HOUSING COMMISSION AGENDA

Thursday, September 18, 2014
7:00 P.M.

City Council Chamber, 200 Old Bernal Avenue

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve Regular Meeting Minutes of June 19, 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 June, July, and August 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 (2nd Quarter 2014)

5. Quarterly Report of Housing Commission Activities (2nd Quarter 2014)

6. Quarterly Inventory of Below-Market Housing in Pleasanton (2nd Quarter 2014)

MEETING OPEN TO THE PUBLIC

7. Introductions / Awards / Recognitions

    a. Approve commendation for John Casey for service to the Housing Commission

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

PUBLIC HEARINGS AND OTHER MATTERS

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

9. Discussion Regarding Commission Work Plan and Housing Element Project Implementation

10. Appoint Representatives to East Pleasanton Task Force, Kottinger Place Task Force, Tri-Valley Housing Scholarship Program Board, and Consolidated Plan Subcommittee

COMMUNICATIONS

MATTERS INITIATED BY MEMBERS OF THE COMMISSION

COMMITTEE REPORTS

DISCUSSION OF FUTURE MEETING AGENDAS

ADJOURNMENT

Notice

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

Accessible Public Meetings

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

Housing Commission Minutes

[SUBJECT TO APPROVAL]

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

June 19, 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, June 19, 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, Commissioners John Casey, and Alternate Member Barry Cass
(Commissioner Colleen Lopez arrive at 7:05 p.m.)

Absent: Nita DenHoy

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

AGENDA AMENDMENTS

There were none.

MINUTES

1. Approve Regular Meeting Minutes of April 17, 2014

A motion was made by Commissioner Casey, seconded by Commissioner Cass, to approve the meeting minutes of April 17, 2014. **The motion was approved unanimously.**

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

A motion was made by Commissioner Casey, seconded by Commissioner Cass, to approve the

consent calendar. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

4. Introductions / Awards / Recognitions

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

a. Introduce New Housing Commission Members

Mr. Erickson introduced Barry Cass as the new Alternate to the Commission. He also advised that the new Regular member of the Commission, Nita DenHoy, was unable to attend due to vehicle problems on her out-of-town vacation.

b. Approve commendation for Pam and Fred Geiger for service to Ridge View Commons

Chairperson Welsh invited Pam and Fred Geiger to the front of the auditorium and read the following commendation:

"The Housing Commission commends Pam and Fred Geiger this 19th day of June, 2014. Whereas, Pam and Fred Geiger have served in their roles as on-site administrators at Ridge View Commons senior apartments since 2000; and whereas, Pam and Fred have embraced the job of administering Ridge View Commons with the utmost care, pride, and professionalism for which the complex stands as a regional showpiece for senior housing; and whereas, in the course of their career, Pam and Fred have gained the respect and admiration of residents, City staff, Barcelon, Eden, CalHFA, and their fellow professionals in the senior housing and services arena; and whereas, Pam and Fred have consistently attended monthly Housing Commission meetings to provide important information to the Commission and to represent the interest of the residents and property; and whereas, the Housing Commission appreciates Pam and Fred's long-standing dedication in their role as administrators at Ridge View Commons; now, therefore, be it resolved that the Housing Commission does hereby commend Pam and Fred Geiger and expresses its sincere appreciation for their service to the Ridge View Commons and the City of Pleasanton."

The Commission thanked Pam and Fred. Commissioners were reminded of the Open House event being held at Ridge View Commons on Friday, June 20, as an appreciation for the service provided by the Pam and Fred Geiger.

PUBLIC HEARINGS AND OTHER MATTERS

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

Mr. Erickson noted that at the March 2014 meeting, the Commission had approved the streamlined Annual Plan for fiscal year 2014 for the Pleasanton Housing Authority (PHA). Since this approval, staff has been alerted by HUD that the Annual Plan is required to include specific text addressing compliance with the Violence Against Women Act (VAWA) of 2005.

The Commission was advised by Mr. Erickson that the PHA is already in compliance with VAWA in terms of implementation, and the deficiency identified by HUD relates to incorporating

text into the Annual Plan. He reviewed with them the following amendments that staff has included to the Plan as required by HUD:

Page 1, Section 6.0 - sentence added to reference new VAWA text in Section 10.0
Page 3, Section 10.0 – paragraph referring to new Exhibit K
Page 17, Exh. K - new two-page description of PHA's implementation of VAWA requirements

A motion was made by Commissioner Casey, seconded by Commissioner Cass, to adopt the approved Annual PHA Plan for fiscal year 2014 with the modification to incorporate required language related to the Violence Against Women Act (VAWA).

ROLL CALL VOTE:
AYES: Commissioners Casey, Cass, Lopez, Mermelstein, and Welsh
NOES: None
ABSENT: Commissioner DenHoy
ABSTAIN: None

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

Mr. Erickson reviewed with Commissioners the proposed 2014/15 Operating Budget for Kottinger Place.

Mr. Cammer advised that the budget is similar to that for the previous year with items that were contract-related being increased by 2% and supply-related items being increased by 3%. He also noted that staff salaries are being taken from the Operating Budget.

A motion was made by Commissioner Casey, seconded by Commissioner Cass, recommending approval by City Council of the Annual Operating Budget for Kottinger Place for Fiscal Year 2014/15.

ROLL CALL VOTE:
AYES: Commissioners Casey, Cass, Lopez, Mermelstein, and Welsh
NOES: None
ABSENT: Commissioner DenHoy
ABSTAIN: None

8. Review and Comment Regarding Draft 2015-23 Housing Element

Jennifer Wallis, Associate Planner, noted that 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. It includes proposed actions to facilitate the provision of housing to meet the needs at all income levels. She reviewed with the Commission a PowerPoint presentation on the Housing Element that covered:

- Housing Element requirements and eight-year time-frame
- New issues within the planning period
- Regional Housing Needs Allocation (RHNA)
- Goals, Policies, and Programs.
- Summary of changes
- Background report
- Assessment in Appendix A
- Housing sites inventory in Appendix B

Ms. Wallis advised that staff is seeking input regarding refinements and clarifications to the Housing Element, and discussed possible updating of the schedule.

Commissioner Casey questioned whether this would be the last opportunity for the Commission to provide input on the Housing Element, and Commissioner Lopez asked if it could be brought back if requested by the Commission.

Chairperson Welsh opened the meeting for public comment at 7:29 p.m.

Karen Ellgas, 3274 Melanie Circle – discussed high density elements of the Housing Element and stated she was opposed to the RHNA numbers indicated. Ms. Ellgas would like to see a more concerted effort given to making changes to the areas that had been rezoned and asked that it be reconsidered and re-evaluated. She commented on the fact that Pleasanton is a "planned community" and asked that consideration be given while staying within the state requirements. Ms. Ellgas also suggested the schedule be changed so that this item goes to City Council in September, not August, since so many members of the community will be on vacation during August.

Jane Bowen, 3280 Melanie Circle – indicated that like Ms. Ellgas, she too lived in the Parkside Circle area and was concerned about the CM Capital property development. Ms. Bowen noted that Pleasanton voters have been very much in favor of maintaining the city as a planned community. She discussed: 1) the number of parcels within the city that already have building permits; 2) the Summerhill project that is taking place; and 3) the number of high density projects already taking place. Ms. Bowen read a quote from a Hart Middle School newsletter regarding traffic issues in the area, and felt that locating so many projects within the school locations would add additional problems and concerns. She felt some housing projects should be put in other locations.

Becky Dennis, 838 Gray Fox Circle – commented on a letter she had sent to the Housing Commission on behalf of Citizens for a Caring Community dated June 18, 2014. She asked that this letter be made available to members of the public attending this meeting. Ms. Dennis commented on the 2015-23 Housing Element Update Preliminary Draft not going forward with legal aspect. She suggested the Commission recommend to City Council that an Ordinance be put in place.

Referencing her June 18 letter, Ms. Dennis felt that:

1. The Housing Element contains internal conflicts between the goal of meeting Regional Housing Needs Allocation (RHNA) targets, the goal of approving HDR developments in accordance with Pleasanton's IZO, and staff's assertion that the City has surplus affordance housing capacity for the purposes of addressing the RHNA targets.
2. Staff's legally unenforceable IZO does not constrain the fulfillment of Pleasanton's regional housing obligations.
3. Staff failed to follow the Housing Commission's direction given at the April 2013 stakeholder workshop to develop IZO alternatives for inclusion in this Housing Element update.
4. The Draft Housing Element does not contain any new policies/programs that would encourage land owners to collaborate with nonprofit developers as a condition of seeking City approval for significant up-zoning of their property.

Ms. Dennis was concerned that members of the public were being left out in the decision-

making and that waiting eight more years to resolve issues would be too long.

James Paxson, 4305 Hacienda Drive, Suite 330 – commented on inventory and sites in Hacienda. Mr. Paxson advised that:

1. Building sites in Hacienda go through a rigorous review process, thoughtful consideration was given before they were included in the housing inventory, and all projects in the Hacienda Park are first class projects.
2. Sites are viable and need to be interesting to high quality developers.
3. Site rankings discussed.
4. Hacienda sites meet requirements of the City's General Plan more than other sites by offering sites that are easier to build, programs available to those living in the area, easy access to transportation, etc.

Mr. Paxson felt that Parkside residents had valid concerns and that getting input and critique from them makes for better projects.

Chairperson Welsh closed the meeting for public comment at 7:42 p.m.

Commissioner Casey thanked the public for their comments. He confirmed with Mr. Bocian that matters relating to land use and current designation were reviewed by the Planning Commission.

Commissioner Casey asked about Program 1.1 and was advised by Ms. Wallis that staff was not making any recommendations to re-designate properties.

Commissioner Casey's comments included: 1) with respect to Program 1.1, if there were any plans to re-designate at any time, then it should come back to this Commission and should be noted on the schedule; 2) whether staff believes that the current standard of 300 units built on an annual basis is an acceptable standard; and 3) the impact on schools based on input from the Pleasanton Unified School District.

Commissioner Lopez indicated she agreed with Ms. Dennis regarding Goal #5 and would like to see examples of what the City is planning to do.

Ms. Wallis and Mr. Bocian reviewed Goals 5 and 6 and felt that programs and policies in other areas of the Housing Element address Goal 5.

Commissioner Lopez indicated she was looking forward to the incentives being developed for Policy 10.

Commissioner Cass discussed with Mr. Bocian the ordinance issues that had been raised by Ms. Dennis. Mr. Bocian provided information about the IZO and stated that the City wanted to try and meet the 15% level indicated in the IZO. He discussed rent restrictions that are in place for the short term and advised that the City Council wanted a review of the Lower Income Housing Fee for which staff is currently developing information and will be bringing forward to discuss alternative options.

Commissioner Cass noted that he had been advised by staff that all developments meet the 15% IZO level. Mr. Bocian provided information on how the City could meet the goals.

Chairperson Welsh discussed the public being left out of the IZO process and how this should

be addressed. Mr. Bocian advised that staff discussions with developers in the early stages of project development are not done in a public hearing setting. However, the public has numerous opportunities to provide comments and input at various stages in the review process, and these comments are all taken into consideration as part of the City's action on any project.

Chairperson Welsh felt it is beneficial for the public to be involved in the process.

Commissioner Lopez asked about Goals 10 and 14 and the waiving of City fees, and suggested this be clarified and made clearer within the Housing Element. She also suggested that in Policy 16.1 the City call out what it has been doing.

Commissioner Casey suggested that managing the Housing Element without an ordinance would be difficult. He felt there needed to be some definition to plan a community based on a 300 units per year slow growth method, and not having a plan could force staff to have to haggle with developers. Commissioner Lopez agreed and felt Commissioner Casey's comments needed to be forwarded to City Council.

COMMUNICATIONS

Planning Commission Staff Report – June 11, 2014. Reviewed - no comment.

MATTERS INITIATED BY MEMBERS OF THE COMMISSION

Commissioner Casey discussed with staff making a Task Force assignment change for the East Pleasanton Task Force. He advised that due to his business travel he will no longer be able to represent the Commission on this Task Force. Mr. Erickson suggested this be done at the August meeting. Mr. Bocian advised that it may be necessary to cancel either the July or the August 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 July meeting is tentatively scheduled to include the following items:

- Workshop regarding the Housing Commission work plan for the coming year
- Appointment of representatives to the East Pleasanton Task Force, Kottinger Place Task Force, and Tri-Valley Housing Scholarship Program Board

ADJOURNMENT

The meeting was adjourned at 8:12 p.m. by unanimous consent.

DATED: June 19, 2014

_____
Ann Welsh, Chairperson

ATTEST:

_____
Steven Bocian, Assistant City Manager

Housing Commission
Agenda Report

September 18, 2014
Item 02

SUBJECT: **Approval of the June, July, and August 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 Reports (3)
2. Kottinger Place Financial Reports (3)

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
June 2014

RIDGE VIEW COMMONS
June 2014 – Variance Report

REVENUE

Actual: $154,509.49 Budget: $155,108.24 Variance: $(598.75)

Total site revenue is slightly under budget, due to higher than anticipated vacancy loss.

ADMINISTRATIVE EXPENSES

Actual: $25,315.89 Budget: $22,840.50 Variance: $(2,475.39)

Administrative expenses are over budget, because of the time Pam and Erin spent working together before Pam's retirement.

UTILITIES

Actual: $17,489.65 Budget: $18,965.17 Variance: $1,475.52

Utility costs are under budget for both the month. YTD the site enjoys a positive variance of $11,017.93.

OPERATING & MAINTENANCE EXPENSES

Actual: $29,042.97 Budget: $30,415.41 Variance: $1,372.44

Expenses for this category under budget, despite the extra pay for the time, that Dan and Fred worked together. As well as $2,988.71 for elevator repairs not covered by the regular service.

TAXES & INSURANCE

Actual: $13,411.06 Budget: $14,368.59 Variance: $957.53

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: $152,158.59 Budget: $157,021.84 Variance: $4,863.25

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

Actual: $2,350.90 Budget: $(1,913.60) Variance: $4,264.50

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

Actual: $7,995.17 Budget: $(11,481.60) Variance: $19,476.77

Variance Report completed by Barry Cammer

Monthly Report for Establishing Net Income

RIDGE VIEW COMMONS	***June 30, 2014***

PART I OPERATING ACCOUNT TRANSACTIONS

1.	BEGINNING BALANCE -	Petty Cash	300.00	
		Cash In Bank	134,659.31	
		(1) OPENING CASH		***134,959.31***
2.	AMOUNTS RECEIVED DURING THE MONTH			
	(a) Rent Collections		145,597.00	
	(b) Interest		0.88	
	(c) Cable TV		6,039.00	
	(d) Other Revenue Collected:			
		Forfeited Security Deposits	-	
		Security Deposit Interest	12.74	
		Laundry & Vending	738.84	
		Transfer fees	-	
		Back-ground check	25.00	
		Tenant purchases	-	
		Hazard Impound refund from CalHFA	-	
		Total Income Deposited		**152,413.46**
	(e) Commercial rent - Open Heart Kitchen		900.00	
	(f) Transfer from Replacement Reserve account - CalHFA		-	
		Total Booked Income	**153,313.46**	
		(2) AVAILABLE CASH		***153,313.46***
3.	DISBURSEMENTS MADE DURING THE MONTH			
	(a) Current Expenses		86,873.99	
	(b) Other Disbursements			
	(1)	Monthly Mortgage & Impound payment	56,899.65	
	(2)	Monthly Replacement Reserve transfer	11,737.50	
	(3)	NSF checks & bank charges/adjustments	1,016.76	
		(3) TOTAL DISBURSEMENTS		***156,527.90***
4.	ADJUSTMENTS -			
		Petty Cash	300.00	
		Cash In Bank	131,444.87	
		(4) ENDING BALANCE		***131,744.87***

PART II OTHER FINANCIAL DATA

1.	ACCOUNTS PAYABLE		$ 15,276.92
2.	OUTSTANDING PURCHASE ORDERS		$ -
3.	TENANT SECURITY DEPOSIT LIABILITY		$ 164,799.15
4.	VACANCY LOSS:	Number of Units	$ 1,048.00
5.	TENANT RECEIVABLE:	Number of Tenants	$ 1,427.00

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

6.	SECURITY DEPOSIT ACCOUNT FUNDED		$ 224,382.01

PART III OTHER STATISTICS 200 UNITS

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

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = June 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	147,831.00	147,572.25	258.75	0.18	885,232.00	885,433.50	-201.50	-0.02	1,770,867.00
51400-000	Stores & Commercial	900.00	900.00	0.00	0.00	5,400.00	5,400.00	0.00	0.00	10,800.00
52200-000	Vacancy Loss	-1,048.00	-571.17	-476.83	-83.48	-5,086.00	-3,427.02	-1,658.98	-48.41	-6,854.00
52999-000	TOTAL RENTAL & SALES INCOME	147,683.00	147,901.08	-218.08	-0.15	885,546.00	887,406.48	-1,860.48	-0.21	1,774,813.00
54000-000	FINANCIAL REVENUE									
54100-000	Interest Income	23.65	32.83	-9.18	-27.96	136.36	196.98	-60.62	-30.77	394.00
54150-000	Interest-Tax & Ins	0.00	0.00	0.00	N/A	103.77	0.00	103.77	N/A	0.00
54999-000	TOTAL FINANCIAL REVENUE-UNRE	23.65	32.83	-9.18	-27.96	240.13	196.98	43.15	21.91	394.00
55100-000	RESTRICTED INCOME									
55200-000	Int - Repl Res	0.00	102.75	-102.75	-100.00	700.11	616.50	83.61	13.56	1,233.00
55999-000	TOTAL RESTRICTED INCOME	0.00	102.75	-102.75	-100.00	700.11	616.50	83.61	13.56	1,233.00
59000-000	OTHER REVENUE									
59100-000	Laundry & Vending Revenue	738.84	790.50	-51.66	-6.54	4,822.36	4,743.00	79.36	1.67	9,486.00
59255-000	Cable TV	6,039.00	6,281.08	-242.08	-3.85	35,687.00	37,686.48	-1,999.48	-5.31	75,373.00
59900-000	Other Revenue (Specify)	25.00	0.00	25.00	N/A	12,694.44	0.00	12,694.44	N/A	0.00
59998-000	TOTAL OTHER REVENUE	6,802.84	7,071.58	-268.74	-3.80	53,203.80	42,429.48	10,774.32	25.39	84,859.00
59999-000	TOTAL REVENUE	154,509.49	155,108.24	-598.75	-0.39	939,690.04	930,649.44	9,040.60	0.97	1,861,299.00
60000-000	EXPENSES									
62000-000	ADMINISTRATIVE EXPENSES									
62100-000	Advertising	0.00	125.00	125.00	100.00	0.00	750.00	750.00	100.00	1,500.00
62500-000	Other Renting Expenses	110.60	73.25	-37.35	-50.99	636.60	439.50	-197.10	-44.85	879.00
63100-000	Office Salaries	2,559.98	2,678.58	118.60	4.43	15,968.85	16,071.48	102.63	0.64	32,143.00
63110-000	Office Supplies	334.31	660.00	325.69	49.35	2,929.13	3,960.00	1,030.87	26.03	7,920.00
63115-000	Postage/Delivery	33.60	80.83	47.23	58.43	100.80	484.98	384.18	79.22	970.00
63200-000	Management Fee	6,300.00	6,300.00	0.00	0.00	37,800.00	37,800.00	0.00	0.00	75,600.00
63300-000	Manager Salary	8,158.64	6,074.75	-2,083.89	-34.30	38,490.25	36,448.50	-2,041.75	-5.60	72,897.00
63310-000	Staff Rent Free Unit	1,920.00	1,920.00	0.00	0.00	11,520.00	11,520.00	0.00	0.00	23,040.00
63400-000	Legal Expense	0.00	125.00	125.00	100.00	0.00	750.00	750.00	100.00	1,500.00
63500-000	Audit/Tax Preparation	710.00	751.67	41.67	5.54	4,260.00	4,510.02	250.02	5.54	9,020.00
63510-000	Accounting Services	1,900.00	1,900.00	0.00	0.00	11,400.00	11,400.00	0.00	0.00	22,800.00
63600-000	Telephone/Answering Service	1,379.45	1,059.00	-320.45	-30.26	7,686.88	6,354.00	-1,332.88	-20.98	12,708.00
63750-000	Bank Charges	113.75	107.42	-6.33	-5.89	665.67	644.52	-21.15	-3.28	1,289.00
63760-000	Payroll Costs	817.05	713.83	-103.22	-14.46	4,300.34	4,282.98	-17.36	-0.41	8,566.00
63920-000	Computer Support & Equipment	978.51	215.75	-762.76	-353.54	2,271.06	1,294.50	-976.56	-75.44	2,589.00
63990-000	Other Miscellaneous	0.00	55.42	55.42	100.00	26.07	332.52	306.45	92.16	665.00
63999-000	TOTAL ADMIN EXPENSE	25,315.89	22,840.50	-2,475.39	-10.84	138,055.65	137,043.00	-1,012.65	-0.74	274,086.00

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = June 2014

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
64000-000	UTILITIES EXPENSE									
64500-000	Electricity	5,549.45	2,747.92	-2,801.53	-101.95	13,515.46	16,487.52	2,972.06	18.03	32,975.00
64510-000	Water	4,181.96	7,978.50	3,796.54	47.58	38,191.42	47,871.00	9,679.58	20.22	95,742.00
64520-000	Gas	1,372.96	1,983.75	610.79	30.79	12,748.51	11,902.50	-846.01	-7.11	23,805.00
64900-000	Cable TV	6,385.28	6,255.00	-130.28	-2.08	38,317.70	37,530.00	-787.70	-2.10	75,060.00
64999-000	TOTAL UTILITIES EXP	17,489.65	18,965.17	1,475.52	7.78	102,773.09	113,791.02	11,017.93	9.68	227,582.00
65000-000	OPERATING & MAINT EXPENSE									
65100-000	Janitor & Cleaning Payroll	2,367.16	2,357.50	-9.66	-0.41	14,358.21	14,145.00	-213.21	-1.51	28,290.00
65140-000	Janitor & Cleaning Contract	1,137.80	1,581.08	443.28	28.04	5,958.38	9,486.48	3,528.10	37.19	18,973.00
65150-000	Janitor & Cleaning Supplies	0.00	302.83	302.83	100.00	3,084.80	1,816.98	-1,267.82	-69.78	3,634.00
65190-000	Exterminating Contract	496.00	468.33	-27.67	-5.91	2,480.00	2,809.98	329.98	11.74	5,620.00
65250-000	Rubbish Removal	4,851.97	4,368.33	-483.64	-11.07	25,920.54	26,209.98	289.44	1.10	52,420.00
65300-000	Security Payroll/Contract	0.00	503.17	503.17	100.00	5,274.50	3,019.02	-2,255.48	-74.71	6,038.00
65370-000	Grounds Contract	2,228.00	3,914.00	1,686.00	43.08	32,415.00	23,484.00	-8,931.00	-38.03	46,968.00
65400-000	Maintenance Payroll	8,297.60	7,512.33	-785.27	-10.45	47,395.46	45,073.98	-2,321.48	-5.15	90,148.00
65410-000	Maintenance Supplies	2,015.44	1,714.67	-300.77	-17.54	7,029.84	10,288.02	3,258.18	31.67	20,576.00
65420-000	Repair Contract	2,053.37	3,326.00	1,272.63	38.26	9,945.17	19,956.00	10,010.83	50.16	39,912.00
65450-000	Elevator Maintenance/Contract	3,808.71	1,060.50	-2,748.21	-259.14	10,107.25	6,363.00	-3,744.25	-58.84	12,726.00
65460-000	HVAC Repairs/Maint	508.00	899.42	391.42	43.52	3,764.17	5,396.52	1,632.35	30.25	10,793.00
65600-000	Decorating Contract	0.00	1,928.92	1,928.92	100.00	19,620.00	11,573.52	-8,046.48	-69.52	23,147.00
65610-000	Decorating Supplies	1,278.92	478.33	-800.59	-167.37	4,183.93	2,869.98	-1,313.95	-45.78	5,740.00
65999-000	TOTAL OP & MAINT EXP.	29,042.97	30,415.41	1,372.44	4.51	191,537.25	182,492.46	-9,044.79	-4.96	364,985.00
67000-000	TAXES & INSURANCE									
67110-000	Payroll Taxes	2,083.67	1,895.00	-188.67	-9.96	13,616.19	11,370.00	-2,246.19	-19.76	22,740.00
67120-000	State Taxes	66.67	66.67	0.00	0.00	400.02	400.02	0.00	0.00	800.00
67200-000	Property & Liability Insurance	4,869.16	5,489.42	620.26	11.30	29,214.97	32,936.52	3,721.55	11.30	65,873.00
67220-000	Workmen's Compensation	2,481.80	1,845.67	-636.13	-34.47	13,733.76	11,074.02	-2,659.74	-24.02	22,148.00
67230-000	Health Insurance	1,517.76	2,789.08	1,271.32	45.58	9,607.80	16,734.48	7,126.68	42.59	33,469.00
67290-000	Other Insurance (Specify)	2,392.00	2,282.75	-109.25	-4.79	14,352.00	13,696.50	-655.50	-4.79	27,393.00
67599-000	TOTAL TAX & INSURANCE	13,411.06	14,368.59	957.53	6.66	80,924.74	86,211.54	5,286.80	6.13	172,423.00
68000-000	FINANCIAL ACCOUNTS									
68200-000	Interest on Mortgage Payable	27,721.26	27,721.26	0.00	0.00	167,745.07	167,745.07	0.00	0.00	332,051.50
68245-000	Interest - City Loans	28,010.75	0.00	-28,010.75	N/A	168,064.50	0.00	-168,064.50	N/A	0.00
68599-000	TOTAL FINANCIAL ACCTS	55,732.01	27,721.26	-28,010.75	-101.04	335,809.57	167,745.07	-168,064.50	-100.19	332,051.50
69000-000	SERVICE EXPENSE									
69110-000	SC-Payroll	2,507.35	2,878.67	371.32	12.90	15,652.12	17,272.02	1,619.90	9.38	34,544.00
69299-000	TOTAL SERVICE EXPENSE	2,507.35	2,878.67	371.32	12.90	15,652.12	17,272.02	1,619.90	9.38	34,544.00
70000-000	OTHER EXPENSES									
73000-000	REPLACEMENT RESERVE									
73100-000	Floor Coverings	4,093.92	5,062.92	969.00	19.14	33,451.83	30,377.52	-3,074.31	-10.12	60,755.00
73120-000	Kitchen Appliances	0.00	934.08	934.08	100.00	7,513.69	5,604.48	-1,909.21	-34.07	11,209.00
73170-000	Large Appliance	0.00	870.75	870.75	100.00	0.00	5,224.50	5,224.50	100.00	10,449.00
73550-000	Furn, Fixtures & Equip (T)	0.00	387.50	387.50	100.00	0.00	2,325.00	2,325.00	100.00	4,650.00
73699-000	TOTAL REPLACEMENT RESERVE	4,093.92	7,255.25	3,161.33	43.57	40,965.52	43,531.50	2,565.98	5.89	87,063.00

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = June 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	216,000.00	0.00	-216,000.00	N/A	0.00
78150-000	Amortization	6,075.25	0.00	-6,075.25	N/A	36,451.50	0.00	-36,451.50	N/A	0.00
78199-000	TOTAL DEPRECIATION/AMORTIZAT	42,075.25	0.00	-42,075.25	N/A	252,451.50	0.00	-252,451.50	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	70,425.00	70,428.00	3.00	0.00	140,856.00
83114-000	Mortgage Principal Pymt (T)	20,838.99	20,838.99	0.00	0.00	123,616.43	123,616.43	0.00	0.00	250,671.50
83299-000	TOTAL CASH PAYMENTS	32,576.49	32,576.99	0.50	0.00	194,041.43	194,044.43	3.00	0.00	391,527.50
89990-000	TOTAL EXPENSES	222,244.59	157,021.84	-65,222.75	-41.54	1,352,210.87	942,131.04	-410,079.83	-43.53	1,884,262.00
90900-000	NET INCOME	-67,735.10	-1,913.60	-65,821.50	-3,439.67	-412,520.83	-11,481.60	-401,039.23	-3,492.89	-22,963.00

Ridgeview Commons Apartments - (rvc)

Balance Sheet (With Period Change)

Period = June 2014

Book = Accrual

		Balance Jun-14	Balance May-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	131,444.87	134,659.31	-3,214.44
10122-000	Payroll Account	22,618.60	23,468.25	-849.65
10499-000	TOTAL UNRESTRICTED CASH	154,363.47	158,427.56	-4,064.09
10600-000	RESTRICTED FUNDS			
10690-000	Security Deposits	124,382.01	120,771.98	3,610.03
10695-000	Security Deposit Acct. (2)	100,000.00	100,000.00	0.00
10699-000	TOTAL RESTRICTED FUNDS	224,382.01	220,771.98	3,610.03
10700-000	IMPOUNDED FUNDS			
10716-000	Hazard Insurance Impound	44,748.73	39,160.20	5,588.53
10718-000	Eathquake Insurance Impound	24,757.83	22,006.96	2,750.87
10730-000	Replacement Reserve	678,728.81	666,991.31	11,737.50
10798-000	TOTAL IMPOUNDED FUNDS	748,235.37	728,158.47	20,076.90
10799-000	TOTAL RESTRICTED FUNDS	972,617.38	948,930.45	23,686.93
10999-000	TOTAL CASH / CASH EQUIVALENTS	1,126,980.85	1,107,358.01	19,622.84
11000-000	RECEIVABLES			
11110-000	A/R - LTD Partners	225,000.00	225,000.00	0.00
13910-000	Tenant Accounts Receivable	1,427.00	1,169.00	258.00
13999-000	TOTAL RECEIVABLES	226,427.00	226,169.00	258.00
14500-000	PREPAID EXPENSES			
14515-000	Prepaid Property Insurance	29,214.96	34,084.12	-4,869.16
14525-000	Prepaid Insurance - Other	9,568.66	11,960.66	-2,392.00
14590-000	Miscellaneous Prepaid Expenses	4,696.94	5,135.45	-438.51
14599-000	TOTAL PREPAID EXPENSES	43,480.56	51,180.23	-7,699.67
15599-000	TOTAL CURRENT ASSETS	1,396,888.41	1,384,707.24	12,181.17
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	-9,839,930.74	-9,803,930.74	-36,000.00
17999-000	TOTAL LAND AND FIXED ASSETS	6,155,515.03	6,191,515.03	-36,000.00
18100-000	OTHER ASSETS			
18132-000	Bond Financing	32,640.00	33,150.00	-510.00
18185-000	Perm. Loan Fees	942,425.21	947,990.46	-5,565.25
18300-000	Refundable Deposits	176,951.00	176,951.00	0.00
19900-000	TOTAL OTHER ASSETS	1,152,016.21	1,158,091.46	-6,075.25
19999-000	**TOTAL ASSETS**	**8,704,419.65**	**8,734,313.73**	**-29,894.08**

Ridgeview Commons Apartments - (rvc)

Balance Sheet (With Period Change)

Period = June 2014

Book = Accrual

		Balance Jun-14	Balance May-14	Net Change
20000-000	LIABILITY ACCOUNTS			
20010-000	CURRENT LIABILITIES			
20100-000	Accounts Payable	15,276.92	11,162.82	4,114.10
20120-000	Accrued Liabilities	13,228.00	21,900.00	-8,672.00
20160-000	Accrued Income Taxes	400.02	333.35	66.67
20199-000	TOTAL ACCOUNTS PAYABLE / ACCRUED LIA	28,904.94	33,396.17	-4,491.23
21900-000	SECURITY DEPOSITS			
21910-000	Tenant Security Deposits	164,799.15	162,215.15	2,584.00
21999-000	TOTAL SECURITY DEPOSITS	164,799.15	162,215.15	2,584.00
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	221,896.42	223,803.65	-1,907.23
25000-000	LONG-TERM LIABILITIES			
25100-000	NOTES AND LOAN PAYABLES			
25120-000	Mortgage Payable	6,027,436.57	6,048,275.56	-20,838.99
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	12,502,436.57	12,523,275.56	-20,838.99
26700-000	INTEREST PAYABLE-LT			
26720-000	Accrued Int - City	6,817,067.50	6,789,056.75	28,010.75
26799-000	TOTAL INTEREST PAYABLE-LT	6,817,067.50	6,789,056.75	28,010.75
29000-000	8000 CONTRA ACCOUNTS (T)			
29112-000	Repl Res-Contra 83112 (T)	70,425.00	58,687.50	11,737.50
29114-000	Mort Prin Pymt-Contra 83114 (T)	123,616.43	102,777.44	20,838.99
29299-000	TOTAL CONTRA ACCTS	194,041.43	161,464.94	32,576.49
29999-000	TOTAL LIABILITIES	19,735,441.92	19,697,600.90	37,841.02
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	-412,520.83	-344,785.73	-67,735.10
31199-000	TOTAL EARNINGS	-412,520.83	-344,785.73	-67,735.10
32999-000	**TOTAL EQUITY & LIABILITY**	**8,704,419.65**	**8,734,313.73**	**-29,894.08**

Ridge View Commons

Financial Report
July 2014

RIDGEVIEW COMMONS
July 2014 – Variance Report

REVENUE

Actual: $152,712.45 Budget: $155,108.24 Variance: $(2,395.79)

Ridgeview Commons is experiencing higher than average turnover right now, fortunately Erin is doing an excellent job of filling the units, as Dale and Dan work hard to turn the units.

ADMINISTRATIVE EXPENSES

Actual: $32,199.98 Budget: $22,840.50 Variance: $(9,359.48)

Pam's final paycheck contributed to most of the over budget expenses, moving forward we will see savings in Manager Salary

UTILITIES

Actual: $16,795.01 Budget: $18,965.17 Variance: $2,170.16

Utility costs are under budget for both the month.

OPERATING & MAINTENANCE EXPENSES

Actual: $37,723.61 Budget: $30,415.41 Variance: $(7,308.20)

Fred's final check and the high turnover cost contributed to put Operating and Maintenance expenses over budget.

TAXES & INSURANCE

Actual: $15,066.10 Budget: $14,368.59 Variance: $(697.51)

Higher payroll tax resulting from Pam and Fred's final checks contributed to the slight negative variance.

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

Actual: $176,158.58 Budget: $157,021.84 Variance: $(19,136.74)

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

Actual: $(23,446.13) Budget: $(1,913.60) Variance: $(21,532.53)

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

Actual: $(15,450.96) Budget: $(13,395.20) Variance: $(2.055.76)
Ridgeview Commons paid a total of <u>$13,839.76</u> to Fred and Pam for their final checks.

Variance Report completed by Barry Cammer

Monthly Report for Establishing Net Income

RIDGE VIEW COMMONS	***July 31, 2014***

PART I OPERATING ACCOUNT TRANSACTIONS

1.	BEGINNING BALANCE -	Petty Cash	300.00	
		Cash In Bank	131,444.87	
		(1) OPENING CASH		***131,744.87***
2.	AMOUNTS RECEIVED DURING THE MONTH			
	(a) Rent Collections		143,639.00	
	(b) Interest		0.91	
	(c) Cable TV		5,897.00	
	(d) Other Revenue Collected:			
		Forfeited Security Deposits	-	
		Security Deposit Interest	12.33	
		Laundry & Vending	757.56	
		Transfer fees	-	
		Back-ground check	25.00	
		Tenant purchases	-	
		Hazard Impound refund from CalHFA	-	
		Total Income Deposited		**150,331.80**
	(e) Commercial rent - Open Heart Kitchen		900.00	
	(f) Transfer from Replacement Reserve account - CalHFA		-	
		Total Booked Income	**151,231.80**	
		(2) AVAILABLE CASH		***151,231.80***
3.	DISBURSEMENTS MADE DURING THE MONTH			
	(a) Current Expenses		88,483.50	
	(b) Other Disbursements			
	(1)	Monthly Mortgage & Impound payment	56,899.65	
	(2)	Monthly Replacement Reserve transfer	11,737.50	
	(3)	NSF checks & bank charges/adjustments	34.02	
		(3) TOTAL DISBURSEMENTS		***157,154.67***
4.	ADJUSTMENTS -			
		Petty Cash	300.00	
		Cash In Bank	125,522.00	
		(4) ENDING BALANCE		***125,822.00***

PART II OTHER FINANCIAL DATA

1.	ACCOUNTS PAYABLE		$ 20,601.19
2.	OUTSTANDING PURCHASE ORDERS		$ -
3.	TENANT SECURITY DEPOSIT LIABILITY		$ 162,058.15
4.	VACANCY LOSS:	Number of Units	$ 2,378.00
5.	TENANT RECEIVABLE:	Number of Tenants	$ -

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

6.	SECURITY DEPOSIT ACCOUNT FUNDED	$ 226,072.66

PART III OTHER STATISTICS 200 UNITS

1.	NUMBER OF VACANT UNITS AT END OF MONTH				4
2.	NUMBER OF RENTED UNITS AT END OF MONTH				196
3.	NUMBER OF RENT FREE UNITS				2
4.	RENTAL ACTIVITY:	Move-Ins	2	Move-Outs	6

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = July 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	147,487.00	147,572.25	-85.25	-0.06	1,032,719.00	1,033,005.75	-286.75	-0.03	1,770,867.00
51400-000	Stores & Commercial	900.00	900.00	0.00	0.00	6,300.00	6,300.00	0.00	0.00	10,800.00
52200-000	Vacancy Loss	-2,378.00	-571.17	-1,806.83	-316.34	-7,464.00	-3,998.19	-3,465.81	-86.68	-6,854.00
52999-000	TOTAL RENTAL INCOME	146,009.00	147,901.08	-1,892.08	-1.28	1,031,555.00	1,035,307.56	-3,752.56	-0.36	1,774,813.00
54000-000	FINANCIAL REVENUE									
54100-000	Interest Income	23.89	32.83	-8.94	-27.23	160.25	229.81	-69.56	-30.27	394.00
54150-000	Interest-Tax & Ins	0.00	0.00	0.00	N/A	103.77	0.00	103.77	N/A	0.00
54999-000	TOTAL FIN REV-UNRESTRICTED	23.89	32.83	-8.94	-27.23	264.02	229.81	34.21	14.89	394.00
55100-000	RESTRICTED INCOME									
55200-000	Int - Repl Res	0.00	102.75	-102.75	-100.00	700.11	719.25	-19.14	-2.66	1,233.00
55999-000	TOTAL RESTRICTED INCOME	0.00	102.75	-102.75	-100.00	700.11	719.25	-19.14	-2.66	1,233.00
59000-000	OTHER REVENUE									
59100-000	Laundry & Vending Revenue	757.56	790.50	-32.94	-4.17	5,579.92	5,533.50	46.42	0.84	9,486.00
59255-000	Cable TV	5,897.00	6,281.08	-384.08	-6.11	41,584.00	43,967.56	-2,383.56	-5.42	75,373.00
59900-000	Other Revenue (Specify)	25.00	0.00	25.00	N/A	12,719.44	0.00	12,719.44	N/A	0.00
59998-000	TOTAL OTHER REVENUE	6,679.56	7,071.58	-392.02	-5.54	59,883.36	49,501.06	10,382.30	20.97	84,859.00
59999-000	TOTAL REVENUE	152,712.45	155,108.24	-2,395.79	-1.54	1,092,402.49	1,085,757.68	6,644.81	0.61	1,861,299.00
60000-000	EXPENSES									
62000-000	ADMINISTRATIVE EXPENSES									
62100-000	Advertising	0.00	125.00	125.00	100.00	0.00	875.00	875.00	100.00	1,500.00
62500-000	Other Renting Expenses	188.05	73.25	-114.80	-156.72	824.65	512.75	-311.90	-60.83	879.00
63100-000	Office Salaries	4,851.72	2,678.58	-2,173.14	-81.13	20,820.57	18,750.06	-2,070.51	-11.04	32,143.00
63110-000	Office Supplies	2,148.66	660.00	-1,488.66	-225.55	5,077.79	4,620.00	-457.79	-9.91	7,920.00
63115-000	Postage/Delivery	0.00	80.83	80.83	100.00	100.80	565.81	465.01	82.18	970.00
63200-000	Management Fee	6,300.00	6,300.00	0.00	0.00	44,100.00	44,100.00	0.00	0.00	75,600.00
63300-000	Manager Salary	10,294.36	6,074.75	-4,219.61	-69.46	48,784.61	42,523.25	-6,261.36	-14.72	72,897.00
63310-000	Staff Rent Free Unit	1,920.00	1,920.00	0.00	0.00	13,440.00	13,440.00	0.00	0.00	23,040.00
63400-000	Legal Expense	0.00	125.00	125.00	100.00	0.00	875.00	875.00	100.00	1,500.00
63500-000	Audit/Tax Preparation	710.00	751.67	41.67	5.54	4,970.00	5,261.69	291.69	5.54	9,020.00
63510-000	Accounting Services	1,900.00	1,900.00	0.00	0.00	13,300.00	13,300.00	0.00	0.00	22,800.00
63600-000	Telephone/Answering Service	1,260.31	1,059.00	-201.31	-19.01	8,947.19	7,413.00	-1,534.19	-20.70	12,708.00
63750-000	Bank Charges	126.96	107.42	-19.54	-18.19	792.63	751.94	-40.69	-5.41	1,289.00
63760-000	Payroll Costs	856.03	713.83	-142.20	-19.92	5,156.37	4,996.81	-159.56	-3.19	8,566.00
63920-000	Computer Support & Equipment	443.89	215.75	-228.14	-105.74	2,714.95	1,510.25	-1,204.70	-79.77	2,589.00
63930-000	Training	700.00	0.00	-700.00	N/A	700.00	0.00	-700.00	N/A	0.00
63990-000	Other Miscellaneous	500.00	55.42	-444.58	-802.20	526.07	387.94	-138.13	-35.61	665.00
63999-000	TOTAL ADMIN EXPENSE	32,199.98	22,840.50	-9,359.48	-40.98	170,255.63	159,883.50	-10,372.13	-6.49	274,086.00

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = July 2014

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
64000-000	UTILITIES EXPENSE									
64500-000	Electricity	2,562.67	2,747.92	185.25	6.74	16,078.13	19,235.44	3,157.31	16.41	32,975.00
64510-000	Water	6,500.00	7,978.50	1,478.50	18.53	44,691.42	55,849.50	11,158.08	19.98	95,742.00
64520-000	Gas	1,347.06	1,983.75	636.69	32.10	14,095.57	13,886.25	-209.32	-1.51	23,805.00
64900-000	Cable TV	6,385.28	6,255.00	-130.28	-2.08	44,702.98	43,785.00	-917.98	-2.10	75,060.00
64999-000	TOTAL UTILITIES EXPENSE	16,795.01	18,965.17	2,170.16	11.44	119,568.10	132,756.19	13,188.09	9.93	227,582.00
65000-000	OPERATING & MAINT EXPENSE									
65100-000	Janitor & Cleaning Payroll	2,463.36	2,357.50	-105.86	-4.49	16,821.57	16,502.50	-319.07	-1.93	28,290.00
65140-000	Janitor & Cleaning Contract	520.47	1,581.08	1,060.61	67.08	6,478.85	11,067.56	4,588.71	41.46	18,973.00
65150-000	Janitor & Cleaning Supplies	241.58	302.83	61.25	20.23	3,326.38	2,119.81	-1,206.57	-56.92	3,634.00
65190-000	Exterminating Contract	496.00	468.33	-27.67	-5.91	2,976.00	3,278.31	302.31	9.22	5,620.00
65250-000	Rubbish Removal	4,406.50	4,368.33	-38.17	-0.87	30,327.04	30,578.31	251.27	0.82	52,420.00
65300-000	Security Payroll/Contract	1,014.50	503.17	-511.33	-101.62	6,289.00	3,522.19	-2,766.81	-78.55	6,038.00
65370-000	Grounds Contract	4,502.00	3,914.00	-588.00	-15.02	36,917.00	27,398.00	-9,519.00	-34.74	46,968.00
65400-000	Maintenance Payroll	10,078.44	7,512.33	-2,566.11	-34.16	57,473.90	52,586.31	-4,887.59	-9.29	90,148.00
65410-000	Maintenance Supplies	2,846.51	1,714.67	-1,131.84	-66.01	9,876.35	12,002.69	2,126.34	17.72	20,576.00
65420-000	Repair Contract	339.07	3,326.00	2,986.93	89.81	10,284.24	23,282.00	12,997.76	55.83	39,912.00
65450-000	Elevator Maintenance/Contract	4,360.03	1,060.50	-3,299.53	-311.13	14,467.28	7,423.50	-7,043.78	-94.88	12,726.00
65460-000	HVAC Repairs/Maint	823.00	899.42	76.42	8.50	4,587.17	6,295.94	1,708.77	27.14	10,793.00
65600-000	Decorating Contract	5,585.03	1,928.92	-3,656.11	-189.54	25,205.03	13,502.44	-11,702.59	-86.67	23,147.00
65610-000	Decorating Supplies	47.12	478.33	431.21	90.15	4,231.05	3,348.31	-882.74	-26.36	5,740.00
65999-000	TOTAL OP & MAINT EXPENSE	37,723.61	30,415.41	-7,308.20	-24.03	229,260.86	212,907.87	-16,352.99	-7.68	364,985.00
67000-000	TAXES & INSURANCE									
67110-000	Payroll Taxes	2,545.45	1,895.00	-650.45	-34.32	16,161.64	13,265.00	-2,896.64	-21.84	22,740.00
67120-000	State Taxes	66.67	66.67	0.00	0.00	466.69	466.69	0.00	0.00	800.00
67200-000	Property & Liability Insurance	4,869.16	5,489.42	620.26	11.30	34,084.13	38,425.94	4,341.81	11.30	65,873.00
67220-000	Workmen's Compensation	3,083.38	1,845.67	-1,237.71	-67.06	16,817.14	12,919.69	-3,897.45	-30.17	22,148.00
67230-000	Health Insurance	2,109.44	2,789.08	679.64	24.37	11,717.24	19,523.56	7,806.32	39.98	33,469.00
67290-000	Other Insurance (Specify)	2,392.00	2,282.75	-109.25	-4.79	16,744.00	15,979.25	-764.75	-4.79	27,393.00
67599-000	TOTAL TAX & INSURANCE	15,066.10	14,368.59	-697.51	-4.85	95,990.84	100,580.13	4,589.29	4.56	172,423.00
68000-000	FINANCIAL ACCOUNTS									
68200-000	Interest on Mortgage Payable	27,625.75	27,625.75	0.00	0.00	195,370.82	195,370.82	0.00	0.00	332,051.50
68245-000	Interest - City Loans	28,010.75	0.00	-28,010.75	N/A	196,075.25	0.00	-196,075.25	N/A	0.00
68599-000	TOTAL FINANCIAL ACCOUNTS	55,636.50	27,625.75	-28,010.75	-101.39	391,446.07	195,370.82	-196,075.25	-100.36	332,051.50
69000-000	SERVICE EXPENSE									
69110-000	SC-Payroll	2,732.95	2,878.67	145.72	5.06	18,385.07	20,150.69	1,765.62	8.76	34,544.00
69299-000	TOTAL SERVICE EXPENSE	2,732.95	2,878.67	145.72	5.06	18,385.07	20,150.69	1,765.62	8.76	34,544.00
70000-000	OTHER EXPENSES									
73000-000	REPLACEMENT RESERVE									
73100-000	Floor Coverings	9,215.85	5,062.92	-4,152.93	-82.03	42,667.68	35,440.44	-7,227.24	-20.39	60,755.00
73120-000	Kitchen Appliances	2,127.33	934.08	-1,193.25	-127.75	9,641.02	6,538.56	-3,102.46	-47.45	11,209.00
73170-000	Large Appliance	0.00	870.75	870.75	100.00	0.00	6,095.25	6,095.25	100.00	10,449.00
73550-000	Furn, Fixtures & Equip (T)	0.00	387.50	387.50	100.00	0.00	2,712.50	2,712.50	100.00	4,650.00
73699-000	TOTAL REPLACEMENT RESERVE	11,343.18	7,255.25	-4,087.93	-56.34	52,308.70	50,786.75	-1,521.95	-3.00	87,063.00

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = July 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	252,000.00	0.00	-252,000.00	N/A	0.00
78150-000	Amortization	6,075.25	0.00	-6,075.25	N/A	42,526.75	0.00	-42,526.75	N/A	0.00
78199-000	TOTAL DEPR/AMORTIZATION	42,075.25	0.00	-42,075.25	N/A	294,526.75	0.00	-294,526.75	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	82,162.50	82,166.00	3.50	0.00	140,856.00
83114-000	Mortgage Principal Pymt (T)	20,934.50	20,934.50	0.00	0.00	144,550.93	144,550.93	0.00	0.00	250,671.50
83299-000	TOTAL CASH PAYMENTS	32,672.00	32,672.50	0.50	0.00	226,713.43	226,716.93	3.50	0.00	391,527.50
89990-000	TOTAL EXPENSES	246,244.58	157,021.84	-89,222.74	-56.82	1,598,455.45	1,099,152.88	-499,302.57	-45.43	1,884,262.00
90900-000	NET INCOME	-93,532.13	-1,913.60	-91,618.53	-4,787.76	-506,052.96	-13,395.20	-492,657.76	-3,677.87	-22,963.00

Ridgeview Commons Apartments - (rvc)

Balance Sheet (With Period Change)

Period = July 2014

Book = Accrual

		Balance Jul-14	Balance Jun-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	125,522.00	131,444.87	-5,922.87
10122-000	Payroll Account	13,841.90	22,618.60	-8,776.70
10499-000	TOTAL UNRESTRICTED CASH	139,663.90	154,363.47	-14,699.57
10600-000	RESTRICTED FUNDS			
10690-000	Security Deposits	126,072.66	124,382.01	1,690.65
10695-000	Security Deposit Acct. (2)	100,000.00	100,000.00	0.00
10699-000	TOTAL RESTRICTED FUNDS	226,072.66	224,382.01	1,690.65
10700-000	IMPOUNDED FUNDS			
10716-000	Hazard Insurance Impound	50,337.26	44,748.73	5,588.53
10718-000	Eathquake Insurance Impound	27,508.70	24,757.83	2,750.87
10730-000	Replacement Reserve	690,466.31	678,728.81	11,737.50
10798-000	TOTAL IMPOUNDED FUNDS	768,312.27	748,235.37	20,076.90
10799-000	TOTAL RESTRICTED FUNDS	994,384.93	972,617.38	21,767.55
10999-000	TOTAL CASH / CASH EQUIVALENTS	1,134,048.83	1,126,980.85	7,067.98
11000-000	RECEIVABLES			
11110-000	A/R - LTD Partners	225,000.00	225,000.00	0.00
13910-000	Tenant Accounts Receivable	0.00	1,427.00	-1,427.00
13999-000	TOTAL RECEIVABLES	225,000.00	226,427.00	-1,427.00
14500-000	PREPAID EXPENSES			
14515-000	Prepaid Property Insurance	24,345.80	29,214.96	-4,869.16
14525-000	Prepaid Insurance - Other	7,176.66	9,568.66	-2,392.00
14590-000	Miscellaneous Prepaid Expenses	3,758.43	4,696.94	-938.51
14599-000	TOTAL PREPAID EXPENSES	35,280.89	43,480.56	-8,199.67
15599-000	TOTAL CURRENT ASSETS	1,394,329.72	1,396,888.41	-2,558.69
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	-9,875,930.74	-9,839,930.74	-36,000.00
17999-000	TOTAL LAND AND FIXED ASSETS	6,119,515.03	6,155,515.03	-36,000.00
18100-000	OTHER ASSETS			
18132-000	Bond Financing	32,130.00	32,640.00	-510.00
18185-000	Perm. Loan Fees	936,859.96	942,425.21	-5,565.25
18300-000	Refundable Deposits	176,951.00	176,951.00	0.00
19900-000	TOTAL OTHER ASSETS	1,145,940.96	1,152,016.21	-6,075.25
19999-000	**TOTAL ASSETS**	**8,659,785.71**	**8,704,419.65**	**-44,633.94**

Ridgeview Commons Apartments - (rvc)

Balance Sheet (With Period Change)

Period = July 2014

Book = Accrual

		Balance Jul-14	Balance Jun-14	Net Change
20000-000	LIABILITY ACCOUNTS			
20010-000	CURRENT LIABILITIES			
20100-000	Accounts Payable	20,601.19	15,276.92	5,324.27
20120-000	Accrued Liabilities	19,728.00	13,228.00	6,500.00
20160-000	Accrued Income Taxes	466.69	400.02	66.67
20199-000	TOTAL ACCOUNTS PAYABLE / ACCRUED LIA	40,795.88	28,904.94	11,890.94
21900-000	SECURITY DEPOSITS			
21910-000	Tenant Security Deposits	162,058.15	164,799.15	-2,741.00
21999-000	TOTAL SECURITY DEPOSITS	162,058.15	164,799.15	-2,741.00
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	231,046.36	221,896.42	9,149.94
25000-000	LONG-TERM LIABILITIES			
25100-000	NOTES AND LOAN PAYABLES			
25120-000	Mortgage Payable	6,006,502.07	6,027,436.57	-20,934.50
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	12,481,502.07	12,502,436.57	-20,934.50
26700-000	INTEREST PAYABLE-LT			
26720-000	Accrued Int - City	6,845,078.25	6,817,067.50	28,010.75
26799-000	TOTAL INTEREST PAYABLE-LT	6,845,078.25	6,817,067.50	28,010.75
29000-000	8000 CONTRA ACCOUNTS (T)			
29112-000	Repl Res-Contra 83112 (T)	82,162.50	70,425.00	11,737.50
29114-000	Mort Prin Pymt-Contra 83114 (T)	144,550.93	123,616.43	20,934.50
29299-000	TOTAL CONTRA ACCTS	226,713.43	194,041.43	32,672.00
29999-000	TOTAL LIABILITIES	19,784,340.11	19,735,441.92	48,898.19
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	-506,052.96	-412,520.83	-93,532.13
31199-000	TOTAL EARNINGS	-506,052.96	-412,520.83	-93,532.13
32999-000	**TOTAL EQUITY & LIABILITY**	**8,659,785.71**	**8,704,419.65**	**-44,633.94**

Ridge View Commons

Financial Report
August 2014

RIDGEVIEW COMMONS
August 2014 – Variance Report

REVENUE

Actual: $152,695.93 Budget: $155,108.24 Variance: $(2,412.31)

Erin is leasing the vacant units as they are turned. Ridgeview's maintenance staff is diligently working to turn the units efficiently. As of 9/1/14, Erin is ahead of the game on leasing to new tenants and is able to begin prequalifying applicants as notices to vacate are given.

ADMINISTRATIVE EXPENSES

Actual: $23,490.16 Budget: $22,840.50 Variance: $(649.66)

Administrative expenses are just over budget. The negative variance is a result of a payment of $1,500 to Architectural Network, Inc. for a Physical Needs Assessment. This invoice is for work completed in February of 2014.

UTILITIES

Actual: $19,446.95 Budget: $18,965.17 Variance: $(481.78)

Electrical usage is traditionally highest during the hot summer months, and this August was no exception. YTD the Electricity expense is right on budget although it is $(3,070.02) over during this period.

OPERATING & MAINTENANCE EXPENSES

Actual: $25,234.39 Budget: $30,415.41 Variance: $5,181.02

Operating and Maintenance expenses are substantially under budget.

TAXES & INSURANCE

Actual: $13,593.70 Budget: $14,368.59 Variance: $774.89

Taxes & Insurance are substantially on budget.

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

Actual: $150,373.95 Budget: $157,021.84 Variance: $6,647.89

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

Actual: $2,321.98 Budget: $(1,913.60) Variance: $4,235.58

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

Actual: $(13,128.98) Budget: $(15,308.80) Variance: $2,179.85

CTAC (California Tax Credit Allocation Committee) performed a file audit and unit inspection on Tuesday August 12th. No major file deficiencies were noted, although we will be performing several file corrections as well as an internal file audit of all resident files in the coming months. Only minor maintenance deficiencies were noted. We will be responding with our corrections to CTAC by mid-September.

Variance Report completed by Sean Barcelon

Monthly Report for Establishing Net Income

RIDGE VIEW COMMONS	***August 31, 2014***

PART I OPERATING ACCOUNT TRANSACTIONS

1.	BEGINNING BALANCE -	Petty Cash	300.00	
		Cash In Bank	125,522.00	
		(1) OPENING CASH		***125,822.00***
2.	AMOUNTS RECEIVED DURING THE MONTH			
	(a) Rent Collections		143,176.00	
	(b) Interest		0.91	
	(c) Cable TV		5,847.00	
	(d) Other Revenue Collected:			
		Forfeited Security Deposits	-	
		Security Deposit Interest	12.74	
		Laundry & Vending	811.73	
		Transfer fees	-	
		Back-ground check	-	
		Tenant purchases	-	
		Hazard Impound refund from CalHFA	-	
		Total Income Deposited		**149,848.38**
	(e) Commercial rent - Open Heart Kitchen		900.00	
	(f) Transfer from Replacement Reserve account - CalHFA		-	
		Total Booked Income	**150,748.38**	
		(2) AVAILABLE CASH		***150,748.38***
3.	DISBURSEMENTS MADE DURING THE MONTH			
	(a) Current Expenses		105,506.63	
	(b) Other Disbursements			
	(1)	Monthly Mortgage & Impound payment	56,899.65	
	(2)	Monthly Replacement Reserve transfer	11,737.50	
	(3)	NSF checks & bank charges/adjustments	1,074.30	
		(3) TOTAL DISBURSEMENTS		***175,218.08***
4.	ADJUSTMENTS -			
		Petty Cash	300.00	
		Cash In Bank	101,052.30	
		(4) ENDING BALANCE		***101,352.30***

PART II OTHER FINANCIAL DATA

1.	ACCOUNTS PAYABLE		$ 9,065.33
2.	OUTSTANDING PURCHASE ORDERS		$ -
3.	TENANT SECURITY DEPOSIT LIABILITY		$ 162,165.15
4.	VACANCY LOSS:	Number of Units	$ 2,530.00
5.	TENANT RECEIVABLE:	Number of Tenants	$ -

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

6.	SECURITY DEPOSIT ACCOUNT FUNDED		$ 228,603.45

PART III OTHER STATISTICS 200 UNITS

1.	NUMBER OF VACANT UNITS AT END OF MONTH		3
2.	NUMBER OF RENTED UNITS AT END OF MONTH		197
3.	NUMBER OF RENT FREE UNITS		2
4.	RENTAL ACTIVITY:	Move-Ins 3	Move-Outs 3

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = August 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	147,229.00	147,572.25	-343.25	-0.23	1,179,948.00	1,180,578.00	-630.00	-0.05	1,770,867.00
51400-000	Stores & Commercial	900.00	900.00	0.00	0.00	7,200.00	7,200.00	0.00	0.00	10,800.00
52200-000	Vacancy Loss	-2,530.00	-571.17	-1,958.83	-342.95	-9,994.00	-4,569.36	-5,424.64	-118.72	-6,854.00
52999-000	TOTAL RENTAL INCOME	145,599.00	147,901.08	-2,302.08	-1.56	1,177,154.00	1,183,208.64	-6,054.64	-0.51	1,774,813.00
54000-000	FINANCIAL REVENUE									
54100-000	Interest Income	24.44	32.83	-8.39	-25.56	184.69	262.64	-77.95	-29.68	394.00
54150-000	Interest-Tax & Ins	37.25	0.00	37.25	N/A	141.02	0.00	141.02	N/A	0.00
54999-000	TOTAL FIN REV-UNRESTRICTED	61.69	32.83	28.86	87.91	325.71	262.64	63.07	24.01	394.00
55100-000	RESTRICTED INCOME									
55200-000	Int - Repl Res	376.51	102.75	273.76	266.43	1,076.62	822.00	254.62	30.98	1,233.00
55999-000	TOTAL RESTRICTED INCOME	376.51	102.75	273.76	266.43	1,076.62	822.00	254.62	30.98	1,233.00
59000-000	OTHER REVENUE									
59100-000	Laundry & Vending Revenue	811.73	790.50	21.23	2.69	6,391.65	6,324.00	67.65	1.07	9,486.00
59255-000	Cable TV	5,847.00	6,281.08	-434.08	-6.91	47,431.00	50,248.64	-2,817.64	-5.61	75,373.00
59900-000	Other Revenue (Specify)	0.00	0.00	0.00	N/A	12,719.44	0.00	12,719.44	N/A	0.00
59998-000	TOTAL OTHER REVENUE	6,658.73	7,071.58	-412.85	-5.84	66,542.09	56,572.64	9,969.45	17.62	84,859.00
59999-000	TOTAL REVENUE	152,695.93	155,108.24	-2,412.31	-1.56	1,245,098.42	1,240,865.92	4,232.50	0.34	1,861,299.00
60000-000	EXPENSES									
62000-000	ADMINISTRATIVE EXPENSES									
62100-000	Advertising	0.00	125.00	125.00	100.00	0.00	1,000.00	1,000.00	100.00	1,500.00
62500-000	Other Renting Expenses	140.45	73.25	-67.20	-91.74	965.10	586.00	-379.10	-64.69	879.00
63100-000	Office Salaries	2,783.61	2,678.58	-105.03	-3.92	23,604.18	21,428.64	-2,175.54	-10.15	32,143.00
63110-000	Office Supplies	589.19	660.00	70.81	10.73	5,666.98	5,280.00	-386.98	-7.33	7,920.00
63115-000	Postage/Delivery	18.00	80.83	62.83	77.73	118.80	646.64	527.84	81.63	970.00
63200-000	Management Fee	6,300.00	6,300.00	0.00	0.00	50,400.00	50,400.00	0.00	0.00	75,600.00
63300-000	Manager Salary	4,166.68	6,074.75	1,908.07	31.41	52,951.29	48,598.00	-4,353.29	-8.96	72,897.00
63310-000	Staff Rent Free Unit	1,920.00	1,920.00	0.00	0.00	15,360.00	15,360.00	0.00	0.00	23,040.00
63400-000	Legal Expense	0.00	125.00	125.00	100.00	0.00	1,000.00	1,000.00	100.00	1,500.00
63500-000	Audit/Tax Preparation	710.00	751.67	41.67	5.54	5,680.00	6,013.36	333.36	5.54	9,020.00
63510-000	Accounting Services	1,900.00	1,900.00	0.00	0.00	15,200.00	15,200.00	0.00	0.00	22,800.00
63550-000	Professional Fees	1,500.00	0.00	-1,500.00	N/A	1,500.00	0.00	-1,500.00	N/A	0.00
63600-000	Telephone/Answering Service	1,293.44	1,059.00	-234.44	-22.14	10,240.63	8,472.00	-1,768.63	-20.88	12,708.00
63750-000	Bank Charges	360.21	107.42	-252.79	-235.33	1,152.84	859.36	-293.48	-34.15	1,289.00
63760-000	Payroll Costs	1,170.15	713.83	-456.32	-63.93	6,326.52	5,710.64	-615.88	-10.78	8,566.00
63920-000	Computer Support & Equipment	378.43	215.75	-162.68	-75.40	3,093.38	1,726.00	-1,367.38	-79.22	2,589.00
63930-000	Training	0.00	0.00	0.00	N/A	700.00	0.00	-700.00	N/A	0.00
63990-000	Other Miscellaneous	260.00	55.42	-204.58	-369.14	786.07	443.36	-342.71	-77.30	665.00
63999-000	TOTAL ADMIN EXPENSE	23,490.16	22,840.50	-649.66	-2.84	193,745.79	182,724.00	-11,021.79	-6.03	274,086.00

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = August 2014

Book = Accrual

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
64000-000	UTILITIES EXPENSE									
64500-000	Electricity	5,817.94	2,747.92	-3,070.02	-111.72	21,896.07	21,983.36	87.29	0.40	32,975.00
64510-000	Water	6,519.22	7,978.50	1,459.28	18.29	51,210.64	63,828.00	12,617.36	19.77	95,742.00
64520-000	Gas	719.77	1,983.75	1,263.98	63.72	14,815.34	15,870.00	1,054.66	6.65	23,805.00
64900-000	Cable TV	6,390.02	6,255.00	-135.02	-2.16	51,093.00	50,040.00	-1,053.00	-2.10	75,060.00
64999-000	TOTAL UTILITIES EXPENSE	19,446.95	18,965.17	-481.78	-2.54	139,015.05	151,721.36	12,706.31	8.37	227,582.00
65000-000	OPERATING & MAINT EXPENSE									
65100-000	Janitor & Cleaning Payroll	2,540.44	2,357.50	-182.94	-7.76	19,362.01	18,860.00	-502.01	-2.66	28,290.00
65140-000	Janitor & Cleaning Contract	0.00	1,581.08	1,581.08	100.00	6,478.85	12,648.64	6,169.79	48.78	18,973.00
65150-000	Janitor & Cleaning Supplies	314.19	302.83	-11.36	-3.75	3,640.57	2,422.64	-1,217.93	-50.27	3,634.00
65190-000	Exterminating Contract	0.00	468.33	468.33	100.00	2,976.00	3,746.64	770.64	20.57	5,620.00
65250-000	Rubbish Removal	4,406.50	4,368.33	-38.17	-0.87	34,733.54	34,946.64	213.10	0.61	52,420.00
65300-000	Security Payroll/Contract	0.00	503.17	503.17	100.00	6,289.00	4,025.36	-2,263.64	-56.23	6,038.00
65370-000	Grounds Contract	2,228.00	3,914.00	1,686.00	43.08	39,145.00	31,312.00	-7,833.00	-25.02	46,968.00
65400-000	Maintenance Payroll	9,100.65	7,512.33	-1,588.32	-21.14	66,574.55	60,098.64	-6,475.91	-10.78	90,148.00
65410-000	Maintenance Supplies	579.14	1,714.67	1,135.53	66.22	10,455.49	13,717.36	3,261.87	23.78	20,576.00
65420-000	Repair Contract	2,786.66	3,326.00	539.34	16.22	13,070.90	26,608.00	13,537.10	50.88	39,912.00
65450-000	Elevator Maintenance/Contract	2,083.27	1,060.50	-1,022.77	-96.44	16,550.55	8,484.00	-8,066.55	-95.08	12,726.00
65460-000	HVAC Repairs/Maint	0.00	899.42	899.42	100.00	4,587.17	7,195.36	2,608.19	36.25	10,793.00
65600-000	Decorating Contract	0.00	1,928.92	1,928.92	100.00	25,205.03	15,431.36	-9,773.67	-63.34	23,147.00
65610-000	Decorating Supplies	1,195.54	478.33	-717.21	-149.94	5,426.59	3,826.64	-1,599.95	-41.81	5,740.00
65999-000	TOTAL OP & MAINT EXPENSE	25,234.39	30,415.41	5,181.02	17.03	254,495.25	243,323.28	-11,171.97	-4.59	364,985.00
67000-000	TAXES & INSURANCE									
67110-000	Payroll Taxes	1,992.33	1,895.00	-97.33	-5.14	18,153.97	15,160.00	-2,993.97	-19.75	22,740.00
67120-000	State Taxes	66.67	66.67	0.00	0.00	533.36	533.36	0.00	0.00	800.00
67200-000	Property & Liability Insurance	4,869.16	5,489.42	620.26	11.30	38,953.29	43,915.36	4,962.07	11.30	65,873.00
67220-000	Workmen's Compensation	2,241.36	1,845.67	-395.69	-21.44	19,058.50	14,765.36	-4,293.14	-29.08	22,148.00
67230-000	Health Insurance	2,032.18	2,789.08	756.90	27.14	13,749.42	22,312.64	8,563.22	38.38	33,469.00
67290-000	Other Insurance (Specify)	2,392.00	2,282.75	-109.25	-4.79	19,136.00	18,262.00	-874.00	-4.79	27,393.00
67599-000	TOTAL TAX & INSURANCE	13,593.70	14,368.59	774.89	5.39	109,584.54	114,948.72	5,364.18	4.67	172,423.00
68000-000	FINANCIAL ACCOUNTS									
68200-000	Interest on Mortgage Payable	27,529.80	27,529.80	0.00	0.00	222,900.62	222,900.62	0.00	0.00	332,051.50
68245-000	Interest - City Loans	28,010.75	0.00	-28,010.75	N/A	224,086.00	0.00	-224,086.00	N/A	0.00
68599-000	TOTAL FINANCIAL ACCOUNTS	55,540.55	27,529.80	-28,010.75	-101.75	446,986.62	222,900.62	-224,086.00	-100.53	332,051.50
69000-000	SERVICE EXPENSE									
69110-000	SC-Payroll	2,935.91	2,878.67	-57.24	-1.99	21,320.98	23,029.36	1,708.38	7.42	34,544.00
69990-000	TOTAL SERVICE EXPENSE	2,935.91	2,878.67	-57.24	-1.99	21,320.98	23,029.36	1,708.38	7.42	34,544.00
70000-000	OTHER EXPENSES									
73000-000	REPLACEMENT RESERVE									
73100-000	Floor Coverings	4,263.56	5,062.92	799.36	15.79	46,931.24	40,503.36	-6,427.88	-15.87	60,755.00
73120-000	Kitchen Appliances	0.00	934.08	934.08	100.00	9,641.02	7,472.64	-2,168.38	-29.02	11,209.00
73170-000	Large Appliance	0.00	870.75	870.75	100.00	0.00	6,966.00	6,966.00	100.00	10,449.00
73550-000	Furn, Fixtures & Equip (T)	1,111.53	387.50	-724.03	-186.85	1,111.53	3,100.00	1,988.47	64.14	4,650.00
73699-000	TOTAL REPLACEMENT RESERVE	5,375.09	7,255.25	1,880.16	25.91	57,683.79	58,042.00	358.21	0.62	87,063.00

Ridgeview Commons Apartments - (rvc)

Budget Comparison

Period = August 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	288,000.00	0.00	-288,000.00	N/A	0.00
78150-000	Amortization	6,075.25	0.00	-6,075.25	N/A	48,602.00	0.00	-48,602.00	N/A	0.00
78199-000	TOTAL DEPRECIATION/AMORTIZAT	42,075.25	0.00	-42,075.25	N/A	336,602.00	0.00	-336,602.00	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	93,900.00	93,904.00	4.00	0.00	140,856.00
83114-000	Mortgage Principal Pymt (T)	21,030.45	21,030.45	0.00	0.00	165,581.38	165,581.38	0.00	0.00	250,671.50
83299-000	TOTAL CASH PAYMENTS	32,767.95	32,768.45	0.50	0.00	259,481.38	259,485.38	4.00	0.00	391,527.50
89990-000	TOTAL EXPENSES	220,459.95	157,021.84	-63,438.11	-40.40	1,818,915.40	1,256,174.72	-562,740.68	-44.80	1,884,262.00
90900-000	NET INCOME	-67,764.02	-1,913.60	-65,850.42	-3,441.18	-573,816.98	-15,308.80	-558,508.18	-3,648.28	-22,963.00

Ridgeview Commons Apartments - (rvc)

Balance Sheet (With Period Change)

Period = August 2014

Book = Accrual

		Balance Aug-14	Balance Jul-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	101,052.30	125,522.00	-24,469.70
10122-000	Payroll Account	14,819.68	13,841.90	977.78
10499-000	TOTAL UNRESTRICTED CASH	116,171.98	139,663.90	-23,491.92
10600-000	RESTRICTED FUNDS			
10690-000	Security Deposits	128,603.45	126,072.66	2,530.79
10695-000	Security Deposit Acct. (2)	100,000.00	100,000.00	0.00
10699-000	TOTAL RESTRICTED FUNDS	228,603.45	226,072.66	2,530.79
10700-000	IMPOUNDED FUNDS			
10716-000	Hazard Insurance Impound	55,963.04	50,337.26	5,625.78
10718-000	Eathquake Insurance Impound	30,259.57	27,508.70	2,750.87
10730-000	Replacement Reserve	702,580.32	690,466.31	12,114.01
10798-000	TOTAL IMPOUNDED FUNDS	788,802.93	768,312.27	20,490.66
10799-000	TOTAL RESTRICTED FUNDS	1,017,406.38	994,384.93	23,021.45
10999-000	TOTAL CASH / CASH EQUIVALENTS	1,133,578.36	1,134,048.83	-470.47
11000-000	RECEIVABLES			
11110-000	A/R - LTD Partners	225,000.00	225,000.00	0.00
13999-000	TOTAL RECEIVABLES	225,000.00	225,000.00	0.00
14500-000	PREPAID EXPENSES			
14515-000	Prepaid Property Insurance	19,476.64	24,345.80	-4,869.16
14525-000	Prepaid Insurance - Other	4,784.66	7,176.66	-2,392.00
14590-000	Miscellaneous Prepaid Expenses	5,687.35	3,758.43	1,928.92
14599-000	TOTAL PREPAID EXPENSES	29,948.65	35,280.89	-5,332.24
15599-000	TOTAL CURRENT ASSETS	1,388,527.01	1,394,329.72	-5,802.71
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	-9,911,930.74	-9,875,930.74	-36,000.00
17999-000	TOTAL LAND AND FIXED ASSETS	6,083,515.03	6,119,515.03	-36,000.00
18100-000	OTHER ASSETS			
18132-000	Bond Financing	31,620.00	32,130.00	-510.00
18185-000	Perm. Loan Fees	931,294.71	936,859.96	-5,565.25
18300-000	Refundable Deposits	176,951.00	176,951.00	0.00
19900-000	TOTAL OTHER ASSETS	1,139,865.71	1,145,940.96	-6,075.25
19999-000	**TOTAL ASSETS**	**8,611,907.75**	**8,659,785.71**	**-47,877.96**

Ridgeview Commons Apartments - (rvc)

Balance Sheet (With Period Change)

Period = August 2014

Book = Accrual

		Balance Aug-14	Balance Jul-14	Net Change
20000-000	LIABILITY ACCOUNTS			
20010-000	CURRENT LIABILITIES			
20100-000	Accounts Payable	9,065.33	20,601.19	-11,535.86
20120-000	Accrued Liabilities	11,228.00	19,728.00	-8,500.00
20160-000	Accrued Income Taxes	533.36	466.69	66.67
20199-000	TOTAL ACCOUNTS PAYABLE / ACCRUED LIA	20,826.69	40,795.88	-19,969.19
21900-000	SECURITY DEPOSITS			
21910-000	Tenant Security Deposits	162,165.15	162,058.15	107.00
21999-000	TOTAL SECURITY DEPOSITS	162,165.15	162,058.15	107.00
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	211,184.17	231,046.36	-19,862.19
25000-000	LONG-TERM LIABILITIES			
25100-000	NOTES AND LOAN PAYABLES			
25120-000	Mortgage Payable	5,985,471.62	6,006,502.07	-21,030.45
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	12,460,471.62	12,481,502.07	-21,030.45
26700-000	INTEREST PAYABLE-LT			
26720-000	Accrued Int - City	6,873,089.00	6,845,078.25	28,010.75
26799-000	TOTAL INTEREST PAYABLE-LT	6,873,089.00	6,845,078.25	28,010.75
29000-000	8000 CONTRA ACCOUNTS (T)			
29112-000	Repl Res-Contra 83112 (T)	93,900.00	82,162.50	11,737.50
29114-000	Mort Prin Pymt-Contra 83114 (T)	165,581.38	144,550.93	21,030.45
29299-000	TOTAL CONTRA ACCTS	259,481.38	226,713.43	32,767.95
29999-000	TOTAL LIABILITIES	19,804,226.17	19,784,340.11	19,886.06
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	-573,816.98	-506,052.96	-67,764.02
31199-000	TOTAL EARNINGS	-573,816.98	-506,052.96	-67,764.02
32999-000	**TOTAL EQUITY & LIABILITY**	**8,611,907.75**	**8,659,785.71**	**-47,877.96**

Kottinger Place

Financial Report
June 2014

VARIANCE REPORT
KOTTINGER PLACE – June 2014

PROJECT REVENUE

Actual: $41,784 Budget: $23,599 Variance: $18,185

Project Revenue reflects May and June's drawdowns. Project Revenue is substantially on budget.

ADMINISTRATIVE EXPENSES

Actual: $8,935 Budget: $7,266 Variance: $(1,669)

Once again, 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: $6,641 Budget: $5,630 Variance: $(1,011)

Water and Sewer expenses are higher than budgeted. Both management and residents are working to conserve water, but the increased summer and drought rates are resulting in high expenses. Site staff has implemented all required water conservation measures.

OPERATING & MAINTENANCE

Actual: $22,268 Budget: $6,484 Variance: $(15,784)

Kottinger paid a large amount of Operating and Maintenance expenses during June. Looking at the Budget Comparison, nearly every Line Item is over budget. A good portion of the over budget items are the result of work orders generated during the annual inspection, as well as preparation for the upcoming HUD physical inspection of the site. There are three large items worth noting specifically, $5,800 for tree trimming, $4,800 for lower toilet replacement in unit 48 (a reasonable accommodation) and $2,100 for carpet and flooring replacements in 3 units. Most of these items fall under the category of capital expenses and will likely be paid for through the Capital Funds Program grant that the site receives.

TOTAL EXPENSES

Actual: $42,612 Budget: $22,221 Variance: $(20,391)

Month-to-Date Net Income for June is $(828)

Year-to-Date Net Income is $27,677

Variance Report completed by Sean Barcelon

Cash on Hand at the end of the month: $64,383

Variance Report completed by Sean Barcelon

OPERATING ACCOUNT

MONTHLY REPORT FOR ESTABLISHING NET INCOME

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

OPER ACCOUNT

	Kottinger	2009 Cap Fund	2010 Cap Fund	Total
1. Cash on Hand and in the Bank Beginning of the Month				
(1) OPENING CASH	$62,889.70	($414.20)	$0.00	$62,475.50
2. Amounts Received During the Month				
(a) Tenants Apartment Rent	$15,153.00	$0.00	$0.00	$15,153.00
(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	$2,981.51	$0.00	$2,981.51
(f) Operating Funds	$26,446.58	$0.00	$0.00	$26,446.58
(2) TOTAL RECEIPTS	$41,599.58	$2,981.51	$0.00	$44,581.09
3. Disbursements Made During the Month				
(a) Routine Operations	$29,896.02	$0.00	$0.00	$29,896.02
(b) Flooring Replacements	$0.00	$2,113.38	$0.00	$2,113.38
(c) Blind Replacements	$0.00	$0.00	$0.00	$0.00
(d) Appliance Replacements	$0.00	$63.71	$0.00	$63.71
(e) Heating, Cooling Replacement	$0.00	$390.22	$0.00	$390.22
(f) Plumbing Replacement	$0.00	$0.00	$0.00	$0.00
(g) Tree Trimming	$5,400.00	$0.00	$0.00	$5,400.00
(f) Toilet Installation	$4,810.00	$0.00	$0.00	$4,810.00
(3) TOTAL DISBURSEMENTS	$40,106.02	$2,567.31	$0.00	$42,673.33
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)	$64,383.26	$0.00	$0.00	$64,383.26
5. Monthly Rent Potential	$15,136.00			
6. (a) Accounts Receivable	($37.00)			
7. Accounts Payable				
(a) Routine	$20,768.65			
		MTD	YTD	
8. (a) No. of Units Vacant	1	$61.00	$307.00	
(b) No. of Units Occupied	48			
(c) No. of Free Rent Units	1			
9. Tenants' Security Deposits				
(a) Liability to date	$11,674.00			
(b) S/D Checking Acct.-SB	$3,458.44			
(c) S/D CD	$8,508.62			

Reserve Accounts

United American Bank
$55,168.95

Bay Commercial
$216,076.92

2009 Capital Acct
Umpqua
$27,771.87

2010 Capital Acct
Umpqua
$55,414.15

2011 Capital Acct
Umpqua
$47,729.45

2012 Capital Acct
Umpqua
$43,149.22

I hereby certify that this is a true and correct report

SIGNATURE	ASSET MANAGER	DATE

KOTTINGER PLACE

SUMMARY OF CASH ACCOUNTS

June-14

UNRESTRICTED FUNDS

Operating Checking Account		
Sonoma Bank - Sterling	$	64,383.26
Petty Cash	$	300.00
TOTAL OF UNRESTRICTED FUNDS	$	**64,683.26**

RESTRICTED FUNDS

TENANTS' SECURITY DEPOSITS

Security Deposit - Sonoma Bank	$	3,458.44
Security Deposit - Sonoma Bank .15% 10/22/14	$	8,508.62
Total	$	11,967.06

RESERVE ACCOUNTS

Money Market, United American Bank .20%	$	55,168.95
Money Market- Bay Commercial APY .64%	$	216,076.92
Total	$	271,245.87

CAPITAL ACCOUNTS

2009 Money Market - Sonoma Bank .03%	$	27,771.87
2010 Money Market - Sonoma Bank .05%	$	55,414.15
2011 Money Market - Sonoma Bank .03%	$	47,729.45
2012 Money Market - Sonoma Bank .03%	$	43,149.22
Total	$	83,186.02
TOTAL OF RESTRICTED FUNDS	$	366,398.95

TOTAL OF ALL CASH	**$**	**431,082.21**

PROPERTY: Kottinger Place

Accounting Month/Year: Jun-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:	30,338.40	55,411.80	47,728.23	43,148.12

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
Vinyl		18	DT Floormasters	5/8/14	347980	244.00	5361	9/4/14	1,116.69	6563	2009	6/30/14	244.00	0.78	30,095.18	0.00	2.35	55,414.15	0.00	1.22	47,729.45	0.00	1.10	43,149.22
Carpet		47	DT Floormasters	5/8/14	347979	872.69	5361	9/4/14	1,116.69	6563	2009	6/30/14	872.69		29,222.49	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
Carpet		38	DT Floormasters	6/2/14	349249	752.69	5373	9/16/14	996.69	6563	2009	6/30/14	752.69		28,469.80	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
Vinyl		38	DT Floormasters	6/2/14	349250	244.00	5973	5/8/16	996.69	6563	2009	6/30/14	244.00		28,225.80	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
A/C Unit	303CXRNA309	4	HD Supply Facilities Maintenance	6/10/14	9130240509	390.22	5976	5/11/16	672.82	6548	2009	6/30/14	390.22		27,835.58	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
RangeHood		9	HD Supply Facilities Maintenance	6/23/14	9130527604	63.71	5382	9/25/14	417.91	6564	2009	6/30/14	63.71		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
													0.00		27,771.87	0.00		55,414.15	0.00		47,729.45	0.00		43,149.22
Sub-Total (This Page Only)						**2,567.31**							**2,567.31**	**0.78**		**0.00**	**2.35**		**0.00**	**1.22**		**0.00**	**1.10**	
Grand Total(all pages)																								

kots-02 REV - 12/02/02

Budget Comparison

June 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
RENT REVENUE									
RENT - APARTMENT	15,136	13,599	1,537	11	176,786	163,189	13,597	8	163,189
PREPAID RENT INCOME	17	0	17	0	71	0	71	0	0
TOTAL RENT REVENUE	**15,153**	**13,599**	**1,554**	**11**	**176,857**	**163,189**	**13,668**	**8**	**163,189**
VACANCIES									
APARTMENT VACANCIES	-61	-125	64	-51	-288	-1,500	1,212	-81	-1,500
TOTAL VACANCIES	**-61**	**-125**	**64**	**-51**	**-288**	**-1,500**	**1,212**	**-81**	**-1,500**
TOTAL RENT REVENUE LESS VAC	**15,092**	**13,474**	**1,618**	**12**	**176,569**	**161,689**	**14,880**	**9**	**161,689**
ELDERLY AND CONG. SVCS INCOME									
FINANCIAL REVENUE									
CAPITAL INTEREST	5	8	-3	-35	138	100	38	38	100
OPERATING RESERVE INTEREST	240	117	123	106	1,319	1,400	-81	-6	1,400
PROJECT IMPROVEMENT INTEREST	0	0	0	0	8	0	8	0	0
TOTAL FINANCIAL REVENUE	**246**	**125**	**121**	**96**	**1,464**	**1,500**	**-36**	**-2**	**1,500**
OTHER REVENUE									
LAUNDRY AND VENDING	0	0	0	0	1,850	0	1,850	0	0
HUD OPERATING FUNDS	26,447	10,000	16,447	164	149,841	120,000	29,841	25	120,000
TOTAL OTHER REVENUE	**26,447**	**10,000**	**16,447**	**164**	**151,691**	**120,000**	**31,691**	**26**	**120,000**
TOTAL REVENUE	**41,784**	**23,599**	**18,185**	**77**	**329,724**	**283,189**	**46,535**	**16**	**283,189**
PROJECT EXPENSES									
MKTG AND RENTING EXPENSES									
ADVERTISING-SIGNS	0	0	0	0	25	0	-25	0	0
ADVERTISING-INTERNET	80	0	-80	0	960	0	-960	0	0

Budget Comparison

June 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
RESIDENT SCREENING	0	13	13	100	24	150	126	84	150
TOTAL MKTG AND RENTING EXPENSES	**80**	**13**	**-68**	**-540**	**1,009**	**150**	**-859**	**-572**	**150**
ADMINISTRATIVE EXPENSES									
PAYROLL-PROCESSING FEE	312	195	-117	-60	2,623	2,341	-282	-12	2,341
OFFICE SALARIES	1,461	0	-1,461	0	12,094	0	-12,094	0	0
OFFICE SUPPLIES	61	117	55	47	1,340	1,401	61	4	1,401
COPIER CONTRACTS	38	0	-38	0	295	0	-295	0	0
COPIER PAPER AND SUPPLIES	0	0	0	0	279	0	-279	0	0
SITE EXPENSES FOR POSTAGE	0	35	35	100	129	422	293	69	422
MANAGEMENT FEE	2,100	2,100	0	0	25,200	25,200	0	0	25,200
POSTAGE BAMC FEE	0	0	0	0	53	0	-53	0	0
ADMINISTRATOR SALARY	4,093	3,817	-275	-7	38,380	45,809	7,429	16	45,809
AUDIT EXPENSE	0	0	0	0	9,000	9,450	450	5	9,450
TELEPHONE AND ANSWERING SVC	620	387	-233	-60	4,885	4,641	-244	-5	4,641
BAD DEBT EXPENSE	0	167	167	100	0	2,000	2,000	100	2,000
MISC ADMINISTRATIVE EXP	60	215	154	72	406	2,574	2,168	84	2,574
TRAINING/SEMINAR EXPENSE	189	0	-189	0	1,602	1,500	-102	-7	1,500
COMPUTER SOFTWARE AND LICENSE	0	233	233	100	2,927	2,800	-127	-5	2,800
DUES/SUBSCRIPTIONS/MEMBERSHIP	0	0	0	0	178	110	-68	-61	110
TOTAL ADMINISTRATIVE EXPENSE	**8,935**	**7,266**	**-1,669**	**-23**	**99,392**	**98,248**	**-1,144**	**-1**	**98,248**
UTILITY EXPENSE									
ELECTRICITY	1,653	2,078	425	20	21,971	24,936	2,965	12	24,936
WATER	1,485	922	-563	-61	10,467	11,059	592	5	11,059
GAS	1,636	1,823	187	10	24,112	21,878	-2,234	-10	21,878
SEWER	1,867	807	-1,060	-131	11,178	9,681	-1,497	-15	9,681
TOTAL UTILITIES	**6,641**	**5,630**	**-1,011**	**-18**	**67,727**	**67,554**	**-173**	**0**	**67,554**

Budget Comparison

June 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
OPERATING AND MAINTENANCE EXPENS									
CARPET CLEANING CONTRACT	620	75	-545	-727	1,410	900	-510	-57	900
CUSTODIAL SUPPLIES	358	54	-304	-567	1,055	644	-411	-64	644
EXTERMINATING SUPPLIES	12	0	-12	0	107	0	-107	0	0
EXTERMINATING CONTRACT	165	0	-165	0	1,980	0	-1,980	0	0
CONTRACTS	0	250	250	100	0	3,000	3,000	100	3,000
GARBAGE AND TRASH REMOVAL	380	339	-40	-12	4,404	4,072	-332	-8	4,072
SECURITY SUPPLIES	147	5	-143	-3,087	229	55	-174	-317	55
SECURITY - CONTRACTS	109	34	-75	-217	349	412	63	15	412
GROUNDS SUPPLIES	286	222	-64	-29	1,173	2,665	1,492	56	2,665
GROUNDS CONTRACT	6,515	1,137	-5,378	-473	21,280	13,648	-7,632	-56	13,648
TOOLS	10	0	-10	0	488	0	-488	0	0
MAINTENANCE PAYROLL	4,058	2,708	-1,349	-50	29,866	32,497	2,631	8	32,497
REPAIRS SUPPLIES	325	289	-36	-12	2,272	3,471	1,199	35	3,471
REPAIRS CONTRACT	0	119	119	100	3,953	1,424	-2,529	-178	1,424
ELECTRICAL SUPPLIES	5	150	144	96	935	1,794	859	48	1,794
ELECTRICAL CONTRACTS	0	167	167	100	0	2,000	2,000	100	2,000
HEATING/COOLING MAINT SUPPLIES	0	72	72	100	161	859	698	81	859
HEATING/COOLING MAINT CONTRACT	0	17	17	100	0	200	200	100	200
APPLIANCE REPAIR SUPPLIES	683	16	-668	-4,275	1,303	187	-1,116	-597	187
APPLIANCE REPAIR CONTRACTS	0	0	0	0	142	0	-142	0	0
PLUMBING SUPPLIES	830	191	-640	-336	4,283	2,286	-1,997	-87	2,286
PLUMBING CONTRACT	4,810	225	-4,585	-2,034	7,325	2,704	-4,621	-171	2,704
DECORATING SUPPLIES	409	106	-302	-285	1,068	1,275	207	16	1,275
DECORATING CONTRACT	0	0	0	0	275	0	-275	0	0
WINDOW COVERING REPLACEMENT	0	0	0	0	568	0	-568	0	0
FLOORING REPLACEMENT	2,113	0	-2,113	0	3,501	0	-3,501	0	0
APPLIANCE REPLACEMENT	64	0	-64	0	1,427	0	-1,427	0	0

Budget Comparison

June 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
CABINET/COUNTERTOP REPLACEMEN	0	0	0	0	272	0	-272	0	0
GAS OIL AND GREASE	20	0	-20	0	190	0	-190	0	0
MILEAGE REIMBURSEMENT	0	114	114	100	132	1,363	1,231	90	1,363
MAINTENANCE LAUNDRY SERVICE	284	0	-284	0	1,642	0	-1,642	0	0
MISC OPERATING EXPENSES	0	143	143	100	0	1,718	1,718	100	1,718
CABLE TV	65	53	-12	-22	715	637	-78	-12	637
TOTAL OPERATING AND MAINTENANCE	**22,268**	**6,484**	**-15,784**	**-243**	**92,503**	**77,811**	**-14,692**	**-19**	**77,811**
TAXES AND INSURANCE									
PAYROLL TAXES	830	577	-254	-44	8,905	6,921	-1,984	-29	6,921
MISC. TAX LICENSE AND PERMITS	0	0	0	0	60	0	-60	0	0
WORKER'S COMP. INSURANCE	1,057	753	-304	-40	8,695	9,041	346	4	9,041
HEALTH INS/EMPLOYEE BENEFITS	1,689	995	-694	-70	13,162	11,939	-1,223	-10	11,939
401-K EMPLOYEE BENEFITS	0	186	186	100	0	744	744	100	744
TOTAL TAXES AND INSURANCE	**3,577**	**2,511**	**-1,066**	**-42**	**30,822**	**28,645**	**-2,177**	**-8**	**28,645**
ELDERLY AND CONGREGATE SVC									
DIETARY SERVICES									
FOOD AND BEVERAGES	0	0	0	0	789	0	-789	0	0
FOOD-SPECIAL EVENTS	147	0	-147	0	1,436	0	-1,436	0	0
TOTAL DIETARY SERVICES	**147**	**0**	**-147**	**0**	**2,226**	**0**	**-2,226**	**0**	**0**
SENIOR LIVING SERVICES									
RECREATION/ACTIVITY SERVICES									
RECREATION/ACTIVITY-SUPPLIES	0	118	118	100	364	1,415	1,051	74	1,415
SERVICE COORDINATOR	965	201	-765	-381	8,004	2,406	-5,598	-233	2,406
TOTAL RECREATION/ACTIVITY SERVICES	**965**	**318**	**-647**	**-203**	**8,368**	**3,821**	**-4,547**	**-119**	**3,821**

Budget Comparison

June 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
TOTAL ELDERLY AND CONGREGATE SVC	**1,112**	**318**	**-794**	**-249**	**10,594**	**3,821**	**-6,773**	**-177**	**3,821**
TOTAL PROJECT EXPENSES	**42,612**	**22,221**	**-20,391**	**-92**	**302,047**	**276,229**	**-25,818**	**-9**	**276,229**
NET PROFIT/LOSS	**-828**	**1,378**	**-2,206**	**-160**	**27,677**	**6,960**	**20,717**	**298**	**6,960**
ADJUSTMENTS									
BUILDING EQUIPMENT - FIXED	0	0	0	0	-381	0	-381	0	0
TOTAL FIXED ASSETS	**0**	**0**	**0**	**0**	**-381**	**0**	**-381**	**0**	**0**
TOTAL L/T LIABILITIES	**0**	**0**	**0**	**0**	**-381**	**0**	**-381**	**0**	**0**
TOTAL ADJUSTMENTS	0	0	0	0	-381	0	-381	0	0
CASH FLOW	-828	1,378	-2,206	-160	27,296	6,960	20,336	292	6,960

Kottinger Place

Financial Report
July 2014

VARIANCE REPORT
KOTTINGER PLACE – July 2014

PROJECT REVENUE

Actual: $15,738.55 Budget: $28,970.67 Variance: $(13,232.12)

We are in the process of renewing our LOCC's profile in order to complete the drawdown. Unfortunately, the verification form was not returned to us in time to draw down the subsidy funds before the 20th of July.

ADMINISTRATIVE EXPENSES

Actual: $8,828.56 Budget: $8,375.00 Variance: $(453.56)

The negative variance is due to the additional corrective management fee, which has been agreed upon by Barcelon and The City.

UTILITIES

Actual: $3,513.73 Budget: $5,177.58 Variance: $1,663.85

The Gas bill is significantly under budget, due to low gas use during summer months.

OPERATING & MAINTENANCE

Actual: $5,678.16 Budget: $5,517.91 Variance: $(160.25)

Kottinger place is just over budget, while including $1,241 to replace all carpet and vinyl in unit #9.

TOTAL EXPENSES

Actual: $19,842.78 Budget: $21,450.46 Variance: $1,607.68

Month-to-Date Net Income for July is $(4,104.23)

Year-to-Date Net Income is $(4,104.23)

Cash on Hand at the end of the month: $60,564.23

If the drawdown of $13,000 is included, Net Income is roughly $8,896

Variance Report completed by Sean Barcelon

OPERATING ACCOUNT

MONTHLY REPORT FOR ESTABLISHING NET INCOME

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

	OPER ACCOUNT			
	Kottinger	**2009 Cap Fund**	**2010 Cap Fund**	**Total**
1. Cash on Hand and in the Bank Beginning of the Month				
(1) OPENING CASH	$64,383.26	$0.00	$0.00	$64,383.26
2. Amounts Received During the Month				
(a) Tenants Apartment Rent	$14,955.00	$0.00	$0.00	$14,955.00
(b) Cable TV	$0.00	$0.00	$0.00	$0.00
(c) Laundry	$769.25	$0.00	$0.00	$769.25
(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	$15,724.25	$0.00	$0.00	$15,724.25
3. Disbursements Made During the Month				
(a) Routine Operations	$18,211.05	$0.00	$0.00	$18,211.05
(b) Flooring Replacements	$0.00	$1,241.51	$0.00	$1,241.51
(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	$390.22	$0.00	$390.22
(f) Plumbing Replacement	$0.00	$0.00	$0.00	$0.00
(3) TOTAL DISBURSEMENTS	$18,211.05	$1,631.73	$0.00	$19,842.78
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)	$61,896.46	($1,631.73)	$0.00	$60,264.73

5. Monthly Rent Potential	$15,052.00			Reserve Accounts
6. (a) Accounts Receivable	$91.00			United American Bank $55,178.02
				Bay Commercial $216,076.92
7. Accounts Payable				
(a) Routine	$419,223.97			2009 Capital Acct Umpqua $27,772.58
		MTD	YTD	2010 Capital Acct
8. (a) No. of Units Vacant	0	$50.00	$50.00	Umpqua
(b) No. of Units Occupied	49			$55,416.43
(c) No. of Free Rent Units	1			2011 Capital Acct Umpqua $47,730.63
9. Tenants' Security Deposits				
(a) Liability to date	$11,937.00			2012 Capital Acct
(b) S/D Checking Acct.-SB	$3,721.44			Umpqua
(c) S/D CD	$8,508.62			$43,150.28

I hereby certify that this is a true and correct report

SIGNATURE	ASSET MANAGER	DATE

KOTTINGER PLACE

SUMMARY OF CASH ACCOUNTS

July-14

UNRESTRICTED FUNDS

Operating Checking Account	
Sonoma Bank - Sterling	$ 60,264.73
Petty Cash	$ 300.00
TOTAL OF UNRESTRICTED FUNDS	**$ 60,564.73**

RESTRICTED FUNDS

TENANTS' SECURITY DEPOSITS

Security Deposit - Sonoma Bank	$ 3,721.44
Security Deposit - Sonoma Bank .15% 10/22/14	$ 8,508.62
Total	$ 12,230.06

RESERVE ACCOUNTS

Money Market, United American Bank .20%	$ 55,178.02
Money Market- Bay Commercial APY .64%	$ 216,076.92
Total	$ 271,254.94

CAPITAL ACCOUNTS

2009 Money Market - Sonoma Bank .03%	$ 27,772.58
2010 Money Market - Sonoma Bank .05%	$ 55,416.43
2011 Money Market - Sonoma Bank .03%	$ 47,730.63
2012 Money Market - Sonoma Bank .03%	$ 43,150.28
Total	$ 83,189.01

TOTAL OF RESTRICTED FUNDS	$ 366,674.01

TOTAL OF ALL CASH	**$ 427,238.74**

PROPERTY: Kottinger Place

Accounting Month/Year: Jul-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:	27,771.87	55,414.15	47,729.45	43,149.22

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
Vinyl		9	DT Floormasters	6/30/14	351054	444.00	5397	7/19/14	1,241.51	6563	2009	7/21/14	444.00	0.71	27,328.58	0.00	2.28	55,416.43	0.00	1.18	47,730.63	0.00	1.06	43,150.28
Carpet		9	DT Floormasters	6/26/14	351000	797.51	5397	7/19/14	1,241.51	6563	2009	7/21/14	797.51		26,531.07	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
A/C		41	HD Supply Facilities Maintenance	7/15/14	9131003539	390.22	5399	7/19/14	662.83	6546	2009	7/21/14	390.22		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
													0.00		26,140.85	0.00		55,416.43	0.00		47,730.63	0.00		43,150.28
Sub-Total (This Page Only)						**1,631.73**							**1,631.73**	**0.71**		**0.00**	**2.28**		**0.00**	**1.18**		**0.00**	**1.06**	
Grand Total(all pages)																								

kots-02 REV - 12/02/02

Budget Comparison

July 2014

Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
RENT REVENUE									
RENT - APARTMENT	15,011.00	14,695.42	315.58	2.15	15,011.00	14,695.42	315.58	2.15	176,345.00
RENT - EMPLOYEE	0.00	1,122.00	-1,122.00	-100.00	0.00	1,122.00	-1,122.00	-100.00	13,464.00
PREPAID RENT INCOME	-6.00	0.00	-6.00	0.00	-6.00	0.00	-6.00	0.00	0.00
TOTAL RENT REVENUE	**15,005.00**	**15,817.42**	**-812.42**	**-5.14**	**15,005.00**	**15,817.42**	**-812.42**	**-5.14**	**189,809.00**
VACANCIES									
APARTMENT VACANCIES	-50.00	-125.00	75.00	-60.00	-50.00	-125.00	75.00	-60.00	-1,500.00
TOTAL VACANCIES	**-50.00**	**-125.00**	**75.00**	**-60.00**	**-50.00**	**-125.00**	**75.00**	**-60.00**	**-1,500.00**
TOTAL RENT REVENUE LESS VAC	**14,955.00**	**15,692.42**	**-737.42**	**-4.70**	**14,955.00**	**15,692.42**	**-737.42**	**-4.70**	**188,309.00**
ELDERLY AND CONG. SVCS INCOME									
FINANCIAL REVENUE									
CAPITAL INTEREST	5.23	12.00	-6.77	-56.42	5.23	12.00	-6.77	-56.42	144.00
OPERATING RESERVE INTEREST	9.07	98.08	-89.01	-90.75	9.07	98.08	-89.01	-90.75	1,177.00
TOTAL FINANCIAL REVENUE	**14.30**	**110.08**	**-95.78**	**-87.01**	**14.30**	**110.08**	**-95.78**	**-87.01**	**1,321.00**
OTHER REVENUE									
LAUNDRY AND VENDING	769.25	168.17	601.08	357.42	769.25	168.17	601.08	357.42	2,018.00
HUD OPERATING FUNDS	0.00	13,000.00	-13,000.00	-100.00	0.00	13,000.00	-13,000.00	-100.00	156,000.00
TOTAL OTHER REVENUE	**769.25**	**13,168.17**	**-12,398.92**	**-94.16**	**769.25**	**13,168.17**	**-12,398.92**	**-94.16**	**158,018.00**
TOTAL REVENUE	**15,738.55**	**28,970.67**	**-13,232.12**	**-45.67**	**15,738.55**	**28,970.67**	**-13,232.12**	**-45.67**	**347,648.00**
PROJECT EXPENSES									
MKTG AND RENTING EXPENSES									
ADVERTISING-INTERNET	80.00	80.00	0.00	0.00	80.00	80.00	0.00	0.00	960.00
RESIDENT SCREENING	0.00	12.50	12.50	100.00	0.00	12.50	12.50	100.00	150.00

Budget Comparison

July 2014

Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
TOTAL MKTG AND RENTING EXPENSES	**80.00**	**92.50**	**12.50**	**13.51**	**80.00**	**92.50**	**12.50**	**13.51**	**1,110.00**
ADMINISTRATIVE EXPENSES									
PAYROLL-PROCESSING FEE	99.26	242.17	142.91	59.01	99.26	242.17	142.91	59.01	2,906.00
OFFICE SALARIES	462.06	490.00	27.94	5.70	462.06	490.00	27.94	5.70	11,760.00
OFFICE SUPPLIES	0.00	136.83	136.83	100.00	0.00	136.83	136.83	100.00	1,642.00
COPIER PAPER AND SUPPLIES	0.00	25.33	25.33	100.00	0.00	25.33	25.33	100.00	304.00
MANAGEMENT FEE	6,430.00	2,850.00	-3,580.00	-125.61	6,430.00	2,850.00	-3,580.00	-125.61	34,200.00
ADMINISTRATOR SALARY	1,287.60	3,808.83	2,521.23	66.19	1,287.60	3,808.83	2,521.23	66.19	46,506.00
LEGAL EXPENSES	0.00	141.67	141.67	100.00	0.00	141.67	141.67	100.00	1,700.00
AUDIT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,450.00
TELEPHONE AND ANSWERING SVC	327.64	407.08	79.44	19.51	327.64	407.08	79.44	19.51	4,885.00
BAD DEBT EXPENSE	0.00	166.67	166.67	100.00	0.00	166.67	166.67	100.00	2,000.00
MISC ADMINISTRATIVE EXP	0.00	32.42	32.42	100.00	0.00	32.42	32.42	100.00	389.00
TRAINING/SEMINAR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
COMPUTER SOFTWARE AND LICENSE	222.00	74.00	-148.00	-200.00	222.00	74.00	-148.00	-200.00	3,000.00
DUES/SUBSCRIPTIONS/MEMBERSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	178.00
TOTAL ADMINISTRATIVE EXPENSE	**8,828.56**	**8,375.00**	**-453.56**	**-5.42**	**8,828.56**	**8,375.00**	**-453.56**	**-5.42**	**120,420.00**
UTILITY EXPENSE									
ELECTRICITY	2,316.27	2,031.83	-284.44	-14.00	2,316.27	2,031.83	-284.44	-14.00	24,382.00
WATER	0.00	898.17	898.17	100.00	0.00	898.17	898.17	100.00	10,778.00
GAS	1,197.46	2,247.58	1,050.12	46.72	1,197.46	2,247.58	1,050.12	46.72	26,971.00
SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,242.00
TOTAL UTILITIES	**3,513.73**	**5,177.58**	**1,663.85**	**32.14**	**3,513.73**	**5,177.58**	**1,663.85**	**32.14**	**72,373.00**
OPERATING AND MAINTENANCE EXPENS									
CARPET CLEANING CONTRACT	400.00	75.00	-325.00	-433.33	400.00	75.00	-325.00	-433.33	900.00
CUSTODIAL SUPPLIES	35.94	65.25	29.31	44.92	35.94	65.25	29.31	44.92	783.00

Budget Comparison

July 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
EXTERMINATING SUPPLIES	0.00	7.92	7.92	100.00	0.00	7.92	7.92	100.00	95.00
EXTERMINATING CONTRACT	165.00	206.67	41.67	20.16	165.00	206.67	41.67	20.16	2,480.00
GARBAGE AND TRASH REMOVAL	379.71	384.17	4.46	1.16	379.71	384.17	4.46	1.16	4,610.00
SECURITY SUPPLIES	0.00	7.50	7.50	100.00	0.00	7.50	7.50	100.00	90.00
SECURITY - CONTRACTS	0.00	22.50	22.50	100.00	0.00	22.50	22.50	100.00	270.00
GROUNDS SUPPLIES	0.00	83.00	83.00	100.00	0.00	83.00	83.00	100.00	996.00
GROUNDS CONTRACT	1,115.00	1,369.08	254.08	18.56	1,115.00	1,369.08	254.08	18.56	16,429.00
TOOLS	0.00	33.33	33.33	100.00	0.00	33.33	33.33	100.00	400.00
MAINTENANCE PAYROLL	1,240.74	1,358.08	117.34	8.64	1,240.74	1,358.08	117.34	8.64	33,194.00
REPAIRS SUPPLIES	146.33	182.33	36.00	19.74	146.33	182.33	36.00	19.74	2,188.00
REPAIRS CONTRACT	0.00	366.50	366.50	100.00	0.00	366.50	366.50	100.00	4,398.00
ELECTRICAL SUPPLIES	6.19	87.00	80.81	92.89	6.19	87.00	80.81	92.89	1,044.00
ELECTRICAL CONTRACTS	0.00	166.67	166.67	100.00	0.00	166.67	166.67	100.00	2,000.00
HEATING/COOLING MAINT SUPPLIES	390.22	15.08	-375.14	-2,487.67	390.22	15.08	-375.14	-2,487.67	181.00
HEATING/COOLING MAINT CONTRACT	0.00	16.67	16.67	100.00	0.00	16.67	16.67	100.00	200.00
APPLIANCE REPAIR SUPPLIES	0.00	58.00	58.00	100.00	0.00	58.00	58.00	100.00	696.00
APPLIANCE REPAIR CONTRACTS	0.00	13.17	13.17	100.00	0.00	13.17	13.17	100.00	158.00
PLUMBING SUPPLIES	122.99	323.33	200.34	61.96	122.99	323.33	200.34	61.96	3,880.00
PLUMBING CONTRACT	179.00	233.25	54.25	23.26	179.00	233.25	54.25	23.26	2,799.00
DECORATING SUPPLIES	26.15	61.08	34.93	57.19	26.15	61.08	34.93	57.19	733.00
DECORATING CONTRACT	0.00	83.33	83.33	100.00	0.00	83.33	83.33	100.00	1,000.00
FLOORING REPLACEMENT	1,241.51	0.00	-1,241.51	0.00	1,241.51	0.00	-1,241.51	0.00	0.00
GAS OIL AND GREASE	0.00	15.42	15.42	100.00	0.00	15.42	15.42	100.00	185.00
MILEAGE REIMBURSEMENT	0.00	12.33	12.33	100.00	0.00	12.33	12.33	100.00	148.00
MAINTENANCE LAUNDRY SERVICE	99.40	125.92	26.52	21.06	99.40	125.92	26.52	21.06	1,511.00
MISC OPERATING EXPENSES	0.00	83.33	83.33	100.00	0.00	83.33	83.33	100.00	1,000.00
CABLE TV	129.98	62.00	-67.98	-109.65	129.98	62.00	-67.98	-109.65	744.00
TOTAL OPERATING AND MAINTENANCE	**5,678.16**	**5,517.91**	**-160.25**	**-2.90**	**5,678.16**	**5,517.91**	**-160.25**	**-2.90**	**83,112.00**

Budget Comparison

July 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
TAXES AND INSURANCE									
PAYROLL TAXES	263.02	445.17	182.15	40.92	263.02	445.17	182.15	40.92	8,942.00
WORKER'S COMP. INSURANCE	337.75	594.67	256.92	43.20	337.75	594.67	256.92	43.20	13,136.00
HEALTH INS/EMPLOYEE BENEFITS	583.18	595.50	12.32	2.07	583.18	595.50	12.32	2.07	13,146.00
401-K EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	744.00
TOTAL TAXES AND INSURANCE	**1,183.95**	**1,635.34**	**451.39**	**27.60**	**1,183.95**	**1,635.34**	**451.39**	**27.60**	**35,968.00**
ELDERLY AND CONGREGATE SVC									
DIETARY SERVICES									
FOOD AND BEVERAGES	0.00	71.75	71.75	100.00	0.00	71.75	71.75	100.00	861.00
FOOD-SPECIAL EVENTS	196.40	200.00	3.60	1.80	196.40	200.00	3.60	1.80	1,406.00
TOTAL DIETARY SERVICES	**196.40**	**271.75**	**75.35**	**27.73**	**196.40**	**271.75**	**75.35**	**27.73**	**2,267.00**
SENIOR LIVING SERVICES									
RECREATION/ACTIVITY SERVICES									
RECREATION/ACTIVITY-SUPPLIES	0.00	33.08	33.08	100.00	0.00	33.08	33.08	100.00	397.00
SERVICE COORDINATOR	361.98	347.30	-14.68	-4.23	361.98	347.30	-14.68	-4.23	8,736.00
TOTAL RECREATION/ACTIVITY SERVICES	**361.98**	**380.38**	**18.40**	**4.84**	**361.98**	**380.38**	**18.40**	**4.84**	**9,133.00**
TOTAL ELDERLY AND CONGREGATE SVC	**558.38**	**652.13**	**93.75**	**14.38**	**558.38**	**652.13**	**93.75**	**14.38**	**11,400.00**
TOTAL PROJECT EXPENSES	**19,842.78**	**21,450.46**	**1,607.68**	**7.49**	**19,842.78**	**21,450.46**	**1,607.68**	**7.49**	**324,383.00**
NET PROFIT/LOSS	**-4,104.23**	**7,520.21**	**-11,624.44**	**-154.58**	**-4,104.23**	**7,520.21**	**-11,624.44**	**-154.58**	**23,265.00**
ADJUSTMENTS									
CASH FLOW	-4,104.23	7,520.21	-11,624.44	-154.58	-4,104.23	7,520.21	-11,624.44	-154.58	23,265.00

Kottinger Place

Financial Report
August 2014

VARIANCE REPORT
KOTTINGER PLACE – August 2014

PROJECT REVENUE

Actual: $41,616.18 Budget: $28,970.67 Variance: $12,645.51

As was noted in July's Variance Report, our LOCCS profile was renewed and we drew down a total of $26,446 for July and August.

ADMINISTRATIVE EXPENSES

Actual: $11,639.56 Budget: $8,865.00 Variance: $(2,774.56)

The negative variance is due to the additional corrective management fee, which has been agreed upon by Barcelon and The City. The management fee will show a negative variance until the adjustment has been completed.

UTILITIES

Actual: $6,850.55 Budget: $6,884.58 Variance: $34.03

The Gas bill is significantly under budget, due to low gas use during summer months, contrasted with the high usage of water and electricity during the summer. Kottinger residents are continuing to aid in our water conservation efforts.

OPERATING & MAINTENANCE

Actual: $9,703.02 Budget: $6,876.00 Variance: $(2,827.02)

Kottinger Place shows a negative variance in Operating & Maintenance, because of two expenses. The first is a new washing machine for $934.76, after Sear's washer techs failed to fix the washer three times, we elected to replace it. The other large expense is $2,500 for termite treatment.

TOTAL EXPENSES

Actual: $31,609.81 Budget: $26,452.92 Variance: $(5,156.89)

Month-to-Date Net Income for August is $10,006.37

Year-to-Date Net Income is $5,902.14

Cash on Hand at the end of the month: $71,770.65

Kottinger Place's HUD physical inspection is September 10th. Leading up the REAC we will be incurring high Maintenance & Operating costs for outside vendors and additional maintenance technicians from Barcelon.

I am sad to report that Brenda Beltran, Kottinger's administrator, tendered her resignation on 9/2/14 due to health reasons. We are beginning our search for her replacement.

Variance Report completed by Sean Barcelon

OPERATING ACCOUNT
MONTHLY REPORT FOR ESTABLISHING NET INCOME

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

	OPER ACCOUNT			
	Kottinger	**2009 Cap Fund**	**2010 Cap Fund**	**Total**
1. Cash on Hand and in the Bank Beginning of the Month				
(1) OPENING CASH	$61,896.46	($1,631.73)	$0.00	$60,264.73
2. Amounts Received During the Month				
(a) Tenants Apartment Rent	$15,038.00	$0.00	$0.00	$15,038.00
(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	$1,631.73	$0.00	$1,631.73
(f) Operating Funds	$26,446.00	$0.00	$0.00	$26,446.00
(2) TOTAL RECEIPTS	$41,484.00	$1,631.73	$0.00	$43,115.73
3. Disbursements Made During the Month				
(a) Routine Operations	$30,675.05	$0.00	$0.00	$30,675.05
(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	$934.76	$0.00	$934.76
(e) Heating, Cooling Replacement	$0.00	$0.00	$0.00	$0.00
(f) Plumbing Replacement	$0.00	$0.00	$0.00	$0.00
(3) TOTAL DISBURSEMENTS	$30,675.05	$934.76	$0.00	$31,609.81
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)	$72,705.41	($934.76)	$0.00	$71,770.65

5. Monthly Rent Potential	$15,057.00			Reserve Accounts
6. (a) Accounts Receivable	$9.00			United American Bank $55,187.39
				Bay Commercial $216,194.40
7. Accounts Payable				
(a) Routine	$16,305.77			2009 Capital Acct Umpqua $26,141.51
		MTD	YTD	2010 Capital Acct
8. (a) No. of Units Vacant	0	$50.00	$50.00	Umpqua
(b) No. of Units Occupied	49			$55,418.79
(c) No. of Free Rent Units	1			2011 Capital Acct Umpqua $47,731.84
9. Tenants' Security Deposits				
(a) Liability to date	$11,801.00			2012 Capital Acct
(b) S/D Checking Acct.-SB	$3,581.06			Umpqua
(c) S/D CD	$8,509.71			$43,151.38

I hereby certify that this is a true and correct report

SIGNATURE	ASSET MANAGER	DATE

KOTTINGER PLACE

SUMMARY OF CASH ACCOUNTS

August-14

UNRESTRICTED FUNDS

Operating Checking Account	
Sonoma Bank - Sterling	$ 71,770.65
Petty Cash	$ 300.00
TOTAL OF UNRESTRICTED FUNDS	**$ 72,070.65**

RESTRICTED FUNDS

TENANTS' SECURITY DEPOSITS

Security Deposit - Sonoma Bank	$ 3,581.06
Security Deposit - Sonoma Bank .15% 10/22/14	$ 8,509.71
Total	$ 12,090.77

RESERVE ACCOUNTS

Money Market, United American Bank .20%	$ 55,187.39
Money Market- Bay Commercial APY .64%	$ 216,194.40
Total	$ 271,381.79

CAPITAL ACCOUNTS

2009 Money Market - Sonoma Bank .03%	$ 26,141.51
2010 Money Market - Sonoma Bank .05%	$ 55,418.79
2011 Money Market - Sonoma Bank .03%	$ 47,731.84
2012 Money Market - Sonoma Bank .03%	$ 43,151.38
Total	$ 81,560.30

TOTAL OF RESTRICTED FUNDS	$ 365,032.86

TOTAL OF ALL CASH	**$ 437,103.51**

PROPERTY: Kottinger Place

Accounting Month/Year: Aug-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:	26,140.85	55,416.43	47,730.63	43,150.28

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
Commercial Washer		Laundry Room	Appliance Parts Distributor	7/31/14	CAE2743BQ	934.76	5412	7/31/14	934.76	6564	2009	8/27/14	934.76	0.66	25,206.75	0.00	2.36	55,418.79	0.00	1.21	47,731.84	0.00	1.10	43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
													0.00		25,206.75	0.00		55,418.79	0.00		47,731.84	0.00		43,151.38
Sub-Total (This Page Only)						**934.76**							**934.76**	**0.66**		**0.00**	**2.36**		**0.00**	**1.21**		**0.00**	**1.10**	
Grand Total(all pages)																								

kots-02 REV - 12/02/02

Budget Comparison

August 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
RENT REVENUE									
RENT - APARTMENT	15,029.00	14,695.42	333.58	2.27	30,040.00	29,390.84	649.16	2.21	176,345.00
RENT - EMPLOYEE	0.00	1,122.00	-1,122.00	-100.00	0.00	2,244.00	-2,244.00	-100.00	13,464.00
PREPAID RENT INCOME	9.00	0.00	9.00	0.00	3.00	0.00	3.00	0.00	0.00
TOTAL RENT REVENUE	**15,038.00**	**15,817.42**	**-779.42**	**-4.93**	**30,043.00**	**31,634.84**	**-1,591.84**	**-5.03**	**189,809.00**
VACANCIES									
APARTMENT VACANCIES	0.00	-125.00	125.00	-100.00	-50.00	-250.00	200.00	-80.00	-1,500.00
TOTAL VACANCIES	**0.00**	**-125.00**	**125.00**	**-100.00**	**-50.00**	**-250.00**	**200.00**	**-80.00**	**-1,500.00**
TOTAL RENT REVENUE LESS VAC	**15,038.00**	**15,692.42**	**-654.42**	**-4.17**	**29,993.00**	**31,384.84**	**-1,391.84**	**-4.43**	**188,309.00**
ELDERLY AND CONG. SVCS INCOME									
FINANCIAL REVENUE									
CAPITAL INTEREST	5.33	12.00	-6.67	-55.58	10.56	24.00	-13.44	-56.00	144.00
OPERATING RESERVE INTEREST	126.85	98.08	28.77	29.33	135.92	196.16	-60.24	-30.71	1,177.00
TOTAL FINANCIAL REVENUE	**132.18**	**110.08**	**22.10**	**20.08**	**146.48**	**220.16**	**-73.68**	**-33.47**	**1,321.00**
OTHER REVENUE									
LAUNDRY AND VENDING	0.00	168.17	-168.17	-100.00	769.25	336.34	432.91	128.71	2,018.00
HUD OPERATING FUNDS	26,446.00	13,000.00	13,446.00	103.43	26,446.00	26,000.00	446.00	1.72	156,000.00
TOTAL OTHER REVENUE	**26,446.00**	**13,168.17**	**13,277.83**	**100.83**	**27,215.25**	**26,336.34**	**878.91**	**3.34**	**158,018.00**
TOTAL REVENUE	**41,616.18**	**28,970.67**	**12,645.51**	**43.65**	**57,354.73**	**57,941.34**	**-586.61**	**-1.01**	**347,648.00**
PROJECT EXPENSES									
MKTG AND RENTING EXPENSES									
ADVERTISING-INTERNET	80.00	80.00	0.00	0.00	160.00	160.00	0.00	0.00	960.00
RESIDENT SCREENING	23.65	12.50	-11.15	-89.20	23.65	25.00	1.35	5.40	150.00

Budget Comparison

August 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
TOTAL MKTG AND RENTING EXPENSES	**103.65**	**92.50**	**-11.15**	**-12.05**	**183.65**	**185.00**	**1.35**	**0.73**	**1,110.00**
ADMINISTRATIVE EXPENSES									
PAYROLL-PROCESSING FEE	214.71	242.17	27.46	11.34	313.97	484.34	170.37	35.18	2,906.00
OFFICE SALARIES	991.42	980.00	-11.42	-1.17	1,453.48	1,470.00	16.52	1.12	11,760.00
OFFICE SUPPLIES	135.90	136.83	0.93	0.68	135.90	273.66	137.76	50.34	1,642.00
COPIER PAPER AND SUPPLIES	0.00	25.33	25.33	100.00	0.00	50.66	50.66	100.00	304.00
MANAGEMENT FEE	6,430.00	2,850.00	-3,580.00	-125.61	12,860.00	5,700.00	-7,160.00	-125.61	34,200.00
ADMINISTRATOR SALARY	3,044.90	3,808.83	763.93	20.06	4,332.50	7,617.66	3,285.16	43.13	46,506.00
LEGAL EXPENSES	0.00	141.67	141.67	100.00	0.00	283.34	283.34	100.00	1,700.00
AUDIT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,450.00
TELEPHONE AND ANSWERING SVC	424.29	407.08	-17.21	-4.23	751.93	814.16	62.23	7.64	4,885.00
BAD DEBT EXPENSE	0.00	166.67	166.67	100.00	0.00	333.34	333.34	100.00	2,000.00
MISC ADMINISTRATIVE EXP	68.34	32.42	-35.92	-110.80	68.34	64.84	-3.50	-5.40	389.00
TRAINING/SEMINAR EXPENSE	7.00	0.00	-7.00	0.00	7.00	0.00	-7.00	0.00	1,500.00
COMPUTER SOFTWARE AND LICENSE	323.00	74.00	-249.00	-336.49	545.00	148.00	-397.00	-268.24	3,000.00
DUES/SUBSCRIPTIONS/MEMBERSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	178.00
TOTAL ADMINISTRATIVE EXPENSE	**11,639.56**	**8,865.00**	**-2,774.56**	**-31.30**	**20,468.12**	**17,240.00**	**-3,228.12**	**-18.72**	**120,420.00**
UTILITY EXPENSE									
ELECTRICITY	2,393.03	2,031.83	-361.20	-17.78	4,709.30	4,063.66	-645.64	-15.89	24,382.00
WATER	1,557.78	898.17	-659.61	-73.44	1,557.78	1,796.34	238.56	13.28	10,778.00
GAS	1,008.03	2,247.58	1,239.55	55.15	2,205.49	4,495.16	2,289.67	50.94	26,971.00
SEWER	1,891.71	1,707.00	-184.71	-10.82	1,891.71	1,707.00	-184.71	-10.82	10,242.00
TOTAL UTILITIES	**6,850.55**	**6,884.58**	**34.03**	**0.49**	**10,364.28**	**12,062.16**	**1,697.88**	**14.08**	**72,373.00**
OPERATING AND MAINTENANCE EXPENSI									
CARPET CLEANING CONTRACT	0.00	75.00	75.00	100.00	400.00	150.00	-250.00	-166.67	900.00
CUSTODIAL SUPPLIES	27.86	65.25	37.39	57.30	63.80	130.50	66.70	51.11	783.00

Budget Comparison

August 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
EXTERMINATING SUPPLIES	0.00	7.92	7.92	100.00	0.00	15.84	15.84	100.00	95.00
EXTERMINATING CONTRACT	2,830.00	206.67	-2,623.33	-1,269.33	2,995.00	413.34	-2,581.66	-624.59	2,480.00
GARBAGE AND TRASH REMOVAL	759.46	384.17	-375.29	-97.69	1,139.17	768.34	-370.83	-48.26	4,610.00
SECURITY SUPPLIES	103.50	7.50	-96.00	-1,280.00	103.50	15.00	-88.50	-590.00	90.00
SECURITY - CONTRACTS	0.00	22.50	22.50	100.00	0.00	45.00	45.00	100.00	270.00
GROUNDS SUPPLIES	0.00	83.00	83.00	100.00	0.00	166.00	166.00	100.00	996.00
GROUNDS CONTRACT	1,115.00	1,369.08	254.08	18.56	2,230.00	2,738.16	508.16	18.56	16,429.00
TOOLS	0.00	33.33	33.33	100.00	0.00	66.66	66.66	100.00	400.00
MAINTENANCE PAYROLL	3,024.18	2,716.17	-308.01	-11.34	4,264.92	4,074.25	-190.67	-4.68	33,194.00
REPAIRS SUPPLIES	39.24	182.33	143.09	78.48	185.57	364.66	179.09	49.11	2,188.00
REPAIRS CONTRACT	349.00	366.50	17.50	4.77	349.00	733.00	384.00	52.39	4,398.00
ELECTRICAL SUPPLIES	8.71	87.00	78.29	89.99	14.90	174.00	159.10	91.44	1,044.00
ELECTRICAL CONTRACTS	0.00	166.67	166.67	100.00	0.00	333.34	333.34	100.00	2,000.00
HEATING/COOLING MAINT SUPPLIES	0.00	15.08	15.08	100.00	390.22	30.16	-360.06	-1,193.83	181.00
HEATING/COOLING MAINT CONTRACT	0.00	16.67	16.67	100.00	0.00	33.34	33.34	100.00	200.00
APPLIANCE REPAIR SUPPLIES	90.34	58.00	-32.34	-55.76	90.34	116.00	25.66	22.12	696.00
APPLIANCE REPAIR CONTRACTS	114.40	13.17	-101.23	-768.64	114.40	26.34	-88.06	-334.32	158.00
PLUMBING SUPPLIES	145.26	323.33	178.07	55.07	268.25	646.66	378.41	58.52	3,880.00
PLUMBING CONTRACT	0.00	233.25	233.25	100.00	179.00	466.50	287.50	61.63	2,799.00
DECORATING SUPPLIES	0.00	61.08	61.08	100.00	26.15	122.16	96.01	78.59	733.00
DECORATING CONTRACT	0.00	83.33	83.33	100.00	0.00	166.66	166.66	100.00	1,000.00
FLOORING REPLACEMENT	0.00	0.00	0.00	0.00	1,241.51	0.00	-1,241.51	0.00	0.00
APPLIANCE REPLACEMENT	934.76	0.00	-934.76	0.00	934.76	0.00	-934.76	0.00	0.00
GAS OIL AND GREASE	0.00	15.42	15.42	100.00	0.00	30.84	30.84	100.00	185.00
MILEAGE REIMBURSEMENT	63.50	12.33	-51.17	-415.00	63.50	24.66	-38.84	-157.50	148.00
MAINTENANCE LAUNDRY SERVICE	97.81	125.92	28.11	22.32	197.21	251.84	54.63	21.69	1,511.00
MISC OPERATING EXPENSES	0.00	83.33	83.33	100.00	0.00	166.66	166.66	100.00	1,000.00
CABLE TV	0.00	62.00	62.00	100.00	129.98	124.00	-5.98	-4.82	744.00

Budget Comparison

August 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
TOTAL OPERATING AND MAINTENANCE	**9,703.02**	**6,876.00**	**-2,827.02**	**-41.11**	**15,381.18**	**12,393.91**	**-2,987.27**	**-24.10**	**83,112.00**
TAXES AND INSURANCE									
PAYROLL TAXES	629.41	745.17	115.76	15.53	892.43	1,190.34	297.91	25.03	8,942.00
WORKER'S COMP. INSURANCE	768.25	1,094.67	326.42	29.82	1,106.00	1,689.34	583.34	34.53	13,136.00
HEALTH INS/EMPLOYEE BENEFITS	1,011.84	1,095.50	83.66	7.64	1,595.02	1,691.00	95.98	5.68	13,146.00
401-K EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	744.00
TOTAL TAXES AND INSURANCE	**2,409.50**	**2,935.34**	**525.84**	**17.91**	**3,593.45**	**4,570.68**	**977.23**	**21.38**	**35,968.00**
ELDERLY AND CONGREGATE SVC									
DIETARY SERVICES									
FOOD AND BEVERAGES	0.00	71.75	71.75	100.00	0.00	143.50	143.50	100.00	861.00
FOOD-SPECIAL EVENTS	0.00	0.00	0.00	0.00	196.40	200.00	3.60	1.80	1,406.00
TOTAL DIETARY SERVICES	**0.00**	**71.75**	**71.75**	**100.00**	**196.40**	**343.50**	**147.10**	**42.82**	**2,267.00**
SENIOR LIVING SERVICES									
RECREATION/ACTIVITY SERVICES									
RECREATION/ACTIVITY-SUPPLIES	80.80	33.08	-47.72	-144.26	80.80	66.16	-14.64	-22.13	397.00
SERVICE COORDINATOR	822.73	694.67	-128.06	-18.43	1,184.71	1,041.97	-142.74	-13.70	8,736.00
TOTAL RECREATION/ACTIVITY SERVICES	**903.53**	**727.75**	**-175.78**	**-24.15**	**1,265.51**	**1,108.13**	**-157.38**	**-14.20**	**9,133.00**
TOTAL ELDERLY AND CONGREGATE SVC	**903.53**	**799.50**	**-104.03**	**-13.01**	**1,461.91**	**1,451.63**	**-10.28**	**-0.71**	**11,400.00**
TOTAL PROJECT EXPENSES	**31,609.81**	**26,452.92**	**-5,156.89**	**-19.49**	**51,452.59**	**47,903.38**	**-3,549.21**	**-7.41**	**324,383.00**
NET PROFIT/LOSS	**10,006.37**	**2,517.75**	**7,488.62**	**297.43**	**5,902.14**	**10,037.96**	**-4,135.82**	**-41.20**	**23,265.00**

ADJUSTMENTS

Budget Comparison

August 2014
Books = Cash

	MTD Actual	MTD Budget	Variance	% Variance	YTD Actual	YTD Budget	Variance	% Variance	Annual Budget
CASH FLOW	10,006.37	2,517.75	7,488.62	297.43	5,902.14	10,037.96	-4,135.82	-41.20	23,265.00

THE CITY OF PLEASANTON

Housing Commission Agenda Report

September 18, 2014
Item 03

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

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

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

Project Update for Ridge View Commons

- The most recent resident meeting took place on Tuesday, August 5. The next regular resident meeting is the Housing Commission resident reception scheduled for Thursday, October 2, at 6:30pm in the Ridge View Commons dining room.
-
- The newsletter for Ridge View Commons is produced bi-monthly by residents in collaboration with new administrator Erin Hosey on alternate (even) months. The newsletter provides an excellent overview of recent happenings at the complex.

- As the Commission is aware, Pam and Fred Geiger retired 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. Barcelon Associates has hired Ms. Erin Hosey as administrator and Mr. Dan Towne as new assistant administrator. Barcelon will introduce Erin and Dan to the Housing Commission in the near future.

Project Update for Kottinger Place

- The most recent resident meetings took place on July 3 (in the form of a July 4 barbecue) and September 4. The next regular resident meeting is the Housing Commission resident reception scheduled for Thursday, November 6, at 6:30pm in the Kottinger Place community room.

- The on-site administrator at Kottinger Place, Brenda Beltran, recently announced her resignation for personal reasons. Barcelon is currently providing coverage at the complex using corporate staff and management from other complexes while they solicit applications to fill Brenda's place permanently. Staff will provide further updates as appropriate. With Brenda's resignation, there is no newsletter available to include in this packet.

Ridge View Commons

Attachments:

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

RIDGE VIEW COMMONS UPDATE
JULY / AUGUST 2014

- ## Apartment Turnover

  In July, we had 3 apartments turn over. Two units required full paint and floor replacement. One unit required carpet cleaning and full paint. Three units became vacant in August, and required full paint, carpet and vinyl replacement. In addition we installed new vertical blinds in all three units. Two new leases were signed in July, and two more in August. One applicant was disqualified at the last minute for being over the income limit. Three new leases will be signed during the first week of September.

- ## Irrigation

  In July we replaced 30 sprinkler caps, 5 automatic valves, and had three ruptures repaired for $2,100. In August we had a 3 inch main lateral irrigation line repaired for over $800. As a result of the CalHFA inspection sprinkler usage has been reduced to twice a week.

- ## 5 Year TCAC Inspection

  This inspection took place August 12th. The auditor found no major file findings or maintenance deficiencies.
  - The Maintenance deficiencies included items such as a burned out light bulbs and a leaky faucet. All deficiencies have been corrected.
  - The file findings were minor in nature, and have been corrected.
  - Our response and supporting documentation will be submitted to TCAC well before the October 3rd deadline to submit.

- ## Fire Alarm Testing

  The semi-annual fire alarm testing took place in July. These tests involved all of the sensors, smoke detectors, reporters, audible alarms and reporting devices throughout all of the buildings. No major issues were found.

- ## Back Flow Devices

  The annual inspection of the twenty-three (23) backflow devices took place in late August. Twenty-one of them passed with no problems, but two of them required repair services. These inspections and repairs were done by a plumbing company off the City's approved list. All inspection reports have been filed with the City of Pleasanton.

- **Elevator**
  In late June a circuit board and power supply was replaced in the South Building Elevator for $4,400.

- **Tax Credit Training**
  In August Sean Barcelon and Erin Hosey attended the National Center for Housing Management Training for Tax Credit Specialists.

Aug-Sept

2014

Resident Newsletter

Ridge View Commons

Inside this issue:

Good Bye's	2
Get Well	
New Residents	2
Birthdays	
Scams	3
The Station	
Dress a Girl Around the World	5
Dehydration	5
Service Coordinator–Joan	6
RVC updates	7

A LIMERICK

THERE ONCE WAS A BEAR IN A TREE

HE WAS SITTING THERE LOOKING AT ME

WHEN I SAW HIM I WONDERED

AS UPON HIM I BLUNDERED

DID I SCARE HIM

OR DID HE SCARE ME

~ By Donna Carlton

Erin Hosey ~ Site Administrator

I would like to start by saying how fortunate I feel to be your new Site Administrator. Pam and Fred Greiger had 14 wonderful years here at Ridge View Commons and did a fantastic job. I have said it a thousand times since starting here, I know I have some big shoes to fill !!!! Everyone has been so understanding and welcoming to me.

A little about myself: I was born and raised in San Jose where I met and later married my college sweetheart. After getting married in Maui, Phil and I purchased our first home in Tracy, CA where we eventually started our family. We now have 2 amazing girls: AnnaBella who is 9 and Gabriella who is 5-1/2. We have 2 rescue dogs: Alex is 13 years old and Rose is 2 years old.

Professionally I have been an affordable housing tax credit manager for over 10 years in the Bay Area and the Central Valley. I have properties for families, the developmentally disabled properties and seniors. I take great pride in providing housing with the highest standards. Everyone deserves to have a clean, well maintained and safe place to live.

Thank you all for your warm welcome. I look forward to many years providing professional and compassionate care to all the residents at Ridge View Commons!

Dan Towne ~ Site Assistant Administrator

Dan is a Bay Area native who lives in Concord (across the street from De La Salle High School). Dan and his wife Tracey have raised 5 children.

His professional work experience spans more than three decades. Most recently he held a Senior Leadership role developing group long term care insurance. Prior to taking on the opportunity at Ridge View Commons he was working with Barcelon Associates Management Corporation as a consultant on their insurance programs.

Dan's extensive experience and strong overall business acumen has prepared him well for the Assistant Administrator position.

If you would like to submit any articles, recipes, poems, stories, etc...for our newsletter please feel free to leave them in the "Resident Newsletter Box" in the reception area. Also we have a general "Comments" chest in the lobby for your use.

Good-Bye's

- Marie Corsetto—moved to assisted care in Pleasanton for TLC
- Harvey Oberg—moved to Parkview for TLC
- Lucille O'Donnell—moved to Parkview for TLC
- Barbara Delia—moved to assisted care in Pleasanton for TLC
- Melda Telford– moved to Southern California to be near family

New Residents

- Richard Codella, C-407
- Edgar & Lagrimas Dijamco,C-209
- Elena Mihale & Maria Mihailescu, S-130
- Jan Dal Porto, C-204
- Katie Lupo, N-233

Get Well Wishes

- Merle Telford
- John Burton
- Jeannine Douglass
- Don Codella
- Claire Iglesias
- Jerome Moore

HAPPY BIRTHDAY WISHES

8/1	Simin Nafei
8/5	Donavene Jaycox
8/6	Hai Hong
8/6	Lloyd Parkinson
8/6	Marlene Wei
8/7	Harry Ingebrigtsen
8/10	Frances Bruno
8/12	Claudia Moore
8/12	Bill Thompson
8/15	Krish Patel
8/16	Phyllis Johnson
8/20	Marianne Carlson
8/23	Trudy Raphael
8/23	Irene Wainio
8/24	Trudy Fabian
8/26	Patricia Lenz
8/28	Betty Smith
8/30	Marceline Harding
9/3	Sandra Sundius
9/7	Cindy Stec
9/15	Lillian Guesnon
9/15	Joseph Haren
9/16	Shirley Maltby
9/16	Sandra Henry
9/17	Patricia Derr
9/19	Johanna Aldenhuysen
9/23	Elba Cruse
9/23	Kathleen Morrison
9/23	Robert Woods
9/24	Joan Taddei
9/25	Geraldine Larsen
9/25	Charles Cox
9/26	Don Codella
9/26	Elaine Abrams
9/28	Doris Johnson
9/29	Willa Dawson
9/29	Carlys Nembhard
9/29	Dolores Carrillo

Refund and Recovery Scams

Scam artists buy and sell "sucker lists" with the names of people who already have lost money to fraudulent promotions. These crooks may call you promising to recover the money you lost or the prize or merchandise you never received — for a fee in advance. That's against the law. Under the Telemarketing Sales Rule, they cannot ask for — or accept — payment until seven business days after they deliver the money or other item they recovered to you.

How the Scams Work

Many consumers might not know that they have been scammed by a bogus prize promotion, phony charity drive, fraudulent business opportunity or other scam. But if you have unknowingly paid money to such a scam, chances are your name is on a "sucker list." That list may include your address, phone numbers, and other information, like how much money you've spent responding to phony offers. Dishonest promoters buy and sell "sucker lists" on the theory that people who have been deceived once have a high likelihood of being scammed again.

These scammers lie when they promise that, for a fee or a donation to a specific charity, they will recover the money you lost, or the prize or product you never received. They use a variety of lies to add credibility to their pitch: some claim to represent companies or government agencies; some say they're holding money for you; and others offer to file necessary complaint paperwork with government agencies on your behalf. Still others claim they can get your name at the top of a list for victim reimbursement.

The Federal Trade Commission (FTC), the nation's consumer protection agency, says claims like these often are false. Although some federal and local government agencies and consumer organizations help people who have lost money, they don't charge a fee. Nor do they guarantee to get your money back, or give special preference to anyone who files a formal complaint. (continued on page 4)

Today you are You, that is truer than true! There is no one alive who is Youer than you!

~ Dr. Seuss

THE STATION

Tucked away in our subconscious is an idyllic vision. We see ourselves on a long trip that spans the continent. We are traveling by train. Out of the windows we drink in the passing scene of cars on nearby highways, of children waving at the crossing, of cattle grazing on distant hillside, of smoke from a power plant, of row upon row of corn and wheat, of flat lands and valleys, of rolling hillsides, of city skylines and village halls.

But uppermost in our minds is the final destination. On a certain day at a certain hour we will pull into the station. Bands will be playing and flags waving. Once we get there so many wonderful things and dreams will come true and the pieces of our lives will fit together like a completed jig saw puzzle. How restlessly we pace the aisles, damning the minutes for loitering, waiting for the station. (cont. pg 6)

Refund and Recovery Scam ...continued from page 3

Seeing Through a Recovery Scam

Here are some tips to help you avoid losing money to a recovery scam:

- Don't believe anyone who calls offering to recover money, merchandise, or prizes you never received if the caller says you have to pay a fee in advance. Under the Telemarketing Sales Rule, it's against the law for someone to request or receive payment from you until seven business days after you have the money or other item in hand.

- If someone claims to represent a government agency that will recover your lost money, merchandise, or prizes for a fee or a donation to a charity, report them immediately to the FTC. National, state, and local consumer protection agencies and nonprofit organizations do not charge for their services.

- Before you use any company to recover either money or a prize, ask what specific services the company provides and the cost of each service. Check out the company with local government law enforcement and consumer agencies; ask whether other people have registered complaints about the business. You also can enter the company name into an online search engine to look for complaints.

***Don't give out your credit card or checking account numbers in an attempt to recover money you have lost or a prize you never received.

~ provided by the Federal Trade Commission

Rest in Peace

Martha Draper

5/22/1930—5/29/2014

Martha had been a resident at Ridgeview Commons since 1992

Happy Work Anniversary

Laura Byars

September 1st

Dress a Girl Around the World

"Dress a Girl Around the World" is a volunteer organization that sews simple dresses for girls of all ages in third world countries! Receiving one of these dresses may be the ONLY NEW DRESS she may EVER receive!

I have been sewing dresses for "Dress a Girl Around the World" for a little over two years and find it very fulfilling. First, it gives me a chance to be creative; second, it lifts my spirits to help these girls; third, it gives me a chance to encourage others to help themselves by helping others in need.

Another important benefit is that it helps to prevent human trafficking. When villagers see a girl in a new dress, they know she is loved and cared for so they're inclined to leave her alone.

These dresses are made durable enough to withstand lots of wear and tear, are designed to fit for a few years, and are passed on to other girls. A gift that keeps on giving!

If anyone is interested in participating and would like more information, please feel free to call me at 925-462-9069. Or, you may check on line at Dress A Girl Around the World.

~Lil Guesnon

BEWARE OF DEHYDRATION

Seniors are six times more likely to be admitted to the hospital due to dehydration than adults ages 45-64. Prompted by the summer heat, SCAN Health Plan is issuing a warning to seniors to stay hydrated and know the signs of dehydration.
"Dehydration is a serious issue for older adults," said Dr. Timothy Schwab, SCAN's chief medical officer. "By the time we recognize and act on some of the signs of dehydration, a senior's health and well-being can already be in serious trouble."
As the body ages, it doesn't store as much water, increasing the need to drink more of it. A lower sense of thirst compounds the problem, which means seniors need to drink **even when they don't feel thirsty.** One way to increase water consumption is to drink a few ounces every hour or half hour. Fruit and vegetables are also great sources of water. It is important for seniors and their care providers to be aware of other factors that can impact their ability to remain hydrated, such as swallowing difficulties, certain medications, diabetes and reduced kidney function.

Signs of dehydration that should not be ignored include: Loss of appetite, becoming lethargic or listless headache, nausea or dizziness, confusion or inability to concentrate, dark or decreased amount of urine low blood pressure, rapid pulse, fever

Three simple steps seniors can follow to prevent dehydration are:
- Stay indoors during the hottest hours of the day.
- Drink at least six to eight glasses of water a day.
- Limit (or avoid) alcoholic and caffeinated beverages.

"Dehydration can be a life-threatening condition, and preventing it can be as close as the nearest faucet," added Dr. Schwab.

Ridge View Commons - Service Coordinator

You might be wondering, **WHAT IS A SERVICE COORDINATOR**, or **HOW CAN A SERVICE CORDINATOR HELP *ME*?** Well, the primary focus of my job is to provide access to residents and coordinate needed professional services – not to provide those services directly. So, it might help to talk with me if you:

- Need information about community resources
- Need help with transportation
- Have questions about Medi-Cal or Medicare
- Need assistance with housework, chores, meal preparation, shopping
- Want to talk about health care issues
- Struggle with physical limitations or feelings of anger, loneliness, or sadness
- Need short or long-term counseling
- Have legal concerns
- Have concerns about living alone or staying independent
- Would like to talk about some family issues or conflicts
- Think you might be eligible for services you are not receiving
- Would like information regarding next-step living facilities
- Have concerns of any kind and aren't sure whom to talk with

Your Service Coordinator is: JOAN SABOL
My phone number is: 484-5080
My hours are Monday-Friday 10:00 AM-3:00 PM

THE STATION (continued from page 2)

"When we reach the station, that will be it" We cry. "When I'm 18", "When I buy a new Mercedes Benz 450SL", "When I put the last kid through college", "When I have paid off the mortgage", "When I get a promotion", "When I reach the age of retirement", "I shall live happily ever after".

Sooner or later we must realize that there is no station. No one place to arrive at once and for all. The true joy of life is the trip. The station is only a dream. It constantly outdistances us.

"Relish the moment" is a good motto especially when coupled with Psalm 118:24. "This is the day which the Lord has made. Let us rejoice and be glad in it". It isn't the burdens of today which drove men mad. It is the regrets of yesterday and the fear of tomorrow. Regret and fear are twin thieves which rob us of today.

So stop pacing the aisles and counting the miles. Instead climb more mountains, eat more ice cream, go barefoot more, swim more rivers, watch more sunsets, laugh more, cry less. Life must be lived whiled while we go along. The station will come soon enough.

By Robert Hastings (appeared in Ann Landers 1980).
Submitted by Virginia Roberts.

Ridge View Commons Property Updates

- Recently you may have noticed that in the trash rooms the light switches were changed to passive infrared sensors. These sensors work by detecting the difference between heat emitted from the human body in motion and a still, empty room. What this all means is, you will no longer need to turn on the lights or turn them off! The sensor will do all the work for you. It may take some time to get used to this but please do not alter the settings on the sensor. It should be in the "auto" setting at all times.
- It was reported to management that garden snakes, although not dangerous but frightening to some people, like to enter the trash rooms in the cottage areas. We immediately installed door sweeps on the bottom of the doors. Hopefully this will help keep the wildlife out of the rooms.
- Our August Resident's Meeting with Barcelon Management and the City of Pleasanton is scheduled for Tuesday August 5, 2014 at 1:30 pm in the dining room. Wheels has been invited as a guest speaker to talk about upcoming schedule changes to their services. Everyone is welcome to come and meet Dan and I and enjoy some refreshments.
- On Tuesday, August 12th Ridge View Commons is having a TCAC inspection beginning at 8:30am. Very similar to the CalHFA inspection we recently had in June of this year, this regulatory agency will randomly select apartments to inspect. The inspection team will be looking for unreported repair items as well as safety concerns. In the event of an emergency, residents and personnel must have a clear 3 foot path to all window, patios and sliding doors in your apartment.
- During our recent safety inspection in the apartments, it was noted that many residents are using their oven for storage. Please do not store food, bread, plastic items, etc... in your oven because in the event it is turned on, it would cause a fire hazard. As well, you should NEVER use aluminum foil to over your drip bowls (pans).
- We have installed a locked rent box that is placed behind Dan's office door next to the monthly wall calendar. There is a slot for you to place your rent payment at any time day or night. If you would like a rent receipt, please leave a sticky note on the payment or write a message on the envelope and your receipt will be waiting for you at the reception desk the next time we see you.
- It seems a week cannot go by without a 1st floor apartment kitchen sink backing up due to an upstairs resident using their garbage disposal with too much food (for example pasta, grease, rice, egg shells, etc...) The purpose of the garbage disposal is for the small waste on your dishes AFTER you have wiped the food into the garbage.

AN INVITATION FOR CATHOLIC RESIDENTS

EVERY WEDNESDAY AT 10:30 AM, WE HAVE A ROSARY/PRAYER MEETING IN THE LIBRARY. IT IS A CHANCE TO HAVE SPECIAL PRAYER REQUESTS HEARD AND RECEIVE COMMUNION FROM A EUCHARISTIC MINISTER FROM THE CATHOLIC COMMUNITY OF PLEASANTON. YOU ARE WELCOME TO JOIN US. WE WILL BE LOOKING FORWARD TO MEETING YOU. ~ Virginia Roberts

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-August ,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
				August 1st
				Air Force Day Dinner Beef Strog over Noodles, Salad Bar*+, Stean Broccoli, Whole Grain Garlic Toa: Pear Cobbler
August 4th	August 5th	August 6th	August 7th	August 8th
lot Pastrami on Rye w/ Swiss eese, Carrot Raisin Salad, California ınd Veggies Steamed, Salad r*+,Apple Dumplings	Caribbean Style Baked Chicken, Rice Pilaf, Steamed Green Beans, Salad Bar*+Old Fashioned Strawberry Shortcake	Corn Beef and Cabbage, Boiled Potatoes and Carrots, Salad Bar*+,Pineapple Up Side Down Cake/ w Cream Cheese icing	Roast Beef w/Mashed Potatoes and Gravy, Salad Bar*+Roasted Carrots, Jell-O w/ Pears	Chicken and Broccoli w/ Snow Peas Corn Stir Fry,Whole Grain Rice, Sala Bar*+, Peanut Butter Chocolate Chip Cookie
August 11th	August 12th	August 13th	August 14th	August 15th
cken and Spinach Lasagna, Salad *+, While Grain Garlic Bread, Green ns/w Onions, Peppers, Taploca ding w/ Sliced Bananas	Oven Fried Chicken Breast, Mashed Potatoes/w Gravy, Salad Bar*+, Corn, Orange Chiffon Cake	Lemon Butter Fish, Rice Pilaf, Steamed Asian Blend Veggies, Salad Bar*+Fresh Fruit Cup	Beef Tips and Vegetable Chow Mein w/Broccoli, Peppers, Celery, Onions, Carrots & Water Chestnuts, over enriched Rice, Salad Bar*+, Baked Apples	Spanish Turkey Meatballs(red sau over Noodles, Salad Bar*+Corn B Salad Bar*+,Tropical Fruit Cockta
August 18th	August 19th	August 20th	August 21st	August 22nd
bage Rolls,Roasted Carrots, Salad +, Corn Bread, Fruit Cocktail	Chicken and Broccoli ,Peas Alfredo, Enriched Noodles, Whole Grain Garlic Bread, Salad Bar*+,Apple Tart	Chuck Wagon Steak w/ Gravy, Baked Potatoes, Roasted Fresh Mix Veggies, Salad Bar*+, Jell-O w// Sliced Bananas	Kosher Low Sodium Beef Hot Dogs w/ sauerkraut, Old Fashioned Potatoes Salad, Salad Bar*+ Jell-O w/ Peaches	Baked Fish w/ Herb Sauce, Rice Pila Sautéed Peas Corn, Peppers and Or Salad Bar*+, Fresh Apple Cake/ w/ C Cheese Icing
August 25th	August 26th	August 27th	August 28th	August 29th
d BB-Que Pork Sandwich, slaw, Baked Beans, Steamed olli, Salad Bar*+, Apple Sauce	**Women Equality Day Celebration** Spaghetti w/ Meat Sauce, Whole Grain Garluic Bread, Salad bar*+, Oatmeal Chocolate Chip Cookie	Hot Chicken Salad on Whole Grain Bun, Baked Sweet Potatoes Fries, Salad Bar*+Carrot Raisin Salad,	Fish Tacos on Whole Grain Tortilla w/ Cabbage and Salsa, Salad Bar*+, Apricot Crisp	Baked Four Cheese Ziti /w Groun Beef, Whole Grain Garlic Bread, Bar*+, Sauteed Mix Veggies,Slice Oranges

AUGUST 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				31-Jul 1:00 Game Day 1:00 Mah jong 4	1-Aug 1:00 Poker 2:00 Mah jong 6:30 BUNCO GAME	2-Aug 1:00 Mah jong 2 2:00 BINGO
3-Aug 1:00 Mah jong 3 1:00 dominoes	4-Aug 9:00 Exercise 1:00 Mah jong 2 1:30 Crafts	5-Aug 10:00 Show 'n' tell 1:00 Bridge 6:30 Poker games	6-Aug 9:00 Exercise 10:30 Prayer Meet 1:00 Blankets 1:00 Mah jong 3	7-Aug 1:00 Game Day 1:00 Mah jong 4	8-Aug 1:00 Poker 2:00 Mah jong	9-Aug 1:00 Mah jong 2 2:00 BINGO
10-Aug 1:00 Mah jong 3 1:00 dominoes	11-Aug 9:00 Exercise 1:00 Mah jong 2	12-Aug **1:30 Residents meet with mgnt & City of Pleasanton** 6:30 GUIDE DOGS	13-Aug 9:00 Exercise 10:30 Prayer Meet 11:00 DOG VISIT 1:00 Blankets 1:00 Mah jong 3	14-Aug 1:00 Game Day 1:00 Mah jong 4	15-Aug 1:00 Poker 2:00 Mah jong 6:30 BUNCO GAME	16-Aug 1:00 Mah jong 2 2:00 BINGO
17-Aug 1:00 Mah jong 3 1:00 dominoes	18-Aug 9:00 Exercise 1:00 Mah jong 2 1:30 Crafts	19-Aug 9:30 Foot Care 10:00 Show 'n' tell 1:00 Bridge	20-Aug 9:00 Exercise 10:30 Prayer Meet 1:00 Blankets 1:00 Mah jong 3	21-Aug 1:00 Game Day 1:00 Mah jong 4	22-Aug 1:00 Poker 2:00 Mah jong	23-Aug 1:00 Mah jong 2 2:00 BINGO
24-Aug 1:00 Mah jong 3 1:00 dominoes	25-Aug 9:00 Exercise 1:00 Mah jong 2	26-Aug 0:00 NIFTY 90'S CLU 1:00 Bridge	27-Aug 9:00 Exercise 10:30 Prayer Meet 11:00 DOG VISIT	28-Aug 1:00 Game Day 1:00 Mah jong 4	29-Aug 1:00 Poker 2:00 Mah jong	30-Aug 1:00 Mah jong 2 2:00 BINGO

6:30 Poker games | 1:00 Blankets

Kottinger Place

Attachments:

- *Monthly Management Update*
- *Resident Newsletter*

KOTTINGER PLACE UPDATE

September 2014

Property

HUD conducted their REAC Inspection of Kottinger Place on September 10th, and I am happy to report that Kottinger Place received only minor deficiencies with no Level 3 Deficiencies or Exigent Health and Safety findings. The maintenance staff will repair all of the deficiencies in the week of Sept. 15-19. Tom will complete all of the repairs, as no outside vendors are needed. In preparation for the inspection we contracted out to have all of the porches patched and painted, including the Community Room patio and porch. Barcelon brought in additional maintenance help in the weeks leading up to the inspection.

We elected to purchase a new washing machine during August, after three Sears technicians failed to repair the former machine.

Kottinger Place has reduced water usage in the summer of 2014 by 47% when compared to the same time period in 2013.

Gutters

With summer ending, we contracted to have all of the gutters cleaned out in hopes that California receives rain.

Staff

Brenda Beltran our administrator resigned for personal and health reasons effective September 2, 2014. We are sad to see her go, she was well liked by the residents and will be missed. While Barcelon searches for her replacement, Kottinger's Asset Manager is spending more time on site, and Heather Mocker, former administrator, is helping out on site as needed.

Events

During the bi-monthly resident meeting in October we will welcome the coming of fall with a lunch.

Housing Commission
Agenda Report

September 18, 2014
Item 04

SUBJECT: **Miscellaneous Project Updates**

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

ATTACHMENTS: **1.** Status of On-Going Housing Projects

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

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

Status of On-Going Housing Projects and Activities
August 2014

Parkview Assisted Living Facility

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

Below-Market Homes / Apartments

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

Pleasanton Homeownership Assistance Program (PHAP)

- Staff recently processed the resale of a BMR home in the Carlton Oaks development. The original homeowners moved out of the area for employment reasons. The 1,350 sq. ft., 3 bedroom, 2.5 bath duet home sold at $226,252 to a new low income (80% AMI) household. Staff worked closely with the Tri-Valley Housing Opportunity Center (TVHOC) on the sale of the home. Escrow closed at the end of April.

Down Payment Assistance (DPA) Program

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

Kottinger Gardens Project

- A neighborhood meeting was held at the Pleasanton Gardens community room in July 2013. Notices were sent to all properties surrounding the existing Kottinger Place and Pleasanton Gardens sites. MidPen Housing presented the proposed redevelopment site plan, visuals, design approach, and development schedule. The meeting provided a forum for neighbors to ask questions and provide feedback regarding the proposed Kottinger Gardens project.
- The Kottinger Place Redevelopment Task Force met in August, September, and October 2013. The task force meetings focused on a review of results from resident and neighborhood meetings, input from the Fire Department and tree arborist, refinement of project design components, and agreement on the PUD application submittal package.
- On November 5, 2013, the City Council approved the following items: the proposed project site plan; the Disposition, Development, and Loan Agreement with MidPen Housing Corporation, and a Memorandum of Understanding with Pleasanton Gardens, Inc., concerning the proposed development which is now known as "Kottinger Gardens."
- The City Council approved up to $450,000 in federal HOME funds through the City's Housing and Human Services Grant (HHSG) program as one of the financing components for the first phase of the Kottinger Gardens project. Staff is in the process of finalizing the loan agreement with MidPen.
- The Kottinger Gardens PUD (Planned Unit Development) is received final approval by the City Council in May 2014. At the same time, the Council authorized MidPen to submit the demolition/disposition application package to HUD.
- MidPen submitted the demo/dispo packet to HUD in June for preliminary review under a "technical assistance" option prior to the official submittal. MidPen has been communicating with HUD for the past several months and responding to a range of questions as the agency reviews the package. Once all issues have been addressed, MidPen will submit the official demo/dispo request.

Housing Element / Regional Housing Needs Allocation (RHNA) Process

- The Housing Commission reviewed the draft Housing Element update its meeting of April 2014. The City Council reviewed all comments and approved the draft Housing Element for submission to HCD at its meeting of September 2. Staff is compiling the final package for HCD and, once received, staff anticipates a 60-day review period with comments prior to eventual certification.
- The City Council reviewed the current Regional Housing Needs Allocation (RHNA) for Pleasanton in March 2014 and determined that there are sufficient sites currently to meet RHNA targets without the need for additional rezonings.
- A community meeting was held in March at the Operations Service Center (OSC). The meeting was attended by a range of interested parties, and the City and consultant collected feedback which will be incorporated into the update process.
- Two focus group meetings were held in April. The first meeting targeted nonprofit housing developers and service providers while the second was oriented toward for-profit developers and financial professionals. Both meetings were well attended and provided useful feedback.

Regional Collaborative Housing Efforts

- Pleasanton is acting as lead agency to coordinate an application to HUD for a $1.25 million Section 108 loan to assist the Axis Community Health clinic expansion project. The loan will be repaid through a collaboration involving the three Tri-Valley cities (Pleasanton, Livermore, and Dublin) and the County of Alameda. The City Council is scheduled reviewed and authorized submission of the application in May. The application was subsequently submitted to the HUD regional office in San Francisco which forwarded it to headquarters in Washington, D.C. Staff is currently awaiting questions and comments from HUD and will provide updates as appropriate.

Miscellaneous Issues

- The next meeting of the Tri-Valley Affordable Housing Committee (TVAHC) is scheduled for Thursday, October 30, at 9:00am in Danville. Staff will forward the meeting agenda via email when it becomes available.
- The City partnered with the Rental Housing Association of Southern Alameda County (RHA) to hold a fair housing training seminar for Tri-Valley rental property owners on April 28. The event covered issues such as: why fair housing is important, how to avoid the pitfalls of fair housing when selecting tenants, how to properly handle requests for accommodation including service and companion animals, and how to reduce exposure to fair housing law suits.
- A second annual “rental property owner mixer” is scheduled for Friday, October 24, at 11:00am at the Pleasanton Operations Service Center (OSC). The mixer follows a successful event that was held in October 2013 in collaboration with Abode Services, Eden Information and Referral, and RHA. More information will be provided as the event draws closer.
- The Tri-Valley Housing Scholarship Program (TVHSP) held its most recent board meeting on August 14, 2014. One new applicant was approved, and Abode Services, which manages the program, is currently working to fill additional vacancies.

Housing Commission Agenda Report

September 18, 2014
Item 05

SUBJECT:	**Quarterly Report of Housing Commission Activities (2nd Quarter 2014)**
STAFF RECOMMENDATION:	This is an informational item; no action is necessary.
ATTACHMENTS:	**1.** Quarterly Report (2nd Quarter)

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

Housing Commission
Summary of Major Activities and Accomplishments

2nd Quarter, 2014

April 2014

- Approved the appointment of new tenant representatives for Ridge View Commons and Kottinger Place
- Received an update from staff regarding the status of the 2015-23 Housing Element
- Discussed the process for developing a work plan for the Housing Commission

May 2014

- *[Regular meeting of May 15 cancelled]*

June 2014

- Approved a commendation for Pam and Fred Geiger for service to Ridge View Commons
- Approved a minor modification to the Annual Agency Plan for the Pleasanton Housing Authority for FY 2014-15
- Approved the Annual Operating Budget for Kottinger Place for fiscal year 2014-15
- Reviewed and provided comments regarding the preliminary draft of the 2015-23 Housing Element update

Housing Commission Agenda Report

September 18, 2014
Item 06

SUBJECT: **Quarterly Update of Pleasanton's Below-Market Housing Inventory (2nd Quarter 2014)**

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

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

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

The last report was provided to the Commission in April 2014. No changes have taken place since that time. However, staff has been in contact with the developer of the Anton Hacienda apartment complex which began construction in January 2014. The developer estimates that the leasing process will start around December 2014 or January 2015. Staff plans to meet with the developer in October or November to discuss the City's role in the lease-up process for the 35 BMR units in the development.

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

Below-Market Rate (BMR) Housing Inventory

9/9/2014

Existing / Active Projects

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

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

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

Below-Market Rate (BMR) Housing Inventory

9/9/2014

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

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

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

9/9/2014

Pending Additions

Rental		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Anton Hacienda / St. Anton Part	5725 W. Las Positas Blvd.			168	35	21%	0	0	0	35	0	64	88	16	0	Appr by City Council May 2013; under constr Jan 2014
Auf der Maur / E&S Ring	SEC Stanley Bl./Bernal Ave			345	52	15%	0	25	17	10	0	167	157	21	0	Appr by City Council Aug 2013; dev may pay $4.5m in-lieu fe
California Ctr. / Pleasant Ptnrs.	4550 Rosewood Dr.			305	46	15%	0	23	15	8	34	139	110	22	0	Appr by City Council Apr 2013
Commons at Gateway	1600 Valley Ave.			210	32	15%	0	0	16	16	0	116	86	8	0	Appr by City Council Sep 2013
Hacienda Site 1 (BRE Prop.)	SEC Owens Dr./Willow Rd.			254	38	15%	0	0	0	38	18	127	104	6	0	Appr by City Council May 2012; bldg permit review Aug 2014
Hacienda Site 2 (BRE Prop.)	NWC Gibraltar Dr./Haciend			251	38	15%	0	0	0	38	22	125	95	9	0	Appr by City Council May 2012; bldg permit review Aug 2014
Hacienda Site 3 (Dev. TBD)	SWC Gibraltar Dr./Haciend			361	58	16%	0	0	0	58						Part of Hacienda TOD Plan; # aff units estimated
SummerHill Apt. Communities	5850 W. Las Positas Blvd.			177	27	15%	0	9	12	6	0	88	72	17	0	Appr by City Council Mar 2014
					326		0	57	60	209	74	826	712	99	0	

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

Senior		Impl. Year	Expir. Year	Total Units	BMR UNITS: Total	(%)	Mod 120%	Med 100%	Low 80%	VLow 50%	Bedrooms: Std	1BR	2BR	3BR	4+BR	Description of Program / Subsidy
Knuppe / Sunrise property	Foothill Rd./Stoneridge Dr.				0		0	0	0	0						(not yet determined)
Kott. Place/Pls. Gardens Redev.	240/251 Kottinger Dr.			150	150	100%	0	0	60	90						Low and very low income senior apartments
St. Augustine's Church Site	3999 Bernal Ave.				0		0	0	0	0						(not yet determined)
					150		0	0	60	90						
				Pending Additions	487		25	57	131	299	110	994	1,028	99	0	

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

Housing Commission

Commends

John Casey

this 18th day of September, 2014

WHEREAS, John Casey has served on the City's Housing Commission since March 2007, including the role of Chairperson in 2009 and 2013; and

WHEREAS, John has given many hours of his time in consistent and faithful attendance at monthly City commission and committee meetings – including the Kottinger Place Redevelopment Task Force, East Pleasanton Task Force, and others – over the past seven and one-half years; and

WHEREAS, John has contributed immeasurably to these groups through his thoughtful decision-making skills and his valuable expertise in the areas of housing affordability, finance, and accounting; and

WHEREAS, the insights and contributions made by John have helped the Commission in its role of promoting affordable housing in Pleasanton; and

WHEREAS, the Housing Commission appreciates John's enthusiasm, leadership, and dedication in his role as Commissioner and committee member;

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission does hereby recognize and commend John Casey and expresses its sincere appreciation for his service to the City of Pleasanton.

_____
Ann Welsh, Chairperson

_____
Barry Cass, Chairperson

_____
Nita DenHoy, Commissioner

_____
Colleen Lopez, Commissioner

_____
Dan Mermelstein, Commissioner

Housing Commission Agenda Report

September 18, 2014
Item 9

SUBJECT: **Discussion Regarding Commission Workshop**

STAFF RECOMMENDATION: Approve the workshop agenda and determine a workshop date and format

ATTACHMENTS:
1. April 17, 2014 Agenda Report
2. Pleasanton Municipal Code concerning Second Units

DISCUSSION

At your April 17, 2014 meeting, the Commission concluded its discussion regarding holding a workshop with the following:

- Include a brainstorming session to discuss a range of housing issues of interest to the Commisison
- Hold the meetings after new commissioners take their seats in June/July
- Include discussion regarding obstacles to development of second units
- Identification of programs to promote rehab and of existing multi-family developments as a means of obtaining new affordable housing units
- Discussion of a range of topics to allow commissioners to be informed of the general affordable housing landscape
- General overview of Commission responsibilities and expectations
- Review of Commission expectations as set forth in the Housing Element

In addition to the above, staff recommends the workshop also include a brief overview of the City Lower Income Housing Fund (LIHF) and the Inclusionary Zoning Ordinance. Attached for your information is the April 17, 2014 agenda report that includes information on a workshop and Pleasanton Municipal Code sections pertaining to second units.

To carry-out the workshop, staff envisions its agenda include the following three components:

I. General commissioner orientation with a staff provided overview of the following:
   - The role and responsibilities of the Commission
   - A brief review of the City Inclusionary Zoning Ordinance (IZO)
   - A brief review of the LIHF

II. General Discussion on previously identified key issues
   - Housing Element responsibilities
   - Current policies regarding second units
   - Opportunities for multi-family rehab as a means of obtaining affordable units

II. General brainstorming session regarding affordable housing issues

Assuming this agenda meets the Commisison's expectations, then the appropriate action would be to determine if the Commission favors a special meeting workshop or a workshop included as part of a regularly scheduled meeting date. While both options are workable, considering the fact that the Commission has had lighter agendas recently, it may be more practical to schedule the meeting on a regularly scheduled Commission date with the expectation that it would be the only item on the agenda. The Commission could also change the meeting location to the adjacent conference room if it feels that would be more conducive to a workshop setting. If the commission elects a special meeting date, staff recommends it take place in later October to allow the time necessary to prepare for the meeting. If the workshop is held on an existing meeting date, staff assumes it could occur in October or November.

STAFF RECOMMENDATION

Approve the above meeting agenda and indicate a preference for a meeting time and format.

Attachment 1:

April 17, 2014 Agenda Report

Housing Commission
Staff Report

April 17, 2014
Item 10

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

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

ATTACHMENTS:

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

BACKGROUND

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

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

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

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

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

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

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

DISCUSSION

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

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

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

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

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

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

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

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

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

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

  A complete summery of the meeting is attached as Exhibit B

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

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

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

NEXT STEPS

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

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

PUBLIC NOTICE

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

STAFF RECOMMENDATION

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

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

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

HOUSING ELEMENT PROGRESS REPORT

Housing Element Implementation

Program Implementation Status

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

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
Program 6.2: Create incentives for homeowners to rent their second units to moderate-, low-, and very-low-income households. The City's role would be to develop the program materials including information, criteria for qualifications, and incentives, and to monitor the success of the program. Incentives should include fee reductions or waivers and information/assistance to help homeowners be landlords. Such incentives should be made available to applicants of second units during the Administrative Design Review or Building permit process.		Initiate by end of 2012	The City continues to help assist homeowners of second units by developing a "toolkit" to promote rental of second units by interested owners. In conjunction with the survey update, the City is working with a housing counseling agency to develop a "toolkit" to promote rental of second units by interested owners. Initial discussions took place with ECHO Housing (a non-profit housing counseling agency) in 2012. The toolkit is planned for completion in mid-2014 and implementation in fall 2014.	
Program 6.3: Consider allowing second units without an Administrative Design Review process in new single-family developments, subject to performance standards, and consider reducing the existing Second Unit Ordinance requirements, such as the parking and height limit requirements, to encourage the development of second units, and consider other measures to promote the creation of second units.		Jan-1	The City continues to promote the creation of second units. In 2013 Staff reviewed all existing design and performance standards for second units and concluded that creating an exception to the 15-foot height limit to enable construction of second units above a detached garage would allow greater flexibility for accommodating a second unit with minimal impacts to neighboring properties. On September 17, 2013 the City Council adopted Ordinance No. 2080 amending Pleasanton Municipal Code Chapter 18.84 and Chapter 18.106 to comply with Program 6.3 of the Housing Element.	
Program 7.1: Monitor new multiple-family residential development proposals with respect to housing tenure to ensure that sufficient numbers of rental units are provided to meet the above policy.	Policy 7: Encourage at least 50 percent of multiple-family housing units to be rental apartments.	On-going	The City continues to monitor new multi-family residential developments. From 2007-2013 sixty six percent of the residential building permits issued were for rental housing.	
Program 8.1: Regulate condominium, townhouse, and mobile home conversions and mitigate tenant displacement through the provisions of the City's Condominium Conversion Ordinance, and Government	Policy 8: Minimize displacement of tenants in rental apartments and mobile homes and encourage ownership of lower-cost residential units by prior renters	As Needed	The City continues to regulate condominium conversions. This program is implemented on an on-going basis, although there were no residential rental units converted to ownership units between 2007-2014	

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

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

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

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

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

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

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

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

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

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

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

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

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

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
the City's Lower-Income Housing Fund for rehabilitation of housing units affordable to extremely low-, low- and very-low-income households.			supplement CDBG funds with other funding sources. The City's Housing Rehab Program was funded through a combination of local (City Lower Income Housing Funds) and federal (CDBG and HOME) funds.	
Program 35.1: Provide and maintain existing sites zoned for multi-family housing, especially in locations near existing and planned transportation and other services, as needed to ensure that the City can meets its share of the regional housing need.	Policy 35: Disperse high-density housing throughout the community, in areas near public transit, major thoroughfares, shopping, and employment centers.	On-going	The City continues to maintain existing residential sites near transportation corridors and services. Prior to the adoption of the 2009-2014 Housing Element, the City completed the rezoning and General Plan Amendments for nine sites to meet the City's need. These are dispersed, infill sites that are close to transportation and services. Combined they can accommodate approximately 2,326 units. Of these nine sites, four large scale apartment and mixed use developments totaling 1,125 units have received approval, one of which has begun construction. In addition three sites were previously rezoned for high density, mixed use development in the Hacienda Business Park as part of a TOD near the BART station. Two of the sites received approval for 506 multi-family units but have yet to commence construction.	
Program 36.1: Maintain existing zoning of infill sites at densities compatible with infrastructure capacity and General Plan Map designations.	Policy 36: Strongly encourage residential infill in areas where public facilities are or can be made to be adequate to support such development.	On-going	The City continues to maintain existing zoning of infill sites with densities consistent with the General Plan. This program is implemented on an on-going basis.	
Program 36.2: Encourage the development of second units and shared housing in R-1 zoning districts to increase the number of housing units while preserving the visual character within existing neighborhoods of single-family detached homes.		On-going	The City continues to help assist homeowners of second units by developing a "toolkit" to promote rental of second units by interested owners. The City continues to promote the creation of second units. In 2013 Staff reviewed all existing design and performance standards for second units and concluded that creating an exception to the 15-foot height limit to enable construction of second units above a detached garage would allow greater flexibility for accommodating a second unit with	

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
			minimal impacts to neighboring properties.	
Program 36.3: Adopt incentives and design guidelines for constructing residential uses above-ground-floor commercial establishments. This may be accomplished through the preparation and adoption of multifamily development standards as described in Program 9.8.		2012	Multifamily Development Standards and Guidelines were adopted in August 2012, to guide development on the nine sites rezoned for high density housing and for TOD sites in the Hacienda Business Park. The intent of these standards and guidelines is to promote residential development at densities that support work force housing that are compatible with Pleasanton's existing high-quality neighborhoods. They provide direction to developers and property owners on the key components of use, density, building mass and height, setbacks, architectural features, parking, access, and street character.	
Program 36.4: For those properties designated for high density residential development with existing commercial uses, conduct outreach with property owners and businesses in 2012 to identify specific incentives for business relocation and to encourage property owners to develop their properties with housing. Develop appropriate incentives that would facilitate relocating existing commercial/office/industrial uses in order to enable development with residential uses. Specific incentives may include the following: • Transfer of development rights; • A review of traffic requirements and evaluation measures to facilitate mixed use development; • Development of transit alternatives; • Use of development agreements; • Flexibility of parking standards; and • Expedited processing of development applications.		Initiate by end of 2012.	Of the nine rezoned sites only three have existing commercial uses. The Nearon site is mostly vacant but contains an abandoned car wash. A development proposal was approved and permits for construction of 168 units on the Nearon site have been issued. The CM Capital site includes two properties, each with existing office buildings, a proposal was received to develop half of the CM Capital site with 177 potential future units. The third site occupied with a commercial use is the Sheraton Hotel site adjacent to the West Dublin/Pleasanton BART Station. A targeted e-mail packet was developed in 2012 for dissemination in January 2013 as a follow-up. In addition, a workshop was organized for February 5, 2013, to provide direct information to nonprofit housing developers on specific opportunities and programs.	

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
Program 38.1: Acquire and/or assist in the development of one or more sites for housing affordable to low- and very-low-income households.	Policy 38: Reserve suitable sites for subsidized housing affordable to low- and very-low-income households.	Ongoing dependent on specific proposals and opportunities.	The City continues to assist in the development of affordable housing. As noted above, the City acquired one parcel of land at 4138 Vineyard Ave. in 2011 to facilitate redevelopment of Kottinger Place by Mid-Pen Housing (a nonprofit). The City will continue to monitor future opportunities to acquire sites for affordable housing.	
Program 38.2: Utilize tax-exempt bonds, and other financing mechanisms, to finance the construction of housing units affordable to extremely low-, low- and very-low-income households, to purchase land for such a use, and to reduce mortgage rates.		On-going; dependent on specific proposals and opportunities.	The City continues to look for new financing mechanisms to assist in the development of affordable units. The City initiated discussion with one for-profit developer on a potential issuance of tax-exempt bonds for a 168-unit apartment project in Hacienda Business Park that will include a significant component of units for low income households.	
Program 38.3: If the City acquires or obtains control of a potential housing site, in order to facilitate the provision of affordable housing and a mixed-income environment, the City may issue an RFP in conjunction or in partnership with non-profit or for-profit partnerships for development providing at least 20 percent of the units to very low income households and 20 percent of the units to low income households.		As appropriate, based on land availability.	The Vineyard Avenue site described above was committed to the project that was the subject of a prior RFP that was awarded to Mid-Pen Housing in 2011. Any future sites that are acquired by the City for affordable housing will be considered for development through an RFP process on a case-by-case basis similar to past practice (e.g., the Promenade Apartments, Ridge View Commons, the Parkview, etc.).	
Program 40.1: Support State and Federal provisions for enforcing anti-discrimination laws.	Policy 40: Promote fair and equal access to housing for all persons regardless of race, color, religion, gender, disability, sexual orientation, age, national origin, or family status. The City will promote equal housing opportunities through printed housing brochures that are distributed at City Hall, the Senior Center, the Library, and other public places. The City will also maintain up-to-date information on	As Needed	The City continues to support State and Federal provisions for enforcing anti-discrimination laws. This program is implemented on an on-going basis.	

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
	housing opportunities affordable to low- and very-low-income households and fair housing issues on its web site.			
Program 41.1: Continue to provide housing opportunities for households with special needs such as studio and one-bedroom apartments for the elderly and single-person households, three-bedroom apartments for large households, specially designed units for persons with disabilities, SRO's, emergency shelter and transitional housing for the homeless, and units affordable to extremely low-, low- and very-low-income households with single-parent heads of households. The City will continue to make available funding from sources such as the City's Lower-Income Housing Fund, and the City's Federal HOME and CDBG grants to assist local non-profit agencies and housing developers. The City will also provide technical support to agencies to seek other sources of funding and to plan and develop housing for persons with special needs.	Policy 41: Provide for the special-housing needs of large households, the elderly, persons with disabilities, extremely low income households, the homeless, farm workers, and families with single-parent heads of households.	On-going	The City continues to provide housing opportunities for households with special needs. In 2012, the City worked with Habitat for Humanity on a potential 10-unit ownership project for families that will include 3- and 4-bedroom homes (this project may involve the commitment of local and/or locally allocated federal funding). In 2013, the City is also working with Mid-Pen Housing on a potential 185-unit project for low and extremely low income elderly on the Kottinger Place site (including the commitment of $8 million in local funds). A total of $107,000 was allocated to several nonprofit agencies (e.g., TVHOC, Abode Services, ECHO Housing, CRIL) to provide housing-related services to low income residents, with a focus on residents with special needs. Additional assistance was provided indirectly through the City's Housing Rehab Program.	
Program 41.2: Require as many low- and very-low-income units as is feasible within large rental projects to utilize Universal Design standards to meet the needs of persons with disabilities and to allow for aging in place.		As Needed	The City continues to require universal design standards on all development projects involving new construction of 10 or more single family dwellings or 15 or more multifamily dwellings, both ownership and rental housing, and must provide a minimum of 10 percent of the total units as universally designed units that meet standard condition requirements.	
Program 41.3: Set aside a portion of the City's CDBG funds each year to developers of extremely low income housing, special needs housing and service providers.		Annually	The City continues to set aside CDBG funds each year for extremely low housing and special needs housing. The City's Human Services Commission included housing in its priority statement for the Housing and Human Services Grant (HHSG) application processes between 2007-2014. Between	

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
			2007-2014, the majority of the City's allocation of CDBG funds benefited these groups.	
Program 41.4: Set aside a portion of the City's Lower-Income Housing Fund for housing projects which accommodate the needs of special housing groups such as for persons with physical, mental, and/or developmental disabilities, and persons with extremely low-incomes.		Annually	The City continues to set aside Lower-Income Housing Fund money to assist in projects that accommodate those with special needs. While a specific percentage has not been identified, the City has allocated a significant level of funding each year between 2007-2014 through the HHSG grant program to agencies that address the needs of special housing groups. In 2012, $107,000 in LIHF funds were allocated to these groups.	
Program 41.5: Give priority for the production of housing for persons with disabilities in infill locations, which are accessible to City services.		On-going	The City continues to give priority to housing for persons with disabilities. Sites for new high density housing are located in infill locations and accessible to transit and commercial services.	
Program 41.6: Continue to permit the development of group homes for six persons or fewer (i.e., community care facilities) in appropriate locations throughout the community.		On-going	The City continues to permit the development of group homes for six persons or fewer in appropriate locations in throughout the community. This program is implemented on an on-going basis.	
Program 41.7: Encourage the provision of special-needs housing, such as community care facilities for the elderly, and persons with disabilities in residential and mixed-use areas, especially near transit and other services. The City will provide regulatory incentives such as expedited permit processing in conformance with the Community Care Facilities Act and fee reductions where the development would result in an agreement to provide below-market housing or services. The City will maintain flexibility within the Zoning Ordinance to permit such uses in non-residential zoning districts.		On-going	On March 19, 2013 the City Council adopted Ordinance No. 2060 adding Pleasanton Municipal Code Chapter 18.86 (Reasonable Accommodations) to comply with Program 41.10 of the Housing Element. As approved the ordinance would include a fee waiver on the basis of hardship.	
Program 41.8: Require some units to include Universal Design and visitability features for all new residential projects receiving		On-going	The City continues to require Universal Design for larger new residential projects. Inclusion of universal design elements was required as a condition of	

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

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
Program 44.1: Implement the applicable housing related air quality, climate change, green building, water conservation, energy conservation, and community character programs of the Pleasanton General Plan, including: • Policy 6 and programs 6.1 and 6.3 of the Air Quality and Climate Change Element • Programs 1.5, 1.7, 1.8, 1.12, 1.13, 1.14, and 3.12 of the Water Element • Program 9.1 of the Community Character Element • Policies 2, 3, 4, 6 and 7 and programs 2.1-2.7, 3.1-3.5, 4.1-4.3, 6.1-6.4, 7.1-7.3, and 7.6 of the Energy Element	Policy 44: Preserve and enhance environmental quality in conjunction with the development of housing, including additions and remodels.	On-going	The City continues to implement applicable housing related air quality, climate change, green building, water conservation, energy conservation, and community character programs of the Pleasanton General Plan. This is implemented on an on-going basis through project review.	
Program 44.2: Utilize the City's Lower-Income Housing Fund for low-interest loans to support alternative energy usage and/or significant water conservation systems in exchange for securing new and/or existing rental housing units affordable to low and very-low income households.		On-going	The City continues to utilize the City's Lower-Income Housing Fund. In 2012, the City funded the addition of photovoltaic panels on six (6) price-restricted homes owned by low income first-time home buyers in Pleasanton through a partnership with GRID Alternatives (an ongoing program). The solar systems promote affordability be reducing the monthly housing costs for these residents. Although the program continued to be available in 2013, no home owners sought assistance during that period.	
Program 45.1: Identify the level of need for special needs housing, including housing for low-income-non-senior adults with disabilities, in the community that is not being met in existing housing. The City Council shall consider the appropriate steps to address the identified needs.	Policy 45: Implement Resolution 10-390, requiring enhancements to existing non-discrimination housing policies.	On-going	The Background Report for the Pleasanton Housing Element was finalized in 2012. It includes analyses of housing affordability and special needs housing. Also, The City collaborated with the cities of Livermore and Dublin to conduct a human services needs assessment for the Tri-Valley area. The Eastern Alameda County 2011 Human Services Needs Assessment: Findings Report was approved by the City Council on June 5, 2012. The report includes analysis of affordable housing issues, the service delivery efforts, gaps and barriers, and suggestions	

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**	**Continue Modify or Delete**
			for improvement. (See additional comments under Program 45.4 below on the Consolidated Annual Performance Evaluation Report.)	
Program 45.2: Survey older multi-family residential complexes and consider utilizing the City's Lower-Income Housing Fund, Federal grants, and/or other funds to provide low-interest loans to retrofit existing residential units for the purpose of developing three bedroom rental units affordable to large low and very low income households.		2011 - 2014	The City continues to promote the creation of three bedroom affordable rental units, however no requests for rehabilitation occurred between 2007-2014.	
Program 45.3: The City will coordinate a workshop with non-profit housing developers and owners of sites rezoned to accommodate housing affordable to low- and very-low-income households for the purpose of facilitating discussion regarding potential opportunities, programs, financial support, etc. The City will utilize its Lower-Income Housing Fund, Federal funds, and/or other funds/financial support to assist with the acquisition of a site or to assist with development of a project with three bedroom units affordable to large low- and very-low-income households by a non-profit housing developer. The City will work cooperatively with developers to identify any funding gap in project financing and will make contributions from its Lower Income Housing Fund to help close this gap. A minimum of $1 million will be made available for this purpose.		Schedule workshop by December 2012	The City continues to support the development of new residential projects and coordinated a workshop a February 5, 2013 that was attended by non-profit and for-profit developers as well as owners of current residential sites within the City.	
Program 45.4: As part of the City's Consolidated Annual Performance Evaluation Report approval, or other time deemed appropriate by the City Manager, the City Manager will present a report regarding the City's efforts to fulfill Resolution 10-390, the		Annually or as deemed needed by CM	In August of each year, the CAFER was completed for previous Fiscal Year . The reports were reviewed by the Pleasanton Human Services Commission prior to its submittal to HUD. The reports included demographic information on persons assisted by various programs during the fiscal year, including	

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

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

City of Pleasanton Housing Element

Community Workshop Summary – DRAFT

Introduction

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

Overview

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

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

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

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

City of Pleasanton Housing Element Community Workshop Summary – DRAFT

Activity Stations

Housing Program and Services

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

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

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

Age in place resources:

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

Farmworker housing:

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

Services for persons with physical or developmental disabilities:

- Need housing for special needs individuals.

City of Pleasanton Housing Element Community Workshop Summary – DRAFT

Housing Types

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

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

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

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

City of Pleasanton Housing Element Community Workshop Summary – DRAFT

Housing Challenges and Opportunities

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

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

Current Housing Inventory and Potential Changes

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

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

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

Other Comments and Ideas

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

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

Comment Cards

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

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

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

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

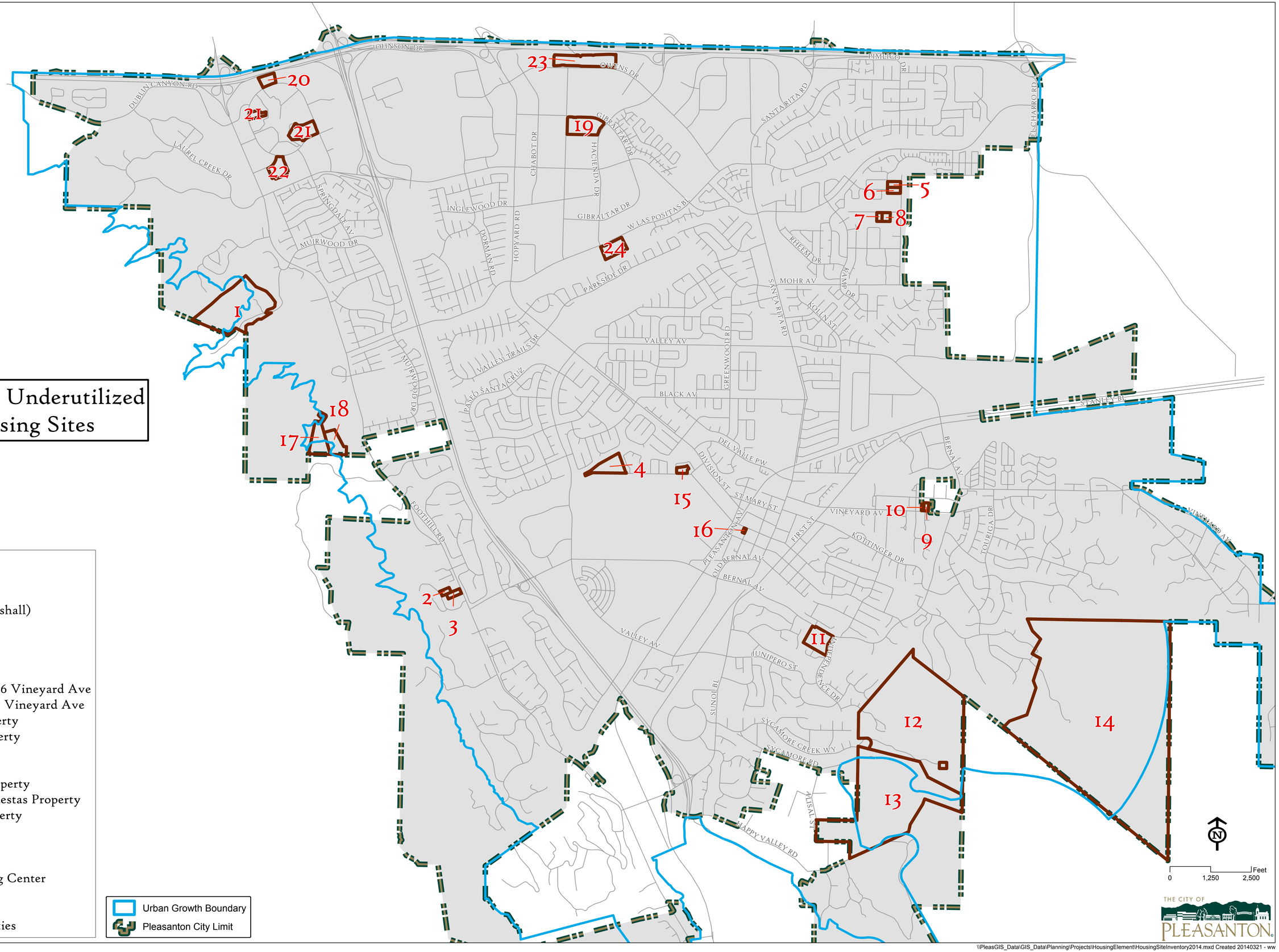
Suggest explanation of "General Plan"

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

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

Attachment 3:
Sites Inventory Maps

Vacant / Underutilized Housing Sites



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

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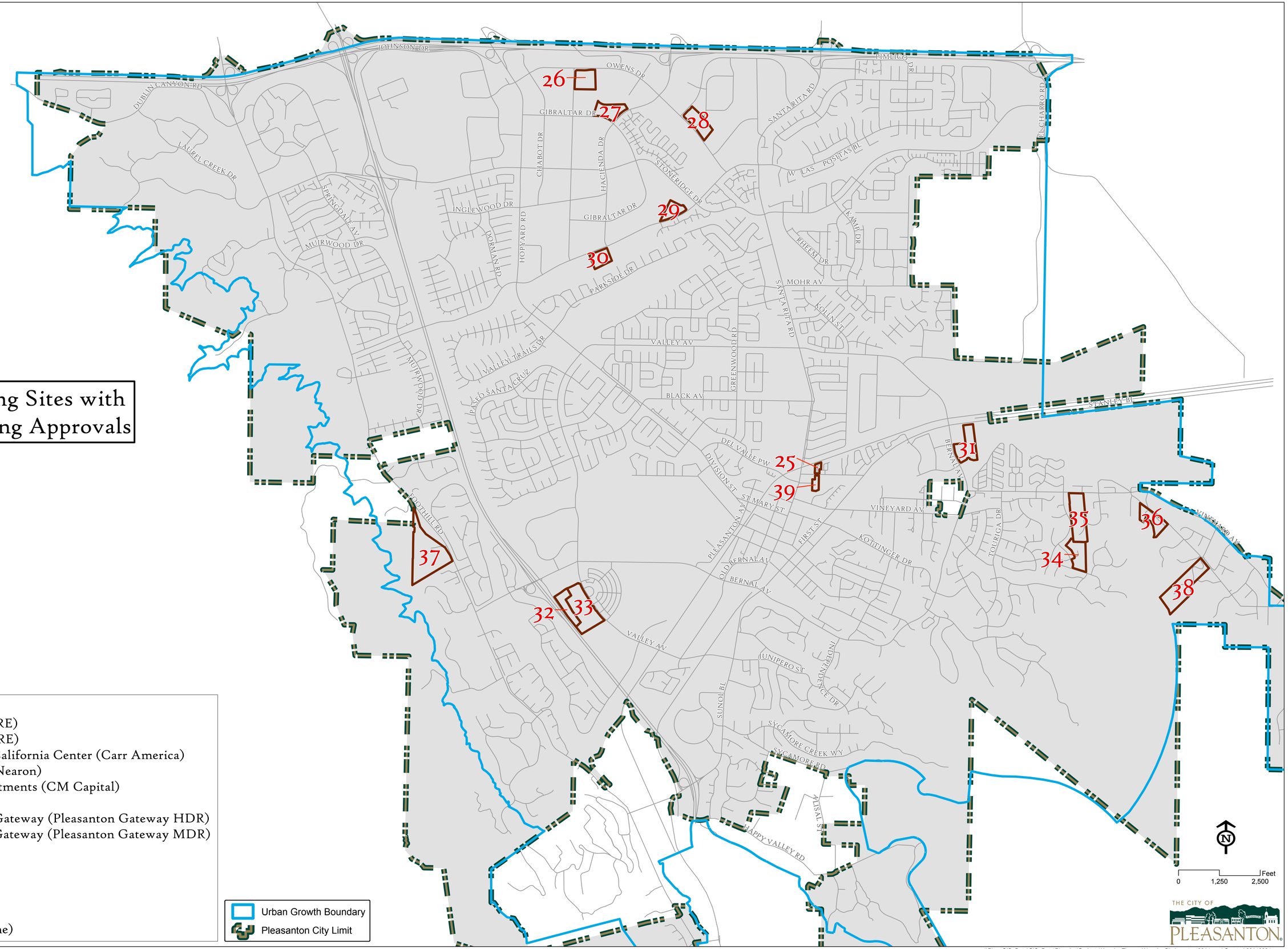
Housing Sites with Planning Approvals



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

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Attachment 2:

Pleasanton Municipal Code Pertaining to Second Units

Chapter 18.106 SECOND UNITS

Note

* **Prior ordinance history:** Ord. 1812 § 1, 2000.

18.106.010 Purpose.

Second units are a valuable form of housing in the city. These units meet the city's general plan housing policies related to: attaining a variety of housing types; providing housing stock to lower income households; including lower income housing units within market rate housing projects; providing alternative, nontraditional means suited to the community to fill lower and moderate income housing needs; meeting the city's share of regional housing needs; providing a means to assist homeowners in financing the acquisition of a home; and providing security to homeowners living alone.

The further purpose of this chapter is to comply with the requirements of Assembly Bill 1866 (2002) codified in California Government Code Section 65852.2. To do so, this chapter identifies those zoning districts where a second unit meeting enumerated standards to ensure neighborhood compatibility is a permitted use in that district. (Ord. 2080 § 2, 2013; Ord. 1885 § 2, 2003)

18.106.020 Use requirements.

A. A second unit is a permitted use in the R-1 one-family residential district, RM multi-family residential district, planned unit developments zoned for residential uses and A agricultural district, if the original unit is a legal single-family dwelling unit and the second unit meets all of the standards set forth in Section 18.106.060 of this chapter and the applicable site standards in Section 18.106.040 of this chapter for attached second units and in Section 18.106.050 of this chapter for detached second units. A public hearing for design review purposes only shall be held if required by Chapter 18.20 of this title.

B. The application for a second unit shall be submitted to the planning division prior to the application for a building permit to the building division and shall include:

1. Plot plan (drawn to scale) showing the dimensions of the lot on which the second unit will be located; the location and dimensioned setbacks of all existing and proposed structures on the proposed site; all easements; building envelopes; and parking for the project site.

2. Floor plans of the entire structure with each room dimensioned and the resulting floor area calculated. The use of each room shall be identified.

3. Deed restriction completed as required, signed and ready for recordation.

C. When the site development regulations of this chapter (e.g., height, setback, size of the second unit) conflict with specific regulations in a planned unit development or specific plan for second units (not simply regulations for general class I accessory structures), the planned unit development and specific plan shall control. (Ord. 2080 § 2, 2013; Ord. 2000 § 1, 2009; Ord. 1885 § 2, 2003)

18.106.030 Density and growth management program.

A. A second unit shall not be considered in applying the growth management program in Chapter 17.36 of this code.

B. A second unit is not considered to increase the density of the lot upon which it is located. (Ord. 2080 § 2, 2013; Ord. 1885 § 2, 2003)

18.106.040 Standards for attached second units—Height limitations, setbacks, open space, and other regulations.

Attached second units shall meet the requirements in Section 18.106.060 of this chapter and the following requirements:

A. Attached second units shall be subject to the maximum height, and the minimum front, rear, and side yard requirements of the main structure.

B. The gross floor area of an attached second unit greater than a 150 square foot efficiency unit shall not exceed 30 percent of the gross floor area of the existing main dwelling unit. In this instance, the gross floor area of the existing main dwelling unit is the size of the unit prior to the second unit addition/conversion.

C. Except as modified by this chapter, all other regulations embodied in the zoning of the property for main dwellings shall apply to the development of attached second units. (Ord. 2080 § 2, 2013; Ord. 1885 § 2, 2003)

18.106.050 Standards for detached second units—Height limitations, setbacks, open space, and other regulations.

Detached second units shall meet the requirements in Section 18.106.060 of this chapter and the following requirements:

A. Detached second units shall not exceed 15 feet in height and shall be limited to one-story structures, except that a detached second unit may be constructed above a detached garage, provided the garage meets the minimum setback requirements for detached second units. Second units constructed above a detached garage shall not exceed 25 feet in height in the R-1 district and the RM district, and shall not exceed 30 feet in the A district. Height is measured from the lowest grade adjacent to the structure to the highest ridge or top of the structure.

B. Detached second units shall be subject to the following minimum setback requirements:

Zoning District	Side Yard Setback	Rear Yard Setback
One-family residential lots in the R-1-40,000 district and in planned unit developments which follow the site development standards of the R-1-40,000 district	20 feet	20 feet
All other lots	5 feet[1]	10 feet

[1] Side yard setback shall be a minimum of 10 feet on the street side of a corner lot.

C. The gross floor area of a detached second unit shall not exceed 1,200 square feet.

D. Except as modified by this chapter, all other regulations embodied in the zoning of the property for Class I accessory structures shall apply to the development of detached second units on one-family residential lots. (Ord. 2080 § 2, 2013; Ord. 1885 § 2, 2003)

18.106.060 Required standards for all second units.

All second units shall meet the following standards:

A. Only one other residential unit shall be permitted on a lot with a second unit and one of the residential units shall be owner occupied. The resident owner shall be a signatory to any lease for the rented unit and shall be the applicant for any permit issued under this chapter.

B. The second unit shall not be sold or held under a different legal ownership than the primary residence; nor shall the lot containing the second unit be subdivided.

C. One additional off-street parking space on the lot shall be made continuously available to the occupants of the second unit.

D. The maximum floor area ratio requirement of a lot shall not be exceeded due to the addition/conversion of space to accommodate an attached or detached second unit.

E. The second unit shall have access to at least 80 square feet of open space on the lot.

F. The resident owner shall install address signs that are clearly visible from the street during both daytime and evening hours and which plainly indicate that two separate units exist on the lot, as required by the fire marshal. The resident owner shall obtain the new street address for the second unit from the planning division.

G. Adequate roadways, public utilities and services shall be available to serve the second unit.

H. The owner of the lot on which a second unit is located shall participate in the city's monitoring program to determine rent levels of the second units being rented.

I. The second unit shall not be located on property that is listed in the California Register of Historical Places.

J. The second unit shall comply with other zoning and building requirements generally applicable to residential construction in the applicable zone where the property is located.

K. A restrictive covenant shall be recorded against the lot containing the second unit with the Alameda County recorder's office prior to the issuance of a building permit from the building division stating that:

> The property contains an approved second unit pursuant to Chapter 18.106 of the Pleasanton Municipal Code and is subject to the restrictions and regulations set forth in that Chapter. These restrictions and regulations generally address subdivision and development prohibitions, owner occupancy and lease requirements, limitations on the size of the second unit, parking requirements, and participation in the city's monitoring program to determine rent levels of the second units being rented. Current restrictions and regulations may be obtained from the city of Pleasanton planning division. These restrictions and regulations shall be binding upon any successor in ownership of the property.

(Ord. 2080 § 2, 2013; Ord. 2000 § 1, 2009; Ord. 1885 § 2, 2003)

Housing Commission Agenda Report

September 18, 2014
Item 10

SUBJECT: **Appoint Representatives to East Pleasanton Task Force, Kottinger Place Task Force, Tri-Valley Housing Scholarship Program Board, and Consolidated Plan Subcommittee**

STAFF RECOMMENDATION: Approve the appointment of representatives from the Housing Commission

ATTACHMENTS: **1.** *[None]*

DISCUSSION

The Commission has liaison positions on several committees and subcommittees. Due to recent changes and transitions in membership, there are several committees with liaison vacancies that require new appointments. The vacancies are summarized in the table below:

Committee	Description	Meeting Frequency	Position(s) Needed	Current HC Representative(s)
East Pleasanton Task Force	18-member ad hoc task force appointed by City Council to provide guidance and input regarding the preparation of an East Pleasanton Specific Plan	Monthly (1st Thu. at 6:30pm, OSC); likely Dec. 2014 through Spring 2015	1 (+ alt)	Casey (Welsh)
Kottinger Place Task Force	14-member task force appointed by City Council to provide guidance and input regarding the Kottinger Gardens project	As needed; few future meetings are anticipated	2	Welsh, Lopez
Tri-Valley Housing Scholarship Program Board	Multi-agency board comprised of representatives from the cities of Pleasanton and Livermore and several nonprofit agencies (e.g., Abode Services, ECHO Housing, Eden I+R, Las Positas College)	2nd Thu. every other month at 9:30am; location alternates between Pleasanton and Livermore; next mtg. is 10/9/14 in Liv.	1	Lopez (Cass – Alt.)
Consolidated Plan Subcommittee	Ad hoc committee with representatives from Pleasanton and Livermore Housing and Human Services Commissions convened to develop general policy statements for the HUD 5-Year Consolidated Plan for FY 2015-19	One to two evening workshop meetings; probably Tue., 10/21, and Tue., 11/4	1	Mermelstein (2009)

Several of the current appointments were made by the Commission when the Chair and Vice Chair appointments were made in December 2013. However, at that time, there were only four members on the Commission. Therefore, the liaison positions are being submitted for reconsideration / reaffirmation now that the Commission has a more complete membership.

Appointments for service on subcommittees (unless otherwise limited) are typically made annually on a calendar year basis. Given the timing, the Commission may wish to make appointments to the vacancies listed above for the remainder of 2014 and through the end of 2015. The issue can be revisited as needed to address any vacancies that arise in the interim.

STAFF RECOMMENDATION

Staff recommends that the Commission discuss this matter and approve the appointment of representatives to the four aforementioned subcommittees as appropriate.