

LOCATION: PER CA EXECUTIVE ORDER N-25-20, THIS MEETING WILL BE HELD BY TELECONFERENCE. PUBLIC MAY PARTICIPATE WITH THE SAME LINKS:

<https://global.gotomeeting.com/join/731426213>

You can also dial in using your phone: (571) 317-3122

Access Code: 731-426-213

LOCATION: HASLO, 487 Leff Street, San Luis Obispo, CA (via teleconference)

TIME: 12:00 P.M.

12:00 PM	REGULAR MEETING	487 Leff Street
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CALL TO ORDER: Chairman Jay Beck

ROLL CALL: Commissioners Beck, Boyer, Crotser, Gillett, Odenthal, Souza, Steinberg

PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA (not to exceed 15 minutes total)
The Board welcomes your input. You may address the Board by completing a speaker slip and giving it to the staff clerk prior to the meeting. At this time, you may address the Board on items that are not on the agenda. Time limit is three minutes. State law does not allow the Board to discuss or take action on issues not on the agenda, except that members of the Board or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights (Gov. Code Sec. 54954.2). Staff may be asked to follow up on such items.

EXECUTIVE DIRECTOR REPORT

The Executive Director's report is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not "agendized" as separate items on the HASLO Commission Agenda.

CONSENT AGENDA

A member of the public or a Commissioner may request the Board to pull an item for discussion, clarification, and/or separate action. Pulled items shall be heard at the close of the Consent Agenda unless a majority of the Board chooses another time. The public may comment on any and all items on the Consent Agenda within the three-minute time limit.

All items on the Consent Agenda are adopted by one motion.

RECOMMENDED ACTION: Approve Consent Agenda Items as Presented

C1. MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING OF FEBRUARY 18, 2021, AND SPECIAL MEETING OF MARCH 9, 2021

Approve the Minutes of the Regular Board of Commissioners Meeting of February 18, 2021, and the Special Meeting of March 9, 2021.

C2. HASLO MONTHLY DISBURSEMENT REGISTER (available for review at the meeting)

C3. HOUSING CHOICE VOUCHER (SECTION 8)

C4. PROPERTY MANAGEMENT REPORTS

C5. FAMILY SELF-SUFFICIENCY & RESIDENT SERVICES PROGRAM REPORT

DISCUSSION ITEMS:

1. **PASO HOMEKEY** – Opportunity to meet some of the new site staff, discuss occupant profiles, and review a few of the successes and challenges.
2. **VEHICLE ACQUISITIONS** – See attached staff report.

RECOMMENDED ACTION: Adopt Resolution No. 6 (2021 Series) Approving Obligation of Funds Not to Exceed \$300,000 for the Purchase of New HASLO Work Vehicles for Maintenance, Property Management and Section 8 Staff.

CLOSED SESSION

Closed session, pursuant to section 54956.8

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 002-431-007

Agency Negotiators: Scott Smith, Executive Director
Ken Litzinger, Director of Finance

Negotiating Parties: The Housing Authority of the City of San Luis Obispo (HASLO)
955 Partnership (not present)

Under Negotiation: Update: The Negotiators' authority regarding the price and terms.

ADJOURNMENT

The next Regular Meeting will be held on April 15, 2021, at 12:00 p.m. virtually.

REQUIREMENTS OF THE BROWN ACT HAVE BEEN SATISFIED AS THIS NOTICE WAS POSTED AT 11:55 A.M. ON MARCH 15, 2021, PRIOR TO THE 72-HOUR NOTICING REQUIREMENT.



HASLO wishes to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Executive Director's Assistant at (805) 594-5321 at least 48 hours before the meeting, if possible.

MINUTES

HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO

February 18, 2021

CALL TO ORDER

The Regular Meeting of the Housing Authority of the City of San Luis Obispo was called to order on Thursday, February 18, at 12:03 p.m. by Chair Jay C. Beck. Per CA Executive Order N-25-20, the meeting was authorized to be held via teleconferencing and was made accessible to the public telephonically.

ROLL CALL

PRESENT: Commissioners Beck, Crotser, Gillett, Odenthal, Souza, Steinberg

ABSENT: Commissioner Boyer

STAFF: Scott Smith, Ken Litzinger, Elaine Archer, Michael Burke, Michelle Pedigo, and Vicky Culman

PUBLIC COMMENT:

- Daniel and Barbara Thompson: Daniel stated that he had written to info@haslo.org to learn more about the affordable housing portion of Toscano. They want to move to Toscano. They have not received a response to their email. Chair Beck said we would look into the situation.
- Kerry Odenthal (present but no comment)

EXECUTIVE DIRECTOR'S REPORT:

- Paso Homekey started providing 40 rooms of emergency shelter through ECHO (El Camino Homeless Organization) in December. 60 rooms of permanent housing are now being advertised for occupancy. Our goal is to have 10 to 15 people move in at the beginning of March. Over 200 applicants have applied for the wait list since it opened at 9:00 a.m. A social worker has been assigned to work with the tenants at Paso Homekey and at our future homeless project that will be built at the site of the former Maxine Lewis Shelter.
- HASLO hired a Section 8/HCV Program Manager. We anticipate it will take about a year for her to learn the job.

Chair Beck stated that he is astounded by how quickly the Motel 6 was made ready ready for Paso Homekey. He sends his gratitude to everyone who made that happen.

CONSENT AGENDA:

- C1. MINUTES OF THE BOARD OF COMMISSIONERS ANNUAL MEETING OF JANUARY 21, 2021, AND THE SPECIAL MEETING OF JANUARY 27, 2021.**
- C2. HASLO MONTHLY DISBURSEMENT REGISTER (available for review at the meeting)**
- C3. HOUSING CHOICE VOUCHER (SECTION 8)**
- C4. PROPERTY MANAGEMENT REPORTS**
- C5. FAMILY SELF-SUFFICIENCY & RESIDENT SERVICES PROGRAM REPORT**

ACTION TAKEN: A motion to approve all Consent Agenda items was made by Commissioner Gillett, seconded by Commissioner Steinberg, and unanimously approved.

12:12 P.M. Chair Beck announced that we were going into closed session.

12:12 P.M. Commissioner Odenthal, Kerry Odenthal, and Daniel and Barbara Thompson now absent.

CLOSED SESSION:

Closed session, pursuant to section 54956.8

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 002-431-007

Agency Negotiators: Scott Smith, Executive Director
Ken Litzinger, Director of Finance

Negotiating Parties: The Housing Authority of the City of San Luis Obispo (HASLO)
955 Partnership (not present)

Under Negotiation: Update: The Negotiators' authority regarding the price and terms.

1:35 P.M. Commissioner Gillett now absent.

1:46 P.M. Chair Beck announced that the closed session had ended and we were back in regular session.

The Commissioners appointed a temporary committee consisting of Commissioners Beck, Crotser, and Gillett to work with staff to continue to pursue reasonable acquisition terms for the building. Chair Beck thanked HASLO staff for their care and concern.

There being no further business, the meeting was adjourned at 1:48 p.m.

Respectfully submitted,

Scott Smith, Secretary

MINUTES
SPECIAL MEETING
HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO
March 9, 2021

CALL TO ORDER

A Special Meeting of the Housing Authority of the City of San Luis Obispo was called to order on Tuesday, March 9, 2021, at 4:01 p.m. by Chair Jay C. Beck. Per CA Executive Order N-25-20, the meeting was authorized to be held via teleconferencing and was made accessible to the public telephonically.

ROLL CALL

PRESENT: Commissioners Beck, Boyer, Crotser, Gillett, Odenthal, Souza, Steinberg

ABSENT: None

STAFF: Scott Smith, Ken Litzinger, Michael Burke, and Vicky Culman

PUBLIC COMMENT:

No public in attendance

4:02 P.M. Chair Beck announced that we were going into closed session.

4:02 P.M. Vicky Culman now absent.

CLOSED SESSION:

Closed session, pursuant to section 54956.8

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 002-431-007

Agency Negotiators: Scott Smith, Executive Director
Ken Litzinger, Director of Finance

Negotiating Parties: The Housing Authority of the City of San Luis Obispo (HASLO)
955 Partnership (not present)

Under Negotiation: Update: The Negotiators' authority regarding the price and terms.

4:47 P.M. Chair Beck announced that the closed session had ended and we were back in regular session.

The HASLO Commission approved a motion authorizing staff to negotiate and execute a one-year lease extension accompanied by an option to purchase.

There being no further business, the meeting was adjourned at 4:48 p.m.

Respectfully submitted,

Scott Smith, Secretary

Executive Summary

Housing Choice Vouchers (“Section 8”)

- COVID-19 Related Actions:
 - We are following up on the responses from landlords for their certification that there are no health and deficiencies in the units they own/manage. Response rate has been acceptable and second notices will be mailed out in March
- Waiting List Lease-up Activity:
 - Based on our preliminary analysis of leasing requirements for 2021, we will slow down on the intake for the regular HCV vouchers off the 2020 waiting list.
 - The emphasis in leasing for 2021 will be on the PBV vouchers (for RAD)
 - Statistics for the % success rate by year is:

Year	Lottery Size	Leased-up	% Leased	Rent-in-Place % of Leased-up	% white of leased-up	% Hispanic of leased-up
2015	500	133	26%	did not track	70%	29%
2017	250	97	38%	28%	67%	39%
2018	500	203	40%	30%	75%	28%
2018-Fall	250	81	32%	unknown	80%	30%
2020	250	56	22%	32%	81%	32%
				<i>County statistics</i>	89%	23%

- Net Voucher Activity Analysis:
 - new analysis to be included each month to show the breakdown of new and EOP (end of participation) activity by major program
 - Generally, there will be a significant rent-up of PBV vouchers over the course of the year and for the new Mainstream Vouchers

50058 Analytics
 Voucher Analysis - 2021

	<u>HCV</u>		<u>PBV</u>		<u>VASH</u>		<u>FUP</u>		<u>Mainstream</u>	
	<u>new</u>	<u>EOP</u>	<u>new</u>	<u>EOP</u>	<u>new</u>	<u>EOP</u>	<u>new</u>	<u>EOP</u>	<u>new</u>	<u>EOP</u>
January	12	-11	2	-3	4	-2	1		7	
February	13	-6	5	-4	2	-1	3		9	-2
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										

- Average Housing Assistant Payment (HAP) Analysis –
 - We continue to see encouraging signs with the voucher program in terms of average family income and average HAP
 - But as noted last month in the analysis of market rents, we continue to hear from our agency partners that rents are increasing, vacancy is low and that it is a challenge for applicants to find housing

- Mainstream Voucher Activity
 - We continue to receive referrals for the program and have already leased up 19 vouchers of the new award of 75 vouchers

- FUP Voucher Activity (Family Unification Program)
 - We are now fully leased up with our allotment of FUP Vouchers
 - There is a Foster Youth Initiative notice of funding and we will likely partner with DSS-CWS and FCNI to request 5 new vouchers for youth

50058 Listing
All Vouchers (HCV, RAD&PBV, VASH, FUP, Mainstream)
Rolling 12 Month Detail

Year	Month	New Leases	End of Participation	Net Change/ Month
2020	March	23	-25	-2
2020	April	32	-19	13
2020	May	42	-12	30
2020	June	32	-23	9
2020	July	33	-17	16
2020	August	35	-21	14
2020	September	31	-15	16
2020	October	25	-17	8
2020	November	44	-17	27
2020	December	51	-20	31
2021	January	26	-17	9
2021	February	32	-13	19
Totals for last 12 months		406	-216	190
<i>average change/month</i>		<i>34</i>	<i>-18</i>	
<i>annualized % turnover statistic</i>			<i>8.7%</i>	
<i>2020 ytd turnover %:</i>			<i>8.7%</i>	

- Distribution of Vouchers
 - The chart below shows the breakdown of unit type by program and breakdown of “regular vouchers” versus “special purpose vouchers”
 - HUD requires that we track special purpose vouchers– VASH, FUP and Mainstream
 - The average HAP/month for each voucher type is also reflected in the analysis showing that many of the special purpose vouchers do have lower costs, on average, due to the ability of our partners to make arrangements for shared housing and for the relatively lower cost of 1-bedroom vouchers

**Vouchers, by Program Type
Trend Analysis Report
as of 02/28/2021**

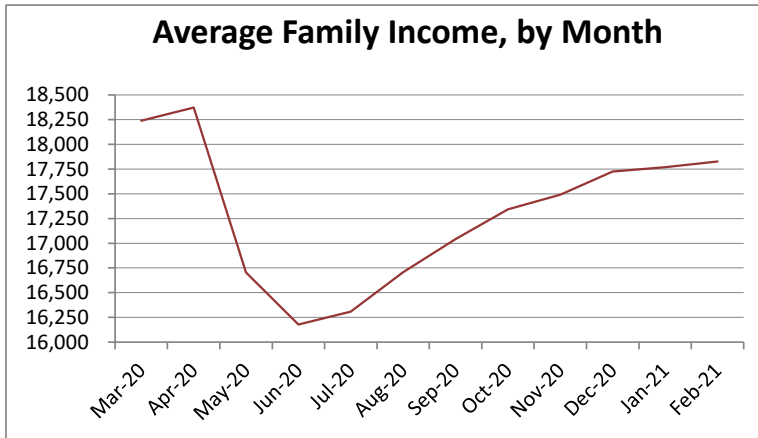
	HUD Ctrct		# of Leased Participants, by voucher size						avg HAP		% chge
	Maximum # Units	TOTAL Leased	Studio	1 bd	2 bd	3 bd	4 bd	5 bd	Curr Mo	pre-COVID	
HCV & TPV		1,736	9	1,071	409	205	40	2	\$907	\$814	11.4%
RAD / PBV	175	122	10	14	45	34	16	3	\$763	\$713	7.0%
PBV		311	24	102	89	85	11		\$818	\$760	7.6%
	2,205	2,169									
VASH	201	160	2	131	16	9	2		\$729	\$684	6.6%
PBV-VASH	25	24		22	2				\$723	\$726	-0.4%
FUP	38	38		3	20	13	2		\$1,333	\$1,182	12.8%
Mainstream	153	97	5	74	13	4	1		\$909	\$320	184.1%
	417	319									
	2,622	2,488	50	1,417	594	350	72	5	\$882	\$796	10.8%
<i>distribution by voucher size</i>			2%	57%	24%	14%	3%	0.2%			

- Landlord Analysis
 - We did an analysis of who our landlords are in the community
 - 50% of all units rented by a voucher holder are tax credit units (i.e. not market units)
 - Of those tax credit units, 1/3 belong to HASLO, 1/5 are People’s Self-Help Housing and the rest are owned by a variety of owner tax credit LP’s
 - There are ~650 unique landlords serving our 2,400 clients
 - 70% of the landlords are “mom and pop” landlords with only one unit and 12% have only two units that they rent to section 8
 - 88% of the landlords have fewer than 5 units

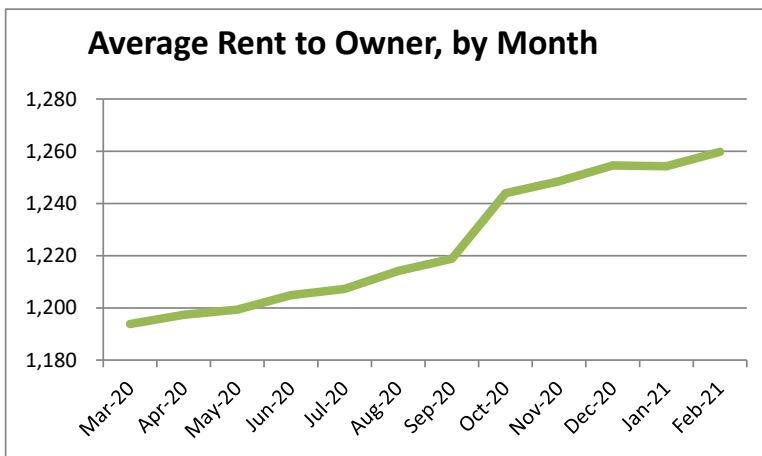
HASLO

Voucher Monthly Analysis (VMA)

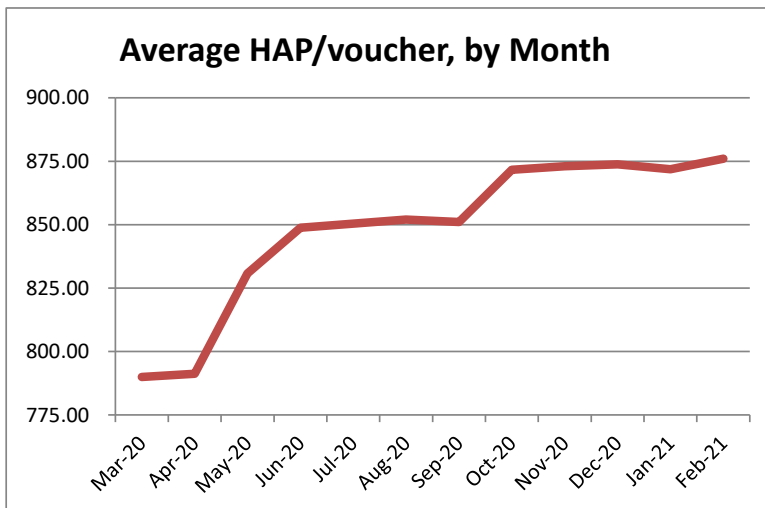
Rolling 12 months



Average Family Income, 12 month % change: -2.3%



RTO, 12 month % change: 5.5%



Average HAP, 12 month % change: 10.9%

of HH members assisted, beg of year: **4,339**
of HH members assisted, end of 12 months: **4,606**
% change: 6%

SEMAP Indicators Report

As of February 28, 2021

Housing Authority: **CA064**
 Housing Authority FYE: **September 30**

 Download in Excel
  Print Page
  Back to Report

Current SEMAP Indicator Information	Most Recent SEMAP Indicator Information
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Reporting Rate as of February 28, 2021

Program Type	VMS Units Leased	As of MM/YY	Port-Outs	Port-Ins	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher Funded Assistance	2423	01/21	19	23	2427	2445	100

Indicator 9: Annual Reexaminations

Note: For Indicators 9-12 and 14, HUD mandates for SEMAP a Reporting Rate of at least 95 percent by the PHA's fiscal year end. If this threshold is not met, the PHA will receive zero points for these four indicators.

Percent of Families with reexaminations overdue (%) (Percentage includes all reexaminations more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.)	1
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Number of Families in Current Database	Number of Late Reexaminations
2569	15

[\[+\] Families with reexaminations overdue](#)

Indicator 10: Correct Tenant Rent Calculations

Percent of Families with incorrect rent calculation (%) (SEMAP scores zero points when more than 2% of the Housing Authority's tenant rent calculations are incorrect as indicated by percentages shown in red & bold.)	0
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Number of Families in Current Database	Number of Rent Discrepancies
1782	0

[\[+\] Families with incorrect rent calculation\(s\)](#)

Indicator 11: Precontract HQS Inspections

Percent of units that did pass HQS inspection before the beginning date of the assisted lease and HAP contract (%) (SEMAP scores zero points when fewer than 98 percent of newly leased units pass the HQS inspection before the beginning of the lease/HAP as indicated by percentages as shown in red and bold.)	100
--	------------

Number of Families in Current Database	Number of Inspections On or Before Effective Date
646	646

[\[+\] Families where HQS inspection did not pass before lease and HAP contract](#)

**Indicator 12:
Annual HQS Inspections**

Percent of units under contract where annual HQS inspection is overdue (%) (Percentage includes all HQS Inspections more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SEMAP scores.) **19**

Number of Families in Current Database	Number of Late Inspections
2091	400 – due to COVID

[+] Families with annual HQS inspections overdue

**Indicator 13:
Lease-Up**

Note: This data is not currently available.

**Indicator 14:
Family Self-Sufficiency Enrollment**

Enrolled	Escrow Balance	Points
80% or more	30% or more	10
60%-79%	30% or more	8
80% or more	Less than 30%	5
Less than 60%	30% or more	5
60%-79%	Less than 30%	3
Less than 60%	Less than 30%	0

Percentages shown in red and bold result in reduced SEMAP scores.

Number of Mandatory Slots (#)*	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
0	68	0	45	70

[+] Families enrolled in Voucher FSS Program

[+] Families completing FSS Contract

* - As reported by the PHA in Indicator 14 (a) from the last SEMAP Certification and confirmed by the Field Office. This number may have decreased as families have graduated from the program. Also data may not include approved exceptions to mandatory slots.

Executive Summary

Property & Asset Management

- Key Priorities for the Property Management team continue to be:
 - COVID-19 Related Activities
 - ✓ We continue to be cautious with our interactions with tenants, across all activities, including maintenance, case management support and property management
 - Deferral of rents for COVID related reasons
 - ✓ The restriction on late notices for rent and evictions related to unpaid rent were extended by the Governor
 - ✓ We are waiting for the March 15th start date for the Emergency Rental Assistance Program that will be managed by the State. They have developed an online program / tool for tenants to apply for assistance with rental arrears
 - ✓ https://landlordtenant.dre.ca.gov/covid_rr/index.html
 - Vacancies
 - ✓ There are several new vacancies at our properties, including for PBV-assisted units
 - ✓ We continue to try to streamline the intake process between section 8 and the landlord for PBV-assisted units, as it generally takes longer to fill these units.
 - Courtyard at the Meadows is 100% leased-up!
 - ✓ Some statistics about the total # of applications processed and an analysis of the success rate for tenants moving in:

	1 bed	2 beds	3 beds
# of units	9	18	9
<i># of applicants/unit size</i>	<i>37</i>	<i>12</i>	<i>15</i>
# of applicants	334	215	132
% SLO residents	76%	78%	75%
% with a s8 voucher	20%	15%	16%
% ADA needs	12%	7%	1%
Average AMI %	30%	32%	31%
Process results:			
Over-Income	11%	10%	14%
Forfeit Application	17%	21%	22%
Failed Criminal or LL	6%	2%	4%
Under-Income	58%	45%	43%
Non-Responsive	7%	8%	14%
Remaining on List	41%	14%	17%

✓ Courtyard Tenants - Race/Ethnicity Information:

	Count All		
Race of Head of Household	<u>Applicants</u>	<u>%</u>	<u>Census</u>
Declined to Report	121	19%	
White	346	55%	89%
Asian	15	2%	4%
Black	62	10%	2%
Native American	9	1%	1.4%
Multi-Race	75	12%	4%
	628		

Non-Hispanic	Census
67%	69%
Hispanic	
33%	23%

- Maintenance
 - ✓ Emergency work orders continue to be addressed
- RAD
 - ✓ We continue to make progress
- Paso Home Key
 - ✓ We rented up 12 of the units by the 90 day deadline of March 2nd
 - ✓ Statistics for the tenants that moved in are as follows:
 - The tenants are evenly distributed in 3 age groups: 33% were under the age of 25, 33% were near-elderly or elderly, and then 33% were between 25-55
 - 42% of the tenants are employed; the average income for all tenants is \$13k/year
 - The total number of years of combined homelessness for all 12 tenants is 42 years, with the average # of years of homelessness of 3.5 years, and the longest homeless period was 8 years
 - 100% of the tenants are individuals living with a mental health disability
 - One person actually moved out of the Salinas riverbed into this project and the family is hopeful of reconnecting with them
 - 50% of the clients were already being served by ECHO and a few by 40 Prado; several were not previously connected with any agency in the community

- Race:

Race of Head of Hou	Count All		
	Tenants	%	Census
Declined to Report	0	0%	
White	7	58%	89%
Asian	0	0%	4%
Black	3	25%	2%
Native American	1	8%	1.4%
Multi-Race	1	8%	4%
	<u>12</u>		

- Ethnicity:

	Non-Hispani	Census
	58%	69%
Hispanic	42%	23%

March 10, 2021

To: HASLO Board of Commissioners
 From: Sandra Bourbon-Director of Resident Services
 Re: February 2021

FSS:

Continued outreach, case management and annual assessments. The below chart is as of 02-28-2021.

	Sandra	Traci	TOTAL
Active	35	34	69
New contracts added this month	0	2	2
Graduates this grant period	1	0	1
Terminated for Non-Compliance / Contract Expired / Voluntary Withdrawal within this grant period	0	0	0
Active participants who have ported out this grant period	0	0	0
Increase in Earned Income this month	212,041	198,192	410,233
Increase in Tenant Payment (TTP) this month	5,900	3,794	9,694
Total Escrow Accounts	25	18	43
New Escrow Accounts this grant period	0	0	0
Percentage of participants with an Escrow Account this month	71.43%	52.94%	62.32%
Total Escrow Account balance	159,694.67	126,610.05	286,304.72
Total interim withdrawals paid within this grant period	0	0	0
Total of Escrow Account funds paid out to FSS Graduates for this grant period	11,327.67	0	11,327.67

FSS Graduate as of 01/31/2021 working full time at Mind Body as a Sales Operation Specialist. On the program for 2 years and 3 months and will be forfeiting her housing assistance. \$11,327.67

SERVICES:

We continue to offer after school programs and activities online. This information is delivered to our residents by a monthly calendar specific to each property/project. We are providing referrals and resources to our residents and continue to network with our community partners. Staff are working closely with the SLO Food Bank for monthly food distribution to include Seniors Farmers Market at Del Rio Terrace. We have also just applied for donated face masks through the United Way to distribute to our senior and "at risk" properties. We are continuing to recruit for the Resident Services Assistant position. Staff continue to work closely with Property Management assisting with pre lease interviews for potential new residents. The current concentration for Resident Services has been finishing up with Courtyard at the Meadows and SLO Villages (RAD).

Staff Report – HASLO Commission Agenda March 18, 2021

Vehicle Acquisitions

HASLO maintains a vehicle fleet for employees who must drive for their position. Some vehicles are assigned to individuals because their positions require continuous access to a vehicle. Other vehicles can be checked out on an as-needed basis. The attached chart shows our current vehicle fleet and assignments.

In the past three months, two of our vehicles have died. The Maintenance trucks are over 20 years old. The vehicles used by the rest of the staff are over 10 years old.

Last year in July and September we purchased two new Maintenance vehicles due to increased staffing. This year the Section 8 HQS inspector's vehicle needed to be replaced so we purchased the 2021 Corolla Hybrid for him.

All vehicles get serviced every six months except for the Section 8 HQS Inspector's vehicle which gets serviced every three months. We have managed to keep vehicles running but staff's confidence in the vehicles is low. For staff traveling to North County, the grade puts additional wear-and-tear on the car.

We are looking for the Commission's approval to make the following purchases:

- **Four maintenance trucks/vans at a total price not to exceed \$160,000.**
- **Six non-maintenance vehicles for use by Section 8, Development, Property Management/Services and Admin. Price not to exceed \$138,000**

Total Cost All 10 New Vehicles/Trucks - \$298,000. We are asking for budget authority up to \$300,000 in the event information changes prior to actual purchase.

Anticipated Vehicles

Non-Maintenance- 5 vehicles

5 Toyota Corolla Hybrids @ \$21,000 each. 1 Toyota Rav 4 AWD Hybrid (Development staff) @ \$29,300. All prices are "out the door" including sales tax, from low bid vendor, Toyota of Lompoc. Bids attached from 3 vendors. Note, local SLO and Santa Maria dealership declined to bid.

Maintenance – 4 Trucks/Vans

We are asking for budget authorization of up to \$160,000 to purchase 4 maintenance trucks and/or vans. These will likely be 2 heavy duty Ford trucks, and 2 Ford Transit type vans. Maintenance is currently determining which combination best meets their and HASLO's needs. However, we are asking for budget authority now, based upon the estimated cost of each. If low bids were to exceed budget authorization, we would come back to the commission for approval. Costs for the trucks and van models were obtained from the government purchasing site, National Auto Fleet Group/Sourcwell, and Perry Ford.

Attachments:

- Bids from three Toyota dealerships
- Maintenance vehicle pricing on Government website National Auto Fleet Group/Sourcwell and bids from Perry Ford

Current Vehicles: * indicates vehicles likely to be donated, or sold and proceeds offset new purchase. Maintenance still to determine which of their vehicles should be retained.

Assigned to:	License	VIN	Year	Make	Model
Maintenance	1598369	1FDBF2A66LEE28969	2020	Ford	F-250
Maintenance	1589992	NM0LS7E24L1468626	2020	Ford	Transit Connect Van
Maintenance	E1209554	1GBJC34U95E103670	2005	CHEVROLET	SILVERADO C3500
Maintenance	E1264719	5TENX22N36Z200255	2006	TOYOTA	TACOMA
Maintenance	74219	1GDGC34K0JE518144	1988	GMC	GMT-400 C3500
Maintenance	E431242	1FTHF25H3VEA52793	1997	FORD	F250
Maintenance	E431241	1FTHF25H1VEA52792	1997	FORD	F250
Maintenance	E1139851	1FDHF25G6VEB76687	1997	FORD	F250
Maintenance	E1009728	1GBGC24R5WZ263295	1998	CHEVROLET	GMT-400 C2500
Maintenance	1009729	1GBGC24R0WZ261468	1998	CHEVROLET	GMT-400 C2500
Maintenance	E1148848	1FTRE14211HA72015	2001	FORD	ECONOLINE E150 VAN
Maintenance	?	1GCFG15W811185435	2001	CHEVROLET	EXPRESS G1500
Development	E1148829	1FTYR10U03PA65833	2003	FORD	RANGER
Development	?	2001		CHEVY	*Blazer – Inoperable. Donated
Section 8	Xxx	??	2007	Pontiac	*Grand Prix – Inoperable. Donated
Section 8 HQS Inspector		JTDEAMDE3MJ019934	2021	Toyota	Corolla Hybrid
Property Management/Services	E431379	1G1ND52J1Y6152271	2000	CHEVROLET	MALIBU
Property Management/Services	E1148841	1FAFP53U63G180622	2003	FORD	*TAURUS SE
Property Management/Services	E1148840	1FAFP33P03W119108	2003	FORD	*FOCUS LX
Property Management/Services	E1219149	2G2WP552271141653	2007	PONTIAC	*GRAND PRIX
Property Management/Services	E1277781	JTDKB20U397878642	2009	TOYOTA	PRIUS
Admin-shared	E1277782	JTDKB20U593518179	2009	TOYOTA	PRIUS
Program Integrity	6UHC683	JHMFA3F28AS006246	2010	HONDA	CIVIC HYBRID

Source of Funds/Budget Impact

6 Vehicles	3 Maintenance, 3 Non-Maintenance Vehicles	HUD Covid Grant	Grant received. Funds on hand.
1 Vehicle	Housing Development Director (MBurke)	Earned income from Developer Fees. HASLO Unrestricted funds.	Funds on hand.
3 Vehicles	1 Maintenance, 2 Non-Maintenance	Direct charge to rental properties (801 units and growing), amortized over 10 years (truck), and 5 years (cars).	Cost impact: \$.41 pupm* truck \$.83 pupm cars
10 TOTAL			

*Per Unit Per Month

	TOYOTA LOMPOC	TOYOTA BAKERSFIELD	BILL WRIGHT TOYOTA BAKERSFIELD
SUV for Director of Construction & Development	<u>2021 RAV4 Hybrid AWD</u>	<u>2021 RAV4 Hybrid XLE AWD</u>	<u>2021 RAV4 Hybrid AWD</u>
	\$29,843.79	\$36,102.62	\$30,597.84
	\$29,305.04*		
		<u>2021 Highlander AWD LE</u>	<u>2021 Highlander AWD LE</u>
	\$39,252.13	\$39,372.98	
Hybrid cars may cost a bit more at purchase, but will save on gas.			
Cars:	<u>2021 Corolla LE Hybrid</u>	<u>2021 Corolla LE Hybrid</u>	<u>2021 Corolla LE Hybrid</u>
	\$21,606.16	\$22,902.07	\$23,092.09
	\$21,067.41*		
	<u>2021 Corolla LE Gas</u>	<u>2021 Corolla LE Gas</u>	<u>2021 Corolla LE Gas</u>
	\$20,668.86	\$21,051.00	\$21,021.00
	\$20,130.11*		
	<u>2021 Camry LE Hybrid</u>	<u>2021 Camry LE Hybrid</u>	<u>2021 Camry LE Hybrid</u>
	\$27,141.34	\$27,364.05	\$27,296.34
\$26,641.34*			
<u>2021 Camry LE Gas</u>	<u>2021 Camry LE Gas</u>	<u>2021 Camry LE Gas</u>	
\$24,832.30	\$25,470.93	\$25,440.93	
\$24,224.55*			
*President's Day Sale Pricing will be honored.			

	National Auto Fleet Group/Sourcwell Government Pricing				Perry Ford
Ford Transit Connect*	\$25,318.71				\$27,184.25
Ford F-250	\$39,091.98				\$37,654.44
*Perry Ford may provide up to a 3 month faster deliver time					

RESOLUTION NO. 6 (2021 SERIES)

RESOLUTION APPROVING OBLIGATION OF FUNDS NOT TO EXCEED \$300,000 FOR THE PURCHASE OF NEW HASLO WORK VEHICLES

WHEREAS, the Housing Authority of San Luis Obispo (hereinafter “HASLO”) maintains a vehicle fleet for staff use including Maintenance, Property Management; and Development and Section 8, and

WHEREAS, the existing aging vehicle fleet is in serious need of replacement, as well as expansion due to increased demand from growth of HASLO properties and staff, and

WHEREAS, HASLO’s procurement policy requires approval from the Board of Commissioners for purchases in excess of \$25,000; and

WHEREAS, bids were received from three different Toyota dealerships during the second week of February, 2021; and

WHEREAS, Toyota of Lompoc was the lowest responsive and responsible bidder with a bid of \$21,067.41 for a 2021 Corolla Hybrid; and

WHEREAS, Toyota of Lompoc was the lowest responsive and responsible bidder for the 2021 Toyota RAV4 Hybrid AWD at \$ 29,305.04; and

WHEREAS, Perry Ford of San Luis Obispo bid the Ford F-250 at \$38,348.23 on July 20, 2020, and the Ford Transit Van at \$27,617.40 on July 21, 2020; and

WHEREAS, Perry Ford’s bids came in the under the pricing of the approved Government Vehicle websites, National Auto Fleet Group/Sourcewell, eliminating the requirement for three bids.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Executive Director or his designee to enter into contracts to purchase 10 additional vehicles as follows:

- Four Maintenance vehicles from Perry Ford or other competitive dealership not to exceed \$160,000; and
- Five 2021 Corolla Hybrids from Toyota Lompoc not to exceed \$108,000; and
- One 2021 RAV4 Hybrid AWD from Toyota Lompoc not to exceed \$30,000.

On motion of Commissioner _____, seconded by Commissioner _____, and on the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

The foregoing Resolution was duly adopted and passed this 18th day of March, 2020. (Signatures will follow.)