# Oakland Affordable Housing Preservation Initiatives
# INTEROFFICE MEMORANDUM

**June 15, 2023**

**TO:** Patricia Wells, Executive Director

**FROM:** Michelle Hasan, OAHPI Board Secretary

**SUBJECT: OAHPI Board Meeting Materials June 29, 2023**

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Please find the board packet for the June 29, 2023, OAHPI Regular Board meeting attached.

The following items are on the agenda:

Informational:

- Presentation of OAHPI FY2023 third quarter financial report, July 1, 2022, through March 31, 2023.

Action:

- Adopt a resolution authorizing the executive director to approve the Oakland Affordable Housing Preservation Initiatives FY2023-2024 Operating Budget.

- Adopt a resolution authorizing the Executive Director of OAHPI to issue blanket purchase orders to multiple vendors and service providers in specified amounts, recurring, low-dollar amount purchases for FY2023-2024.

- Adopt a resolution authorizing the Executive Director to execute a two-year contract with up to three-one-year option terms, with Sac Profloors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed $1,200,000 for an initial term and up to $600,000 per year for each additional option term for a total contract amount not to exceed $3,000,000.

- Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

- Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill

Ford to provide as needed legal services for OAHPI properties in an amount not to exceed $300,00 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

- Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles T. Ramsey to provide as needed legal for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

Oakland Affordable Housing Preservation Initiatives, Inc.

NOTICE OF BOARD MEETING

**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 **Regular Meeting of the Board of Directors** will be held as follows:

## OAHPI BOARD OF DIRECTORS
## REGULAR MEETING

**Thursday, June 29, 2023, 6:00 p.m.**

**1619 Harrison Street, Oakland, California, Commissioners' Room First Floor**

***NOTE:*** "This meeting is accessible via teleconference pursuant to Assembly Bill 2449 [(Rubio) Open meetings: local agencies; teleconferences) (Chapter 285) (2021-2022)]"

To participate via teleconference, please use the zoom link below.

**Join Zoom Meeting Online:**
https://oakha-org.zoom.us/j/86778803264?pwd=S3p6UzBNZkFtcS9IZWRlSUp5MW8vZz09
**ID (access code): 844 5312 9010** **Meeting Passcode: 413904**

**To participate by Telephone: 1 (699) 900-9128**
**ID (access code): 844 5312 9010** **Meeting Passcode: 413904#**

Oakland Affordable Housing Preservation Initiatives, Inc.

**If you need special assistance to participate in the meeting, please contact OAHPI at (510) 874-1510 (English TTY 510-874-1599). 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 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.

Oakland Affordable Housing
Preservation Initiatives, Inc.

**AGENDA**
Regular Meeting
June 29, 2023, 6:00 p.m.

I. Roll Call
*(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are 3 Directors in the same, properly noticed meeting room within the jurisdiction of the City of Oakland, accessible to the public. Each Director who is accessing the meeting remotely must disclose verbally whether they are requesting to meet remotely under AB2449 due to: (1) just cause (notice required), or (2) emergency circumstances. For "emergency circumstances" the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstance to be used as a justification to participate remotely. All Commissioners meeting remotely must provide a general description of the circumstances relating to need to appear remotely at the given meeting. A Commissioner must also publicly disclose at the meeting prior to any action whether any individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals*

II. Approval of the minutes

A. March 16, 2023, minutes will be available at the next meeting.

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

IV. Old or Unfinished Business

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. Informational presentation of OAHPI FY2023 third quarter financial report, July 1, 2022, through March 31, 2023.

B. Adopt a resolution authorizing the Executive Director to approve the Oakland Affordable Housing Preservation Initiatives FY2023-2024 Operating Budget.

C. Adopt a resolution authorizing the Executive Director of OAHPI to issue blanket purchase orders to multiple vendors and service providers in specified amounts, recurring, low-dollar amount purchases for FY2023-2024.

D. Adopt a resolution authorizing the Executive Director to execute a two-year contract with up to three-one-year option terms, with Sac Profloors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed $1,200,000 for an initial term and up to $600,000 per year

for each an additional option term for a total contract amount not to exceed $3,000,000.

E. Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

F. Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Ford to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

G. Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles T. Ramsey to provide as needed legal for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

VII. Adjournment

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

Michelle Hasan, Secretary

**ITEM: A**

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

To: Board of Directors

From: Patricia Wells, Chief Executive Officer

Subject: Presentation of Quarterly Financial Status Report for the period July 1, 2022 through March 31, 2023

Date: June 29, 2023

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This presentation provides supplemental information to the Fiscal 2023 Third Quarter Financial Report, July 1, 2022 through March 31, 2023.

Fund Revenue and Expenditure Trends below:

**Sources of Funds for Operations:**

- Tenant Rent Income for the 3rd quarter is trending slightly under budget due to lower tenant rents and vacancies.
- Housing Assistant Payments were within 0.3% of budget for the 3rd quarter.
- Money Market rates rose starting in the 4th quarter of CY22 thru 1st quarter CY23 to an average of 3.00% resulted an increase of $1.2M in Interest Income.
- Other Miscellaneous Income increased by 69% of budget, which consist of laundry income and utility credits.

**Uses of Funds from Operations:**

- Administrative Expenses were down due to staff vacancies and lower operating expenses during the period,
- Tenant Services were within 15% of budget in the 3rd quarter.
- Utility Expenses slightly over by 8% of budget in the 3rd quarter.
- Maintenance and General expenses were lower by 26% in the 3rd quarter attributed to timing issues in paying for vendor invoices.
- Central Office Cost Center (COCC) expenses from OHA was lower attributed to timing of intercompany settlement of reimbursement.

Overall results OAPHI operations finished the 3rd quarter with a Surplus of $7.8M before depreciation. OAHPI at the end of the 3rd quarter have cash balance of equal to 78% of the equity position of OAPHI and the current ratio at 22.85%, which is extremely healthy.

**Non-Operating revenues (expenses)**

- Capital Items:
  - Rehab Activities current spending activities at an average of 42% of budget thru end of the 3rd quarter and is projected to finish at same rate by year end.

Attachment: Fiscal Year 2023 3rd Quarter Financial Report

Oakland Affordable Housing Preservation Initiatives, Inc.

# Oakland Affordable Housing Preservation Initiatives (OAHPI)

# 3RD QUARTER FY 2023 FINANCIAL REPORTS

# OAHPI Sources and Uses

**OAHPI Sources and Uses**
**FY23 3RD Quarter**
**For the 9 months ended 03/31/2023**

| Sources of Funds from Operations | Actual | Budget | Over/(Under) | % Variance | Last Year Actuals | Annual Budget |
|---|---|---|---|---|---|---|
| Tenant Income | 7,281,033 | 7,588,519 | (307,485) | -4% | 7,095,770 | 10,118,025 |
| Housing Assistance Payment | 23,434,708 | 24,094,507 | (659,799) | -3% | 22,291,174 | 32,126,009 |
| **Total Rental Income** | **$ 30,715,741** | **$ 31,683,026** | **$ (967,285)** | **-3%** | **$ 29,386,944** | **$ 42,244,034** |
| Other Tenant Misc Income | 23,577 | 13,955 | 9,622 | 69% | 9,582 | 18,600 |
| Investment Income | 1,229,502 | 55,440 | 1,174,062 | 2118% | 28,442 | 73,920 |
| **Total** | **$ 31,968,820** | **$ 31,752,421** | **$ 216,399** | **1%** | **$ 29,424,968** | **$ 42,336,554** |
| | | | | | | |
| **Uses of Funds from Operations** | | | | | | |
| Administrative Expenses | 1,076,932 | 2,205,722 | (1,128,790) | -51% | 832,212 | 2,891,686 |
| Tenant Services | 413,313 | 483,750 | (70,437) | -15% | 171,913 | 645,000 |
| Utility Expenses | 2,438,473 | 2,249,893 | 188,580 | 8% | 2,223,600 | 2,999,857 |
| Maintenance and General Expenses | 8,678,237 | 11,756,298 | (3,078,061) | -26% | 7,949,626 | 15,554,989 |
| Allocated Cost from OHA | 6,412,510 | 10,791,508 | (4,378,998) | -41% | 14,976,206 | 14,388,676 |
| **Total** | **$ 19,019,465** | **$ 27,487,171** | **$ (8,467,706)** | **-31%** | **$ 26,153,557** | **$ 36,480,208** |
| | | | | | | |
| **Excess Revenue over Expenses** | **$ 12,949,355** | **$ 4,265,250** | **$ 8,684,105** | **204%** | **3,271,411** | **$ 5,856,346** |
| | | | | | | |
| **Non Operating items** | | | | | | |
| Depreciation Expense | 3,540,094 | 3,063,896 | 476,198 | 16% | 2,806,892 | 4,085,194 |
| OPEB | 102,194 | 359,303 | (257,109) | -72% | 76,473 | 479,069 |
| Capital Items: | | | | | | - |
| - Development Activites | 218,584 | 1,275,000 | (1,056,416) | -483% | 91,094 | 1,700,000 |
| - Rehab Activities | 4,766,959 | 11,479,024 | (6,712,065) | -58% | 5,206,772 | 15,305,365 |
| | | | | | | |
| **Total** | **$ 8,627,830** | **$ 16,177,223** | **$ (7,549,392)** | **-47%** | **8,181,231** | **$ 17,484,434** |
| | | | | | | |
| **Net Surplus/(Deficit) After Non Operating Items** | **$ 4,321,525** | **$ (11,911,973)** | **$ 16,233,498** | **-136%** | **$ (4,909,820)** | **$ (11,628,088)** |

# OAHPI Sources and Uses

| Tenant Rent: | Actuals | Budget | Last Year |
|---|---|---|---|
| Tenant Rent (Gross Rent) | 7,962,078 | 8,643,435 | 7,095,770 |
| Rent Adjustments | (681,045) | (1,054,916) | 0 |
| **Tenant Rent (Net)** | **7,281,033** | **7,588,519** | **7,095,770** |

**OAHPI Sources and Uses**
**FY23 3RD Quarter**
**For the 9 months ended 03/31/2023**

| Sources of Funds from Operations | Actual | Budget | Over/(Under) | % Variance | Last Year Actuals | Annual Budget |
|---|---|---|---|---|---|---|
| **Tenant Income** | **7,281,033** | **7,588,519** | (307,485) | -4% | **7,095,770** | 10,118,025 |
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| Maintenance and General Expenses | 8,678,237 | 11,756,298 | (3,078,061) | -26% | 7,949,626 | 15,554,989 |
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| | | | | | | |
| **Non Operating items** | | | | | | |
| Depreciation Expense | 3,540,094 | 3,063,896 | 476,198 | 16% | 2,806,892 | 4,085,194 |
| OPEB | 102,194 | 359,303 | (257,109) | -72% | 76,473 | 479,069 |
| Capital Items: | | | | | | - |
| - Development Activites | 218,584 | 1,275,000 | (1,056,416) | -483% | 91,094 | 1,700,000 |
| - Rehab Activities | 4,766,959 | 11,479,024 | (6,712,065) | -58% | 5,206,772 | 15,305,365 |
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| **Total** | **$ 8,627,830** | **$ 16,177,223** | **$ (7,549,392)** | **-47%** | **8,181,231** | **$ 17,484,434** |
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# OAHPI Sources and Uses

| HAP Rent: | Actuals | Budget | Last Year |
|---|---|---|---|
| HAP Rent | 25,023,813 | 26,555,978 | 22,291,174 |
| HAP Adjustments | (1,589,105) | (2,461,471) | 0 |
| **HAP Rent (Net)** | **23,434,708** | **24,094,507** | **22,291,174** |

**OAHPI Sources and Uses**
**FY23 3RD Quarter**
**For the 9 months ended 03/31/2023**

| Sources of Funds from Operations | Actual | Budget | Over/(Under) | % Variance | Last Year Actuals | Annual Budget |
|---|---|---|---|---|---|---|
| Tenant Income | 7,281,033 | 7,588,519 | (307,485) | -4% | 7,095,770 | 10,118,025 |
| **Housing Assistance Payment** | **23,434,708** | **24,094,507** | (659,799) | -3% | **22,291,174** | 32,126,009 |
| **Total Rental Income** | **$ 30,715,741** | **$ 31,683,026** | **$ (967,285)** | **-3%** | **$ 29,386,944** | **$ 42,244,034** |
| Other Tenant Misc Income | 23,577 | 13,955 | 9,622 | 69% | 9,582 | 18,600 |
| Investment Income | 1,229,502 | 55,440 | 1,174,062 | 2118% | 28,442 | 73,920 |
| **Total** | **$ 31,968,820** | **$ 31,752,421** | **$ 216,399** | **1%** | **$ 29,424,968** | **$ 42,336,554** |
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| **Uses of Funds from Operations** | | | | | | |
| Administrative Expenses | 1,076,932 | 2,205,722 | (1,128,790) | -51% | 832,212 | 2,891,686 |
| Tenant Services | 413,313 | 483,750 | (70,437) | -15% | 171,913 | 645,000 |
| Utility Expenses | 2,438,473 | 2,249,893 | 188,580 | 8% | 2,223,600 | 2,999,857 |
| Maintenance and General Expenses | 8,678,237 | 11,756,298 | (3,078,061) | -26% | 7,949,626 | 15,554,989 |
| Allocated Cost from OHA | 6,412,510 | 10,791,508 | (4,378,998) | -41% | 14,976,206 | 14,388,676 |
| **Total** | **$ 19,019,465** | **$ 27,487,171** | **$ (8,467,706)** | **-31%** | **$ 26,153,557** | **$ 36,480,208** |
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| | | | | | | |
| **Non Operating items** | | | | | | |
| Depreciation Expense | 3,540,094 | 3,063,896 | 476,198 | 16% | 2,806,892 | 4,085,194 |
| OPEB | 102,194 | 359,303 | (257,109) | -72% | 76,473 | 479,069 |
| Capital Items: | | | | | | - |
| - Development Activites | 218,584 | 1,275,000 | (1,056,416) | -483% | 91,094 | 1,700,000 |
| - Rehab Activities | 4,766,959 | 11,479,024 | (6,712,065) | -58% | 5,206,772 | 15,305,365 |
| | | | | | | |
| **Total** | **$ 8,627,830** | **$ 16,177,223** | **$ (7,549,392)** | **-47%** | **8,181,231** | **$ 17,484,434** |
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| **Net Surplus/(Deficit) After Non Operating Items** | **$ 4,321,525** | **$ (11,911,973)** | **$ 16,233,498** | **-136%** | **$ (4,909,820)** | **$ (11,628,088)** |

# Uses of Funds From Operations

**OAHPI Sources and Uses**
**FY23 3RD Quarter**
**For the 9 months ended 03/31/2023**

| Sources of Funds from Operations | Actual | Budget | Over/(Under) | % Variance | Actuals | Budget |
|---|---|---|---|---|---|---|
| Tenant Income | 7,281,033 | 7,588,519 | (307,485) | -4% | 7,095,770 | 10,118,025 |
| Housing Assistance Payment | 23,434,708 | 24,094,507 | (659,799) | -3% | 22,291,174 | 32,126,009 |
| **Total Rental Income** | **$ 30,715,741** | **$ 31,683,026** | **$ (967,285)** | **-3%** | **$ 29,386,944** | **$ 42,244,034** |
| Other Tenant Misc Income | 23,577 | 13,955 | 9,622 | 69% | 9,582 | 18,600 |
| Investment Income | 1,229,502 | 55,440 | 1,174,062 | 2118% | 28,442 | 73,920 |
| **Total** | **$ 31,968,820** | **$ 31,752,421** | **$ 216,399** | **1%** | **$ 29,424,968** | **$ 42,336,554** |

| Uses of Funds from Operations | | | | | | |
|---|---|---|---|---|---|---|
| **Administrative Expenses** | **1,076,932** | **2,205,722** | **(1,128,790)** | **-51%** | **832,212** | **2,891,686** |
| Tenant Services | 413,313 | 483,750 | (70,437) | -15% | 171,913 | 645,000 |
| Utility Expenses | 2,438,473 | 2,249,893 | 188,580 | 8% | 2,223,600 | 2,999,857 |
| Maintenance and General Expenses | 8,678,237 | 11,756,298 | (3,078,061) | -26% | 7,949,626 | 15,554,989 |
| Allocated Cost from OHA | 6,412,510 | 10,791,508 | (4,378,998) | -41% | 14,976,206 | 14,388,676 |
| **Total** | **$ 19,019,465** | **$ 27,487,171** | **$ (8,467,706)** | **-31%** | **$ 26,153,557** | **$ 36,480,208** |
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| **Non Operating items** | | | | | | |
| Depreciation Expense | 3,540,094 | 3,063,896 | 476,198 | 16% | 2,806,892 | 4,085,194 |
| OPEB | 102,194 | 359,303 | (257,109) | -72% | 76,473 | 479,069 |
| Capital Items: | | | | | | - |
| - Development Activites | 218,584 | 1,275,000 | (1,056,416) | -483% | 91,094 | 1,700,000 |
| - Rehab Activities | 4,766,959 | 11,479,024 | (6,712,065) | -58% | 5,206,772 | 15,305,365 |
| **Total** | **$ 8,627,830** | **$ 16,177,223** | **$ (7,549,392)** | **-47%** | **8,181,231** | **$ 17,484,434** |
| **Net Surplus/(Deficit) After Non Operating Items** | **$ 4,321,525** | **$ (11,911,973)** | **$ 16,233,498** | **-136%** | **$ (4,909,820)** | **$ (11,628,088)** |

| Administrative Expenses | Actuals | Budget | Over/(Under) | % Variance | Last Year Actual | Annual Budget |
|---|---|---|---|---|---|---|
| Salaries and Benefits | 919,660 | 1,390,826 | (471,166) | -34% | 690,828 | 1,808,072 |
| Consultants/Audit Fees | 5,283 | 62,083 | (56,800) | -91% | - | 80,000 |
| Legal Fees | 60,409 | 401,250 | (340,841) | -85% | 53,755 | 535,000 |
| Training, Travel & Meetings | 9,036 | 69,750 | (60,714) | -87% | 578 | 93,000 |
| Other Admin Expenses | 82,546 | 281,812 | (199,266) | -71% | 87,051 | 375,614 |
| **Total** | **1,076,934** | **2,205,721** | **(1,128,787)** | **-51%** | **832,212** | **2,891,686** |

| Staffing Levels: | FY23 | FY22 |
|---|---|---|
| Actual | 43 | 43 |
| Budget | 50 | 50 |
| Vacancies | 7 | 7 |

# Uses of Funds from Operations

| | Actuals | Budget | Over/(Under) | % Variance | Last Year Actual | Annual Budget |
|---|---|---|---|---|---|---|
| Other Tenant Expenses | 413,313 | 483,750 | (70,437) | -15% | 171,913 | 645,000 |

**OAHPI Sources and Uses**
**FY23 3RD Quarter**
**For the 9 months ended 03/31/2023**

| Sources of Funds from Operations | Actual | Budget | Over/(Under) | % Variance | Last Year Actuals | Annual Budget |
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| **Uses of Funds from Operations** | | | | | | |
| Administrative Expenses | 1,076,932 | 2,205,722 | (1,128,790) | -51% | 832,212 | 2,891,686 |
| **Tenant Services** | **413,313** | **483,750** | **(70,437)** | **-15%** | **171,913** | **645,000** |
| Utility Expenses | 2,438,473 | 2,249,893 | 188,580 | 8% | 2,223,600 | 2,999,857 |
| Maintenance and General Expenses | 8,678,237 | 11,756,298 | (3,078,061) | -26% | 7,949,626 | 15,554,989 |
| Allocated Cost from OHA | 6,412,510 | 10,791,508 | (4,378,998) | -41% | 14,976,206 | 14,388,676 |
| **Total** | **$ 19,019,465** | **$ 27,487,171** | **$ (8,467,706)** | **-31%** | **$ 26,153,557** | **$ 36,480,208** |
| **Excess Revenue over Expenses** | **$ 12,949,355** | **$ 4,265,250** | **$ 8,684,105** | **204%** | **3,271,411** | **$ 5,856,346** |
| **Non Operating items** | | | | | | |
| Depreciation Expense | 3,540,094 | 3,063,896 | 476,198 | 16% | 2,806,892 | 4,085,194 |
| OPEB | 102,194 | 359,303 | (257,109) | -72% | 76,473 | 479,069 |
| Capital Items: | | | | | | - |
| - Development Activites | 218,584 | 1,275,000 | (1,056,416) | -483% | 91,094 | 1,700,000 |
| - Rehab Activities | 4,766,959 | 11,479,024 | (6,712,065) | -58% | 5,206,772 | 15,305,365 |
| **Total** | **$ 8,627,830** | **$ 16,177,223** | **$ (7,549,392)** | **-47%** | **8,181,231** | **$ 17,484,434** |
| **Net Surplus/(Deficit) After Non Operating Items** | **$ 4,321,525** | **$ (11,911,973)** | **$ 16,233,498** | **-136%** | **$ (4,909,820)** | **$ (11,628,088)** |

# Uses of Funds from Operations

| | Actuals | Budget | Over/(Under) | % Variance | Last Year Actual | Annual Budget |
|---|---|---|---|---|---|---|
| Utility Expenses | 2,438,473 | 2,249,893 | 188,580 | 8% | 2,223,600 | 2,999,857 |

**OAHPI Sources and Uses**
**FY23 3RD Quarter**
**For the 9 months ended 03/31/2023**

| **Sources of Funds from Operations** | **Actual** | **Budget** | **Over/(Under)** | **% Variance** | **Last Year Actuals** | **Annual Budget** |
|---|---|---|---|---|---|---|
| Tenant Income | 7,281,033 | 7,588,519 | (307,485) | -4% | 7,095,770 | 10,118,025 |
| Housing Assistance Payment | 23,434,708 | 24,094,507 | (659,799) | -3% | 22,291,174 | 32,126,009 |
| **Total Rental Income** | **$ 30,715,741** | **$ 31,683,026** | **$ (967,285)** | **-3%** | **$ 29,386,944** | **$ 42,244,034** |
| Other Tenant Misc Income | 23,577 | 13,955 | 9,622 | 69% | 9,582 | 18,600 |
| Investment Income | 1,229,502 | 55,440 | 1,174,062 | 2118% | 28,442 | 73,920 |
| **Total** | **$ 31,968,820** | **$ 31,752,421** | **$ 216,399** | **1%** | **$ 29,424,968** | **$ 42,336,554** |
| | | | | | | |
| **Uses of Funds from Operations** | | | | | | |
| Administrative Expenses | 1,076,932 | 2,205,722 | (1,128,790) | -51% | 832,212 | 2,891,686 |
| Tenant Services | 413,313 | 483,750 | (70,437) | -15% | 171,913 | 645,000 |
| **Utility Expenses** | **2,438,473** | **2,249,893** | **188,580** | **8%** | **2,223,600** | **2,999,857** |
| Maintenance and General Expenses | 8,678,237 | 11,756,298 | (3,078,061) | -26% | 7,949,626 | 15,554,989 |
| Allocated Cost from OHA | 6,412,510 | 10,791,508 | (4,378,998) | -41% | 14,976,206 | 14,388,676 |
| **Total** | **$ 19,019,465** | **$ 27,487,171** | **$ (8,467,706)** | **-31%** | **$ 26,153,557** | **$ 36,480,208** |
| | | | | | | |
| **Excess Revenue over Expenses** | **$ 12,949,355** | **$ 4,265,250** | **$ 8,684,105** | **204%** | **3,271,411** | **$ 5,856,346** |
| | | | | | | |
| **Non Operating items** | | | | | | |
| Depreciation Expense | 3,540,094 | 3,063,896 | 476,198 | 16% | 2,806,892 | 4,085,194 |
| OPEB | 102,194 | 359,303 | (257,109) | -72% | 76,473 | 479,069 |
| Capital Items: | | | | | | - |
| - Development Activites | 218,584 | 1,275,000 | (1,056,416) | -483% | 91,094 | 1,700,000 |
| - Rehab Activities | 4,766,959 | 11,479,024 | (6,712,065) | -58% | 5,206,772 | 15,305,365 |
| | | | | | | |
| **Total** | **$ 8,627,830** | **$ 16,177,223** | **$ (7,549,392)** | **-47%** | **8,181,231** | **$ 17,484,434** |
| | | | | | | |
| **Net Surplus/(Deficit) After Non Operating Items** | **$ 4,321,525** | **$ (11,911,973)** | **$ 16,233,498** | **-136%** | **$ (4,909,820)** | **$ (11,628,088)** |

# Uses of Funds from Operations

| Maintenance and General Expenses | Actuals | Budget | Over/(Under) | % Variance | Last Year Actual | Annual Budget |
|---|---|---|---|---|---|---|
| Salaries and Benefits | 3,261,080 | 3,602,353 | (341,273) | -9% | 2,993,651 | 4,683,061 |
| Maintenance Expenses | 4,965,315 | 6,911,446 | (1,946,131) | -28% | 4,422,292 | 9,215,261 |
| General Expenses | 451,843 | 1,242,499 | (790,656) | -64% | 533,683 | 1,656,667 |
| **Total** | **8,678,238** | **11,756,298** | **(3,078,060)** | **-26%** | **7,949,626** | **15,554,989** |

**OAHPI Sources and Uses**
**FY23 3RD Quarter**
**For the 9 months ended 03/31/2023**

| Sources of Funds from Operations | Actual | Budget | Over/(Under) | % Variance | Last Year Actuals | Annual Budget |
|---|---|---|---|---|---|---|
| Tenant Income | 7,281,033 | 7,588,519 | (307,485) | -4% | 7,095,770 | 10,118,025 |
| Housing Assistance Payment | 23,434,708 | 24,094,507 | (659,799) | -3% | 22,291,174 | 32,126,009 |
| **Total Rental Income** | **$ 30,715,741** | **$ 31,683,026** | **$ (967,285)** | **-3%** | **$ 29,386,944** | **$ 42,244,034** |
| Other Tenant Misc Income | 23,577 | 13,955 | 9,622 | 69% | 9,582 | 18,600 |
| Investment Income | 1,229,502 | 55,440 | 1,174,062 | 2118% | 28,442 | 73,920 |
| **Total** | **$ 31,968,820** | **$ 31,752,421** | **$ 216,399** | **1%** | **$ 29,424,968** | **$ 42,336,554** |
| | | | | | | |
| **Uses of Funds from Operations** | | | | | | |
| Administrative Expenses | 1,076,932 | 2,205,722 | (1,128,790) | -51% | 832,212 | 2,891,686 |
| Tenant Services | 413,313 | 483,750 | (70,437) | -15% | 171,913 | 645,000 |
| Utility Expenses | 2,438,473 | 2,249,893 | 188,580 | 8% | 2,223,600 | 2,999,857 |
| **Maintenance and General Expens** | **8,678,237** | **11,756,298** | **(3,078,061)** | **-26%** | **7,949,626** | **15,554,989** |
| Allocated Cost from OHA | 6,412,510 | 10,791,508 | (4,378,998) | -41% | 14,976,206 | 14,388,676 |
| **Total** | **$ 19,019,465** | **$ 27,487,171** | **$ (8,467,706)** | **-31%** | **$ 26,153,557** | **$ 36,480,208** |
| | | | | | | |
| **Excess Revenue over Expenses** | **$ 12,949,355** | **$ 4,265,250** | **$ 8,684,105** | **204%** | **3,271,411** | **$ 5,856,346** |
| | | | | | | |
| **Non Operating items** | | | | | | |
| Depreciation Expense | 3,540,094 | 3,063,896 | 476,198 | 16% | 2,806,892 | 4,085,194 |
| OPEB | 102,194 | 359,303 | (257,109) | -72% | 76,473 | 479,069 |
| Capital Items: | | | | | | - |
| - Development Activites | 218,584 | 1,275,000 | (1,056,416) | -483% | 91,094 | 1,700,000 |
| - Rehab Activities | 4,766,959 | 11,479,024 | (6,712,065) | -58% | 5,206,772 | 15,305,365 |
| | | | | | | |
| **Total** | **$ 8,627,830** | **$ 16,177,223** | **$ (7,549,392)** | **-47%** | **8,181,231** | **$ 17,484,434** |
| | | | | | | |
| **Net Surplus/(Deficit) After Non Operating Items** | **$ 4,321,525** | **$ (11,911,973)** | **$ 16,233,498** | **-136%** | **$ (4,909,820)** | **$ (11,628,088)** |

# Uses of Funds from Operations

| | Actuals | Budget | Over/(Under) | % Variance | Last Year Actual | Annual Budget |
|---|---|---|---|---|---|---|
| Allocated COCC Cost From OHA | 6,412,510 | 10,791,508 | (4,378,998) | -41% | 14,976,206 | 14,388,676 |

**OAHPI Sources and Uses**
**FY23 3RD Quarter**
**For the 9 months ended 03/31/2023**

| Sources of Funds from Operations | Actual | Budget | Over/(Under) | % Variance | Last Year Actuals | Annual Budget |
|---|---|---|---|---|---|---|
| Tenant Income | 7,281,033 | 7,588,519 | (307,485) | -4% | 7,095,770 | 10,118,025 |
| Housing Assistance Payment | 23,434,708 | 24,094,507 | (659,799) | -3% | 22,291,174 | 32,126,009 |
| **Total Rental Income** | **$ 30,715,741** | **$ 31,683,026** | **$ (967,285)** | **-3%** | **$ 29,386,944** | **$ 42,244,034** |
| Other Tenant Misc Income | 23,577 | 13,955 | 9,622 | 69% | 9,582 | 18,600 |
| Investment Income | 1,229,502 | 55,440 | 1,174,062 | 2118% | 28,442 | 73,920 |
| **Total** | **$ 31,968,820** | **$ 31,752,421** | **$ 216,399** | **1%** | **$ 29,424,968** | **$ 42,336,554** |
| **Uses of Funds from Operations** | | | | | | |
| Administrative Expenses | 1,076,932 | 2,205,722 | (1,128,790) | -51% | 832,212 | 2,891,686 |
| Tenant Services | 413,313 | 483,750 | (70,437) | -15% | 171,913 | 645,000 |
| Utility Expenses | 2,438,473 | 2,249,893 | 188,580 | 8% | 2,223,600 | 2,999,857 |
| Maintenance and General Expenses | 8,678,237 | 11,756,298 | (3,078,061) | -26% | 7,949,626 | 15,554,989 |
| **Allocated Cost from OHA** | **6,412,510** | **10,791,508** | **(4,378,998)** | **-41%** | **14,976,206** | **14,388,676** |
| **Total** | **$ 19,019,465** | **$ 27,487,171** | **$ (8,467,706)** | **-31%** | **$ 26,153,557** | **$ 36,480,208** |
| **Excess Revenue over Expenses** | **$ 12,949,355** | **$ 4,265,250** | **$ 8,684,105** | **204%** | **3,271,411** | **$ 5,856,346** |
| **Non Operating items** | | | | | | |
| Depreciation Expense | 3,540,094 | 3,063,896 | 476,198 | 16% | 2,806,892 | 4,085,194 |
| OPEB | 102,194 | 359,303 | (257,109) | -72% | 76,473 | 479,069 |
| Capital Items: | | | | | | - |
| - Development Activites | 218,584 | 1,275,000 | (1,056,416) | -483% | 91,094 | 1,700,000 |
| - Rehab Activities | 4,766,959 | 11,479,024 | (6,712,065) | -58% | 5,206,772 | 15,305,365 |
| **Total** | **$ 8,627,830** | **$ 16,177,223** | **$ (7,549,392)** | **-47%** | **8,181,231** | **$ 17,484,434** |
| **Net Surplus/(Deficit) After Non Operating Items** | **$ 4,321,525** | **$ (11,911,973)** | **$ 16,233,498** | **-136%** | **$ (4,909,820)** | **$ (11,628,088)** |

# Uses of Funds from Operations

| Rehab Activities | Actuals | Budget | Over/(Under) | % Variance | Last Year Actual | Annual Budget |
|---|---|---|---|---|---|---|
| OAHPI-DE | 750,981 | 2,563,052 | (1,812,071) | -71% | 1,688,764 | 3,417,402 |
| OAHPI-FV | 757,082 | 1,579,234 | (822,152) | -52% | 391,278 | 2,105,645 |
| OAHPI-SA | 973,017 | 1,335,287 | (362,270) | -27% | 453,662 | 1,780,383 |
| OAHPI-E | 987,098 | 2,257,627 | (1,270,529) | -56% | 1,008,423 | 3,010,169 |
| OAHPI-W | 767,030 | 1,678,787 | (911,757) | -54% | 877,839 | 2,238,383 |
| OAHPI-N | 531,752 | 2,065,037 | (1,533,286) | -74% | 786,807 | 2,753,383 |
| **Total** | **4,766,959** | **11,479,024** | **(6,712,065)** | **-58%** | **5,206,772** | **15,305,365** |

**OAHPI Sources and Uses**
**FY23 3RD Quarter**
**For the 9 months ended 03/31/2023**

| **Sources of Funds from Operations** | **Actual** | **Budg** | | | | |
|---|---|---|---|---|---|---|
| Tenant Income | 7,281,033 | 7,588,519 | (307,485) | -4% | 7,095,770 | 10,118,025 |
| Housing Assistance Payment | 23,434,708 | 24,094,507 | (659,799) | -3% | 22,291,174 | 32,126,009 |
| **Total Rental Income** | **$ 30,715,741** | **$ 31,683,026** | **$ (967,285)** | **-3%** | **$ 29,386,944** | **$ 42,244,034** |
| Other Tenant Misc Income | 23,577 | 13,955 | 9,622 | 69% | 9,582 | 18,600 |
| Investment Income | 1,229,502 | 55,440 | 1,174,062 | 2118% | 28,442 | 73,920 |
| **Total** | **$ 31,968,820** | **$ 31,752,421** | **$ 216,399** | **1%** | **$ 29,424,968** | **$ 42,336,554** |
| | | | | | | |
| **Uses of Funds from Operations** | | | | | | |
| Administrative Expenses | 1,076,932 | 2,205,722 | (1,128,790) | -51% | 832,212 | 2,891,686 |
| Tenant Services | 413,313 | 483,750 | (70,437) | -15% | 171,913 | 645,000 |
| Utility Expenses | 2,438,473 | 2,249,893 | 188,580 | 8% | 2,223,600 | 2,999,857 |
| Maintenance and General Expenses | 8,678,237 | 11,756,298 | (3,078,061) | -26% | 7,949,626 | 15,554,989 |
| Allocated Cost from OHA | 6,412,510 | 10,791,508 | (4,378,998) | -41% | 14,976,206 | 14,388,676 |
| **Total** | **$ 19,019,465** | **$ 27,487,171** | **$ (8,467,706)** | **-31%** | **$ 26,153,557** | **$ 36,480,208** |
| | | | | | | |
| **Excess Revenue over Expenses** | **$ 12,949,355** | **$ 4,265,250** | **$ 8,684,105** | **204%** | **3,271,411** | **$ 5,856,346** |
| | | | | | | |
| **Non Operating items** | | | | | | |
| Depreciation Expense | 3,540,094 | 3,063,896 | 476,198 | 16% | 2,806,892 | 4,085,194 |
| OPEB | 102,194 | 359,303 | (257,109) | -72% | 76,473 | 479,069 |
| Capital Items: | | | | | | - |
| - Development Activites | 218,584 | 1,275,000 | (1,056,416) | -483% | 91,094 | 1,700,000 |
| **- Rehab Activities** | **4,766,959** | **11,479,024** | **(6,712,065)** | **-58%** | **5,206,772** | **15,305,365** |
| | | | | | | |
| **Total** | **$ 8,627,830** | **$ 16,177,223** | **$ (7,549,392)** | **-47%** | **8,181,231** | **$ 17,484,434** |
| | | | | | | |
| **Net Surplus/(Deficit) After Non Operating Items** | **$ 4,321,525** | **$ (11,911,973)** | **$ 16,233,498** | **-136%** | **$ (4,909,820)** | **$ (11,628,088)** |

# Thank you for listening!
# Questions or Comments

**ITEM: B**

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

To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Adopt a resolution authorizing the Executive Director to approve the Oakland Affordable Housing Preservation Initiatives FY2023-2024 Operating Budget.

Date: June 29, 2023

Purpose: This action will approve the Oakland Affordable Housing Preservation Initiatives (OAHPI) FY2023-2024 Operating Budget.

Funding: This action approves funding allocations for the FY2023-2024 OAHPI operating budget.

**Background:**

The Oakland Housing Authority (OHA) FY2023-2024 budget request was presented and approved to the OHA Board of Commissioners on June 26, 2023. With OHA as the management agent, and the alignment of the fiscal years, the annual budget for Oakland Affordable Housing Preservation Initiatives (OAHPI) was prepared in conjunction with OHA's budget.

| Account | Description | Budget |
|---|---|---|
| Income | Rental & Other Income | $ 43,993,106 |
| Total Routine Operating Expenses | Administrative, Services, Utilities, Maintenance | $(25,715,981) |
| Total Non-Routine Expenses | Allocations, Depreciation, Capital Outlay | $(32,951,871) |
| Projected Income/ Deficit | | $(14,674,746) |

During FY2023-2024, income projections include a 4% rent increase request to OHA for residents participating in units that are part of the Project Based Voucher contract with OHA. Total operating expenses have increased by a projected 16%, due to an anticipated increase in utilities, material costs and contract costs.

In Non-operating expenses, the capital outlay account has a projected budget of $15,050,300. The Property Management department, in partnership with CID and Contracts, Compliance & General Services (CCGS), has budgeted property improvements, scheduled site repairs, energy efficiency upgrades, as needed funding

for unplanned projects and projects identified as a result of the Physical Needs Assessments of OAHPI properties. Also included is $4,720,125 in depreciation expense.

The OAHPI budget projects a net loss of $14,674,746, resulting in a negative cash flow of $9,954,621, which will be funded through OAHPI operating funds.

**Recommendation Action:**

Staff recommends that the Board of Directors approve the attached Resolution approving the FY 2024 operating budget.

Attachments: OAHPI Consolidated Budget Comparison for FY2023-2024
OAHPI Capital Projects for FY2023-2024
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:

ABSENT:

EXCUSED:

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

**ADOPT A RESOLUTION APPROVING THE OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES FY2023-2024 OPERATING BUDGET**

WHEREAS, the Oakland Housing Authority (OHA) FY2023-2024 budget request was presented and approved by the OHA Board of Commissioners on June 26, 2023..

WHEREAS, the FY2023-2024 annual budget for Oakland Affordable Housing Preservation Initiatives (OAHPI) was prepared in conjunction with OHA's budget; and

WHEREAS, income projections include a 4% rent increase request to OHA for residents participating in units that are part of the Project Based Voucher contract with OHA; and

WHEREAS, the Property Management department, in partnership with CID and Contracts, Compliance & General Services (CCGS), has outlined property improvements, scheduled site repairs, energy efficiency upgrades and as needed funding for projects as a result of the Physical Needs Assessment of OAHPI properties in the capital outlay account with a projected cost of $15,050,300; and

WHEREAS, the budget for OAHPI shows a deficit of $14,674,746, which will be funded through OAHPI operating funds; and

WHEREAS, staff are requesting the board to approve the OAHPI FY2023-2024 budget; and

WHEREAS, the OAHPI Procurement Policy states (3.C. Noncompetitive Negotiations): “OAHPI may negotiate a contract with a vendor who has been competitively selected through an OHA procurement process, or another competitive procurement process, without having to undergo a duplicate competitive selection process; 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 Board of Directors approve the OAHPI operating budget for the fiscal year ending June 30, 2024; and

THAT, the Executive Director is 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 29, 2023.*

_____

*Michelle Hasan, Secretary*

**ADOPTED:** **RESOLUTION NO.**

| Major Maintenance & Operating Vendors | | |
|---|---|---|
| **FY24 BLANKET PURCHASE ORDERS - OAHPI** | | |
| | **OAHPI BPO Request** | |
| **GARBAGE COLLECTION AND DISPOSAL** | | |
| Waste Management Turnkey | | |
| Waste Management Roll Off | | |
| Waste Management Davis Street Transfer Station | | |
| Berkeley Transfer Station | | |
| **Total** | **$** | **3,037,445** |
| **GENERAL BUILDING MATERIALS AND HARDWARE** | | |
| HD Supply | | |
| Home Depot | | |
| Oakland Area (Westside Building Materials) | | |
| Markus Supply Ace Hardware | | |
| Economy Lumber Company | | |
| Martin Madsen | | |
| American Emperor | | |
| HD Supply White Cap Construction | | |
| Emperor Supply | | |
| **Total** | **$** | **509,378** |
| **WINDOWS SUPPLIES & COVERINGS** | | |
| Tri Star Window Coverings | | |
| P&M Windows | | |
| All Glass Global | | |
| East Bay Glass | | |
| **Total** | **$** | **28,500** |
| **EQUIPMENT RENTAL** | | |
| Herc Rental | | |
| **Total** | **$** | **281,000** |
| **CABINETS, COUNTERTOPS & KITCHEN SUPPLIES** | | |
| J.C.W. Cabinet Manufacturing | | |
| A-Step Ahead Kitchen & Bath | | |
| **Total** | **$** | **53,700** |
| **PLUMBING SUPPLIES** | | |
| Rubenstein Supply | | |
| Ferguson/Cal Steam | | |
| Meyer Plumbing Supply | | |
| Standard Plumbing Supply | | |
| WHCI Plumbing Supply | | |
| **Total** | **$** | **157,000** |
| **ELECTRICAL MATERIALS** | | |
| Wille Electric/San Leandro Electric | | |
| **Total** | **$** | **36,000** |
| **TENANT RELOCATION** | | |
| Extended Stay America | | |
| **Total** | **$** | **600,000** |
| **FLOORING MATERIALS** | | |
| Sac ProFloors | | |
| new vendor (need info from d) | | |
| **Total** | **$** | **270,000** |
| **WALL HEATERS** | | |
| Geary Pacific | | |
| Johnstone Supply | | |
| **Total** | **$** | **62,400** |
| **LARGE APPLIANCES** | | |
| Santa Clara Appliance | | |
| **Total** | **$** | **336,000** |
| **SUPPLIES - GROUNDS** | | |
| Clarks Home And Garden Inc | | |
| Ewing Irrigation Products | | |
| Larms Building Material Inc | | |
| **Total** | **$** | **95,000** |
| **TOTAL** | **$** | **5,466,423** |

**ITEM: C**

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

**TO:** Board of Directors

**FROM:** Patricia Wells, Executive Director

**SUBJECT:** Adopt a resolution authorizing the Executive Director to issue blanket purchase orders to various vendors with intergovernmental agreements or routine, recurring, low-dollar amount purchases for Fiscal Year 2023-2024 in a total not to exceed amount of $5,466,423.

**DATE:** June 29, 2023

---

Purpose: This action will authorize the Executive Director to issue Blanket Purchase Orders (BPOs) to various vendors for routine, recurring, low-dollar amount purchases for for Fiscal Year 2023-2024.

Funding: This action approves the funding allocations for blanket purchase orders in the FY2023-2024 OAHPI operation budget.

**BACKGROUND**

Blanket Purchase Orders (BPOs) are used to purchase commodities or services of low- dollar value and high volume, or repetitively involving services.

HUD's Procurement Handbook for Public Housing Agencies (7460.8 Rev. 2) states, in part:

*PHAs may avoid making repetitive small purchases by awarding indefinite-delivery contracts, sometimes referred to as "blanket" or "open-end" contracts. Indefinite-delivery contracts are used when the PHA has a recurring need (e.g., cleaning supplies), but needs to order supplies and services and have them delivered as needed within a specific time period (e.g., one year). The contract specifics what the PHA may buy and establishes the prices. The PHA then orders the supplies or services from the contractor as needed. This type of contract avoid the administrative cost of making numerous separate purchases.*

OAHPI has ongoing contracts with numerous vendors for these types of purchases. Some of these contracts were procured directly by OAHPI, while other

were procured by other agencies. OAHPI confirms that these procurements must be consistent with the OAHPI Procurement Policy and HUD Procurement Guidelines.

This resolution authorizes the BPO for purchases from other government agencies. The Procurement Handbook for Public Housing Agencies (7460.8 Rev. 2) states that, under certain circumstances, Housing Authorities are allowed to purchase supplies and services from other government agencies without a competitive procurement.

**Recommended Action:**

Staff recommends that the Board of Commissioners adopt a resolution authorizing the Executive Director to issue blanket purchase orders to various vendors with intergovernmental agreements or routine, recurring, low-dollar amount purchases for Fiscal Year 2023-2024 in a total not to exceed amount of $5,466,423.

**Attachments:**

OAHPI Blanket Purchase Orders for FY2023-2024
Resolution

# OAHPI Annual Operating Budget
## FY24 vs FY23 Comparison

| Account # | Account Description | FY23 Budget | FY24 Budget | Variance | % Variance |
|---|---|---|---|---|---|
| Number | Name | TOTAL | | FY24 vs FY23 | FY24 vs FY23 |
| | | B | A | (A-B) | (A-B)/B |
| | | | | | |
| **3000-00-000** | **REVENUE** | | | | |
| | | | | | |
| **3100-00-000** | **TENANT INCOME** | | | | |
| **3101-00-000** | **Rental Income** | | | | |
| 3110-00-000 | Tenant Rent | 11,524,580 | 11,873,948 | 349,368 | 3% |
| 3112-00-000 | Tenant Assistance Payments | 35,407,971 | 37,006,176 | 1,598,205 | 5% |
| 3113-00-000 | Less: Vacancies | (1,110,600) | (1,110,600) | - | 0% |
| 3114-00-000 | Less: Concessions | (3,352,317) | (3,569,418) | (217,101) | 6% |
| 3117-00-000 | Less: Admin/Employee Unit | (225,600) | (225,600) | - | 0% |
| **3119-00-000** | **Total Rental Income** | **42,244,034** | **43,974,506** | **1,730,472** | **4%** |
| **3120-00-000** | **Other Tenant Income** | | | | |
| 3120-06-000 | NSF Charges | 600 | 600 | - | 0% |
| 3120-09-000 | Misc.Tenant Income | 18,000 | 18,000 | - | 0% |
| **3129-00-000** | **Total Other Tenant Income** | **18,600** | **18,600** | **-** | **0%** |
| **3199-00-000** | **NET TENANT INCOME** | **42,262,634** | **43,993,106** | **1,730,472** | **4%** |
| | | | | | |
| **3999-00-000** | **TOTAL OPERATING REVENUE** | **42,262,634** | **43,993,106** | **1,730,472** | **4%** |
| | | | | | |
| **4000-00-000** | **OPERATING EXPENSES** | | | | |
| | | | | | |
| **4100-00-000** | **ADMINISTRATIVE** | | | | |
| **4100-99-000** | **Administrative Salaries** | | | | |
| 4110-00-000 | Administrative Salaries | 1,254,624 | 1,541,442 | 286,818 | 23% |
| 4110-02-000 | Administrative Overtime | - | 1,235 | 1,235 | 100% |
| 4110-03-000 | Employer FICA & Medicare | 96,314 | 119,527 | 23,214 | 24% |
| 4110-03-001 | State Unemployment Insurance Tax (SUI) | 2,415 | 2,975 | 560 | 23% |
| 4110-03-002 | Pension & Retirement Contributions | 157,263 | 226,190 | 68,927 | 44% |
| 4110-03-003 | Life Ins Contributions | 3,015 | 2,632 | (382) | -13% |
| 4110-03-004 | Medical Benefits | 278,137 | 302,078 | 23,941 | 9% |
| 4110-03-005 | Employee Benefits Management | 12,524 | 12,525 | 1 | 0% |
| 4110-03-006 | Internet Stipends | 3,781 | 3,780 | (1) | 0% |
| 4110-03-008 | Dental Benefits | - | 12,814 | 12,814 | 100% |
| 4110-03-009 | Vision Benefits | - | 3,018 | 3,018 | 100% |
| 4110-03-010 | Medical Reimb Benefits - Admin | - | 18,244 | 18,244 | 100% |
| **4110-99-000** | **Total Administrative Salaries** | **1,808,072** | **2,246,460** | **438,388** | **24%** |
| **4130-00-000** | **Legal Expense** | | | | |
| 4130-01-000 | Unlawful Detainers | 500,000 | 500,000 | - | 0% |
| 4130-04-000 | General Legal Expense | 35,000 | 35,000 | - | 0% |
| **4131-00-000** | **Total Legal Expense** | **535,000** | **535,000** | **-** | **0%** |
| **4139-00-000** | **Other Admin Expenses** | | | | |
| 4140-00-000 | Staff Training | 60,000 | 71,175 | 11,175 | 19% |
| 4150-00-000 | Travel | 12,000 | 19,500 | 7,500 | 63% |
| 4160-00-000 | Meetings | 21,000 | 21,000 | - | 0% |
| 4171-00-000 | Auditing Fees | 30,000 | 30,000 | - | 0% |
| 4182-00-000 | Consultants | 50,000 | 100,000 | 50,000 | 100% |
| **4189-00-000** | **Total Other Admin Expenses** | **173,000** | **241,675** | **68,675** | **40%** |
| | | | | | |
| 4190-04-000 | Office Supplies | 22,313 | 31,499 | 9,186 | 41% |
| 4190-06-000 | Copier Supplies | 12,250 | 12,500 | 250 | 2% |
| 4190-07-000 | Telephone | 4,500 | 4,500 | - | 0% |
| 4190-08-000 | Postage | 15,000 | 15,000 | - | 0% |
| 4190-09-000 | Computer Hardware, Software & Supplies | 38,803 | 36,102 | (2,701) | -7% |
| 4190-10-000 | Computer Licenses & Maintenance Contracts | 2,400 | 17,560 | 15,160 | 632% |
| 4190-11-000 | Utility Transmission Charges | 7,500 | 9,000 | 1,500 | 20% |
| 4190-15-000 | Cell Phones/Pagers | 61,278 | 43,000 | (18,278) | -30% |
| 4190-17-000 | Temporary Administrative Labor | 120,000 | 120,000 | - | 0% |
| 4190-18-000 | Office Equipment Maintenance & Contracts | 13,000 | 13,000 | - | 0% |

# OAHPI Annual Operating Budget
## FY24 vs FY23 Comparison

| Account # | Account Description | FY23 Budget | FY24 Budget | Variance | % Variance |
|---|---|---|---|---|---|
| Number | Name | TOTAL | | FY24 vs FY23 | FY24 vs FY23 |
| | | B | A | (A-B) | (A-B)/B |
| 4190-20-000 | Bank Fees | 54,570 | 54,570 | - | 0% |
| 4190-21-000 | Fees, Taxes & Other Costs | 18,000 | 18,000 | - | 0% |
| 4190-22-000 | Other Misc Admin Expenses | 6,000 | 6,000 | - | 0% |
| **4191-00-000** | **Total Miscellaneous Admin Expenses** | **375,614** | **380,731** | **5,117** | **1%** |
| | | | | | |
| **4199-00-000** | **TOTAL ADMINISTRATIVE EXPENSES** | **2,891,686** | **3,403,866** | **512,180** | **18%** |
| | | | | | |
| **4200-00-000** | **TENANT SERVICES** | | | | |
| 4220-01-000 | Other Tenant Svcs. | 18,000 | 18,000 | - | 0% |
| 4225-03-000 | Special Events | 21,000 | 22,000 | 1,000 | 5% |
| 4225-04-000 | Translation Services | 6,000 | 6,000 | - | 0% |
| 4230-01-000 | Tenant Relocation | 600,000 | 600,000 | - | 0% |
| **4299-00-000** | **TOTAL TENANT SERVICES EXPENSES** | **645,000** | **646,000** | **1,000** | **0%** |
| | | | | | |
| **4300-00-000** | **UTILITIES** | | | | |
| 4310-00-000 | Water | 2,224,251 | 2,400,442 | 176,191 | 8% |
| 4320-00-000 | Electricity | 203,776 | 242,493 | 38,717 | 19% |
| 4330-00-000 | Gas | 571,830 | 727,175 | 155,345 | 27% |
| 4399-00-000 | TOTAL UTILITY EXPENSES | 2,999,857 | 3,370,110 | 370,253 | 12% |
| | | | | | |
| **4400-00-000** | **MAINTENANCE AND OPERATIONS** | | | | |
| **4400-99-000** | **General Maint Expense** | | | | |
| 4410-00-000 | Ordinary Maintenance & Operations Salaries | 2,991,719 | 3,262,521 | 270,802 | 9% |
| 4410-02-000 | Ordinary Maintenance & Operations Overtime | 337,942 | 389,627 | 51,685 | 15% |
| 4410-03-006 | Internet Stipends | 540 | 540 | (0) | 0% |
| 4410-05-000 | Employer FICA & Medicare | 239,317 | 277,642 | 38,324 | 16% |
| 4410-05-001 | State Unemployment Insurance Tax (SUI) | 5,796 | 7,000 | 1,204 | 21% |
| 4410-05-002 | Pension & Retirement Contributions | 306,450 | 400,942 | 94,493 | 31% |
| 4410-05-003 | Life Ins Contributions | 7,328 | 6,735 | (593) | -8% |
| 4410-05-004 | Medical Benefits | 789,994 | 904,228 | 114,235 | 14% |
| 4410-05-005 | Employee Benefit Management | 3,975 | 3,975 | 0 | 0% |
| 4410-05-008 | Dental Benefits | - | 38,224 | 38,224 | 100% |
| 4410-05-009 | Vision Benefits | - | 7,826 | 7,826 | 100% |
| 4411-00-000 | Safety Accessories | 18,000 | 18,000 | - | 0% |
| 4412-00-000 | Maintenance Travel/Training | 18,000 | 18,000 | - | 0% |
| 4413-00-000 | Vehicles - Gas | 71,055 | 101,758 | 30,703 | 43% |
| 4413-00-001 | Vehicles - Materials & Parts | 18,000 | 22,000 | 4,000 | 22% |
| 4413-00-002 | Vehicles - GPS Expenses | 11,200 | 11,200 | - | 0% |
| **4419-00-000** | **Total General Maint Expense** | **4,819,316** | **5,470,218** | **650,902** | **14%** |
| **4420-00-000** | **Materials** | | | | |
| 4420-00-001 | Materials - Building | 305,000 | 509,378 | 204,378 | 67% |
| 4420-00-002 | Materials - Electrical | 32,500 | 36,000 | 3,500 | 11% |
| 4420-00-003 | Materials - Floor Coverings | 270,000 | 270,000 | - | 0% |
| 4420-00-004 | Materials - Hardware | 15,500 | 15,500 | - | 0% |
| 4420-00-005 | Materials - Heater Parts | 30,000 | 62,400 | 32,400 | 108% |
| 4420-00-006 | Materials - Kitchen & Lavatory | 42,500 | 53,700 | 11,200 | 26% |
| 4420-00-007 | Materials - Locks | 16,500 | 20,300 | 3,800 | 23% |
| 4420-00-008 | Materials - Paint | 26,500 | 28,000 | 1,500 | 6% |
| 4420-00-009 | Materials - Appliances | 336,000 | 336,000 | - | 0% |
| 4420-00-010 | Materials - Other | 8,500 | 8,500 | - | 0% |
| 4420-00-011 | Materials - Doors | 8,500 | 25,000 | 16,500 | 194% |
| 4420-00-012 | Materials - Windows | 7,500 | 28,500 | 21,000 | 280% |
| 4420-01-000 | Supplies-Grounds | 60,000 | 95,000 | 35,000 | 58% |
| 4420-02-000 | Supplies-Light Fixtures | 23,500 | 28,500 | 5,000 | 21% |
| 4420-03-000 | Supplies-Decorating | 14,000 | 15,500 | 1,500 | 11% |
| 4420-05-000 | Supplies-Exterminating | 6,000 | 9,000 | 3,000 | 50% |
| 4420-06-000 | Supplies-Janitorial/Cleaning | 30,000 | 33,500 | 3,500 | 12% |
| 4420-07-000 | Supplies-Mechanical | 3,000 | 4,000 | 1,000 | 33% |

# OAHPI Annual Operating Budget
## FY24 vs FY23 Comparison

| Account # | Account Description | FY23 Budget | FY24 Budget | Variance | % Variance |
|---|---|---|---|---|---|
| Number | Name | TOTAL | | FY24 vs FY23 | FY24 vs FY23 |
| | | B | A | (A-B) | (A-B)/B |
| 4420-08-000 | Supplies-Plumbing | 137,000 | 157,000 | 20,000 | 15% |
| 4420-09-000 | Tools and Equipment | 60,000 | 60,000 | - | 0% |
| **4429-00-000** | **Total Materials** | **1,432,500** | **1,795,778** | **363,278** | **25%** |
| **4430-00-000** | **Contract Costs** | | | | |
| 4430-01-000 | Contract-Fire Extinguisher | 14,500 | 88,687 | 74,187 | 512% |
| 4430-04-000 | Contract-Responsible Person Services | 90,000 | 90,000 | - | 0% |
| 4430-05-000 | Contract-Decorating/Painting | 215,000 | 215,000 | - | 0% |
| 4430-06-000 | Contract-Electrical | 90,000 | 119,000 | 29,000 | 32% |
| 4430-07-000 | Contract-Pest Control | 450,000 | 450,000 | - | 0% |
| 4430-08-000 | Contract-Floor Covering | 270,000 | 303,000 | 33,000 | 12% |
| 4430-09-000 | Contract-Grounds | 1,760,000 | 1,631,350 | (128,650) | -7% |
| 4430-10-000 | Contract-Janitorial/Cleaning | 100,000 | 117,340 | 17,340 | 17% |
| 4430-11-000 | Contract-Plumbing | 355,000 | 443,000 | 88,000 | 25% |
| 4430-12-000 | Contract-Garbage Services | 2,619,706 | 2,892,805 | 273,099 | 10% |
| 4430-13-000 | Contract-HVAC | 27,500 | 32,500 | 5,000 | 18% |
| 4430-14-000 | Contract-Vehicle Maintenance | 45,000 | 59,500 | 14,500 | 32% |
| 4430-15-000 | Contract-Equipment Rental | 281,000 | 60,000 | (221,000) | -79% |
| 4430-18-000 | Contract-Uniforms | 3,000 | 3,000 | - | 0% |
| 4430-19-000 | Contract-Car Wash | 7,200 | 7,200 | - | 0% |
| 4430-20-000 | Routine Make Ready | 850,000 | 1,347,707 | 497,707 | 59% |
| 4430-21-000 | Roof & Decks Routine | 180,000 | 202,000 | 22,000 | 12% |
| 4430-24-000 | Contract - Call Center | 17,100 | 18,000 | 900 | 5% |
| 4430-25-000 | Contract - Doors | 21,000 | 21,000 | - | 0% |
| 4430-26-000 | Contract - Windows | 25,500 | 45,563 | 20,063 | 79% |
| 4430-41-000 | Contract-Alarm Systems | - | 4,020 | 4,020 | 100% |
| 4430-99-000 | Contract Costs-Other | 225,000 | 337,450 | 112,450 | 50% |
| **4439-00-000** | **Total Contract Costs** | **7,646,506** | **8,488,122** | **841,616** | **11%** |
| **4499-00-000** | **TOTAL MAINTENANCE EXPENSES** | **13,898,322** | **15,754,118** | **1,855,796** | **13%** |
| | | | | | |
| **4500-00-000** | **GENERAL EXPENSES** | | | | |
| 4510-10-000 | Property Insurance | 623,961 | 565,286 | (58,675) | -9% |
| 4510-20-000 | Liability Insurance | 244,317 | 140,281 | (104,036) | -43% |
| 4540-00-000 | Workers Compensation | 227,168 | 272,979 | 45,811 | 20% |
| 4550-02-000 | Lead Based Paint Insurance | 21,131 | 20,574 | (557) | -3% |
| 4560-00-000 | Auto Insurance | 92,310 | 91,908 | (402) | 0% |
| 4565-00-000 | Employment Practices Liability Insurance | 41,180 | 38,066 | (3,114) | -8% |
| 4570-00-000 | Bad Debt-Tenant Rents | 406,600 | 1,412,792 | 1,006,192 | 247% |
| **4599-00-000** | **TOTAL GENERAL EXPENSES** | **1,656,667** | **2,541,887** | **885,220** | **53%** |
| | | | | | |
| **TOE** | **TOTAL OPERATING EXPENSES** | **22,091,532** | **25,715,981** | **3,624,449** | **16%** |
| | | | | | |
| **TOR** | **TOTAL OPERATING REVENUE** | **42,262,634** | **43,993,106** | **1,730,472** | **4%** |
| | | | | | |
| **NOR** | **NET OPERATING REVENUE (EXPENSES)** | **20,171,101** | **18,277,125** | **(1,893,977)** | **-9%** |
| | | | | | |
| **5000-00-000** | **NON-OPERATING ITEMS** | | | | |
| 5100-01-000 | Depreciation | 4,085,193 | 4,720,125 | 634,931 | 16% |
| 5105-01-000 | Investment Income - Unrestricted | (73,920) | (1,974,822) | (1,900,902) | 2572% |
| 5205-00-001 | COCC Allocated Overhead Expenses | 6,050,095 | 8,140,065 | 2,089,970 | 35% |
| 5205-00-002 | Other PM/AM Expenses Allocated | 2,207,962 | 2,437,734 | 229,772 | 10% |
| 5205-00-004 | CID Expense Allocated | 6,130,621 | 4,156,503 | (1,974,118) | -32% |
| 5300-00-000 | Excess Salary Reimbursement Expense | 363,015 | 325,144 | (37,871) | -10% |
| 5510-00-000 | Capital Outlay | 17,005,366 | 15,050,300 | (1,955,066) | -11% |
| 5520-00-000 | OPEB & Retirees Medical | 116,052 | 96,823 | (19,228) | -17% |
| **NORE** | **NET NONOPERATING (REVENUE) EXPENSES** | **35,884,383** | **32,951,871** | **(2,932,512)** | **-8%** |
| | | | | | |
| **NREAO** | **NET REVENUE (EXPENSES) AFTER OPERATING** | **(15,713,282)** | **(14,674,746)** | **1,038,535** | **-7%** |

# Capital Projects Summary - OAHPI

## Fiscal Year 2024

| Project Name | Property in Budget | Project Details | Priority | FY24 Budget Request | Job Code |
|---|---|---|---|---|---|
| **Oakland Affordable Housing Preservation Initiative** | | | | | |
| **OAHPI Deep East** | | | | | |
| FY24 OAHPI-DE Unit Rehabs | oahpi-de | Renovation work; Total 120 units @$55k each; Split in 6 AMPs; 30 units | High | 1,650,000 | cid-705 |
| FY24 OAHPI-DE Unit Turn Contingency | oahpi-de | 10% contingency for unit renovations and quick turns | High | 165,000 | cid-706 |
| FY24 OAHPI Portfolio Roofing | oahpi-de | Roof repairs/replacements ($800,000 in total, $133,333 per AMP) | Medium | 133,333 | cid-707 |
| FY24 OAHPI Sewer Repairs | oahpi-de | Replacement of unforseen sewer lines portfolio wide at $40k/ea if the need arises. Inc'l line scoping. ($400,000/ 6 portfolios, $66,667 per AMP) | High | 66,667 | cid-708 |
| FY24 building exterior renovation projects | oahpi-de | FY24 building exterior renovation projects<br>Paint, dry rot, windows, roof, landscaping @ Est. $350,000 per property<br>oahpi-de & oahpi-e 3 each ; oahpi-fv, oahpi-sa, oahpi-w, oahpi-n: 1 each<br>10 buildings & $3,500,000 in total<br>Significant work will be completed by contractors | Medium | 1,050,000 | |
| OAHPI Portfolio Lock Install | oahpi-de | Install purchased locks portfolio wide ($300,000 / 6 portfolios, $50,000 each) | Low | 50,000 | cid-18 |
| OAHPI Portfolio Key Tracking System | oahpi-de | $90,000 Portfolio Wide, Split in 6 AMPs | Low | 15,000 | cid-709 |
| OAHPI Portfolio LED Lighting Upgrade | oahpi-de | $300,000 Portfolio Wide, Split in 6 AMPs | Medium | 50,000 | cid-710 |
| FY24 OAHPI Contingency | oahpi-de | Contingency of all budgeted work portfolio wide for unforeseen projects (non-rehab related) | High | 33,383 | cid-711 |
| Physical Needs Assessment Projects | oahpi-de | Perform work indentified by the PNA ($1,200,000 / 6 portfolios, $200,000 each) | High | 200,000 | cid-714 |
| | | | | - | |
| **Sub Total** | | | | **3,413,383** | |
| | | | | | |
| **OAHPI East** | | | | | |
| FY24 OAHPI-E Unit Rehabs | oahpi-e | Renovation work; Total 120 units @$55k each; Split in 6 AMPs; 30 units | High | 1,650,000 | cid-715 |
| FY24 OAHPI-E Unit Turn Contingency | oahpi-e | 10% contingency for unit renovations and quick turns | High | 165,000 | cid-716 |
| FY24 OAHPI Portfolio Roofing | oahpi-e | Roof repairs/replacements ($800,000 in total, $133,333 per AMP) | Medium | 133,333 | cid-717 |
| FY24 OAHPI Sewer Repairs | oahpi-e | Replacement of unforseen sewer lines portfolio wide at $40k/ea if the need arises. Inc'l line scoping. ($400,000/ 6 portfolios, $66,667 per AMP) | High | 66,667 | cid-718 |
| FY24 building exterior renovation projects | oahpi-e | FY24 building exterior renovation projects<br>Paint, dry rot, windows, roof, landscaping @ Est. $350,000 per property<br>oahpi-de & oahpi-e 3 each ; oahpi-fv, oahpi-sa, oahpi-w, oahpi-n: 1 each<br>10 buildings & $3,500,000 in total<br>Significant work will be completed by contractors | Medium | 1,050,000 | |
| OAHPI Portfolio Lock Install | oahpi-e | Install purchased locks portfolio wide ($300,000 / 6 portfolios, $50,000 each) | Low | 50,000 | cid-18 |
| OAHPI Portfolio Key Tracking System | oahpi-e | $90,000 Portfolio Wide, Split in 6 AMPs | Low | 15,000 | cid-719 |
| OAHPI Portfolio LED Lighting Upgrade | oahpi-e | $300,000 Portfolio Wide, Split in 6 AMPs | Medium | 50,000 | cid-720 |
| FY24 OAHPI Contingency | oahpi-e | Contingency of all budgeted work portfolio wide for unforeseen projects (non-rehab related) | High | 33,383 | cid-721 |
| Physical Needs Assessment Projects | oahpi-e | Perform work indentified by the PNA ($1,200,000 / 6 portfolios, $200,000 each) | High | 200,000 | cid-725 |
| | | | | - | |
| **Sub Total** | | | | **3,413,383** | |

# Capital Projects Summary - OAHPI
## Fiscal Year 2024

| Project Name | Property in Budget | Project Details | Priority | FY24 Budget Request | Job Code |
|---|---|---|---|---|---|
| **OAHPI Fruitvale** | | | | | |
| FY24 OAHPI-FV Unit Rehabs | oahpi-fv | Renovation work; Total 120 units @$55k each; Split in 6 AMPs; 18 units | High | 990,000 | cid-726 |
| FY24 OAHPI-FV Unit Turn Contingency | oahpi-fv | 10% contingency for unit renovations and quick turns | High | 99,000 | cid-727 |
| FY24 OAHPI Portfolio Roofing | oahpi-fv | Roof repairs/replacements ($800,000 in total, $133,333 per AMP) | Medium | 133,333 | cid-728 |
| FY24 OAHPI Sewer Repairs | oahpi-fv | Replacement of unforseen sewer lines portfolio wide at $40k/ea if the need arises. Inc'l line scoping. ($400,000/ 6 portfolios, $66,667 per AMP) | High | 66,667 | cid-729 |
| FY24 building exterior renovation project | oahpi-fv | FY24 building exterior renovation projects<br>Paint, dry rot, windows, roof, landscaping @ Est. $350,000 per property<br>oahpi-de & oahpi-e 3 each ; oahpi-fv, oahpi-sa, oahpi-w, oahpi-n: 1 each<br>10 buildings & $3,500,000 in total<br>Significant work will be completed by contractors | Medium | 350,000 | |
| OAHPI Portfolio Lock Install | oahpi-fv | Install purchased locks portfolio wide ($300,000 / 6 portfolios, $50,000 each) | Low | 50,000 | cid-18 |
| OAHPI Portfolio Key Tracking System | oahpi-fv | $90,000 Portfolio Wide, Split in 6 AMPs | Low | 15,000 | cid-730 |
| OAHPI Portfolio LED Lighting Upgrade | oahpi-fv | $300,000 Portfolio Wide, Split in 6 AMPs | Medium | 50,000 | cid-731 |
| FY24 OAHPI Contingency | oahpi-fv | Contingency of all budgeted work portfolio wide for unforeseen projects (non-rehab related) | High | 33,383 | cid-732 |
| Physical Needs Assessment Projects | oahpi-fv | Perform work indentified by the PNA ($1,200,000 / 6 portfolios, $200,000 each) | High | 200,000 | cid-734 |
| | | | | - | |
| **Sub Total** | | | | **1,987,383** | |
| | | | | | |
| **OAHPI San Antonio** | | | | | |
| FY24 OAHPI-SA Unit Rehabs | | Renovation work; Total 120 units @$55k each; Split in 6 AMPs; 12 units | High | 660,000 | cid-735 |
| FY24 OAHPI-SA Unit Turn Contingency | | 10% contingency for unit renovations and quick turns | High | 66,000 | cid-736 |
| FY24 OAHPI Portfolio Roofing | | Roof repairs/replacements ($800,000 in total, $133,333 per AMP) | Medium | 133,333 | cid-737 |
| FY24 OAHPI Sewer Repairs | | Replacement of unforseen sewer lines portfolio wide at $40k/ea if the need arises. Inc'l line scoping. ($400,000/ 6 portfolios, $66,667 per AMP) | High | 66,667 | cid-738 |
| FY24 building exterior renovation projects | | FY24 building exterior renovation projects<br>Paint, dry rot, windows, roof, landscaping @ Est. $350,000 per property<br>oahpi-de & oahpi-e 3 each ; oahpi-fv, oahpi-sa, oahpi-w, oahpi-n: 1 each<br>10 buildings & $3,500,000 in total<br>Significant work will be completed by contractors | Medium | 350,000 | |
| OAHPI Portfolio Lock Install | | Install purchased locks portfolio wide ($300,000 / 6 portfolios, $50,000 each) | Low | 50,000 | cid-18 |
| OAHPI Portfolio Key Tracking System | | $90,000 Portfolio Wide, Split in 6 AMPs | Low | 15,000 | cid-739 |
| OAHPI Portfolio LED Lighting Upgrade | | $300,000 Portfolio Wide, Split in 6 AMPs | Medium | 50,000 | |
| FY24 OAHPI Contingency | | Contingency of all budgeted work portfolio wide for unforeseen projects (non-rehab related) | High | 33,383 | cid-741 |
| Physical Needs Assessment Projects | | Perform work indentified by the PNA ($1,200,000 / 6 portfolios, $200,000 each) | High | 200,000 | cid-742 |
| | | | | - | |
| **Sub Total** | | | | **1,624,383** | |

# Capital Projects Summary - OAHPI
## Fiscal Year 2024

| Project Name | Property in Budget | Project Details | Priority | FY24 Budget Request | Job Code |
|---|---|---|---|---|---|
| **OAHPI West** | | | | | |
| FY24 OAHPI-W Unit Rehabs | | Renovation work; Total 120 units @$55k each; Split in 6 AMPs; 12 units | High | 660,000 | cid-743 |
| FY24 OAHPI-W Unit Turn Contingency | | 10% contingency for unit renovations and quick turns | High | 66,000 | cid-744 |
| FY24 OAHPI Portfolio Roofing | | Roof repairs/replacements ($800,000 in total, $133,333 per AMP) | Medium | 133,333 | cid-745 |
| FY24 OAHPI Sewer Repairs | | Replacement of unforseen sewer lines portfolio wide at $40k/ea if the need arises. Inc'l line scoping. ($400,000/ 6 portfolios, $66,667 per AMP) | High | 66,667 | cid-746 |
| FY24 building exterior renovation projects | | FY24 building exterior renovation projects<br>Paint, dry rot, windows, roof, landscaping @ Est. $350,000 per property<br>oahpi-de & oahpi-e 3 each ; oahpi-fv, oahpi-sa, oahpi-w, oahpi-n: 1 each<br>10 buildings & $3,500,000 in total<br>Significant work will be completed by contractors | Medium | 350,000 | |
| OAHPI Portfolio Lock Install | | Install purchased locks portfolio wide ($300,000 / 6 portfolios, $50,000 each) | Low | 50,000 | cid-18 |
| OAHPI Portfolio Key Tracking System | | $90,000 Portfolio Wide, Split in 6 AMPs | Low | 15,000 | cid-747 |
| OAHPI Portfolio LED Lighting Upgrade | | $300,000 Portfolio Wide, Split in 6 AMPs | Medium | 50,000 | cid-748 |
| FY24 OAHPI Contingency | | Contingency of all budgeted work portfolio wide for unforeseen projects (non-rehab related) | High | 33,383 | cid-749 |
| 950 40th Street | | Parking Lot Replacement; material cost increase | High | 500,000 | cid-525 |
| Physical Needs Assessment Projects | | Perform work indentified by the PNA ($1,200,000 / 6 portfolios, $200,000 each) | High | 200,000 | cid-751 |
| | | | | - | |
| **Sub Total** | | | | **2,124,383** | |
| | | | | | |
| **OAHPI North** | | | | | |
| FY24 OAHPI-N Unit Rehabs | | Renovation work; Total 120 units @$55k each; Split in 6 AMPs; 18 units | High | 990,000 | cid-752 |
| FY24 OAHPI-N Unit Turn Contingency | | 10% contingency for unit renovations and quick turns | High | 99,000 | cid-753 |
| FY24 OAHPI Portfolio Roofing | | Roof repairs/replacements ($800,000 in total, $133,333 per AMP) | Medium | 133,335 | cid-754 |
| FY24 OAHPI Sewer Repairs | | Replacement of unforseen sewer lines portfolio wide at $40k/ea if the need arises. Inc'l line scoping. ($400,000/ 6 portfolios, $66,667 per AMP) | High | 66,665 | cid-755 |
| FY24 building exterior renovation projects | | FY24 building exterior renovation projects<br>Paint, dry rot, windows, roof, landscaping @ Est. $350,000 per property<br>oahpi-de & oahpi-e 3 each ; oahpi-fv, oahpi-sa, oahpi-w, oahpi-n: 1 each<br>10 buildings & $3,500,000 in total<br>Significant work will be completed by contractors | Medium | 350,000 | |
| OAHPI Portfolio Lock Install | | Install purchased locks portfolio wide ($300,000 / 6 portfolios, $50,000 each) | Low | 50,000 | cid-18 |
| OAHPI Portfolio Key Tracking System | | $90,000 Portfolio Wide, Split in 6 AMPs | Low | 15,000 | cid-756 |
| OAHPI Portfolio LED Lighting Upgrade | | $300,000 Portfolio Wide, Split in 6 AMPs | Medium | 50,000 | cid-757 |
| FY24 OAHPI Contingency | | Contingency of all budgeted work portfolio wide for unforeseen projects (non-rehab related) | High | 33,385 | cid-758 |
| 357-365 49th | | Parking Lot Replacement | High | 500,000 | cid-50 |
| Physical Needs Assessment Projects | | Perform work indentified by the PNA ($1,200,000 / 6 portfolios, $200,000 each) | High | 200,000 | cid-759 |
| | | | | - | |
| **Sub Total** | | | | **2,487,385** | |
| **TOTAL - OAHPI** | | | | **15,050,300** | |

**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:**

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE BLANKET PURCHASE ORDERS TO VARIOUS VENDORS WITH INTERGOVERNMENTAL AGREEMENTS OR ROUTINE, RECURRING, LOW-DOLLAR AMOUNT PURCHASES FOR FISCAL YEAR 2023-2024 IN A TOTAL NOT TO EXCEED AMOUNT OF $5,466,423**

WHEREAS, the OAHPI has a need to make routine, recurring, low-dollar amount purchases of supplies and services; and

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

WHEREAS, the Blanket Purchase Orders are issued to various vendors and in various amounts included in the Fiscal Year 2023-2024 budget request; and

WHEREAS, the purchases made through these Blanket Purchase Orders are for routine, recurring, low-dollar amount purchases.

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

THAT, Board of Directors approve the Fiscal Year 2023-2024 Blanket Purchase Orders in a total not to exceed amount of $5,466,423; and

THAT, the Executive Director is hereby authorized to issue Blanket Purchase Orders in a total amount not to exceed $5,466,423 to various vendors with intergovernmental agreements or routine, recurring, low-dollar amount purchases for fiscal year 2023-2024; and

THAT, the Executive Director is hereby 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 29, 2023.*

_____

*Michelle Hasan, Secretary*

**ADOPTED:** **RESOLUTION NO.**

**ITEM: D**

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

To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Sac ProFloors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed $1,200,000 for the initial term and up to $600,000 per year for each additional option term for a total contract amount not to exceed $3,000,000.

Date: June 29, 2023

Purpose: This action will authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Sac ProFloors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed $1,200,000 for the initial term and up to $600,000 per year for each additional option term for a total contract amount not to exceed $3,000,000.

Funding: Funding for the initial contract term is included in the FY 2024 operating budget in accounts 4420-00-003 Floor Coverings, 4430-08-000 Contract Floor Covering and 5510-00-000 Capital Outlay. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget in accounts 4420-00-003 Floor Coverings, 4430-08-000 Contract Floor Covering and 5510-00-000 Capital Outlay.

**Background:**

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide flooring supply and flooring installation services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority). The services under this contract will be rendered for vacancy turnover and the interior rehabilitation of vacant and occupied units.

The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #22-037 on December 19, 2022, soliciting bids from qualified vendors to provide flooring supply and flooring installation services at OAHPI properties in accordance with the OAHPI's Procurement Policy. CCGS posted the RFP to the Authority's website under *Bid Opportunities*. One (1) vendor submitted a response by the deadline of 10:00 a.m., January 23, 2023. In an effort to obtain a better response, OAHPI decided to cancel RFP#22-037 due to lack of response and re-solicit bids to provide flooring supply and flooring installation services for OAHPI properties.

The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #23-019 on May 18, 2023, in accordance with the OAHPI's Procurement Policy, soliciting bids from qualified vendors to provide flooring supply and flooring installation services at OAHPI properties. CCGS posted the RFP to the Authority's website under *Bid Opportunities* and e-Procurement websites, the Housing Marketplace/Economic Engine and Infolane. A total of 82 vendors were notified on the Infolane website and 26 vendors were notified on Housing Agency Marketplace website. Two (2) vendors submitted responses by the deadline of 10:00 a.m., June 5, 2023.

A panel comprised of four (4) Authority employees convened on June 8, 2023, to evaluate and rate each of the proposals. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award.

Sac ProFloors was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide flooring supply and flooring installation services at OAHPI properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with ProFloors to provide flooring supply and flooring installation services at OAHPI properties. The total amount authorized under these contracts is an amount not to exceed $1,200,000 for the initial term and up to $600,000 per year for each additional option term for a total contract amount not to exceed $3,000,000.

**Recommendation Action:**

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Sac ProFloors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed $1,200,000 for the initial term and up to $600,000 per year for each additional option term for a total contract amount not to exceed $3,000,000.

Staff is available to answer any questions.

Attachments: CCGS Review Memo
Resolution

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Oakland Affordable Housing Preservation Initiatives

**CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)**
1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

**INTEROFFICE MEMORANDUM**

**To:** Patricia Wells, Executive Director

**Through:** Duane Hopkins, Chief Officer of Program and Finance Administration
Michelle Hasan, Chief of Housing Operations Officer
Mark Schiferl, Director of Property Management
Loretta Lovell, Special Advisor
Courtney Sharif, Contract Specialist

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

**Subject:** Requesting Approval of the CCGS Review Memo for RFP 23-019 Flooring Services

**Date:** June 8, 2023

---

This memo is to advise you that a request for Proposals for Flooring Services was issued on May 18, 2023. After a review of the proposals received, the evaluation committee is recommending a contract to Sac Profloors.

## Background

Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #23-019 in an effort to obtain vendors that can provide Flooring Services for OAHPI.

RFP #23-019 was issued in accordance OAHPI Procurement Policy on May 18, 2023. The RFP was publicly posted on the Oakland Housing Authority's (OHA) website on behalf of OAHPI. The RFPwas also posted on the OHA e-Procurement websites, the Housing Marketplace/Economic Engine and Infolane. A total of 82 vendors were notified on the Infolane website and 26 vendors were notified on Housing Agency Marketplace website. Two (2) companies submitted a proposal by the deadline of 2:00 p.m., on June 5, 2023. All two responsive proposals were evaluated by the Evaluation Committee on June 8, 2023.

## Evaluation

A panel comprised of four OHA Employees convened June 8, 2023, to evaluate and rate the two responsive proposals. All panelist scores were averaged, resulting in one final score for each company. The Evaluation Committee recommended awarding a contract to the highest-ranked firm, Sac Profloors.

## Recommendation

It is recommended that Oakland Affordable Housing Preservation Initiatives enters into a contract with Sac Profloors.

Insurance Requirement: Copies of Commercial, General, Automobile, and Errors and Omissions Liability Insurance (naming the Oakland Affordable Housing Preservation Initiatives as additionally insured) along with Workers' Compensation Insurance shall be requested and received by CCGS for this project. The contracted firm shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

| Approved: | | Not Approved: | |
|---|---|---|---|
| DocuSigned by: Patricia Wells 722CF180EE194A1... | 6/12/2023 | | |
| Patricia Wells<br>Executive Director | Date | Patricia Wells<br>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:**

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH SAC PROFLOORS TO PROVIDE FLOORING SUPPLY AND FLOORING INSTALLATION SERVICES AT OAHPI PROPERTIES, IN AN AMOUNT NOT TO EXCEED $1,200,000 FOR THE INITIAL TERM AND UP TO $600,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED $3,000,000**

WHEREAS, OAHPI requires a vendor that can provide flooring supply and flooring installation services for their 1,540 units, contract-managed by the Oakland Housing Authority (Authority) for vacancy turnover and the interior rehabilitation of vacant and occupied units; and

WHEREAS, the Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #22-037 on December 19, 2022 soliciting bids from qualified vendors to provide flooring supply and flooring installation services; and

WHEREAS, OAHPI decided to cancel RFP#22-037 due to lack of response and re-solicit bids to provide flooring supply and flooring installation services; and

WHEREAS, The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #23-019 on May 18, 2023, soliciting

bids from qualified vendors to provide flooring supply and flooring installation services; and

WHEREAS, Request for Proposals (RFP) #23-019 was issued in accordance with the OAHPI's Procurement Policy; and

WJHEREAS, the RFP was posted on the Authority's website and e-Procurement websites, the Housing Marketplace/Economic Engine and Infolane; and

WHEREAS, 82 vendors were notified on the Infolane website and 26 vendors were notified on Housing Agency Marketplace website; and

WHEREAS, Sac ProFloors submitted a response by the deadline of 10:00 a.m., June 5, 2023; and

WHEREAS, an evaluation panel evaluated and rated each of the proposals, the scores were averaged and resulted in the recommendation of a contract award to Sac ProFloors; and

WHEREAS, Sac ProFloors was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide flooring supply and flooring installation services at OAHPI properties.

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

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract, with up to three one-year option terms, with Sac ProFloors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed $1,200,000 for the initial term and up to $600,000 per year for each additional option term for a total contract amount not to exceed $3,000,000; and

THAT, the Executive Director is 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 29, 2023.*

_____

*Michelle Hasan, Secretary*

**ADOPTED:** **RESOLUTION NO.**

**ITEM: E**

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

To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

Date: June 29, 2023

Purpose: This action will authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

Funding: Funding for the initial contract term is included in the FY 2024 operating budget in account 4130-01-000 Unlawful Detainers. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget in account 4130-01-000 Unlawful Detainers.

**Background:**

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide as needed legal services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority).

As needed legal service contracts provide delivery of legal services for the Office of Property Operations in alignment with the Resident Retention Plan, with policies, procedures and outcomes focused on qualified program participants remaining housed.

Typical services include staff training, updating notices to residents, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing OAHPI in unlawful detainer actions. The Coronavirus (COVID-19) pandemic increased the need for legal services to assist in staff training to ensure compliance with moratorium requirements and any additional enhancements to the resident retention plan process.

The Authority's Contract Compliance and General Services (CCGS) Department issued

Request For Proposals (RFP) #23-005 Unlawful Detainer Services on February 28, 2023, in accordance with OAHPI's Procurement Policy in an effort to obtain vendors that can provide as needed legal services. The RFP was publicly posted on the Authority's website as well as on two e-Procurement websites, Housing Marketplace and Infolane. A total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-005 was also posted in the Tri-Valley Herald and in the Oakland Tribune. Three (3) law firms submitted a proposal by the deadline of 10:00 a.m. on April 3, 2023.

A panel comprised of three Authority employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals. All panelist scores were averaged, resulting in one final score for each law firm. The Evaluation Committee recommended awarding contracts to Edrington, Schirmer & Murphy, The Law Offices of Charles T. Ramsey, and The Law Offices of Bill Ford.

Edrington, Schirmer & Murphy, LLP was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide as needed legal services for OAHPI properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

**Recommendation Action:**

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

Staff is available to answer any questions.

Attachments: CCGS Review Memo
Resolution

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Oakland Affordable Housing Preservation Initiatives

**CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)**
1619 Harrison Street, Oakland, CA 94612 / (510) 587-2166 / (510) 587-2124 FAX
**INTEROFFICE MEMORANDUM**

**To:** Patricia Wells, Executive Director

**Through:** Duane Hopkins, Chief Officer of Program and Finance Administration
Michelle Hasan, Chief Housing operations Office
Mark Schiferl, Director of Property Management
Loretta Lovell, Special Advisor
Courtney Sharif, Contract Specialist

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

**Subject:** Requesting Approval of CCGS Review Memo for RFP #23-005 Unlawful Detainer Services

**Date:** May 26, 2023

---

Enclosed you will find the CCGS review memo for RFP #23-005 Unlawful Detainer Services.

The content of this packet includes:

1. Executive Memo
2. CCGS Review Memo
3. Evaluation Committee Scores
4. RFP #23-005 Unlawful Detainer Services
5. Bill Ford, Charles Ramsey, and Edrington, Schirmer & Murphy Proposals
6. SAM

**ACTION REQUESTED**
Please review and approve the attached CCGS review memo. Once approved, I will forward the CCGS Memo for board approval.

☒ Procurement adheres to OHA and HUD Procurement Policies
☐ Procurement is within Executive Director's signing Authority
☒ Procurement requires Board Approval

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*Note: I have read and reviewed the documents attached, find the items accurate and complete, and recommend them for your approval.*

| Approved: | | Not Approved: | |
|---|---|---|---|
| DocuSigned by: Patricia Wells 722CF180EE194A1... | 6/4/2023 | | |
| Patricia Wells, Executive Director | Date | Patricia Wells Executive Director | Date |

DocuSign Envelope ID: 4480EB5A-AECC-4C80-A60B-667D6688A23B

Oakland Affordable Housing Preservation Initiatives

**CONTRACT COMPLIANCE & GENERAL SERVICES**

1619 Harrison Street 2nd Floor, Oakland CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

**INTEROFFICE MEMORANDUM**

**To:** Patricia Wells, Executive Director

**Through:** Duane Hopkins, Chief Officer of Program and Finance Administration
Michelle Hasan, Chief Housing operations Officer
Mark Schiferl, Director of Property Management
Loretta Lovell, Special Advisor
Courtney Sharif, Contract Specialist

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

**Subject:** CCGS Review Memo for RFP #23-005 Unlawful Detainer Services

**Date:** May 26, 2023

---

This memo is to advise you that evaluations have been completed for RFP #23-005 Unlawful Detainer Services. After all proposals were reviewed and scored, three firms are being recommended for award: Edrington, Schirmer & Murphy, Charles Ramsey, and Bill Ford.

## Background

Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #23-005 in an effort to obtain vendors that can provide Unlawful Detainer Services.

RFP #23-005 was issued in accordance OAHPI Procurement Policy on February 28, 2023. The RFP was publicly posted on the Oakland Housing Authority's (OHA) website as well as on two e-Procurement websites, Housing Marketplace and Infolane. A total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-005 was also posted in the Tri-Valley Herald and in the Oakland Tribune. Three (3) companies submitted a proposal by the deadline of 10:00 a.m., on April 3, 2023.

## Evaluation

A panel comprised of three OHA employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals. All panelist scores were averaged, resulting in one final score for each company. The Evaluation Committee recommended awarding contracts to Edrington, Schirmer & Murphy, Charles Ramsey, and Bill Ford.

## Recommendation

It is recommended that OAHPI proceeds with awarding to Edrington, Schirmer & Murphy, Charles Ramsey, and Bill Ford.

Insurance Requirement: Copies of Commercial, General, Automobile, and Errors and Omissions Liability Insurance (naming the Oakland Affordable Housing Preservation Initiatives as additionally insured) along with Workers' Compensation Insurance shall be requested and received by CCGS for this project. The contracted firm shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

| Approved: | | Not Approved: | |
|---|---|---|---|
| DocuSigned by: Patricia Wells 722CF180EE194A1... | 6/4/2023 | | |
| Patricia Wells<br>Executive Director | Date | Patricia Wells<br>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:**

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH EDRINGTON, SCHIRMER & MURPHY, LLP TO PROVIDE AS NEEDED LEGAL SERVICES FOR OAHPI PROPERTIES IN AN AMOUNT NOT TO EXCEED $300,000 FOR THE INITIAL TERM AND UP TO $150,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED $750,000.**

WHEREAS, the OAHPI requires a vendor that can provide as needed legal services for their properties; and

WHEREAS, the legal process must follow specific requirements established by state and local laws for providing notice to residents; and

WHEREAS, as needed legal service contracts provide delivery of legal services for the Office of Property Operations in alignment with the Resident Retention Plan, with policies, procedures and outcomes focused on qualified program participants remaining housed; and

WHEREAS, typical services include staff training, updating notices to residents, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing OAHPI in unlawful detainer actions; and

WHEREAS, the Coronavirus (COVID-19) pandemic increased the need for legal services to assist in staff training to ensure compliance with moratorium requirements and any additional enhancements to the resident retention plan process; and

WHEREAS, The Authority's Contract Compliance and General Services (CCGS) Department issued Request For Proposals (RFP) #23-005 Unlawful Detainer Services on February 28, 2023, in accordance with OAHPI’s Procurement Policy; and

WHEREAS, the RFP was publicly posted on the Authority's website as well as on two e-Procurement websites, Housing Marketplace and Infolane; and

WHEREAS, a total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website and posted in the Tri-Valley Herald and in the Oakland Tribune; and

WHEREAS, three (3) law firms submitted a proposal by the deadline of 10:00 a.m. on April 3, 2023; and

WHEREAS, a panel comprised of three Authority employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals; and

WHEREAS, Edrington, Schirmer & Murphy, LLP was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide as needed legal services for OAHPI properties; and

WHEREAS, the proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

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

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract, with up to three one-year option terms, with Edrington, Schirmer & Murphy, LLP to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000; and

THAT, the Executive Director is 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 29, 2023.*

_____

*Michelle Hasan, Secretary*

**ADOPTED:** **RESOLUTION NO.**

**ITEM: F**

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

To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Ford to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

Date: June 29, 2023

Purpose: This action will authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Ford to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

Funding: Funding for the initial contract term is included in the FY 2024 operating budget in account 4130-01-000 Unlawful Detainers. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget in account 4130-01-000 Unlawful Detainers.

**Background:**

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide as needed legal services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority).

As needed legal service contracts provide delivery of legal services for the Office of Property Operations in alignment with the Resident Retention Plan, with policies, procedures and outcomes focused on qualified program participants remaining housed.

Typical services include staff training, updating notices to residents, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing OAHPI in unlawful detainer actions. The Coronavirus (COVID-19) pandemic increased the need for legal services to assist in staff training to ensure compliance with moratorium requirements and any additional enhancements to the resident retention plan process.

The Authority's Contract Compliance and General Services (CCGS) Department issued

Request For Proposals (RFP) #23-005 Unlawful Detainer Services on February 28, 2023, in accordance with OAHPI's Procurement Policy in an effort to obtain vendors that can provide as needed legal services. The RFP was publicly posted on the Authority's website as well as on two e-Procurement websites, Housing Marketplace and Infolane. A total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-005 was also posted in the Tri-Valley Herald and in the Oakland Tribune. Three (3) law firms submitted a proposal by the deadline of 10:00 a.m. on April 3, 2023.

A panel comprised of three Authority employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals. All panelist scores were averaged, resulting in one final score for each law firm. The Evaluation Committee recommended awarding contracts to Edrington, Schirmer & Murphy, The Law Offices of Charles T. Ramsey, and The Law Offices of Bill Ford.

The Law Offices of Bill Ford was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide as needed legal services for OAHPI properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Ford to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

**Recommendation Action:**

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Ford to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

Staff is available to answer any questions.

Attachments: CCGS Review Memo
Resolution

DocuSign Envelope ID: 4480EB5A-AECC-4C80-A60B-667D6688A23B

Oakland Affordable Housing Preservation Initiatives

**CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)**
1619 Harrison Street, Oakland, CA 94612 / (510) 587-2166 / (510) 587-2124 FAX
**INTEROFFICE MEMORANDUM**

**To:** Patricia Wells, Executive Director

**Through:** Duane Hopkins, Chief Officer of Program and Finance Administration
Michelle Hasan, Chief Housing operations Office
Mark Schiferl, Director of Property Management
Loretta Lovell, Special Advisor
Courtney Sharif, Contract Specialist

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

**Subject:** Requesting Approval of CCGS Review Memo for RFP #23-005 Unlawful Detainer Services

**Date:** May 26, 2023

---

Enclosed you will find the CCGS review memo for RFP #23-005 Unlawful Detainer Services.

The content of this packet includes:

1. Executive Memo
2. CCGS Review Memo
3. Evaluation Committee Scores
4. RFP #23-005 Unlawful Detainer Services
5. Bill Ford, Charles Ramsey, and Edrington, Schirmer & Murphy Proposals
6. SAM

**ACTION REQUESTED**
Please review and approve the attached CCGS review memo. Once approved, I will forward the CCGS Memo for board approval.

☒ Procurement adheres to OHA and HUD Procurement Policies
☐ Procurement is within Executive Director's signing Authority
☒ Procurement requires Board Approval

DocuSign Envelope ID: 4480EB5A-AECC-4C80-A60B-667D6688A23B

*Note: I have read and reviewed the documents attached, find the items accurate and complete, and recommend them for your approval.*

| Approved: | | Not Approved: | |
|---|---|---|---|
| DocuSigned by: Patricia Wells 722CF180EE194A1... | 6/4/2023 | | |
| Patricia Wells, Executive Director | Date | Patricia Wells Executive Director | Date |

DocuSign Envelope ID: 4480EB5A-AECC-4C80-A60B-667D6688A23B

Oakland Affordable Housing Preservation Initiatives

**CONTRACT COMPLIANCE & GENERAL SERVICES**
1619 Harrison Street 2nd Floor, Oakland CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

**INTEROFFICE MEMORANDUM**

**To:** Patricia Wells, Executive Director

**Through:** Duane Hopkins, Chief Officer of Program and Finance Administration
Michelle Hasan, Chief Housing operations Officer
Mark Schiferl, Director of Property Management
Loretta Lovell, Special Advisor
Courtney Sharif, Contract Specialist

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

**Subject:** CCGS Review Memo for RFP #23-005 Unlawful Detainer Services

**Date:** May 26, 2023

---

This memo is to advise you that evaluations have been completed for RFP #23-005 Unlawful Detainer Services. After all proposals were reviewed and scored, three firms are being recommended for award: Edrington, Schirmer & Murphy, Charles Ramsey, and Bill Ford.

## Background

Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #23-005 in an effort to obtain vendors that can provide Unlawful Detainer Services.

RFP #23-005 was issued in accordance OAHPI Procurement Policy on February 28, 2023. The RFP was publicly posted on the Oakland Housing Authority's (OHA) website as well as on two e-Procurement websites, Housing Marketplace and Infolane. A total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-005 was also posted in the Tri-Valley Herald and in the Oakland Tribune. Three (3) companies submitted a proposal by the deadline of 10:00 a.m., on April 3, 2023.

## Evaluation

A panel comprised of three OHA employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals. All panelist scores were averaged, resulting in one final score for each company. The Evaluation Committee recommended awarding contracts to Edrington, Schirmer & Murphy, Charles Ramsey, and Bill Ford.

## Recommendation

It is recommended that OAHPI proceeds with awarding to Edrington, Schirmer & Murphy, Charles Ramsey, and Bill Ford.

Insurance Requirement: Copies of Commercial, General, Automobile, and Errors and Omissions Liability Insurance (naming the Oakland Affordable Housing Preservation Initiatives as additionally insured) along with Workers' Compensation Insurance shall be requested and received by CCGS for this project. The contracted firm shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

| Approved: | | Not Approved: | |
|---|---|---|---|
| DocuSigned by: Patricia Wells 722CF180EE194A1... | 6/4/2023 | | |
| Patricia Wells<br>Executive Director | Date | Patricia Wells<br>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:**

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH THE LAW OFFICES OF BILL FORD TO PROVIDE AS NEEDED LEGAL SERVICES FOR OAHPI PROPERTIES IN AN AMOUNT NOT TO EXCEED $300,000 FOR THE INITIAL TERM AND UP TO $150,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED $750,000.**

WHEREAS, the OAHPI requires a vendor that can provide as needed legal services for their properties; and

WHEREAS, the legal process must follow specific requirements established by state and local laws for providing notice to residents; and

WHEREAS, as needed legal service contracts provide delivery of legal services for the Office of Property Operations in alignment with the Resident Retention Plan, with policies, procedures and outcomes focused on qualified program participants remaining housed; and

WHEREAS, typical services include staff training, updating notices to residents, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing OAHPI in unlawful detainer actions; and

WHEREAS, the Coronavirus (COVID-19) pandemic increased the need for legal services to assist in staff training to ensure compliance with moratorium requirements and any additional enhancements to the resident retention plan process; and

WHEREAS, The Authority's Contract Compliance and General Services (CCGS) Department issued Request For Proposals (RFP) #23-005 Unlawful Detainer Services on February 28, 2023, in accordance with OAHPI's Procurement Policy; and

WHEREAS, the RFP was publicly posted on the Authority's website as well as on two e-Procurement websites, Housing Marketplace and Infolane; and

WHEREAS, a total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website and posted in the Tri-Valley Herald and in the Oakland Tribune; and

WHEREAS, three (3) law firms submitted a proposal by the deadline of 10:00 a.m. on April 3, 2023; and

WHEREAS, a panel comprised of three Authority employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals; and

WHEREAS, The Law Offices of Bill Ford was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide as needed legal services for OAHPI properties; and

WHEREAS, the proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Ford to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

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

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Bill Ford to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000; and

THAT, the Executive Director is 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 29, 2023.*

_____

*Michelle Hasan, Secretary*

**ADOPTED:** **RESOLUTION NO.**

**ITEM: G**

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

To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles T. Ramsey to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

Date: June 29, 2023

Purpose: This action will authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles T. Ramsey to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

Funding: Funding for the initial contract term is included in the FY 2024 operating budget in account 4130-01-000 Unlawful Detainers. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget in account 4130-01-000 Unlawful Detainers.

**Background:**

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide as needed legal services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority).

As needed legal service contracts provide delivery of legal services for the Office of Property Operations in alignment with the Resident Retention Plan, with policies, procedures and outcomes focused on qualified program participants remaining housed.

Typical services include staff training, updating notices to residents, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing OAHPI in unlawful detainer actions. The Coronavirus (COVID-19) pandemic increased the need for legal services to assist in staff training to ensure compliance with moratorium requirements and any additional enhancements to the resident retention plan process.

The Authority's Contract Compliance and General Services (CCGS) Department issued

Request For Proposals (RFP) #23-005 Unlawful Detainer Services on February 28, 2023, in accordance with OAHPI's Procurement Policy in an effort to obtain vendors that can provide as needed legal services. The RFP was publicly posted on the Authority's website as well as on two e-Procurement websites, Housing Marketplace and Infolane. A total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-005 was also posted in the Tri-Valley Herald and in the Oakland Tribune. Three (3) law firms submitted a proposal by the deadline of 10:00 a.m. on April 3, 2023.

A panel comprised of three Authority employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals. All panelist scores were averaged, resulting in one final score for each law firm. The Evaluation Committee recommended awarding contracts to Edrington, Schirmer & Murphy, The Law Offices of Charles T. Ramsey, and The Law Offices of Bill Ford.

The Law Offices of Charles T. Ramsey was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide as needed legal services for OAHPI properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles T. Ramsey to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

**Recommendation Action:**

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles T. Ramsey to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

Staff is available to answer any questions.

Attachments: CCGS Review Memo
Resolution

DocuSign Envelope ID: 4480EB5A-AECC-4C80-A60B-667D6688A23B

Oakland Affordable Housing Preservation Initiatives

**CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)**
1619 Harrison Street, Oakland, CA 94612 / (510) 587-2166 / (510) 587-2124 FAX
**INTEROFFICE MEMORANDUM**

**To:** Patricia Wells, Executive Director

**Through:** Duane Hopkins, Chief Officer of Program and Finance Administration
Michelle Hasan, Chief Housing operations Office
Mark Schiferl, Director of Property Management
Loretta Lovell, Special Advisor
Courtney Sharif, Contract Specialist

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

**Subject:** Requesting Approval of CCGS Review Memo for RFP #23-005 Unlawful Detainer Services

**Date:** May 26, 2023

---

Enclosed you will find the CCGS review memo for RFP #23-005 Unlawful Detainer Services.

The content of this packet includes:

1. Executive Memo
2. CCGS Review Memo
3. Evaluation Committee Scores
4. RFP #23-005 Unlawful Detainer Services
5. Bill Ford, Charles Ramsey, and Edrington, Schirmer & Murphy Proposals
6. SAM

**ACTION REQUESTED**
Please review and approve the attached CCGS review memo. Once approved, I will forward the CCGS Memo for board approval.

☒ Procurement adheres to OHA and HUD Procurement Policies
☐ Procurement is within Executive Director's signing Authority
☒ Procurement requires Board Approval

DocuSign Envelope ID: 4480EB5A-AECC-4C80-A60B-667D6688A23B

*Note: I have read and reviewed the documents attached, find the items accurate and complete, and recommend them for your approval.*

| Approved: | | Not Approved: | |
|---|---|---|---|
| DocuSigned by: Patricia Wells 722CF180EE194A1... | 6/4/2023 | | |
| Patricia Wells, Executive Director | Date | Patricia Wells Executive Director | Date |

DocuSign Envelope ID: 4480EB5A-AECC-4C80-A60B-667D6688A23B

Oakland Affordable Housing Preservation Initiatives

**CONTRACT COMPLIANCE & GENERAL SERVICES**

1619 Harrison Street 2nd Floor, Oakland CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

**INTEROFFICE MEMORANDUM**

**To:** Patricia Wells, Executive Director

**Through:** Duane Hopkins, Chief Officer of Program and Finance Administration
Michelle Hasan, Chief Housing operations Officer
Mark Schiferl, Director of Property Management
Loretta Lovell, Special Advisor
Courtney Sharif, Contract Specialist

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

**Subject:** CCGS Review Memo for RFP #23-005 Unlawful Detainer Services

**Date:** May 26, 2023

---

This memo is to advise you that evaluations have been completed for RFP #23-005 Unlawful Detainer Services. After all proposals were reviewed and scored, three firms are being recommended for award: Edrington, Schirmer & Murphy, Charles Ramsey, and Bill Ford.

## Background

Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #23-005 in an effort to obtain vendors that can provide Unlawful Detainer Services.

RFP #23-005 was issued in accordance OAHPI Procurement Policy on February 28, 2023. The RFP was publicly posted on the Oakland Housing Authority's (OHA) website as well as on two e-Procurement websites, Housing Marketplace and Infolane. A total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website. Notification of issuance of RFP #23-005 was also posted in the Tri-Valley Herald and in the Oakland Tribune. Three (3) companies submitted a proposal by the deadline of 10:00 a.m., on April 3, 2023.

## Evaluation

A panel comprised of three OHA employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals. All panelist scores were averaged, resulting in one final score for each company. The Evaluation Committee recommended awarding contracts to Edrington, Schirmer & Murphy, Charles Ramsey, and Bill Ford.

## Recommendation

It is recommended that OAHPI proceeds with awarding to Edrington, Schirmer & Murphy, Charles Ramsey, and Bill Ford.

Insurance Requirement: Copies of Commercial, General, Automobile, and Errors and Omissions Liability Insurance (naming the Oakland Affordable Housing Preservation Initiatives as additionally insured) along with Workers' Compensation Insurance shall be requested and received by CCGS for this project. The contracted firm shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

| Approved: | | Not Approved: | |
|---|---|---|---|
| DocuSigned by: Patricia Wells 722CF180EE194A1... | 6/4/2023 | | |
| Patricia Wells<br>Executive Director | Date | Patricia Wells<br>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:**

**ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH THE LAW OFFICES OF CHARLES T. RAMSEY TO PROVIDE AS NEEDED LEGAL SERVICES FOR OAHPI PROPERTIES IN AN AMOUNT NOT TO EXCEED $300,000 FOR THE INITIAL TERM AND UP TO $150,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED $750,000.**

WHEREAS, the OAHPI requires a vendor that can provide as needed legal services for their properties; and

WHEREAS, the legal process must follow specific requirements established by state and local laws for providing notice to residents; and

WHEREAS, as needed legal service contracts provide delivery of legal services for the Office of Property Operations in alignment with the Resident Retention Plan, with policies, procedures and outcomes focused on qualified program participants remaining housed; and

WHEREAS, typical services include staff training, updating notices to residents, lease compliance and lease enforcement actions, working with residents for negotiated settlement agreements and representing OAHPI in unlawful detainer actions; and

WHEREAS, the Coronavirus (COVID-19) pandemic increased the need for legal services to assist in staff training to ensure compliance with moratorium requirements and any additional enhancements to the resident retention plan process; and

WHEREAS, the Authority's Contract Compliance and General Services (CCGS) Department issued Request For Proposals (RFP) #23-005 Unlawful Detainer Services on February 28, 2023, in accordance with OAHPI’s Procurement Policy; and

WHEREAS, the RFP was publicly posted on the Authority's website as well as on two e-Procurement websites, Housing Marketplace and Infolane; and

WHEREAS, a total of 60 vendors were notified on the Infolane website, and 41 vendors were notified on Housing Agency Marketplace website and posted in the Tri-Valley Herald and in the Oakland Tribune; and

WHEREAS, three (3) law firms submitted a proposal by the deadline of 10:00 a.m. on April 3, 2023; and

WHEREAS, a panel comprised of three Authority employees convened May 18, 2023, to evaluate and rate the three (3) responsive proposals; and

WHEREAS, The Law Offices of Charles T. Ramsey was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide as needed legal services for OAHPI properties; and

WHEREAS, the proposed resolution would authorize the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles T. Ramsey to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000.

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

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract, with up to three one-year option terms, with The Law Offices of Charles T. Ramsey to provide as needed legal services for OAHPI properties in an amount not to exceed $300,000 for the initial term and up to $150,000 per year for each additional option term for a total contract amount not to exceed $750,000; and

THAT, the Executive Director is 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 29, 2023.*

_____

*Michelle Hasan, Secretary*

**ADOPTED:** **RESOLUTION NO.**