010 | |
|---|---|---|---|---|
| | Number | Percentage of Total Households | Number | Percentage of Total Households |
| **Renter Occupied Households** | | | | |
| 65 to 74 years | 253 | 1% | 427 | 2% |
| 75 to 84 years | 306 | 1% | 416 | 2% |
| 85+ years | 117 | 1% | 260 | 1% |
| **Total Renter Households** | **676** | **3%** | **1,103** | **4%** |
| **Owner Occupied Households** | | | | |
| 65 to 74 years | 1,395 | 6% | 2,212 | 9% |
| 75 to 84 years | 716 | 3% | 1,041 | 4% |
| 85+ years | 157 | 1% | 157 | 1% |
| **Total Owner Households** | **2,268** | **10%** | **3,410** | **14%** |
| **Total Senior Households** | **2,944** | **13%** | **4,513** | **18%** |
| **Total Householders** | **23,311** | **100%** | **25,245** | **100%** |

*Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)*

**Figure 5: Growth in Senior Population in Alameda County**




*Source: ABAG Projections 2013*

Senior households typically have special housing needs due to three concerns: income, healthcare costs, and physical disabilities. According to the 2010 Census, 4,513 (18%) Pleasanton households include an individual 65 years and over. Some of the special needs of seniors are as follows:

- **Disabilities.** Of the senior population, 31 percent have a disability (2010 Census data not available; estimate is from the 2012 ACS).

- **Limited Income.** Many seniors have limited income for health and other expenses. According to the 2010 Census, 4 percent of Pleasanton's residents 65 years and older are living below the poverty level.

- **Overpayment.** Approximately 36 percent of Pleasanton's households pay greater than 30 percent of their income for housing. Given the fact that many seniors live on fixed incomes, it is expected that this number would be higher for the elderly.

As noted above, the majority of senior households are owner-occupied. In 2010, the City of Pleasanton had 3,410 senior owner-occupied households, comprising 76 percent of all senior households in the city, and 14 percent of total occupied housing units in the city. .Because of physical or other limitations, senior homeowners may have difficulty in performing regular home maintenance or repair activities. The elderly require smaller, easy-to-maintain housing units which are accessible to medical care and social facilities, such as the Senior Center constructed by the City on Sunol Boulevard.

In 2006, the City Council approved a new set of guidelines for the planning, design, and review of future senior housing developments in the City of Pleasanton. They represent preferred standards for senior housing design, features, safety/security, services, and operational considerations. The guidelines are intended to be an informal tool for local community groups, architects, and developers of both private and nonprofit senior housing and by City staff involved in planning and development of senior housing in Pleasanton.

The best indicator of the future population of seniors is people in their fifties. Most of these people will stay in their homes as they age. High among concerns for seniors is their ability to pay for necessities. Some senior homeowners can tend to be “house rich and cash poor,” meaning they have a lot of accumulated wealth, but it is unavailable to them.

### Persons Living with Disabilities

Persons with disabilities have special housing needs because of their fixed incomes, the lack of accessible and affordable housing, and the higher health costs associated with their disability. This segment of the population, which includes individuals with mental, physical, and developmental disabilities, need affordable, conveniently located housing which, where necessary, has been specially adapted for physical needs such as wheelchair accessibility.

The living arrangements for persons with disabilities depend on the severity of the disability. Many persons live at home in an independent environment with the help of other family members. To maintain independent living, disabled persons may require assistance. This can include special housing design features for the physically disabled, income support for those who are unable to work, and in-home supportive services for persons with medical conditions. Accessible housing can also be provided via senior housing developments.

The majority of persons with disabilities live on an income that is significantly lower than the non-disabled population. Many disabled individuals live on a small fixed income that severely limits their ability to pay for housing. The State of California Task Force on Family Diversity estimates that at least one-third of all persons with disabilities in the United States live in poverty. Persons with disabilities have the highest rate of unemployment relative to other groups. For most, their only source of income is a small fixed pension afforded by Social Security Disability Insurance, Social Security Insurance, or Social Security Old Age and Survivor's Insurance, which will not adequately cover the cost of rent and living expenses even when shared with a roommate. In addition, persons with disabilities often experience discrimination in hiring and training. When they find work, it tends to be unstable and at low wages.

Pleasanton is home to residents with disabilities that prevent them from working, restrict their mobility, or make it difficult for them to care for themselves. For those with certain disabilities, such as developmental disabilities, the lack of affordable housing requires them to continue living with their parents, which results in their forgoing the experience of living independently and presents a housing crisis as their parents age and can no longer care for their adult child. Individuals with physical disabilities typically require special design features such as wheelchair ramps, wider doorways, and large bathrooms to be included within the home.

As shown in **Table 21**, in 2000 the City of Pleasanton had a total of 9,958 disabilities recorded for individuals in the City of Pleasanton. Among these individuals, approximately 69 percent were between the ages of 5 and 64, and 31 percent were ages 65 and over. Nearly 30 percent of persons between 5–64 with disabilities, or 2,811 individuals, had an employment disability, with another 13 percent in the same age range experiencing a physical disability.

**Table 21: Disabilities by Type, 2000**

| | Number | Percentage |
|---|---|---|
| **Total Disabilities** | **9,958** | **100%** |
| **Total Disabilities for Ages 5-64** | **6,855** | **69%** |
| Sensor disability | 531 | 5% |
| Physical disability | 1,278 | 13% |
| Mental disability | 1,098 | 11% |
| Self-care disability | 276 | 3% |
| Go-outside-home disability | 864 | 9% |
| Employment disability | 2,811 | 28% |
| Total Disabilities for Ages 65 and Over | 3,103 | 31% |
| Sensor disability | 588 | 6% |
| Physical disability | 1,124 | 11% |
| Mental disability | 402 | 4% |
| Self-care disability | 282 | 3% |
| Go-outside-home disability | 707 | 7% |

*Source: Census Bureau (2000 Census SF 3:P41)*

A disability is a physical or mental impairment that substantially limits one or more major life activities. This also includes the special housing needs of persons with developmental disabilities. As shown in **Table 22**, in 2000 approximately 47 percent of total persons ages 5 to 64 with a disability were employed. Of persons ages 65 and over, approximately 25 percent have a disability.

**Table 22:Table 23. Persons with a Disability by Employment Status, 2000**

| | Number | Percent |
|---|---|---|
| Employed Persons with a Disability (Ages 5-64) | 3,085 | 47% |
| Not Employed Persons with a Disability (Ages 5-64) | 1,721 | 27% |
| Persons Age 65 Plus with a Disability | 1,632 | 25% |
| **Total Persons with a Disability** | **6,438** | **100%** |

*Source: US Census, 2000*

According to the 2009–2011 ACS, there were approximately 4,274 non-institutionalized persons in Pleasanton with a disability including mobility and/or self-care limitations that might require special housing accommodations and supportive services. This number represented roughly 6.4 percent of the total civilian non-institutionalized population over the age of 5 in Pleasanton. In 2012 according to the ACS, 80 percent of civilian non-institutionalized persons with a disability between the ages of 18 and 64 were employed (763 persons), while the remaining 20 percent of working age individuals with a disability were unemployed.

People living with disabilities often have trouble finding housing. Even relatively small physical obstacles, like a shower that requires a step, may make a house unusable for an individual with a disability. Both federal and state housing laws require certain features of adaptive design for physical accessibility in all multi-family residential buildings with four or more units built for first occupancy starting March 13, 1991. However, numerous dwelling units built before that date are not subject to these accessibility requirements. This, however, does not assist individuals—particularly seniors—who choose to remain in their homes rather than move to assisted living facilities and/or other newly constructed units. Seniors

sometimes have to move from their homes because of barriers like these. Jurisdictions have pursued a number of policies to make houses more accessible. Ideas include:

- **Provide reasonable accommodation procedures for persons with disabilities.** Develop simple procedures for individuals to get permission from landlords to alter their homes to make it accessible (by adding a ramp, for example).
- **Provide information and enforcement.** Designate a staff person as the primary contact for disability issues. This person can disseminate information and investigate allegations of discrimination.
- **Promote universal design.** Universal design refers to building in a way that makes it accessible to everyone. For example, levers instead of knobs on doors make them easier to open.
- **Provide low cost financing.** Provide low interest and/or deferred loans to retrofit houses to increase their accessibility.

The City does not require special building codes or onerous project review to construct, improve, or convert housing for persons with disabilities. Both the federal Fair Housing Act and the California Fair Employment and Housing Act impose an affirmative duty on local governments to make reasonable accommodations (i.e., modifications or exceptions) in their zoning and other land-use regulations when such accommodations may be necessary to afford disabled persons an equal opportunity to use and enjoy a dwelling. For example, it may be a reasonable accommodation to allow covered ramps in the setbacks of properties that have already been developed to accommodate residents with mobility impairments. The Model City allows homeowners to build ramps into single-family dwellings to allow first floor access for physically disabled residents. Such ramps or guardrails are permitted to intrude into the standard setbacks required under zoning, and are subject only to a building permit. This provision eliminates the need to obtain a zoning variance.

The housing needs of several other categories of disabled persons, including developmentally disabled persons and the mentally ill are typically not addressed by Title 24 Regulations. The housing needs of persons with these types of disabilities, in addition to basic affordability, range from needing slight modifications of existing units to the need for a variety of supportive housing arrangements. Some of this population can only live successfully in housing that provides a semi-sheltered, semi-independent living state, such as clustered group housing or other group- living quarters; others are capable of living independently if affordable units are available.

Through programs such as the City's Growth Management Ordinance, the federal CDBG (Community Development Block Grant) and HOME (HOME Investment Partnership Program) grants, and others, the City has assisted the development of specific housing units in Pleasanton that are reserved for persons with disabilities. Rental opportunities in these developments are administered either by the on-site management or by a supporting agency. Examples of projects in Pleasanton are described below.

### The Promenade Apartments

As part of the 68 below-market rental apartments in this 146-unit complex, the City utilized funds from its federal HOME grant to construct four (4) apartments at below-market rents for persons with physical disabilities. Each apartment is located on the ground floor and includes universal design features that promote accessibility and independent living. Leasing for these apartments is administered directly by The Promenade's on-site management staff.

In addition to the four units described above, the City worked with East Bay Innovations and the HCD to reserve four additional below-market rental apartments at The Promenade for persons with developmental disabilities who are able to live independently. Supportive services are provided through East Bay Innovations in collaboration with the Regional Center of the East Bay.

### REACH

The City has contributed significant funding through its federal CDBG and HOME grants to REACH (Resources Education Activities Community and Housing for Special Adults of the Tri-Valley, formerly HOUSE, Inc.), a local nonprofit agency, to purchase and remodel several homes in Pleasanton. These homes provide below-market rental housing for low-income adults with developmental disabilities who are able to live independently with supportive services, fostering community integration, dignity, and independence.

### Bay Area Community Services

The City has provided funding through its federal CDBG grant to Bay Area Community Services (BACS) to purchase and rehabilitate a six-unit apartment complex in downtown Pleasanton to provide below-market rental housing for low-income individuals with mental disabilities who are able to live independently. Through its Valley Creative Living Center, BACS provides supportive services including activity and employment programs that promote independence and community integration.

### Assisted Living and Community Care Facilities

Housing opportunities for persons with disabilities are also available through several assisted living facilities that have been developed in Pleasanton and its neighbor communities in recent years. Because these facilities offer housing together with a range of services and activities, the monthly cost is generally very expensive. The City's Housing Division provides information on assisted living facilities in Pleasanton and the surrounding area. Similar housing opportunities can be found on a smaller scale in residential care facilities that are licensed by the state. These facilities generally accommodate up to six residents and are licensed for a particular type of care or shelter (e.g., elderly, disabled, youth).

#### Carmen Avenue Apartments

The City of Pleasanton contributed funds from its federal HOME allocation to Affordable Housing Associates to assist the development of a regional housing project in Livermore for persons with disabilities and special needs.

#### Fremont Oak Gardens

The City of Pleasanton contributed funds from its federal HOME allocation to Satellite Senior Housing to assist the development of a regional housing project in Fremont for deaf senior citizens. Fremont Oak Gardens, a 51-unit apartment complex for seniors aged 55 and older who are deaf or hard of hearing, opened in 2005.

#### Lorenzo Creek

The City of Pleasanton contributed funds from its federal HOME allocation to Allied Housing to assist the development of a regional housing project in Castro Valley for homeless and chronically disabled persons."

### Persons Living with Developmental Disabilities

Senate Bill (SB) 812 requires the City to include the needs of individuals with a developmental disability within the community in the special housing needs analysis. Developmental disabilities are studied separately from sensory, physical, cognitive, self care, and independent living limitations because they are severe and chronic physical and/or cognitive disabilities which manifested before individuals reach adulthood.

Many developmentally disabled persons can live and work independently within a conventional housing environment. More severely disabled individuals require a group living environment where supervision is provided. The most severely affected individuals may require an institutional environment where medical attention and physical therapy are provided. Because developmental disabilities exist before adulthood, the first issue in supportive housing for the developmentally disabled is the transition from the person's living situation as a child to an appropriate level of independence as an adult.

The California Department of Developmental Services currently provides community-based services to approximately 243,000 persons with developmental disabilities and their families through a statewide system of 21 regional centers, four developmental centers, and two community-based facilities. The Regional Center of the East Bay is one of 21 regional centers in California that provides point of entry to services for people with developmental disabilities. The center is a private, nonprofit community agency that contracts with local businesses to offer a wide range of services to individuals with developmental disabilities and their families. The center is a private, nonprofit community agency that contracts with local businesses to offer a wide range of services to individuals with developmental disabilities and their families.

**Table 23** shows the City's developmentally disabled population by age in 2014. **Table 24** provides information about those persons' place of residence. Overall, there were 663 persons living with a developmental disability in Pleasanton. The developmentally disabled population of Pleasanton represented less than 1 percent of the City's total 2013 population of 71,871 residents (California DOF 2013).

**Table 23: Developmentally Disabled Residents by Age**

| Zip Code | 0–17 Years | 18+ Years | Total |
|---|---|---|---|
| 94566 | 128 | 112 | 240 |
| 94568 | 128 | 151 | 279 |
| 94588 | 101 | 43 | 144 |
| **Total** | **357** | **306** | **663** |

*Source: California Department of Housing and Community Development 2014*

**Table 24: Developmentally Disabled Residents by Residence Type**

| Zip Code | Community Care | Home(Parent/Guardian) | Independent Living | Independent Care Facility | Own Home | Other |
|---|---|---|---|---|---|---|
| 94566 | 17 | < 10 | 29 | 0 | 192 | 0 |
| 94568 | 43 | < 10 | 24 | 24 | 185 | < 10 |
| 94588 | < 10 | 0 | < 10 | 0 | 136 | < 10 |

*Source: California Department of Housing and Community Development 2014*

There are a number of housing types appropriate for people living with a development disability: rent-subsidized homes, licensed and unlicensed single-family homes, inclusionary housing, Section 8 vouchers, special programs for home purchase, HUD housing, and SB 962 homes. The design of housing-accessibility modifications, the proximity to services and transit, and the availability of group living opportunities represent some of the types of considerations that are important in serving this need group. Incorporating "barrier-free" design in all new multi-family housing (as required by California and federal fair housing laws) is especially important to provide the widest range of choices for disabled residents. Special consideration should also be given to the affordability of housing, as people with disabilities may be living on a fixed income.

In order to assist in the housing needs for persons with developmental disabilities, the City will implement programs to coordinate housing activities and outreach with the Regional Center of the East Bay and encourage housing providers to designate a portion of new affordable housing developments for persons with disabilities, especially persons with developmental disabilities, and pursue funding sources designated for persons with special needs and disabilities. Program 41.4 is proposed to assist with the needs of the developmentally disabled.

### Large Families

A large family or household is one with five or more members. Large families are considered a special needs group because they require larger homes, but don't necessarily make enough money to afford many of the larger homes available. Those homes may be luxury or newer homes out of the range of affordability for lower-income families. Thus, a large family may struggle to find suitable affordable housing. The number of large families in 2000 and 2010 is shown in **Table 26**. The proportion of large households remained relatively constant from 2000 to 2010. In 2010, the City had approximately 1,927 owner-occupied large households (8% of total occupied units), and 672 renter-occupied large households (3% of total occupied units).

**Table 25: Household Size, 2000 and 2010**

| Household Size | 2000 | | 2010 | |
|---|---|---|---|---|
| | Number | Percentage of Total Occupied | Number | Percentage of Total Occupied |
| **Owner Occupied** | | | | |
| 1-person | 2,424 | 10% | 2,420 | 10% |
| 2-person | 5,615 | 24% | 5,733 | 23% |
| 3-person | 3,216 | 14% | 3,622 | 14% |
| 4-person | 3,995 | 17% | 4,189 | 17% |
| 5 or more persons | 1,849 | 8% | 1,927 | 8% |
| **Total Owner Occupied** | **17,099** | **73%** | **17,891** | **71%** |
| **Renter Occupied** | | | | |
| 1-person | 2,072 | 9% | 2,440 | 10% |
| 2-person | 2,006 | 9% | 1,944 | 8% |
| 3-person | 1,042 | 4% | 1,223 | 5% |
| 4-person | 670 | 3% | 1,075 | 4% |
| 5 or more persons | 422 | 2% | 672 | 3% |
| **Total Renter Occupied** | **6,212** | **27%** | **7,354** | **29%** |
| **Total Occupied** | **23,311** | **100%** | **25,245** | **100%** |

*Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)*

In order to save for other basic necessities of food, clothing, and medical care, it is common for lower-income large households to reside in smaller units, which frequently results in overcrowding. In 2010, Pleasanton was home to a total of 2,599 large households, comprising 11 percent of the total housing stock. Large families often have trouble finding housing that meets their needs. In particular, it is often especially challenging for renters. In many markets, since it is more profitable to build smaller units, this is often what happens without government intervention. A lack of large units can lead to overcrowding, as families take apartments that are too small for their needs.

The housing needs of large households are typically met through larger units. According to the 2007–2011 ACS, in 2010 Pleasanton had 16,819 units with three or more bedrooms, including 14,890 owner-occupied units and 1,929 renter-occupied units, that could reasonably accommodate large families without overcrowding. However, because the vast majority of these units are single-family homes and are expensive, overcrowding is more prevalent among large lower-income families who rely on rental housing.

To address overcrowding, the City encourages the development of three-bedroom rental units to accommodate large families and has several programs and policies to assist in the development of ownership housing and to rehabilitate existing housing so that lower-income families have home ownership opportunities.

### Female-Headed Households and Single-Parent Households

Single parents with children are more likely to have low incomes than two-parent households. Single-parent households are predominantly female-headed households; their needs are a particular concern of the Housing Element. Single-parent households with children often require special consideration and assistance as a result of their greater need for affordable housing, accessible day care, healthcare, and other supportive services. In some cases, women in such households experience abuse from former or separated spouses. Because of their relatively lower incomes and higher living expenses, single-parent households often have more limited opportunities for finding affordable, decent, and safe housing.

Pleasanton is home to 2,024 female-headed households, of which 1,274 include children under 18 years of age. Estimates from the 2000 US Census indicate that 12 percent of all female-headed households with children were living below the poverty level. Data from the 2010 Census on female-headed households in poverty has a high margin of error, but indicates that potentially 23 percent of all female-headed households in 2010 were living below the poverty level. Providing affordable housing with sufficient bedrooms and open space for families and female-headed households with children is a major way of addressing the needs of this group or residents. Providing other specialized services can also help single parents with children.

**Table 26** illustrates the number of family households that are headed by a female with no husband present. The number of female-headed households increased from 1,826 in 2000 to 2,024 in 2010, or 11 percent of all families in the city. Female-headed households with their own children comprise approximately 7 percent of all households in the city and 63 percent of all female-headed households. According to the ABAG Housing Element Data Profiles, approximately 2,471 female residents live alone in Pleasanton, 4 percent of Pleasanton's total population.

**Table 26: Female-Headed Households**

| | 2000 | | 2010 | |
|---|---|---|---|---|
| | Number | Percentage of Total Families | Number | Percentage of Total Families |
| Total Female Headed Families | 1,826 | 10% | 2,024 | 11% |
| With children under 18 | 1,180 | 7% | 1,274 | 7% |
| With no children under 18 | 646 | 4% | 750 | 4% |
| Total Families | 17,395 | 100% | 19,178 | 100% |

*Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)*

### Housing for Agricultural Workers

Agricultural workers are traditionally identified as persons whose primary incomes are earned through seasonal agricultural labor. They have special housing needs because of their relatively low income and the unstable nature of their job (i.e., having to move throughout the year from one harvest to the next or being unemployed for certain months of the year). Determining the exact number of agricultural workers—and their housing needs—is made all the more difficult by the seasonal nature of much of the work. Various studies have shown that agricultural workers in California tend to have lower incomes, poorer health, and experience more substandard housing conditions than other lower-income workers. According to the Bureau of Labor Statistics' Occupational Employment Statistics, the mean annual wages in May 2011 for farmworkers and laborers were between $20,020 and $28,940.

Alameda County's agricultural lands include cropland as well as land devoted to the raising of cattle and other livestock. Excluding rangeland (182,000 acres), there were approximately 10,267 harvested acres in Alameda County during 2012. Field crop acreage was the largest portion, at 6,672 acres (approximately 65 percent of the total) harvest acres. Fruits and nuts were the second at 3,284 acres (32%) of the total. Nursery products and vegetables were the smallest at 219 acres (2%) and 83 acres (1%). Alfalfa and other hay was the largest single commodity in harvested acres, accounting for 61 percent; wine grapes were second at 29 percent of all harvested acreage. There were approximately 11,208 head of cattle raised in 2012. In Pleasanton, agricultural jobs include those at Terra Bella Farms, a local organic farm by Foothill Road and local wineries around Vineyard Avenue.

The number of persons employed in agriculture and natural resources jobs in Alameda County is expected to remain fairly constant over the next 15 years. According to ABAG Projections 2013, 880 persons were employed in agriculture and natural resources jobs in Alameda County in 2010; 80 persons in 2010 were employed in agriculture and natural resources jobs within Pleasanton's sphere of influence; and the number of agriculture and natural resources jobs in Pleasanton's sphere of influence will remain unchanged through 2030, with an estimated 80 persons employed in this field.

Farmworker data from the US Department of Agriculture (USDA) indicates that approximately 1,022 persons work as either full-time or seasonal employees in Alameda County. Farmworker data for Alameda County is presented in **Table 27**. While only 25 farms employed 10 or more workers, the vast majority of workers were employed at these 25 farms (979, or 81% of hired farm labor). Approximately 61 percent of county farmworkers worked fewer than 150 days in a year, or less than about 60 percent of the year. Just 358 farmworkers were known to work more than 150 days. These indicators suggest that farmworkers need housing that is not exclusively located near work on farms, but that can accommodate work at other locations.

**Table 27: Number of Farmworkers, Alameda County**

| Description | 2007 |
|---|---|
| **Total Farms** | **525** |
| Hired Farm Labor | |
| Farms | 118 |
| Workers | 1,202 |
| Farms with 10 Workers or More | |
| Farms | 25 |
| Workers | 979 |
| Laborers Working 150 Days or More | |
| Farms | 62 |
| Workers | 465 |
| Farms with 10 or More Laborers Working 150 Days or More | |
| Farms | 10 |
| Workers | 358 |
| Laborers Working Fewer Than 150 Days | |
| Farms | 85 |
| Workers | 737 |

*Source: 2002 and 2007 USDA Census of Agriculture*

The 2007–2011 ACS shows a slight decline of agricultural workers within the City of Pleasanton, with the estimated number of workers declining from 43 in 2000 to 35 in 2010 (for employment within the agriculture, forestry, fishing and hunting, and mining sector). --

It is likely that the housing needs of the small number of permanent farmworkers in the City of Pleasanton can be addressed through the City's existing affordable housing stock and through the sites zoned to accommodate low income housing. It is difficult to determine the number of seasonal farm laborers within the City of Pleasanton. However, the City of Pleasanton's Zoning Code makes provisions to allow farm labor housing. In 2013, the City adopted an updated ordinance to broaden opportunities for farmworker housing by permitting farmworker housing within R-1 Single Family zones. Farm employee housing for persons employed on the premises was previously only a permitted use in the A (Agricultural) District, and dwellings accessory to an agricultural use are permitted with conditional use permit approval in the Q (Rock, Sand, and Gravel Extraction) District. In June 2003, Pleasanton's second unit ordinance was amended, making second units permitted uses in residential districts. The City has also adopted Program 41.9 to amend the Zoning Ordinance as necessary to ensure compliance with Health & Safety Code Sections 17021.5 and 17021.6. This will increase the available sites for farmworker housing by allowing employee housing as a permitted use on sites where agriculture is a permitted use.

## D HOMELESS NEEDS

The 2013 Alameda Countywide Homeless Count and Survey, prepared November 2013 for EveryOne Home, is the most reliable estimate of the number of homeless persons (termed "Literally Homeless") in Alameda County and selected sub-populations within the homeless population. The 2013 Survey is the fifth survey since the countywide homeless survey began in 2003. The survey is based on actual counts of sheltered persons residing in emergency shelters and transitional housing countywide on the night of January 30, 2013. Below are definitions used in the 2013 Alameda Countywide Homeless Count and Survey:

- **Sheltered Homeless:** Those living in emergency shelters or in a transitional housing program for the homeless.
- **Unsheltered Homeless:** Those living outdoors or in a place not meant for habitation.
- **Total Homeless:** The total of combined "Sheltered Homeless" and "Unsheltered Homeless".

The 2013 Homeless Count and Survey estimates that 4,264 people were homeless in Alameda County on January 29, 2013; 55 percent (2,337 people) of those were unsheltered homeless while 45 percent (1,927 people) of those were considered sheltered homeless. This is a slight 2 percent increase (86 people) from the 4,178 estimated in the 2011 count; however, over the past 10 years, the homeless population has experienced a 16 percent reduction (800) overall. The net result is a reflection that people experiencing homelessness are leaving the streets, shelters, and transitional housing programs at essentially the same rate as people with housing crises are becoming homeless. Of the total population, 32 percent (1,324 people) lived in families that maintained at least one adult and one child.

It is estimated there are 10,567 adult users of homeless services in Alameda County, with 533 (5%) being in the East area of the County (Pleasanton, Livermore and Dublin). Countywide just over half of adult persons utilizing services are males, and their mean age is 49 years, but women comprise the majority of service users in South, East, and Mid County, and service users are youngest in South County (mean age 43). Pleasanton, Livermore and Dublin are classified as the East area of Alameda County in the homeless count.

The study does not include a breakdown of the homeless population by jurisdiction, so the number for Pleasanton is estimated based on the City's share of the total East area population and the sheltered and unsheltered homeless. Since about 35 percent of the population in the East area of Alameda County resides in Pleasanton, the range in homeless needs for Pleasanton is for sufficient beds to accommodate 24 to 51 persons. Surveys have not been done to determine year-round need as compared to seasonal need. However, because the 2013 survey was completed in the winter in January 2013, it is considered to represent peak need, when the demand for emergency shelters is highest.

Due to the complicated nature of homelessness, the provision of housing and services for homeless individuals and families is often approached on a regional or sub-regional basis. While Pleasanton does not currently have a homeless shelter located within its jurisdictional boundaries, the City has provided financing and similar assistance to homeless resources for many years. In 2002, the cities of Pleasanton, Livermore, and Dublin collaborated to secure a HUD Section 108 loan to acquire and rehabilitate the former Family Crisis Shelter in Livermore which was reopened as Sojourner House under the ownership of Tri-Valley Haven. Funding has been provided to several regional housing projects that benefit homeless and formerly homeless persons such as Bluebell transitional housing (Livermore), Carmen Avenue apartments (Livermore), and Lorenzo Creek (Castro Valley). Pleasanton also participates and/or provides funding to efforts such as EveryOne Home and HPRP (both described earlier).

State law requires that local jurisdictions strengthen provisions for addressing the housing needs of the homeless, including the identification of a zone or zones where emergency shelters are allowed as a permitted use without a conditional use permit. Section 50801(e) of the California Health and Safety Code defines emergency shelters as housing with minimal supportive services for homeless persons that is limited to occupancy of six months or fewer by a homeless person. There is currently one emergency shelter for the homeless within the City of Pleasanton.

In March 2013, the City amended the Zoning Ordinance to permit emergency shelters in a new SF (Service Facilities) overlay applied to selected areas zoned C-S (Commercial Service District). In addition to identifying specific zones for the development of emergency shelters, the City established the following development standards for these facilities:

- The maximum number of beds/persons permitted will be based on overall lot size, which shall not be less than 400 square feet per person served. The shelter is limited to a maximum of 50 beds and 50 occupants.
- Maximum stay at the facility shall not exceed 90 consecutive days and a total of 180 days in a 365-day period.
- A minimum distance of 300 feet shall be maintained from any other emergency shelter.
- A minimum of one staff member per 15 beds shall be awake and on duty when the facility is in operation.
- A minimum of one parking space for every four beds plus one parking space for each employee on the largest shift, plus one parking space for each company vehicle.
- The following exterior and interior client areas and facilities are required:

    a. A waiting and client intake area of not less than 10 square feet per bed.

    b. A lockable storage facility for each resident.

    c. Separate toilets and bathing facilities for men and women, unless shelter is limited to only one sex.

    d. Central kitchen and dining room.

The development may provide one or more of the following specific common facilities for the exclusive use of residents and staff:

- Recreation room.
- Counseling center.
- Child-care facilities.
- Other support services.
- Administrative office for staff.
- If an outdoor designated smoking area is provided, it must be compliant with city smoking regulations pursuant to Chapter 9.24 and not visible from a public street.

- Outdoor activity areas, provided they are separate from any designated smoking area and not visible from a public street.
    - All trash and refuse shall be contained completely within a trash enclosure and screened from view. The trash enclosure shall be sized to accommodate both trash and recycling containers.
    - On-site management and on-site security shall be provided during the hours when the homeless shelter is in operation. The operator shall provide to the City (on an ongoing basis) a name and 24-hour contact telephone number for the person responsible for the facility.
    - The use shall be conducted in compliance with the city noise regulations pursuant to Chapter 9.04.
    - For security purposes the use shall comply with the minimum lighting requirements for commercial buildings as provided in Chapter 20.36, and to the provisions of subsection 18.44.080(D).
    - The operator of a homeless shelter shall prepare a management plan that includes, as applicable, the following: staff training to meet the needs of shelter residents; community outreach; adequate security measures to protect shelter residents and surrounding uses; services provided to assist residents with obtaining permanent shelter and income; active participation with the Alameda County Continuum of Care or equivalent; and screening of residents to ensure compatibility with services provided at or through the shelter.

All food service must comply with the requirements of the Alameda County Department of Environmental Health Food Safety Division.

**Table 28,** Potential Emergency Housing Sites, describes six sites that maintain a SF (Service Facilities) overlay within the C-S Commercial Service District that could accommodate an emergency shelter. The six sites are either vacant lands or currently developed with structures that could reasonably be converted to a shelter facility.

Each of the sites is within a half mile of retail services or other supporting services that occupants of the shelter could utilize or may have a need for, such as grocery stores, clinics/hospitals, churches, schools, public transportation, etc. The surrounding uses are retail and auto service orientated businesses, and not heavy industrial operations. Additionally, staff considered the surrounding uses for the potential of employment opportunities for those shelter occupants pursuing employment.

As previously described in this section, the projected need for the City of Pleasanton is 24 to 51 emergency shelter beds. Staff contacted local shelters to obtain information on the number of beds, facility size, and lot sizes. This information yielded a base assumption of an appropriate Bed to Lot Ratio (BLR). The BLR is assumed at 1 bed per 600 square feet of site area2.

Based on the lot sizes of the parcels listed in **Table 28**, staff estimates that five of the sites could be developed with sufficient capacity meet the City's needs individually (projected number of beds ranging from 37 to 93). Additionally, one site has an estimated capacity to off-set the need by approximately seven beds.

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2 The average BLR for the existing shelters was calculated at 350 square feet. However, the operator of the existing shelters commented that the sites needed to be bigger to better service the occupants. Therefore, staff adjusted the assumed BLR to 600 square feet to have a conservative base number.

### Transitional and Supportive Housing

In addition to emergency shelters, transitional housing is a type of housing used to further facilitate the movement of homeless individuals and families to permanent housing. It can serve those who are transitioning from rehabilitation or other types of temporary living situations (domestic violence shelters, group homes, etc.). Transitional housing can take several forms, including group quarters with beds, single-family homes, and multi-family apartments, and typically offers case management and support services to return people to independent living (usually between 6 and 24 months). Supportive housing is defined as housing with no limit on length of stay, that is occupied by the target population, and that is linked to an on-site or off-site service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

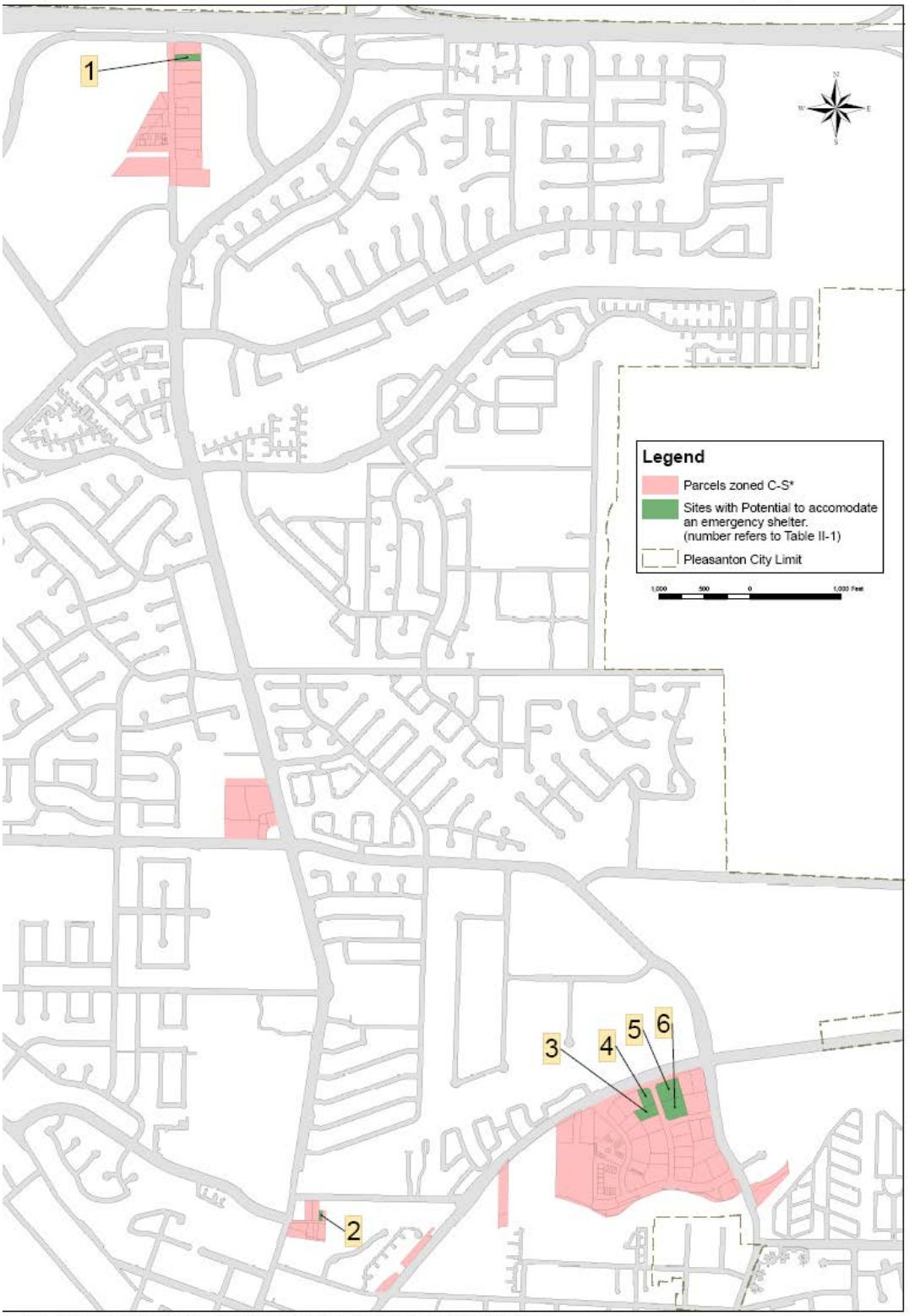
In March 2013, the City amended the Zoning Ordinance to specifically permit the development of transitional and supportive housing that provides shelter for six or fewer persons in a dwelling unit as permitted uses in all zones where residential is a permitted use. These include A (Agricultural), R-1(Single-Family Residential), RM (Multi-Family Residential), C-C (Central Commercial), and H-P-D (Hillside Planned Development). Supportive housing and transitional housing with more than six persons per dwelling unit would be added as a permitted use in the RM (Multi-Family Residential) district and within planned unit developments that reference the RM district. (Program 46.1 states that the City will amend the Zoning Code to remove the “six or fewer persons requirement.”)

**Table 28: Potential Emergency Housing**

## Table II-1: Potential Emergency Housing Sites

| Map ID | Address | APN | Zoning | General Plan | Lot Size | Site Capacity (est. # of beds) | Surrounding uses | Current Use | Proximity to Needed Services |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 3956 Santa Rita | 946110000300 | C-S | Commercial | 0.51 | 37 | Industrail, Auto Services, Commercial/Retail, Grocery Store, Office, Freeway | Existing Home | .5 miles to Wal-Mart Shopping Center |
| 2 | Vervais Ave. | 946169100700 | C-S | Commercial | 0.1 | 7 | Carwash, Park, Bank, MH Park, Commercial, Retail | Vacant | 0 Miles |
| 3 | 19 Wyoming | 946454200300 | PUD-C | Commercial | 0.65 | 48 | Office, Vet, Auto Service, Auto Part Sales, Auto Paint Shop, Auto Body Repair, Equipment Rental, Vacant Land, Restaurants, Gas Station, Retail, Church | Vacant | .46 miles to Oakhills Shopping Center |
| 4 | 3 Wyoming | 946454200200 | PUD-C | Commercial | 0.63 | 45 | Office, Vet, Auto Service, Auto Part Sales, Auto Paint Shop, Auto Body Repair, Equipment Rental, Vacant Land, Restaurants, Gas Station, Retail, Church | Vacant | .46 miles to Oakhills Shopping Center |
| 5 | Stanley Blvd | 946454204202 | PUD-C | Commercial | 1.26 | 93 | Office, Vet, Auto Service, Auto Part Sales, Auto Paint Shop, Auto Body Repair, Equipment Rental, Vacant Land, Restaurants, Gas Station, Retail, Church | Vacant | .46 miles to Oakhills Shopping Center |
| 6 | 3595 Utah St. | 946454202201 | PUD-C | Commercial | 1.17 | 85 | Office, Vet, Auto Service, Auto Part Sales, Auto Paint Shop, Auto Body Repair, Equipment Rental, Vacant Land, Restaurants, Gas Station, Retail, Church | Vacant | .46 miles to Oakhills Shopping Center |

**Figure 6: Areas Zoned Service Commercial and Sites Which Could Accommodate Emergency Shelters**




* Land use sites zoned PUD which refer to the Service Commercial zoning district uses

## E ASSISTED RENTAL HOUSING AT RISK OF CONVERSION

Government Code Section 65583 requires each city or county to conduct an analysis and identify programs for preserving assisted housing developments. The analysis is required to identify any low income units which are at risk of losing subsidies within 10 years of the beginning of the 5th cycle Housing Element planning period (December 15, 2015–December 15, 2025). The termination of federal mortgage and or rent subsidies to housing developments built by the private sector is a potential threat to affordable housing throughout the country. Communities with low income housing supported by federally subsidized housing are required to address the needs of residents who may become displaced.

As of January 1, 2013, there were 885 units specifically reserved for very low- and low-income households in rental apartment complexes in Pleasanton as part of the City's Below-Market-Rate Program regulatory agreements. For a complete inventory of BMR units in Pleasanton, see Appendix G. Of this total, about 565 units were reserved for the elderly and about 320 units for other qualifying households. These units are supported by a variety of assistance sources, including HUD Section 236 funding, CHFA tax-exempt bonds, nonprofit consortiums, City funding, and private regulatory agreements through the Growth Management Program. In addition to the 885 existing units, approximately 400 additional BMR rental units have been approved since 2009, and several projects have submitted for building permits. Since 2001, the City has required that all affordability restrictions must remain in perpetuity (i.e., with no expiration). Therefore, the City is unaware of any developments that are currently at risk.

SECTION III

# FUTURE HOUSING NEEDS AND OPPORTUNITIES

## A REGIONAL HOUSING NEEDS ALLOCATION (RHNA)

California housing law requires every city to analyze population and employment trends and to quantify housing needs for all income levels including the city's share of regional housing. The California Department of Housing and Community Development (HCD) is responsible for overseeing the implementation of these state housing requirements. The Association of Bay Area Governments (ABAG) develops a regional housing needs allocation (RHNA) to distribute the region's share of the statewide need to the cities and counties within the region. The RNHA is for the 2014 time period, and is broken into overall need and, within the overall need, housing needs for various income levels in the City. The RHNA is a state-mandated process which determines the quantity and affordability of housing for which a community must plan. HCD assigned the Bay Area an RHNA of 1,857,990 for the 2014 planning period.

In developing the method for distributing the latest regional housing needs, ABAG gave increased weight to areas along major transit corridors and where there are a high number of existing jobs as well as employment growth. The new method is intended to allocate fewer units to outlying areas to reduce development pressures on agricultural lands and areas further from job centers. Benefits of this approach include reduced vehicle miles traveled and reduced green house gas emissions.

The RHNA is distributed by income category. For the 2015–2023 Housing Element update, the City of Pleasanton is allocated a RHNA of 2,067 units as follows:

- Very Low Income (less than 50 percent of AMI): 716 units (35 percent)
- Low Income (51 to 80 percent of AMI): 391 units (19 percent)
- Moderate Income (81 to 120 percent of AMI): 407 units (20 percent)
- Above Moderate Income (more than 120 percent of AMI): 553 units (27 percent)

It is estimated that 50 percent of the City's very low income housing need for the 2014–2022 time period will be for households earning less than 30 percent of median income (considered "extremely low income"). Thus, the number of extremely low-income households needing housing for the 2014–2022 planning period is estimated at 358 units. Housing types available and suitable for extremely low-income households include single room occupancy units (SROs), smaller apartments, emergency shelters, housing with Section 8 vouchers, supportive housing and transitional housing. The Housing Element includes several programs to address extremely low-income housing needs—from rental assistance programs, permanent supportive/transitional housing, and appropriate zoning for emergency shelters.

This section documents the availability of sites for future development and the adequacy of these sites to address Pleasanton's RHNA needs for 2014–2022. Prior to the adoption of the 2007–2014 Housing Element update, the City of Pleasanton rezoned nine sites identified to accommodate the development of housing consistent with City's fair share regional need numbers. Four of these nine sites have gained entitlements with only one site yet to obtain building permits. The City plans to fulfill its share of regional housing needs using a combination of methods including the following:

- Residential projects with development entitlements with building occupancy to be issued post December 31, 2013.

- Vacant or underutilized land designated for residential development with no entitlements, including four of the original nine sites identified to accommodate the 2007–2014 RHNA needs.

**Table 29** summarizes the residential unit potential from the above methods and provides a comparison with Pleasanton's 2014-2022 RHNA. The City is able to exceed RHNA needs for the 2014-2022 planning period with permits finalized and units approved since 2013, as well as vacant or underutilized land already designated for residential development. The City's land inventory identifies a capacity for 1,292 new units, including a capacity for 291 deed-restricted units for low and very low income categories.

**Table 29: City's Housing Need and Capacity to Meet 2014-2022 RHNA**

| | Total | Extremely Low, Very Low, and Low Income | Moderate Income | Above Moderate Income |
|---|---|---|---|---|
| 2014-2022 RHNA | 2,067 | 1,107 | 407 | 553 |
| Permitted and Approved Projects | 1,980 | 291 | 1,515 | 174 |
| Vacant and underutilized land | 1,379 | 1,191 | - | 188 |
| Total Capacity | 3,359 | 1,482 | 1,515 | 362 |
| Capacity Over and Above Housing Need | 1,292 | 375 | 1,108 | (-191) |

Sites from the City's land inventory are shown in **Figure 7** and **Figure 8.** These sites provide capacity to meet the 2014-2022 RHNA. Approved residential projects with development entitlements issued post 2013 are shown in **Figure 7**, while **Figure 8** illustrates the location of vacant and underutilized land. **Appendix B** includes a detailed summary of these sites. Sites identified for rezones in programs from the previous Housing Element have been rezoned to allow residential development and are included in this land inventory. The land inventory is also described in greater detail in the following section.

**Figure 7: Housing Sites with Planning Approvals**

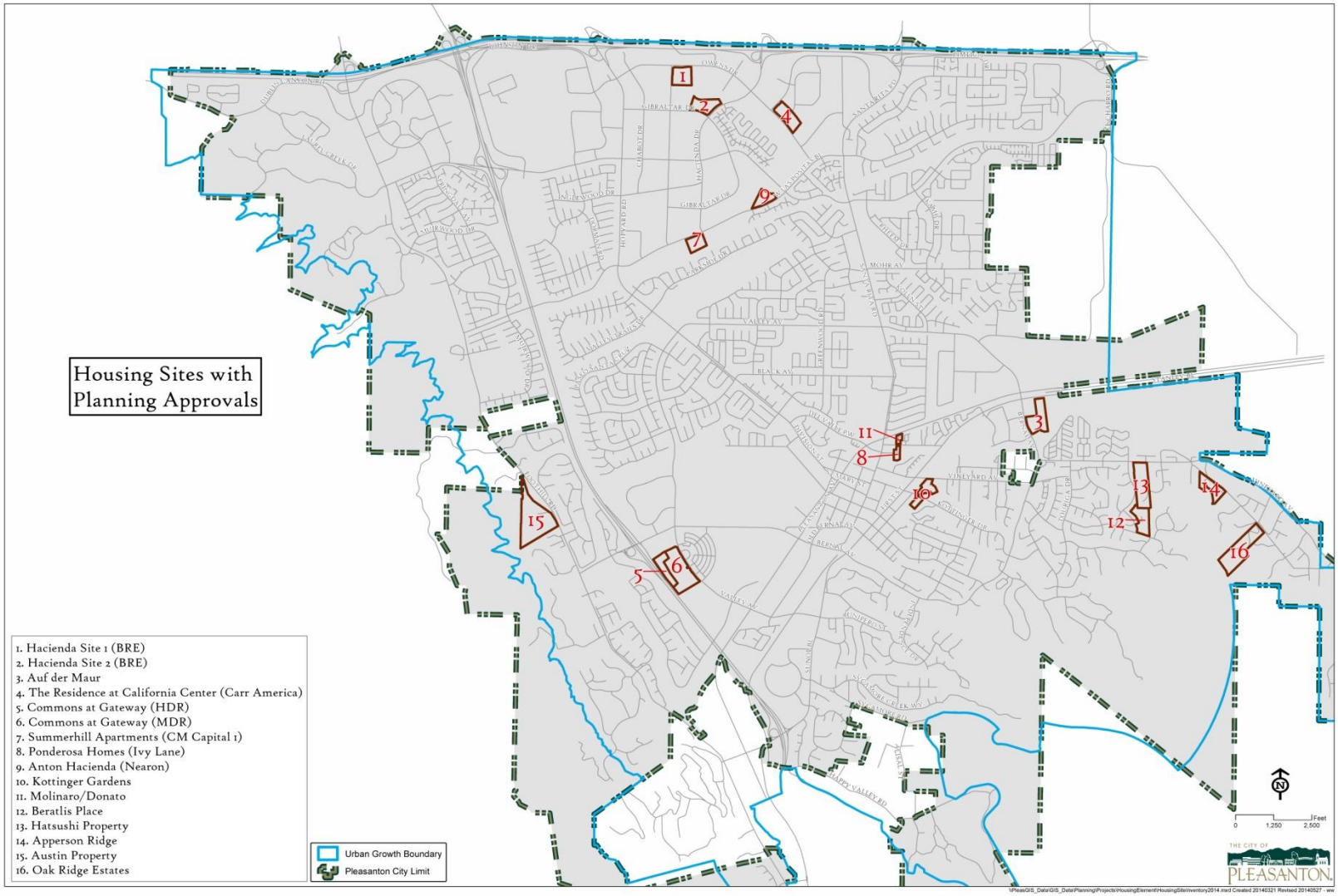
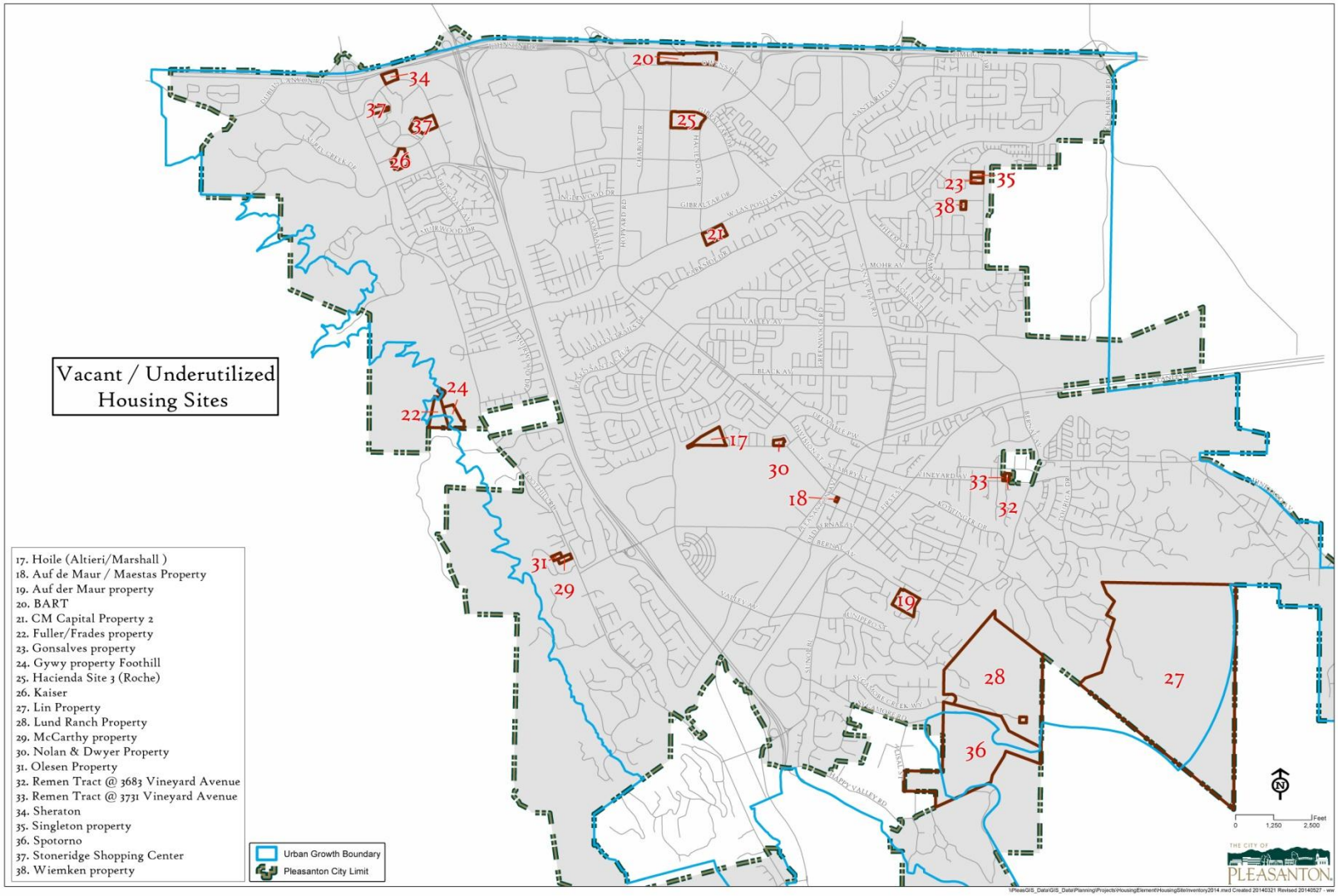


**Figure 8: Vacant and Underutilized Housing Sites**



# B AVAILABLE LAND FOR HOUSING

Housing Element law requires that the City inventory vacant and underdeveloped sites, as well as sites with known potential for redevelopment which are available for housing development. The City has an obligation to identify adequate sites which will be made available through appropriate zoning and development standards and with public services and facilities needed to encourage the development of housing consistent with City's fair share regional need numbers.

**Appendix B** describes the existing inventory of available housing sites. Adequate sites are available to meet the City's RHNA need. The City has available sites with approved, deed-restricted projects or zoned at densities of at least 30 units per acre that can accommodate 1,482 units affordable to low-, very low-, and extremely low-income households. To show that the sites are suitable for lower income housing, the City has chosen to utilize Government Code Section 65583.2(c)(3)(B), which provides that sites zoned at a 'default' density of 30 units per acre or more are suitable for lower income housing. Additional sites are available to moderate-income households, including approved, vacant or underutilized sites zoned at more than 6 units per acre but less than 30 units per acre. The City has a capacity for 1,515 units affordable to moderate-income households. Approved, vacant or underutilized parcels zoned at less than 6 units per acre or less provide capacity for 362 units affordable to above moderate-income households. The City's 2013 Rent and Vacancy Survey (see Appendix C) illustrates that apartments including those recently constructed are generally affordable to moderate income households. As more recent apartment projects have ranged between 20 and 25 units/acre, it can be assumed that residential development at 23 units an acre or more would be affordable to moderate income households.

### Identifying Sites to Meet Unmet Housing Site Need

Prior to the adoption of the 2007–2014 Housing Element update, the City of Pleasanton rezoned nine sites it had identified to accommodate the development of housing consistent with City's "fair share" regional need numbers. The City has experienced tremendous development interest for these nine sites, as evidenced by entitlements of five large-scale apartment and mixed-use developments totaling 1,302 units with one of these four entitled projects having begun construction. **Appendix B** further describes all entitled projects that provide capacity to meet the RHNA, including rezoned sites and other recently entitled projects. The review process for these sites included several factors, including some key factors described below.

Providing a range of housing choices and managing traffic congestion have been major challenges in the past and will continue to be so into the future. City planning efforts have strived to maintain and enhance the community's high quality of life and to incorporate innovative "smart growth" planning strategies, such as mixed-use and transit-oriented development (TOD), to further the goal of creating a more sustainable and energy efficient city. A main concept of smart growth is the decentralization of services so that people may access local services—retail, services, schools, recreation, etc.—through alternative modes of travel, such as walking, bicycling, and taking the bus.

The foundation of the Pleasanton General Plan—the City's VISION—is a well-planned, balanced community with desirable neighborhoods, an award-winning downtown with its small-town character, a diversified economic base, excellent schools, and a wide variety of community facilities. Quality of life is a cornerstone as the City maintains these desirable qualities by (1) continuing to develop a safe, convenient, and uncongested circulation system, (2) providing a comprehensive system of bicycle and pedestrian trails, (3) providing additional recreational and cultural facilities for the health and well-being of residents, (4) preserving natural resources, including water and air quality, and the community's environmental sensitivity, and (5) minimizing health and safety hazards. Supporting this VISION is the concept of sustainability. A sustainable city draws from the environment only those resources that are necessary and that can be used or recycled perpetually, or returned to the environment in a form that nature can use to generate more resources.

The approach for achieving adequate sites was based on the identification of factors for evaluating potential housing sites, and assessing potential sites from a comprehensive set of principles related to community quality of life and for creating high quality livable neighborhoods with well-maintained and appropriate public facilities. The overarching goals of the City of Pleasanton General Plan provided the framework for site selection principles. The housing location principles were developed through the rezoning process and were based on: (1) City of Pleasanton General Plan policies; (2) Smart Growth principles, including regional and sub-regional strategies; (3) criteria important for California Tax Credit Allocations for affordable housing funding; (4) additional factors important to the community; and (5) factors important to HCD in evaluating a site for its readiness and suitability for higher density housing (potential site constraints, current uses, site size, land use designation and zoning, application of development requirements, realistic development potential, etc.).

The sites that are described on the following pages were evaluated based on the criteria developed by the Housing Element Update Task Force with guidance and feedback from the community at community workshops, discussions with housing experts, and direction by decision-makers during the process. Scoring for sites was based on a "YES" answer (a site receives 1 point) and "NO" answer (a site receives 0 points) based on each of the following criteria listed below.

### List of Criteria Used to Evaluate Potential Sites for Higher Density Housing

**1) Infill**

a. Site is an infill site

b. Site is not anticipated to require off-site sewer/water infrastructure improvements

**2) Proximity to Modes of Transportation**

a. Site is within ½ mile of BART

b. Site is within ¾ mile of BART

c. Site is within 1/3 mile of transit stop with 15-minute headway to BART

d. Site is within 1/3 mile of transit stop with 30-minute headway

e. Site is adjacent to bike route

f. Site is within ½ mile of freeway on ramp

**3) Proximity to Services and Amenities**

a. Site is within ½ mile of an existing or approved grocery store

b. Site is within ½ mile of an existing elementary school

c. Site is within ½ mile of an existing middle school

d. Site is within ½ mile of an existing or planned park/open space

**4) Impact on Future Residents**

a. Site is not anticipated to have odor impacts

b. The project is anticipated to meet noise standards with no or with reasonable mitigation measures (if adjacent to or across the street from freeway or rail line = 0)

c. The site is not within BAAQMD's air quality screening distance for new sensitive receptors

d. The site is within the standard response time for emergency services

e. The site is outside geological and fire hazard areas

- Site is not within Alquist-Priolo zone or fault zone
- Site is not within earthquake induced landslide zone
- Site is not within Special Fire Protection Area

f. The site is outside a 300-foot radius of an existing wireless facility

g. The site will be at least 150 feet from overhead portions of the 230 kV line and at least 37.5 feet from underground portions of the 230 kV line

**5) Height and Mass Compatibility**

a. Will the project (assuming 3 stories) be no more than one story higher than all adjacent residential development or all residential development across a residential collector or local street

b. Will the FAR of the proposed project (assuming an FAR of 80 percent) be less than twice of the allowable FAR for development on all adjacent sites (not including parks) and sites across a residential collector or local street

c. Site is not adjacent to or across (a residential collector or local street) from an existing single-family detached residential home(s)

**6) Impact Trees, Species, Historic Resources**

a. The site will not likely require a significant tree mitigation/ consideration

b. The site will not likely require an environmental analysis related loss of suitable habitat for or the taking of sensitive species

c. The site will not likely require an analysis related to impacts on historic resources

**7) Potential Inconsistency with General Plan Themes**

a. Development of the site (assuming 3-4 stories) will not likely be inconsistent with the overarching goals/themes stated in the Introduction section of Pleasanton's General Plan: preserving and enhancing Pleasanton's character[1] and quality of life, and encouraging sustainable[2] development (if potentially inconsistent score = 0)

**8) Site Size**

a. The site is 5 acres or more in size allowing for design flexibility

b. The site is 1 acre or more in size allowing for more state/federal financing opportunities

**9) Interest in Site**

a. Property owner/developer has expressed interest in the site for high density residential development

**10) Economic Interest**

a. Site is not adjacent to a freeway

**11) Other**

a. The project will create no significant environmental impacts or will create no significant environmental impacts that cannot be mitigated with reasonable mitigation measures

b. Will development of the site with housing be accepted by the surrounding community?

c. Rezoning of the site will not have a significant fiscal impact on City

d. Project will not significantly contribute to an overconcentration of existing and potential high density housing into a few areas of Pleasanton

In reviewing potential housing sites and the available land inventory, there was adequate land supply to meet the housing needs of above moderate income households for the foreseeable future. The challenge for the community was to provide higher density sites that would fit with the goals of the community and that would provide the opportunity for extremely low, very low, and low income affordable housing to be built. In order to provide local governments with greater certainty and clarity in evaluating and determining what densities facilitate the development of housing that is affordable to lower-income households (very low and low income together), the Government Code provides two options: (1) the City can conduct an analysis of market demand and trends, financial feasibility, and residential project experience to demonstrate the densities facilitate lower income housing development; or, (2) apply Government Code Section 65583.2(c)(3)(B), which allows local governments to utilize "default" density standards deemed adequate to meet the "appropriate zoning" test. In Pleasanton, sites designated at 30 units per acre or more would meet the "default" density requirement established in state law. The second standard using the default minimum density was used and approximately 73 acres were rezoned to allow for high density residential development. Of the original 73 acres, 40 acres remain unentitled.

## Infrastructure Availability

### Sewer Infrastructure

The City of Pleasanton owns and maintains the pipelines, manholes, force mains, pump stations, and siphons in the local sewer collection system within the City's limits. Most of the City's existing collection system is in satisfactory condition and operates in accordance with acceptable industry standards for conveyance of average dry weather flows, peak hourly dry weather flows, and peak wet weather flows during a generally acceptable storm event. The Pleasanton General Plan adopted in 2009 identified the need for future improvements to the existing local collection and pumping system. These improvements included the construction of new or parallel sewers; diversion structures; and modifications, improvements, or complete reconstruction of various pump stations. The Pleasanton General Plan adopted in 2009 provides that maintaining and enhancing the existing local sewer collection system will be funded as part of the City's Capital Improvement Program (CIP), and new sewer lines will be funded and constructed by new development as it occurs.

If the housing sites rezoned to accommodate RHNA in the 2007–2014 Housing Element are developed, additional expansions to the local sewer collection system are warranted. In addition to the three sites in Hacienda Business Park which were rezoned in early 2011 to allow for high-density-residential use, nine other sites in Pleasanton were rezoned for high-density-residential use to accommodate RHNA as described in the "Meeting Projected Housing Needs" section below. In the 2007 Wastewater Master Plan, these sites were anticipated to be developed for office-commercial use, with a correspondingly lower wastewater flow than now anticipated (with high-density-residential use). The rezoned sites located east of Hopyard Road and north of Stanley Boulevard (BART, Nearon, California Center, and CM Capital Properties) require the construction of a new sewer pump station and pipelines. The pump station and appurtenant pipelines are not needed immediately, but will likely be necessary after the first major high-density-residential development in this area is occupied. The pump station is currently in the preliminary design phase, and anticipated to be operational by late 2015. Several other sites (Sheraton, Stoneridge Shopping Center, Kaiser, Auf der Maur/Rickenbach) will require new sewer pipelines as well as limited upsizing of some existing pipelines to accommodate new residential growth. The sewer pump station project is estimated to cost over $3 million dollars. The local sewer pipe upgrades are anticipated to cost between a few hundred thousand to several hundred thousand dollars. Replacement and improvement funds in the City's CIP are funding the first phases of the pump station project, and the City's CIP and/or new development, will fund the later phases. The cost to fund the new sewer facilities will be funded on a pro rata basis between existing users and future development.

Dublin-San Ramon Services District (DSRSD) provides Pleasanton's sewage treatment services. Under a contract with DSRSD, Pleasanton has treatment capacity entitlement to 8.5 million gallons daily (mgd) of average dry weather flow (ADWF). DSRSD owns the treatment plant's remaining treatment capacity of 8.5 mgd (for a total treatment capacity of 17 mgd).

As part of the 2007 Wastewater Master Plan, the City of Pleasanton performed a sewer flow monitoring capacity study. Results showed that in 2004 the ADWF from Pleasanton to DSRSD's regional sewage treatment plant was approximately 5.47 mgd. With the future growth projected in the 2009 General Plan, Pleasanton's flow is anticipated to increase to approximately 7.7 mgd. At the time the 2009 General Plan was adopted, Pleasanton's capacity entitlement at the treatment plant was deemed sufficient to accommodate growth; however, total flows at the treatment plant were expected to reach 17 mgd around 2015 due to growth in both Pleasanton's and DSRSD's sewer service area, and as a result, an expansion of the treatment plant was deemed warranted. DSRSD has not designed this expansion; but, it is anticipated that the final expansion will accommodate a total of 20.7 mgd. After the expansion is complete, Pleasanton's capacity entitlement at the plant will increase to 10.3 mgd. Pleasanton's existing and future capacity entitlements are anticipated to adequately accommodate increased flows as a result of the high-density-residential rezonings during the 2007–2014 Housing Element planning period. The total cost of the plant expansion is anticipated to be approximately $18 million dollars (in 2007 dollars). DSRSD's fees for new sewage connections are anticipated to increase in the future to pay for this expansion.

Disposal of treated effluent from DSRSD's plant to the San Francisco Bay is provided by means of disposal lines managed by LAVWMA (Livermore Amador Valley Water Management Agency), a Joint Powers Authority (JPA) between the City of Pleasanton, the City of Livermore, and DSRSD. LAVWMA's disposal capacity is 41.2 mgd peak wet weather flow (PWWF), of which Pleasanton has capacity entitlement to 14.4 mgd. The cost of the upgrade has not been estimated, but it is anticipated that it could be extremely expensive.

After the adoption of the 2007–2014 Housing Element, the City updated its 2007 Wastewater Master Plan to assess the full extent of the needed upgrades/expansions to accommodate (to the extent possible) future RHNA cycles. This assessment is consistent with programs 14.6 and 14.7 of the 2007–2014 Housing Element which state:

**Program 14.6:** Assess the level of effort to overcome infrastructure constraints to housing affordable to 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

The City also reviewed infrastructure conditions and the Growth Management Program between 2011 and 2014. In 2012 and 2013 the City revised the Growth Management Program, as directed by Program 9.1 and 29.2 of the 2007–2014 Housing Element. These recent revisions ensure that the program does not prevent the City from meeting its share of the regional housing need.

To reduce the use of potable water and impacts to sewer facilities, the JPA members of LAVWMA have agreed to use recycled wastewater for landscaping irrigation when feasible, and Program 6.1 of Pleasanton's General Plan Water Element states:

**Program 6.1:** Utilize wastewater reuse/reclamation methods to the fullest extent financially and environmentally feasible.

### Water Infrastructure

It is not anticipated that any of the sites which were rezoned to accommodate Pleasanton's RHNA for the 2007–2014 Housing Element planning period or the new RHNA for 2015- 2023 will require potable-water pumping, storage, or pipeline upgrades. Several housing sites zoned for low-density-residential development, such as sites west of Foothill Road, will need such improvements, but these sites are zoned for low-density-residential development, and will not address Pleasanton's RHNA for the 2015-2023 Housing Element planning period. The cost of the potable-water upgrades could exceed $1 million dollars for some of these low-density residential sites. While City's water infrastructure is sufficient for future development units, water sources in California are scarce. In response to scarcity of water sources, state of California in 2009 enacted SBX7-7 requiring water providers to reduce their water demand by 20 percent by calendar year 2020 (20-20 Program). In compliance with the California's 20-20 Program, City of Pleasanton has implemented public outreach and water conservation methods for its customers. These methods include indoor plumbing retrofit and outdoor landscape irrigation efficient upgrades. City Council approved Pleasanton's 2010 Urban Management Plan and directed staff to implement recommended water conservation programs and also establish programs for funding for water recycling in the City. Future development units will be designed utilizing the latest available water conserving technology for indoor plumbing fixtures and outdoor irrigation devices and also participate in recycled water program funding.

In November 2013 the City Council approved the Recycled Water Feasibility Study allowing the City to proceed forward with the environmental documentation necessary to move forward with implementation of the recycled water program. Upon implementation of this program will serve many of the

developments in the Hacienda Park (BART, Nearon, California Center, and CM Capital Properties) will be able to utilize recycled water for landscaping purposes.

As required by Government Code Section 65589.7, in May 2008, the City of Pleasanton adopted an administrative policy to provide priority water and sewer service for housing developments serving lower income households.

### Second Units

As the City reaches build-out, second units increase in importance as a source of housing, particularly affordable housing. They have particular value as a source of housing for seniors who would otherwise have to sell their homes and leave their neighborhoods, for young adults who might otherwise have to double- or triple-up to afford housing, and for "au pairs" or other household workers who would otherwise have to find conventional housing or commute from other communities.

In the period 2007 through 2014, approximately 50 second units were built, or about six second units a year. This slowdown in the construction of second units tracks the general decline in residential construction.

### Feasibility of Identified Mixed Use Development Sites

The availability of developable sites does not assure development; market conditions will in most cases dictate when any particular development will commence. An issue specific to the availability of mixed use sites for housing purposes is the question "what is it," i.e., precisely what mix of uses is likely to occur. Many mixed use zoning districts are permissive in this regard, as is the case in the City of Pleasanton. A mixed use site could be all retail mixed with office or housing or any combination of these uses consistent with other aspects of the zoning district.

While this opportunity leads to some uncertainty regarding housing production on these sites, from a market feasibility standpoint, and in practice, housing is increasingly part of mixed use development in California suburban settings such as Pleasanton. The reason is that housing has tended to generate considerably higher value per square foot of developed building than office or retail uses. Given the relatively high cost of land and construction of mixed use buildings, the housing component is often essential to achieve a financially feasible development. Even when not absolutely necessary, rent-seeking investors will tend to maximize value and a housing component can help achieve this objective.

Experience with financial analysis of mixed use buildings has repeatedly demonstrated this point. A simple reference to the marketplace also underscores this point – a common prototypical vertical mixed use building, with hundreds of examples having been built recently in California, involves a retail/office ground-floor "podium" with two or more floors of residential flats located above. Alternative "side-by-side" projects also exist. Of course there will always be circumstances that lead site owners to variations in the mixed use prototype including single-use buildings and those involving no residential development, changing market dynamics, cost/risk factors, and business objectives. Prior to the adoption of the 2015-2023 Housing Element, the Pleasanton City Council rezoned nine sites (BART, Sheraton, Stoneridge Shopping Center, Kaiser, Pleasanton Gateway, Auf der Maur/Rickenbach, Nearon, CarrAmerica, and CM Capital Properties) to accommodate the City's RHNA allocation, Of these nine sites, five (BART, Sheraton, Stoneridge Shopping Center, Kaiser, and Carr America) allow for mixed use development. In large part, these sites were selected for mixed use because of their potential for housing development in the context of prior infill planning and City policies. Accordingly it is very likely that these mixed use rezonings will incorporate a high density housing component,

**Meeting Projected Housing Needs**

Prior to the adoption of the 2015-2023 Housing Element, the City completed the rezoning and General Plan Amendments necessary to accommodate the City's RHNA. Rezoned sites are shown in **Figure 9**. The City has experienced tremendous development interest for these nine sites, as evidenced by entitlements on five of the nine sites for large-scale apartment and mixed-use developments, which are described in more detail in **Appendix B**). The table and map below summarize the remaining five sites which were rezoned to meet the City's remaining need for available sites and have not yet been entitled. The pages immediately following the summary table and map include background information and development considerations for the five sites. The five sites listed can accommodate a maximum capacity of approximately 819 units. These sites are also included in the Housing Sites Inventory (**Appendix B**) and described in further detail below. The following figures are numbered to correspond with their housing site number, as shown in **Appendix B**.

**Table 30: Five Previously Rezoned Sites-Acreages and Densities**

| Site | APN | Current Use | Prior General Plan / Zoning | New General Plan / Zoning | Total Site Acreage | Potential Acreage for Multi-family Development | Number of Units p/ac Min. | | Site Constraints |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | 30 units/ac | 40 units/ac | |
| Sheraton | 941-1201-057-02 | Hotel | Retail•Highway•Service Commercial, Business & Prof. Offices | Mixed Use /PUD-MU | 3.3 | 3.3 | 99 | | P |
| Stoneridge Shopping Center[1] | 941-1201-094-03 | Shopping Center | Retail•Highway•Service Commercial, Business & Prof. Offices | Mixed Use /PUD-MU | 74.6 | 2.2 | | 88 | P |
| Kaiser | 941-1201-052-03 | Vacant / parking lot | Retail•Highway•Service Commercial, Business & Prof. Offices | Mixed Use /PUD-MU | 6.1 | 6.1 | 183 | | P |
| BART[1] | 941-2771-015-00<br>941-2778-002-00 | Parking lot | Mixed Use•Business Park | Mixed Use/Business Park /PUD-MU | 14.9 | 8.3 | 249 | | S/P |
| CM Capital Properties | 941-2762-006-00<br>941-2762-011-01 | Office | Mixed Use•Business Park | Mixed Use-Business Park /PUD-MU | 6.69 | 6.69 | 200 | | S/P |
| **TOTAL** | | | | | | **24.41** | **731** | **88** | |

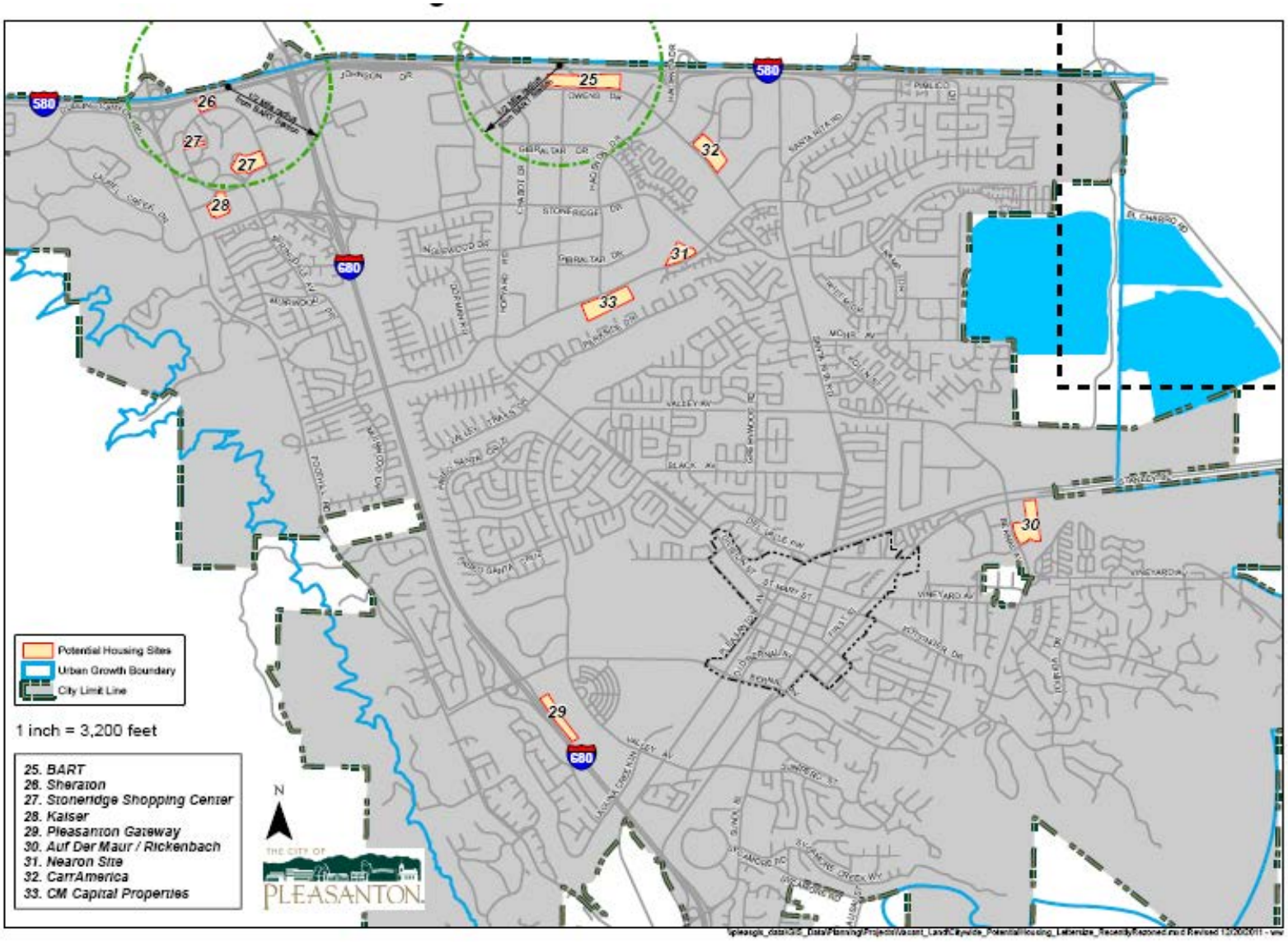
*Endnotes:*

*1 Estimate of potentially developable area.*

*S/P New sewer pump station and pipelines*

*P New pipelines*

**Figure 9: Nine Rezoned Sites**



# SITE #20

## BART

**Location:** Dublin/Pleasanton BART

**General Plan Designation:** Mixed Use/Business Park

**Site Zoning Accommodating High Density Residential Units:** PUD-MU (High Density Residential 30+ du/ac—8.3 ac max.)

**Estimated Potential Number of Housing Units per General Plan Designation and Zoning:** 249+

**Acreage for High-Density Residential Development:** 8.3 acres – the minimum of 249 units may be developed on fewer acres at a higher density.

### Background Description:

- Surface parking area at Bay Area Rapid Transit (BART) station.
- Within ½ mile of freeway on ramps.
- Adjacent to a bike route.
- Within ½ mile of a park.
- Tall, large buildings in area.
- Site is more than 5 acres in size allowing for design flexibility.

### Key Considerations for Site Development:

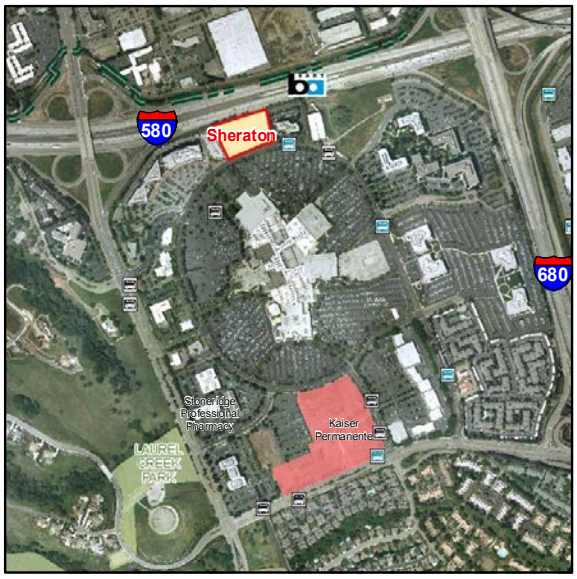
- Consider reducing parking requirements for units within ¼ mile of BART.

### Feasibility for Site Development:

The BART site is currently developed with surface parking serving the Hacienda BART station. BART was a key member of the City's Hacienda Transit Oriented Development Task Force which developed the Hacienda TOD Development Standards and Design guidelines for TOD around the Hacienda BART station. BART advocated for and assisted in the preparation of site specific detailed development standards and guidelines titled "Pleasanton TOD Standards and Guidelines: BART Property" for the subject site for the purpose of facilitating mixed use development of the site including a substantial high density residential component.

## SITE #34

### Sheraton




**Location:** 5990 Stoneridge Mall Road

**General Plan Designation:** Mixed Use

**Site Zoning Accommodating High Density Residential Units:** PUD-MU (High Density Residential at a minimum of 30+ du/ac—3.3 ac max.)

**Estimated Potential Number of Housing Units per General Plan Designation and Zoning:** 99+

**Acreage for High-Density Residential Development:** 3.3 acres

### Background Description:

- Hotel building near BART station.
- Within ½ mile of freeway on-ramps.
- Tall, large buildings in area.

### Key Considerations for Site Development:

- Consider reducing parking requirements for units within ¼ mile of BART.

### Feasibility for Site Development:

The Sheraton site contains a hotel constructed in 1986 that has been operated by a number of owners. In recent years, City planning staff members have received multiple inquiries from residential developers interested in converting the property to a residential use. The site is immediately adjacent to the West Dublin/Pleasanton BART station, and across the street from the Stoneridge Mall and the high concentration of office employment in the Stoneridge area. Momentum for the residential development of this site will benefit the evolving transit oriented village envisioned for the mall and BART area.

# SITE #37

### Stoneridge Shopping Center

**Location:** Stoneridge Mall Road Borders Site

**General Plan Designation:** Mixed Use Site Zoning Accommodating High Density Residential Units: PUD-MU (High Density Residential 40+ du/ac—10.0 ac max.)

**Estimated Potential Number of Housing Units per General Plan Designation and Zoning:** 88+

**Acreage for High-Density Residential Development:** 2.2 acres

### Background Description:

- Surface parking area of existing regional shopping center; project would require relocation of existing parking to a parking structure.
- Near BART station.
- Within ½ of freeway on ramps.
- Tall, large buildings in area.
- Site is more than 5 acres in size allowing for design flexibility.

### Key Considerations for Site Development:

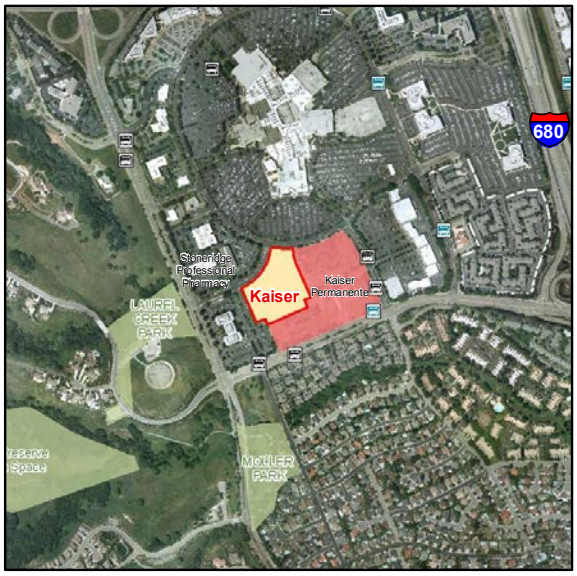
- Consider reducing parking requirements for units within ¼ mile of BART.
- Parking structures anticipated as part of any development proposal. No net loss of parking anticipated.

### Feasibility for Site Development:

The Stoneridge Shopping Center, owned by Simon Properties, currently contains approximately 40 acres of surface parking. Together with City staff, Simon originally identified 10 of those acres as available and suitable for high density residential development. The new development is envisioned to create a dynamic new neighborhood to complement the existing mall use. Simon has participated in several other similar residential projects at their malls at The Domain, in Austin Texas, the Firewheel Town Center in Garland Texas, and the South Park Mall in Charolette, North Carolina. Since the previous Housing Element update Simon has also been exploring additional development options such as adding on additional commercial area within the original high-density 10 acre areas. Although no plans have been submitted for review, staff has reduced the area available for high-density residential to 2.2 acres to accurately reflect potential development.

# SITE #26

## Kaiser




**Location:** Southeast of Laurel Creek Way

**General Plan Designation:** Mixed Use

**Site Zoning Accommodating High Density Residential Units:** PUD-MU (High Density Residential 30+ du/ac—6.1 ac max.)

**Estimated Potential Number of Housing Units per General Plan Designation and Zoning:** 183+

**Acreage for High-Density Residential Development:** 6.1 acres

### Background Description:

- Vacant site adjacent to an existing medical office complex.
- Within ½ mile of freeway on ramps and BART station.
- Tall, large buildings in area.
- Site is more than 5 acres in size allowing for design flexibility.

### Key Considerations for Site Development:

- None

# SITE #21

### CM Capital Properties

**Location:** South of Hacienda Drive and West Las Positas Boulevard Intersection

**General Plan Designation:** HDR (High Density Residential)

**Site Zoning Accommodating High Density Residential Units:** PUD-HDR (High Density Residential 30+ du/ac—6.69 ac max.)

**Estimated Potential Number of Housing Units per General Plan Designation and Zoning:** 200+

**Acreage for High-Density Residential Development:** 6.69 acres

### Background Description:

- One parcels with existing vacant/semi-vacant office buildings.
- Within ½ mile of a grocery store.
- Across from a middle school.
- Adjacent to a bike route.
- Site is more than 5 acres in size allowing for design flexibility.

### Key Considerations for Site Development:

- Consider a feathering of densities, with the lowest densities by the Arroyo Mocho and adjacent 1 story commercial developments.
- Consider landscape screening by the Arroyo Mocho and adjacent 1 story commercial developments.

### Feasibility of Site Development:

The CM Capital site contains one parcel, with an office building constructed in 1985. The building does not demise well and is, for the majority share of the tenants in the Pleasanton and Tri-Valley market, functionally obsolete. The building would need to undergo a very costly renovation in order to make it suitable for multi-tenancy, a renovation that could probably not be justified in today's market. Residential development of this site would require demolition and redevelopment of the site. The site is located near grocery shopping and across the street from a middle school, and is located on a bike route. The site also has Hacienda shuttle service to BART. The property owners were motivated to obtain the residential zoning as shown by the recent approval of the adjacent site to construct a new 177 unit apartment development. The Hacienda Business Park Owners Association supports maintaining zoning for residential use.

# C POTENTIAL NON-GOVERNMENTAL CONSTRAINTS TO HOUSING

Non-governmental constraints to housing production and affordability include market conditions such as land costs, construction costs, and the availability of financing that affect the cost of housing. These costs are not directly related to local government regulations or policies. An overview of these housing constraints is presented below

## Land Costs

The cost of land is a major determinant of the price of housing. Not only does the City not have direct control of land costs, but the cost of land is also a function of the regional housing market; therefore, any efforts the City may make in this area would be limited. Nonetheless, the City's ability to influence the supply of developable land which is zoned for housing can result in the production of more housing, which may have a positive influence on housing cost. Land costs in Pleasanton vary according to density, location, and other factors. According to publicly available sources such as Trulia.com, low-density land costs range from $20,700 per acre to over $1.7 million per acre and medium-/high-density land costs up to $1.2 million for raw land. Low-, medium-, and high-density land with improvements would cost between $1 and 2 million per acre, depending in the level of improvements. Land costs average around 15-20 percent of construction costs for multi-family developments. Even though land costs for single-family homes vary widely, the costs (as a percentage) are significantly higher than for multi-family development.

### Building Construction Costs

Building construction includes the costs of materials, labor, fees, and financing. Factors involved in construction costs include the type of construction, the quality of construction, building shape and size, site conditions, and amenities. Local government has no influence on these costs, but they do constitute a significant portion of overall housing costs. General economic conditions have a major bearing on the amount of these costs and whether they increase at a fast or slow rate. During the down economy from 2008 to 2011, and the rate of inflation relatively low over these years, construction costs did not been increase significantly. Lower interest rates have reduced the financing component of construction costs, making the cost of this financing component relatively low in recent years. Since 2011 construction costs have risen at a more rapid rate than the recovery in the economy in general.

The National Building Cost Manual (NBCM) estimates that the cost to construct a new single-family home in Pleasanton is approximately $125 per square foot, or $376,283 in total costs. This estimate assumes the construction of a 3,000-square-foot home with eight corners, a 500-square-foot attached garage, built with average-quality building materials, and does not include custom-quality materials or design. At $125 per square foot, a 2,000-square-foot home would cost approximately $250,855 to construct. The NBCM estimates that 85 percent of the construction cost is due to direct costs including equipment, materials, and labor. Approximately 4 percent of the cost reflects indirect costs, while the remaining 11 percent is the contractor's markup. The construction cost does not include related costs associated with land, permits, or financing. Also, many new homes in Pleasanton include custom materials and design, which also increase the total construction cost. This cost estimate further excludes the cost of land. Factoring in related cost and custom materials plus the cost of land, the construction of a new single-family home in the city would range between $800,000 and $1.2 million.

Due to the high price of land in the city, the cost to develop multi-family housing is also high. Multi-family construction costs, not including land costs, range from approximately $190 per square foot for a garden style apartment to $250 per square foot for an apartment with podium parking. The cost to develop each

unit is roughly 20 percent of the cost to develop a single-family home, making multi-family housing the more affordable housing development option.

## Availability of Financing

The cost and availability of financing affects a person's ability to purchase a home. As home mortgage interest rates decrease, homebuyers can use a greater portion of their available money towards the price of the home, and home sales increase. As interest rates increase, homebuyers must use a greater portion of their available money towards financing. As a result, they can afford "less house," and home sales decline. Higher interest rates translate to either a larger monthly payment or a larger down payment for a given house price, or having to find a lower-priced house. The fluctuation of interest rates thus has an influence on home affordability. To the extent that home mortgage rates have declined towards the end of this Housing Element period, more homebuyers have been able to qualify for home loans than previously, when rates were high. However, as this is a cyclical process dependent on the national economy, interest rates can be expected to rise in the future.

In the decade between 2000 and 2010 there was dramatic growth in alternative mortgage products, including graduated mortgages and variable rate mortgages. These types of loans allow homeowners to take advantage of lower initial interest rates and to qualify for larger home loans. However, variable rate mortgages are not ideal for low- and moderate-income households that live on tight budgets. In addition, the availability of variable rate mortgages has declined in the last few years due to greater regulation of housing lending markets. Variable rate mortgages may allow lower-income households to enter into homeownership, but there is a definite risk of monthly housing costs rising above the financial means of that household. Therefore, the fixed interest rate mortgage remains the preferred type of loan, especially during periods of low, stable interest rates. **Table 31** illustrates interest rates as of March 2014. The table presents both the interest rate and annual percentage rate (APR) for different types of home loans. The interest rate is the percentage of an amount of money which is paid for its use for a specified time, and the APR is the yearly percentage rate that expresses the total finance charge on a loan over its entire term. The APR includes the interest rate, fees, points, and mortgage insurance and is therefore a more complete measure of a loan's cost than the interest rate alone. However, the loan's interest rate, not its APR, is used to calculate the monthly principal and interest payment.

**Table 31:Interest Rates**

| | Interest | APR |
|---|---|---|
| Conforming | | |
| 30-year fixed | 4.375% | 4.460% |
| 15-year fixed | 3.625 | 3.772 |
| 5-year adjustable rate | 3.250 | 3.968% |

*Source: www.wellsfargo.com, March 2014*

*Notes: Conforming loan for a single-family home is for less than $417,000. A jumbo loan for a single-family home is equal to or greater than $417,000. The jumbo loan threshold increase for projects with additional units.*

Small changes in the interest rate for home purchases dramatically affect affordability. A 30-year home loan for a $680,000 home at 5 percent interest has monthly payments of roughly $3,102. A similar home loan at 7 percent interest has payments of roughly 24 percent more, or $3,845. The Housing Element contains policies and programs which would use the City's Lower Income Housing Fund to write down mortgage costs and provide City assistance in obtaining financing for affordable housing developments and to issue bonds or provide other funding to reduce the mortgage rates for apartments in exchange for extended or perpetual assisted-housing time periods. In these ways, the City can increase housing affordability by influencing the financing component of housing costs.

## Foreclosures

The housing market in many California communities in recent years has experienced a foreclosure crisis. Fortunately, Pleasanton has not suffered negative impacts to the degree that other cities have. Nevertheless, the City continues to monitor the local housing market and provides several resources to assist homeowners who are at risk of foreclosure or who must deal with the consequences once foreclosure occurs. For example, the City has provided ongoing support to agencies such as the Tri-Valley Housing Opportunity Center and ECHO Housing, both of which provide resources and support for both pre- and post-foreclosure to Pleasanton residents. The Housing Element contains policies and programs which would use the City's Lower Income Housing Fund and other resources to continue to provide support to residents facing foreclosure or who are at risk of foreclosure.

### Community Resistance to New Housing

Another common constraint to housing production in the Bay Area is community resistance to new developments. There are a number of concerns that are often expressed at meetings, including: (1) new developments will cause increased traffic (or will likely place a burden on other forms of infrastructure such as schools), (2) additional housing or density will adversely affect the community character, (3) affordable housing will impact property values, and (4) valuable open space will be lost. Regardless of the factual basis of the concern, vociferous opposition can slow or stop development.

Additionally, at times there is a tension between the desire to provide certain individuals (such as nurses, teachers, law enforcement, etc.) preferential access to affordable housing, and Fair Housing Law. In many cases, it is not possible to target housing to select groups. These concerns are often expressed during project review processes and can present significant political barriers to development.

Potential opposition to affordable housing exists in many communities throughout the Bay Area. It is important in this regard to identify sites for special needs and affordable housing that fit with community character and have minimum impacts. Design plays a critical role in creating new developments that blend into the existing neighborhood, especially in higher density developments that might otherwise seem out of place. Good design can help ensure that high density developments are not bulky or out-of-scale. Through sensitive design, a building's perceived bulk can be significantly reduced to create a development that blends with the existing character of the neighborhood. Design strategies which the City has used to minimize the perception of bulk and create a blending with the community do not necessarily increase costs. These include:

(1) Break-up the building "mass" in its architecture and detailing (e.g., create several smaller buildings instead of one large building).

(2) Vary the roofline.

(3) Create a three-dimensional facade (rather than a massive, flat facade).

(4) Step-back the building height, with the lowest part of the building towards the street and adjacent properties, locating the highest part of the building towards the center of the property.

(5) Site the building appropriately in relation to surrounding buildings.

(6) Use architectural design, landscaping, materials and colors that fit with the area.

(7) Use landscaping to blend the buildings with the natural setting.

(8) Provide for open space and pathways throughout the development.

### Working with For-Profit and Nonprofit Housing Developers

The key to the success of nonprofit developers lies in three areas: (1) their ability to draw upon a diversity of funding sources and mechanisms to make their developments work financially; (2) their commitment to working cooperatively and constructively with the local community; and, (3) their long-term commitment to ensuring excellence in design, construction and management of their developments, creating assets that are valued by the people who live in the developments as well as their neighbors and others. The City can work with nonprofit developers where there are opportunities.

There are a wide variety of resources provided through federal, state and local programs to support affordable housing development and related programs and services. Specific programs and sources of funding are summarized earlier in the Housing Element. Local government resources, which have historically played a less important role in supporting housing development, now play a fairly significant role by making local developments more competitive for federal and state financing. There is considerable competition for the program funds that are available, and any one development will need to draw upon multiple resources to be financially feasible. When developments are able to demonstrate a financial commitment and contribution from local sources — especially if coupled with regulatory support through policies such as fast-track processing, fee waivers, and/or density bonuses — they are better able to leverage funding from other 'outside' sources.

The City of Pleasanton already has a tradition of working with nonprofit developers on several successful affordable housing projects. Past projects involving nonprofit partnerships include The Parkview (BRIDGE Housing Corporation), The Promenade (Citizens Housing Corporation), and Ridge View Commons (Eden Housing). The City was working closely with Christian Church Homes on a concept to redevelop Kottinger Place and Pleasanton Gardens, two older complexes for very low income senior citizens.

## D POTENTIAL GOVERNMENTAL CONSTRAINTS TO HOUSING

As with other cities, Pleasanton's development standards and requirements are intended to protect the long-term health, safety, and welfare of the community. The City of Pleasanton charges fees and has a number of procedures and regulations it requires any developer to follow. There are many locally imposed land use and building requirements that can affect the type, appearance, and cost of housing built in Pleasanton. These local requirements include zoning standards, development fees, parking requirements, subdivision design standards, and design review. Other building and design requirements imposed by Pleasanton follow state laws, the California Building Code, Subdivision Map Act, energy conservation requirements, etc.

The City's development standards are necessary to ensure the protection and preservation of the existing housing stock. By Bay Area standards, they are not unduly restrictive and, in general, Pleasanton's development standards and requirements are comparable to many other communities in the Bay Area.

### Land Use Controls

The City exercises land use controls over residential development through its General Plan, Zoning Ordinance, building review and permit procedures, and Growth Management Program (GMP). The General Plan, primarily through the General Plan Land Use Map, regulates the general use and density of future developments in Pleasanton. The Zoning Ordinance regulates specific site requirements such as building height, setbacks, etc. Pleasanton makes extensive use of Planned Unit Development (PUD) zoning to provide residential builders with substantial flexibility in planning their projects. The City's Building and Safety Division reviews all buildings for conformance with the California Building Code and other codes to ensure the health and safety of its residents. Finally, the City allocates a range of housing units to be built per year through the GMP based on housing need and the City's ability to provide infrastructure and City services, as called for in General Plan policies.

The tables below list all of the City's provisions for various types of housing, standard zoning districts which allow residential development, and provides the development standards (setbacks, minimum lot size, building height, open space, parking) which are required in these traditional zoning districts. While there is a reason for each standard, such as providing open space to meet the recreational needs of residents, on-site parking to store residents' motor vehicles, and setbacks for light and privacy, any standard which results in less building area and fewer dwelling units can theoretically produce less housing required to meet regional housing needs and can increase the price of housing. To the extent that such standards are reasonable and do not exceed what is necessary to create a suitable living environment, they would not be identified as a constraint to housing production. However, excessive standards can result in higher housing costs. Pleasanton does have large-lot, single-family residential zoning districts (R-1-20,000 and R-1-40,000) which result in lower-density and higher-priced housing. However, these districts typically are found in hillside areas where steep slopes and other environmental constraints dictate larger lots, greater setbacks, and increased open space.

Multifamily development in areas zoned R-M, and single family development in areas zoned R-1 that meet the site development standards described in the table following are permitted uses. Development consistent with the zoning district requirements would be reviewed by the Planning Commission for conformance with design review criteria included in PMC 18.20.030. In addition to single-family and multi-family dwellings, the City offers a variety of housing opportunities that are available to residents of all economic segments, as well as some of the more vulnerable members of the community, including lower-income households, seniors, and the homeless. These housing opportunities include mobile homes, second units, and a number of special needs housing options including transitional housing, supportive housing and agricultural employee housing. Allowed uses for housing are presented in **Table 32** for residential zoning districts and **Table 33** for nonresidential zoning districts. A summary of site development standards is presented in **Table 34** below.

**Table 32:Provision for a Variety of Housing, Residential Zoning Districts**

| | R-1-40,000 | R-1-20,000 | R-1-10,000 | R-1-8,500 | R-1-7,500 | R-1-6,500 | RM-4,000 | RM-2,500 | RM-2,000 | RM-1,500 |
|---|---|---|---|---|---|---|---|---|---|---|
| Single-Family Dwellings | P | P | P | P | P | P | P | P | P | P |
| Multi-family Dwellings | P | P | P | P | P | P | P | P | P | P |
| Mobile Home Park | --- | --- | --- | --- | --- | --- | C | --- | --- | --- |
| Second Dwelling Units | P | P | P | P | P | P | P | P | P | P |
| Small Child Day Care (1-6 children) | P | P | P | P | P | P | P | P | P | P |
| Large Child Day Care (7-14 children) | C | C | C | C | C | C | C | C | C | C |
| Emergency Shelters* | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Transitional Housing (< 6 adults) | P | P | P | P | P | P | P | P | P | P |
| Transitional Housing (> 6 adults) | --- | --- | --- | --- | --- | --- | P | P | P | P |
| Supportive Housing (< 6 adults) | P | P | P | P | P | P | P | P | P | P |
| Supportive Housing (> 6 adults) | --- | --- | --- | --- | --- | --- | P | P | P | P |
| Employee Housing (agricultural) | P | P | P | P | P | P | P | P | P | P |

**Table 33: Provision for a Variety of Housing, Nonresidential Zoning Districts**

| | C-C | Q | CF | A | C-S | H-P-D |
|---|---|---|---|---|---|---|
| Single-Family Dwellings | --- | --- | --- | P | --- | P |
| Multi-Family Dwellings | P | --- | --- | P | --- | --- |
| Mobile Home Park | --- | --- | C | --- | --- | --- |
| Second Dwelling Units | --- | --- | --- | P | --- | --- |
| Emergency Shelters* | --- | --- | --- | --- | C | --- |
| Transitional Housing (< 6 adults) | P | --- | --- | P | --- | P |
| Transitional Housing (> 6 adults) | --- | --- | --- | --- | --- | --- |
| Supportive Housing (< 6 adults) | P | --- | --- | P | --- | P |
| Supportive Housing (> 6 adults) | --- | --- | --- | --- | --- | --- |
| Employee Housing (agricultural) | --- | --- | --- | P | --- | P |

**Table 34: Site Development Standards for Sites Which Allow Residential Uses**

| ZONING DISTRICT | MINIMUM/ MAXIMUM UNITS PER ACRE | MINIMUM LOT SIZE | | | MINIMUM YARDS | | | SITE AREA PER DWELLING UNIT | GROUP USABLE OPEN SPACE PER DWELLING UNIT 18.84.170` | PRIVATE OPEN SPACE PER DWELLING UNIT GROUND FLOOR/ ABOVE | FAR | MAXIMUM HEIGHT OF MAIN STRUCTURE 18.84.140 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Area | Width 18.84.050 | Depth | Front 18.84.080 | One Side/ Both Sides 18.84.090 | Rear 18.84.090 | | | | | |
| A | | 5 acre | 300 ft | --- | 30 ft | 30 ft; 100 ft | 50 ft | --- | --- | -- | --- | 30 ft |
| R-1-40,000 | 0/1 | 40,000 sq ft *18.84.040* | 150 ft | 150 ft *18.84.060* | 30 ft | 5 ft; 50 ft | 30 ft | 40,000 sq ft | --- | -- | 25% | 30 ft |
| R-1-20,000 | 0/2 | 20,000 sq ft *18.84.040* | 100 ft | 125 ft *18.84.060* | 25 ft | 5 ft; 30 ft | 25 ft | 20,000 sq ft | --- | -- | 30% | 30 ft |
| R-1-10,000 | 0/4 | 10,000 sq ft *18.84.040* | 80 ft | 100 ft *18.84.060* | 23 ft | 5 ft; 20 ft | 20 ft | 10,000 sq ft | --- | -- | 40% | 30 ft |
| R-1-8,500 | 0/4 | 8,500 sq ft *18.84.040* | 75 ft | 100 ft *18.84.060* | 23 ft | 5 ft; 15 ft | 20 ft | 8,500 sq ft | --- | -- | 40% | 30 ft |
| R-1-7,500 | 0/5 | 7,500 sq ft *18.84.040* | 70 ft | 100 ft *18.84.060* | 23 ft | 5 ft; 14 ft | 20 ft | 7,500 sq ft | --- | -- | 40% | 30 ft |
| R-1-6,500 | 0/6 | 6,500 sq ft *18.84.040* | 65 ft | 100 ft *18.84.060* | 23 ft | 5 ft; 12 ft | 20 ft | 6,500 sq ft | --- | -- | 40% | 30 ft |
| RM-4,000 | 0/11 | 8,000 sq ft | 70 ft | 100 ft *18.84.060* | 20 ft | 7 ft; 16 ft | 30 ft | 4, 000 sq ft *18.84.030(E)* | --- | -- | 40% | 30 ft |
| RM-2,500 | 0/17 | 7,500 sq ft | 70 ft | 100 ft | 20 ft | 8 ft; 20 ft | 30 ft | 2,500 sq ft | 400 sq ft | 150/50 SF | 50% | 30 ft |

| ZONING DISTRICT | MINIMUM/ MAXIMUM UNITS PER ACRE | MINIMUM LOT SIZE | | | MINIMUM YARDS | | | SITE AREA PER DWELLING UNIT | GROUP USABLE OPEN SPACE PER DWELLING UNIT 18.84.170` | PRIVATE OPEN SPACE PER DWELLING UNIT GROUND FLOOR/ ABOVE | FAR | MAXIMUM HEIGHT OF MAIN STRUCTURE 18.84.140 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Area | Width 18.84.050 | Depth | Front 18.84.080 | One Side/ Both Sides 18.84.090 | Rear 18.84.090 | | | | | |
| | | | | *18.84.060* | | | | *18.84.030(E)* | | | | |
| RM-2,000 | 0/21 | 10,000 sq ft | 80 ft | 100 ft *18.84.060* | 20 ft | 8 ft; 20 ft | 30 ft | 2,000 sq ft *18.84.030(E)* | 350 sq ft | 150/50 SF | 50% | 40 ft |
| RM-1,500 | 0/29 | 10,500 sq ft | 80 ft | 100 ft *18.84.060* | 20 ft | 8 ft; 20 ft | 30 ft | 1,500 sq ft *18.36.060* *18.84.030(E)* | 300 sq ft | 150/50 SF | 50% | 40 ft |
| C-C | 0/43 | --- | --- | --- | *18.84.130* | *18.84.130* | --- | 1,000 sq ft *18.44.090* *18.84.030E* | 150 sq ft | 150/50 SF | 300% | 40 ft *18.84.150* |
| Q | | 50 acre | --- | --- | 100 ft *18.52.060* — *18.52.100* | 100 ft; 200 ft *18.52.060* — *18.52.100* | 100 ft *18.52.060* — *18.52.100* | --- | --- | -- | --- | 40 ft |
| PUD Housing Site Standards | 30/50 35/50 40/50 depending on site | -- | -- | -- | 10-21 ft | 8, 20 ft | 20 ft | -- | 300 sq ft | -- | -- | 65 |
| TOD Standards for BART (Site 25) | 30/50 | -- | -- | -- | | | | -- | | | -- | |

*Notes: Hacienda TOD Standards and Design Guidelines (adopted March 1, 2011) apply to Sites 22, 23, and 24. Draft Housing Site Development Standards and Design Guidelines apply to Sites 26, 27, 28, 29, 30, 31, 32, and 33.*

**Residential Parking Requirements for Standard Zoning Districts**

Dwellings and Lodgings

1. Single-family dwelling units shall have at least two parking spaces. Second units shall have at least one covered or uncovered parking space which shall not be located in the required front or street side yard and shall not be a tandem space.

2. Condominiums, community apartments and separately owned townhouses shall have at least two parking spaces per unit.

3. Apartment house parking requirements shall be computed as follows:

   a. For apartments with two bedrooms or less, a minimum of two spaces shall be required for each of the first four units; one and one-half spaces for each additional unit.

   b. For apartments with three or more bedrooms (or two bedrooms and a den convertible to a third bedroom), a minimum of two spaces per unit shall be required. Parking requirements for units having less than three bedrooms shall be computed separately from the requirements for units having three bedrooms or more and then added together.

   c. Visitor parking, in a ratio of one parking space for each seven (1:7) units, shall be provided. All visitor parking spaces shall be clearly marked for this use. Visitor parking may be open or covered and does not count as part of the covered parking requirement described in subsection A4 of this section.

4. At least one space per dwelling unit of the off-street parking required in subsections (A)(1), (A)(2) and A)(3) of this section shall be located in a garage or carport.

5. Trailer parks shall have a minimum of one space for each unit, plus at least one additional space for each three units, none of which shall occupy area designated for access drives.

Source: Chapter 18.88 of the Pleasanton Municipal Code, 2011.

Pleasanton has created two procedures which have reduced development standards from those required for conventionally zoned developments. One is the Core Area Overlay District, which reduces parking, open space, and building setback standards for apartment developments in the City's Downtown area. It applies in both the RM (Multiple-Family Residential) and C-C (Central Commercial) Districts, thereby allowing for increased density and mixed uses in the Downtown, both of which can result in affordable housing at higher densities within walking distance of the Downtown commercial area. Several developments have taken advantage of these reduced development standards in recent years, such as Railroad Avenue Apartments and a fourplex/office development on Spring Street.

The second such procedure is the Planned Unit Development (PUD). The Zoning Ordinance does not specify any development standards for PUDs, instead creating standards on a case-by-case basis based on General Plan density, proposed housing type, City and developer objectives, opportunities to increase density and affordability, neighborhood issues, and environmental constraints. Density bonuses, whereby additional units are approved in exchange for making them affordable to lower-income households, have been approved under the PUD procedure, such as the Suncrest Townhomes on Santa Rita Road and

Rotary Commons on Palomino Drive. The City has been able to approve developments with higher overall densities, exceptions to the development standards and a greater number of affordable housing units through the PUD process than it would have been possible with conventional zoning.

The PUD process requires review at both the Planning Commission and City Council level. However, it allows great flexibility regarding the standards to be used and these standards can be tailored to specific sites, thus ensuring, for example, that sites near transit incorporate elements of Transit Oriented Development, and that a mix of land uses is allowed where appropriate. In order to ensure that the PUD process does not create uncertainty for potential developers, Program 9.8 commits the City to preparing and adopting Development Standards and Design Guidelines to facilitate the development of high quality multifamily housing, and to create more certainty for residential development on sites zoned PUD. These standards are intended to be similar to ones already adopted for multifamily development for three sites in the Hacienda TOD area.

The site development standards adopted for the Hacienda TOD (Sites 22, 23, and 24) and proposed for the multi-family development sites (Sites 25 through 33) are shown in Table 34 Site Development Standards, above. The adoption of the Draft Housing Site Development Standards, and Pleasanton TOD Standards and Guidelines for the BART property establish requirements for setbacks, open space, height, parking, and internal street and alley standards. Minimum densities (ranging from 30 to 40 units per acre) for these sites were established by rezoning which was adopted in January 2012. Development review of multi-family projects on these sites by the Planning Commission and City Council will be limited to an evaluation of the project as to its consistency with the standards and design guidelines.

### Affordable Housing Bonus

The City provides for the development of affordable housing for lower-income households through its affordable housing bonus program, in accordance with state density bonus law (Government Code Section 65915 et seq.). The City amended the Municipal Code to outline specific provisions of this density bonus program in September 2013 (see Section 17.38 of the Pleasanton Municipal Code). When utilizing the affordable housing bonus program, the allowable density is increased by up to 100 percent for senior housing and 35 percent for non-senior housing.

### Building Code

Pleasanton uses the California Building Code (CBC) which sets minimum standards for residential development and all other structures. The standards may add material and labor costs, but are felt to be necessary minimums for the safety of those occupying the structures. Modification of the Code in order to reduce the cost of housing would not be appropriate if it affects safety or adversely impacts neighboring properties.

The Building Division enforces energy conservation standards enacted by the state and Chapter 17.50 of the Pleasanton Municipal Code, Green Building, which generally requires new residential projects and residential additions greater than 2,000 square feet in size to incorporate Leadership in Energy and Environmental Design (LEED) or GreenPoint Rated measures. The standards may increase initial construction costs, but over time will result in energy savings.

Pleasanton's Building Code enforcement practices are complaint-driven, as are those of 70 percent of the local governments surveyed by the HCD.

The Building Division has adopted special construction rules primarily for safety related reasons, and to further clarify the requirements of the CBC. Examples of this are the Code requirements regarding increased pool height fencing for life-safety reasons and additional rebar requirements in soils susceptible to failure during an earthquake. These standards may increase initial construction costs, but over time will improve the safety of residents.

### Dedications and Fees

Pleasanton requires payment of several fees either by ordinance or through conditions of development approval. All fees are tied to the City's costs of providing necessary services, such as plan-checking fees, or providing facilities, such as parks. The City waives certain fees, such as the low-income housing fee, for projects which fulfill specific City policies, such as the provision of lower-income housing. The City also requires physical improvements from developers, such as streets, as allowed under municipal regulatory power and the Subdivision Map Act. City fees are reviewed and adjusted periodically, while required improvements are established on a case-by-case basis depending on the on- and off-site improvements needed for individual projects.

The City collects various fees both for its own administrative services and facilities and for some outside agencies such as the Alameda County Flood Control and Water Conservation District. City fees include planning application fees, building permit and plan-checking fees, and engineering improvement plan-checking fees. Lower-Income Housing fees, from which affordable-housing developments are exempt, are collected in a fund which the City uses to develop affordable housing or to contribute toward affordable-housing developments built by nonprofit or for-profit developers. Park dedication fees help the City meet its parkland obligations for developments which do not provide public parks, and regional traffic fees are collected to mitigate area-wide traffic impacts of new development in the Tri-Valley area. The table below summarizes development fees for a typical multi-family and single family development in Pleasanton. The City building and permit fees, as of March 2014, are listed in **Table 35**. This table includes planning permit fees. For purposes of analysis, the table assumes the most expensive scenario for planning fees, including costs of both a PUD application ($2,000) and a subdivision map ($2,300). Other planning permit fees can be as inexpensive as $25 for administrative design review, but are not used for analysis below.

**Table 35: Building and Development Impact Fees**

| | Fee Type | Single-Family | For 30-Unit Single Family Project | Multi-Family Unit | For 170-Unit Project |
|---|---|---|---|---|---|
| 1 | Building Permit and Plan Check Fees[1] | $7,600 | $228,800 | Avg $1,700/unit | $289,033 |
| 2 | Local Water Connection Fee | $3,000 | $90,000 | Avg $56/unit | $9,600 |
| 3 | Local Water Meter Fee | $570 | $17,100 | Avg $5/unit | $910 |
| 4 | Local Sewer Connection Fee | $500 | $15,000 | $330/unit | $56,100 |
| 5 | Public Facilities Fee | $4,722 | $141,660 | $2,880/unit | $489,600 |
| 6 | Low-Income Housing Fee | $10,880 | $326,400 | $2,696/unit[2] | $458,320 |
| 7 | Local Traffic Impact Fee | $4,700 | $141,000 | $3,289/unit | $559,130 |
| 8 | In-Lieu Park Dedication Fee | $9,707 | $291,210 | $7,969/unit | $1,354,730 |
| 9 | GIS Mapping Fee, $0.002/sf site | $12 | $360 | Avg $3/unit | $488 |
| 10 | Zone 7 Water Connection Fee | $24,030 | $720,900 | Varies -Avg $1,131/unit | $192,240 |
| 11 | DSRSD Sewer Connection Fee | $14,385 | $431,550 | $9,479/unit | 1,611,430 |
| 12 | Tri-Valley Transportation Fee | $2,313 | $69,390 | $1,472/unit | $250,240 |
| 13 | Zone 7 Drainage Fee, $1.00 / sf | $3,000 | $90,000 | $1.00/sf | $177,250 |
| 14 | PUSD School Impact Fee | 20,220 | 606,600 | $3.04/sf | $538,840 |
| **Total per unit and per project Permit and Impact Fees** | | **$105,639** | **$3,169,170** | **$35,223[3]** | **$5,987,977** |
| 15 | PUD Application Fee | n/a | $2,000 | n/a | $2,000 |
| 16 | Subdivision Map Fee | n/a | $2,300 | n/a | n/a |
| **Total Processing, Permit and Impact Fees; and per unit** | | **$105,639** | **$3,173,470** | **$35,223[3]** | **$5,989,977** |

*Source: City of Pleasanton Community Development Department.*
*Notes:*
*1. Project assumptions include the following.*

- *For single-family development, the estimate assumes:*
  - *3,000 sq ft home with an 800 sq ft garage*
  - *6,000 sq ft lot*
  - *4,000 sq ft impervious surface*
  - *1-inch water meter for each home*
  - *30 unit project*
- *For the multi-family project, the estimate assumes:*
  - *170 units on 5.6 acres*
  - *4,000 sq ft recreation and pool facility*
  - *177,250 gross sq ft of residential development*
  - *275 parking spaces (175 in garage; 200 surface parking)*
  - *38,000 sq ft walkways, 58,000 sq ft landscaping, 122,000 sq ft of impervious surface*
  - *One 2-inch water meter*

*2. Low Income Housing Fee not paid on MF units restricted to lower-income households.*
*3. Per-unit estimate calculated by dividing total for 170-unit project by 170 units.*

A range of planning fees apply, depending on the type of approval required. The City's planning fees are presented in **Table 36**, current as of March 2014.

**Table 36:Planning Fees**

| | |
|---|---|
| **Administrative Design Review** | **$25** |
| Conditional Use Permit | $150 |
| Condominium Conversion | $50 |
| **Design Review** | **$50** |
| General Plan Amendment | $250 |
| Growth Management | $200 |
| Initial Environmental Assessment | $25 |
| Lot-Line Adjustment | $50 |
| Minor Subdivision | $50 |
| PUD Development Plan | $2,000 |
| PUD Major Modification | $2,000 |
| PUD Minor Modification | $25 |
| **Rezoning** | **$250** |
| Site Design Review | $15 |
| Specific Plan Amendment | $250 |
| Tentative Map | $2,000 + $10/lot |
| Variance | $50 |

It is acknowledged that development fees add to the cost of housing since they are passed on to the housing consumer by developers. Fees cover the costs of specific services and facilities which accompany development, some of which had been paid by local government through their general funds before the passage of Proposition 13. While some of the fees that the City collects are controlled by the City of Pleasanton, others are not. The above-mentioned fees include school, water, sewer, tri-valley transportation, and South Livermore Agricultural Trust fees that are imposed by outside agencies over which the City has no control. Fees associated with agencies other than the City include Zone 7 Water connection fees, DSRSD sewer connection fees, Tri-Valley transportation fee, Zone 7 drainage fee and PUSD school impact fee.

**Table 37** identifies the typical development fees for single-family and multi-family housing, summarizing information presented in earlier sections and tables from this report. The total fees for a single-family unit comprise approximately 23 percent of development costs, including the costs of land, fees, and construction. This assumes the cost for a single-family home on a 6,000- square-foot lot. The total fees for a multi-family unit constitute approximately 12 percent of development costs, accounting for construction, fee, and land costs for an average multi-family unit size of approximately 1,043 square feet constructed at a cost of $200 per square foot.

**Table 37:Total Processing and Impact Fees for Single-family and Multifamily Units in Pleasanton per Unit**

| Housing Type | Total Fees per Unit | Estimated Development Cost per Unit | Estimated Proportion of Fees to Development Costs per Unit |
|---|---|---|---|
| Single-family Unit | $105,639 | $460,616 | 23% |
| Multifamily Unit | $35,233 | $300,000 | 12% |

*Source: City of Pleasanton 2014. Building-Cost.net 2014. PMC 2014; Trulia.com*

*Notes: Single-family development cost assumes building costs, fees, and the costs of land. Land costs based on a survey of costs of vacant land, which averaged at $612,257/acre, or $84,333 per 6,000 square foot lot.*

While fees add to the cost of housing, Pleasanton's are not unusual for the Tri-Valley Area or the Bay Area. As shown below in **Table 38**, the City's building permit plan check and inspection fees are generally lower than those of surrounding jurisdictions. The City's plan check and inspection fees may be reevaluated in the future to be more closely commensurate with the City's costs to inspect and plan check.

**Table 38: Building Permit and Building Plan Check Fee Comparison**

| Type of Project | Pleasanton | Livermore | Dublin | San Ramon | Fremont | Walnut Creek |
|---|---|---|---|---|---|---|
| New House (2,000 sq. ft.) | $4,935 | $4,778 | $5,966 | $6,359 | $4,413 | $7,736 |
| New 8 Unit Residential Condominium Project (13,500 sq. ft.) | $24,193 | $13,802 | $27,409 | $21,435 | $17,772 | $30,135 |

*Source: City of Pleasanton Building Division, January 2014.*

## Development Process and Permit Procedures

The intent of Pleasanton's development review process is to ensure a comprehensive, inclusive process in the least practical amount of time. It is the City's experience that processes which actively encourage citizen participation and input into new development projects have a much better chance of being approved while avoiding the added time and cost of preparing full environmental impact reports (EIRs) and reducing the risk of legal challenge.

While the City uses both conventional zoning and PUDs, most new housing developments are processed under the PUD procedure, for the reasons described above. In some cases, where new development is proposed for large, undeveloped or underdeveloped areas with a series of problems such as infrastructure financing, environmental sensitivity, and a variety of property owners, the City uses the specific plan process to master plan the uses/densities and financing mechanism necessary for development of the area. The specific plan is followed by pre-zoning and annexations for unincorporated areas, or directly by PUD rezoning and development plans for areas already within City boundaries.

For the formal PUD submittal, developers prepare a comprehensive development package consisting of site plans, grading plans, landscape plans, building architecture or design guidelines, and case-specific studies such as traffic reports and acoustical analyses. These documents are reviewed by staff, the public

is notified and input received, and public hearings are held by the Planning Commission and City Council. In some cases, the Housing Commission first considers the project to make recommendations and to assess the affordability of the project and its compliance with the Inclusionary Zoning Ordinance; this occurs during, not after, staff's review of the project. The environmental review for these projects is usually an EIR or Negative Declaration (or Mitigated Negative Declaration), unless the project is within a Specific Plan area for which an EIR was previously prepared, in which case no further environmental analysis occurs. The Planning Commission makes its recommendation to the City Council, which adopts an ordinance approving a PUD development plan. The City's goal is to process PUD applications within 6 months; however, an application can take longer to process depending on its complexity, such as when an EIR is required by the California Environmental Quality Act (CEQA).

The City encourages, prior to submittal of a formal PUD application, the use of the Preliminary Review process. Although not required, the City has found that this three-to four-week review process facilitates and shortens the overall process. No fee is required and detailed plans are not encouraged; submittal of a rough site plan and conceptual building designs is sufficient to achieve the intended purpose, which is to identify key issues, make suggestions to improve the project, and assign a staff person to work with the developer. In some cases, neighborhood meetings or workshops conducted by the Housing Commission or Planning Commission are held.

Development in conventional zoning districts requires only design review and possibly conditional use permit approval. These typically require Planning Commission and sometimes City Council approval, although the City has been streamlining its use-permit process and has amended its Code to allow approval of second units at the staff level. Shelters, transitional housing, and non-PUD multiple-family housing developments would also go to the Planning Commission. If they are handled with a Negative Declaration or are categorically exempt, it is the City's goal to process these applications within approximately eight weeks; however, the process can be longer depending on the complexity of the application. Variances, minor subdivisions, lot-line adjustments, design review for single-family homes, and minor changes to approved PUD's and design review projects are also handled administratively. It is the City's goal to process these applications within six weeks.

The City's review process is coordinated so that staff's planning, building, and engineering review occurs simultaneously through a Staff Review Board. Furthermore, after project approval is obtained, these divisions work together in the building permit and final map processes so that plan check occurs simultaneously among all divisions to streamline this portion of the process. The Building and Safety Division coordinates the plan-check and permit-issuance procedure, while the Engineering Division coordinates the final map approval process. For projects which have been approved, the Building Division offers an expedited outside plan check process. Policy 31 of Pleasanton's 2003 Housing Element allows for an expedited permit process as an incentive for housing developments which include at least 25 percent very-low and low-income housing unit held in perpetuity. This policy is incorporated in Pleasanton's 2015-2023 Housing Element.

In general, the Planning, Building, and Engineering Divisions staff the public information counter nine hours a day, five days a week to assist applicants and the general public. At the counter are a series of handouts on the City's various review procedures which describe the process, list submittal requirements, and provide a review flowchart/timeline. For some areas of the city, there are design guidelines which indicate the types of development and architectural styles preferred for that area so that property owners and developers know in advance the type of proposal which would be likely to get approved. Also available at the counter are frequently used Code sections, application forms, copies of recent publications, and contact information for City Council members and Commissioners.

There are many factors which influence the cost and supply of housing, both market-rate and affordable, in the Bay Area. The availability of a plentiful, unconstrained, and inexpensive supply of land and a risk-free approval process would encourage housing development at affordable prices. As is currently the case with virtually all communities in the Bay Area, those conditions are no longer present in Pleasanton.

Pleasanton is part of a very large housing market, and without government intervention, much less affordable housing would be built. Citizen concerns over freeway congestion, environmental quality, and availability of drinking water supplies, among many other issues, have led to federal and state mandates which often increase the time, cost, and risk of the local development review processes. Complying with requirements such as urban storm-water runoff, wetland mitigation, and wildlife preservation are Pleasanton's goals as well, and the City strives to streamline its development review process to produce housing at all levels while meeting these requirements. With respect to the other communities in the Bay Area, the City of Pleasanton's development review process compares favorably in terms of timing and cost; therefore, it cannot be concluded that the process alone is a significant constraint to the production of housing. Nevertheless, the City is aware of the need to maintain a process favorable to housing development, and it maintains a staff development coordination committee to continue working to remove barriers to the process.

### On- and Off-Site Improvements

New development is required to provide public improvements to serve its new residents. The City has adopted engineering standards to inform developers of how these improvements should be constructed, and these standards are reduced where appropriate to save costs or to enable a better fit of the project with the surrounding area (such as reduced street widths for hill area developments). Public improvement obligations include providing streets, curb, gutter, sidewalks, storm drainage, sewer connections, water connections, fire department access, street lights, and clean water-runoff measures. While additional development costs, these improvements are unavoidable in that they provide the necessary facilities and services needed and demanded by residents living in an urban/suburban environment.

The site development standards adopted for the Hacienda TOD (Sites 1, 2 and 25) and proposed for the multi-family development sites (Sites 20, 21, 26, 34, and 37) are shown in Table 34 Site Development Standards Table. These design standards include required setbacks, internal street and alley widths, and open space requirements consistent with creating desirable and safe living environments. Most of the multi-family development sites included in the City's inventory are infill sites which do not require the development of new public streets. Multi-family development applications were recently approved for Sites 1 and 2 where BRE, developers of multi-family housing, propose to built 500 units. Thus, the on- and off-site improvements required by the City do not unduly constrain multi-family residential development.

Occasionally the City requires off-site improvements in areas where further development will occur, and it sets up reimbursement agreements so that future developers will reimburse the original developer for those costs. Other mechanisms to "front" public improvement costs include assessment districts and specific plan finance agreements. The City will typically contribute towards the cost of public improvements for affordable-housing developments with money from its Lower-Income Housing Fund.

### Codes and Enforcement

The City's building and zoning enforcement is handled by two Code Enforcement officers, who are part of the Planning Division. Working mainly on a complaint basis, Code Enforcement officers identify zoning and building Code violations and work with the property owners and Planning and Building Division staff to resolve and legalize these violations. Another function of the Code Enforcement officers is to identify housing units which are substandard, overcrowded, or unsafe and to work together with other City staff to remedy these deficiencies. The impact of these efforts on the development of affordable housing is considered minor, but their impact on housing safety and on maintaining decent housing conditions is considered major. By requiring repair, maintenance, and compliance with building and fire Codes and zoning setbacks, the City's Code Enforcement program has eliminated hazardous conditions which are a threat to housing and residents of all income levels.

### Housing Constraints for Persons with Disabilities

The major constraint with providing housing which meets the needs of persons with disabilities in Pleasanton is the added cost of providing the physical improvements and features which accommodate the needs of persons with disabilities. In many cases, persons with physical, mental, or developmental disabilities are also low-income, making it difficult for them to afford the added costs of the physical improvements needed to make their living areas accessible to them. The location of accessible housing is also a constraint, since housing for people with disabilities is best located where services and transportation are available for these community members. The additional costs, plus the reluctance of the development community to provide accessible units for a relatively small proportion of the housing market, result in an inadequate number of such units for the need. As such, local government has an obligation to assist in meeting this need, working with nonprofit agencies and housing developers to provide accessible housing.

The City of Pleasanton has addressed the need for housing for persons with disabilities in several past projects. For example, the City used federal HOME funds to construct four apartments within the Promenade project (a tax credit family apartment project) with all of the amenities needed for households with a person with physical disabilities. An additional four units in the complex were reserved for persons with developmental disabilities. The City has also used HOME funds to assist the acquisition of residential properties by Tri-Valley REACH (formerly HOUSE, Inc.) to provide housing for adults with developmental disabilities who can live independently with supportive services. In 2006, the City Council adopted Senior Housing Guidelines to provide a framework to help guide the planning, design, and review of new senior housing developments in Pleasanton. The guidelines incorporate many of the standards of Universal Design to promote the creation of new housing where residents will be able to age in place.

Among the City's housing goals is the provision of specially-designed housing for persons with disabilities in appropriate locations. A number of Housing Element programs specifically address ways for this goal to be accomplished. These include requiring as many units as is feasible to be accessible and adaptable to persons with disabilities within large rental projects, using a portion of the City's Community Development Block Grant (CDBG) funds for developers of special needs housing and service providers, setting aside a portion of the City's Lower-Income Housing Fund for housing which accommodates persons with physical, mental, and developmental disabilities, encouraging the production of housing for persons with disabilities in infill locations where services are available, and encouraging group homes/community care facilities for six persons or less throughout the City. These programs result in the use of City resources to help fund modifications to make units adaptable and accessible to persons with disabilities and to help fund the development of new accessible units.

Through its design review and plan-check procedures, the City ensures that the legally-required number of parking spaces for persons with disabilities is provided for all developments. Under its PUD process, the City has reduced the number of parking spaces for assisted-living and other special-needs housing projects where it is shown that the demand for the Code-required parking does not exist.

The City's review process is not considered to be a constraint to the development of housing for individuals with disabilities since there are no special requirements or procedures for such housing. The City complies with state law regarding allowing group homes with six or fewer individuals by right with no review. Group homes with seven or more occupants require conditional use permits by the Planning Commission at a public hearing where surrounding neighbors receive notification. There are no spacing requirements or other standards or pre-conditions to limit their establishment. The City long ago re-defined "family" to include unrelated individuals living as a housekeeping unit, removing that impediment to fair housing. The addition of ramps and most other improvements needed to retrofit homes for accessibility are approved administratively; only exterior changes over ten feet in height require design review, and those are handled administratively and expedited. "Over the counter" approvals, such as the ramps, have no Planning fees, and the fee for Administrative Design Review is $25.00.

The City uses its Building Code and plan-check process to ensure compliance with Title 24 and the Americans with Disabilities Act (ADA) accessibility and adaptability requirements. The City has adopted the 2013 CBC (based on the 2012 International Building Code), and it has not adopted any amendments which diminish the ability to accommodate persons with disabilities. The City's Building and Safety Division ensures that access provisions for persons with disabilities are incorporated into plans as part of the plan-check process, and building inspectors check to make sure that they are built as part of the project. The City's development services center includes lower counters to make it accessible for individuals in wheelchairs so that accommodations are made for the issuance of planning and building approvals. The City is currently conducting a citywide analysis for ADA compliance in its public buildings.

As stated in the "Special Needs Housing" section, the City supports a number of facilities and services which address housing needs for persons with disabilities within Pleasanton (a few of which are in or near the downtown) and the Tri-Valley area.

### Reasonable Accommodation

Both the federal Fair Housing Act and the California Fair Employment and Housing Act direct local governments to make reasonable accommodations (i.e., modifications or exceptions) in their zoning laws and other land use regulations when such accommodations may be necessary to afford disabled persons an equal opportunity to use and enjoy a dwelling. For example, it may be reasonable to accommodate requests from persons with disabilities to waive a setback requirement or other standard of the Zoning Ordinance to ensure that homes are accessible for the mobility impaired. Whether a particular modification is reasonable depends on the circumstances. In February 2013, the City adopted a formal Reasonable Accommodations for Persons with Disabilities procedure (see Section 18.86 of the Pleasanton Municipal Code).

### Mid-Point Densities

The General Plan indicates density ranges for residential development so that various zoning districts can be consistent with the General Plan and to enable developments of varying densities to be built under each residential land use designation. The mid-point of the General Plan density ranges designates holding capacity so that the City can plan its infrastructure, facilities, and services to accommodate new development. This concept acknowledges that development will occur both under and over the mid-point, while in general averaging towards the mid-point at build-out.

The Medium Density and Low Density Residential General Plan designations are discrete density ranges, and the mid-point, in addition to being used for holding capacity, indicates a density above which project amenities are provided to compensate for the added density of housing built. However, in the High Density Residential designation (8 or more units per acre), there is no upper density limit and there is no amenity requirement. Thus, the mid-point of the High Density Residential density range does not limit project density, nor does it constrain higher density, affordable-housing development.

### Growth Management

The City adopted its first growth management ordinance in 1978, designed to regulate the location and rate of new residential growth in a period of sewage treatment constraints and air quality concerns.

In recent years, as fewer large residential development sites are available, and the number of residential units seeking building permits became significantly lower than the annual allocation, the growth management ordinance has not come into play. In 2010, the City amended its Growth Management ordinance to ensure that it did not prevent the City from approving residential development assigned to the City through the RHNA process. The City completed further revisions to the Growth Management Program in 2012 and 2013 to ensure that the program does not prevent achieving the RHNA target. 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.

### Urban Growth Boundary

The City's Urban Growth Boundary has been incorporated into Pleasanton's General Plan as an expression of the practical limits to the City's physical boundaries. The northern and parts of the eastern boundary lines represent other City limits, Dublin and Livermore, respectively, beyond which Pleasanton cannot extend. The western and southern boundaries, comprised of steep slopes and ridgelands, reflect the joint policies of the City, Alameda County, and the Local Agency Formation Commission (LAFCO) to avoid development in topographically and environmentally constrained lands and encourage development within infill areas of existing City limits. Its intent is not to limit growth but to promote "smart growth" by focusing new housing in areas which can be readily serviced and which avoid major environmental issues. The City's analysis of approved and potential new units shows that the City can meet its share of the regional housing needs within its Urban Growth Boundary.

East Pleasanton is the only area where the Urban Growth Boundary limits the extent of development in an area where development is feasible. In this area, approximately 100 acres of incorporated land lies outside the Urban Growth Boundary, approximately 75 acres of which is potentially developable as residential uses. (The other 25 acres is located within the Livermore Airport Protection Area which prohibits residential development.) However, the East Pleasanton Specific Plan area also includes approximately 100 acres of vacant land remediated from previous mining operations that are within the City limits and within the Urban Growth Boundary. As such, the boundary serves to discourage sprawl but still provides sufficient land within its borders to accommodate several decades of growth without impact to cost, supply, timing, and affordability of housing.

The City can also be pro-active in the attainment of housing affordability. Sending positive signals to nonprofit and for-profit developers interested in building affordable housing through incentives can attract such development to the City. Creating educational programs to inform the public what "affordable housing" developments can look like and that they are intended to house people who may already live and work in the community are positive steps which government can take to overcome perceptions and to facilitate housing to meet the community's needs.

### Evaluation of Inclusionary Zoning as a Constraint

In 2000, the City's Housing Commission developed an Inclusionary Zoning Ordinance (IZO) which modified the City's requirements for the provision of affordable housing by the builders of new residential projects. With the increasing cost of housing in recent years and the diminishing availability of land, the Commission found it critical to increase the City's efforts to acquire affordable housing through new development. The IZO requires that any new single-family residential development of 15 units or more must provide at least 20 percent of its units at a below-market sales price (or at least 15 percent of the total units for multi-family developments). Developers must seek the approval of the City Council in order to utilize an alternative, such as payment of a fee in lieu of constructing the affordable housing.

In 1994, the California Coalition for Rural Housing (CCRH) conducted the first statewide survey on inclusionary housing and found that 12 percent of statewide jurisdictions had an inclusionary program. In 2003, CCRH and Non-Profit Housing Association of Northern California (NPH) collaboratively conducted a follow-up survey, which revealed that the number of jurisdictions with inclusionary housing had jumped to 20 percent. The 2003 survey generated interest in obtaining more precise production data on the types of housing built and the income levels served. In 2006, a new study was launched to determine the growth in inclusionary programs statewide, and provide a detailed snapshot of the housing that is being produced by these programs. Affordable Housing by Choice — Trends in California Inclusionary Programs (NPH 2007) is the most recent survey of inclusionary ordinances statewide. The study looked

at housing produced through inclusionary programs from January 1999 through June 2006 and found that:

(1) Nearly one-third of California jurisdictions now have Inclusionary Programs.

(2) More than 80,000 Californians have housing through Inclusionary Programs.

(3) Most Inclusionary housing is integrated within market-rate developments.

(4) Inclusionary housing provides shelter for those most in need — nearly three-quarters of the housing produced through Inclusionary Programs is affordable to people with some of the lowest incomes. These findings shed new light on the popular perception that inclusionary policies create ownership units mostly for moderate-income families.

(5) Lower-income households are best served through partnerships — When market-rate developers work with affordable housing developers to meet their inclusionary requirement, the units are more likely to serve lower-income households. Joint ventures play a particularly important role in developing units for households most in need. One-third of all the housing built through Inclusionary Programs resulted from such partnerships.

**Table 39:Comparison of Inclusionary Requirements**

| Jurisdiction | Minimum Project Size | Percent Required | Incentives |
|---|---|---|---|
| Pleasanton | 15 units | 15% (20% for single family projects) | Alternatives to construction of units on-site, fee waiver, design modifications. State Density Bonus, use of City funds, priority processing. |
| Livermore | 11 units for construction. Smaller projects required to pay in-lieu fee. | 15% (10% in Redevelopment Plan areas) | Alternatives to construction of units on-site, second units. State Density Bonus, fee waiver, design modifications, use of City funds, priority processing. |
| Dublin | 20 units | 13% | Alternatives to construction of units on-site, State Density Bonus, density flexibility, fee waiver, design modifications, use of City funds, priority processing. |
| Hayward | 20 units | 15% | Alternatives to construction of units on-site, State Density Bonus, fee waiver, design modifications, use of City funds, priority processing. |
| Fremont | 7 units | 15% | Alternatives to construction of units on-site, State Density Bonus, design modifications. |
| San Rafael | 2 units | 2-10 units:10%; 11-20 units: 15%; 21+ units; 20% | Alternatives to construction of units on-site, State Density Bonus, design modifications, density bonus. |
| Napa | 2 units | 10% | Conversion to affordable housing, in-lieu fee, land dedication, off-site construction, State Density Bonus, fee waiver, design modifications, use of City funds, priority processing. |
| Foster City | Larger sites with Redevelopment Area | (15% requirement) but up to 30% because of the contributions and incentives provided by the City. | Redevelopment, Alternatives to construction of units on-site, State Density Bonus, density flexibility, fee waiver, design modifications, use of City funds, priority processing. |
| San Mateo | 11 units | 10% | Alternatives to construction of units on-site, State Density Bonus, density flexibility, fee waiver, design modifications, use of City funds, priority processing. |

### Pleasanton Inclusionary Requirements

Pleasanton's inclusionary requirements help to achieve the City's affordable housing goals by increasing the production of residential units affordable to households of very low, low, and moderate income either through construction of units or by providing funds for affordable housing. Another purpose of the requirement is to ensure that the remaining developable land in Pleasanton is utilized in a manner consistent with the city's housing policies and needs. The City requires that 15 percent of the total number of units of all new multiple-family residential projects containing 15 or more units be affordable to very low- and low-income households. For all new single-family residential projects of 15 units or more, at least 20 percent of the project's dwelling units must be affordable to very low, low, and/or moderate income households. Commercial, office, and industrial development are also required either to construct units or pay an in-lieu fee.

Inclusionary units must: (1) be dispersed throughout the project unless otherwise approved by the City; and, (2) be constructed with identical exterior materials and an exterior architectural design that is consistent with the market rate units in the project. However, inclusionary units can be of smaller size than the market units in the project and they may have fewer interior amenities than the market rate units in the project. Other requirements are that the inclusionary units remain affordable in perpetuity through recordation of an affordable housing agreement, and that the inclusionary units in a project be constructed concurrently within or prior to the construction of the project's market rate units.

Although the City's ordinance requires rental development to provide affordable units, a recent court case does not permit this unless the developer agrees and receives either financial assistance or a regulatory incentive. The City is currently exploring alternatives regarding rental housing projects.

### Pleasanton Inclusionary Flexibility and Incentives

The primary emphasis of the inclusionary zoning ordinance is to achieve the inclusion of affordable housing units to be constructed in conjunction with market rate units within the same project in all new residential projects. However, since this may not always be practical, the City allows alternative ways for a development to meet its inclusionary requirement. At the discretion of the City, alternatives include: construction of units off-site at a location within the city other than the project site; land dedication; credit transfers if a project exceeds the total number of inclusionary units required; alternate methods of compliance as approved by the City Council; and payment of a lower income housing fee.

The following incentives may be approved for applicants who construct inclusionary units on-site: (1) fee waiver or deferral; (2) design modifications (educed setbacks; reduction in infrastructure requirements; reduced open space requirements; reduced landscaping requirements; reduced interior or exterior amenities; reduction in parking requirements; and height restriction waivers); (3) use of available lower income housing funds for the purpose of providing second mortgages to prospective unit owners or to subsidize the cost of a unit to establish an affordable rent or an affordable sales price; and (4) priority processing of building and engineering approvals.

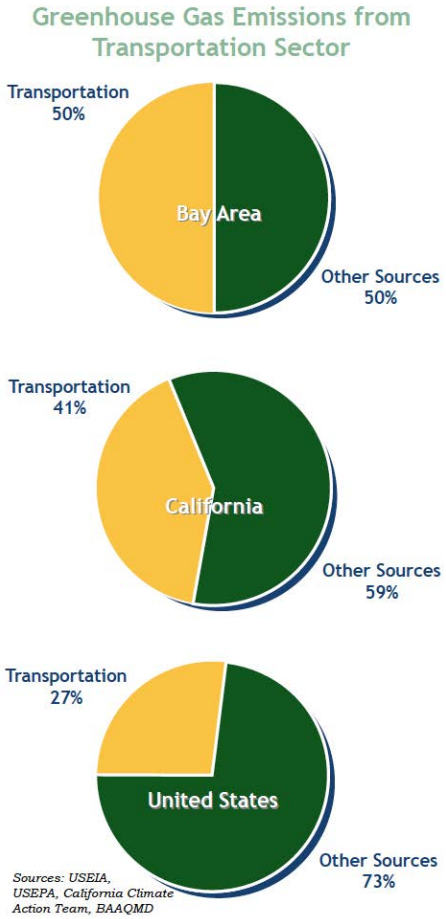
### Evaluation

The City of Pleasanton's inclusionary requirements are similar to those of other jurisdictions in Alameda County and similar size communities in the Bay Area and are not a constraint to the production of housing. In general, inclusionary requirements in the Bay Area range from 10 percent up to 25 percent, with the majority of jurisdictions requiring 15-20 percent of the units in projects to be affordable to very low-, low-, and moderate-income households. Projects have been submitted recently that provide further evidence of the feasibility of developing units under the City's inclusionary requirements. Many communities offer a variety of concessions or incentives for construction of affordable units, including but not limited to, density bonuses or incentives of equal financial value, waiver or modification of development standards, provision of direct financial assistance, and deferral or reduction of payment of fees.

The general range for the size of projects requiring the construction of affordable units (and tipping of inclusionary requirements) is at 10 or more units. However, there are jurisdictions in that require the payment of fees for smaller projects. Those jurisdictions require a proportional fee based on the size of the project.

## E SUSTAINABILITY, CLIMATE CHANGE AND ENERGY

The City of Pleasanton encourages resource conservation in residential projects. The use of energy and water conservation, alternative energy, and "green building" measures has become a major priority of the City due to energy cost increases and the general recognition that continuing demand for energy and water has implications for environmental quality and the ability of energy and water suppliers to meet this demand. The use of resource-conserving measures can greatly reduce the ongoing costs of heating, cooling, and water by reducing the need for electricity, natural gas, and water. As energy and water prices rise, they become a higher proportion of the overall cost of housing, and they can have a major impact on the ability of households to meet their monthly housing budget. This is a concern for households at all income levels, but particularly very low-, low-, and moderate-income households.



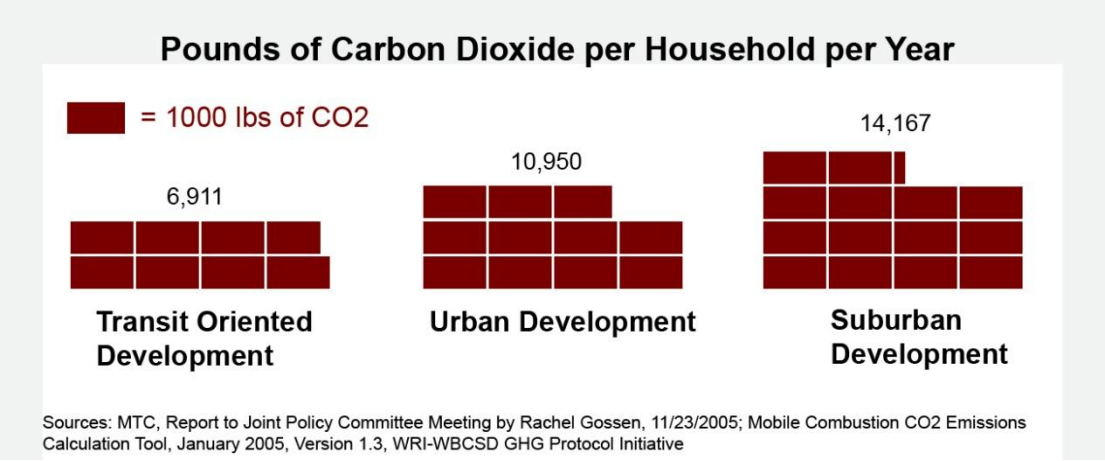

All residential projects are reviewed for opportunities to maximize natural heating and cooling through the climate orientation of lots and buildings, and the use of appropriate landscaping and street trees. Residential structures must meet all requirements of the CBC with respect to energy saving materials and designs. The use of innovative, cost-effective materials and designs to exceed these Code requirements is encouraged. City policies, together with the General Plan Map, also encourage the location of higher-density residential projects within walking distance of transit stops, commercial centers, and employment sites, thereby reducing consumption of gasoline.

Sustainability, climate action planning, and energy conservation are local, regional and national concerns. According to the Environmental Protection Agency (EPA), "Smart growth development practices support national environmental goals by preserving open spaces and park land and protecting critical habitat; improving transportation choices, including walking, bicycling, and transit, which reduces emissions from automobiles; promoting brownfield redevelopment; and reducing impervious cover, which improves water quality."

## Sustainability and Climate Change

A major focus of federal, state, and local governments on new urbanism, smart growth, and transit-oriented development is the revitalization and densification of cities, with a goal of making cities across America walkable, mixed-use communities, with pedestrians and bicycles given top priority over automobiles. This goal includes a serious focus on increasing use of bicycles, buses and trains as major forms of transportation.

The Metropolitan Transportation Commission (MTC) has evaluated commuting patterns of people that live within half a mile of a transit center, versus those who live in urban and suburban areas (Report to Joint Policy Commission by R. Gossen, 11/23/2005). They found that being in transit-oriented development dramatically reduces the number of car trips that people take and the total vehicle miles traveled. A typical suburban household drives just over 40 miles a day, which causes over 14,000 pounds of CO2 a year (see figure below). A typical resident in a transit-oriented development drives half that distance, and consequently produces half as much carbon dioxide.




One of the best ways of reducing the number and length of car trips is by providing walkable communities that offer a mix of housing, retail and commercial buildings, all near varied transportation options (called transit oriented developments). This alone reduces vehicle miles by 30 percent and adds to the quality of life of residents (Growing Cooler, Urban Land Institute, 2008).

A large part of the reduction in CO2 is because residents who live near transit use it. According to the MTC, over 30 percent of households in transit-oriented developments commute by public transit. The state's AB 32 global warming legislation and newly passed SB 375 will place increasing emphasis on sustainable community patterns regionally that incorporate feasible balances between jobs and housing, and emphasize transit oriented development near major transit stops or high quality transit corridors (train and bus) identified in the regional transportation plan.

## Energy Conservation

Housing Elements are required to identify opportunities for energy conservation. Energy costs have increased significantly over the past several decades, and climate change concerns have increased the need and desire for further energy conservation and related green building programs. Buildings use significant energy in their design, construction and operation. The use of green building techniques and materials can significantly reduce the resources that go into new construction and can make buildings operate much more efficiently. One common definition of

green building is "design and construction practices that significantly reduce or eliminate the negative impacts of buildings on the environment through energy efficiency and renewable energy, conservation of materials and resources, water efficiency, site planning and indoor environmental quality."

Title 24 of the California Administrative Code sets forth mandatory energy standards for new development, and requires adoption of an energy budget. In turn, the home building industry must comply with these standards while localities are responsible for enforcing the energy conservation regulations. In addition, in January 2011 CALGreen became effective established mandatory minimum Green Building requirements throughout California.

The City enforces energy conservation standards enacted by the state and Chapter 17.50 of the Pleasanton Municipal Code, Green Building, which generally requires new residential projects and residential additions greater than 2,000 square feet in size to incorporate Leadership in Energy and Environmental Design or GreenPoint Rated measures, and policies and programs incorporated into the General Plan. In July 2009, the City of Pleasanton adopted a General Plan which includes housing policies and programs for existing and new units related to green building, energy conservation, energy efficiency, water conservation, climate change, and community character.

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.

The 2015–2023 Housing Element also contains a program encouraging consideration of utilizing the City's Lower-Income Housing Fund for low-interest loans to support alternative energy usage and significant water conservation in exchange for securing very-low- and low-income new and/or existing rental housing units.

The City of Pleasanton also established a Solar Affordable Housing Program in 2004. The program, which is administered in collaboration with GRID Alternatives (a private company), provides grant funds that are coordinated with volunteer labor and technical assistance to enable the installation of photovoltaic systems on deed-restricted homes that were purchased by eligible low income homeowners in Pleasanton. In addition to coordinating the labor, GRID assists the homeowners to obtain state subsidies resulting in no out-of-pocket costs to the homeowners. Low-income households benefit two-fold by promoting energy conservation while significantly reducing their monthly energy expenditures.

### Energy Conservation Services by Pacific Gas and Electric

Pacific Gas & Electric (PG&E) provides a variety of energy conservation services for residents and PG&E also participates in several other energy assistance programs for lower-income households, which help qualified homeowners and renters, conserve energy and control electricity costs. These include the California Alternate Rates for Energy (CARE) program and the Relief for Energy Assistance through Community Help (REACH) program. CARE provides a 15 percent monthly discount on gas and electric rates to income qualified households, certain nonprofits, facilities housing agricultural employees, homeless shelters, hospices and other qualified nonprofit group living facilities.

The REACH program provides one-time energy assistance to customers who have no other way to pay their energy bill. The intent of REACH is to assist low-income customers, particularly the elderly, persons with disabilities, sick, working poor, and the unemployed, who experience severe hardships and are unable to pay for their necessary energy needs.

## Appendix A

# Review and Assessment of 2007 Housing Element

# Appendix A: Review and Assessment of 2007 Housing Element

## *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** | **Time Frame 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. | Ongoing | 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. One high density housing site was re-zoned from Planned Unit Development – High Density Residential/Commercial District to Planned Unit Development – Mixed Use District. The City found that the remaining sites identified in the Housing Element were adequate to accommodate the jurisdiction's share of the regional housing need pursuant to Section 65584 as well as Program 1.1 | This program will be continued. |
| **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. | Ongoing | 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 ongoing basis. | This program will be deleted. The Zoning Code allows for mobile homes and factory built housing. |
| **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 in 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* | This program will be continued. |

| 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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| **Name of Program** | **Objective** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| | | | *being rented*<br>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. | |
| **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 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. | This program will be continued. |
| **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. | | January 2013 | 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. | This program will be modified to remove implemented portions and continued. |

| 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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| **Name of Program** | **Objective** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| **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. | Ongoing | The City continues to monitor new multi-family residential developments. From 2007 to 2013, 66 percent of the residential building permits issued were for rental housing. | This program will be continued. |
| **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). | 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. | As needed | The City continues to regulate condominium conversions. This program is implemented on an ongoing basis, although there were no residential rental units converted to ownership units between 2007 and 2014. | This program will be continued. |
| **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 versus for-ownership units in the city. There were no applications to convert residential rental units to ownership units between 2007 and 2014. | This program will be combined with Program 8.1.. |
| **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 administer the Condominium Conversion Ordinance. Between 2007 and 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. | This program will be continued. |
| **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. | This program will be combined with Program 8.1.. |

| 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** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| **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 Program 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. | This program will be continued. |
| **Program 9.2:** Require the duration of extremely low-, low- and very-low-income set-aside units within projects to be in perpetuity. | | Ongoing | 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 years) since 2001. | This program will be continued. |
| **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 | | Ongoing; 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 | This program will be continued. |

| 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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| **Name of Program** | **Objective** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| 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. | | | 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 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 | | 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 held in February 2013 to further promote the City's newly rezoned residential properties. The availability of incentives is incorporated in the City's Inclusionary Zoning Ordinance, but for specific projects, was also promoted through the City's website, in local newspapers, and through posting at public places subject to normal procedures. This program helped to ensure that incentives were made available and known to the development community. | This program will be continued. |

| 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** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| 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. | | | | |
| **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. | | Ongoing | 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, MidPen Housing, and Tri-Valley REACH, which may lead to the development of new affordable housing within the next several years. | This program will be continued. |
| **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 Chapter 17.38 to comply with Program 9.6 of the Housing Element and State Density Bonus Law. | This program was completed and will not be continued. The City will promote the use of density bonuses as an incentive to developers through the implementation of Program 9.4. |
| **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, | | 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. | This program was completed and will not be continued. |

| 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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| **Name of Program** | **Objective** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| 23 and 24) and would provide more certainty for multifamily 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). | Ongoing | The City continues to monitor the zoning within the City to accommodate all RHNA needs. This is implemented on an ongoing basis. | This program will be continued. |
| **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/Ongoing | The City continues to rehabilitate housing to the greatest extent feasible. A total of six 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. | This program will be continued. |

| 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** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| **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. | This program will be continued. |
| **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. | This program will be continued. |
| **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. | Ongoing | 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 apartment developments currently under review. | This program will be continued. |
| **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 project agreements were executed but they were subject to the terms of a settlement agreement. Several additional projects were approved or under review in 2013 and 2014 that were structured to be affordable in perpetuity. | This program will be continued. |
| **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. | | Ongoing | 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. | This program will be continued. |

| 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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| **Name of Program** | **Objective** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| **Program 13.4:** Provide rehabilitation funds where appropriate for apartment complexes in exchange for extended or perpetual assisted-housing time periods. | | Ongoing; dependent on specific proposals | The City continues to attempt to provide apartment rehabilitation loans to the greatest extent feasible; however, no apartment projects sought City funding for rehabilitation projects in 2012 or 2013. The City will continue to monitor future opportunities for providing financial assistance to existing apartment complexes in exchange for affordability restrictions. | This program will be continued. |
| **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. | | Ongoing; dependent on specific proposals | The City continues to issue bonds and provide funding for appropriate projects. Since 2007, the City has issued 315 bonds to reduce apartment complex mortgages. In 2013, 35 bonds were issued for units affordable to very low-income households and 133 bonds issued for units affordable to above moderate-income households. | This program will be continued. |
| **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 have been funded through the CIP under existing replacement and expansion funds. | This program will be continued. |
| **Program 14.2:** Waive City fees for housing developments affordable to extremely low-, low- and very-low-income households. | | Ongoing | 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. The fees waived for the two projects approved in 2012 would be $653,542 and $645,823. 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 | This program will be continued. |

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| | | | Hacienda, California Center, Commons at Gateway, and Vintage (Auf der Maur)). Three projects submitted for building permits in late 2013. The aggregate fees waived for the four projects approved in 2013 is slightly over $3 million (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. | | Ongoing | 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 net total of 272 units (with a new total of 113 net affordable units at various affordability rates.) | This program will be continued. |
| **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. | | Ongoing | The City continues to advocate federal and state legislative changes and provides general support on an ongoing basis. | This program will be continued. |
| **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. | | Ongoing | The City continues to support state reform and provides general support on an ongoing basis. | This program will be continued. |
| **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. | This program will be continued. |

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| **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. | This program will be continued. |
| **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. | | Ongoing | As noted above, the City continues to work with nonprofit 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. | This program will be continued. |
| **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 | | Ongoing | 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 annual progress report to the state. | This program will be continued. |

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| **Name of Program** | **Objective** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| 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. | Ongoing | Between 2007 and 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, homebuyer education, and housing law for tenants and landlords. | This program will be continued. |
| **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. | | Ongoing | Between 2007 and 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. | This program will be continued. |
| **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. | | 2011–2014 | While no neighborhood incentives/revitalization programs were implemented between 2007 and 2014, the City adopted standards and guidelines for high density housing to ensure compatibility with existing high quality neighborhoods. The City continues to analyze and review possible programs for future incentives in coordination with new projects. | This program will be modified to include a more specific timeline. |

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| **Name of Program** | **Objective** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| **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/Ongoing | 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). | This program will be continued. |

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| **Name of Program** | **Objective** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| **Program 16.2:** Review the City's Inclusionary Zoning Ordinance and amend if required:<br>• for consistency with the Housing Element and other City affordable housing programs;<br>• to identify incentives for non-profit housing developers and other housing developers to construct projects including three bedroom units for large households;<br>• to determine if it is appropriate to increase the percentage of affordability to support housing affordable to low- and very-low-income households;<br>• to be consistent with recent court decisions regarding rental housing;<br>• as a potential constraint to housing. | | Annually/Ongoing. | 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 associated with the City's Inclusionary Zoning Ordinance. 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., Palmer, Costa-Hawkins). | This program will be continued. |
| **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 | 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. 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., Palmer, Costa-Hawkins). | This program will be continued. |

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| | 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 17.2:** Exempt all housing units affordable to low- and very-low-income households from the low-income housing fee. | | Ongoing | The City has continued to exempt all affordable housing units from the low income housing fee between 2007 and 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 and two in 2014. 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. | This program will be continued. |
| **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/Ongoing | Between 2007 and 2014, the City used the Lower-Income Housing Fund to help develop Kottinger Gardens. The City currently has ownership of one parcel of land at 4138 Vineyard Avenue (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. | This program will be continued. |
| **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 | | As needed/Ongoing | In 2013, the City Council appropriated $10 million from the Lower Income Housing Fund (LIHF) 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 | This program will be continued. |

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| 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. | | | funding for a 10-unit project for low income homeowners 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. | | Ongoing | Although this situation did not present itself between 2007 and 2014, the City will continue to consider nonprofit vs for-profit partnerships on a case-by-case basis. | This program will be continued. |
| **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. | 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. | Ongoing; 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 addition, a workshop was organized for February 5, 2013, to provide direct information to nonprofit housing developers on specific opportunities and programs. | This program will be continued. |

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| **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. | | Ongoing | 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 and 2014, including East Bay Housing Organizations, ECHO Housing, CRIL, TVHOC, and Abode Services. In addition, the City worked directly with MidPen Housing and Habitat for Humanity on project-specific activities. | This program will be continued. |
| **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 Avenue in May 2011 with the intent of using the land to provide new affordable housing in conjunction with redevelopment of Kottinger Place by MidPen Housing (a nonprofit). The City will continue to monitor future opportunities to acquire land for affordable housing. | This program will be continued. |
| **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. | This program will be continued. |
| **Program 29.2:** Review and amend if necessary the Growth Management Ordinance to reflect current housing and infrastructure conditions and current | | End of 2012, then annual review. | The City continues to review and amend the Growth Management Program as necessary. A Growth Management Report was presented to the City Council on October 15, 2013, determining that the annual unit | This program will be continued. |

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| 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. | | | 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, 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. | Ongoing | The City continues to enforce all provisions of the City Zoning, Building and Fire Codes. This program is implemented on an ongoing basis. | This program will not be continued. The City's Building Department Fire Department implements this program. |
| **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. | Ongoing | 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 that approximately 10 cases per year of this type are investigated. 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. | This program will be continued. |
| **Program 34.2:** Continue the Rental Housing Rehabilitation Program to improve rental units affordable to low- , extremely low-, and very-low-income households. | | Ongoing | 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 homeowners, one grant was | This program will be continued. |

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| | | | 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 the City's Lower-Income Housing Fund for rehabilitation of housing units affordable to extremely low-, low- and very-low-income households. | | Ongoing | Between 2009 and 2014, the City continued to 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. | This program will be modified to identify the CDBG funding priority for the next eight-year planning period. |
| **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. | Ongoing | 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, five large scale apartment and mixed-use developments totaling 1,302 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. | This program will be continued. |
| **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. | Ongoing | The City continues to maintain existing zoning of infill sites with densities consistent with the General Plan. This program is implemented on an ongoing basis. | This program will be continued. |

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| **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. | | Ongoing | 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 minimal impacts to neighboring properties. | This program will be continued. |
| **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 workforce 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. | This program was completed and will not be continued. |
| **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 | | 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 approved 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 | This program will be continued. |

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| facilitate relocating existing commercial/office/industrial uses in order to enable development with residential uses. Specific incentives may include the following:<br>• Transfer of development rights;<br>• A review of traffic requirements and evaluation measures to facilitate mixed use development;<br>• Development of transit alternatives;<br>• Use of development agreements;<br>• Flexibility of parking standards; and<br>• Expedited processing of development applications. | | | 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. | |
| **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 Avenue in 2011 to facilitate redevelopment of Kottinger Place by MidPen Housing (a nonprofit). The City will continue to monitor future opportunities to acquire sites for affordable housing. | This program will be continued. |
| **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. | | Ongoing; 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. | This program will be continued. |
| **Program 38.3:** If the City acquires or obtains control of a potential housing site, in order to facilitate the provision of | | 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 MidPen Housing in 2011. Any | This program will be continued. |

| 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** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| 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. | | | 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, and the Parkview). | |
| **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 housing opportunities affordable to low- and very-low-income households and fair housing issues on its web site. | As needed | The City continues to support state and federal provisions for enforcing anti-discrimination laws. This program is implemented on an ongoing basis. | This program will be continued. |
| **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- | 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. | Ongoing | The City continues to provide housing opportunities for households with special needs. In 2013, the City is also working with MidPen Housing on a 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 | This program will be continued. |

| 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** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| 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. | | | 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. | This program will be continued. |
| **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-income 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 and 2014. Between 2007 and 2014, the majority of the City's allocation of CDBG funds benefited these groups. | This program will be continued. |
| **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 | | Annually | The City continues to set aside Lower-Income Housing Fund (LIHF) 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 and 2014 through the HHSG grant program to | This program will be continued. |

| 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** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| with extremely low-incomes. | | | 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. | | Ongoing | 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. | This program will be continued. |
| **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. | | Ongoing | 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 ongoing basis. | This program has been completed and group homes for six persons or fewer are allowed by right as stated in the zoning code. Therefore, this program will not be continued. |
| **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. | | Ongoing | 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. | This program will be continued. |

| 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** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| **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. | | Ongoing | The City continues to require universal design for larger new residential projects. Inclusion of universal design elements was required as a condition of 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. | This program will be continued. |
| **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 with California Health and Safety Code pertaining to Housing for Agricultural Employees consistent with Program 41.9 of the Housing Element. | This program was completed and will not be continued. |
| **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. | This program was completed and will not be continued. |
| **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 44: Preserve and enhance environmental quality in conjunction with the development of housing, including additions and remodels. | Ongoing | 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 ongoing basis through project review. | This program will be continued. |

| 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** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| • Policy 6 and programs 6.1 and 6.3 of the Air Quality and Climate Change Element<br>• Programs 1.5, 1.7, 1.8, 1.12, 1.13, 1.14, and 3.12 of the Water Element<br>• Program 9.1 of the Community Character Element<br>• 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 | | | | |
| **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. | | Ongoing | The City continues to utilize the City's Lower-Income Housing Fund. In 2012, the City funded the addition of photovoltaic panels on six price-restricted homes owned by low-income first-time homebuyers in Pleasanton through a partnership with GRID Alternatives (an ongoing program). The solar systems promote affordability will be reducing the monthly housing costs for these residents. Although the program continued to be available in 2013, no homeowners sought assistance during that period. | This program will be continued. |
| **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. | Ongoing | 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 for improvement. (See additional comments under Program 45.4 below on the | This program will be continued. |

| 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** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| | | | 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 and 2014. | This program will be continued. |
| **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 | | 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 nonprofit and for-profit developers as well as owners of current residential sites within the city. | This program will be continued. |

| 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** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| 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. | | | | |
| **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. | | Annually or as deemed needed by CM | In August of each year, the CAFER was completed for the 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 income, race, elderly and disabled. | This program will be continued. |
| **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 nonprofit housing developers to identify potential opportunities for affordable housing, including the EPSP area. | This program will be continued. |
| **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 | 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 with California Government Code pertaining to Emergency Homeless | This program was completed and will not be continued. |

| 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** | **Time Frame in H.E.** | **Status of Program Implementation** | **Continue Modify or Delete** |
| 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. | | | 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 with 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. | This program will be modified to allow transitional and supportive housing in all zones that allow residential. |

## Appendix B

# Housing Sites Inventory

**2015–2023 UPDATE**

# HOUSING SITES INVENTORY

| Site # | APN | Name | Location | GP Des | Vacancy Status | Specific Plan Area | Zoning | Acres | Max Density (Units/Acre) | Max Capacity | Realistic Capacity | Site Constraints | RHNA Met | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | VL/L >80% | M 80<120% | AM >120% | Total |
| Permitted and Approved | | | | | | | | | | | | | | | | |
| 1 | 941-2778-012-00 | Hacienda Site 1 (BRE) | SEC Owens Dr./Willow Rd. | Mixed Use/ Business Park | Vacant - Entitled | None | PUD-MU | 8.4 | 30 | 252 | 255 | Based on deed-restricted units in the Low Income Housing Agreement that was developed with the City and approved at the time of entitlements. | 38 | 217 | | 255 |
| 2 | 941-2778-011-00 | Hacienda Site 2 (BRE) | NWC Gibraltar Dr./Hacienda | Mixed Use/Business Park | Vacant - Entitled | None | PUD-MU | 8.2 | 30 | 246 | 251 | Based on deed-restricted units in the Low Income Housing Agreement that was developed with the City and approved at the time of entitlements. | 38 | 213 | | 251 |
| 3 | 4542-045-03 | Auf der Maur | 3150 Bernal (SEC Stanley Blvd./Bernal Ave.) | HDR | Vacant - Entitled | None | PUD-HDR | 11.5 | 30 | 345 | 345 | Based on deed-restricted units in the Low Income Housing Agreement that was developed with the City and approved at the time of entitlements. | 27 | 318 | | 345 |
| 4 | 941-2780-019-01 | The Residence at California Center (Carr America) | 4550 Rosewood Dr. | Mixed Use/Business Park | Vacant - Entitled | None | PUD-MU | 8.9 | 30 | 267 | 305 | Based on deed-restricted units in the Low Income Housing Agreement that was developed with the City and approved at the time of entitlements. | 23 | 282 | | 305 |
| 5 | 947-0008-003-00 | Commons at Gateway (HDR) | 1600 Valley Ave. | HDR | Vacant - Entitled | None | PUD-HDR | 7 | 30 | 210 | 210 | Based on deed-restricted units in the Low Income Housing Agreement that was developed with the City and approved at the time of entitlements. Note: Only the HDR portion of the project is deed restricted. | 17 | 193 | | 210 |
| 6 | 947-0008-003-01 | Commons at Gateway (MDR) | 1600 Valley Ave. | HDR | Vacant - Entitled | None | PUD-MDR | 19.7 | 8 | 157 | 97 | Realistic unit capacity based on development agreement. | | | 97 | 97 |
| 7 | 941-2762-006-00 | Summerhill Apartments (CM Capital 1) | 5850 W. Las Positas | Mixed Use/Business Park | Vacant - Entitled | None | PUD-MU | 5.9 | 30 | 177 | 177 | Based on deed-restricted units in the Low Income Housing Agreement that was developed with the City and approved at the time of entitlements. | 18 | 159 | | 177 |
| 8 | 946-1691-011-00 | Ponderosa Homes (Ivy Lane) | 4204 Stanley | PUD-MDR | Vacant - Entitled | None | PUD-MDR | 2.1 | 8 | 16 | 12 | Realistic unit capacity based on approved City entitlements. | | | 12 | 12 |

| Site # | APN | Name | Location | GP Des | Vacancy Status | Specific Plan Area | Zoning | Acres | Max Density (Units/Acre) | Max Capacity | Realistic Capacity | Site Constraints | RHNA Met | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | VL/L >80% | M 80<120% | AM >120% | Total |
| 9 | 941-2764-015-00 | Anton Hacienda (Nearon) | 5725 W. Las Positas | Mixed Use/Business Park | Vacant - Entitled | None | PUD-MU | 5.6 | 30 | 168 | 168 | Based on deed-restricted units in the Low Income Housing Agreement that was developed with the City and approved at the time of entitlements. | 35 | 133 | | 168 |
| 10 | 094-0013-017-00 | Kottinger Gardens | 240 and 251 Kottinger and 4133 and 4138 Vineyard Avenue | HDR | 50 Units - Entitled | None | PUD-HDR | 3.47 | 30 | 192 | 185 | Based on deed-restricted units in the Low Income Housing Agreement that was developed with the City and approved at the time of entitlements. Required lot consolidation to demolish Kottinger Place (50 homes) and Pleasanton Garden (40 homes) and construct 185 new senior units. The demolished units are included within the realistic capacity but excluded from the RHNA Total. | 95 | | | 95 |
| | 094-0992-033-03 | | | HDR | 40 Units - Entitled | None | PUD-HDR | 1.95 | | | | | | | | 0 |
| | 094-0095-017-00 | | | HDR | Vacant non-habitable structure - Entitled | None | PUD-HDR | 0.51 | | | | | | | | 0 |
| | 094-0995-034-00 | | | HDR | Non-habitable structure - Entitled | None | PUD-HDR | 0.5 | | | | | | | | 0 |
| 11 | 946-1689-011-00 | Molinaro/Donato | 4189 and 4171 Old Stanley Blvd., including 3 adjacent unaddressed parcels to the north | HDR | Vacant - Entitled | DTSP | R-1-65 | 0.14 | 15 | 2 | 12 | Non-vacant: 1 existing unit, 1.17 acre potential for development, required site consolidation. Multiple lots under current APNs will be merged into a single site. | | | 12 | 12 |
| | 946-1689-016-00 | | | HDR | SFR - Entitled | DTSP | R-1-65 | 0.32 | 15 | 4 | | | | | | 0 |
| | 946-1689-017-00 | | | HDR | Vacant - Entitled | None | R-1-6,500 | 0.26 | 15 | 3 | | | | | | 0 |
| | 946-1689-018-00 | | | HDR | Vacant - Entitled | None | R-1-6,500 | 0.30 | 15 | 4 | | | | | | 0 |
| | 946-1689-019-00 | | | HDR | Vacant - Entitled | None | R-1-6,500 | 0.15 | 15 | 2 | | | | | | 0 |
| 15 | 946-4603-010-00 | Beratlis Place[1] | 7 Beratlis Place | LDR | Vacant - Entitled | None | PUD-LDR | 0.42 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-011-00 | Beratlis Place[1] | 15 Beratlis Place | LDR | Vacant - Entitled | None | PUD-LDR | 0.50 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-012-00 | Beratlis Place[1] | 23 Beratlis Place | LDR | Vacant - Entitled | None | PUD-LDR | 0.59 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-013-00 | Beratlis Place[1] | 31 Beratlis Place | LDR | Vacant - Entitled | None | PUD-LDR | 0.36 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-014-00 | Beratlis Place[1] | 39 Beratlis Place | LDR | Vacant - Entitled | None | PUD-LDR | 0.35 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-015-00 | Beratlis Place[1] | 47 Beratlis Place | LDR | Vacant - Entitled | None | PUD-LDR | 0.37 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |

| Site # | APN | Name | Location | GP Des | Vacancy Status | Specific Plan Area | Zoning | Acres | Max Density (Units/Acre) | Max Capacity | Realistic Capacity | Site Constraints | RHNA Met | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | VL/L >80% | M 80<120% | AM >120% | Total |
| | 946-4603-016-00 | Beratlis Plac[1]e | 55 Beratlis Place | LDR | Vacant - Entitled | None | PUD-LDR | 0.60 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-017-00 | Beratlis Place[1] | 63 Beratlis Place | LDR | Vacant - Entitled | None | PUD-LDR | 0.51 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-018-00 | Beratlis Place[1] | 40 Beratlis Place | LDR | Vacant - Entitled | None | PUD-LDR | 0.89 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-019-00 | Beratlis Place[1] | 19 Beratlis Place | LDR | Vacant - Entitled | None | PUD-LDR | 0.64 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-020-00 | Beratlis Place[1] | 24 Beratlis Place | LDR | Vacant - Entitled | None | PUD-LDR | 0.58 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-021-00 | Beratlis Place[1] | 16 Beratlis Place | LDR | Vacant - Entitled | None | PUD-LDR | 0.54 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-009-00 | Beratlis Place[1] | 2999 Crestablanca Drive | LDR | Vacant - Entitled | None | PUD-LDR | 0.49 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-008-00 | Beratlis Place[1] | 2708 Crellin Road | LDR | Vacant - Entitled | None | PUD-LDR | 0.48 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4603-007-00 | Beratlis Place[1] | 2720 Crellin Road | LDR | Vacant - Entitled | None | PUD-LDR | 0.49 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| 13 | 946-4614-019-00 | Hatsushi[2] | 2798 Vineyard | LDR | Vacant - Entitled | VASP | PUD-LDR | 7.27 | 2 | 14 | 9 | Realistic unit capacity based on development agreement. | | | 9 | 9 |
| | 946 -4614-014-00 | Hatsushi[2] | 1 Hatsushi Terrace | LDR | Vacant - Entitled | VASP | PUD-LDR | 1.46 | 2 | 2 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4614-015-00 | Hatsushi[2] | 5 Hatsushi Terrace | LDR | Vacant - Entitled | VASP | PUD-LDR | 0.52 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4614-016-00 | Hatsushi[2] | 9 Hatsushi Terrace | LDR | Vacant - Entitled | VASP | PUD-LDR | 0.56 | 2 | 1 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4614-017-00 | Hatsushi[2] | 13 Hatsushi Terrace | LDR | Vacant - Entitled | VASP | PUD-LDR | 0.48 | 2 | | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| 14 | 946-1350-015-08 | Apperson Ridge | 1944 Three Oaks Drive | MDR | Vacant - Entitled | VASP | PUD-LDR | 8.00 | 8 | 64 | 10 | Realistic unit capacity based on development agreement. Non-vacant: 1 existing unit, 8 acre potential for development, contains a parcel with three General Plan designations under one | | | 10 | 10 |

| Site # | APN | Name | Location | GP Des | Vacancy Status | Specific Plan Area | Zoning | Acres | Max Density (Units/Acre) | Max Capacity | Realistic Capacity | Site Constraints | RHNA Met | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | VL/L >80% | M 80<120% | AM >120% | Total |
| | | | | | | | | | | | | APN for total of 20 acres. | | | | |
| 15 | 946-4615-004-03 | Austin Property | 3459 Old Foothill Road | LDR | Vacant - Entitled | None | PUD-LDR | 8.40 | 2 | 16 | 8 | Realistic unit capacity based on development agreement. Non-vacant: 1 existing unit, 8.4 acre potential for development, contains a parcel with multiple General Plan designations under one APN for total of 30.4 acres. | | | 8 | 8 |
| 16 | 946-4611-002-00 | Oak Ridge Estates[3] | 1 Winding Oaks Drive | LDR | Vacant - Entitled | VASP | PUD-LDR | 1.402 | 2 | 2 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4611-003-00 | Oak Ridge Estates[3] | 2 Winding Oaks Drive | LDR | Vacant - Entitled | VASP | PUD-LDR | 1.561 | 2 | 3 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4611-004-00 | Oak Ridge Estates[3] | 3 Winding Oaks Drive | LDR | Vacant - Entitled | VASP | PUD-LDR | 1.964 | 2 | 3 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4611-005-00 | Oak Ridge Estates[3] | 4 Winding Oaks Drive | LDR | Vacant - Entitled | VASP | PUD-LDR | 3.963 | 2 | 7 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4611-006-00 | Oak Ridge Estates[3] | 5 Winding Oaks Drive | LDR | Vacant - Entitled | VASP | PUD-LDR | 3.345 | 2 | 6 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4611-007-00 | Oak Ridge Estates[3] | 6 Winding Oaks Drive | LDR | Vacant - Entitled | VASP | PUD-LDR | 3.295 | 2 | 6 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | 946-4611-008-00 | Oak Ridge Estates[3] | 7 Winding Oaks Drive | LDR | Vacant - Entitled | VASP | PUD-LDR | 3.755 | 2 | 7 | 1 | Realistic unit capacity based on development agreement. | | | 1 | 1 |
| | Vacant and Underutilized Sites | | | | | | | | | | | | | | | |
| 17 | 946-3479-001-00 | Hoile (Altieri/Marshall ) | 1851 Rose Ave. | MDR | Underutilized | None | PUD-MDR | 6.95 | 8 | 55 | 19 | Non-vacant: 1 existing unit, 6.95 acre potential for development, contains a parcel with three General Plan designations under one APN for total of 9.09 acres. | | | 19 | 19 |
| 18 | 094-0153-001-00 | Auf de Maur / Maestas Property | 418 Rose Ave. | HDR | Vacant | DTSP | RM-15 | 0.26 | 15 | 3 | 4 | Vacant residential: access constraints. | | | 4 | 4 |

| Site # | APN | Name | Location | GP Des | Vacancy Status | Specific Plan Area | Zoning | Acres | Max Density (Units/Acre) | Max Capacity | Realistic Capacity | Site Constraints | RHNA Met | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | VL/L >80% | M 80<120% | AM >120% | Total |
| 19 | 948-0004-006-03 | Auf der Maur property | 4534 Bernal Ave. | MDR | Vacant | None | PUD-MDR | 10.25 | 8 | 82 | 51 | Non-vacant: 2 existing units, 1.2 acre potential for development with slope and fault line setbacks. | | | 51 | 51 |
| 20 | 941-2771-015-00 | BART | 5859 Owens Drive | Mixed Use/Business Park | Vacant | None | PUD-MU | 6.96 | 30* | 208 | 124 | Previously rezoned vacant: parking lot, requires new sewer pump station and pipelines; | 124 | | | 124 |
| | 941-2778-002-00 | BART | 3838 Owens Drive | Mixed Use/Business Park | Vacant | None | PUD-MU | 7.97 | 30* | 239 | 125 | Previously rezoned vacant: parking lot, requires new sewer pump station and pipelines. | 125 | | | 125 |
| 21 | 941-2762-011-01 | CM Capital Property 2 | 5758 W. Las Positas | Mixed Use/Business Park | Underutilized | None | PUD-MU | 6.69 | 30* | 200 | 200 | Previously rezoned non-vacant: office, requires new sewer pump station and pipelines. | 200 | | | 200 |
| 22 | 941-2100-009-00 | Fuller/Frades property | 4134 Foothill (west side of Foothill Rd. in general) | RDR | Vacant | None | A/RDR | 5.09 | 1 | 1 | 1 | Vacant residential: 0.9 acre potential for development accounting for slope and fault line setback, water constraints, maximum of one unit permitted per site. | | | 1 | 1 |
| 23 | 946-1146-047-00 | Gonsalves property | 2215 Martin Ave. | LDR | Underutilized | None | PUD-LDR | 1.66 | 2 | 3 | 1 | Non-vacant:1 existing unit, sewer constraints | | | 1 | 1 |
| 24 | 941-2100-005-00 | Gywy property Foothill | 4100 Foothill (west side of Foothill Rd. in general) | RDR | Vacant | None | PUD-RDR/LDR/OS | 6.67 | 0.2 | 1 | 1 | Vacant residential: 0.3 acre potential for development, water constraints. | | | 1 | 1 |
| 25 | 941-2761-003-00 | Hacienda Site 3 (Roche) | 4300 Hacienda | Mixed Use/Business Park | Vacant | None | PUD-MU | 12.40 | 30* | 372 | 372 | Vacant nonresidential with residential allowed: sewer constraints. | 372 | | | 372 |
| 26 | 941-1201-052-03 | Kaiser | 5600 Stoneridge Mall Road | Mixed Use/Business Park | Vacant | None | PUD-MU | 6.10 | 30* | 183 | 183 | Previously rezoned vacant: parking lot, requires new pipelines. | 183 | | | 183 |

| Site # | APN | Name | Location | GP Des | Vacancy Status | Specific Plan Area | Zoning | Acres | Max Density (Units/Acre) | Max Capacity | Realistic Capacity | Site Constraints | RHNA Met | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | VL/L >80% | M 80<120% | AM >120% | Total |
| 27 | 950-0004-002-06 | Lin Property | 1400 Hearst Dr. | LDR | Vacant | None | PUD-RDR | 76.84 | 2 | 153 | 10 | Vacant residential: contains a parcel with multiple General Plan designations under one APN for a total of 560.3 acres, including non-developable portions. Capacity assumes site with residential development capacity, very limited capacity due to water, sewer and utility constraints. Constraints associated with topography and sensitive environmental areas also reduce capacity. | | | 10 | 10 |
| 28 | 948-0015-001-04 | Lund Ranch II Property 1a | Lund Ranch Rd. | LDR | Underutilized | None | PUD-LDR | 58.43 | 2 | 116 | 40 | Non-vacant parcel: 1 existing unit, 36 acre potential for development when accounting for slope and fault line setback, contains parcel with multiple General Plan designations under one APN for a total of 195.07 acres, 50 total units on the property is the realistic capacity per the known seismic study. | | | 40 | 40 |
| | 948-0015-001-04 | Lund Ranch II Property 1b | Lund Ranch Rd. | RDR | Underutilized | None | PUD-LDR | 123.00 | 0.2 | 24 | 10 | Non-vacant parcel: 1 existing unit, 36 acre potential for development when accounting for slope and fault line setback, contains parcel with multiple General Plan designations under one APN for a total of 195.07 acres, 50 total units on the property is the realistic capacity per the known seismic study. | | | 10 | 10 |
| 29 | 946-3930-050-01 | McCarthy property | 2768 Foothill Rd. | LDR | Underutilized | None | R-1-40 | 1.61 | 2 | 3 | 1 | Non-vacant: 1 existing unit. | | | 1 | 1 |
| 30 | 940-0128-041-00 | Nolan & Dwyer Property | 1027 Rose Ave. | MDR | Underutilized | None | PUD-MDR | 1.50 | 8 | 12 | 3 | Non-vacant: 1 existing unit, 10,000 sq. ft. lot minimum. | | | 3 | 3 |
| 31 | 946-3930-004-02 | Olesen Property | West of 2776 Foothill Rd. | LDR | Vacant | None | R-1-40,000 | 1.11 | 2 | 2 | 1 | Vacant residential: 1 acre potential for development accounting for slope and fault line setback. | | | 1 | 1 |

| Site # | APN | Name | Location | GP Des | Vacancy Status | Specific Plan Area | Zoning | Acres | Max Density (Units/Acre) | Max Capacity | Realistic Capacity | Site Constraints | RHNA Met | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | VL/L >80% | M 80<120% | AM >120% | Total |
| 32 | 946-1704-008-01 | Remen Tract | 3683 Vineyard Avenue | MDR | Underutilized | None | R-1-10 | 0.82 | 8 | 6 | 3 | Non-vacant: 1 existing unit, may require demolition of existing structures, sewer constraints. | | | 3 | 3 |
| 33 | 946-1704-008-05 | Remen Tract | 3731 Vineyard Avenue | MDR | Underutilized | None | R-1-10 | 0.33 | 2 | 1 | 1 | Non-vacant: 1 existing unit, sewer constraints. | | | 1 | 1 |
| 34 | 941-1201-057-02 | Sheraton | 5990 Stoneridge Mall Road | Mixed-Use | Underutilized | None | PUD-MU | 3.30 | 30* | 99 | 99 | Previously rezoned non-vacant: hotel, requires new pipelines. | 99 | | | 99 |
| 35 | 946-1146-046-00 | Singleton property | 2207 Martin Ave. | LDR | Underutilized | SDSP | PUD-LDR | 1.67 | 2 | 3 | 1 | Non-vacant: 1 existing unit, sewer constraints. | | | 1 | 1 |
| 36 | 948-0015-002-01 | Spotorno 1, MDR portion of site | 1000 Minnie | MDR | Vacant | HVSP | PUD-MDR | 13.25 | 8 | 106 | 30 | Vacant residential: contains a parcel with two zonings under one APN for total of 42.4 acres, one of the zonings is a non-residential | | | 30 | 30 |
| | 948-0015-002-02 | Spotorno 2, LDR portion of site | 1000 Minnie | LDR | Underutilized | HVSP | PUD-LDR | 2.94 | 2 | 5 | 5 | Non-vacant: 1 existing unit. | | | 5 | 5 |
| | 949-0016-006-00 | Spotorno 3a, Low Density portion of site | 1000 Minnie | Low Density: 1 Dwelling | Vacant | HVSP | PUD-SRDR | 23.07 | 1 | 1 | 1 | Vacant residential: contains a parcel with multiple zonings under one APN for a total of 111.3 acres, with nonresidential-zonings. | | | 1 | 1 |
| | 949-0016-006-00 | Spotorno 3b, MDR portion of site | 1000 Minnie | MDR | Vacant | HVSP | PUD-MDR | 0.60 | 8 | 4 | 4 | Vacant residential: contains a parcel with multiple zonings under one APN for a total of 111.3 acres, with nonresidential-zonings. | | | 4 | 4 |
| 37 | 941-1201-094-03 | Stoneridge Shopping Center | 1008 Stoneridge Mall Road | Mixed Use | Underutilized | None | PUD-MU | 74.60 | 40* | 2,984 | 88 | Previously rezoned non-vacant: shopping center, requires new pipelines; 10 acre potential for MF development. | 88 | | | 88 |
| 38 | 946-4574-004-00 | Wiemken property | 3747 Trenery Dr. | LDR | Underutilized | SDSP | PUD-LDR | 1.00 | 2 | 2 | 1 | Non-vacant: 1 existing unit, sewer constraints. | | | 1 | 1 |
| Totals | | | | | | | | | | | | | | | | |
| Totals | | | | | | | | 593.74 | | | | | 1,482 | 1,515 | 362 | 3,359 |
| RHNA | | | | | | | | | | | | | 1107 | 407 | 553 | 2,067 |
| Surplus Units | | | | | | | | | | | | | 375 | 1,108 | (191) | 1,292 |

[1] Beratlis Place: Vacant residential parcel with restricted capacity due to topography and hillside slope issues; 1 single parcel that was approved to be subdivided for 14 new single-family home lots, and is listed as separate entries since property has been subdivided but not developed.

[2] Hatsushi Terrace: Non-vacant: 1 existing unit, 10.28 acre potential for development, required site consolidation. A portion of the development has already processed a Parcel Map to create 4 of the 13 total lots.

[3] Oak Ridge Estates: Vacant residential parcel with restricted capacity due to topography and hillside slope issues; 1 single parcel that was approved to be subdivided for 7 new single-family home lots, and is listed as separate entries since property has been subdivided but not developed.