AGENDA
REGULAR MEETING OF THE AFFORDABLE HOUSING AD-HOC ADVISORY COMMITTEE

Thursday, January 18, 2024
3:00 PM
Delta Breeze Conference Room, City Hall, 3231 Main Street, Oakley, California 94561

MISSION STATEMENT: The City of Oakley will create a resilient future that fosters and attracts a vibrant and evolving community that welcomes and values all people.

VISION STATEMENT: The City of Oakley celebrates our unique Delta lifestyle and small-town feel where we ***Live*** in a safe, dynamic community, ***Work*** together to build the future, and ***Play*** in our own backyard.

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A complete packet of information containing staff reports and exhibits related to each item is available for public review prior to an Affordable Housing Ad-Hoc Advisory Committee meeting at Oakley City Hall, 3231 Main Street, Oakley, CA 94561. Any writings or documents provided to a majority of the Ad-Hoc Advisory Committee regarding any item on this agenda will be made available for public inspection, during regular business hours, at the front counter in the Main Lobby of the Oakley City Hall located at 3231 Main Street, Oakley, CA 94561. Agendas may be picked up at the Oakley City Hall located at 3231 Main Street, Oakley, CA 94561 for no charge. To request information regarding placement on the City's agenda e-mail distribution list, please contact us at (925) 625-7000.

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Please keep cell phones/electronic devices turned off during the meeting.

Information Regarding Public Comment

Members of the public may address the Ad-Hoc Advisory Committee on items of interest that are within the City's jurisdiction. In compliance with State law, the Ad-Hoc Advisory Committee may not take actionor have discussion on any item that is not specifically listed on the agenda. Public comment on items not listed on the agenda will be heard under the Public Comments section of the agenda. Public comments on

items listed on the agenda will be heard as the Mayor calls the items. In compliance with State law, the Ad-Hoc Advisory Committee may not take action on an item that is not specifically listed on the agenda. If you would like to speak on any agenda item, please fill out a public speaker card available in the lobby and submit it to the City Clerk **prior to the agenda item being called.** The Mayor will call you to hear your comment. PUBLIC COMMENTS ARE LIMITED TO THREE (3) MINUTES. Online public comments are accepted until 5 p.m. the day of the meeting and can be submitted at https://www.ci.oakley.ca.us/online-public-comment-card/.

1.Call to Order and Roll Call

2.Pledge of Allegiance to the Flag

3.Public Comment

4.Discussion/Action

4.1 Approve the Minutes of the Regular Meeting of the Affordable Housing Ad-Hoc Advisory Committee held November 30, 2023 (Libby Vreonis, City Clerk)
Minutes 11-30-23
Attachment to Minutes

4.2 Continued Discussion on The Oaks

4.3 Next Steps

5.Adjourn

*MINUTES OF THE
SPECIAL MEETING OF THE AFFORDABLE HOUSING AD-HOC ADVISORY COMMITTEE HELD NOVEMBER 30, 2023

1.Call to Order and Roll Call

Mayor Aaron Meadows called the meeting to order at 3:01 p.m. in the Delta Breeze Conference Room located at City Hall, 3231 Main Street, Oakley, California. Councilmember Shannon Shaw and other committee members, Barbara Bautista, Doug Gamble, and Oke Johnson with Winn Property Management, were also present.

2.Pledge of Allegiance to the Flag

Committee Member Gamble led the Pledge of Allegiance to the Flag.

3.Public Comments

Jackie Rider submitted a public speaker card regarding safety and garbage. She addressed the contract for the new garbage service, locks on the front doors of the buildings, and washer and dryers needing to be replaced.

Committee Member Johnson explained the laundry service provider has been less responsive as less money has been made on machines, but he will address it as well as the locks on doors and report back at the next meeting.

Mayor Meadows shared that he has experienced the same issue with a different laundry service provider with a multi-unit complex in Antioch.

No online comments were submitted.

4.Discussion/Action

4.1 Approve Minutes of the Special Meeting of the Affordable Housing Ad-Hoc Advisory Committee held October 26, 2023 (Libby Vreonis, City Clerk)

It was moved by Councilmember Shaw and seconded by Committee Member Gamble to approve the minutes. Motion was unanimous and so ordered. (5-0)

4.2 Update from Committee Member Oke Johnson Regarding Follow-Up Items from the Special Meeting of the Affordable Housing Ad-Hoc Advisory Committee held October 26, 2023

Garbage Service

Committee Member Johnson commented that the new contract for garbage service was supposed to begin November 7; however, there were issues with the contract process working with 7 different entities which have been remedied and he realistically anticipates it being the first of the year before they begin work.

Committee Member Bautista inquired if the contract includes the outside trash enclosure.

Committee Member Johnson mentioned the contract normally includes it and trash should be cleared 5 days a week from the buildings which maintenance staff does now; it takes them approximately a ½ day to empty the trash from all sites.

Committee Member Bautista inquired if maintenance is now fully staffed because there have been no cleaners for over a month.

Committee Member Johnson noted to follow up.

Committee Member Gamble mentioned that missing cleaning is a big issue because trash leaves trails.

Committee Member Bautista shared that a tenant cleans the community room and bathrooms in her building because they are not regularly cleaned.

Front Gate

Committee Member Johnson mentioned the front gate was working but was broken the following day, there is a license plate reader on the front gate, and he is open to ideas how to make the gate more sustainable.

Committee Member Gamble inquired if there is any success in tracking gate violators and Committee Member Johnson indicated it is very little.

Mayor Meadows inquired if it is a challenge elsewhere.

Committee Member Johnson explained that he has been in property management in many places and gates are broken even in very high rent complexes.

Mayor Meadows indicated the same.

A resident inquired about cameras.

Committee Member Johnson indicated he would send information to staff.

City Manager Joshua McMurray requested Committee Member Johnson send it to City Clerk Libby Vreonis to include as an attachment to the meeting minutes which he agreed to do.

Pest Control

Committee Member Johnson discussed tax-exempt bonds, programs, and preferences they must work within. He mentioned pest control is scheduled bi-weekly, but they are there every week.

Jackie Rider commented that it is not getting rid of the problem. She mentioned one tenant won't let pest control in to perform work.

Committee Member Johnson explained in those situations, they try to enforce the lease, but it takes time with the court system as courts tend to give tenants continuances.

Mayor Meadows inquired if it is helpful to have other tenants attend court to provide testimony.

Councilmember Shaw mentioned in her experience, a strong letter from their attorney has helped.

Committee Member Johnson mentioned they do that as well. He shared that they currently have 14 residents in the legal process and 23 in the cure period.

Work Orders

Committee Member Johnson commented on work orders and explained that management meets with every new tenant to provide information on how to submit a work order online, and it is provided to existing residents. He mentioned staff rotate on-call duties and for the backlog of work orders, they are bringing in crews from other communities to help knock out the list.

Committee Member Bautista inquired what the response time is for work orders.

Committee Member Johnson mentioned non-emergency items should be one week.

Committee Member Bautista shared that she has one work order that was submitted over a month ago for a leak in the wall that comes out on the floor. She inquired what constitutes an emergency.

Committee Member Johnson explained that emergencies typically are water, fire, flood, A/C, or heat depending on weather conditions, and he will check to confirm if access to units is also included.

Councilmember Shaw mentioned their staff should also be aware of what constitutes an emergency.

A resident spoke of her neighbor who has not had a working toilet and who requested a key to the community restroom until it has been repaired.

Committee Member Bautista explained further that the toilet was supposed to be replaced and an on-call maintenance person fixed it so the tenant could use it, but it has been ongoing for a while now. She mentioned she knows staff is transferring the information to maintenance, but there is still delay.

Committee Member Johnson noted to follow up. He mentioned they are overstaffing maintenance staff as they anticipate turnover, and they have also hired additional staff at the corporate level to review the quality of work. He added that maintenance is currently fully staffed, and they have added up to 3 regional members on site the past month and maintenance floaters.

Jackie Rider commented that the gutters are packed with leaves.

Cameras

Committee Member Johnson mentioned there are two camera systems. He explained that the Watchtower system has 30 days' footage, is actively monitored, and has a license plate reader. He mentioned the Legacy system also has footage and is located in the front office and all floors on Building 69, and in Buildings 67, 51 and 73 in the hallway lobby.

Michael Dupray inquired if the cameras are linked to Oakley Police.

City Manager Joshua McMurray indicated they are not.

Mayor Meadows inquired if Watchtower would call if it saw something and if it is 24/7 monitoring and Committee Member Johnson confirmed it would call Oakley Police and it is 24/7 monitoring.

A resident mentioned that the former CBH management spoke non-truths about 70-90 cameras to be installed inside and outside the senior buildings that never came to fruition. He mentioned there are no cameras on the outside of buildings which would help with security.

Committee Member Gamble inquired how often Watchtower calls Oakley Police.

Committee Member Johnson noted to follow up.

Michael Hawkridge mentioned that someone poured gas on the vehicle next to his in April in the parking lot, the heat burned his truck, and he was told by the officer that they tried to check the camera footage, but it was unavailable because the bill had not been paid. He mentioned a camera is facing the water building at the east end that covers 6-7 parking spots where he used to park. He suggested a camera on Building 81.

Committee Member Johnson commented that the cameras are always working and recording regardless of the bill being paid and with the incident report, the insurance company would be able to get the footage.

Committee Member Bautista mentioned the water district camera faces that area.

Trash Rooms

Committee Member Johnson mentioned an update was provided on the trash rooms and they continue to see doors are propped open.

Councilmember Shaw mentioned they can manually close propped open doors however, the locks are broken so there is no security from the outside to the trash collection room which allows entry to the building.

Committee Member Johnson noted to follow up. He mentioned Building 53 is an open building.

Televisions in Community Room-Building 69

Committee Member Johnson mentioned the televisions in Building 69 are functional. He explained that the issue was not with the televisions but rather the cable was hooked up improperly.

Meeting

Committee Member Johnson mentioned a management/tenant meeting was held November 9.

Committee Member Gamble inquired how many people attended.

Committee Member Johnson noted to follow up.

Jackie Rider mentioned it was held at 5 p.m., a time when not everyone can attend.

Councilmember Shaw explained there will always be a conflict with the time for everyone to attend.

Michael Hawkridge commented that he attended, there were about 15 people in attendance, and suggested they hold a meeting on a Saturday.

A resident mentioned the new manager is active in walking the grounds.

4.3 New Business

Committee Member Johnson mentioned they are fully staffed and will continue to recruit for maintenance.

Committee Member Gamble inquired how many maintenance staff there are.

Committee Member Johnson mentioned there are 7 staff members, including a maintenance supervisor.

Committee Member Bautista suggested a strike force.

Committee Member Johnson mentioned there are a large number of outstanding work orders and they are bringing in up to 10 additional staff members to address them in the next two weeks, including vacant units to prepare for move-in.

Mayor Meadows inquired about the vacancy rate.

Committee Member Johnson mentioned 83 units are vacant out of 509 units.

Mayor Meadows commented that this is about 16-17%.

Councilmember Shaw commented that Committee Member Johnson indicated it was 7-8% during the last meeting.

Committee Member Johnson explained that move-outs are generally for the benefit of the building. He shared information regarding audits and two larger projects they are working on: flooring in Building 53 and deck/balcony work. He also mentioned the fire panel (panel only) in Building 53 is being replaced and is on fire watch.

Mayor Meadows inquired about the current number of work orders and how many work orders were completed last month.

Committee Member Johnson commented that he does not trust the report pulled so it is being audited. He explained that not all work orders were closed out so the numbers may be inaccurate. He shared that work orders are now available to maintenance by phone, and they are to take photos now to document work completed.

Councilmember Shaw commented that work orders are completed in 3-5 days typically.

Committee Member Johnson mentioned that is what they are working toward; it is currently about 5 days.

Committee Member Gamble mentioned he had put in 2-3 work orders for minor issues that were handled within hours, but his neighbors have waited a year.

Councilmember Shaw explained there are emergency and non-emergency work orders, the latter can be handled within 3-5 days typically.

A resident inquired why finances are available now to address issues but not previously.

Committee Member Johnson explained that he cannot answer that because it was not previously their money.

Councilmember Shaw commented that they have new onsite management, the finances to fix items, and it is happening now so its time to move forward.

Michael Hawkridge shared when he was in the military that work orders were addressed in priority and if it didn't receive attention that day, it was first on the list the following day.

Committee Member Bautista inquired about the solution to not having cleaners.

Committee Member Johnson noted to follow up.

Councilmember Shaw inquired if they monitor who is handling the work orders.

Committee Member Johnson mentioned they have a work order analysis that shows who completed the work.

Michael Hawkridge commented that he believes spikes are a great idea for the gate to stop incoming vehicles and suggested an arm approximately 3 feet away from the actual gate to provide additional barrier to try and prevent vehicles driving into the gate.

Committee Member Johnson commented that vehicles may push through the arm until it snaps and still proceed to the gate. He shared he has tried many solutions, even greasing gates.

Committee Member Gamble suggested spikes on the gate or ridges that would scrape cars hitting the gate.

Committee Member Johnson commented that the gate would scrape vehicles now that try to push through.

Committee Member Bautista inquired about CTCAC requirements.

City Manager Joshua McMurray indicated they will be added to the minutes.

A resident in Building 53 mentioned the elevator is down and her sister cannot take the stairs. She mentioned when they tried to exit for Thanksgiving and called to have the elevator turned on, they were hung up on and treated rudely.

Committee Member Johnson provided a business card and asked the resident to connect with him by email so he may follow up.

Councilmember Shaw mentioned once the fire panel is completed, it should be operational.

Mayor Meadows inquired about the timing of when it will be operational.

Committee Member Johnson indicated the fire panel will be replaced by the end of the week.

Councilmember Shaw added that fire will need to sign off after that.

Committee Member Gamble inquired where the City stands on recycling with SB 1383.

Committee Member Johnson responded that they would meet code requirements.

Councilmember Shaw asked if the CTCAC report is available.

Committee Member Johnson mentioned he has it but does not know if it is available for the public to release. He noted to follow up.

Committee Member Bautista inquired what tenants can do to help the process.

Committee Member Johnson encouraged maintaining a healthy relationship between tenants and staff.

Councilmember Shaw inquired if there is an active resident association.

Committee Member Gamble mentioned they have a community group.

Councilmember Shaw inquired if it is for the entire site. She mentioned it is a good way to have voices heard for those who cannot attend meetings.

Committee Member Gamble explained that they are trying to organize three buildings and then bring on others.

Mayor Meadows suggested if they see a door propped open to close it.

Committee Member Gamble explained that they are very proactive in doing that.

Mayor Meadows commented that the past does not matter; they need to progress from here. He suggested they be a positive influence on their neighbors and let them know they are working toward progress.

Councilmember Shaw requested Committee Member Johnson report back on locks for the trash rooms for the next meeting. She also requested tenants report back how management is addressing issues and how it has impacted the property, and tenant progress toward developing a resident association by the next meeting.

Committee Member Bautista mentioned they have had many meetings with management over the years and they will continue working with Carla and representatives from each building.

Committee Member Gamble mentioned they have been meeting with the manager on their own.

Councilmember Shaw recommended from today to the next meeting to get a representative from each building to get updates and report back from both ends so if residents are not in attendance they will know.

A resident mentioned there is no appointed location during a fire emergency in an evacuation plan and there are people in the senior building who can’t get out on their own.

Councilmember Shaw mentioned management is limited in the information it can request from tenants but if tenants wanted to volunteer information, the community group could keep track of people with needs and provide location information by the fire panel.

A resident mentioned the fire department has been out several times during the time she has lived there to provide information regarding what to do and where to go.

A resident inquired about new washer and dryers.

Mayor Meadows commented that discussion already occurred.

Committee Member Johnson mentioned they are performing an audit on all laundry rooms.

Committee Member Gamble mentioned residents at Building 59 had previously met with Amanda to discuss having a small education fair to help tenants with items such as cell phones and setting up checking accounts for auto-pay of rent.

Committee Member Johnson noted to follow up to confirm if this information is available through residence services.

Committee Member Bautista mentioned Janelle has contacts.

Committee Member Johnson mentioned Carla and Katie may have more information.

It was agreed upon by the committee that the next meeting will be held Thursday, January 18, 2023, at 3:00 p.m.

Mayor Meadows mentioned the Oakley City Council will need to approve extending the committee past December.

5.Adjourn

There being no further business, the meeting was adjourned at 4:14 p.m.

Respectfully Submitted,

Libby Vreonis
City Clerk

*The minutes include the attachment below provided by Committee Member Johnson with WinnResidential.

The Oaks Funding and Compliance

Tax Credit monitored by CTCAC for all 7 Sites:

h?ps://www.treasurer.ca.gov/ctcac/compliance/manual.asp

BOND administered by the county of Contra Costa for Oak Ridge, Oak Creek:

h?ps://www.contracosta.ca.gov/8694/Mul?ple-Family-Mortgage-Revenue-Bond

HOME Monitored by the Contra Costa Housing Authority for Oak Ridge:

h?ps://www.contracosta.ca.gov/8695/Federal-Programs-Funds-HOME-and-CDBG

Income Limits: h?ps://www.contracosta.ca.gov/4807/Affordable-Housing

AHP Affordable Homeless preference for Commons, Oak Ridge, Oak Grove, Oak Meadows, Oak Place:

Adver?sed through agencies such as the VA, Women s Drop in, Shepherds Gate, etc. Guidelines a?ached.