

# BOARD OF COMMISSIONERS



Regular Board Meeting  
April 6, 2017



Creating Dynamic Communities Where People Thrive

**BOARD OF COMMISSIONERS**

Chairman Morris A. Stribling, DPM	Vice-Chairman Charles R. Muñoz	Commissioner Thomas F. Adkisson	Commissioner Francesca Caballero	Commissioner Charles Clack	Commissioner Marie R. McClure	Commissioner Jessica Weaver
--------------------------------------	-----------------------------------	------------------------------------	-------------------------------------	-------------------------------	----------------------------------	--------------------------------

**President and CEO**  
David Nisivoccia

**San Antonio Housing Authority**  
**\*Regular Board Meeting**  
**818 S. Flores St., San Antonio, TX, 78204**  
**1:00 p.m., Thursday, April 6, 2017**

1. Meeting called to order

The Board of Commissioners, or its committee, may hold a closed meeting pursuant to Texas Government Code § 551.071-076 for consultation concerning attorney-client matters, real estate, litigation, personnel, and security matters. The Board or committee reserves the right to enter into closed meeting at any time during the course of the meeting.

2. Pledge of Allegiance/Moment of Silence

3. Presentation:

- Recognition of the Fiesta Medal Poster Contest winners

4. Minutes

- Approval of the March 2, 2017, Regular Board Meeting minutes
- Approval of the March 9, 2017, Special Board Meeting minutes
- Approval of the March 16, 2017, Special Board Meeting minutes (Resident Services Committee)
- Approval of the March 16, 2017, Special Board Meeting minutes (Operations and Choice Neighborhood Committee)

**CONSENT ITEMS - Operations and Choice Neighborhood Committee held on March 16, 2017**

5. Consideration and approval regarding Resolution 5715, authorizing the award of a contract for Roof Repair and Replacement at Bella Claire Apartments to Garland/DBS, Inc. through the U.S. Communities Government Purchasing Alliance for an amount not to exceed \$293,626.30 (Steven Morando, Director of Procurement and General Services; Hector Martinez, Director of Construction Services and Sustainability)
6. Consideration and approval regarding Resolution 5714, authorizing the sale of approximately 1.66 acres of vacant land at Hedges Street and Rio Grande Street in San Antonio, Texas; the sale of such property to the highest bidder; and the execution of any and all documents necessary to consummate such transaction (Ed Hinojosa, Chief Financial Officer; Thomas Roth, Director of Asset Management)

**INDIVIDUAL ITEMS FOR CONSIDERATION**

7. Hold a Public Hearing, and consideration and approval regarding Resolution 5716, authorizing the proposed 2017-2018 Moving-to-Work (MTW) Agency Plan, including revisions to the MTW Plan, the Public Housing Admissions and Continued Occupancy Policy (ACOP), the Housing Choice Voucher Administrative Plan (Admin Plan), the Capital Fund Program Plan (CFP), and the five-year Capital Improvement and Development Plan (Richard Milk, Director of Policy and Planning)

8. Update and discussion regarding the March 16, 2017, Resident Services Committee meeting (Charles Clack, Chair, Resident Services Committee)
9. Update and discussion regarding the March 16, 2017, Operations and Choice Neighborhood Committee meeting (Morris A. Stribling, DPM, Chair, Operations and Choice Neighborhood Committee)
10. Update and discussion regarding the Procurement Activity Report (Steven Morando, Director of Procurement and General Services)

11. President's Report

- East Meadows Bibliotech
- NAHRO Washington Conference
- Community Job Fair
- Employee Spring Event
- SAHA relaunches HTVN Training
- SAHA participates in Siclovía

12. **\*Closed Session:**

**Real Estate/Consultation with Attorney**

Deliberate the management, purchase, exchange, lease or value of certain legal properties and obtain legal advice regarding related legal issues pursuant to Texas Government Code Sec. 551.072 (real property) and Texas Government Code Sec. 551.071 (consultation with attorney).

- East Meadows
- Victoria Commons
- Discussion on RAD and New Market Tax Credits

**Personnel/Consultation with Attorney**

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- CEO Evaluation Document

13. **Citizens to be Heard at approximately 2:00 p.m.** (may be heard after this time) Citizens wishing to speak on issues not related to items posted on the agenda should personally request to be placed on the Citizens to be Heard roster prior to 1:45 p.m. Citizens will be given three minutes to speak. Only one appearance per speaker will be permitted at any regular Board Meeting. If present, a speaker may cede time to another speaker, but no speaker may have the floor for more than 9 minutes. Groups of citizens from the same organization are asked to share nine minutes to address the Board on certain items. Organizations must be represented by an officer or a Board member, and follow the same speaking rules as individuals.

The Board thanks you for coming to the meeting.

14. Adjournment

\* Note: Whenever the Texas Open Meetings Act (Section 551.001 et seq. of the Texas Government Code) provides for a closed meeting in matters concerning legal advice, real estate, contracts, personnel matters, or security issues, the Board may find a closed meeting to be necessary. For convenience of the citizens interested in an item preceded by an asterisk, notice is given that a closed meeting is contemplated. However, the Board reserves the right to go into a closed meeting on any other item, whether it has an asterisk, when the Board determines there is a need, and a closed meeting is permitted.

"Pursuant to § 30.06, Penal Code, (trespass by holder license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."

"Pursuant to § 30.07, Penal Code, (trespass by holder license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly."

**MINUTES**  
**SAN ANTONIO HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS OPERATIONS**  
**REGULAR BOARD MEETING**  
**March 2, 2017**

**SCHEDULED: 1 p.m. at 818 S. Flores St., San Antonio, TX, 78204**

**COMMISSIONERS PRESENT:**

Morris A. Stribling, DPM, Chair  
Charles R. Munoz, Vice-Chair  
Thomas F. Adkisson, Commissioner  
Francesca Caballero, Commissioner  
Marie R. McClure, Commissioner

**COMMISSIONERS ABSENT:**

Charles Clack, Commissioner  
Jessica Weaver, Commissioner

**COUNSEL:** Doug Poneck, Escamilla & Poneck, LLP

**TRANSLATOR:** BCC Communications

**STAFF:**

David Nisivoccia, President and CEO  
Muriel Rhoder, Chief Administrative Officer  
Ed Hinojosa, Chief Financial Officer  
Timothy E. Alcott, Development Services and Neighborhood Revitalization Officer  
Adrian Lopez, Director of Community Development Initiatives  
David Clark, Director of Public Housing  
Janie Rodriguez, Director of Human Resources  
Jo Ana Alvarado, Director of Innovative Technology  
Brandee Perez, Director of Assisted Housing Programs

Steven Morando, Director of Procurement and General Services  
Rosario Neaves, Director of Communications and Public Affairs  
Hector Martinez, Director of Construction Services and Sustainability  
Domingo Ibarra, Director of Security  
Lorraine Robles, Director of Development Services and Neighborhood Revitalization  
Thomas Roth, Director of Asset Management  
Richard Milk, Director of Policy and Planning

**Item 1: Meeting called to order**

Chair Stribling called the meeting to order at 1:11 p.m.

**Item 2: Pledge of Allegiance/Moment of Silence**

Recitation of pledge and moment of silence

**Item 3: Minutes**

- Approval of the February 2, 2017, Regular Board Meeting minutes
- Approval of the February 16, 2017, Special Board Meeting minutes (Operations and Choice Neighborhood Committee)
- Approval of the February 16, 2017, Special Board Meeting minutes (Finance Committee)

**Motion:** Commissioner Adkisson moved to approve all sets of minutes. Commissioner Caballero seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles R. Munoz, Vice-Chair	X			
Francesca Caballero, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Marie R. McClure, Commissioner	X			

**Item 4:** Resolution 5707, authorizing the award of a contract for Castle Point Apartments burned units' rehabilitation to Geofill Material Technologies, LLC DBA Geofill Construction (SBE) for an amount not to exceed \$1,137,361.70  
Consent

**Item 5:** Resolution 5712, authorizing Franklin Development Properties, Ltd. as developer of Artisan at Potranco transaction including: (i) execution of all documentation necessary to carry out transaction; (ii) authorizing the San Antonio Housing Facility Corporation to serve as prime contractor; (iii) to enter into the agreement of limited partnership for Artisan at Potranco; and (iv) obtaining Texas Department of Housing and Community Affairs tax credits for the project and other matters in connection herewith  
Consent

**Item 6:** Resolution 5713, authorizing Franklin Development Properties, Ltd. as developer of Artisan at Old Tezel Road transaction including: (i) execution of all documentation necessary to carry out transaction; (ii) authorizing the San Antonio Housing Facility Corporation to serve as prime contractor; (iii) to enter into the agreement of limited partnership for Artisan at Old Tezel Road; and (iv) obtaining Texas Department of Housing and Community Affairs tax credits for the project and other matters in connection herewith  
Consent

**Item 7:** Resolution 5711, authorizing the appointment of all Officers of the San Antonio Housing Authority, other than the President and Chief Executive Officer, as Assistant Secretary/Treasurers of all SAHA Affiliate Corporations  
Consent

**Item 8:** Resolution 5706, certifying the San Antonio Housing Authority's Investment Policy and Investment Strategies have been reviewed in accordance with the requirements set forth in section 2256.005 (E) of the Texas Public Funds Investment Act  
Consent

**Motion:** Commissioner Munoz moved to approve consent items 4-8. Commissioner McClure seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles R. Munoz, Vice-Chair	X			
Francesca Caballero, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Marie R. McClure, Commissioner	X			

**Item 9: Resolution 5710, authorizing the award of a contract for Real Estate Appraisal Services to the following company: Noble Appraisers, Inc. for an annual cumulative amount not to exceed \$50,000.00 for a period of one year with the option to renew for four additional one-year terms**

Ms. Robles reported staff previously presented Resolution 5710 at the Operations and Choice Neighborhood Committee meeting in February, however, since the meeting, staff had revisions and pulled the item off of the consent agenda and wanted to evaluate The Glen Company further before seeking approval of the contract. Ms. Robles advised SAHA wanted to move forward with the award of a contract to Noble Appraisers, Inc. Staff will meet with The Glen Company for further information, and staff will bring a second recommendation at an upcoming Operations and Choice Neighborhood Committee meeting.

**Motion:** Commissioner Adkisson moved to approve Resolution 5710. Commissioner Caballero seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles R. Munoz, Vice-Chair	X			
Francesca Caballero, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Marie R. McClure, Commissioner	X			

Chair Stribling recessed for the San Antonio Housing Facility Corporation meeting at 1:21 p.m.

The regular board meeting was reconvened at 1:31 p.m.

**Item 10: Update and discussion regarding the February 16, 2017, Operations and Choice Neighborhood Committee meeting**

Board Chair Stribling reported on the Operations and Choice Neighborhood Committee meeting held on Feb. 16, 2017. Commissioner attendees included Board Chair Morris A. Stribling, DPM, Commissioner Thomas F. Adkisson, Commissioner Francesca Caballero, Commissioner Charles Clack, Commissioner Marie R. McClure, Commissioner Jessica Weaver, SAHA President and CEO David Nisivoccia and SAHA staff.

Board Chair Stribling advised the following topics were discussed: Wheatley Choice Neighborhood Activities Relating to People, Neighborhood and Housing; Resolution 5707, authorizing the award of a contract for Castle Point Apartments burned units' rehabilitation to Geofill Material Technologies, LLC DBA Geofill Construction (SBE) for an amount not to

exceed \$1,137,361.70; Resolution 5710, authorizing the award of contracts for Real Estate Appraisal Services to the following companies: Noble Appraisers, Inc. and The M.C. Glen Company, each for an annual cumulative amount not to exceed \$50,000.00 for a period of one year with the option to renew for four additional one-year terms; Resolution 5712, authorizing Franklin Development Properties, Ltd. as developer of Artisan at Potranco transaction including: (i) execution of all documentation necessary to carry out transaction; (ii) authorizing the San Antonio Housing Facility Corporation to serve as prime contractor; (iii) to enter into the agreement of limited partnership for Artisan at Potranco; and (iv) obtaining Texas Department of Housing and Community Affairs tax credits for the project and other matters in connection herewith; and Resolution 5713, authorizing Franklin Development Properties, Ltd. as developer of Artisan at Old Tezel Road transaction including: (i) execution of all documentation necessary to carry out transaction; (ii) authorizing the San Antonio Housing Facility Corporation to serve as prime contractor; (iii) To enter into the agreement of limited partnership for Artisan at Old Tezel Road; and (iv) obtaining Texas Department of Housing and Community Affairs tax credits for the project and other matters in connection herewith.

**Item 11: Update and discussion regarding the February 16, 2017, Finance Committee meeting**

Committee Chair Adkisson reported on the Finance Committee meeting held on Feb. 16, 2017. Commissioner attendees included: Board Chair Morris A. Stribling, DPM, Commissioner Francesca Caballero, Commissioner Charles Clack, Commissioner Marie R. McClure, Commissioner Jessica Weaver, SAHA President and CEO David Nisivoccia and SAHA staff.

Committee Chair Adkisson advised the following topics were discussed: Resolution 5711, authorizing the appointment of all Officers of the San Antonio Housing Authority, other than the President and Chief Executive Officer, as Assistant Secretary/Treasurers of all SAHA Affiliate Corporations; Resolution 5706 certifying the San Antonio Housing Authority's Investment Policy and Investment Strategies have been reviewed in accordance with the requirements set forth in section 2256.005 (E) of the Texas Public Funds Investment Act; update and discussion regarding the Quarterly Financial Report; update and discussion regarding budgeting process and federal funding environment; and update and discussion regarding the Internal Audit Department.

**Item 12: Update and discussion regarding the Procurement Activity Report**

Steven Morando reported for the calendar year 2016, SAHA's Procurement Department issued 28 formal and 22 informal solicitations, receiving a total of 248 responses. This resulted in an average of 4.6 responses per formal solicitation and 5.4 responses per informal solicitation, for an overall average response rate of 5 per solicitation. Total new contracts awarded during 2016 totaled \$12,678,946. Of this total, \$10,631,692, or 83.9 percent, were awarded to Small Minority and Women-Owned Business Enterprise (SWMBE) firms, and \$7,517,470, or 59.3 percent, were awarded to Section 3 business concerns.

For the calendar year 2016, SAHA contractors reported 106 of their 254 new hires qualified as Section 3 individuals, which represented 42 percent of all new hires. The weighted average wage rate for these Section 3 individuals for this period is \$12.39/hour.

Procurement is currently working on a number of solicitations for advertisement. These include: Property Management Software-Beacon Communities; Inspection Services and Replacement of Fire Extinguishers; Closed Loop Systems Water Treatment Services; Fire Safety Control Systems Inspection, Testing and Repairs; Residential Real Estate Broker Services; Banking Services; Translation Services; Carpet Replacement and Installation Services; Services to

Update Public Housing and Assisted Housing Programs Waiting List; Automatic Door Maintenance and Repair; Automatic Gate Maintenance and Repair; Hazardous Materials Abatement Greater than Four Stories; Hazardous Materials Abatement Less than Four Stories; HVAC Maintenance and Repair Services; On-Call Grief Counselors Services; Automated Fraud Hotline Services; Disaster Mitigation Services; Services to Secure Vacated Scattered Site Properties and Title Searches/Title Commitments for Scattered Site Properties.

**Item 13: President's Report**

- San Antonio Chamber of Commerce SA to DC Trip
- Digital Inclusion Summit
- Education Investment Foundation/REACH Scholarships Deadline
- President and CEO Listening Tour
- Community Job Fair
- Fiesta Medal Poster Contest Winner
- Black History Month
- Education Investment Foundation Garage Sale
- CLPHA and NAHRO Conferences

Chair Stribling recessed for closed session at 3:11 p.m. No action was taken during closed session.

The regular board meeting was reconvened at 4:28 p.m.

**Item 14: \*Closed Session:**

**Real Estate/Consultation with Attorney**

Deliberate the management, purchase, exchange, lease or value of certain legal properties and obtain legal advice regarding related legal issues pursuant to Texas Government Code Sec. 551.072 (real property) and Texas Government Code Sec. 551.071 (consultation with attorney).

- East Meadows

**Item 15: Citizens to be Heard**

George Alejos                      Henry Rodriguez

**Adjournment**

With no objections, Chair Stribling adjourned the meeting at 4:28 p.m.

**ATTEST:**

\_\_\_\_\_  
**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**David Nisivoccia**  
**President and CEO**

\_\_\_\_\_  
**Date**



**MINUTES  
SAN ANTONIO HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING  
March 9, 2017**

**SCHEDULED: 5:30 p.m. at 818 S. Flores St., San Antonio, TX, 78204**

**COMMISSIONERS PRESENT:**

Morris A. Stribling, DPM, Chair  
Charles R. Munoz, Vice-Chair  
Thomas F. Adkisson, Commissioner  
Francesca Caballero, Commissioner  
Charles Clack, Commissioner  
Jessica Weaver, Commissioner

**COMMISSIONERS ABSENT:**

Marie R. McClure, Commissioner

**COUNSEL:** Doug Poneck, Escamilla & Poneck, LLP

**STAFF:**

David Nisivoccia, President and CEO  
Rosario Neaves, Director of Communications and Public Affairs  
Jo Ana Alvarado, Director of Innovative Technology

**Item 1: Meeting called to order**

Chair Stribling called the meeting to order at 5:57 p.m.

**Item 2: \*Closed Session:**

**Personnel/Consultation with Attorney**

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employe and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- President and CEO Performance Evaluation Process

Chair Stribling recessed for closed session at 5:57 p.m. No action was taken during closed session.

**Item 3: Adjournment**

With no objections, Chair Stribling adjourned the meeting at 7:15 p.m.

**ATTEST:**

\_\_\_\_\_  
**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**David Nisivoccia**  
**President and CEO**

\_\_\_\_\_  
**Date**

**MINUTES**  
**SAN ANTONIO HOUSING AUTHORITY**  
**RESIDENT SERVICES COMMITTEE**  
**SPECIAL BOARD MEETING**  
**March 16, 2017**

**SCHEDULED: 12:30 p.m. at Pecan Hill Apartments, 1600 W. Lawndale Drive, San Antonio, TX, 78209**

**COMMISSIONERS PRESENT:**

Morris A. Stribling, DPM, Chair  
Francesca Caballero, Commissioner  
Charles Clack, Commissioner  
Marie R. McClure, Commissioner  
Jessica Weaver, Commissioner

**COMMISSIONERS ABSENT:**

Charles R. Munoz, Vice-Chair  
Thomas F. Adkisson, Commissioner

**COUNSEL:** Darin Darby, Escamilla & Poneck, LLP

**TRANSLATOR:** BCC Communications

**STAFF:**

David Nisivoccia, President and CEO  
Muriel Rhoder, Chief Administrative Officer  
Ed Hinojosa, Chief Financial Officer  
Adrian Lopez, Director of Community Development Initiatives  
David Clark, Director of Public Housing  
Janie Rodriguez, Director of Human Resources  
Jo Ana Alvarado, Director of Innovative Technology  
Brandee Perez, Director of Assisted Housing Programs

Steven Morando, Director of Procurement and General Services  
Rosario Neaves, Director of Communications and Public Affairs  
Hector Martinez, Director of Construction Services and Sustainability  
Domingo Ibarra, Director of Security  
Lorraine Robles, Director of Development Services and Neighborhood Revitalization  
Thomas Roth, Director of Asset Management  
Richard Milk, Director of Policy and Planning

**Item 1: Meeting called to order**

Committee Chair Clack called the meeting to order at 12:36 p.m.

**Item 2: Update and discussion regarding the rehabilitation of Victoria Plaza and the relocation of residents**

Mr. Clark reported the San Antonio Housing Authority began planning a major rehabilitation at Victoria Plaza in 2016, which has progressed to the design phase with intended construction to begin October 2017. The rehabilitation will include replacement of the electrical, heating and water systems. Residents will be relocated to other Public Housing units for the duration of the construction. Upon completion of the construction phase, Victoria Plaza residents will have preference to return to the property.

Mr. Clark advised staff projects it will take approximately six months to transfer the residents out of all 185 units. Staff has met with the Resident Council of Victoria Plaza and has held two meetings with the residents to explain the process and inform them of the relocation assistance under the Uniform Relocation Assistance Act (URA).

- Item 3: Update and discussion regarding the Elderly and Disabled Case Management report**  
Mr. Clark reported SAHA currently has eight Elderly and Disabled Case Management Specialists and one Supervisor who provide a variety of services at 33 sites, consisting of 2,302 units. The services include foot care, blood pressure checks, glucose checks, hearing tests, arthritis education, pharmacy education, recreational activities and the notarization of documents at no charge to the residents. The services are provided directly or through a multitude of partners.
- Item 4: Update and discussion regarding the Book Rich Environment Initiative**  
Mr. Lopez reported through a new partnership with the federal government and nonprofit organizations, the National Book Foundation (NBF) launched the Book Rich Environment Initiative, a book drive that will unfold over the course of 2017 benefitting public housing communities.
- Mr. Lopez also mentioned that SAHA has partnered with the San Antonio Library and the local HUD office to participate in this new initiative. Residents will benefit from 17,000 books that will be donated by the National Book Foundation. This initiative will complement other CDI efforts, including the 17 children’s libraries located within public housing communities.
- Item 5: Update and discussion regarding Community Development Initiatives**  
Mr. Lopez reported on various upcoming events from March through June that will be offered to the community, such as the Mother’s Day event, Father’s Day event, Fiesta Medal sales and more.
- Item 6: Update and discussion regarding Ombudsman Report**  
Vanessa Chavez, Ombudsman, presented the quarterly Ombudsman Report with a breakdown of inquiries regarding resident and program participant requests for assistance between October 2016 and December 2016. Ms. Chavez stated there were 490 cases total, with 163 cases closed and 327 cases open.
- Item 7: Public Comment**  
The meeting was attended by 44 residents.
- Item 8: Briefing and property tour of Pecan Hill Apartments**  
There was no tour of the property.
- Item 9: Adjournment**  
With no objections, Committee Chair Clack adjourned the meeting at 2:00 p.m.

**ATTEST:**

\_\_\_\_\_  
**Charles Clack**  
 Chair, Resident Services Committee

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**David Nisivoccia**  
 President and CEO

\_\_\_\_\_  
**Date**

**MINUTES**  
**SAN ANTONIO HOUSING AUTHORITY**  
**OPERATIONS AND CHOICE NEIGHBORHOOD COMMITTEE**  
**SPECIAL BOARD MEETING**  
**March 16, 2017**

**SCHEDULED: 2:00 p.m. at Pecan Hills Apartment, 1600 W. Lawndale Drive, San Antonio, TX, 78209**

**COMMISSIONERS PRESENT:**

Morris A. Stribling, DPM, Chair  
Francesca Caballero, Commissioner  
Charles Clack, Commissioner  
Marie R. McClure, Commissioner  
Jessica Weaver, Commissioner

**COMMISSIONERS ABSENT:**

Charles Munoz, Vice-Chair  
Thomas F. Adkisson, Commissioner

**COUNSEL:** Darin Darby, Escamilla & Poneck, LLP

**STAFF:**

David Nisivoccia, President and CEO  
Muriel Rhoder, Chief Administrative Officer  
Ed Hinojosa, Chief Financial Officer  
Adrian Lopez, Director of Community Development Initiatives  
David Clark, Director of Public Housing  
Janie Rodriguez, Director of Human Resources  
Jo Ana Alvarado, Director of Innovative Technology

Steven Morando, Director of Procurement and General Services  
Rosario Neaves, Director of Communications and Public Affairs  
Hector Martinez, Director of Construction Services and Sustainability  
Domingo Ibarra, Director of Security  
Lorraine Robles, Director of Development Services and Neighborhood Revitalization  
Thomas Roth, Director of Asset Management  
Richard Milk, Director of Policy and Planning  
Brandee Perez, Director of Assisted Housing Programs

**Item 1: Meeting called to order**

Chair Stribling called the meeting to order at 2:12 p.m.

**Item 2: Update and discussion regarding Wheatley Choice Neighborhood activities relating to People, Housing and Neighborhood**

Ms. Robles reported East Meadows is 90 percent complete. Ms. Robles also mentioned that TDHCA has advised SAHA of their approval to begin on the half baths to East Meadows units; Phase II is 22 percent complete. Staff reported 152 Wheatley households remain on housing assistance.

Arrie Porter, Senior Manager of Choice Neighborhood Program, informed the Committee an application for rezoning of the property was submitted to the City of San Antonio and received City Council approval on Feb. 9, 2017. The environmental assessment will now be completed and platting will be initiated. Community meetings to select groups began Wednesday, Feb. 15,

2017, and will continue through mid March.

Mr. Lopez updated the Committee regarding the Byrne Grant, stating the grant was set to expire on March 31, 2017. Mr. Lopez advised that staff is exploring new options and working closely with community partners to implement activities.

**Item 3: Resolution 5715, authorizing the award of a contract for Roof Repair and Replacement at Bella Claire Apartments to Garland/DBS, Inc. through the U.S. Communities Government Purchasing Alliance for an amount not to exceed \$293,626.30**

Staff reported that Bella Claire Apartments was built in 1972 as a family community and located within the Beacon Communities portfolio.

As a result of severe hail damage to the roofs of this apartment community, SAHA requires the services of a roofing contractor to provide comprehensive roof replacement. An insurance claim was filed with the HAI Group and proceeds have been disbursed to SAHA to help cover replacement costs incurred due to the hail damage.

Staff stated on Sept. 22, 2014, Cobb County, Georgia (lead agency), entered into a contract through sealed bid #14-5903 with Garland/DBS, Inc. for Roofing Supplies and Services, Waterproofing and Related Products and Services for a period of three years commencing on Jan. 1, 2015, with an option to renew up to two additional one year periods.

**Motion:** Commissioner Clack moved to approve Resolution 5715. Commissioner Caballero seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			
Charles Clack, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

**Item 4: Resolution 5714, authorizing the sale of approximately 1.66 acres of vacant land at Hedges Street and Rio Grande Street in San Antonio, Texas; the sale of such property to the highest bidder; and the execution of any and all documents necessary to consummate such transaction**

Mr. Hinojosa and Mr. Roth briefed the Committee stating that the San Antonio Housing Authority developed a five-year asset management plan to evaluate capital investment in the Public Housing and Beacon portfolios. As part of this analysis, SAHA staff has identified real estate holdings that are not critical to its mission statement or implementation of its strategic plan.

In 2014, SAHA sold 12.02 acres of the remaining parcel to the developer of the IDEA School. The sale price was \$850,000 or \$70,715 per acre. In December 2016, the remaining two parcels one with 3.13 acres and one with 2.52 acres (1.66 acres are owned by SAHA, the other .86 acres are owned by San Antonio Housing Facility Corporation), were listed for sale with Cano and Cano, a commercial broker under contract with SAHA. Staff is recommending approval of the sale of this non strategic asset at the current appraised value.

Staff reported that the construction of the IDEA School has had an overall positive impact on the neighborhood. However, the school at present has only one means of access on Hedges Street. During the start of school and at the end of day dismissal, there are significant traffic problems with vehicle traffic backing down Hedges Street, Rio Grande Street, and Martin Luther King Street. This situation impacts the ability of residents at Springview Apartments, a SAHA Public Housing property, to enter and leave the property.

**Motion:** Commissioner Clack moved to approve Resolution 5714. Commissioner Weaver seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			
Charles Clack, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

The Operations and Choice Neighborhood Committee meeting recessed at 2:56 p.m. to commence the San Antonio Housing Facility Corporation meeting and reconvened at 2:58 p.m.

**Item 5: Public Hearing and Resolution 5716, authorizing the proposed 2017-2018 Moving to Work (MTW) Agency Plan, including revisions to the MTW Plan, the Public Housing Admissions and Continued Occupancy Policy (ACOP), the Housing Choice Voucher Administrative Plan (Admin Plan), the Capital Fund Program Plan (CFP), and the five-year Capital Improvement and Development Plan**

Sara Eaves, GIS and MTW Program Analyst, informed the Committee that HUD required Public Housing Authorities to annually submit a five-year plan and annual business plan, commonly referred to as the Agency Plan(s). Due to SAHA's designation as a Moving-to-Work (MTW) agency, the MTW Plan serves as SAHA's Agency Plan. The MTW Plan includes: the Public Housing Admissions and Continued Occupancy Plan (ACOP), the Housing Choice Voucher Administrative Plan (Admin Plan) and the Capital Fund Program Plan.

Ms. Perez gave a presentation to the Committee on changes to the Housing Choice Voucher Administrative Plan, and Mr. Clark presented changes to the Public Housing Admissions and Continued Occupancy Policy. Ms. Eaves stated SAHA is on track to complete the 2017-2018 Agency Plan in time for the April submission to HUD.

Chair Stribling opened the Public Hearing at 3:19 p.m. No comments were made. The Public Hearing was closed at 3:20 p.m.

**Motion:** Commissioner Clack moved to approve Resolution 5716. Commissioner Weaver seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained

Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			
Charles Clack, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

The Operations and Choice Neighborhood Committee recessed at 3:21 p.m. for closed session.

**Item 6: \*Closed Session:**

**Real Estate/Consultation with Attorney**

Deliberate the management, purchase, exchange, lease or value of certain real properties and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.072 (real property) and Texas Government Code Sec. 551.071 (consultation with attorney).

- SAHA vs. Galaxy Builders litigation

During closed session, the Board was informed of the settlement and agreed upon the amount discussed.

**Motion:** Commissioner Clack moved to approve the settlement agreement. Commissioner Caballero seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			
Charles Clack, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

**Item 9. Adjournment**

With no objections, Chair Stribling adjourned the meeting at 3:37 p.m.

**ATTEST:**

\_\_\_\_\_  
**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**David Nisivoccia**  
**President and CEO**

\_\_\_\_\_  
**Date**

## BOARD OF COMMISSIONERS

**RESOLUTION 5715, AUTHORIZING THE AWARD OF A CONTRACT FOR ROOF REPAIR AND REPLACEMENT AT BELLA CLAIRE APARTMENTS TO GARLAND/DBS, INC. THROUGH THE U.S. COMMUNITIES GOVERNMENT PURCHASE ALLIANCE FOR AN AMOUNT NOT TO EXCEED \$293,626.30**



---

**David Nisivoccia**  
President and CEO



---

**Steven Morando**  
Director of Procurement  
and General Services



---

**Hector Martinez**  
Director of Construction  
Services and Sustainability

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 5715, authorizing the award of a contract for Roof Repair and Replacement at Bella Claire Apartments to Garland/DBS, Inc. through the U.S. Communities Government Purchase Alliance for an amount not to exceed \$293,626.30.

**SUMMARY:**

The Bella Claire Apartments, built in 1972, is a family community located in northeast San Antonio within the portfolio of Beacon Communities. This community consists of five two-story buildings that are wood-framed, with a brick facade and has a total of 67 one- and two-bedroom units.

As a result of severe hail damage to the roofs of this apartment community, SAHA requires the services of a roofing contractor to provide comprehensive roof replacement. An insurance claim was filed with the HAI Group and proceeds have been disbursed to SAHA to help cover replacement costs incurred due to the hail damage.

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. Purchasing Co-operatives assign a lead agency for its solicitations to ensure competitive bid requirements for most state and local government agencies are followed; therefore, SAHA is not required to issue its own competitive solicitation in cases where the use of available contracts are appropriate and in accordance with SAHA procurement policies.

Once the lead public agency has awarded a contract with the supplier, participating Public Agencies in need of similar products and services are able to make purchases through the U.S. Communities contract. This ensures that the same terms and conditions of the lead agency's awarded contract apply to the participants. SAHA is currently a member of the U.S. Communities Government Purchasing Alliance, a nationwide purchasing cooperative.

On Sept. 22, 2014, Cobb County, Georgia (lead agency), entered into a contract through sealed bid #14-5903 with Garland/DBS, Inc. for Roofing Supplies and Services, Waterproofing and Related Products and Services for a period of three years commencing on Jan. 1, 2015, with an option to renew up to two additional one-year periods.



Garland/DBS, Inc. was founded in 1895 and is located in Cleveland, Ohio. They are a jointly-owned subsidiary of The Garland Company, Inc., and Design-Build Solutions, Inc., and are positioned throughout the United States, Canada and the United Kingdom, providing public agencies and nonprofits a comprehensive selection of roofing material solutions and support services.

Design-Build Solutions, Inc. (DBS) is a full-service architectural, design, engineering and general contracting firm. Their core competency is the construction, maintenance and retrofit of complex roofing and building envelope projects. They incorporate design and engineering aspects into one contract as a turnkey design builder. DBS performs many types of projects including: roofing, masonry, windows, doors, waterproofing, HVAC, electrical, plumbing, lightning protection and photovoltaic (energy generating). With the support and local service network of their sister company, The Garland Company, Inc., quality roofing solutions are provided for single- and multi-property facilities. The Garland Company, Inc. provides high-performance roofing materials and full-service roof asset management for a wide spectrum of public and private sector roofing applications, including but not limited to: single ply, modified bitumen, built-up roofing (BUR), low-slope standing seam metal, low-slope flat-seam metal, steep-slope standing seam metal, slate, concrete tile, asphalt shingle and clay tile.

This contractor has received no prior awards from SAHA. Its government projects include, but are not limited to: Jeffersonville Federal Center, Jeffersonville, Indiana; Warren Burger Federal Courthouse, St. Paul, Minnesota; Florida Air National Guard, Jacksonville, Florida; Fort Devens; Building 667, Devens, Massachusetts; Fort Jackson Army Base, Fort Jackson, South Carolina; Scott Air Force Base, Scott, Illinois; City of Sugarland Police and Courts Buildings, Sugarland, Texas; Delaware County Courthouse, Delaware, Ohio; Montgomery Courthouse, Conroe, Texas; Westlake Recreation Center, Westlake, Ohio; and Fine Art Museum of San Francisco, San Francisco, California.

DBS, the general contractor for this project, obtained three bids for the roof repair and replacement at Bella Claire Apartments and is recommending contract award to their subcontractor Bravo Roofing. They provided the lowest price to complete the project.

Bravo Roofing was established in 1984 and is located in New Braunfels, Texas. They are a full-service roof company providing installation, replacement, and repairs to residential and commercial roof systems to include: metal roofs, composition/shingle, build-up roofs, modify bitumen, all types of rubber single ply system and all historical restorations. Their staff is composed of estimators, consultants, licensed sheet metal fabricators and factory-approved, trained roof installers. Bravo Roofing's projects have included school (new and old), as well as historic restoration of many landmark structures.

Contract oversight will be provided by Hector Martinez, Director of Construction Services and Sustainability, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor's Section 3 Compliance report on a monthly basis, monitor compliance with the vendor's SWMBE subcontractor good faith utilization plan, provide annual contract performance evaluation surveys to end users and assist departments in the contract renewal or new solicitation process.

**FINANCIAL IMPACT:**

The cost for the Roof Repair and Replacement at Bella Claire Apartments is not expected to exceed an amount of \$293,626.30 to include a base bid amount of \$266,933.00 plus a 10 percent contingency of \$26,693.30 that will only be used, if necessary. This project will be funded by insurance proceeds and operating funds.

**ATTACHMENTS:**

Resolution 5715

Company Profile

CFO Memo dated 11/17/2016

Picture of Bella Claire Apartments

Map of Bella Claire Apartments

**San Antonio Housing Authority  
Resolution 5715**

**RESOLUTION 5715, AUTHORIZING THE AWARD OF A CONTRACT FOR ROOF REPAIR AND REPLACEMENT AT BELLA CLAIRE APARTMENTS TO GARLAND/DBS, INC. THROUGH THE U.S. COMMUNITIES GOVERNMENT PURCHASE ALLIANCE FOR AN AMOUNT NOT TO EXCEED \$293,626.30**

**WHEREAS**, The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

**WHEREAS**, SAHA is currently a member of the U.S. Communities Government Purchasing Alliance, a nationwide purchasing cooperative; therefore, SAHA is not required to issue its own competitive solicitation in cases where the use of available contracts are appropriate and in accordance with SAHA procurement policies; and

**WHEREAS**, on Sept. 22, 2014, Cobb County, Georgia (lead agency) entered into a contract, for sealed bid #14-5903 with Garland/DBS, Inc. for Roofing Supplies and Services, Waterproofing and Related Products and Services; and

**WHEREAS**, Garland/DBS, Inc. is recommended for contract award; and

**WHEREAS**, the cost for the Roof Repair and Replacement at Bella Claire Apartments is not expected to exceed an amount of \$293,626.30 to include a base bid amount of \$266,933.00 plus a 10 percent contingency of \$26,693.30 that will only be used, if necessary. This project will be funded by insurance proceeds and operating funds; and

**WHEREAS**, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5715, authorizing the award of a contract for Roof Repair and Replacement at Bella Claire Apartments to Garland/DBS, Inc. through the U.S. Communities Government Purchase Alliance for an amount not to exceed \$293,626.30.
- 2) Authorizes the President and CEO or designee to execute all necessary documents associated with this contract.

**Passed and approved the 6th day of April 2017.**

**Attested and approved as to form:**

---

**Morris A. Stribling, DPM**  
Chair, Board of Commissioners

---

**David Nisivoccia**  
President and CEO

Garland/DBS, Inc.  
Garland/Design Build Solutions, Inc.  
Company Profile

The Garland Company was founded in 1895 by Jacob B. Wise and has grown steadily since then. In 1985, Garland initiated employee ownership through an ESOP program. In 1994, Garland became the first commercial roofing company to be ISO 9002 Certified. In 2001, Design Build Solutions, Inc. (DBS) was formed as a wholly owned subsidiary to provide owners with an alternative construction delivery system. In 2003, Garland achieved ISO 9001-2000 certification and in 2004 became 100% employee owned.


In 2014, Garland/DBS was awarded a contract, effective January 1, 2015, for Roofing Supplies, Waterproofing and Related Products and Services by Cobb County, Georgia, the lead agency for the U.S. Communities Purchasing Cooperative. The contract was to provide "turnkey" solutions for various roofing needs. The solicitation was competitively bid and resulted in the award to Garland/DBS, Inc.

SAHA has not utilized Garland/DBS, Inc. under this US Communities contract; however, their roofing products have been used in a recent roof rehabilitation at the Fair Avenue Apartments.

Their project list include but are not limited to: Jeffersonville Federal Center, Jeffersonville, Indiana; Warren Burger Federal Courthouse, St. Paul, Minnesota; Florida Air National Guard, Jacksonville Florida; Fort Devens; Building 667, Devens, Massachusetts; Fort Jackson Army Base, Fort Jackson, South Carolina; Scott Air Force Base, Scott, Illinois; City of Sugarland Police and Courts Buildings, Sugarland, Texas; Delaware County Courthouse, Delaware, Ohio; Montgomery Courthouse, Conroe, Texas; Westlake Recreation Center, Westlake Ohio; and Fine Art Museum of San Francisco, San Francisco, California.

**MEMORANDUM**

To: Operations and Choice Neighborhood Committee

From: David Nisivoccia, Interim President and CEO 

Presented by: Ed Hinojosa, Chief Financial Officer

RE: Update and discussion regarding Hail Damage

---

**SUMMARY:**

On April 12, 2016, the greater San Antonio area suffered a hailstorm of historic proportions. It is expected to be the costliest hailstorm in Texas history and in excess of \$2,000,000,000. This hail storm produced extraordinary damage over and above roofing and roof protrusions - windows, gutters, air conditioning units, fencing, interior water leaking, soffit/fascia, siding, gable ends and so on.

Staff reviewed the areas of the city that were impacted by the hail and proceeded to have its properties inspected for damage from both portfolios. Risk Management deployed adjusters for inspections at potentially impacted properties.

The overall approximate damages to date are \$11,515,536.42. The expected payout from insurance proceeds is approximately \$7,642,377. SAHA and its affiliates are required to carry specific deductibles for the peril of hail; SAHA and its affiliates are responsible for \$3,901,389 from operations and/or the Capital Fund Program (CFP).

**Affordable Housing:** Cottage Creek, Courtland Heights, Pecan Hill, Woodhill, Bella Claire, Converse Ranch I, Converse Ranch II, Castle Point, Towering Oaks and Villa de Valencia.

Overall approximate damages are \$7,828,860. The expected insurance proceeds are estimated at \$5,326,458 with SAHA's affiliates responsible for \$2,491,967 in deductibles.

**Public Housing:** Cross Creek (below deductible), Escondida, Francis Furey, Sahara Ramsey, Tarry Towne, Williamsburg, Pin Oak II, Charles Andrews, M.C. Beldon, L. C. Rutledge (below deductible), Lincoln Heights, and Madonna Apartments.

Overall approximate damages are \$3,686,677. The expected insurance proceeds are estimated at \$2,315,920 with SAHA responsible for \$1,409,422 in deductibles.

Staff will continue to work collectively to bring back package repair proposals for Board consideration beginning in early 2017.

**PROPOSED ACTION:**

None at this time.

**FINANCIAL IMPACT:**

\$3,901,389 represents the deductibles for the properties impacted and may be taken from operating budgets and/or CFP.

**ATTACHMENTS:**

Hail Claims Report

October 21, 2016

HAIL DAMAGE STATEMENT OF LOSS

	Replacement Cost			Recoverable Depreciation	Actual Cash Value
<b>AFFORDABLE HOUSING</b>	<b>GROSS LOSS</b>	<b>DEDUCTIBLE</b>	<b>NET LOSS</b>	<b>HOLDBACK</b>	<b>ACV</b>
Cottage Creek/ Courtland Hts	\$2,157,247.90	-\$595,854.74	\$1,561,393.16	-\$272,279.90	\$1,289,113.26
Pecan Hill	\$162,881.58	-\$91,162.76	\$71,718.82	-\$19,974.91	\$51,743.91
Woodhill	\$3,327,583.47	-\$793,368.64	\$2,534,214.83	-\$438,587.36	\$2,095,627.47
Bella Claire	\$257,613.92	-\$102,059.96	\$155,553.96	-\$69,553.92	\$86,000.04
Converse Ranch I	\$442,327.85	-\$194,121.72	\$248,206.13	-\$104,165.21	\$144,040.92
Converse Ranch II	\$330,221.38	-\$156,000.00	\$174,221.38	-\$43,189.69	\$131,031.69
Castle Point & Towering Oaks	\$889,879.27	-\$391,352.07	\$488,092.09	-\$228,827.59	\$259,264.50
Villa de Valencia	\$261,104.47	-\$168,047.04	\$93,057.43	-\$37,016.44	\$56,040.99
	<b>\$7,828,859.84</b>	<b>-\$2,491,966.93</b>	<b>\$5,326,457.80</b>	<b>-\$1,213,595.02</b>	<b>\$4,112,862.78</b>

<b>PUBLIC HOUSING</b>					
Cross Creek	\$59,126.61	-\$93,982.98			
Escondida	\$67,614.08	-\$25,566.30	\$42,047.78	-\$9,768.47	\$32,279.31
Francis Furey	\$472,531.12	-\$99,617.76	\$372,913.36	-\$60,306.70	\$312,606.66
Sahara Ramsey	\$82,687.13	-\$20,792.96	\$61,894.17	-\$209.87	\$61,684.30
Tarry Towne	\$585,072.20	-\$110,992.04	\$474,080.16	-\$80,809.11	\$393,271.05
Williamsburg	\$51,825.61	-\$18,076.58	\$33,749.03	-\$5,659.51	\$28,089.52
Pin Oak II	\$105,539.51	-\$32,925.64	\$72,613.87	-\$12,826.91	\$59,786.96
Charles Andrews	\$201,862.20	-\$93,526.68	\$108,335.52	-\$29,293.26	\$79,042.26
M. C. Beldon	\$182,291.64	-\$64,854.02	\$117,437.62	-\$28,788.16	\$88,649.46
L. C. Rutledge	\$103,142.20	-\$106,951.02			
Lincoln Heights	\$1,489,405.76	-\$661,499.80	\$827,905.96	-\$322,870.36	\$505,035.60
Madonna Apartments	\$285,578.52	-\$80,636.29	\$204,942.23	-\$28,856.29	\$176,085.94
	<b>\$3,686,676.58</b>	<b>-\$1,409,422.07</b>	<b>\$2,315,919.70</b>	<b>-\$579,388.64</b>	<b>\$1,736,531.06</b>

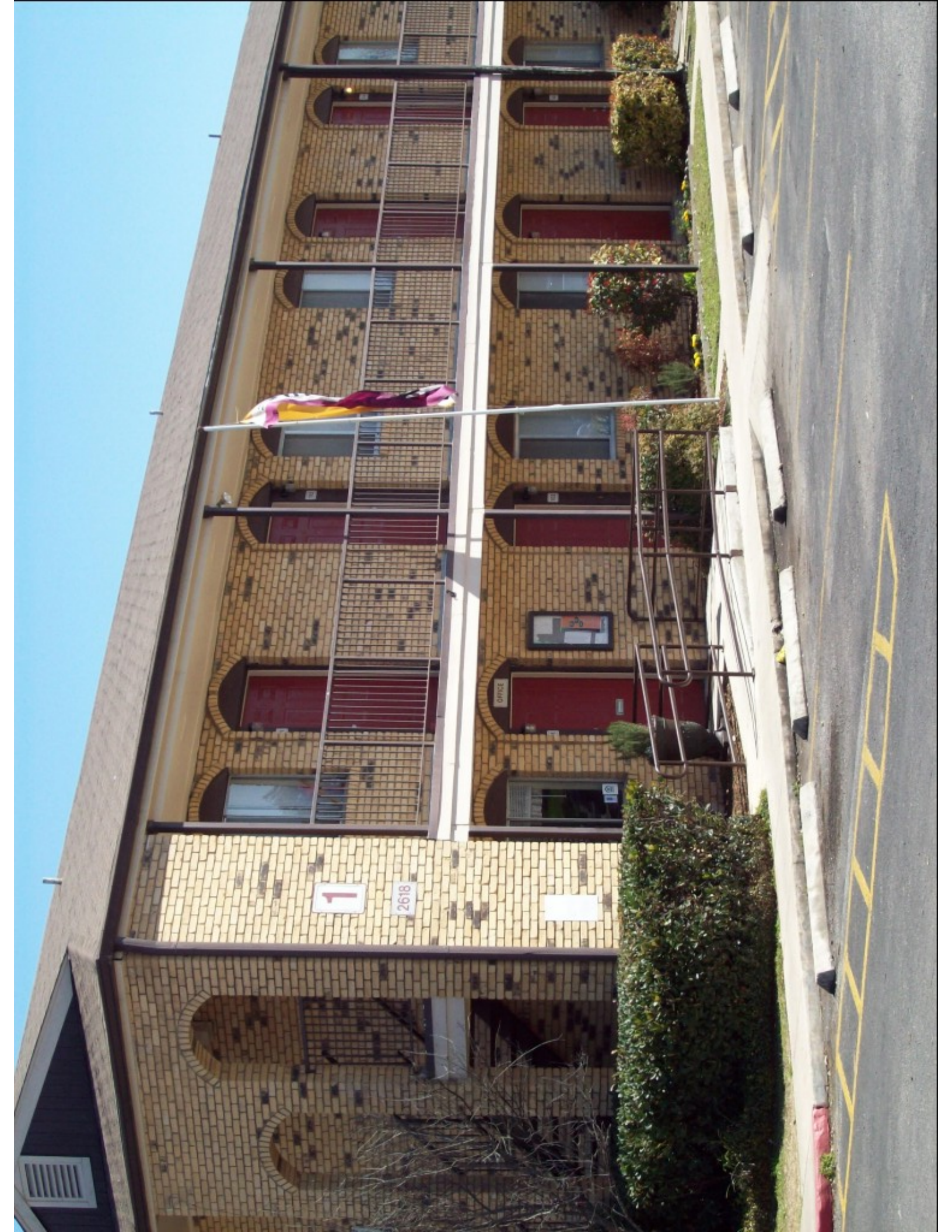
<b>Affordable Housing</b>	\$7,828,859.84	\$2,491,966.93	\$5,326,457.80	\$1,213,595.02	\$4,112,862.78
<b>Public Housing</b>	\$3,686,676.58	\$1,409,422.07	\$2,315,919.70	\$579,388.64	\$1,736,531.06
	<b>\$11,515,536.42</b>	<b>\$3,901,389.00</b>	<b>\$7,642,377.50</b>	<b>\$1,792,983.66</b>	<b>\$5,849,393.84</b>





Imagery ©2017 CAPCOG, DigitalGlobe, Texas Orthoimagery Program, Map data ©2017 Google 50 ft





1

2618

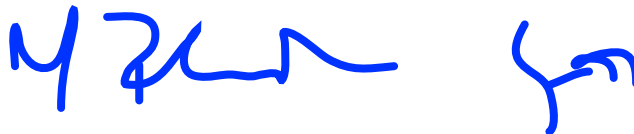
OFFICE

## BOARD OF COMMISSIONERS

**RESOLUTION 5714, AUTHORIZING THE SALE OF APPROXIMATELY 1.66 ACRES OF VACANT LAND AT HEDGES STREET AND RIO GRANDE STREET IN SAN ANTONIO, TEXAS; THE SALE OF SUCH PROPERTY TO THE HIGHEST BIDDER; AND THE EXECUTION OF ANY AND ALL DOCUMENTS NECESSARY TO CONSUMMATE SUCH TRANSACTION**



**David Nisivoccia**  
President and CEO



**Ed Hinojosa**  
Chief Financial Officer

**REQUESTED ACTION:**

Consideration and approval regarding resolution 5714, authorizing the sale of approximately 1.66 acres of vacant land at Hedges Street and Rio Grande Street in San Antonio, Texas; the sale of such property to the highest bidder; and the execution of any and all documents necessary to consummate such transaction.

**SUMMARY:**

The San Antonio Housing Authority developed a five-year asset management plan to evaluate capital investment in the Public Housing and Beacon portfolios. As part of this analysis, SAHA staff has identified real estate holdings that are not critical to its mission statement or implementation of its strategic plan.

The subject parcel was once part of a Public Housing development demolished to make way for the construction of single-family homes. A portion of the former development was redeveloped using Hope VI grant funds. The area was redeveloped with 119 single-family homes, which were sold to individuals that satisfied income eligibility requirements. The remaining 18.2 acres were not developed due to a lack of funding.

In 2014, SAHA sold 12.02 acres of the remaining parcel to the developer of the IDEA School. The sale price was \$850,000 or \$70,715 per acre. In December 2016, the remaining two parcels, one with 3.13 acres and one with 2.52 acres (1.66 acres are owned by SAHA, the other .86 acres are owned by San Antonio Housing Facility Corporation), were listed for sale with Cano and Cano, a commercial broker under contract with SAHA. Staff is recommending approval of the sale of this non strategic asset at the current appraised value.

The construction of the IDEA School has had an overall positive impact on the neighborhood. However, the school at present has only one means of access on Hedges Street. During the start of school and at the end of day dismissal, there are significant traffic problems with vehicle traffic backing down Hedges Street, Rio Grande Street, and Martin Luther King Street. This situation impacts the ability of residents at Springview Apartments, a SAHA Public Housing property to enter and leave the property.

The City of San Antonio has requested meetings with SAHA and the IDEA School in an effort to develop a plan to address this potential safety issue. By purchasing the 2.52 acres of land, the



school will be able to provide a secondary access point to the campus through Rio Grande Street. The City has supported this type of solution since it will address traffic safety concerns and eliminate the need and cost of constructing turning lanes and additional signage which will be less effective in solving the traffic problem.

**FINANCIAL IMPACT:**

The broker has presented a purchase contract from IDEA Schools for \$215,000, or \$85,317 per acre. The most recent appraisal commissioned by SAHA and performed by The Glen Company, valued the land at \$215,000 as of July 26, 2016. It is estimated the transaction will net approximately \$202,000 from the sale after payment of transaction related costs. The net sale proceeds will be allocated 66 percent to SAHA and 34 percent to the San Antonio Housing Facility Corporation based on their respective ownership interest. Proceeds will be utilized to support SAHA's strategic goal to preserve and improve existing affordable housing units in the SAHA and SAHFC portfolios.

**ATTACHMENTS:**

Resolution 5714  
Hedges parcel map

**SAN ANTONIO HOUSING AUTHORITY  
Resolution 5714**

**RESOLUTION 5714, AUTHORIZING THE SALE OF APPROXIMATELY 1.66 ACRES OF VACANT LAND AT HEDGES STREET AND RIO GRANDE STREET IN SAN ANTONIO, TEXAS; THE SALE OF SUCH PROPERTY TO THE HIGHEST BIDDER; AND THE EXECUTION OF ANY AND ALL DOCUMENTS NECESSARY TO CONSUMMATE SUCH TRANSACTION**

**WHEREAS**, the Housing Authority of the City of San Antonio, has completed a review of its real estate portfolio and determined this asset is not critical to the implementation of SAHA's Strategic Plan; and

**WHEREAS**, the U.S. Department of Housing and Urban Development requires that a Board Resolution authorizing the sale of these units must be included in the Inventory Removal Application; and

**WHEREAS**, the property has been listed on MLS since December 2016. Several inquiries were received, but only one purchase order has been submitted. The offer is at the current appraised value of \$215,000; and

**WHEREAS**, net proceeds from the sale of this vacant land will be utilized to fund preservation activities to extend the useful life of existing public housing units in SAHA's portfolio.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5714, authorizing the sale of approximately 1.66 acres of vacant land at Hedges Street and Rio Grande Street in San Antonio, Texas; the sale of such property to the highest bidder; and the execution of any and all documents necessary to consummate such transaction; and
- 2) Authorizes the President and CEO to execute all necessary documents associated with this transaction.

Passed and approved the 6th day of April 2017.

---

**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

---

**David Nisivoccia**  
**President and CEO**




**BOARD OF COMMISSIONERS**  
**Operations and Choice Neighborhood Committee**

**RESOLUTION 5716, AUTHORIZING THE PROPOSED 2017-2018 MOVING-TO-WORK (MTW) AGENCY PLAN, INCLUDING REVISIONS TO THE MTW PLAN, THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP), THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (ADMIN PLAN), CAPITAL FUND PROGRAM PLAN, AND THE FIVE-YEAR CAPITAL IMPROVEMENT AND DEVELOPMENT PLAN**



---

**David Nisivoccia**  
**President and CEO**



---

**Richard Milk**  
**Director of Policy and Planning**

**REQUESTED ACTION:**

Hold a Public Hearing and consideration and appropriate action regarding Resolution 5716, authorizing the proposed 2017-2018 Moving-to-Work (MTW) Agency Plan, including revisions to the MTW Plan, the Public Housing Admissions and Continued Occupancy Policy (ACOP), the Housing Choice Voucher Administrative Plan (Admin Plan), the Capital Fund Program Plan (CFP), and the five-year Capital Improvement and Development Plan.

**SUMMARY:**

The U.S. Department of Housing and Urban Development (HUD) requires Public Housing Authorities (PHAs) to annually submit a five-year plan and an annual business plan, commonly referred to as the Agency Plan(s). Due to SAHA's designation as a Moving-to-Work (MTW) agency, the MTW Plan serves as SAHA's Agency Plan. The MTW Plan includes: the Public Housing Admissions and Continued Occupancy Plan (ACOP), the Housing Choice Voucher Administrative Plan (Admin Plan), and the Capital Fund Program Plan. The MTW Plan will also describe SAHA's policies, programs, operations, strategies and flexibilities in meeting the local housing needs and goals.

SAHA is on track to complete the 2017-2018 Agency Plan in time for April submission to HUD.

**I. Revisions to Housing Choice Voucher (HCV) Administrative Plan**

- 6.3.A Applying Payment Standards: For families whose payment standard falls outside of the basic range as a result of a decrease in FMRs (including a decrease in FMRs due to the implementation of Small Area FMRs), SAHA will not reduce the payment standard amount for as long as the HAP contract remains in effect.
  
- 6.3.D Applying Utility Allowances: The flat utility allowance for the family must be the lower of:
  - (1) The flat utility allowance amount for the voucher size; or
  - (2) The flat utility allowance amount for the unit size of the unit rented by the family.
  
- 8.1.B Additional Local Requirements:
  - (d) If no cooling system is provided, windows in the living room and bedroom must have a screen.
  - (e) Hot water must be available at all times at a temperature between 95 degrees and 120 degrees fahrenheit.

- (h) Bedrooms in basements, attics or converted garages are not allowed unless the owner provides SAHA documentation from a licensed professional such as a licensed general contractor, building official, engineer or city inspector verifying the room contains no safety hazards, or Bexar County CAD print-out with the number of bedrooms for the unit.

10.2.B Initial PHA Role: (b) For a participant family approved to move out of its jurisdiction under portability, SAHA will not conduct a reexamination of family income and composition.

16.2.A Small Area Fair Market Rents:

- (a) In October 2017, HUD will publish Small Area FMRs for the San Antonio-Bexar County area for use in the administration of tenant-based assistance under the HCV program.
- (b) Small Area FMR areas refer to the U.S. Postal Service ZIP code areas within the San Antonio-Bexar County area.
- (c) SAHA must revise the payment standard amount no later than 3 months following the effective date of the published FMR if a change is necessary to stay within the basic range — between 90 and 110 percent of the published FMR for each unit size.

16.4 Representation of Family

16.4.A Overview

- (1) Generally, a family may be accompanied by a representative to assist the family in: (a) The application process, (b) The certification process, (c) Informal conferences, (d) Informal reviews, (e) Informal hearings, or (f) Any other meetings with SAHA staff.
- (2) A **family representative** may not conduct business with SAHA on behalf of the family unless the representative is an authorized designee or is representing the family on behalf of a community advocacy organization.
- (3) Representation of a family will be at the family's own expense.

16.4.B Designees

- (1) A **designee** is a person whom the family authorizes as an agent to conduct business with SAHA on the family's behalf through a Power of Attorney or as a reasonable accommodation for persons with disabilities.
- (2) The family may designate one person as the family's designee unless additional designees are required as a reasonable accommodation for persons with disabilities.
- (3) Caseworkers of Partner Agencies (a) Caseworkers of referral agencies partnered with SAHA will be granted designee status without verification of a need for a reasonable accommodation. (b) A caseworker of a referral agency must submit an authorization from the family to conduct business on the family's behalf.
- (4) The family will be held responsible for any family-caused errors or program fraud caused by the family's designee.

- (5) If the designee requests an action that may affect the family's eligibility for continued assistance, SAHA will verify the request with the family before approving the request.
- (6) SAHA reserves the right to deny or revoke a person's status as a family designee if: (a) The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program; (b) The person commits drug-related criminal activity or violent criminal activity; (c) The person has been permanently disapproved for participation in SAHA's housing programs as an owner, property manager or agent; (d) The person has been terminated from any federally-assisted housing program within the past five years; (e) The person uses loud, abusive, bullying or otherwise belligerent behavior in SAHA's offices; (f) The person's actions cause a program violation or family-caused error that negatively impacts the family's housing assistance; or (g) The person has a personal financial interest in any matter concerning the family's housing assistance.

#### 16.4.C Advocates

- (1) An **advocate** is a representative of an established community organization which publicly supports or recommends a particular cause or policy. (a) Persons who meet this definition represent families in a professional capacity as an official representative of his or her organization. (b) Community advocacy organizations include, but are not limited to, the following: (i) Texas RioGrande Legal Aid, Inc. (ii) Fair Housing Council of Greater San Antonio (iii) League of United Latin American Citizens
- (2) An advocate may conduct business on behalf of a family concerning specific matters (e.g., eligibility, rent calculation, termination, etc.).
- (3) An advocate must submit a formal written request on the organization's letterhead to obtain information regarding a family's account. (a) All requests to release information must include the following: (i) Detailed description of the request; (ii) Head of Household name; (iii) Head of Household Social Security Number; (iv) Head of Household's written authorization for the advocate to obtain the requested information; and (v) Head of Household signature. (b) SAHA will respond to requests from advocacy organizations within 10 business days of the date the request is received.
- (4) An advocate may not sign documents on a family's behalf.

## II. **Revisions to Public Housing Admissions and Continued Occupancy Policy (ACOP)**

1. HUD mandated No Smoking Policy will change SAHA policy. Smoking will be banned within 25 feet of housing and office buildings instead of the current 20 feet.
2. SAHA Data Sharing Policy was added to the ACOP exhibits for public review. The Data Sharing Policy sets forth the policies regarding the sharing of information maintained by SAHA with third-parties. The Policy governs how and under what conditions data can be



used and shared. The Policy establishes guidelines regarding data use disclosure, informed consent and third-party data request processing.

### III. Capital Fund Program (CFP)

General description of all planned Capital Fund Expenditures during the plan year

PROJECT NAME	DESCRIPTION	PROJECT ESTIMATE
Charles Andrews (1)	Substantial Renovation (Includes Hail Damage Roof Repairs/Replacement)	\$2,478,068
H.B Gonzalez (1)	Structural/Exterior-Interior Repairs	\$963,950
Westway Apartments (1)	Drainage/Sewer Repairs	\$2,749,975
Guadalupe Subd: 24 Gus Garcia (1)	Burn Unit - Reconstruction	\$164,333
Victoria Plaza (2)	Comprehensive Modernization	\$11,307,000
Cross Creek Apartments (2)	Hail Damage Roof Repairs/Replacement	\$59,126
Escondida Apartments (2)	Hail Damage Roof Repairs/Replacement	\$67,614
Francis Furey Apartments (2)	Hail Damage Roof Repairs/Replacement	\$472,531
Sahara Ramsey (2)	Hail Damage Roof Repairs/Replacement	\$82,687
Tarry Towne Apartments (2)	Hail Damage Roof Repairs/Replacement	\$585,072
Williamsburg Apartments (2)	Hail Damage Roof Repairs/Replacement	\$51,825
Pin Oak II (2)	Hail Damage Roof Repairs/Replacement	\$105,539
Morris Beldon (2)	Hail Damage Roof Repairs/Replacement	\$182,291
L.C. Rutledge (2)	Hail Damage Roof Repairs/Replacement	\$103,142
Lincoln Heights (2)	Hail Damage Roof Repairs/Replacement	\$1,489,405
Madonna Apartments (2)	Hail Damage Roof Repairs/Replacement	\$285,578

Scattered Site: 9354 Valley Gate (2)	Water Damage Unit	\$100,000
Blanco Apartments	Basement-Structural Repairs	\$282,500
W.C. White Apartments	Basement-Structural Repairs	\$282,500
Villa Tranchese Apartments (2)	Fire Sprinkler System Design, Chiller System Replacement, Basement Structural Repairs, Fire Sprinkler System Upgrades	\$3,478,000
Fair Avenue Apartments	Fire Sprinkler System Design, Basement Structural Repairs, Fire Sprinkler System Upgrades	\$3,404,000

- (1) Capital project is currently in progress. Expenditure may carryover to FY 18.
- (2) Capital projects will include various funding sources: CFP Funds combined with MTW Funds, EPC, and/or Insurance Proceeds.

**Timeline**

- February: Draft MTW Plan posted for public comment
- March: Public Hearing scheduled during Operations and Choice Neighborhood Committee Meeting
- April: Consideration and appropriate action by Board of Commissioners and submission to HUD
- May-June: Address HUD questions
- July 1: Initiate implementation of the MTW Plan

**FINANCIAL IMPACT:**

Under SAHA’s MTW Plan, Public Housing, Housing Choice Voucher Program and Capital Fund resources are all combined into a single fund with full-funding flexibility. All MTW initiatives will continue to be funded from this single fund.

**ATTACHMENTS:**

Resolution 5716  
Presentation

**SAN ANTONIO HOUSING AUTHORITY**  
**Resolution 5716**

**RESOLUTION 5716, AUTHORIZING THE PROPOSED 2017-2018 MOVING-TO-WORK (MTW) AGENCY PLAN, INCLUDING REVISIONS TO THE MTW PLAN, THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP), THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (ADMIN PLAN), CAPITAL FUND PROGRAM PLAN, AND FIVE-YEAR CAPITAL IMPROVEMENT AND DEVELOPMENT PLAN**

**WHEREAS**, the Board of Commissioners of the San Antonio Housing Authority, a public instrumentality created pursuant to the laws of the State of Texas (“SAHA”) must approve the 2017-2018 Moving-to-Work (MTW) Agency Plan for fiscal year 2017-2018, including the revised MTW Plan, Public Housing Admissions and Continued Occupancy Policy (ACOP), the Housing Choice Voucher Administrative Plan (Admin Plan) and the Capital Fund Program; and

**WHEREAS**, the Board of Commissioners of the San Antonio Housing Authority also desires to authorize the submission of the 2017-2018 MTW Agency Plan to the U.S. Department of Housing and Urban Development (HUD); and

**WHEREAS**, the Board further desires to authorize the Chairman and the President and CEO to execute and submit to HUD such certifications and other documents that they deem necessary or advisable in connection with the submission of the MTW Agency Plan.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of SAHA would hereby:

- 1) Approves Resolution 5716 authorizing the proposed 2017-2018 Moving-to-Work (MTW) Agency Plan, including revisions to the MTW Plan, the Public Housing Admissions and Continued Occupancy Plan (ACOP), the Housing Choice Voucher Administrative Plan (ADMIN PLAN), Capital Fund Program Plan, and five-year Capital Improvement and Development Plan; and
- 2) Authorizes the Chairman and President and CEO to execute and submit such certifications and other documents as necessary for the submission of the 2017-2018 MTW Plan to HUD.

**Approved the 6th day of April 2017.**

---

**Morris A. Stribling, D.P.M.**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

---

**David Nisivoccia**  
**President and CEO**



**SAHA** | SAN ANTONIO  
HOUSING AUTHORITY  
Opportunity Lives Here

# 2018 MTW Plan

Board of Commissioners  
April 6, 2017

# Background

- Annual submission of Agency Plans to HUD
  - Moving to Work (MTW) Plan
  - Public Housing Admissions and Continued Occupancy Plan (ACOP)
  - Assisted Housing Programs Administrative Plan
  - Capital Fund Program (CFP) Plan
- Public Comment Period
  - February 14 – March 30, 2017
  - [mtw@saha.org](mailto:mtw@saha.org)
  - Mail and in-person:  
SAHA / Attn: Policy & Planning  
818 S. Flores St.  
San Antonio, TX 78204

# MTW Timeline

- February
  - Draft MTW Plan posted for public comment
- February-March
  - Public input on recommended activities for all Agency Plans
- March
  - Public Hearing scheduled during Operations and Human Resources Committee Meeting
- April
  - Consideration by Board of Commissioners
  - Submission to HUD
- May-June
  - Address HUD questions
- July
  - Initiate Implementation of MTW Plan

# Proposed New Activities

- No new activities proposed for FY2018

# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

- **6.3.A Applying Payment Standards:**

- (a) ***Decreases***

- (i) If the amount on the payment standard schedule is decreased during the term of the HAP contract, SAHA is not required to reduce the payment standard amount used to calculate the subsidy for the families under HAP contract for as long as the HAP contract remains in effect.

- (v) For families whose payment standard falls outside of the basic range as the result of a decrease in FMRs (including a decrease in FMRs due to the implementation of Small Area FMRs), SAHA will not reduce the payment standard amount for as long as the HAP contract remains in effect.



# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

- **6.3.D Applying Utility Allowances:**

- (B) The flat utility allowance for the family must be the lower of:
- (1) The flat utility allowance amount for the voucher size; or
  - (2) The flat utility allowance amount for the unit size of the unit rented by the family.

# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

- **8.1.B Additional Local Requirements:**

(d) If no cooling system is provided, windows in the living room and bedroom must have a screen.

(e) Hot water must be available at all times at a temperature between 95 degrees and 120 degrees fahrenheit.

(h) Bedrooms in basements, attics or converted garages are not allowed unless the owner provides SAHA documentation from a licensed professional such as a licensed general contractor, building official, engineer, city inspector verifying the room contains no safety hazards, or Bexar County CAD print-out with the number of bedrooms for the unit.

# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

### 10.2.B Initial PHA Role:

(b) For a participant family approved to move out of its jurisdiction under portability, SAHA will not conduct a reexamination of family income and composition.

# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

### **16.2.A Payment Standards:**

#### **(2) Small Area Fair Market Rents**

- (a) In October 2017, HUD will publish Small Area FMRs for the San Antonio-Bexar County area for use in the administration of tenant-based assistance under the HCV program.
- (b) Small Area FMR areas refer to the U.S. Postal Service ZIP code areas within the San Antonio-Bexar County area.
- (c) SAHA must revise the payment standard amount no later than 3 months following the effective date of the published FMR if a change is necessary to stay within the basic range – between 90 and 110 percent of the published FMR for each unit size.

# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

### 16.4 Representation of Family

#### 16.4.A Overview

- (1) Generally, a family may be accompanied by a representative to assist the family in:
  - (a) The application process,
  - (b) The certification process,
  - (c) Informal conferences,
  - (d) Informal reviews,
  - (e) Informal hearings, or
  - (f) Any other meetings with SAHA staff.

Continued on next slide

# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

### 16.4.A Overview (cont.)

- (2) A **family representative** may not conduct business with SAHA on behalf of the family unless the representative is an authorized designee or is representing the family on behalf of a community advocacy organization.
- (3) Representation of a family will be at the family's own expense.

### 16.4.B Designees

- (1) A **designee** is a person whom the family authorizes as an agent to conduct business with SAHA on the family's behalf through a Power of Attorney or as a reasonable accommodation for persons with disabilities.

Continued on next slide

# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

### 16.4.B Designees (cont.)

(2) The family may designate one person as the family's designee unless additional designees are required as a reasonable accommodation for persons with disabilities.

#### (3) **Caseworkers of Partner Agencies**

(a) Caseworkers of referral agencies partnered with SAHA will be granted designee status without verification of a need for a reasonable accommodation.

(b) A caseworker of a referral agency must submit an authorization from the family to conduct business on the family's behalf.

(4) The family will be held responsible for any family-caused errors or program fraud caused by the family's designee.

Continued on next slide

# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

### 16.4.B Designees (cont.)

- (5) If the designee requests an action that may affect the family's eligibility for continued assistance, SAHA will verify the request with family before approving the request.
- (6) SAHA reserves the right to deny or revoke a person's status as a family designee if:
- (a) The person commit fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
  - (b) The person commits drug-related criminal activity or violent criminal activity;
  - (c) The person has been permanently disapproved for participation in SAHA's housing programs as an owner, property manager or agent;

Continued on next slide



# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

### 16.4.B Designees (cont.)

- (d) The person has been terminated from any federally-assisted housing program within the past five (5) years;
- (e) The person uses loud, abusive, bullying or otherwise belligerent behavior in SAHA's offices;
- (f) The person's actions cause a program violation or family-caused error that negatively impacts the family's housing assistance; or
- (g) The person has a personal financial interest in any matter concerning the family's housing assistance.

# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

### 16.4.C Advocates

- (1) An **advocate** is a representative of an established community organization which publicly supports or recommends a particular cause or policy.
- (a) Persons who meet this definition represent families in a professional capacity as an official representative of his or her organization.
  - (b) Community advocacy organizations include, but are not limited to, the following:
    - (i) Texas RioGrande Legal Aid, Inc.
    - (ii) Fair Housing Council of Greater San Antonio
    - (iii) League of United Latin American Citizens

Continued on next slide

# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

### 16.4.C Advocates (cont.)

- (2) An advocate may conduct business on behalf of a family concerning specific matters (e.g., eligibility, rent calculation, termination, etc.).
- (3) An advocate must submit a formal written request on the organization's letterhead to obtain information regarding a family's account.
  - (a) All requests to release information must include the following:
    - (i) Detailed description of the request;
    - (ii) Head of Household name;
    - (iii) Head of Household Social Security Number;

Continued on next slide

# Assisted Housing Programs

## FY 2017-18 Administrative Plan Revisions

### 16.4.C Advocates (cont.)

- (a) All requests to release information must include the following (cont.):
  - (iv) Head of Household's written authorization for the advocate to obtain the requested information; and
  - (v) Head of Household signature.
- (b) SAHA will respond to requests from advocacy organizations within 10 business days of the date the request is received.
- (4) An advocate may not sign documents on a family's behalf.

# Public Housing Admissions and Continued Occupancy Policy (ACOP)

1. HUD mandated No Smoking Policy will change SAHA policy. Smoking will be banned within 25 feet of housing and office buildings instead of the current 20 feet.
2. SAHA Data Sharing Policy was added to the ACOP exhibits for public review. The Data Sharing Policy sets forth the policies regarding the sharing of information maintained by SAHA with third-parties. The Policy governs how and under what conditions data can be used and shared. The Policy establishes guidelines regarding data use disclosure, informed consent, and third-party data request processing.

# Feedback

- <http://www.saha.org/index.php/about-saha/moving-to-work>
- [mtw@saha.org](mailto:mtw@saha.org)
- Mail and in-person:  
SAHA / Attn: Policy & Planning  
818 S. Flores St.  
San Antonio, TX 78204

**To:** Board of Commissioners

**Date:** April 6, 2017

**From:** Charles Clack, Chair, Resident Services Committee

**Subject:** Update regarding the March 16, 2017, Resident Services Committee Meeting

---

A Resident Services Committee meeting was held on Thursday, March 16, 2017. Attendees included Board Chair Morris A. Stribling, DPM, Committee Chair Charles Clack, Commissioner Marie R. McClure, Commissioner Francesca Caballero, Commissioner Jessica Weaver, SAHA President and CEO David Nisivoccia and SAHA staff. The meeting was attended by 44 Pecan Hill Apartment residents.

The following topics were discussed at the committee meeting:

**Update and discussion regarding the rehabilitation of Victoria Plaza and the relocation of residents**

David Clark, Director of Public Housing, reported the San Antonio Housing Authority began planning a major rehabilitation of Victoria Plaza in 2016, which has progressed to the design phase with intended construction to begin October 2017. The rehabilitation will include replacement of the electrical, heating and water systems. Residents will be relocated to other public housing units for the duration of the construction. Upon completion of the construction phase, Victoria Plaza residents will have preference to return to the property. Mr. Clark advised the Committee that staff projects it will take approximately six months to transfer the residents out of all 185 units.

**Update and discussion regarding the Elderly and Disabled Case Management report**

David Clark, Director of Public Housing, reported SAHA currently has eight Elderly and Disabled Case Management Specialists and one Supervisor who provide a variety of services at 33 sites, consisting of 2,302 units. The services include foot care, blood pressure checks, glucose checks, hearing tests, arthritis education, pharmacy education, recreational activities and the notarization of documents at no charge to the residents. The services are provided directly or through a multitude of partners.

**Update and discussion regarding the Book Rich Environment Initiative**

Adrian Lopez, Director of Community Initiatives, reported through a new partnership with the federal government and nonprofit organizations, the National Book Foundation (NBF) launched the Book Rich Environment Initiative, a book drive that will unfold over the course of 2017 benefitting public housing communities.

Mr. Lopez also mentioned that SAHA has partnered with the San Antonio Library and the local HUD office to participate in this new initiative. Residents will benefit from 17,000 books that will

be donated by the National Book Foundation. This initiative will complement other CDI efforts, including the 17 children’s libraries located within public housing communities.

**Update and discussion regarding Community Development Initiatives**

Adrian Lopez reported on various upcoming events from March through June that will be offered to the community, such as the Mother’s Day event, Father’s Day event, Fiesta Medal sales and more.

**Update and discussion regarding Ombudsman Report**

Vanessa Chavez presented the quarterly Ombudsman report with a breakdown of inquiries regarding resident and program participant requests for assistance between October 2016 and December 2016. Ms. Chavez stated there were 490 cases total, with 163 cases closed and 327 cases open.





**To:** Board of Commissioners

**Date:** April 6, 2017

**From:** Morris A. Stribling, DPM, Chair, Operations and Choice Neighborhood Committee

**Subject:** Update regarding the March 16, 2017, Operations and Choice Neighborhood Committee Meeting

---

An Operations and Choice Neighborhood Committee meeting was held on Thursday, March 16, 2017. Attendees included Board Chair Morris A. Stribling, DPM, Commissioner Francesca Caballero, Commissioner Charles Clack, Commissioner Marie R. McClure, Commissioner Jessica Weaver, SAHA President and CEO David Nisivoccia and SAHA staff.

The following topics were discussed at the committee meeting:

**Update and Discussion: Wheatley Choice Neighborhood Activities Relating to People, Neighborhood and Housing**

Lorraine Robles, Director of Development Services and Neighborhood Revitalization, reported East Meadows is 90 percent complete. Ms. Robles also mentioned that TDHCA has advised SAHA of their approval to begin on the half baths to East Meadows units; Phase II is 22 percent complete. Staff reported 152 Wheatley households remain on housing assistance.

Arrie Porter, Senior Manager of Choice Neighborhood Program, informed the Committee an application for rezoning of the property was submitted to the City of San Antonio and received City Council approval on Feb. 9, 2017. The environmental assessment will now be completed and platting will be initiated. Community meetings to select groups began Wednesday, Feb. 15, 2017, and will continue through mid March.

Adrian Lopez, Director of Community Development Initiatives, updated the Committee regarding the Byrne Grant, stating the grant was set to expire on March 31, 2017. Mr. Lopez advised that staff is exploring new options and working closely with community partners to implement activities.

**Resolution 5715, authorizing the award of a contract for Roof Repair and Replacement at Bella Claire Apartments to Garland/DBS, Inc. through the U.S. Communities Government Purchasing Alliance for an amount not to exceed \$293,626.30**

The Operations and Choice Neighborhood Committee approved Resolution 5715, awarding a contract for repairs and replacement to Garland/DBS, Inc. through the U.S. Communities Government Purchasing Alliance.

**Resolution 5714, authorizing the sale of approximately 1.66 acres of vacant land at Hedges Street and Rio Grande Street in San Antonio, Texas; the sale of such property to**



**the highest bidder; and the execution of any and all documents necessary to consummate such transaction**


The Operations and Choice Neighborhood Committee approved Resolution 5714 authorizing the sale of approximately 1.66 acres of vacant land at Hedges Street and Rio Grande Street to IDEA Schools.

**Public Hearing, and consideration and appropriate action regarding Resolution 5716, authorizing the proposed 2017-2018 Moving to Work (MTW) Agency Plan, including revisions to the MTW Plan, the Public Housing Admissions and Continued Occupancy Policy (ACOP), the Housing Choice Voucher Administrative Plan (Admin Plan), the Capital Fund Program Plan (CFP), and the five-year Capital Improvement and Development Plan**

The Operations and Choice Neighborhood Committee held a public hearing and approved Resolution 5716, authorizing the proposed 2017-2018 Moving-to-Work (MTW) Plan, including revisions to the MTW Plan, the Public Housing Admissions and Continued Occupancy Policy (ACOP), the Housing Choice Voucher Administrative Plan (Admin Plan), the Capital Fund Program Plan (CFP) and the five-year Capital Improvement and Development Plan.

## MEMORANDUM

To: Board of Commissioners

From: David Nisivoccia, President and CEO 

Presented by: Steven Morando, Director, Procurement and General Services

RE: Update and discussion regarding the Procurement Activity Report

---

**SUMMARY:****Recap of SAHA Annual Section 3 HUD 60002 Report**

Each January, SAHA submits its U.S. Department of Housing and Urban Development (HUD) 60002 Report which summarizes the results of new contracts awarded to Section 3 businesses and Section 3 new hires by SAHA and its contracted vendors. The reporting is related to HUD funding sources which include Capital Funds, Operations, and Choice Implementation and Neighborhood Grants. Goals are 30 percent for Section 3 new hires, 10 percent for Construction Awards to Section 3 businesses and 3 percent for Non-Construction Awards to Section 3 businesses.

For the year ended December 31, 2016, SAHA reported the following results to HUD:

Operations - Section 3 New Hires	44.3%
Operations Construction Awards	21.3%
Operations Non-Construction Awards	18.4%
Capital Funds - Section 3 New Hires	33.3%
Capital Funds Construction Awards	67.4%
Capital Funds Non-Construction Awards	N/A*
Choice Implementation & Neighborhoods-Section 3 New Hires	50.6%
Choice Implementation & Neighborhoods Construction Awards	63.7%
Choice Implementation & Neighborhoods Non-Construction Awards	N/A*

\*No contracts were awarded from this funding source during 2016.

The attachment to this memo shows the breakdown for the HUD 60002 reports for fiscal years 2013 through 2016.

**Current Solicitations:** There are currently three short solicitations and one Invitation for Bids being advertised. They are for the Purchase and Installation of Exterior Stair Lift, Purchase of 2 Used Golf/Utility Carts, Grief and Bereavement Counselor, and Abatement of Hazardous Materials Four Stories or Less and Greater than Four Stories.

**Closed/Pending Solicitations:** There are six solicitations that have closed and are currently being evaluated. They include: Accounts Payable Automation Software, Alcohol and Drug Testing Services, Security Guard Services at SAHA Central Office, Property Management

Services for Various Beacon Communities, New Affordable Home Construction Services, and Property Casualty and Construction Estimating Software.

**Solicitations in Development:** Procurement is currently working on a number of solicitations for advertisement. These include: Property Management Software-Beacon Communities; Inspection Services and Replacement of Fire Extinguishers; Closed Loop Systems Water Treatment Services; Fire Safety Control Systems Inspection, Testing and Repairs; Residential Real Estate Broker Services; Banking Services; Translation Services; Carpet Replacement and Installation Services; Services to Update Public Housing and Assisted Housing Programs Waiting List; Automatic Door Maintenance and Repair; Automatic Gate Maintenance and Repair; HVAC Maintenance and Repair Services; Automated Fraud Hotline Services; Demolition Services for Villa de Fortuna Neighborhood; Disaster Mitigation Services; Pest Control Services - Beacon Communities; Pin Oak I - Access Control Doors; Jobs Plus Program Management Consultant Services; Burned Unit Rehabilitation at Cross Creek Apartments; Fair Housing Training for Public Housing; Credit Building Consultant for Public Housing Residents; Computer Literacy Trainer; Apartment Marketing Services; Printing Services: Alazan-Apache Baseball Field Concession Stand Repairs; Preferred Provider for Urgent/Primary Care and Lab Testing Services; Public Relations Consulting Services; Removal and Replacement of Bathtubs and Shower Pans; Communications Technology Services and Title Searches/Title Commitments for Scattered Site Properties.

**PROPOSED ACTION:**

None

**FINANCIAL IMPACT:**

Amounts paid according to award provisions.

**ATTACHMENT:**

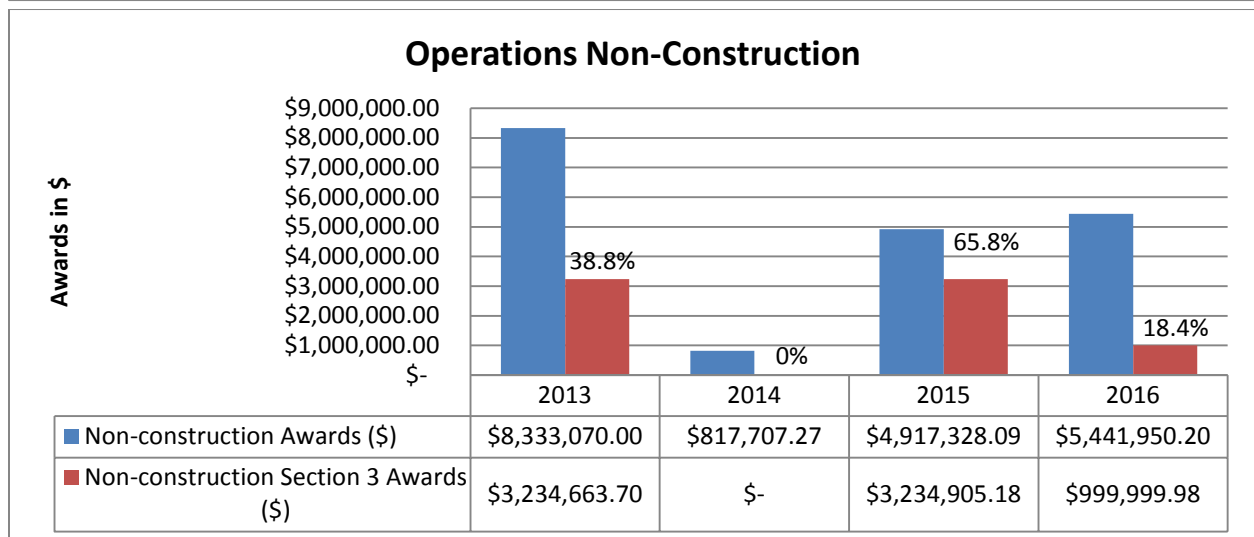
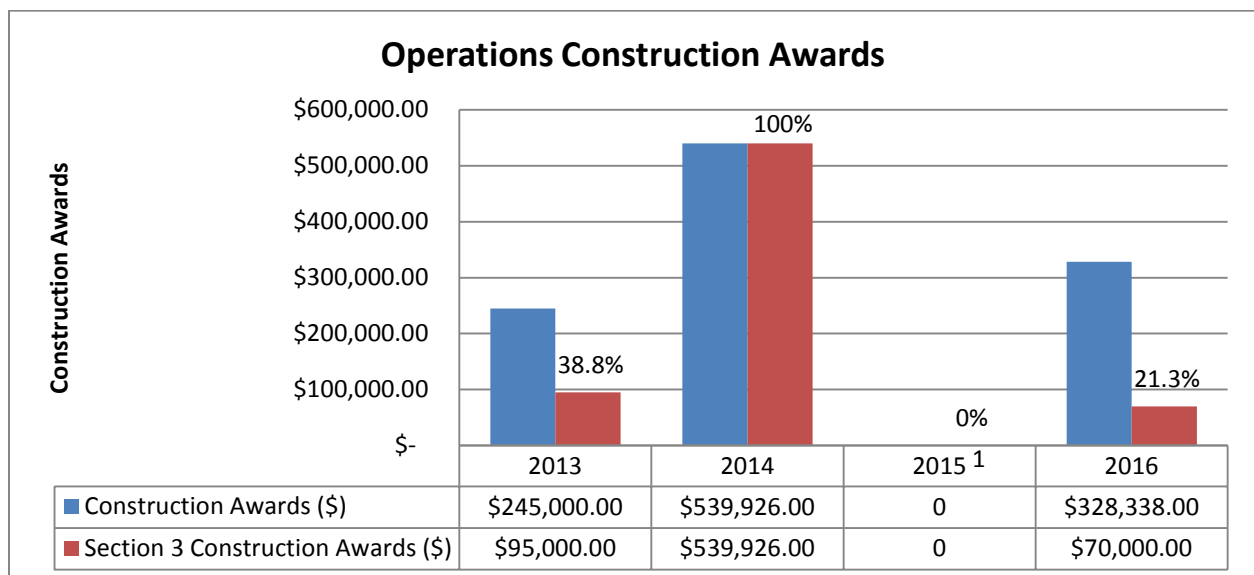
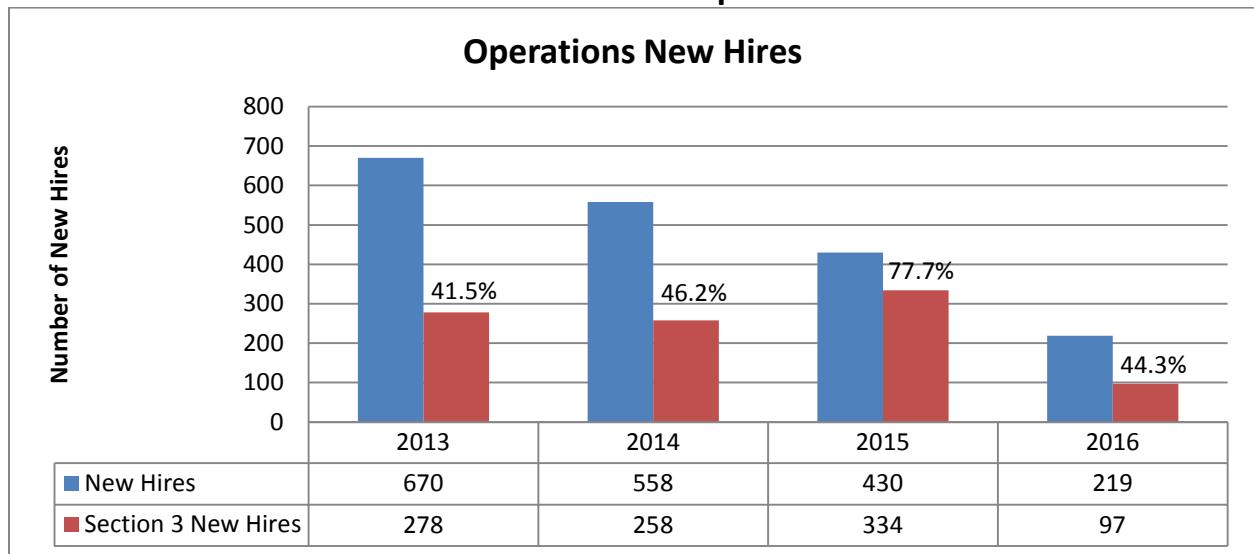
Procurement Activity Report  
Section 3 Annual HUD 60002 - FY2013-FY2016

**Procurement Activity Report March 17, 2017**

<b>Solicitations Currently being Advertised</b>				
<b>SAHA Department</b>	<b>Type</b>	<b>Solicitation Name</b>	<b>Bidders Conference</b>	<b>Closes</b>
Public Housing	QQ	Purchase of 2 Golf/Utility Carts	N/A	3/20/17
Public Housing	QQ	Grief and Bereavement Counselors	N/A	3/24/17
Public Housing	QQ	Purchase and Installation of Exterior Stair Lift	N/A	3/24/2017
Public Housing	IFB	Abatement of Hazardous Materials Four Stories or Less and Greater than Four Stories	3/16/2017	3/21/2017
<b>Solicitations Under Evaluation</b>				
<b>SAHA Department</b>	<b>Type</b>	<b>Solicitation Name</b>	<b>Date Closed</b>	<b>Status</b>
Construction Services	CO-OP	Roof Repairs and Replacement at Bella Claire Apartments	N/A	Board Meeting 4/16/17
Finance & Accounting	RFP	Accounts Payable Automation Software	10/3/2016	Procurement Evaluation
Security	QQ	Security Guard Services at SAHA Central Office	10/25/2016	
Risk Management	RFP	Property Casualty and Construction Estimating Software	1/3/2017	Due Diligence Negotiation
Beacon Communities	RFP	Property Management Services for Various Beacon Communities	2/22/2017	
DSNR	RFP	New Affordable Home Construction Services	2/22/2017	
<b>QQ Awarded under \$50,000.00</b>				
<b>SAHA Department</b>	<b>Type</b>	<b>Solicitation Name</b>	<b>Vendor</b>	<b>Award Amount</b>
DSNR	QQ	Foundation Repair at 2806 Del Rio	Mitchco	\$22,600

<b>Future Solicitations</b>		
<b>SAHA Department</b>	<b>Solicitation Name</b>	<b>Projected Release Date</b>
Asset Management	Title Searches/Title Commitments for Scattered Site Properties	May 2017
Beacon Communities	Property Management Software-Beacon Communities	April 2017
	Apartment Marketing Services	April 2017
	Pest Control Services-Beacon Communities	May 2017
Community Development Initiatives (CDI)	Jobs Plus Program Management Consultant Services	April 2017
Construction Services	Inspection Services and Replacement of Fire Extinguishers	April 2017
	Closed Loop Systems Water Treatment Services	April 2017
	Fire Safety Systems Inspection, Testing and Repairs	April 2017
DSNR	Residential Real Estate Broker Services	March 2017
	Demolition Services for Villa de Fortuna Neighborhood	April 2017
Finance & Accounting	Banking Services	April 2017
Innovative Technology (IT)	Communications Technology Services	Texas DIR Contract
Policy and Planning	Computer Literacy Trainer	March 2017
Public Affairs	Translation Services	April 2017
	Public Relations Consulting Services	April 2017
	Printing Services	May 2017
Public Housing	Services to Update Waiting List - Public Housing and Assisted Housing Programs	ON HOLD
	Carpet Replacement and Installation Services	April 2017
	Pin Oak I Access Control Doors	April 2017
	Alazan-Apache Baseball Field Concession Stand Repairs	April 2017
	Fair Housing Training for Public Housing	April 2017
	Credit Building Consultant for Public Housing Residents	April 2017
	Burned Unit Rehabilitation at Cross Creek Apartments	April 2017
	HVAC Maintenance and Repair Services	April 2017
	Removal and Replacement of Bathtubs and Shower Pans	May 2017
	Automatic Door Maintenance and Repair	June 2017
Automatic Gate Maintenance and Repair	June 2017	
Regulatory Oversight	Automated Fraud Hotline Services	March 2017
Risk Management	Disaster Mitigation Services	May 2017
	Preferred Provider for Urgent/Primary Care and Lab Testing Services (Alcohol and Drug)	April 2017

## Section 3 Annual HUD 60002 Report FY 2013-FY 2016

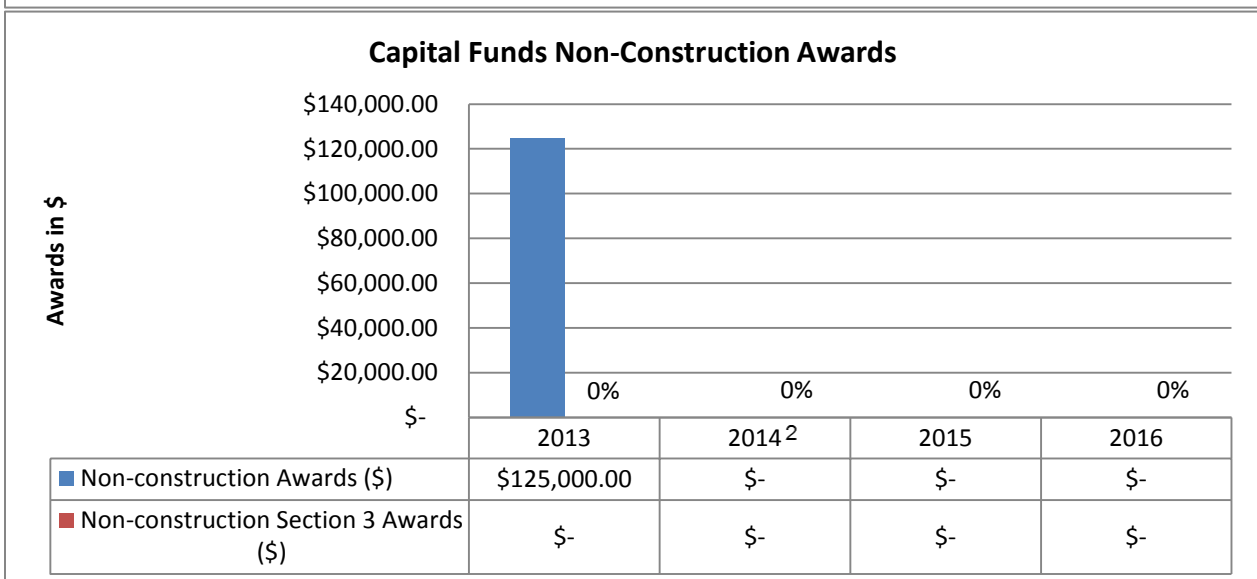
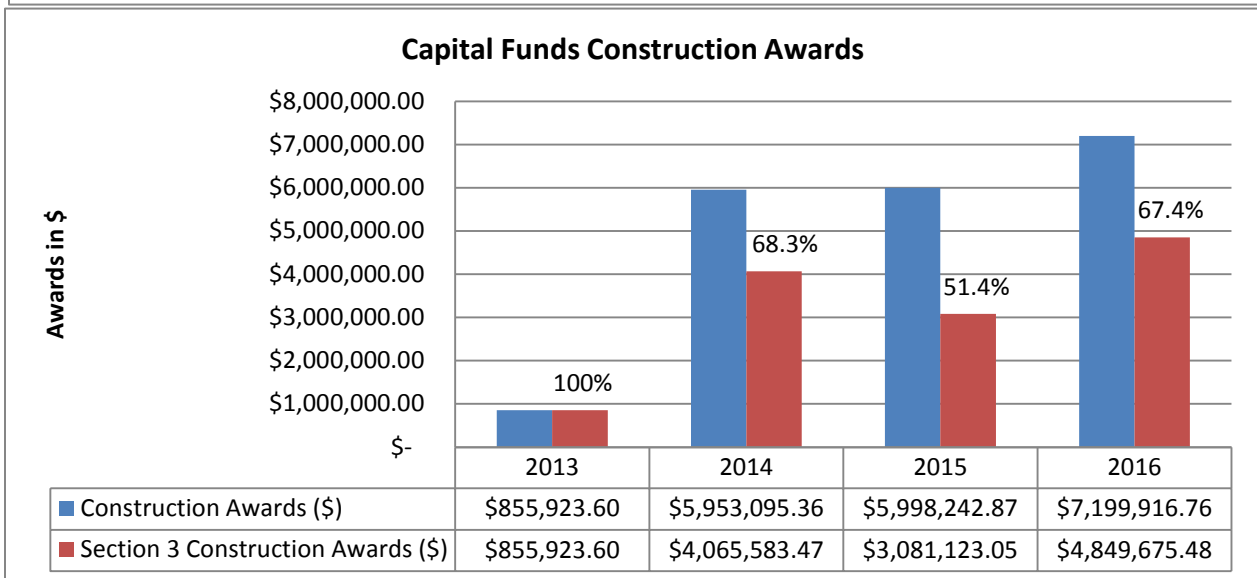
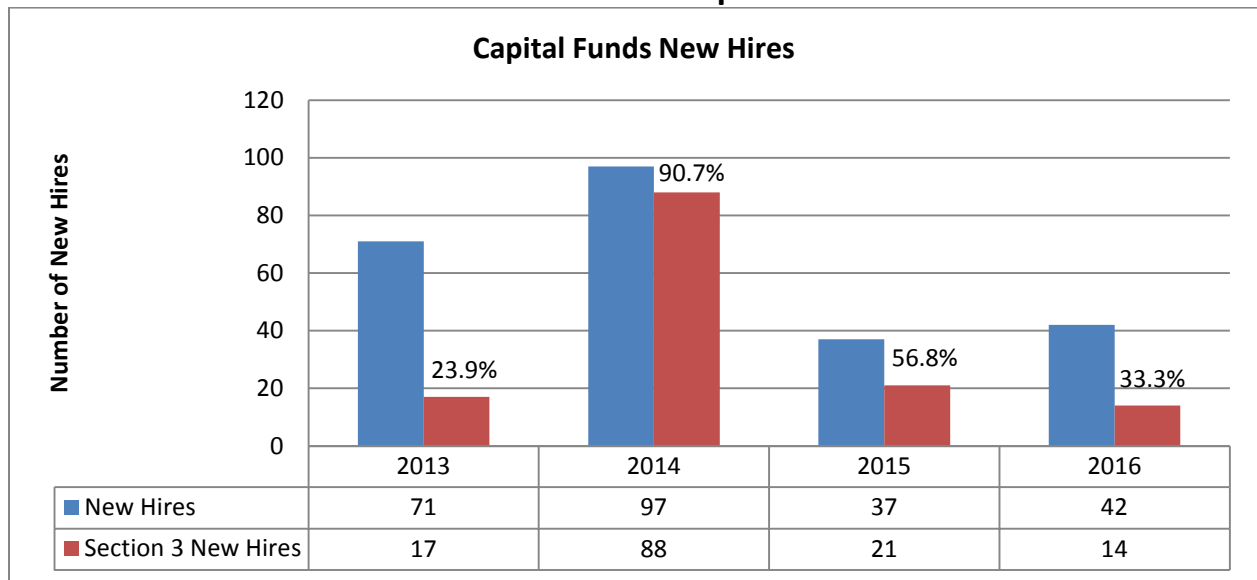


<sup>1</sup> No operations funds were awarded for construction in 2015.

Note: Reported award amounts only include awarded contracts for \$50,000 and above.

Rev: March 14, 2017

## Section 3 Annual HUD 60002 Report FY 2013-FY 2016



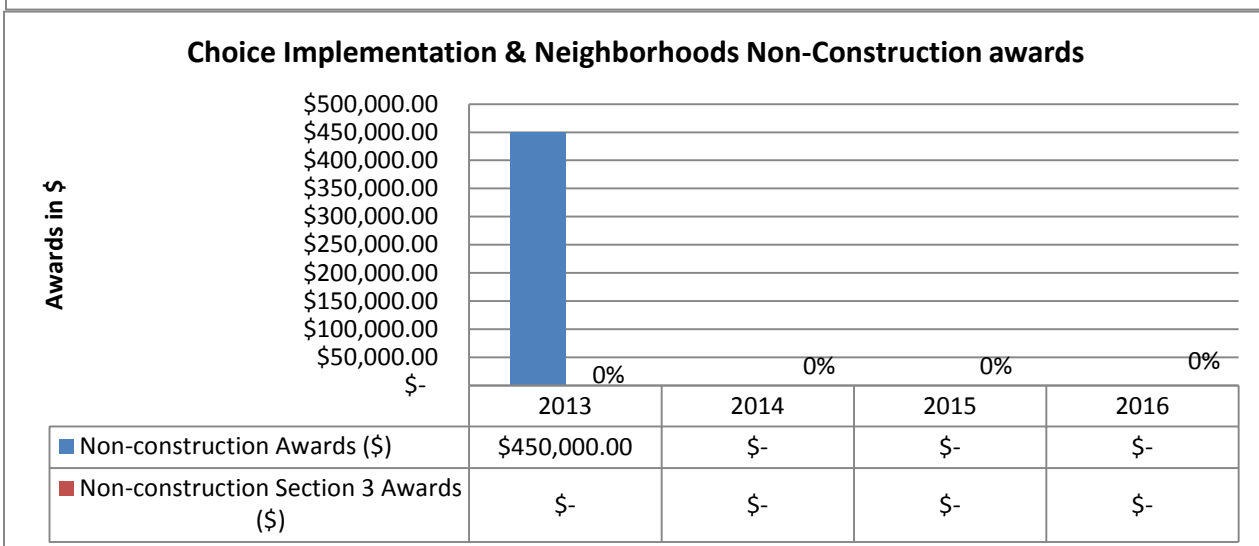
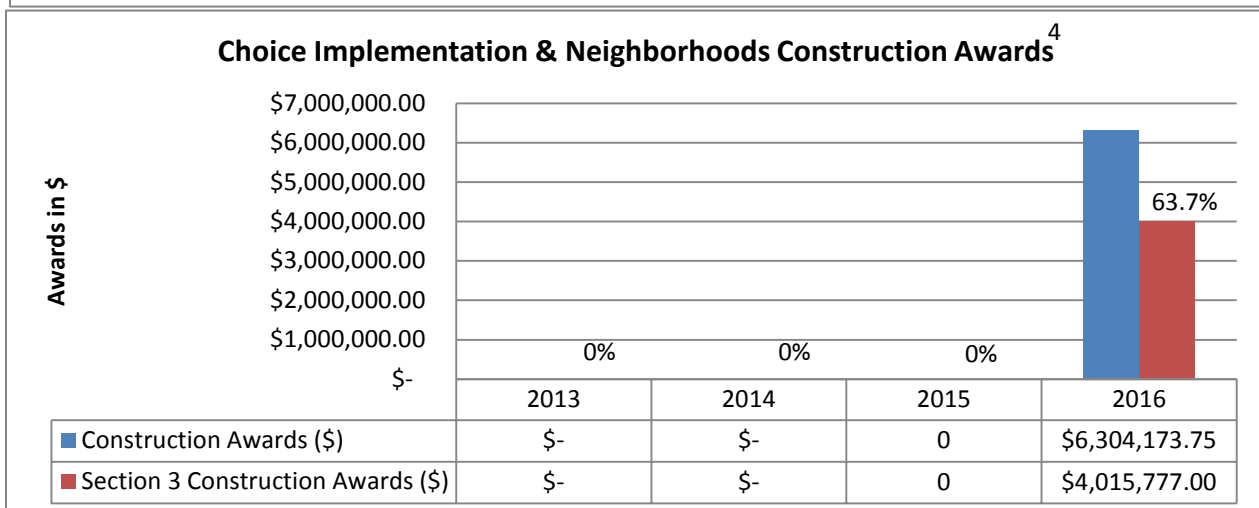
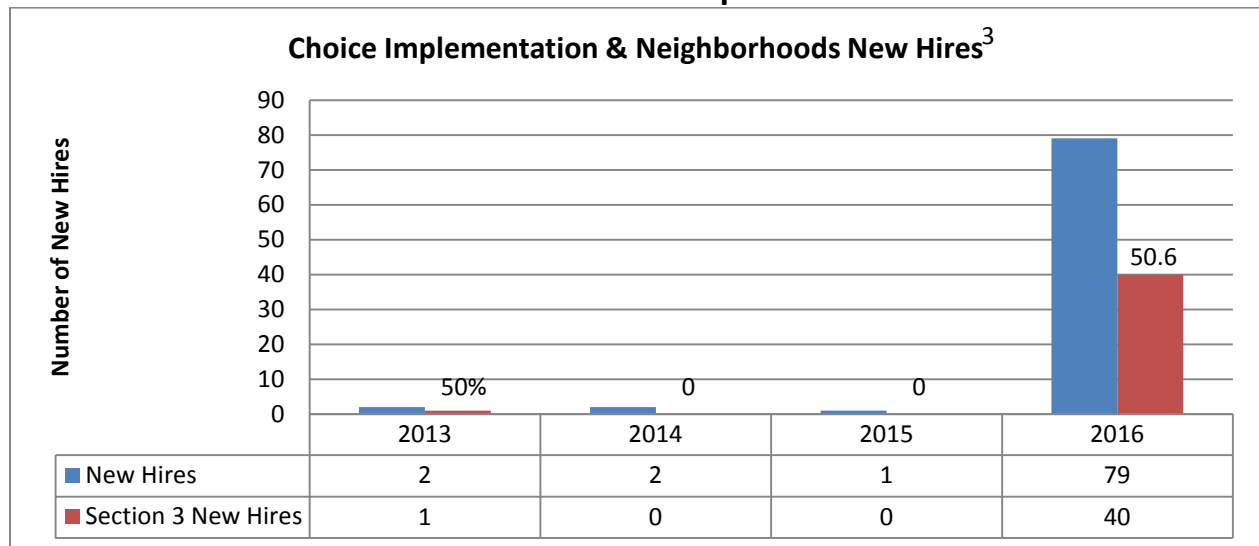
<sup>2</sup> No Capital Funds were awarded for non-construction projects in 2014, 2015, and 2016.

Note: Reported award amounts only include awarded contracts for \$50,000 and above.

Rev: March 14, 2017



### Section 3 Annual HUD 60002 Report FY 2013-FY 2016



<sup>3</sup> In FY 2013 Choice dollars were awarded to McCormack Baron Salazar to establish a partnership with Urban Strategies to assist in the People portion of the Eastside redevelopment. Urban Strategies new hires are reflected in this chart.

<sup>4</sup> Additional Choice dollars were later utilized in FY 2016 for construction of East Meadows Phase II. Other funding sources were utilized for construction in FY 2014 and 2015.

Note: Reported award amounts only include awarded contracts for \$50,000 and above.

Rev: March 14, 2017

## **PRESIDENT'S REPORT**

April 6, 2017

### **East Meadows Bibliotech**

Through SAHA's Choice Development Initiative grant, Bibliotech is opening a third digital library at the East Meadows development, slated to open in Fall 2017. Bexar County held a sneak peek unveiling on March 13, where San Antonio Housing Authority President and CEO, David Nisivoccia, gave a few remarks along with City of San Antonio Mayor Ivy Taylor, Bexar County Judge Nelson Wolffe and County Commissioner Tommy Calvert, Precinct 4.

### **NAHRO Washington Conference**

SAHA representatives met with elected officials at the National Association of Housing and Redevelopment Officials (NAHRO) Washington Conference on March 26-28 to educate members of Congress and their staff of SAHA's legislative priorities for 2017. The theme of the conference was Advocacy for a Better Tomorrow.

### **Community Job Fair**

SAHA held a public community-wide job fair on March 31. Approximately 30 employers – including Goodwill SA, Omni Hotel and San Antonio ISD – promoted job openings and interviewed attendees on-site. The Workforce on Wheels (WOW) Bus was also available for attendees to improve and update their resumes and were provided printed copies to share with employers. The Job Fair was featured on KENS 5 Great Day SA on March 23, featuring Cassiano Homes Job Plus member Nalanta L., who modeled attire provided by Dress for Success and demonstrated how to dress for a job fair.

### **Employee Spring Event**

SAHA's Human Resources Department is hosting a organization-wide Employee Spring Event on April 21 to commemorate certain levels of an employee's years of service. This is the first spring employee event that will include a fitness twist. SAHA offices will close at noon, and all employees will gather at the Central Office park. Fitness gurus will hold a variety of fitness demonstrations of all levels for employees to enjoy.

### **SAHA relaunches HTVN Training**

SAHA has brought back HTVN Training, an online training resource employees can use to develop new skills by taking courses and earning certifications right from their desktop. HTVN has more than 75 webinars in compliance, human resources, maintenance, operations, risk management, wellness and more. Most courses are about 15 minutes long for convenience.

### **SAHA participates in Siclovía**

SAHA employees were encouraged to get active at the YMCA's biannual Siclovía event on March 26, 2016. At the event, attendees had the opportunity to enjoy temporary street closure for families to run, ride bikes and partake in exercise classes while enjoying the city streets. If SAHA employees attended and posted a Siclovía selfie on SAHA's Facebook, Twitter or

Instagram account with the hashtag #SAHAPhotoChallenge, they were entered into SAHA's Human Resources Department's wellness raffle to win a prize.