

MINUTES OF THE SPECIAL MEETING
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE
CITY OF OAKLAND, CALIFORNIA
HELD WEDNESDAY, NOVEMBER 15, 2006
[Meetings are recorded. A copy of the recording can be made available
via email by sending a request to fvital@oakha.org or by calling 510-874-1517]

The Oakland Housing Authority Board of Commissioners convened a Special Meeting /Work Session at 1619 Harrison Street, Oakland, California on the above date. Chair Moses L. Mayne, Jr. called the meeting to order at 6:05 p.m.

I. Roll Call

Commissioners present were Joe L. Brown, Alfred Lee, Robert J. Pittman, Jr., Gregory D. Hartwig and Chair Moses L. Mayne, Jr. Commissioners Jacqueline Taylor and Ramon J. Terrazas were excused.

II. Report from the Legal Counsel regarding final decisions made during Closed Session at the last special meeting on October 30, 2006.

Ms. Jennifer Bell, Legal Counsel, reported that there were no final decisions made during the closed session of October 30, 2006.

III. Modifications to the Agenda

Chair Mayne modified the agenda to include the Pledge of Allegiance. The Commissioners unanimously agreed.

Pledge of Allegiance

Commissioner Robert J. Pittman, Jr. led the recitation of the Pledge of Allegiance.

IV. New Business

A. Briefing on the renovation of the property situated at 3500 Bruce Street.

Mr. Joseph Villarreal, Deputy Executive Director for Program Administration, informed the Board that he would be acting as the Secretary on behalf of Mr. Jon Gresley, Executive Director, who was also present at the meeting. He said that Mr. Phil Neville, Deputy Executive Director for Real Estate Development, would provide background information and Mr. Efren Gutierrez of Gutierrez

Architects would do a presentation.

Mr. Phil Neville reminded the Commission that it had previously approved the procurement of Gutierrez Architects for the renovation of the property at 3500 Bruce Street in Oakland. He said the property was a three-story apartment complex built in 1968 with six two-bedroom units and two three-bedroom units. Mr. Neville said the contract was for \$132,000, and he discussed the scope of work to be done and noted the construction budget of \$1,200,000. He called on Mr. Efren Gutierrez for a presentation.

Mr. Gutierrez first introduced his associate, Mr. Michael Mendoza. Mr. Gutierrez, with the assistance of Mr. Mendoza presented some drawings to the Commissioners. He discussed the number of bedrooms in the units, the ramps to the parking lot, the entrance of the building, the redesign of the kitchen and the parking lot. He also said that new bathrooms, kitchens and new floors will be provided. Mr. Gutierrez also indicated that the building will receive new windows, updated electrical, and new roofs.

Discussion followed. Commissioner Pittman expressed his appreciation of the renovation and congratulated Mr. Efren Gutierrez. Commissioner Lee indicated he took some pictures of the site and loaded them into his computer, which he showed to the other Commissioners and staff. The Commissioners asked questions related to the budget for the project; what to do with the tree at the site; and how to mitigate the problem of the bus stop that is heavily used by non-residents of the site. The Commissioners also asked questions related to the impact of the handicapped parking spots, the type of fence to be built, and the garbage area.

The discussion continued and the Commissioners asked questions that relate to the timeliness for completion of the project and the timeframe for putting out the bids. They asked about the type of materials to be used for the decks and the porches. Commissioner Lee told about a disabled woman who has lived at the site for about 28 years. The woman and her young boy told Mr. Lee that they were given a month's notice to move out because the building is going to be torn down. Ms. Sharon H. Cossey explained the process that is to be followed in relocating residents.

B. Briefing on eviction policies and procedures.

Mr. Villarreal called on Ms. Cossey for a briefing. Ms. Cossey invited Mr. Charles Ramsey, one of the four attorneys who handle our unlawful detainer cases. She informed the Board that Mr. Ramsey has another commitment to attend and could only stay until about 7:30 p.m.

Ms. Cossey discussed the three objectives of the Authority's For Cause Eviction Guidelines which were established by the Board in 2002 and that are incorporated in the Authority's Admissions and Continued Occupancy Policy, which was last approved by the Board in April 2006. She said that our eviction guidelines are consistent with Measure EE, the City of Oakland's Just Cause for Eviction voter-initiated Ordinance. She also said that there was only one tenant who was evicted for cause during the period from August 1, 2005 through July 31, 2006. Ms. Cossey passed handouts to the Commission with an overview of Unlawful Detainer Lawsuits. She also showed the Commissioners our Eviction Procedures Manual that we currently use and an example of a Pre-Notice provided to tenants in order to comply with Measure EE.

The Commissioners asked questions relating to the exact time for implementation of the new procedures; the date when Measure EE would be incorporated into the guidelines; and when staff would be trained on the process. Ms. Cossey provided answers to the questions. The Commissioners also asked if there is any staff that has been trained and is well versed on the procedures. Ms. Cossey responded that staff had received training, but additional specific training would be provided once the procedures were fully developed.

The Commissioners also asked questions relating to the implementation date of the procedures. They would like process guidelines to be in place for every staff to know, and Ms. Cossey assured them that they would be.

Chair Mayne asked the Commissioners if they would like to temporarily adjourn the open session now to go into Closed Session and then reconvene to open session after. He wanted Mr. Ramsey to be able to leave for his next appointment. The Commissioners concurred. Before they went into Closed Session, Mr. Ramsey provided a clarification of the pre-notice process, which he said it does not apply for all Measure EE cases. He indicated that pre-notices were not required for drug and criminal activity in the rental unit or on the premises.

The Open Session was temporarily adjourned to a Closed Session at 7:26 p.m.

Closed Session

The Oakland Housing Authority Board of Commissioners convened in Closed Session at 1619 Harrison Street, Oakland, California on the above date. Chair Moses L. Mayne, Jr. presided and called the meeting to order at 7:30 p.m. regarding the following:

- Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code §54956.9(b): four (4) potential cases.

Attendance

Commissioners present were Joe L. Brown, Gregory D. Hartwig, Alfred Lee., Robert J. Pittman, Jr. and Chair Moses L. Mayne, Jr. Commissioners Taylor and Terrazas were excused.

The Closed Session was adjourned at 8:15 p.m. and the Open Session was reconvened at 8:20 p.m.

Open Session

C. Briefing on vacancy and unit turn-over rates.

Ms. Cossey said we have an unprecedented high vacancy turnover, and staff has been working hard to reduce the number of vacancies. According to the industry standard, the Authority should have less than three percent vacancies, with a net average of about 35 units being turned over each month. She discussed the vacancy rates for Fiscal Years 2005 and 2006.

Ms. Cossey discussed the causes for the increased vacancies, including households transitioning to Section 8 and those who transferred for reasonable accommodation purposes. Ms. Cossey said that because of federal regulations, the Authority cannot restrict public housing residents from applying for and receiving Section 8 vouchers.

In order to increase lease-up, Ms. Cossey spoke of several incentives to encourage lease-ups at hard-to-lease sites. Also, Ms. Cossey noted that from Tuesday, December 5 through Thursday, December 7, the Authority will open its public housing waiting list for households of 2 to 6 persons that are eligible for two- and three-bedroom units.

Discussion followed. The Commissioners raised questions relating to our awareness of home buying specials in the private market and about the desirable locations for tenants who are moved out for repairs of their units. They also asked about the outreach on our wait list. The Commissioners would be

V. Recognition of people wishing to address the Commission.

There were no speakers.

VI. Executive Director's Report

Mr. Gresley noted that we received a renewal of a grant from HUD for Section 8 Family Self-Sufficiency Coordinator. He also informed the Commission about the plans to put a charter high school across the street from Lion Creek Crossings.

Mr. Gresley said that the next workshop meeting is on December 13th, and there are no planned regular meetings in November and December due to closeness of the holidays.

Mr. Gresley invited the Commissioners and their guests to the Holiday Splendor dinner-dance event on Wednesday, December 6, 2006 at 5:00 p.m. It will be held at the Garden Center at Lake Merritt, Oakland. He also invited the Commissioners and their guests to the Employees' Association holiday event. The event should be on December 7, 2006 at 5:00 pm at the Jack London Aquatic Center.

Mr. Gresley announced the Closing of the Coliseum Gardens Phase 3 development project.

Mr. Gresley said that Mr. Carlos Castellanos from EBALDC was in Washington, D.C. receiving a Brownfields Award for Lion Creek Crossings, one of twelve awards given out nationally. It is the highest award given in Region 9 for recognizing the outstanding re-use of a former Brownfields site.

Mr. Gresley mentioned the NAHRO award for Mandela Gateway received in Atlanta.

Mr. Gresley said that we will not have an Employee Recognition Event in December. Instead, the Employee Recognition Event will be held on January 25, 2007 here in the Commission room in the afternoon, probably from 2:30 p.m. to 4:30 p.m.

Mr. Gresley suggested to Commissioners Pittman, Mayne and Lee a Development Committee meeting on Wednesday, December 13th at noontime.

Mr. Neville gave the following updates to the Commissioners:

He reminded the Board that it has agreed to convey site control to Oakland Housing Initiatives (OHI) for the properties next door, including a newly-acquired property. He said we have been working on a draft development agreement between OHI and Christian Church Homes for funding. Mr. Neville said that we have been analyzing, and we will go with the larger buildings to qualify for \$6.6 million in HUD funds. He said we have also asked for \$4.7 million in our application with the City of Oakland for CEDA NOFA funds. The application is in draft form and has to be submitted by

this Friday, December 15th.

Mr. Neville continued his report and said that we have run the numbers with our financial advisor and it appears we would qualify for about \$8.4 million in tax credit investment. James E. Roberts-Obayashi Corporation, the general contractor, has run numbers on our building, and it looks to be about \$14.7 million construction job.

Mr. Gresley would find out from Mr. Barry Luboviski, Building and Trades Council if he sent invitations to the Commissioners for their luncheon on December 1st.

VII. Adjournment.

The meeting was adjourned at 8:58 pm.

Chair

Secretary