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## NOTICE OF BOARD MEETING

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### Board of Directors

Director Anne Griffith  
Director Mark Tortorich  
Director Patricia Wells

In accordance with Article IV, Section 4.11, of the Bylaws of the Oakland Affordable Housing Preservation Initiatives, Inc., NOTICE IS HEREBY GIVEN that the **Special Meeting of the Board of Directors** will be held as follows:

### OAHPI BOARD OF DIRECTORS SPECIAL MEETING

### PER THE BROWN ACT REQUIREMENTS

**Thursday, June 30, 2022, 4:30 p.m.**

**Tele-Conference**

**NOTE:** Pursuant to Assembly Bill No.361 [(Chapter 165, Statutes of 2021) approved by the Governor on September 16, 2021]] a local legislative body is authorized to hold public meetings remotely via teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during proclaimed state emergencies, and make public meetings accessible "via a call-in option or an internet-based service option" to all members of the public seeking to access and attend the meeting, offer public comment, and address the legislative body.

### Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/84756851986?pwd=L3JadnFKbXFINVraY0F3V1dEU0s3QT09>

**ID (access code): 847 5685 1986**

**Meeting Passcode: 839526**

**To participate by Telephone: 1 (699) 900-9128**

**Meeting Passcode: 839526#**

**ID (access code): 847 5685 1986**



**If you need special assistance to participate in the meeting, please contact OAHPI at (510) 874-1510 (English TTY 800-618-4781). Notification at least 48 hours prior to the meeting will enable OAHPI Board of Directors to make reasonable accommodations to ensure accessibility.**

**All public comment on action items will be taken at the public comment portion of the meeting. You may comment via zoom by “raising your hand” or by submitting an e-mail to [publiccomments@oakha.org](mailto:publiccomments@oakha.org) or call using the zoom participant number.**

- You may request to make a public comment by “raising your hand” through Zoom’s video conference or phone feature, as described below. Requests will be received only during the designated times in which to receive such requests and only for eligible Agenda items. Public comments will be subject to the appropriate time limit of three (3) minutes.
- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the phone numbers listed below. You will be prompted to “Raise Your Hand” by pressing “\*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Please unmute yourself by pressing \*6. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.



**AGENDA**  
Special Meeting  
June 30, 2022, 4:30 p.m.

- I. Roll Call
- II. Recognition of people wishing to address the Directors.
- III. Approval of Minutes:
  - A. Special Meeting of May 27, 2022
  - B. Special Meeting of April 29, 2022
  - C. OAHPI | RAMP Joint Special Meeting of April 29, 2022
- IV. Old or Unfinished Business
  - A. Presentation on OAHPI Income Demographics.
- V. Modifications to the Agenda  
*(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.*
- VI. New Business
  - A. Election of the Oakland Affordable Housing Preservation Initiatives President and Vice President Officers for a two-year term.
  - B. Election and Appointment of RAMP Housing, Inc. Directors.
  - C. Authorization for the Executive Director to execute a contract with Center for Employment Opportunities (CEO Works) to provide illegal dumping removal and grounds cleaning services for OAHPI properties in the amount not-to-exceed \$431,350 for the Initial Term of July 1, 2022 through June 30, 2023, with up to two additional discretionary one-year Option Terms as permissible under the OAHPI Procurement Policy, with annual increases not to exceed the Consumer Price Index (CPI).
  - D. Consent Agenda:
    - 1. Resolution Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.
    - 2. Authorizing the Executive Director of OAHPI to issue Blanket Purchase Order to various vendors in specified amounts for routine, recurring, low-



dollar amount purchases for fiscal year 2022-2023.

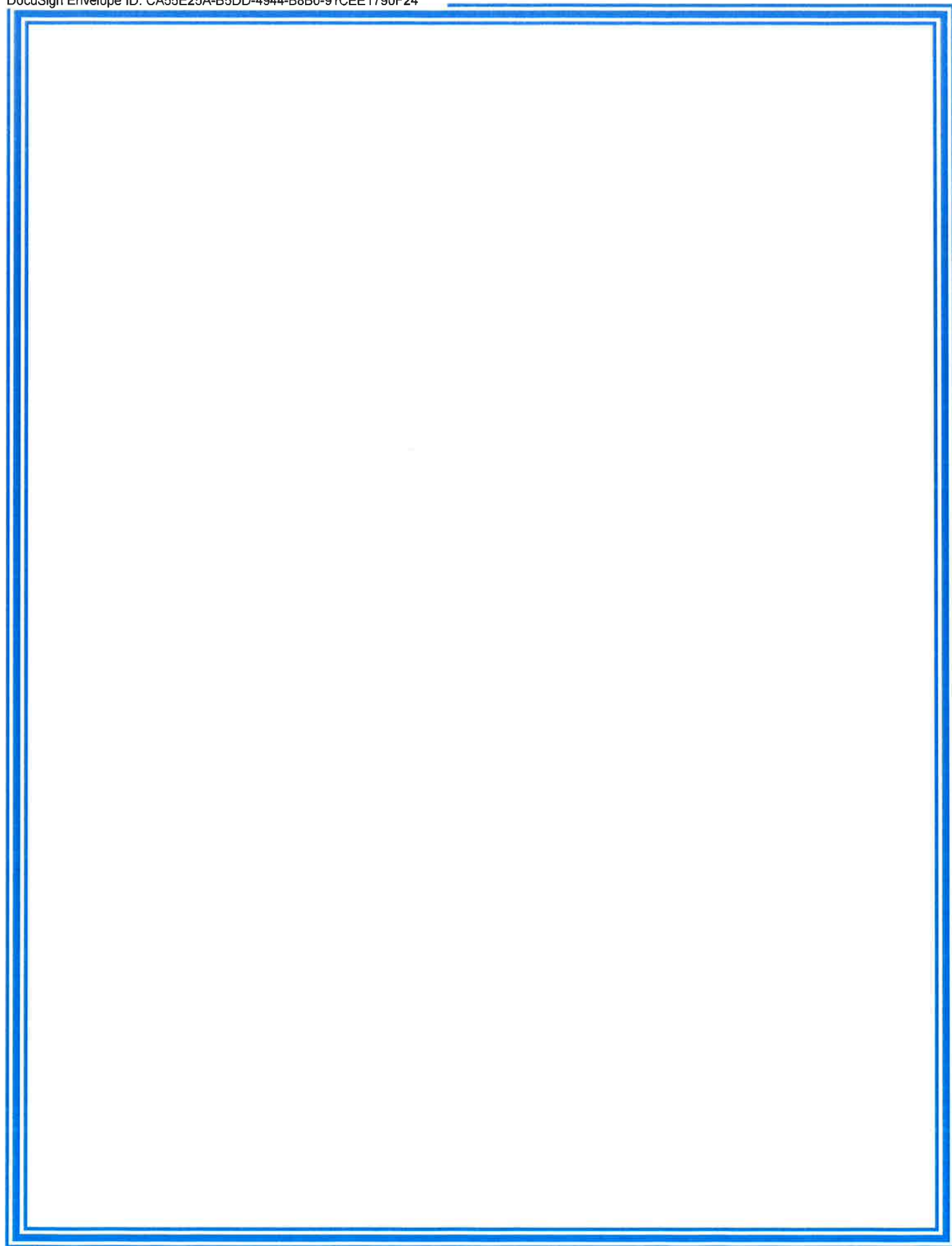
E. Portfolio Performance.

VII. Adjournment

**OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.**

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by several loops and a horizontal line, is written over a horizontal line.

Secretary





**MINUTES OF THE SPECIAL MEETING  
BOARD OF DIRECTORS OF THE  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.**

**Friday, May 27, 2022, 1:02 p.m.**

**Special Meeting**

**NOTE:** *In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.*

Acting Secretary, Kris Warren presided and called the meeting to order at 1:02 p.m.

**I. Roll Call**

**Present 3** – Anne Griffith, Mark Tortorich and Patricia Wells joined the meeting via teleconference.

**II. Recognition of people wishing to address the Directors.**

There were no persons wishing to address the Board of Directors

**III. Old or Unfinished Business**

There were no old and unfinished business items.

**IV. Modifications to the Agenda**

*(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.*

There were no modifications to the agenda.

**V. New Business**

- A. Resolution Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Directors Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.**



Interim Secretary, Kris Warren, presented the resolution for consideration and adoption of Assembly Bill Number 361 to continue remote teleconference meetings of the Board of Directors pursuant to Brown Act Provisions. Director Wells noted the title and details should be amended from Board of Commissioners to Board of Directors.

On approval of Item V.A. moved as amended by Director Griffith, seconded by Director Tortorich. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

VI. Adjournment

There being no further business to come before the Board, a motion was made by Director Tortorich to adjourn the meeting and seconded by Director Griffith. The motion passed by the following vote:

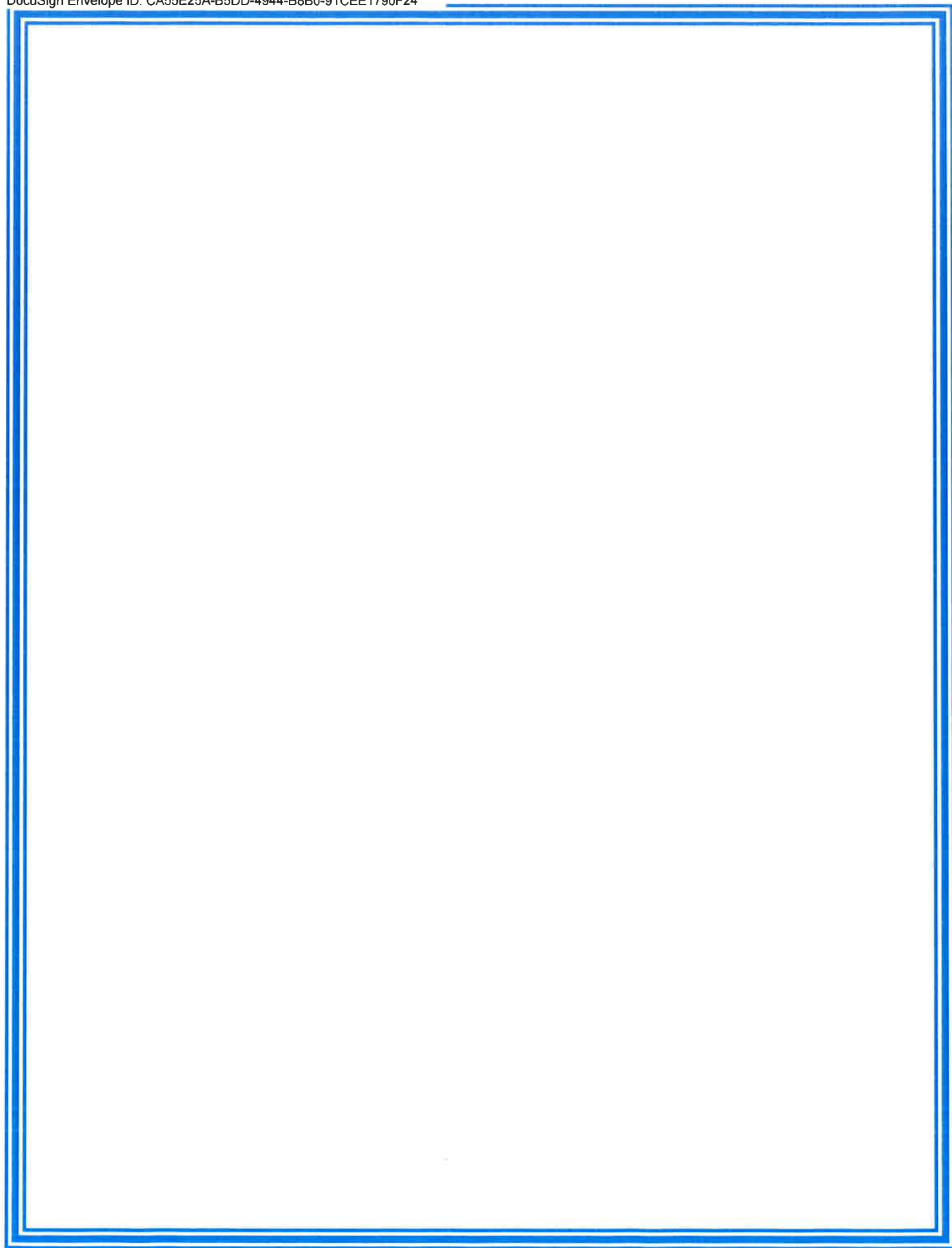
**Ayes 3** – Griffith, Tortorich, Wells

The meeting adjourned at 1:04 p.m.

**OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.**

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Kris Warren, Secretary







**Oakland Affordable Housing  
Preservation Initiatives, Inc.**

**MINUTES OF THE REGULAR MEETING  
BOARD OF DIRECTORS OF THE  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.**

**Friday, April 29, 2022, 11:30 a.m.**

**Special Meeting**

**NOTE:** *In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.*

Acting Secretary, Kris Warren presided and called the meeting to order at 11:32 a.m.

**I. Roll Call**

**Present 3** – Anne Griffith, Mark Tortorich and Patricia Wells joined the meeting via teleconference.

**II. Approval of Minutes.**

**A. Approval of Minutes of the Regular Meeting of March 29, 2022.**

On approval of the March 29, 2022, minutes moved by Director Tortorich, and seconded by Director Griffith, the motion passed by the following vote:

**Ayes 3** – Griffith, Tortorich, Wells

**III. Recognition of people wishing to address the Directors.**

There were no persons wishing to address the Board of Directors.

**IV. Old or Unfinished Business**

There were no old and unfinished business items.

**V. Modifications to the Agenda**

*(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.*

There were no modifications to the agenda.



VI. New Business

- A. Resolution Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Interim Secretary, Kris Warren, presented the resolution for consideration and adoption of Assembly Bill Number 361 to continue remote teleconference meetings of the Board of Directors pursuant to Brown Act Provisions. There were no further questions from the Board.

On approval of Item VI.A. moved by Director Griffith, seconded by Director Tortorich. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

VII. Adjournment

There being no further business to come before the Board, a motion was made by Director Tortorich to adjourn the meeting and seconded by Director Griffith. The motion passed by the following vote:

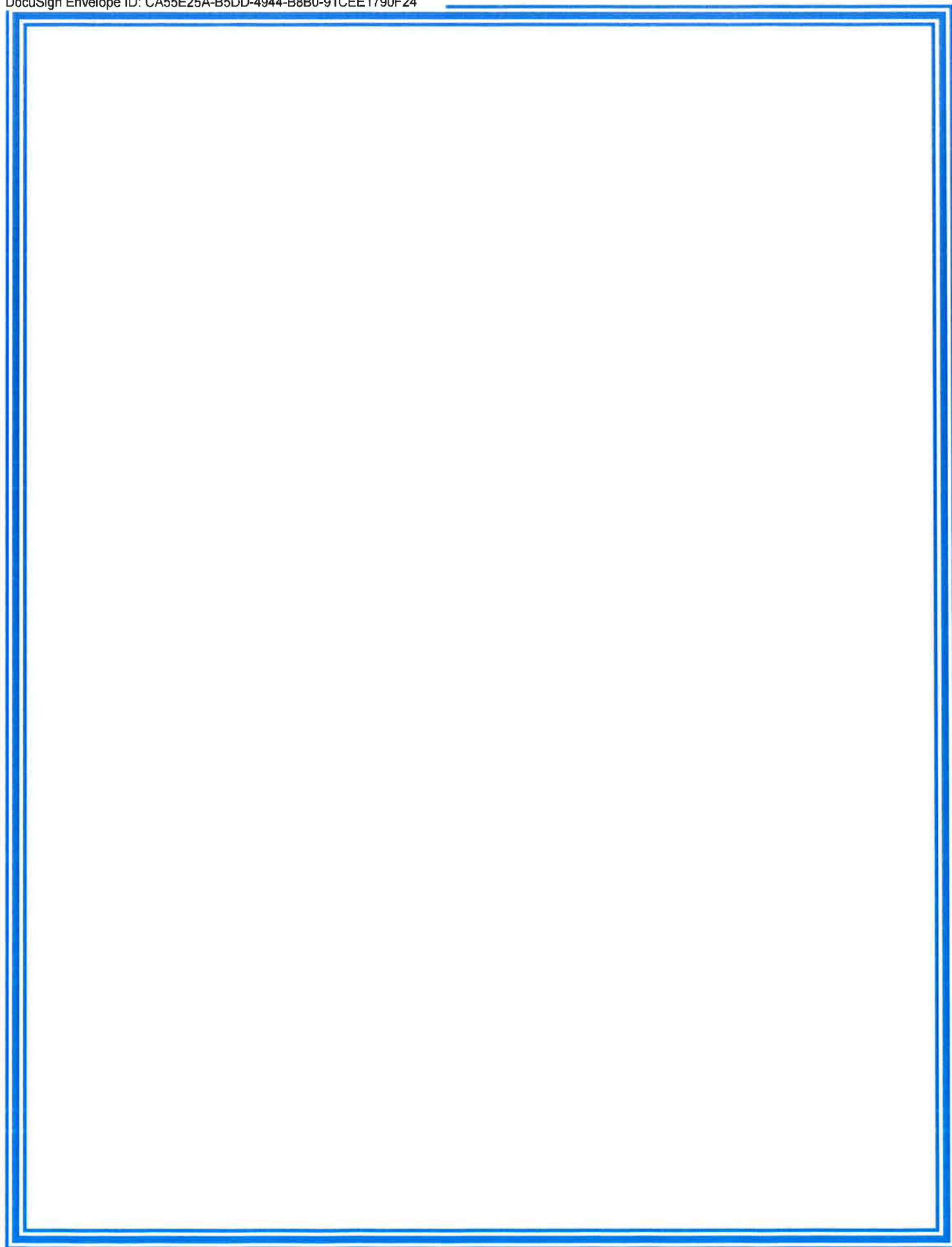
**Ayes 3** – Griffith, Tortorich, Wells

The meeting adjourned at 11:35 a.m.

**OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.**

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Kris Warren, Secretary





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**MINUTES OF THE JOINT SPECIAL MEETING  
BOARD OF DIRECTORS OF THE  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.  
AND  
RAMP HOUSING, INC.**

**Friday, April 29, 2022, 12:00 P.M.**

**Tele-Conference via Zoom**

**NOTE:** *In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.*

Acting Secretary, Kris Warren presided and called the meeting to order at 11:40 a.m.

**I. Roll Call**

**Present 3** – Anne Griffith, Mark Tortorich and Patricia Wells joined the meeting via teleconference.

**II. Recognition of people wishing to address the Directors [Public comment limited to items on special meeting agenda].**

There were no persons wishing to address the Board of Directors.

**III. Old or Unfinished Business**

There were no old and unfinished business items.

**IV. Modifications to the Agenda**

*(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.*

There were no modifications to the agenda.

V. New Business

- A. Receive, review, and take any needed action regarding the OAHPI Planning and Implementation Framework.

Secretary Warren provided an introduction of the OAHPI Planning and Implementation Framework workshop noting the agenda for the meeting would assess the impact of portfolio planning on the lives and outcomes of current and future residents through housing stability, community health and safety, sustainability, and inclusivity. Director of Property Management, Mark Schiferl, Director of Capital Improvements, Bruce Brackett, Director of Family & Community Partnerships, Nicole Thompson, Director of Leased Housing, Michelle Hasan, and Chief of Police, Carol Duplessis, discussed current OAHPI portfolio planning, OAHPI business management planning, and OAHPI resident and community planning.

The Directors engaged in dialogue with the Leadership Team and looked forward to seeing the proposed OAHPI planning and implementation carried out.

Having no further questions from the board, a motion for approval was made by Director Griffith and seconded by Director Tortorich, the item passed unanimously by the following vote:

**Ayes 3 – Griffith, Tortorich, Wells**

VI. Adjournment

There being no further business to come before the Board, a motion was made by Director Tortorich to adjourn the meeting and seconded by Director Griffith. The motion passed by the following vote:

**Ayes 3 – Griffith, Tortorich, Wells**

The meeting adjourned at 1:51 p.m.

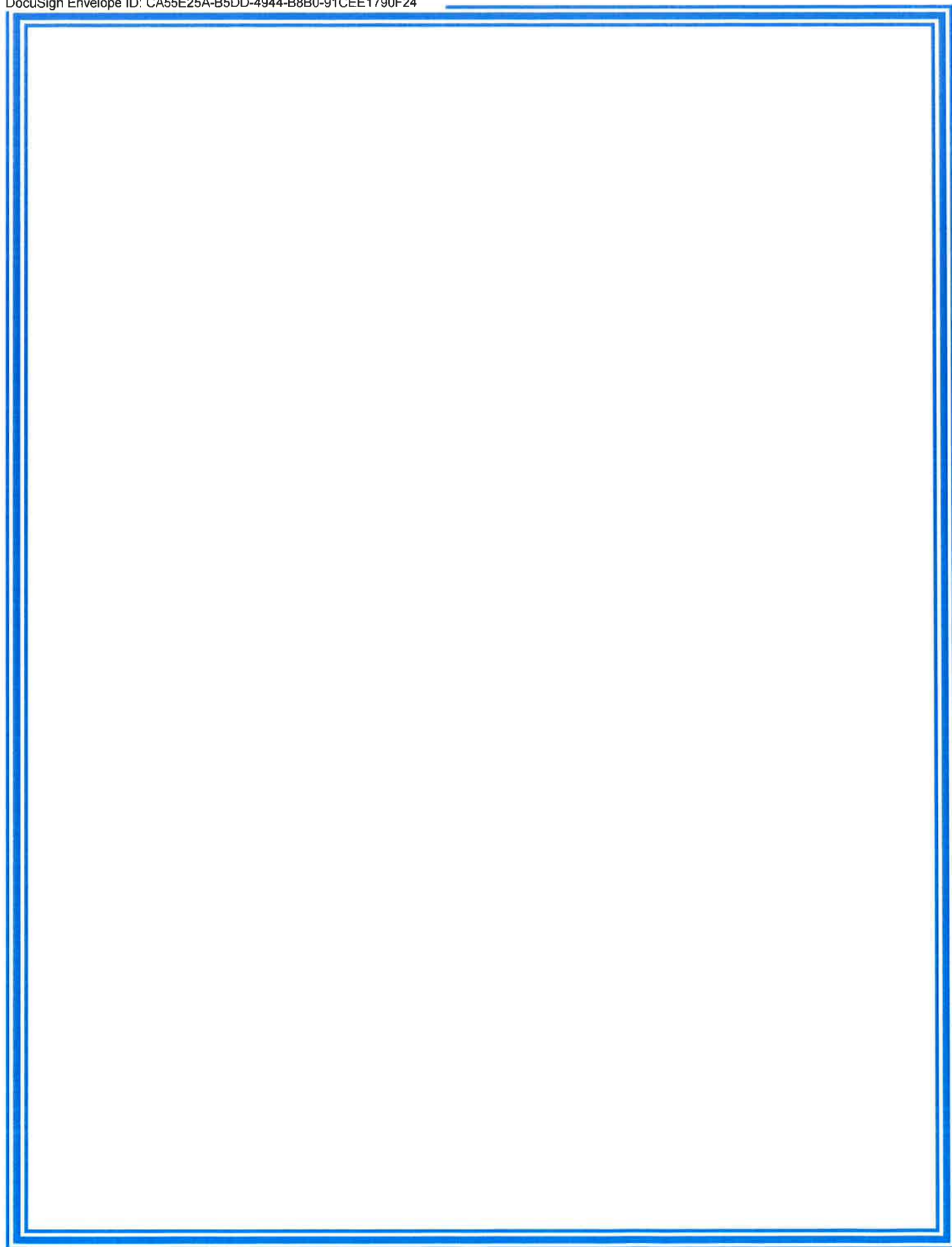
**OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.  
AND  
RAMP HOUSING, INC.**

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Kris Warren, Secretary (OAHPI)

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Duane Hopkins, Secretary (RAMP)




**ITEM: IV.A.**

**Executive Office  
Oakland Affordable Housing Preservation Initiatives  
MEMORANDUM**

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To: Board of Directors

From: Patricia Wells, Executive Director  <sup>DS</sup>

Subject: OAHPI Income Demographics

Date: June 30, 2022

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Purpose: Staff will present information on the OAHPI Income Demographics.

Funding: This action does not require funding

Attachments: OAHPI Income Demographics Power Point



# PORTFOLIO INCOME DEMOGRAPHICS

BOARD OF DIRECTORS MEETING

JUNE 30, 2022





## THE QUESTIONS

### ❖ **Is the average income of residents higher in certain AMPs?**

- What percentage of residents in each AMP receive the majority of their income from wages?
- Do certain AMPs include more residents who participate in OHA's Family Self Sufficiency (FSS) Program?
- What is the average escrow balance for OAHPI residents participating in FSS Program?

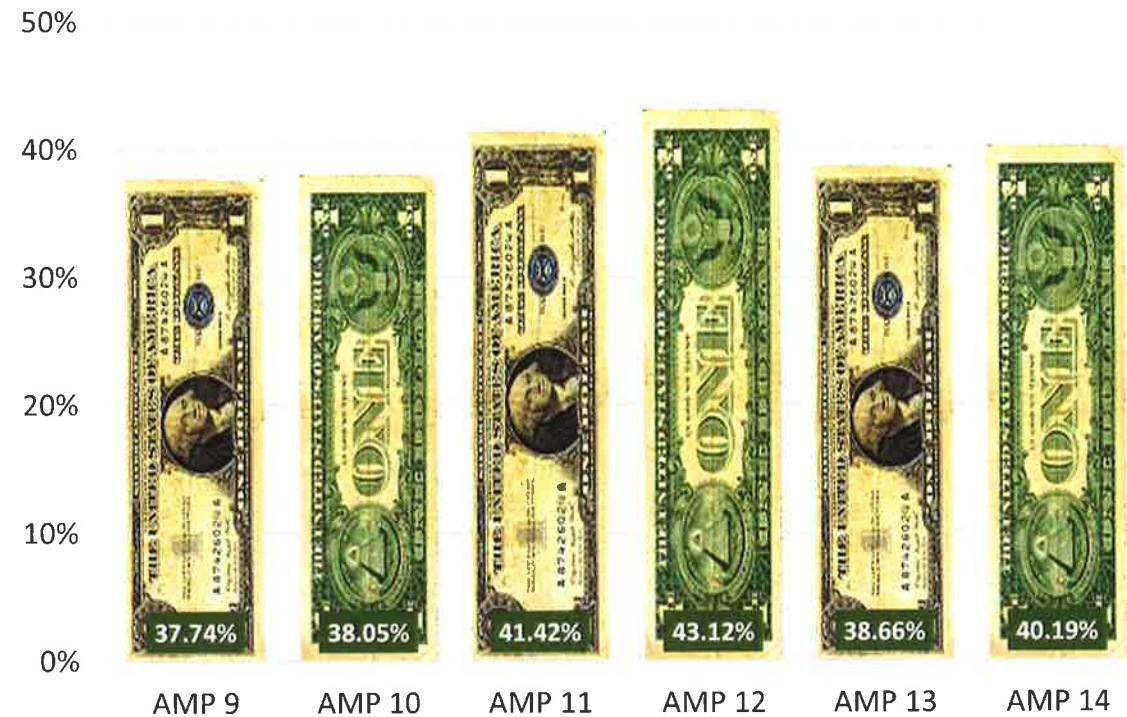
# GENERAL INCOME ANALYSIS

## Trends across all six AMPs\*:

- Average household income for residents is approx. \$25,600
- Fewer than 45% of residents earn the majority of their income from wages
- Only 26 OAHPI households participate in FSS

■ \* Data as of May 2022

## Residents Earning Majority of Income from Wages



# FAMILY SELF-SUFFICIENCY

## FSS Participation Requirements

- Meet all mandatory requirements
  - Free of cash aid
  - Full-time employment at the end of the participation contract
  - Regularly attend a financial literacy workshops
- Achieve all personal goals

Only 26 OAHPI households participate in FSS

Average escrow balance across all OAHPI sites is \$6,900

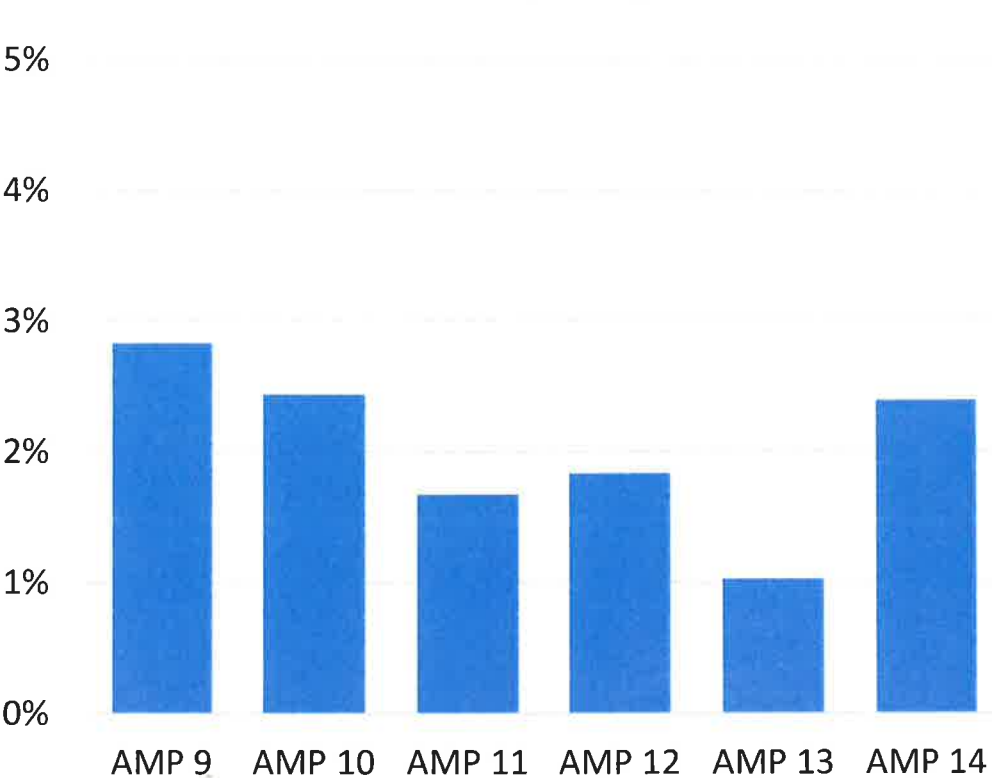


FSS PARTICIPATION AND

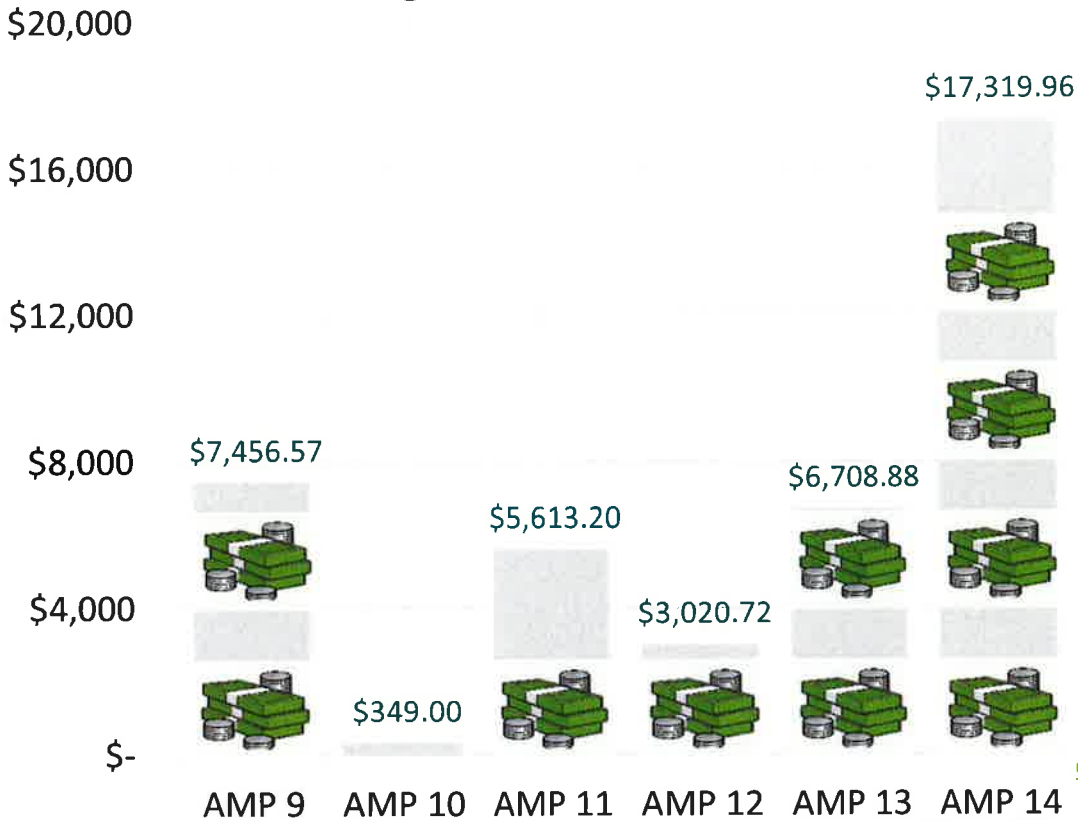
ESCROW

BALANCES

Residents Participating in FSS



Average Escrow Balance



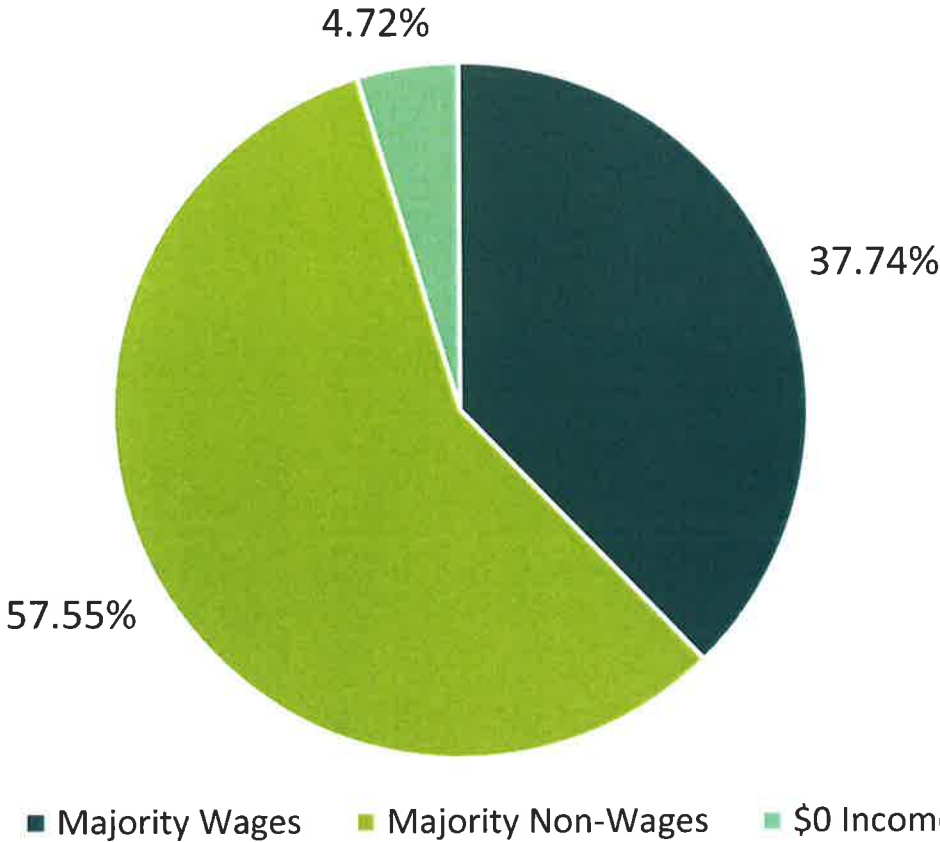


# DEEP EAST PORTFOLIO (AMP 9)

## AMP 9 Income Demographics

<b>Size</b>	212 households
<b>Income range</b>	\$0 – \$174k
<b>Average Income</b>	\$25,886.77
<b>FSS Participation</b>	2.83%
<b>Average Escrow Balance</b>	\$7,456.57

AMP 9 Income Demographics

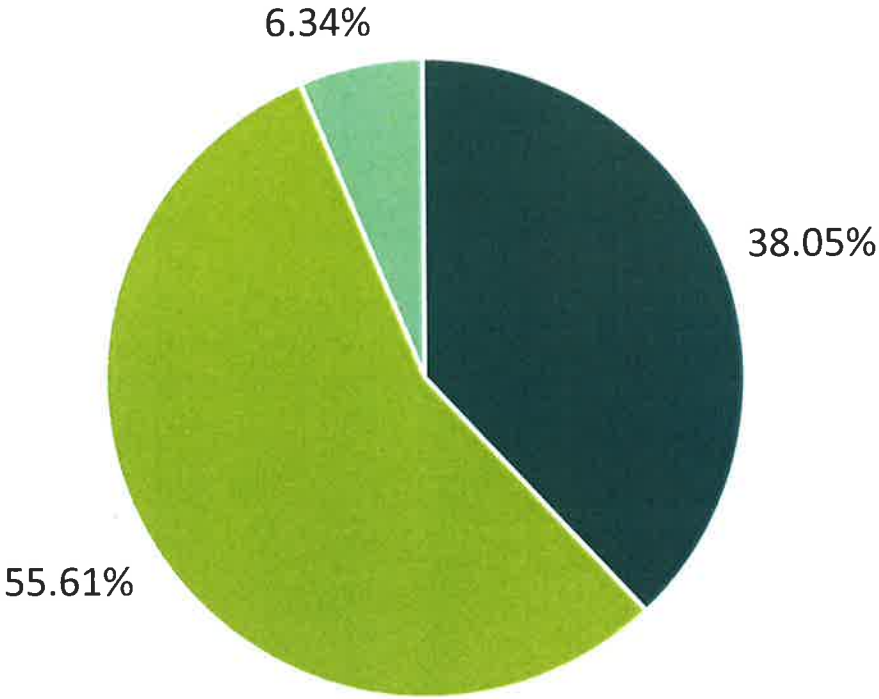


# EAST PORTFOLIO (AMP 10)

## AMP 10 Income Demographics

Size	205 households
Income range	\$0 – \$113k
Average Income	\$23,936.84
FSS Participation	2.44%
Average Escrow Balance	\$349

AMP 10 Income Demographics



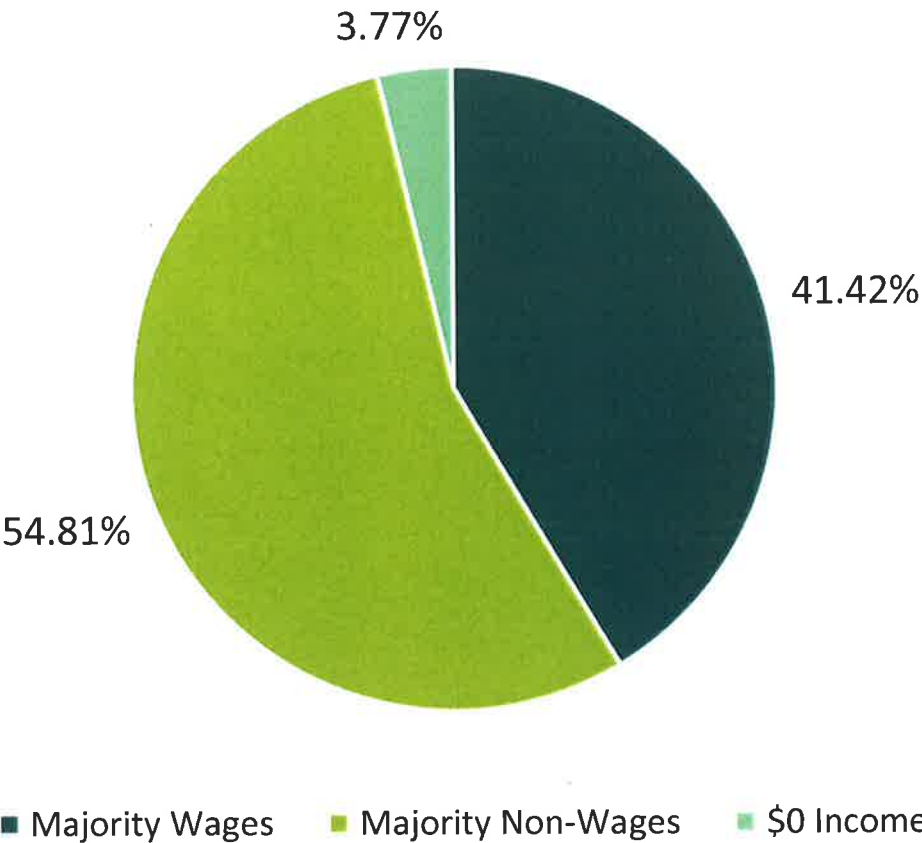
Majority Wages   Majority Non-Wages   \$0 Income

# FRUITVALE PORTFOLIO (AMP II)

## AMP II Income Demographics

Size	239 households
Income range	\$0 – \$193k
Average Income	\$25,139.37
FSS Participation	1.67%
Average Escrow Balance	\$5,613.20

## AMP 11 Income Demographics

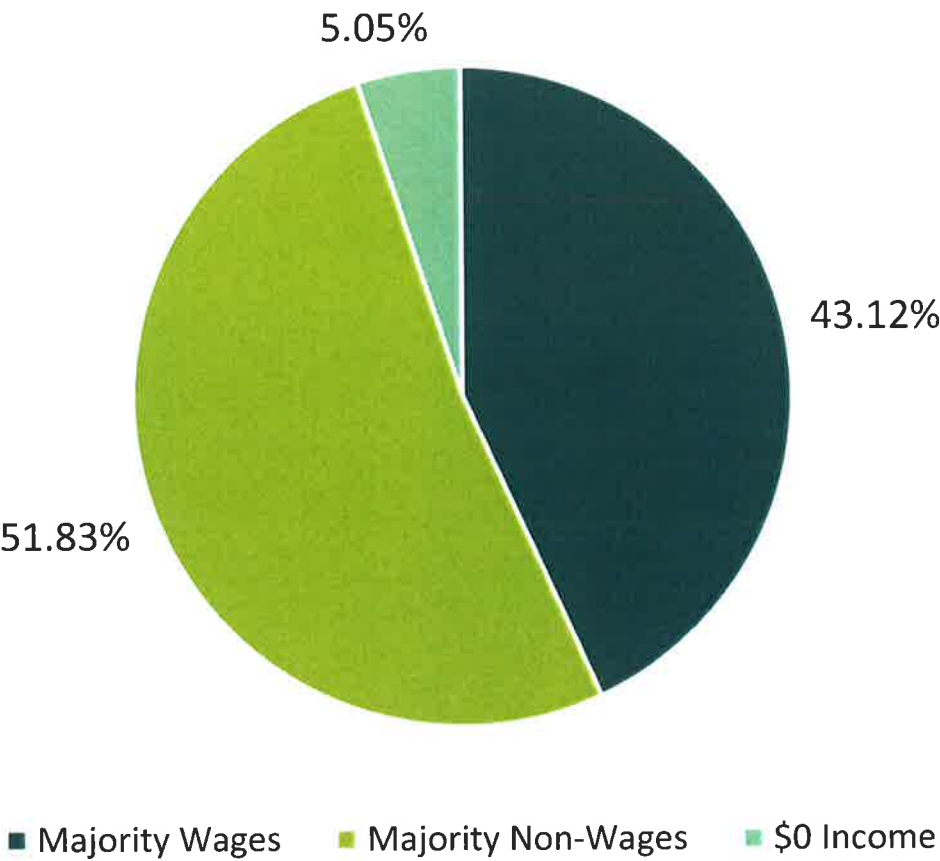


# SAN ANTONIO PORTFOLIO (AMP 12)

## AMP 12 Income Demographics

Size	218 households
Income range	\$0 – \$104k
Average Income	\$26,474.06
FSS Participation	1.83%
Average Escrow Balance	\$3,020.72

AMP 12 Income Demographics



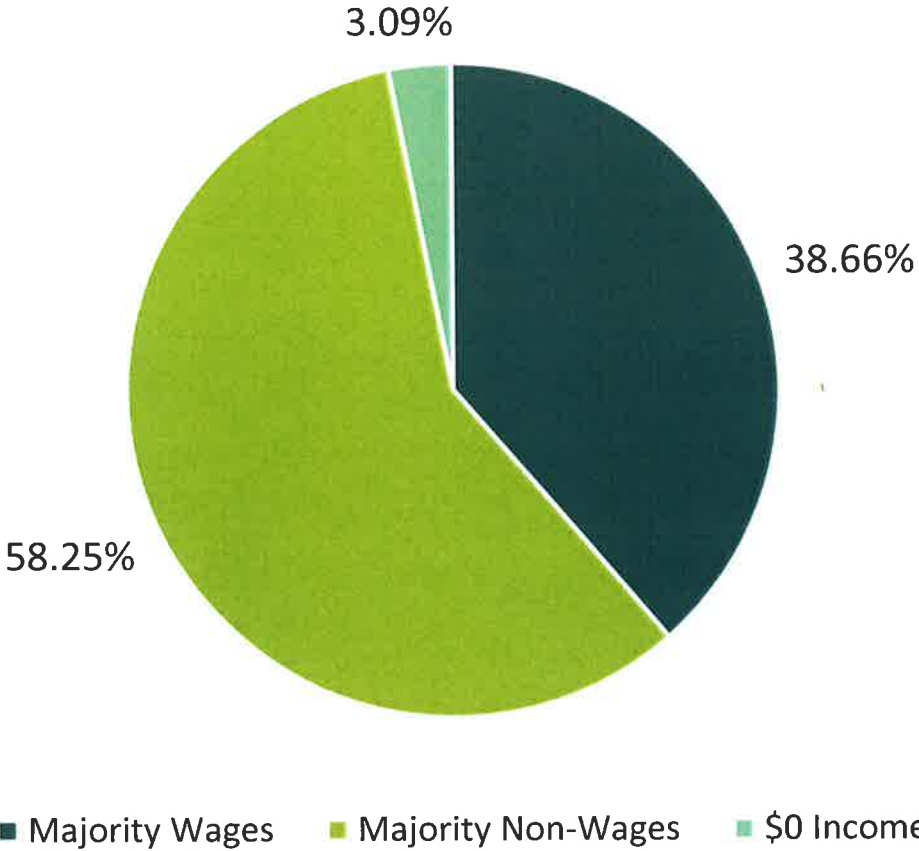


# WEST PORTFOLIO (AMP 13)

## AMP 13 Income Demographics

Size	194 households
Income range	\$0 – \$130k
Average Income	\$28,185.08
FSS Participation	1.03%
Average Escrow Balance	\$6,708.88

AMP 13 Income Demographics

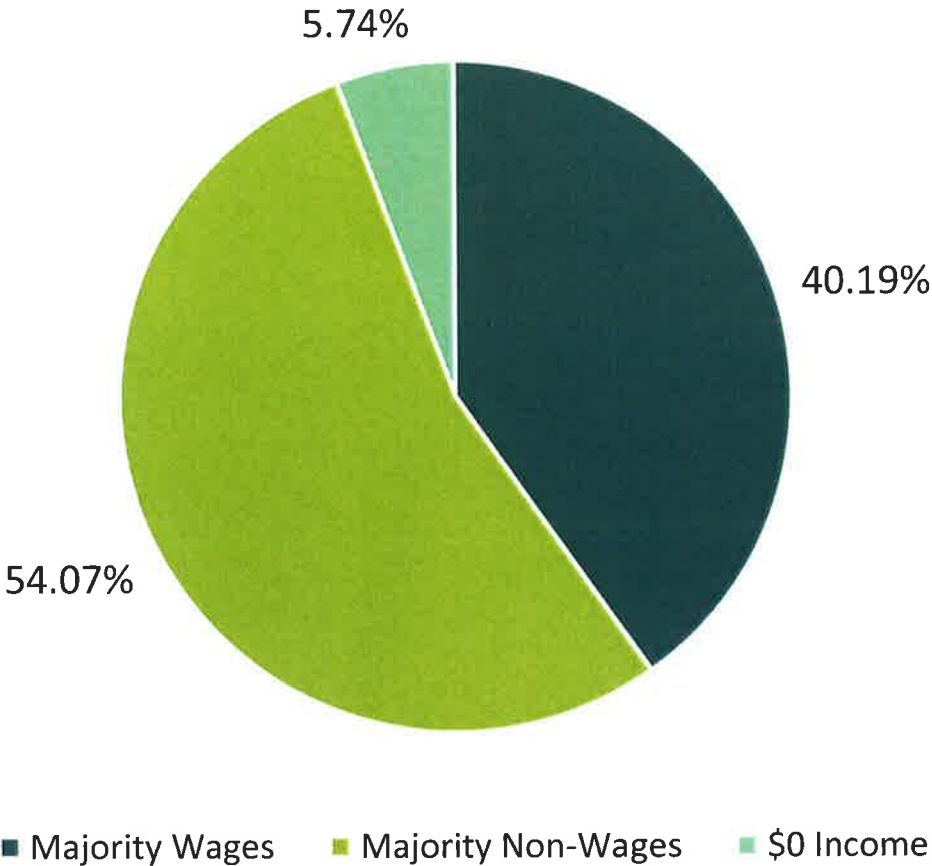


# NORTH PORTFOLIO (AMP 14)

## AMP 14 Income Demographics

Size	209 households
Income range	\$0 – \$122k
Average Income	\$24,016.34
FSS Participation	2.39%
Average Escrow Balance	\$17,319.96

## AMP 13 Income Demographics



## CONCLUSION

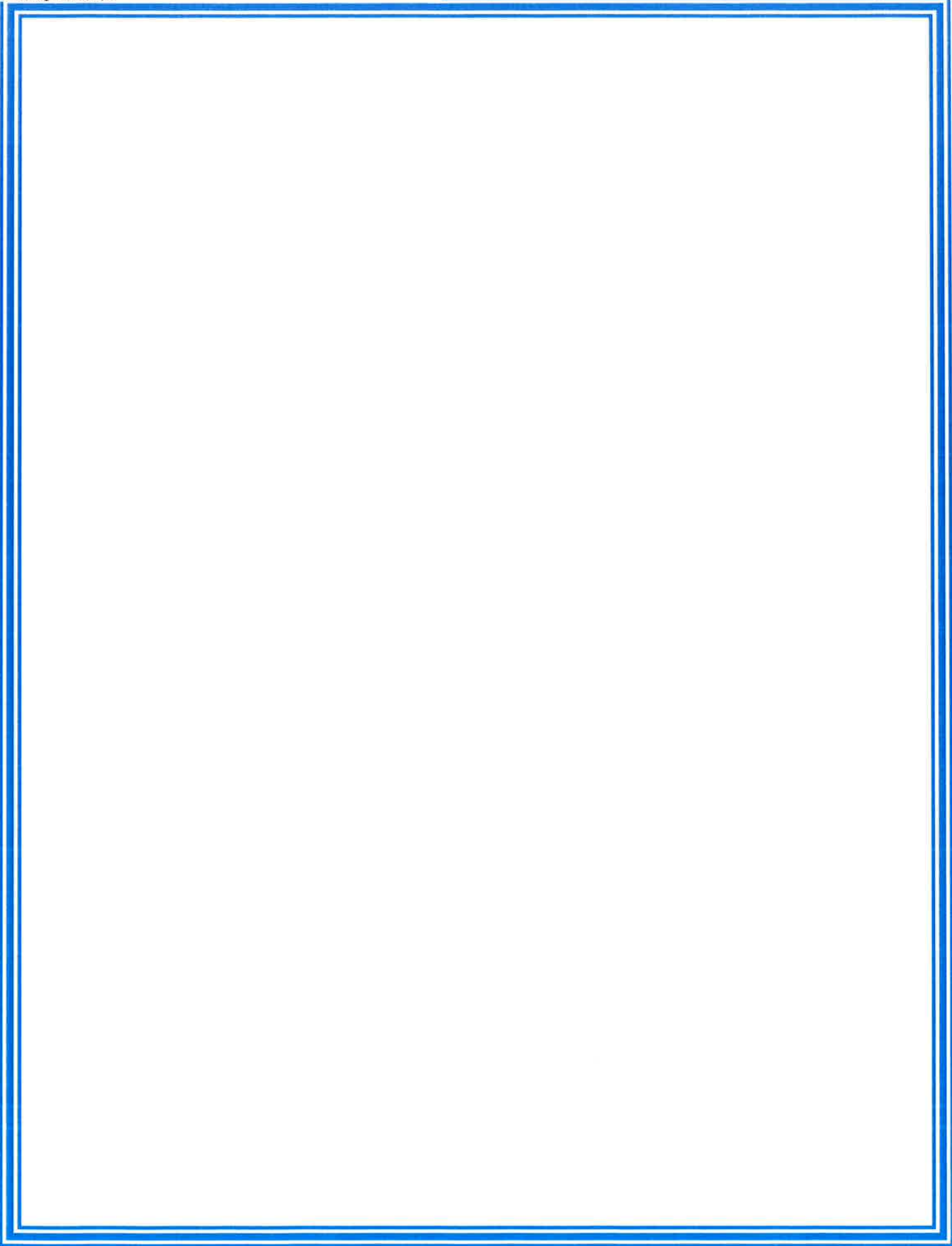
- The average income for OAHPI residents is fairly consistent across all AMPs.
- Most OAHPI residents do not receive the majority of their income from wages.
- Very few residents across all AMPs participate in OHA's Family Self Sufficiency (FSS) Program, so there is not sufficient data to identify patterns – it may be prudent to exploring strategies to encourage increased participation across the board.

If you have any questions, please feel free to contact

Dominica Henderson, Director of PIC  
[dhenderson@oakha.org](mailto:dhenderson@oakha.org)

or

Erika McLitus, Policy Analyst  
[emclitus@oakha.org](mailto:emclitus@oakha.org)



ITEM: VI.A.

**Executive Office**  
**Oakland Affordable Housing Preservation Initiatives**  
**MEMORANDUM**

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To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Election of Officers

Date: June 30, 2022

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**Purpose:** The Board of Directors must select a President and Vice President for Oakland Affordable Housing Preservation Initiatives (OAHPI) every two (2) years, and made their last selection at the June 12, 2020 meeting, with Director Anne Griffith elected as President and Director Mark Tortorich elected as Vice President.

**Funding:** This action does not require funding.

**Background:**

According to the By-Laws Article 5 Section 5.1, the President and Vice President must be Directors, and the term of office for all directors shall be two (2) years:

Section 5.1 Officers of the Corporation. The officers of the Corporation shall be a President, Vice President, Executive Director, a Secretary and a Chief Financial Officer (Treasurer). The Corporation may also have, at the Board's discretion, such other officers as may be appointed in accordance with

Section 5.2 of these Bylaws. The President and Vice President must be directors. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the Executive Director. All officers of the Corporation, other than the President and Vice President, shall be employees of the Housing Authority. Provided, however, the President and Vice President may be employees of the Housing Authority. An officer's term shall be ended and his or her position deemed vacant upon the officer ceasing to be an employee of the Housing Authority. The term of an officer who is not a Housing Authority employee shall be ended and his or her position deemed vacant upon the officer ceasing to be a director of the Corporation.

(a) Appointment of Officers. Except as otherwise provided herein, the Board shall designate all officers of the Corporation for terms of two (2) years or until their successors are designated and qualified.

Below please find the current roster of the Oakland Housing Preservation Initiatives, Inc.

## Election of Officers

Page 2 of 2

Directors	Position	Start Term	End Term
Anne Griffith	President	07/01/2020	06/30/2022
Mark Tortorich	Vice-President	07/01/2020	06/30/2022
Patricia Wells	Executive Director	Ex Officio	Ex Officio

### Recommended Action:

It is recommended that the Board of Directors appoint Directors of the Oakland Affordable Housing Preservation Initiatives (OAHPI), for a two-year (2) term, ending June 30, 2024 pursuant to Article 5, Sections 5.1 and Sections 5.2 of the Bylaws of OAHPI.

**THE BOARD OF DIRECTORS OF  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:                      NUMBER:**

**APPOINTMENT OF OFFICERS OF OAKLAND AFFORDABLE HOUSING  
PRESERVATION INITIATIVES, FOR A TWO (2) YEAR TERM FROM JULY 1, 2022  
THROUGH JUNE 30, 2024**

WHEREAS, the Oakland Affordable Housing Preservation Initiatives, Bylaws adopted July 1, 2011, Article 5 Section 1, states that "officers of the Corporation shall be a President, a Vice President, an Executive Director, a Secretary and a Chief Financial Officer. The Corporation may also have, at the Board's discretion, such other officers as may be appointed in accordance with Section 5.2 of these Bylaws."

WHEREAS, as outlined in Article 5 Officers, Section 3 Election, of the Bylaws of RAMP Housing, Inc. (the Corporation), officers shall be chosen annually for a term of two (2) years at the meeting of the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the following roster of Officers be appointed for the Oakland Affordable Housing Preservation Initiatives., for the following two (2) year term from July 1, 2022 through June 30, 2024.

<b>Officer</b>	<b>Position</b>	<b>Start Term</b>	<b>End Term</b>
Anne Griffith	President	July 1, 2022	June 30, 2024
Mark Tortorich	Vice President	July 1, 2022	June 30, 2024
Patricia Wells	Executive Director	Ex Officio	Ex Officio

*I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of Oakland Affordable Housing Preservation Initiatives., a California nonprofit public benefit corporation (the "Corporation").*

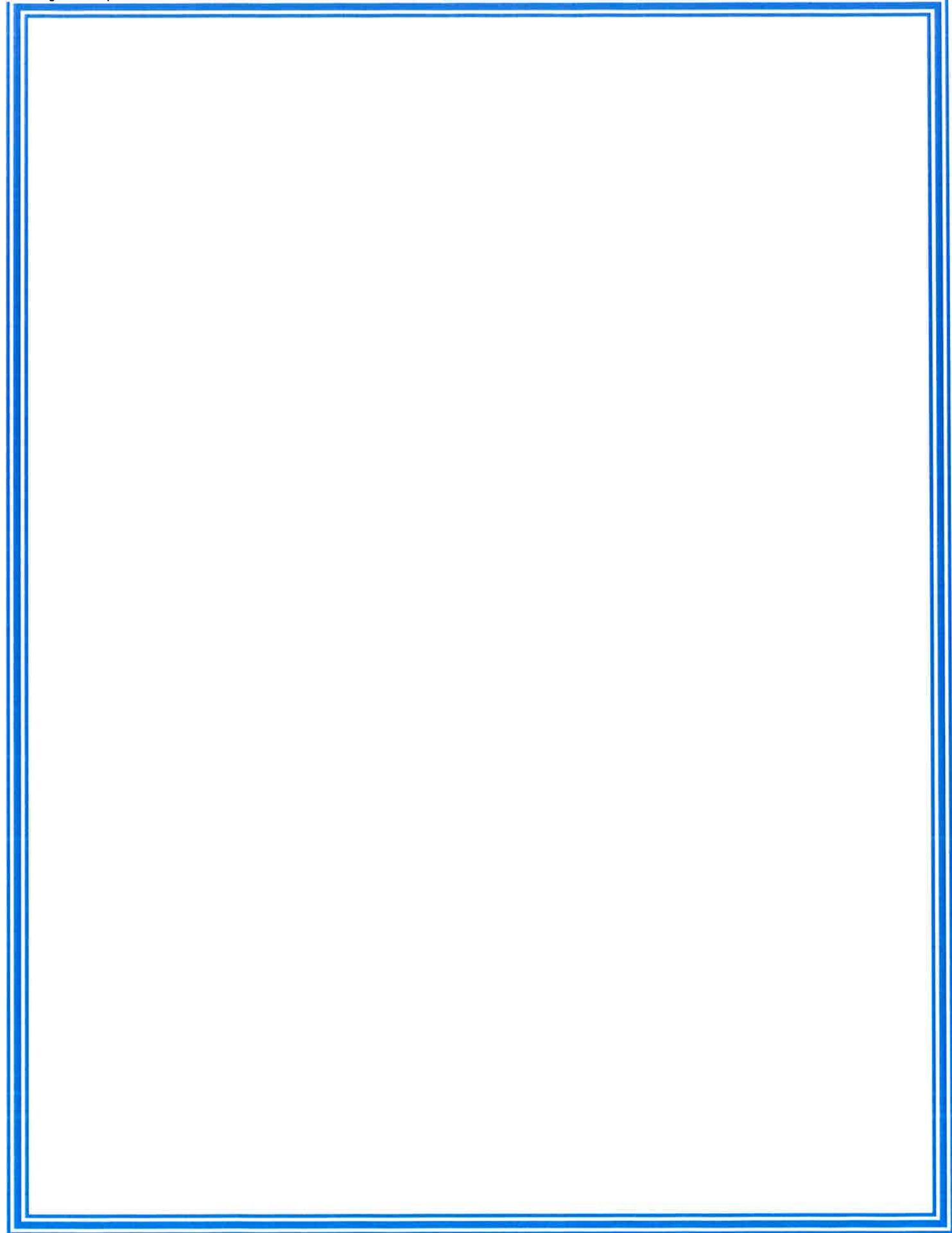
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*Kris Warren, Secretary*

**ADOPTED: June 30, 2022**

**RESOLUTION NO:**





**ITEM: VI.B****Executive Office****Oakland Affordable Housing Preservation Initiatives, Inc.****MEMORANDUM**

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To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Appointment of RAMP Housing, Inc. Directors

Date: June 30, 2022

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**Purpose:** By this resolution the Board of Directors will elect Directors for RAMP Housing, Inc.

**Funding:** This action does not require funding from OAHPI.

**Background**

As outlined in Article 4, Section 5 of the Bylaws of RAMP Housing, Inc. (the Corporation), and Article 4, Section 6 Term, adopted on October 9, 2018, the directors shall be members of the Board of Directors of Oakland Affordable Housing Preservation Initiatives (OAHPI), and the term of office for all directors shall be two (2) years.

Below, please find the current roster of the RAMP Housing, Inc., Board of Directors, as appointed by the Oakland Affordable Housing Preservation Initiatives, as of their July 12, 2020, meeting.

Directors	Held Positions	Start Term	End Term
Anne Griffith	President	07/01/2020	06/30/2022
Mark Tortorich	Vice-President	07/01/2020	06/30/2022
Patricia Wells	Ex Officio	Ex Officio	Ex Officio

**Recommended Action**

It is, therefore, recommended that the Board of Directors of the Oakland Affordable Housing Preservation Initiatives (OAHPI) shall appoint Directors Anne Griffith and Mark Tortorich as directors of RAMP Housing, Inc., for a two-year (2) term, ending June 30, 2024, pursuant to Article 4, Sections 5 and 6 of the Bylaws of RAMP Housing, Inc.

Attachment: Resolution

**THE BOARD OF DIRECTORS OF  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**RESOLUTION APPOINTING ANNE GRIFFITH AND MARK TORTORICH  
AS DIRECTORS OF THE RAMP HOUSING, INC. FOR A TWO (2) YEAR TERMS  
FROM JULY 1, 2022, TO JUNE 30, 2024.**

WHEREAS, in the RAMP Housing, Inc., Bylaws Article 4 Section 5, Appointment and Qualifications of Directors, it states that directors shall be members of the Board of Directors of Oakland Affordable Housing Preservation Initiatives (OAHPI), and

WHEREAS, the RAMP Housing, Inc., Bylaws Article 4 Section 6 further states the term of office for all directors shall be two (2) years.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, Anne Griffith and Mark Tortorich are appointed Directors for the RAMP Housing, Inc., for the following two (2) year term from July 1, 2022 to June 30, 2024.

*I hereby certify that the foregoing resolution is a full, true and correct  
copy of a resolution passed by the Board of Directors of  
Oakland Affordable Housing Preservation Initiatives on June 30, 2022.*

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*Kris Warren, Secretary*

**ADOPTED: June 30, 2022**

**RESOLUTION NO.**

**ITEM: VII.C.**

**Executive Office**

**Oakland Affordable Housing Preservation Initiatives, Inc.**

**MEMORANDUM**

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To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Authorization for the Executive Director to execute a contract with Center for Employment Opportunities (CEO Works) to provide illegal dumping removal and grounds cleaning services for OAHPI properties in the amount not-to-exceed \$431,350 for the Initial Term of July 1, 2022 through June 30, 2023, with up to two additional discretionary one-year Option Terms as permissible under the OAHPI Procurement Policy, with annual increases not to exceed the Consumer Price Index (CPI).

Date: June 30, 2022

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Purpose: This action will authorize the Executive Director to execute a contract with CEO Works, to provide illegal dumping removal and grounds cleaning services for OAHPI properties, in the amount not-to-exceed \$431,350 for the Initial Term of July 1, 2022 through June 30, 2023, with up to two additional discretionary one-year Option Terms as permissible under the OAHPI Procurement Policy, with annual increases not to exceed the Consumer Price Index (CPI).

Funding: Funding for the initial contract term is included in the FY 2022 operating budget in accounts 4430-09-000 for Contract Grounds. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget in accounts 4430-09-000 for Contract Grounds.

**Background:**

The City of Oakland established the Department of Violence Prevention (DVP) was in 2017 to tackle the problem of violence in Oakland. Where previous city programs focused primarily on those at the center of violence, the DVP has an expanded prevention and intervention mission of advocating for and supporting families impacted by unsolved cold cases and addressing broader community trauma. The ultimate goal is a safer and thriving Oakland for all.

In 2014, Oakland voters passed Measure Z, the Public Safety and Services Violence Prevention Act (Safety and Services Act). The Act built on the lessons learned from the previous Measure Y, the Violence Prevention and Public Safety Act of 2004, to bolster a shared safety approach for the City.

## CEO Works Contract Request Page 2 of 4

The DVP focuses on the three forms of violence named in the Safety and Services Act: gun violence, family/domestic violence and commercial sexual exploitation to address five public health mandates to reduce levels of:

- Gun violence
- Intimate partner violence
- Commercial sexual exploitation
- Family trauma associated with unresolved homicides
- Community trauma associated with violence

The objectives of the Safety and Services Act are to:

1. Reduce homicides, robberies, burglaries and gun-related violence;
2. Improve police and fire emergency 911 response times and other police services
3. Invest in violence intervention and prevention strategies that provide support for at-risk youth and young adults to interrupt the cycle of violence and recidivism.

Regarding the violence prevention and intervention strategies, the Safety and Services Act emphasizes coordination of public systems and community-based services with a joint focus on youth and young adults at highest risk of violence as guided by data analysis. It names collaborative strategies such as crisis response, victim services, and reentry support intended to interrupt the cycle of violence and recidivism.

The Department of Violence Prevention released a Request for Qualifications (RFQ) on December 10, 2021 for the July 2022 through June 2024 funding cycle, seeking qualified agencies to form a network of community providers and system partners who strive together to support people at the center of violence, funded by the Oakland Public Safety and Services Violence Prevention Act (Measure Z).

DVP released the 2022-2024 RFQ on December 10, 2021. The RFQ was widely distributed, including direct email to over 3,500 recipients. DVP held a pre-proposal meeting via Zoom attended by over 100 individuals and answered applicant questions via email. Proposals were due on February 3, 2022.

DVP received 87 applications from 45 agencies (with 27 sub-grantees/partner agencies) for the more than 20 activities from community partners to provide violence intervention and prevention services.

All 87 applications received were reviewed by DVP staff for completeness before moving on to review. Following completeness review, five applications were not reviewed because they were incomplete applications that did not meet the requirements for an application to move forward in the review process. The remaining 82 applications were each read and scored by 5 different review panelists. DVP recruited more than 50 volunteers to read and score applications. Each review panel consisted of individuals with personal experience and/or professional experience relevant to the sub-strategy or

## CEO Works Contract Request

Page 3 of 4

activity. Panels included community members, public partner representatives, and violence prevention staff from other local governments, among others. Review panels were diverse in terms of race, gender and professional background.

CEO Works was awarded a three-year contract with the City of Oakland on June 22, 2022, funded through Measure Z, to address Gun/Group/Gang Violence Response Employment and Education Support Services, focusing on Adult Employment and Education programs. This sub-strategy aims to improve the ability of participants referred from the DVP Network and their loved ones to attain and retain employment. Employment programming seeks to meet participants' immediate job-seeking needs and enhance their long-term job prospects through the development of additional skills and education.

### **OAHPI Program:**

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide illegal dumping removal and grounds cleaning services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority). The services under this contract will provide all labor, materials and equipment and perform illegal dumping removal and grounds cleaning services at sites throughout the OAHPI portfolio 7 days per week.

CEO will provide two training modules.

- One work crew comprised of 5 trainees and one Site Supervisor to work at OAHPI sites in Oakland, CA. The crew will work 8 hours/day, during the 5 day work week
- A second crew comprised of 5 trainees and one Site Supervisor to work will work 2 weekend days/week, 08:00 AM - 4:00 PM to complete the necessary scope of activities.

This work will begin on July 1, 2022. The CEO Crew can provide a diverse set of services to OAHPI, including but not limited to:

- Providing on the job training for participants
- Completing property site checklist and any additional reporting required
- Clean up and properly dispose of illegal dumping on Housing Authority properties
- Ensure all work orders issued to address illegal dumping at OAHPI properties are addressed within 24 hours during business hours
- Report anything out of the norm to Environmental Waste and Recycling Manager or designee in his/ her absence
- Employ all necessary safety precautions to prevent injury to persons or damage to OAHPI's property

The total cost of the contract reflects the costs of the two (2) training modules.

CEO Works Contract Request  
Page 4 of 4

The OAHPI procurement policy states a contract for services can be entered into where a proposal is determined in writing to be the most advantageous to OAHPI and the product or service can only be obtained from one source. In this circumstance, it is advantageous to use the Oakland cooperative and interagency agreement to expedite the procurement of property services that will enhance OAHPI properties with the added benefit of providing resident job training and employment opportunities.

The Authority's Contracts, Compliance and General Services (CCGS) Department reviewed the Request for Proposal issued by Oakland and has determined it was competitively solicited consistent with OAHPI's procurement policy.

This contract could provide a pool of experienced, trained individuals who can compete for permanent full-time positions as they become available at OAHPI or with other non-profit agencies.

OAHPI Procurement Policy states, "*OAHPI may purchase goods and services through non-competitive negotiations when it is determined in writing by the Executive Director of OAHPI or their designee that competitive negotiation or bidding is not feasible and that: 4. Only one satisfactory proposal is received through RFP or RFQ. 5. The Executive Director or their designee determines it is in the best business interest of OAHPI and/or its residents.* OAHPI is recommending entering into a contract with CEO Works, as allowed by OAHPI's procurement policy.

The proposed resolution would authorize the Executive Director to execute a contract with CEO Works to provide illegal dumping removal and grounds cleaning services at OAHPI properties. The total amount authorized under these contracts is an amount not to exceed \$431,350 for the Initial Term of July 1, 2022 through June 30, 2023, with up to two additional discretionary one-year Option Terms as permissible under the OAHPI Procurement Policy with increases not to exceed the Consumer Price Index (CPI).

**Recommendation Action:**

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a contract with CEO Works for illegal dumping removal and grounds cleaning services in an amount not-to-exceed \$431,350 for the Initial Term of July 1, 2022 through June 30, 2023, with up to two additional discretionary one-year Option Terms as permissible under the OAHPI Procurement Policy with increases not to exceed the Consumer Price Index (CPI).

Attachments: CCGS Review Memo  
Resolution






**CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)**

1619 Harrison Street, Oakland, CA 94612 \* (510) 587-2166 / (510) 587-2124 FAX

**INTEROFFICE MEMORANDUM**

**To:** Duane Hopkins, Acting Executive Director

**Through:** Mark Schiferl, Director of Property Management   
Daniel Mermelstein, CCGS Manager 

**From:** Jamie Walters, Contract Specialist, CCGS 

**Subject:** Request to Piggyback with the Center for Employment Opportunities Contract with the City of Oakland

**Date:** June 22, 2022

---

This memo is to request permission to utilize the Center for Employment Opportunities (CEO) with the City of Oakland to provide illegal dumping removal and grounds cleaning

**BACKGROUND**

The Oakland Affordable Housing Preservation Initiative (OAHPI) has a need for illegal dumping removal and grounds cleaning. OAHPI desires to use CEO employees that are employed through the COO "Oakland Unite Program" that provides job training and employment for high risk young adults. In order to ensure competition, COO posted RFQ "Violence Intervention and Prevention Services." via newspaper postings and a variety of email distribution lists, reaching over 3,500 individuals. The RFP was available on the City of Oakland website and included detailed information on the application process and criteria, post-award requirements, and proposal instructions.

The solicitation was posted for approximately eight (8) weeks, from December 10, 2021, to February 3, 2022 allowing for eighty-seven (87) applications from 45 agencies (with 27 sub-grantees/partner agencies) for the more than 20 activities the DVP from community partners to provide violence intervention and prevention services. The organizations that responded included OPIC, BOSS, Bridges from School to Work, Youth Employment Partnership, and the Center for Employment Opportunities.

Evaluations of the submitted proposals were conducted by individuals selected by COO for their expertise in the program affairs. Each individual was required to sign a Conflict of Interest statement for every organization the individual reviewed. COO does award preferential points for Local, Small, and Very Small Local Businesses, Oakland Workforce, and Presence in Oakland, but these points did not make a difference resulting in CEO being awarded the contract. After evaluations were complete, CEO was awarded a contract to provide Violence Prevention and Intervention Services for the term beginning July 1, 2022, to June 30, 2023, with a one-year option to renew through June 30, 2024.



**Conclusion**

CEO has a current and valid contract with COO and the contract provides funding for the employment of high risk young adults whose services are needed by OAHPI. The Request for Qualifications issued by COO was competitively solicited. The contract with CEO is also current, allowing OAHPI to utilize this agreement.

**Recommendation**

It is recommended that the OAHPI utilize the contract CEO has with COO. The use of this contract will greatly simplify and expedite the procurement process by relieving the Authority of developing specifications and issuing a solicitation for these services.

Approved:

Not Approved:

DocuSigned by:

*Duane Hopkins*

EAE247F1F7F543A...

6/23/2022

Duane Hopkins

Acting Executive Director

Date

Duane Hopkins

Acting Executive Director

Date

**THE BOARD OF DIRECTORS OF  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**AUTHORIZATION TO EXECUTE A CONTRACT WITH CENTER FOR EMPLOYMENT  
OPPORTUNITIES (CEO WORKS) TO PROVIDE ILLEGAL DUMPING REMOVAL  
AND GROUNDS CLEANING SERVICES FOR OAHPI PROPERTIES IN THE  
AMOUNT NOT-TO-EXCEED \$431,350 FOR THE INITIAL TERM OF JULY 1, 2022  
THROUGH JUNE 30, 2023, WITH UP TO TWO ADDITIONAL DISCRETIONARY  
ONE-YEAR OPTION TERMS AS PERMISSIBLE UNDER THE OAHPI  
PROCUREMENT POLICY, WITH ANNUAL INCREASES NOT TO EXCEED THE  
CONSUMER PRICE INDEX (CPI).**

WHEREAS, the Oakland Housing Authority (Authority) manages 1,540 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI has a need for illegal dumping removal and grounds cleaning services at OAHPI properties; and

WHEREAS, according to the OAHPI procurement policy, a contract for services can be entered into where a proposal is determined in writing to be the most advantageous to OAHPI and the product or service can only be obtained from one source; and

WHEREAS, CEO Works is a not-for-profit organization, seeded and supported by the City of Oakland (COO) Department of Violence Prevention (DVP), funded by the Oakland Public Safety and Services Violence Prevention Act (Measure Z); and

WHEREAS, the Department of Violence Prevention released a Request for Qualifications

(RFQ) on December 10, 2021 through February 2022 for the July 2022 through June 2024 funding cycle, seeking qualified agencies to form a network of community providers and system partners who strive together to support people at the center of violence, funded by the Oakland Public Safety and Services Violence Prevention Act (Measure Z); and

WHEREAS, the RFQ was widely distributed including direct email to over 3,500 recipients. DVP held a pre-proposal meeting via Zoom attended by over 100 individuals and answered applicant questions via email; and

WHEREAS, the DVP received 87 applications from 45 agencies (with 27 sub-grantees/partner agencies) for the more than 20 activities the DVP from community partners to provide violence intervention and prevention services; and

WHEREAS, CEO Works was awarded a three year contract with the City of Oakland on June 22, 2022, funded through Measure Z, to address Gun/Group/Gang Violence Response Employment and Education Support Services, focusing on Adult Employment and Education programs; and

WHEREAS, this sub-strategy aims to improve the ability of participants referred from the DVP Network and their loved ones to attain and retain employment. Employment programming seeks to meet participants' immediate job-seeking needs and enhance their long-term job prospects through the development of additional skills and education; and

WHEREAS, this contract could provide a pool of experienced, trained individuals who can compete for permanent full-time positions as they become available at OHAPI or with other non-profit agencies; and

WHEREAS, CEO Works, will provide illegal dumping removal and grounds cleaning services 7 days per week for OAHPI properties through 2 crews, in the amount not-to-exceed \$431,350 for the Initial Term of July 1, 2022 through June 30, 2023, with up to two additional discretionary one-year Option Terms as permissible under the OAHPI Procurement Policy, with annual increases not to exceed the Consumer Price Index (CPI).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Commissioners authorizes the Executive Director to execute a contract with CEO Works for illegal dumping removal and grounds cleaning services in an amount not-to-exceed \$431,350 for the Initial Term of July 1, 2022 through June 30, 2023, with up to two additional discretionary one-year Option Terms as permissible under the OAHPI Procurement Policy with increases not to exceed the Consumer Price Index (CPI); and

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all

actions necessary to implement the foregoing resolution.

*I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on June 30, 2022.*

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*Kris Warren, Secretary*

**ADOPTED:**

**RESOLUTION NO.**


# **CONSENT AGENDA ITEMS**

**ITEM: VI.D.1.**

**Executive Office  
Oakland Affordable Housing Preservation Initiatives, Inc.  
MEMORANDUM**

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To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Resolution Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361

Date: June 30, 2022

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Purpose: This action will authorize continued remote teleconference meetings of the Board of Commissioners pursuant to Brown Act Provisions, as amended by Assembly Bill Number. 361.

Funding: No funding is required.

**Background:**

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) for legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act. All provisions of Executive Order N-29-20 concerning the conduct of public meetings via teleconferencing expired on September 30, 2021. On October 25, 2021 through Resolution Number 4997 and in compliance with Assembly Bill 361 (Chapter 165, Statutes of 2021) (AB 361), the Board of Commissioners ratified the proclamation of a state of emergency and made findings, which authorized continued remote teleconference meetings.

On March 29, 2022, The Board of Directors adopted Resolution Number 22-001 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On April 29, 2022, The Board of Directors adopted Resolution Number 22-005 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

## Assembly Bill Number 361

### Page 2 of 3

On May 27, 2022, The Board of Directors adopted Resolution Number 22-006 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

### **Discussion:**

Assembly Bill 361(Chapter 165, Statutes of 2021) (AB 361) was signed into law by the Governor on September 16, 2021, and went into effect immediately. It amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology after the September 30, 2021 expiration of the current Brown Act exemptions as long as there is a "proclaimed state of emergency" by the Governor. This allowance also depends on state or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees. Though adopted in the context of the pandemic, AB 361 will allow for virtual meetings during other proclaimed emergencies, such as earthquakes or wildfires, where physical attendance may present a risk. AB 361 will sunset on January 1, 2024.

AB 361 requires the following to continue to conduct teleconferenced meetings:

1. Notice of the meeting must still be given in compliance with the Brown Act, and the notice must include the means by which the public may access the meeting and provide public comment remotely.
2. The public must be provided access to the meeting via a call-in option or internet-based service option and allowed to "address the legislative body directly." RAMP Housing, Inc. does not have to provide an in-person option for the public to attend the meeting.
3. The meeting must be conducted "in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body."
4. If there is a disruption to the meeting broadcast or in the ability to take call-in or internet-based public comment, no further action can be taken on agenda items until the issue is resolved, even if this means stopping the meeting at that point and continuing all remaining items.
5. The Board of Directors cannot require comments to be submitted before the start of the meeting. The public must be allowed to make "real time" public comment.
6. Reasonable time for public comment must be provided. If the Board provides a timed public comment period, the public comment period must be left open until the time expires.
7. All votes must be taken by roll call.
8. The Board of Directors must approve a resolution making findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter to continue to conduct teleconference meetings under AB 361. The body must find it has reconsidered the circumstances of the state of emergency

Assembly Bill Number 361

Page 3 of 3

and either 1) the emergency continues to impact the ability to meet safely in person, or 2) State or local officials continue to impose or recommend social distancing.

In light of AB 361, the continuing COVID-19 State of Emergency declared by the Governor, the continuing Local Emergency declared by the City of Oakland, the continuing recommendations by the County of Alameda Health Officer of social distancing as a mechanism for preventing the spread of COVID-19, and the continued threats to health and safety posed by indoor public meetings, staff recommends the Board of Directors adopt the proposed Resolution making the findings required to initially invoke AB 361.

The procedures currently set up for Board of Directors' meetings, which provide public attendance and comment through a call-in or internet-based service option, satisfy the requirements of AB 361. The Executive Director, or designee, will work with the Board to ensure that meeting procedures for all teleconferenced meetings comply with AB 361. Continued reliance will require the Board of Directors to adopt a new resolution making required findings every 30 days.

**Recommended Action:**

It is recommended that the Board of Directors adopt a resolution making findings authorizing continued remote teleconference meetings of the Board of Directors pursuant to Brown Act provisions, as amended by Assembly Bill Number 361.

Attachments:        Resolution



**THE BOARD OF DIRECTORS OF THE  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**RESOLUTION MAKING FINDINGS AUTHORIZING CONTINUED REMOTE  
TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS PURSUANT TO  
BROWN ACT PROVISIONS, AS AMENDED BY ASSEMBLY BILL NO. 361**

WHEREAS, the Oakland Affordable Housing Preservation Initiatives (OAHPI) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the OAHPI Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the OAHPI Board of Directors conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist within the jurisdiction of the OAHPI, specifically, on March 17, 2020 the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, and such declaration has not been lifted or rescinded; and

WHEREAS, as a result of the COVID-19 pandemic the California Department of Health and the Health Officer of the County of Alameda continue to recommend measures to promote social distancing. Additionally, On March 9, 2020, in response to the COVID-19 pandemic, the City Council of the City of Oakland declared a local emergency as set forth in Resolution No. 898075 C.M.S., which remains in full force and effect to date; and

WHEREAS, the Board of Directors does hereby find that the COVID-19 pandemic has caused, and will continue to cause, imminent risk to the health and safety of attendees meeting in person for a Board of Directors' meeting, and the COVID-19 pandemic has caused conditions of peril to the safety of persons within the jurisdiction of the OAHPI that are likely to be beyond the control of services, personnel, equipment, and facilities of the OAHPI, and desires to ratify the proclamation of a state of emergency by the Governor of the State of California and ratify the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing; and

WHEREAS, Resolution 21-001 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 21-005 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 21-006 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, as a consequence of the local emergency and state of emergency the Board of Directors shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that the Board of Directors shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference; and

THAT, Section 2. Reconsideration. The Board hereby reconsiders the circumstances of the state of emergency; and

THAT, Section 3. Ratification of the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing. The Board hereby finds that state and local officials continue to recommend measures to promote social distancing. The Board further hereby ratifies the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing and finds that, as a result of the state of emergency, meeting in person would present imminent risk to the health or safety of attendees; and

THAT, Section 4. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, which declaration has not been lifted or rescinded, and hereby finds that the state of emergency continues to directly impact the ability of the Board of Directors and members of the public to meet safely in person; and

THAT, Section 5. Remote Teleconference Meetings. The Housing Authority's Executive Director, and designee, and the Board of Directors are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continued teleconferencing and conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act; and

THAT, Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from the adoption of this Resolution, or, (ii) such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of OAHPI may continue to teleconference without compliance with Government Code section 54953(b)(3).

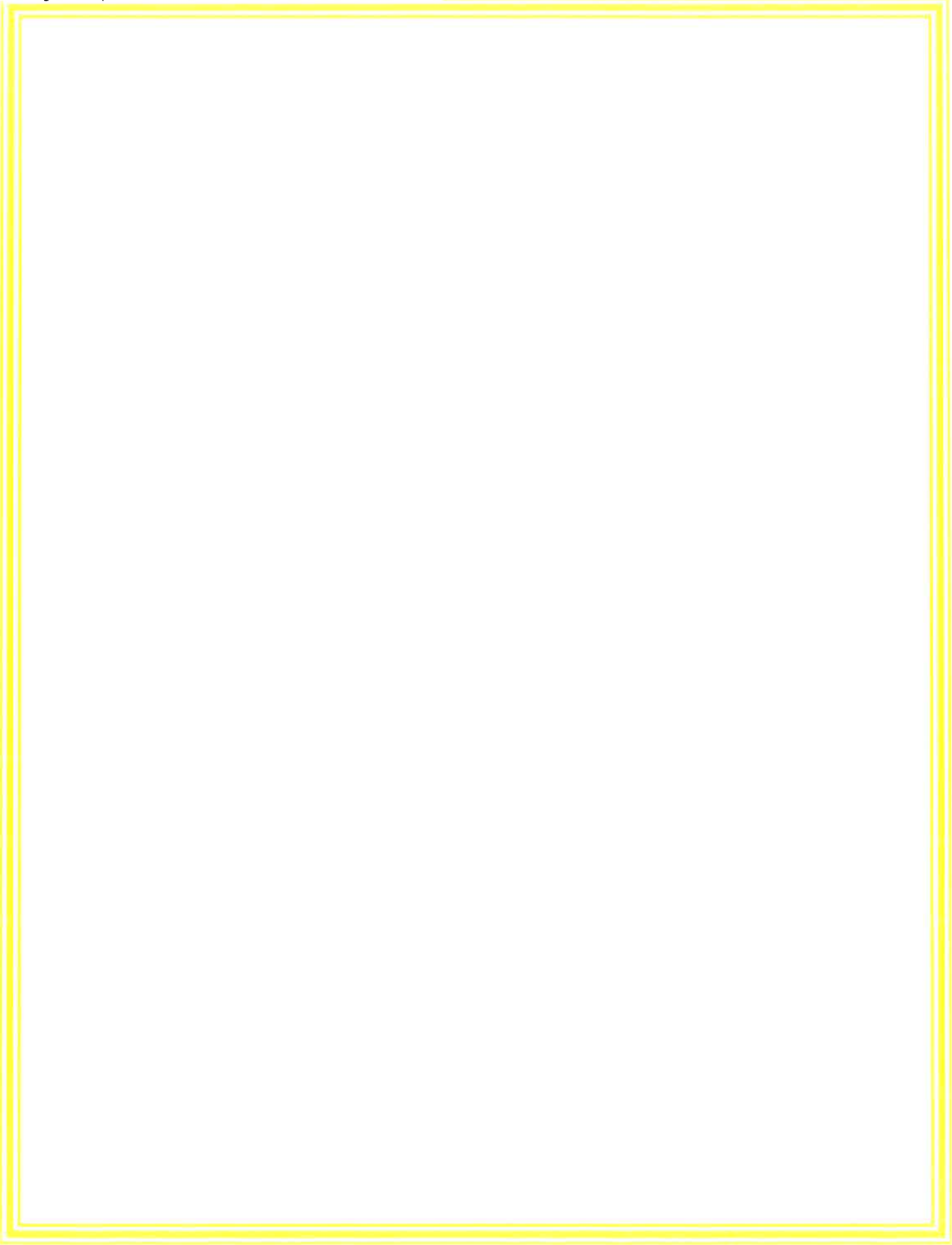
*I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on June 30, 2022.*

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*Kris Warren, Secretary*

**ADOPTED:**

**RESOLUTION NO.**



**ITEM: VI.D.2.**

**Executive Office  
Oakland Affordable Housing Preservation Initiatives  
MEMORANDUM**

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To: Board of Directors

From: Patricia Wells, Executive Director

<sup>DS</sup>  
PW

Subject: Authorizing the Executive Director of OAHPI to issue Blanket Purchase Order to various vendors in specified amounts for routine, recurring, low-dollar amount purchases for fiscal year 2022-2023

Date: June 30, 2022

---

Purpose: Authorizing the Executive Director of OAHPI to issue Blanket Purchase Order to various vendors in specified amounts for routine, recurring, low-dollar amount purchases for fiscal year 2022-2023

Funding: Authorizing a total not to exceed amount of \$4,721,206 utilizing various GL Codes which are included in the Fiscal Year (FY) 2023 Annual Operating Budget

**Background**

Blanket Purchase Orders (BPOs) are used to purchase commodities or services of low-dollar value and high volume, or repetitively used materials. This type of purchase order authorization avoids the administrative cost of making numerous separate purchases. The purchased orders are for purchases from July 1, 2022 to June 30, 2023.

The Oakland Housing Authority (OHA) FY budget 2022-2023 will be presented to the Board of Commissioners for adoption on June 27, 2022. The annual budget for Oakland Affordable Housing Preservation Initiatives (OAHPI) was prepared in conjunction with OHA's budget.

OAHPI has a need to make repetitive, routine purchases of supplies and services for use throughout the OAHPI portfolio. The OAHPI amended Procurement Policy (3.C. Noncompetitive Negotiations): *"OAHPI may negotiate a contract with a vendor who has been competitively selected through a OHA procurement process, or another competitive procurement process, without having to undergo a duplicate competitive selection process"*.

## OAHPI Blanket Purchase Orders

### Page 2 of 2

The Oakland Housing Authority (OHA), has procured vendors in accordance with HUD's Procurement Handbook for Public Housing Agencies (PHA) (7460.8, Rev.2): "*PHAs may avoid making repetitive small purchases by awarding indefinite-delivery contracts, sometimes referred to as 'blanket' or 'open-end' contracts*".

The OHA Blanket Purchase Orders are issued to various vendors and in various amounts included in the FY 2022-2023 budget request. The purchases made through these OHA Blanket Purchase Orders are either intergovernmental agreements or routine, recurring, low-dollar amount purchases. OAHPI will utilize these vendors, as indicated, to purchase commodities or services of low dollar value and high volume, or repetitive activity involving services for the OAHPI portfolio.

The vendors listed are necessary for repetitive and routine small dollar value items and materials used for vacancy turnover, repairs, and the rehabilitation of vacant and occupied units and properties. Small dollar purchases are under \$2,000 for any single item purchased.

The total amount requested is \$4,721,206 to be utilized on an as-needed basis for FY 2022-2023. All vendors listed in Attachment A have demonstrated the ability to meet OAHPI's need for these products and services. The Oakland Housing Authority's Contract Compliance and General Services Department periodically surveys vendors in the region to ensure that pricing remains reasonable, competitive and within industry standards.

### **Recommendation**

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to issue Blanket Purchase Orders to the listed vendors in Attachment A for routine, recurring, low-dollar amount materials purchases for Fiscal Year 2022-2023.

Attachments:            Attachment A - FY23 OAHPI BPO Summary  
Resolution

# Attachment A

## Major Maintenance & Operating Vendors

FY23 BLANKET PURCHASE ORDERS - OAHPI	
	OAHPI BPO Request
<b>GARBAGE COLLECTION AND DISPOSAL</b>	
Waste Management Turnkey	
Waste Management Roll Off	
Waste Management Davis Street Transfer Station	
Berkeley Transfer Station	
<b>Total</b>	\$ 2,619,706
<b>GENERAL BUILDING MATERIALS AND HARDWARE</b>	
HD Supply	
Home Depot	
Oakland Area (Westside Building Materials)	
Markus Supply Ace Hardware	
Economy Lumber Company	
Martin Madsen	
American Emperor	
HD Supply White Cap Construction	
Emperor Supply	
<b>Total</b>	\$ 305,000
<b>WINDOWS SUPPLIES &amp; COVERINGS</b>	
Tri Star Window Coverings	
P&M Windows	
All Glass Global	
East Bay Glass	
<b>Total</b>	\$ 7,500
<b>EQUIPMENT RENTAL</b>	
Herc Rental	
<b>Total</b>	\$ 281,000
<b>CABINETS, COUNTERTOPS &amp; KITCHEN SUPPLIES</b>	
J.C.W. Cabinet Manufacturing	
A-Step Ahead Kitchen & Bath	
<b>Total</b>	\$ 42,500
<b>PLUMBING SUPPLIES</b>	
Rubenstein Supply	
Ferguson/Cal Steam	
Meyer Plumbing Supply	
Standard Plumbing Supply	
WHCI Plumbing Supply	
<b>Total</b>	\$ 137,000
<b>ELECTRICAL MATERIALS</b>	
Wille Electric/San Leandro Electric	
<b>Total</b>	\$ 32,500
<b>TENANT RELOCATION</b>	
Extended Stay America	
<b>Total</b>	\$ 600,000
<b>FLOORING MATERIALS</b>	
Sac ProFloors	
new vendor (need info from d)	
<b>Total</b>	\$ 270,000
<b>WALL HEATERS</b>	
Geary Pacific	
Johnstone Supply	
<b>Total</b>	\$ 30,000
<b>LARGE APPLIANCES</b>	
Santa Clara Appliance	
<b>Total</b>	\$ 336,000
<b>SUPPLIES - GROUNDS</b>	
Clarks Home And Garden Inc	
Ewing Irrigation Products	
Larms Building Material Inc	
<b>Total</b>	\$ 60,000
<b>TOTAL</b>	\$ 4,721,206

\* Some vendors listed are used as both materials suppliers and contractors. BPOs are only used for materials purchases. Amounts charged to contracts accounts are not included in the actual spending by vendor.

**THE BOARD OF DIRECTORS OF  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:                      NUMBER:**

**AUTHORIZING THE EXECUTIVE DIRECTOR OF OAHPI TO ISSUE BLANKET  
PURCHASE ORDERS TO VARIOUS VENDORS IN SPECIFIED AMOUNTS FOR  
ROUTINE, RECURRING, LOW-DOLLAR AMOUNT PURCHASES FOR FISCAL YEAR  
2022-2023**

WHEREAS, the Oakland Housing Authority (OHA) FY budget 2022-2023 will be presented to the Board of Commissioners for adoption on June 27, 2022; and

WHEREAS, the annual budget for Oakland Affordable Housing Preservation Initiatives (OAHPI) was prepared in conjunction with OHA's budget; and

WHEREAS, OAHPI has a need to make repetitive, routine purchases of supplies and services for use throughout the OAHPI portfolio; and

WHEREAS, the OAHPI amended Procurement Policy (3.C. Noncompetitive Negotiations): *"OAHPI may negotiate a contract with a vendor who has been competitively selected through a OHA procurement process, or another competitive procurement process, without having to undergo a duplicate competitive selection process"*; and

WHEREAS, the Oakland Housing Authority (OHA), has procured vendors in accordance with HUD's Procurement Handbook for Public Housing Agencies (PHA) (7460.8, Rev.2): *"PHAs may avoid making repetitive small purchases by awarding indefinite-delivery contracts, sometimes referred to as 'blanket' or 'open-end' contracts"*; and



WHEREAS, the OHA Blanket Purchase Orders are issued to various vendors and in various amounts included in the FY 2022-2023 budget request; and

WHEREAS, the purchases made through these OHA Blanket Purchase Orders are either intergovernmental agreements or routine, recurring, low-dollar amount purchases; and

WHEREAS, OAHPI will utilize these vendors, as indicated, to purchase commodities or services of low dollar value and high volume, or repetitive activity involving services for the OAHPI portfolio.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Executive Director, on behalf of OAHPI, is hereby authorized to adopt the fiscal year 2022-2023 operating budget; and

THAT, the Executive Director is hereby authorized to issue Blanket Purchase Orders up to the amounts as listed in Attachment A of this resolution; and

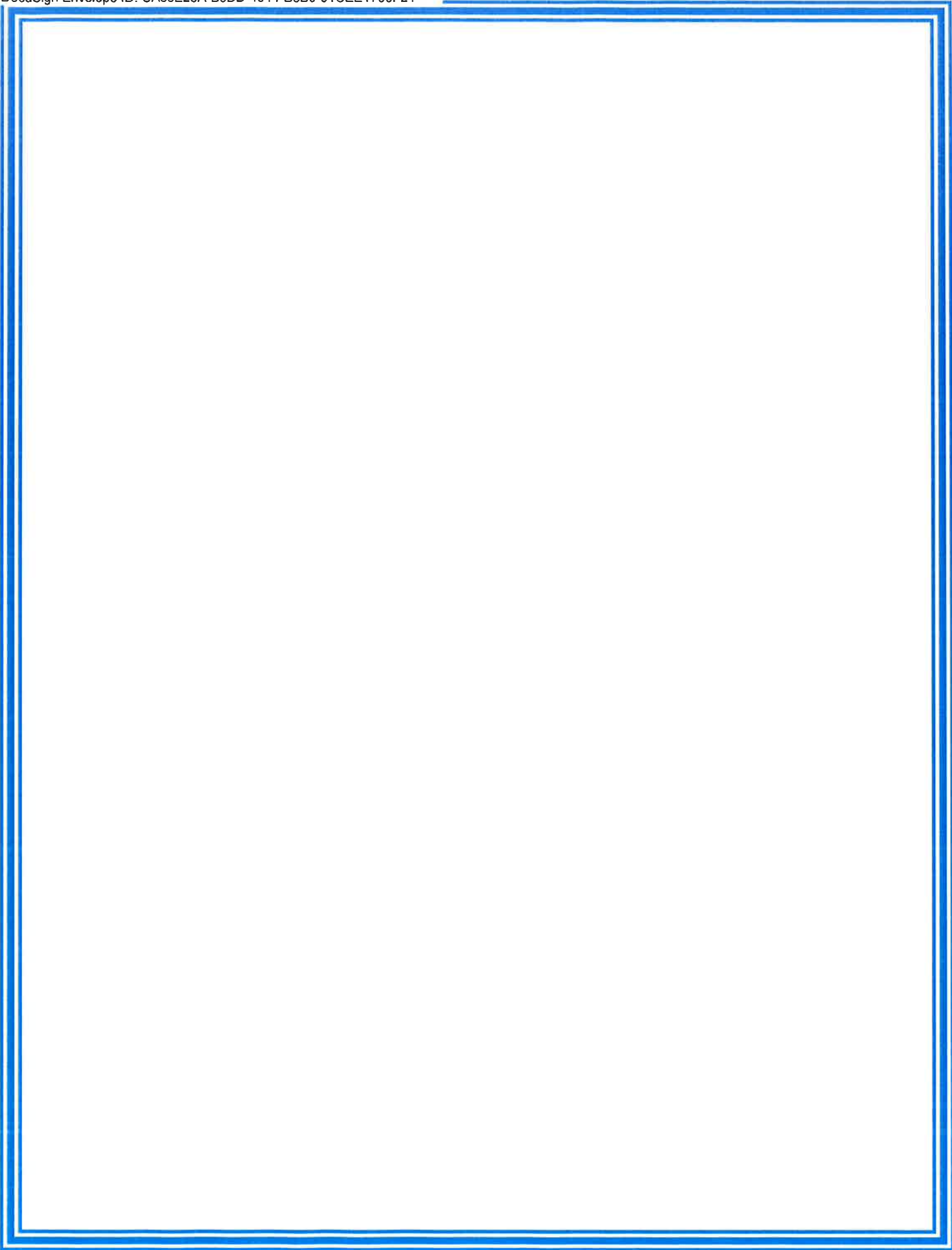
THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on June 30, 2022.*

\_\_\_\_\_  
*Patricia Wells, Secretary / Executive Director*

**ADOPTED:**

**RESOLUTION NO.**



**ITEM: VI.E.**

**Executive Office**  
**Oakland Affordable Housing Preservation Initiatives**  
**MEMORANDUM**

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To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Portfolio Performance

Date: June 30, 2022

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Purpose: Staff will present information on the portfolio operations and performance data.

Funding: This action does not require funding

Attachments: OAHPI portfolio operations report and Performance Data report for the month ending May 2022

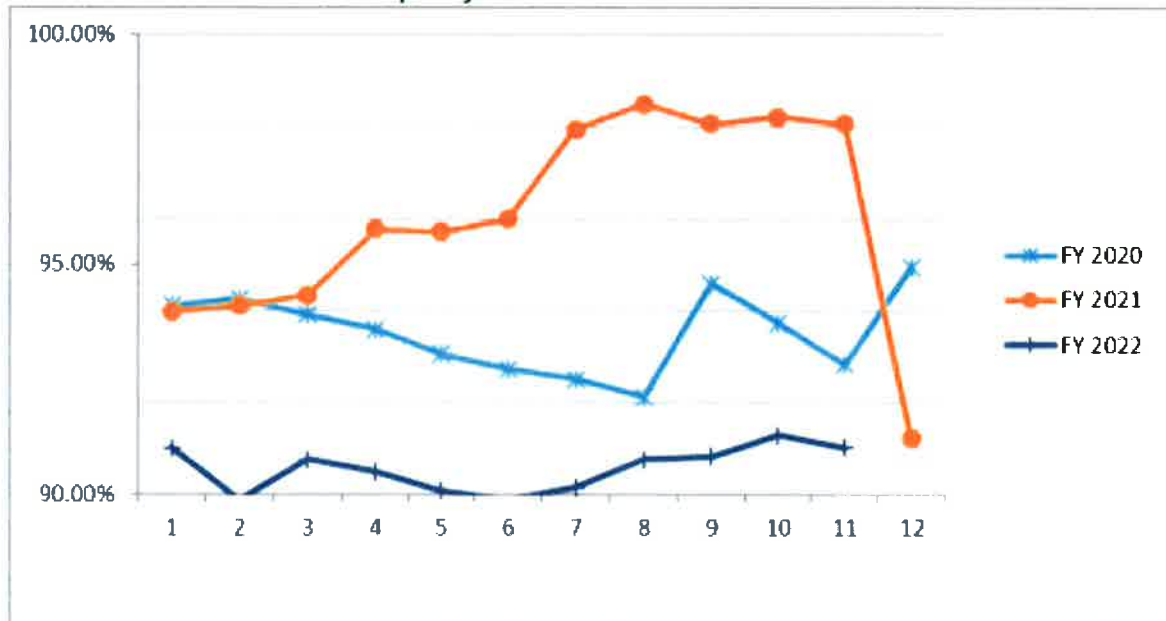


# Oakland Affordable Housing Preservation Initiatives

## Property Operations Report For the Month Ending May 2022

### Occupancy Report

#### OAHPI Occupancy Rates - TOTAL PORTFOLIO 91.02%



OAHPI			
Month	FY 2020	FY 2021	FY 2022
July	94.10%	93.97%	91.01%
August	94.25%	94.10%	89.88%
September	93.90%	94.34%	90.75%
October	93.59%	95.76%	90.48%
November	93.04%	95.71%	90.08%
December	92.73%	95.98%	89.88%
January	92.51%	97.94%	90.15%
February	92.11%	98.50%	90.75%
March	94.58%	98.07%	90.82%
April	93.72%	98.22%	91.28%
May	92.82%	98.07%	91.02%
June	94.95%	91.21%	

\*Beginning June 2021, OPO started to calculate occupancy differently by including CID units (which were formerly exempt) in the vacant unit count.



# Oakland Affordable Housing Preservation Initiatives

## Occupancy

### OAHPI Project Based Section 8 Units

Portfolio	Total Units	Excluded Units (HCEB)	Available Units	Occupied Units	Down Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Deep East	278	10	268	222	24	3	6	13	83.21%	82.84%
East	258	0	258	221	29	2	5	1	86.43%	85.66%
Fruitvale	270	3	267	252	9	1	1	4	94.76%	94.38%
San Antonio	244	4	240	228	8	0	2	2	94.58%	95.00%
West	231	0	231	219	9	3	0	0	95.24%	94.81%
North	239	0	239	226	8	1	2	2	94.56%	94.56%
<b>Total</b>	<b>1,520</b>	<b>17</b>	<b>1,503</b>	<b>1,368</b>	<b>87</b>	<b>10</b>	<b>16</b>	<b>22</b>	<b>91.28%</b>	<b>91.02%</b>

### OAHPI – PACT Program

Portfolio	Total Units	Office Units for Admin Purposes	Program Units	Program Occupied Units	Employee Occupied Units	Down Units/CID	Units in Turnover	Application in process from ACSO	Reserved/Preleased Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
East	20	1	19	14	1	1	0	0	0	4	78.9%	78.9%

## Leasing Report

### Unit Availability Breakdown

Bedroom size	# of units to lease
2	5
3	17
4	0
5	0

\*Applicants on the waiting list applied for 3 bedroom units. Approved bedroom sizes may change during the eligibility process



# Oakland Affordable Housing Preservation Initiatives

## Tenant Rent Collections

### OAHPI Project Based Section 8 Units (Includes HAP)

Portfolio	Charged	Collected	Percent Collected
Deep East	\$519,268	\$426,809	82.19%
East	\$553,213	\$477,189	86.26%
Fruitvale	\$640,540	\$611,870	95.52%
San Antonio	\$550,130	\$495,342	90.04%
West	\$506,062	\$449,371	88.80%
North	\$563,358	\$517,330	91.83%

## Tenant Accounts Receivable

### OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$96,988	\$79,046	(\$8,096)	\$1,884,391	(\$57,375)	\$1,994,954
East	\$115,459	\$97,623	\$2,940	\$1,800,984	(\$71,183)	\$1,945,823
Fruitvale	98,362	\$83,497	\$86	\$1,075,389	(\$83,984)	\$1,173,350
San Antonio	\$71,127	\$54,779	(\$2,362)	\$748,661	(\$105,667)	\$766,538
West	\$83,561	\$57,187	\$176	\$744,252	(\$121,172)	\$764,004
North	\$84,274	\$68,932	(\$6,342)	\$989,697	(\$158,434)	\$978,127

\* Includes Current Tenant Rent and Misc. charges.

## Work Order Report

### Work Order Report – OAHPI Project Based Section 8 Units

Portfolio	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Deep East	278	566	154	101	619
East	278	772	154	157	769
Fruitvale	270	59	215	186	88
San Antonio	244	53	111	102	62
West	231	333	108	186	255
North	239	390	186	254	322
<b>Total</b>	<b>1,540</b>	<b>2,173</b>	<b>928</b>	<b>986</b>	<b>2,115</b>



# Oakland Affordable Housing Preservation Initiatives

## Legal Report

### Legal Report – OAHPI Project Based Section 8 Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Jun-21	0	0	0	\$ -
Jul-21	4	0	4	\$ 64,805.41
Aug-21	2	0	2	\$ 251.00
Sep-21	0	0	0	\$ -
Oct-21	0	0	0	\$ -
Nov-21	0	0	0	\$ -
Dec-21	0	0	0	\$ -
Jan-22	0	0	0	\$ -
Feb-22	0	0	0	\$ -
Mar-22	1	0	0	\$ 4,024.00
Apr-22	0	0	0	\$ -
May-22	1	0	1	\$ 51,975.52

## Resource Conservation Community Engagement and Outreach

### OAHPI Project Based Section 8 Units

Portfolio	# of Sites Visited	Site Assessments (includes multiple visits)	Resident In-Person Contact	Resident Phone Outreach	Flyer Outreach	In-Person Site Meetings
Deep East	20	20	2	0	222	0
East	19	32	0	0	235	0
Fruitvale	8	8	0	0	252	0
San Antonio	30	46	0	0	228	0
West	34	54	0	0	219	0
North	31	54	0	0	226	0
<b>Total</b>	<b>142</b>	<b>214</b>	<b>2</b>	<b>0</b>	<b>1,382</b>	<b>0</b>

## Emergency Rental Assistance Program

\*Emergency Rental Assistance Program information is a cumulative summary of payments received

### Emergency Rental Assistance - OAHPI Project Based Section 8 Units

Portfolio	# Residents Processed	Assistance Processing	# of Residents Paid	Assistance Received	Total Dollars
Deep East	37	\$6,325	16	\$175,988	\$182,313
East	13	\$0	10	\$67,426	\$67,426
Fruitvale	12	\$0	8	\$46,078	\$46,078
San Antonio	34	\$23,230	20	\$130,470	\$153,700



## Oakland Affordable Housing Preservation Initiatives

West	23	\$0	13	\$122,656	\$122,656
North	28	\$4,099	17	\$114,392	\$118,491

### Additional Rental Assistance Resources - OAHPI Project Based Section 8 Units

Portfolio	Alameda County	BACS	City of Oakland	EDC	Assistance Received
Deep East	\$0	\$3,233	\$3,146	\$10,512	\$16,891
East	\$0	\$10,467	\$0	\$6,648	\$17,115
Fruitvale	\$0	\$0	\$1,623	\$15,563	\$17,186
San Antonio	\$4,785	\$0	\$10,789	\$14,473	\$30,047
West	\$2,604	\$32,290	\$2,062	\$47,167	\$84,123
North	\$0	\$10,796	\$7,238	\$0	\$18,034